

REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – September 11th, 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, Police Chief Ward Anderson, Liquor Store Manager Linda Roseborough, City Attorney Michelle Moren, Fire Chief Craig McMillin, Clerk-Treasurer Beth Hellquist, Jack Swanson-Wild 102 Radio, Gracia Nelson, Linda Pavek and Kristi Hanson from the Northwest Regional Library.

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

Council member Pat Novacek motioned, Council member Jane Evans seconded and it was carried by unanimous vote to approve August 7th, 2017 Regular meeting minutes as written.

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

1. Presentation of Accounts Payable claims August 1st, 2017 through August 31st, 2017 Batch AP083117. CK#63015-63081 = \$137,674.92.
2. Presentation of daily checks August 1st, 2017 through August 31th, 2017
E#624-666 = \$382,369.64
CK#62913-63014 = \$466,350.11
08/15/2017 PR DD = \$34,164.15
08/31/2017 PR DD = \$39,243.13
3. Presentation of Receipt entries July 1st, 2017 through July 31st, 2017.
4. Presentation of Journal entries JE063017.
5. Audit Committee review of June 2017 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
Upcoming scheduled meetings:
 - a. October 2nd, 2017 Regular City Council meeting at 5:00 pm.
7. Approve the use of alcohol in the Community Center-
 - a. Deer Hunters Association 10/09/2017 (Corrected date)
8. Investment–Roseau EDA Hi Fi as of 08/31/2017 is \$83,856.51.
9. Cash in bank-DNR Escrow as of 08/31/2017 is \$2,000.00.
10. Cash in bank-Regular checking as of 08/31/2017 is \$2,822,931.67.
11. Investment-Regular Hi Fi as of 08/31/2017 is \$1,549,599.15.
12. Investment Certificate of Deposit as of 08/31/2017 is \$795,414.21.
13. Investment Certificate of Deposit as of 08/31/2017 is \$788,493.43.
14. Investment Certificate of Deposit as of 08/31/2017 is \$786,025.91.
15. Investment Certificate of Deposit as of 08/31/2017 is \$781,728.03
16. Investment-Roseau EDA Money Market as of 08/31/2017 is \$288,386.29.

17. Cash in bank-Pine to Prairie Birding Trail as of 08/31/2017 is \$4,048.88.
18. Cash in bank-Roseau EDA as of 08/31/2017 is \$267.51.
19. LMC – August News Letter
20. LG220 Gambling Permit – Roseau Fire Department Relief Association – VFW Post 8663
21. LG220 Gambling Permit – Post 0024 – Sons of the American Legion
22. Parade Application – Roseau High School
23. LMC 2017 Regional Meetings
- 24.

RESOLUTION NO. 32-17

RESOLUTION ACCEPTING DONATION

WHEREAS, the general public have presented to the City of Roseau, a donation of \$21.00 and have designated that this donation be deposited in the City of Roseau Riverview Park Gazebo Concert Fund.

WHEREAS, the City Council is appreciative of the donation 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 donations are accepted and acknowledged with gratitude, and
2. That the donations will be allocated to the Riverview Park Gazebo Concerts.

Adopted by the City Council of the City of Roseau, Minnesota this 11th day of September, 2017.

By: _____
Mayor

Attest: _____
Clerk/Treasurer

25.

RESOLUTION NO. 33-17

RESOLUTION ACCEPTING GRANT

WHEREAS, Northwest Minnesota Foundation has presented to the City of Roseau, a grant of \$180,579.98 and has designated that this grant be deposited in the City of Roseau South Riverview Park Project Fund.

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 South Riverview Park Project Fund.

Adopted by the City Council of the City of Roseau, Minnesota this 11th day of September, 2017.

By: _____
Mayor

Attest: _____
Clerk/Treasurer

26.

RESOLUTION NO. 34-17
RESOLUTION ACCEPTING DONATION

WHEREAS, Ford Exposure Marketing and Promotion, Inc. has presented to the City of Roseau, a donation of \$3,440.00 and has designated that this donation be deposited in the City of Roseau South Riverview Park Project Fund.

WHEREAS, the City Council is appreciative of the donation 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 donation is accepted and acknowledged with gratitude, and
2. That the donations will be allocated to the South Riverview Park Project Fund.

Adopted by the City Council of the City of Roseau, Minnesota this 11th day of September, 2017.

