

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – SEPTEMBER 12TH, 2011 @ 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 Gerry Schiltz, Curt Ireland, Pat Novacek, and Linda Vatnsdal. 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, Fire Chief Jeff Ballard, Roseau County Commissioner Jack Swanson- WILD 102 Radio and Lyle Grindy.

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

The following correction (s) were noted in the August 1st, 2011 minutes.

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Rob Sando Roseau River Watershed District Administrator and City Superintendent David Drown went on a tour of the West Intercept Ditch and they felt that what needs to be repaired would be eligible for FEMA reimbursement and Rob Sando has proposed that the City of Roseau pay \$2,500.00 for 2012 which would include 37 ½ hours for Rob's time which would be \$1,500.00, the additional \$1,000.00 would be deposited into a fund for any future repairs. Rob Sando is presenting this to the Watershed District Board ~~on Wednesday~~ at a future Watershed Board Meeting.

Council member Linda Vatnsdal motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to approve the August 1, 2011 minutes with corrections.

Council member Pat Novacek motioned, Council member Linda Vatnsdal seconded and it was carried by unanimous vote to approve the August 22, 2011 minutes as presented.

Council member Curt Ireland 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 August 1st, 2011 through August 31st, 2011 as presented, with a batch number of AP08312011 and is filed in edit books in the City Clerk's Office.
- b. Daily Batch checks written from August 1st, 2011 through August 31st, 2011 were audited, approved and are filed in edit books in the City Clerk's Office.
- c. Receipt entries July 1st, 2011 through July 31st, 2011 were audited, approved and are filed in edit books in the City Clerk's Office.
- d. Journal entries June 1st, 2011 through June 30th, 2011 were audited, approved and are filed in edit books in the City Clerk's Office.
- e. A review of June, 2011 General Ledger checks written compared with check images on the bank statements found no irregularities.
- f. Upcoming meetings –
 - a. October 3rd, 2011 Regular meeting at 5:00 pm.
- g. Approve the use of alcohol in the Community Center :
 - a. None
- h. Email from League of Minnesota Cities – LMC Cities Bulletin: August 24th, 2011 & 2011 Regional Meetings Schedule.
- i. Email from CGMC in Brief - September 1, 2011 & 2011 CGMC Legislative Session Report.
- j. Northwest Regional Library – 2012 Library Budgets.
- k. Letter from ISO in regards to its analysis of the structural fire suppression delivery system provided in the City of Roseau Community.
- l. Donation of \$1,000.00 from Border State for the Art Sculpture.
- m. Donation of \$500.00 from Bob & Joan Shetterly to the Roseau Parks.

- n. Thank you from the American Cancer Society Relay for Life for the use of the Roseau City Park.
- o. 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 for the year 2012.
- p. Letter from FEMA in partnership with the Minnesota Department of Natural Resources (DNR), the Federal Emergency Management Agency (FEMA) Region V office recently scheduled a public Flood /Risk information Open House for communities located in Roseau, County, Minnesota for Thursday, September 29th, 2011 from 4:30 PM – 6:30 PM. A Notice of Event will be sent so all council members may attend.
- q.

HEATSHARE PROGRAM AGREEMENT

COMES NOW, City of Roseau, in joint partnership with The Salvation Army, an Illinois Corporation (The Salvation Army), submits its joint customer contribution fund program plan as follows:

PROGRAM NAME: HeatShare (A voluntary non-governmental program of The Salvation Army), which has been in existence since 1982.

PURPOSE: The purpose of this energy related program, shall be to advance the common good and general welfare of the people by soliciting voluntary contributions from customers and employees to assist needy Minnesotans with energy related problems, including but not limited to residential heating bills, repairs on home heating equipment, and shut offs; and to provide assistance in reducing the cost of utilities for qualified low-income elderly, disabled, and others with special needs who have difficulty paying their energy related expenses.

CUSTOMER NOTIFICATION: Customers will be notified through City of Roseau. Notifications will be made via bill inserts and/or Newsletters. In addition, press releases and media notification will be utilized when appropriate and beneficial to HeatShare and the City of Roseau.

TRANSFER/DISTRIBUTION OF FUNDS: City of Roseau will transfer funds to The Salvation Army on a regular basis in amounts equal to contributions received and processed prior to such date. Funds will be allocated by each Salvation Army unit corresponding to City of Roseau in direct proportion to donations received from their area. On an exceptional basis, The Salvation Army, will have at their discretion, the authority to adjust the distribution of funds where they deem fit. A minimum of 85% of the funds will be used in the distribution of funds as per the attached guidelines A-1 and A-2.

IMPLEMENTATION: Implementation is scheduled with the insertion of customer notification/authorization in at least one monthly bill or newsletter each year thereafter, unless this agreement is terminated.

ADDITIONAL: City of Roseau proposes at this time to defray the expense of solicitation through paying of bill insert costs, any promotional costs deemed necessary, and the cost of collection and transmittal of contributions.

EFFECTIVE DATE: This plan becomes effective this October 1, 2011, and stays effective until September 20, 2012, or until City of Roseau or The Salvation Army terminates this agreement by giving a 90 day written notice to the other party.

NOTICE: The Salvation Army will follow the operational guidelines (A-1 and A-2) attached hereto. Notices shall be deemed given upon personal delivery, or when deposited in the United States mail, postage prepaid and addressed as follows:

If to City of Roseau:
 Attn: Janet Lundbohm
 Title: City Clerk
 Address: 121 Center St East Suite 202
Roseau, MN 56751
 Phone: 218-463-1542

If to The Salvation Army:
 Attn: Mike McGlone
 Title: Statewide HeatShare Director
 Address: 2445 Prior Avenue
Roseville, MN 55113
 Phone: 651-746-3542

WHEREFORE, City of Roseau, requests that its proposed joint customer contribution fund program be approved as submitted.

By: _____
 Title: _____
 Attest: _____
 Title: _____
 Dated the _____ day of _____ 2011

- r. Investment-Roseau EDA Hi Fi as of 09/06/2011 is \$178,325.90.
- s. Cash in bank-DNR Escrow as of 09/06/2011 is \$832,000.00.
- t. Cash in bank-Regular checking as of 09/06/2011 is \$1,975,642.26.

- u. Investment-Regular Hi Fi as of 09/06/2011 is \$1,323,541.37.
- v. Investment of Certificate of Deposit as of 09/06/2011 is \$750,000.00.
- w. Investment of Certificate of Deposit as of 09/06/2011 is \$754,834.93.
- x. Investment of Certificate of Deposit as of 09/06/2011 is \$755,727.53.
- y. Investment of Certificate of Deposit as of 09/06/2011 is \$763,485.07.
- z. Cash in bank - Airport Fuel Sales Credit Card as of 09/06/2011 is \$1,141.33.
- aa. Investment - Roseau EDA Money Market as of 09/06/2011 is \$230,305.11.
- bb. Cash in bank - Pine to Prairie Birding Trail as of 09/06/2011 is \$3,691.15.
- cc. Cash in bank - Scandinavian Festival as of 09/06/2011 is \$3,527.86.
- dd. Cash in bank – Welcome to Roseau as of 09/06/2011 is \$1,287.17.
- ee. Cash in bank - Roseau EDA as of 09/06/2011 is \$1,760.03.
- ff. Year to Date Revenues & Expenditures (August 31, 2011).
- gg. City of Roseau, Roseau County, Roseau Electric, Far North Transit Health Fair “Notice of Save the Date” for October 19th, 2011, 7:00 a.m. to 12:00 p.m. (the date was changed from November 2nd, 2011 due to a scheduling change in Public Health).
- hh. Donation from Roseau Friends of the Library for the Art Sculpture – \$500.00 from the Roseau Community Fund through the Northwest Minnesota Foundation & \$500.00 from Rev Louis and Annette Hermansen.
- ii.

#R 26-11 RESOLUTION

**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. 99628, “Grant Agreement for Airport Improvement Excluding Land Acquisition,” for State Project No. A6801-29 at the Roseau Municipal Airport is accepted.
2. That the Mayor and Community Developmnt Coord. are authorized to execute this Agreement and any amendments on behalf of the City of Roseau.

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF ROSEAU

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the City of Roseau

at an authorized meeting held on the 12 day of September, 2011

as shown by the minutes of the meeting in my possession.

s/s Janet Lundbohm
City Clerk

Roseau Promotions Director Lyle Grindy reported on the following:

- City wide Crazy Day was held on Thursday, August 4th, 2011 and the reports were that some of the stores experienced some of their best sales. The negative was that merchants did not get the influx of Polaris employees after 3:15 they had hoped for.
- The Farmers Markets are continuing weather permitting. There are not a lot of vendors but it is building. Customers have commented the quality is good and the prices are fair.
- On Tuesday August 30th, 2011 Roseau hosted the Board of Directors meeting of the Minnesota Heartland Tourism Association. No one could remember when the last time a meeting was held in Roseau.
- On Wednesday August 31st, 2011 Roseau hosted the Minnesota Heartland Tourism Association general meeting at the City Center. Guests were from Willmar, Grand Forks, Bemidji, Fergus Falls, Park Rapids, Thief River Falls, Warren and Brainerd. Comments were favorable about the City of Roseau and they were very impressed with the City Center. Thanks to Mayor Pelowski for his attendance and extending a welcome to our guests.
- Quilt S'More Shop Hop was held in August which the CVB helps support. It was another big success. There were six chartered buses for this tour and the tour had over 900 guests come through the Roseau store. They were from Canada, North Dakota and greater Minnesota. They stayed in Roseau Motels, ate in Roseau Restaurants and shopped in Roseau stores. Judy Magnusson says it just keeps growing every year and thanks the CVB for their support.
- Rachel Lundbohm Associate Director for the Center for Rural Entrepreneurial Studies for the University of Minnesota, Crookston gave a "Website Analysis & Recommendations" for the "goroseau website". The presentation was very impressive with some good ideas for building more traffic to the Roseau CVB/C&C web-site.