By: _____
Mayor

Attest: _____
Clerk/Treasurer

27. Starting October 1st, 2017 Greg Grahn will be leasing hangar #7 contingent upon council approval and the necessary paperwork is received by the Clerk's office.
- 28.

RESOLUTION NO. 36-17
RESOLUTION ACCEPTING DONATION

WHEREAS, the general public has presented to the City of Roseau, a donation of \$17.00 and has designated that this donation be deposited in the City of Roseau Riverview Park Gazebo Concert Fund.

WHEREAS, the City Council is appreciative of the donation 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 donation is accepted and acknowledged with gratitude, and
2. That the donations will be allocated to the Riverview Park Gazebo Concert Fund.

Adopted by the City Council of the City of Roseau, Minnesota this 11th day of September, 2017.

By: _____
Mayor

Attest: _____
Clerk/Treasurer

29. LG220 Gambling Permit – Roseau Fire Department Relief Association – American Legion
30. NMPA – Certificate
31. Liquor Store Monthly sales report August 2017
32. City Revenues and Expenditures for August 2017
33. Roseau County Rural Child Care Innovation Program Fact Sheet

Delegations

Kristi Hanson from the Northwest Regional Library presented to council the Northwest Regional Library 2016 Annual Report. The Library login system counts the library usage. Roseau and the region is up from the previous year. Ms. Hanson stated that a lot is happening at the Roseau Library. There were 172 kids in the summer reading program. The increased count also shows that the population is growing in the region largely due to Digi Key and Arctic Cat in the Thief River area. Northwest Regional Library has a very active board and is hoping to have wireless printing at the end of the month. The library is receiving \$20,000 in legacy funding, but still has money to make up and made a budget request of a 2% increase from the City of Roseau. The 2017 NWRL Roseau Portion is \$52,210. 2% (\$1,044) would increase the City of Roseau's portion to \$53,254.00

Mayor Pelowski thanked Ms. Hanson and stated that this request would be taken up at the City of Roseau's budget meetings in October.

Fire Department

Fire Chief Craig McMillin had two items to report:

- The Fire Department Relief Association's annual ball is September 23rd, 2017.
- Polaris is sponsoring a tail gate party at the American Legion on October 15th, 2017 as a fund raiser for the Roseau Fire Department

Committee Reports

Planning Commission-

CDC Todd Peterson informed council the Planning Commission met August 21st, 2017 and a Public Hearing was held for the variance request from Carter Novacek and Martha Lystad #5-17 seeking a 20' side setback variance on the south property line for the purpose of constructing a new home. There was one oral comment received by the City. Tim Erickson opposed the variance stating he felt there was adequate room on the Novacek lot without the variance. Mr. John Douglas, the neighbor directly south of the subject property voiced his opposition at the Planning Commission meeting, concerned that the variance would encroach on the access to his property. After discussion, CDC Peterson explained and drew a map showing Mr. Douglas and the Planning Commission the locations of the existing street rights of way and the existing property lines to show that the variance sought by Mr. Novacek would not encroach upon the

existing driveway used by Mr. Douglas and that the new home would be constructed all on Mr. Novacek's property, approximately 20+' from the existing driveway. Mr. Douglas was not clear on whether the proposed request would allow Mr. Novacek to build upon the existing city street right of way. After discussion the Planning Commission unanimously recommended to the Roseau City Council to approve the Carter Novacek & Martha Lystad Variance Request#5-17 for a 20' side setback variance on Lot 1 & S20' of Lot 2, Block 3, Riverside Second Addition for the purpose of building a new house up to the south lot line with the following conditions:

- All fill placed on the lot will be graded and drained to appropriate public storm water drainage catch basins or drainage ways so that no existing neighboring drainage courses are blocked or additional runoff is directed onto adjacent properties.
- No fill will be placed in the designated Roseau River Floodway and the existing drainage course along the river levee will be restored.
- The lot shall be surveyed and monuments place at the property corners prior to the start of construction for the placement of a building within 5' of the property line.

The reasons for approval of this request include:

- The variance will allow for construction of the home further to the south allowing for better grading and drainage of the lot for adjacent properties.
- The variance will allow for construction of a single level home to meet the needs of the homeowner and will allow for grading to build out of floodplain.
- The variance does not have negative impacts on the adjacent neighbors as there is a vacant street right of way on the southern property boundary the provides a 66' side setback between the two properties in lieu of the 20' setback.

Council member Jane Evans asked if Mr. Douglas was still opposed. CDC Peterson stated that he still was though not as venomously.