After review of the North Country Inn (#5-2011) Variance application it was noted that the sign square footage had been doubled and Mitch Rhen completed a new application which required a smaller Variance. After discussion Council member Curt Ireland motioned, Council member Linda Vatnsdal seconded and it was carried by unanimous vote to set a Public Hearing to be held on Thursday, September 29th, 2011 for North Country Inn (#5-2011) for a Variance to replace an existing monument 48 square foot sign with a new sign by the entrance on the frontage road with a 70 square foot LED sign. The total of all of North Country Inn signs would be 224 square feet in lieu of the 120 square feet maximum allowed, a 104 square foot sign Variance as recommended by the Planning Commission.

Council member Curt Ireland motioned, Council member Linda Vatnsdal seconded and it was carried by unanimous vote to approve the Titan Machinery (#4-11) Variance request to install a new free standing Case sign with a square footage of 172 square feet. The total of all Titan Machinery's (including Case) signs would be 370 square feet in lieu of the 120 square feet maximum allowed, a 250 square foot Variance as recommended by the Planning Commission. Justification for approval of the Variance is that Titan machinery is replacing an existing sign with a new sign in conformity with the business district.

Roseau County Commissioner Jack Swanson reported on the following:

- Jack was in St. Paul for a meeting and visited with governor Dayton and he wanted to know how he could help with the East Diversion.
- Roseau County will be setting their levy at their meeting Tuesday, August 13th, 2011 and the County's budget is virtually unchanged for 2012.
- Jack noted that the market value homestead credit change will potentially raise property taxes.

City Council member Linda Vatnsdal reported that the Beautification committee met and discussed the budget and the projects to wrap up.

Community Development Coordinator Todd Peterson reported on the following:

- The EDA met at the end of August and the EDA is working on moving a couple of projects forward.

- Michal Sparby with AURI met with the Corn Growers Association seeking \$150,000 to fund the Bio-diesel unit for the Roseau gasifier project. The Corn Growers Association will provide \$150,000 towards the project.

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Fire Chief Jeff Ballard reported on the following:

- The 26th Annual Roseau Volunteer Fireman’s Barbecue and Ball will be held at the Roseau Fire Hall on September 24, 2011 from 5:00pm to 8:00 pm. with the dance starting at 8:30 pm at the VFW.
- Jeff said that the Fire Department had taken a truck to Newfolden to participate in the 9/11 event.

After discussion Council consensus was to approve Chief of Police Ward Anderson to purchase a radio for inside the police department using excess funds previously approved for other radios.

Community Development Coordinator Todd Peterson reported on the following:

- The new preliminary flood plain maps are posted in the Council Chambers for review.
- The email from Daryl Tveitbakk regarding EPA releasing its intent to impose a federal implementation plan on North Dakota’s Regional Haze State Implementation Plan (SIP) and a draft of a letter written by Todd Peterson to EPA opposing their plan, copies of that letter will be forwarded to our congressional representatives as well. After discussion Council Consensus was to send out the letter with some minor changes by Mayor Jeff Pelowski.
- The Corps has expressed concerns with the low bid for the East Diversion and has filed a protest with SBA on the qualifications of the low bidder.
- Darrin Hedlund has requested to remove the trees that are south on the property acquired by the City from Collin Jenson and put them on his property for a buffer from the East Diversion . Following discussion of said matter Council consensus was to approve the removal of the trees by Darrin Hedlund.

After discussion Council member Pat Novacek motioned to approve the ~~2011 payable~~ 2012 preliminary tax levy in the amount of \$1,049,243.00 and the motion failed for a lack of a second.

After discussion Council member Pat Novacek motioned to approve the ~~2011 payable~~ 2012 preliminary tax levy in the amount of \$,1,049,242.00 as follows, seconded by Council member Gerry Schiltz, carried by unanimous vote.

2011		
PRELIMINARY LEVY		
1.	General Levy	\$ 1,000,242
	Bonds & Interest JOBZ Non-Exempt.	\$ 7,000
	Library	42,000
	Total 2012 Levy	\$ 1,049,242

Council member Gerry Schiltz motioned to set the date for the public comment, and consideration and possible adoption of the final 2014₂ Levy and 2014₂ Budget as required by state law at the December 5th, 2011 City Council meeting to be held at 6:00 pm, seconded by Council member Curt Ireland and it was carried by unanimous vote.

Following discussion by the Roseau City Council, Mayor Jeff Pelowski volunteered to replace Council Member Pat Novacek on the Employee Wage and Benefit negotiation committee.

Council member Pat Novacek 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