After discussion, Council member Don Ross motioned, Council member Amy Bassingthwaite seconded and it carried by majority vote to approve Variance #5-17 for a 20' side setback variance on Lot 1 & S20' of Lot 2, Block 3, Riverside Second Addition for the purpose of building a new house up to the south lot line with the conditions listed above.

Mayor Pelowski, Council member Don Ross and Amy Bassingthwaite approved

Council member Jane Evans opposed.

Council member Pat Novacek abstained.

CDC Peterson informed council, that Police Officer Zach Manka informed the Planning Commission that Officer Hodge had given some residents with junk cars more time to remove them. The Planning Commission was okay with that for any vehicles that were newly placed on the cleanup list; however, the ones that have been on the list for years should have action taken on them immediately.

5:30 Public Hearing. (Determination of nuisance or hazardous building. 104 Westside Trailer Court. City Council may take action to proceed with the abatement process pursuant to the mandates of Minnesota Statutes §463.)

a. Westside Court, LLC

**Attn: Mr. Jack Lund, President and Mr. Steve Czeh, Sec.
P.O. Box 275
Roseau, MN 56751**

**b. Cheryl Milbridge
1632 Lake Vermillion Res. Rd
Tower, MN 55790**

At 5:30 pm a public hearing was held to determine nuisance and/or hazardous buildings. Council member Amy Bassingthwaite motioned, Council member Don Ross seconded and it was approved by unanimous vote to open the public hearing as to whether the building located at 104 Westside Trailer Court constitutes a nuisance and/or hazardous building.

City Attorney Michelle Moren stated that this was the last building of two dozen properties identified over the last two years as possible nuisance and/or hazardous buildings during the annual city tours. This building had been carried over from the August meeting to due to concern the owner had not been properly identified. It was found that Mr. Jack Lund paid the taxes and was listed as the owner.

City Attorney Moren submitted to council, Police Chief Ward Anderson's report of his brief inspection, the pictures taken, and the notices sent to Mr. Lund and other associated parties that support the resolution.

Chief Anderson stated the front door was missing from the trailer and had been for some time. Chief Anderson had to be careful he did not fall through the floor when he stepped inside. It was Chief Anderson's opinion that this building constitutes a nuisance and/or hazardous building.

There were no oral comments submitted to the City before or during the public meeting. Mr. Steve Czeh had emailed Chief Anderson at 4:15 pm just before the Council meeting to inform him the Mr. Lund would be moving the trailer out to Mr. Lund's property in Malung sometime this week.

Mayor Pelowski inquired what happens if council moves forward with the abatement process and the trailer is removed. City Attorney stated nothing, the process is done; but if the council does not move forward and the trailer is not removed the abatement process has to start over.

Council member Amy Bassingthwaite motioned, Council member Don Ross seconded and it carried by unanimous vote to close the public hearing.

After discussion, Council member Pat Novacek motioned, Council member Jane Evans seconded and it was carried by unanimous vote to pass Resolution #31-17.

**RESOLUTION ORDERING THE ABATEMENT OF A NUISANCE/RAZING
OF A HAZARDOUS BUILDING**

CITY OF ROSEAU

RESOLUTION NO. 31-17

RESOLUTION ORDERING THE ABATEMENT OF A NUISANCE AND RAZING OF THE HAZARDOUS BUILDINGS LOCATED AT 104 WESTSIDE TRAILER COURT IN THE CITY OF ROSEAU

WHEREAS, a Public Hearing was held at the Roseau City Council Chambers on September 11, 2017, to determine whether debris located on 104 Westside, by Westside Court, LLC, constitutes a nuisance and/or hazardous building.

WHEREAS, Chief Ward Anderson of the Roseau Police Department presented the City Council with correspondence dated May 19, 2017, to President Jack Lund and Secretary Steve Czeh of the Westside Court, LLC, and also to Mrs. Cheryl Milbridge, the previous tenant.

WHEREAS, said LLC and Mrs. Milbridge were advised that the subject mobile home and debris were to be removed in their entirety no later than August 7, 2017.

WHEREAS, said correspondence was served upon the President and Secretary of the LLC and Mrs. Milbridge by U.S. First Class Mail. Chief Anderson also served upon them on said date, a Notice of City Council Meeting and Public Hearing indicating that a Public Hearing would be held on September 11, 2017, at 5:30 p.m., at the Roseau City Council Chambers located at 121 Center Street East, Suite 201, Roseau, Minnesota 56751. The purpose of said Notice was in the event that the LLC and/or Mrs. Milbridge had not taken the necessary action to abate the alleged nuisance and/or remove the hazardous buildings.

WHEREAS, Chief Anderson also posted the Notice of Public Hearing on the premises located at 104 Westside Trailer Court on May 22, 2017 at 4:04 p.m.

WHEREAS, at the Public Hearing on September 11, 2017, Chief Anderson also presented photographs of the subject site; which photographs were taken on August 3, 2017. The photographs depicted that there remained the abandoned mobile home on the subject property.

WHEREAS, no appearances were made by anyone on behalf of Westside Court, LLC or Mrs. Cheryl Milbridge.

WHEREAS, pursuant to Chapter 93 of the General Regulations of the Roseau City Code, the City Council of Roseau finds that the mobile home located at 104 Westside Trailer Court, constitutes a nuisance and further, pursuant to Minn. Stat. §§ 463.15 and 463.261, said mobile home, remnants and debris further constitute hazardous buildings for the following reasons:

1. Said mobile home is no longer structurally sound.
2. That hazardous materials from the abandoned mobile home remain on the lot at 104 Westside.
3. That the mobile home and debris pose a safety threat to the public.

4. That the mobile home and debris have been abandoned and inadequately maintained, and are dilapidated.
5. That the mobile home and debris are unsanitary.

WHEREAS, the conditions listed above are more fully documented in the correspondence from Chief Anderson dated May 19, 2017, together with the attached photographs. (Copies of which are attached to this Resolution as Exhibit A.)

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ROSEAU, MINNESOTA, AS FOLLOWS:

1. That pursuant to the foregoing findings and in accordance with Chapter 93 of the Roseau City Code and Minn. Stat. §§ 463.15 and 463.261, the Council orders the record owners of the above described nuisance and hazardous buildings/property or their representatives to make the following corrections on the property located at 104 Westside Trailer Court:
 - a. The mobile home, all remnants, together with loose items and debris must be removed from said property no later than 30 days from the date of service of this Resolution upon the record property owners.
 - b. The corrective action must be completed in compliance with all applicable City Codes and State and Federal regulations.
 - c. That a Motion for summary enforcement of the Order will be made to the District Court of Roseau County in which the nuisance and hazardous building or property is situated unless corrective action is taken; or, unless an Answer is filed within the time specified in Minnesota Statutes §463.18 which is 20 days.
 - d. That if the City of Roseau must take action to enforce this Order, all enforcement costs will be specially assessed against the Westside Court, LLC, real property and collected in accordance with Minnesota Statutes §§ 463.22, 463.161, and 463.21.
 - e. That the City Attorney (by and through the City Police Department) is authorized to serve this Order upon the owners of the subject property at P.O. Box 275, Roseau, Minnesota 56751.
 - f. That the City Attorney is authorized to proceed with the enforcement of this Order as provided in Minnesota Statutes §§ 463.15 and 463.261.

Adopted by the City Council of the City of Roseau on September 11th, 2017

Approved:

Jeff Pelowski, Mayor

Todd Peterson, Community
Development Coordinator

Attested:

Beth Hellquist, City Clerk/Treasurer

Roseau County Commissioner –

Roseau County Commissioner Jack Swanson informed council the County will be setting its Preliminary Budget and Levy the end of this month. The Levy is expected to remain the same even though a 1.3 million dollar shortfall is projected, insurance is expected to go up 29%, and 2018 will be an election year costing the county approximately \$100,000 to run the election.

Operation Committee –

CDC Peterson informed council that the Operations Committee did not meet.

Oak Crest Golf Course –

Council member Amy Bassingthwaite informed council the golf course looks good.

Airport Committee –

CDC Peterson informed council the Airport Committee did not meet but presented to council Resolution #35-17 “Authorization to execute Minnesota Department of Transportation Airport Maintenance and Operation Grant Contract.” This is the annual contract reimbursing the city 75% of eligible maintenance and operation costs not to exceed \$34,843.00 reimbursement. The State reimbursement percentage was raised but the total amount was lowered.

Council member Jane Evans motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve Resolution #35-17 “Authorization to execute Minnesota Department of Transportation Airport Maintenance and Operation Contract.”

CDC Peterson presented to council a “Task Order” to conduct Environmental Assessment Study for proposed 2018-2022 airport improvements at the Roseau Municipal Airport as identified in the draft airport master plan study. KLJ is recommending moving up all of the airport projects to 2018-2019. Before these projects can be started the Environmental Assessment Study has to be done. The money for these projects is all reimbursable if the FAA gets the money from Congress. The FAA and MnDot are meeting on Friday to discuss the airport projects. A portion of the project money is in the 2018 budget. There was none budgeted for 2017. CDC Peterson asked council approval to spend approximately \$4,500 of unbudgeted money to get started on the “Task Order” and Council approval to sign the contract.

Council member Pat Novacek motioned, Council member Jane Evans seconded and it was carried by unanimous vote to authorize signing the “Task Order” Contract and approve spending \$4,500 in unbudgeted money.

EDA – Did not meet

Department Reports

Liquor Store-

Liquor Store Manager Linda Roseborough informed council that the Liquor Store expansion project is 90% complete. The Liquor Store will be closed on September 18th to finish the lighting, exterior doors and cash register counters.

Manager Roseborough inquired about Sunday Sales. Manager Roseborough has contacted neighboring liquor stores that are open Sundays and they said they have not seen a significant increase in sales. Manager Roseborough would like the option to be open specific Sundays that are close to holidays, approximately 3 Sunday’s per year.

City Attorney Michelle Moren will check to see if the City Ordinance would need to be changed for Council to specify those dates.

No action taken.

Police Department –

Police Chief Anderson stated there was no new business.

Superintendent-

City Superintendent David Drown stated there was no new business.

Council member Pat Novacek inquired about water leaking from under a trailer in the West Side Trailer court for the last couple of weeks or more. City Superintendent stated that the leak is after the meter so it is the owners responsibility to fix it. The owner is getting billed for the water usage and is paying the bill. Superintendent Drown has talked to the owner who says he has a plumber lined up to fix it.

Council inquired about the draw on the wells because of the dry weather. Superintendent Drown stated the city has plenty of water but it is being watched closely.

City Attorney –

City Attorney Michelle Moren stated there was no new business.

Community Development Coordinator-

CDC Todd Peterson presented to council Ordinance No. 34 to amend the zoning map.

Council member Pat Novacek motioned, Council member Jane Evans seconded and it carried by unanimous vote to approve Ordinance No. 34 Third Series to reclassify zoning.

ORDINANCE NO. 34 THIRD SERIES
(Uncodified)

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF ROSEAU, MINNESOTA, TO AMEND THE ROSEAU CITY CODE SECTION 11.03 GOVERNING LAND USE REGULATION (ZONING); SAID SECTION 11.03 BEING ENTITLED “DISTRICTS ESTABLISHED, ABBREVIATIONS, ZONING DISTRICT MAP, ANNEXATION AND ZONING PERMITS”.

The City Council of the City of Roseau, Minnesota, ordains as follows:

SECTION 1. That the official zoning district map incorporated by reference in the Roseau City Code, Section 11.03, is amended to reclassify the following described real estate from R-2 (TWO FAMILY AND SINGLE FAMILY RESIDENTIAL) to P-2 (HEAVY PUBLIC).

Lots One (1) and Two (2), of Block Nineteen (19), of the Correction Plat of the Original Townsite of Roseau, according to the recorded plat thereof.

SECTION 2. All ordinances and parts of ordinances inconsistent with this ordinance are hereby repealed.

SECTION 3. The ordinance shall take effect and be in full force after its passage and publication.

Dated this 11th day of September, 2017.

APPROVED:

_____ Mayor

ATTEST:

City Clerk/Treasurer

(Publication in the Roseau Times Region Newspaper on the ____ day of September, 2017.)

CDC Peterson informed Council that the School would like to see new cross walk flashers put in at the intersections of 4th Ave. NE and 6th Ave NE and Minnesota Trunk Highway 11. The school was informed by the Department of Transportation that the City had to be the requester. CDC Peterson presented to council an example of what the flashers would look like, though they will not be solar powered. CDC Peterson also presented to Council a resolution requesting the cross walk flasher system on behalf of the school. The school is willing to pay to put them in. The overhead light that are there now would come down. Superintendent Drown stated that the City will be responsible for the installation, maintenance, and electricity for them.

RESOLUTION 37-17

RESOLUTION REQUESTING A PEDESTRIAN CROSSWALK FLASHER SYSTEM FROM THE MINNESOTA DEPARTMENT OF TRANSPORTATION AT THE INTERSECTION OF 4TH AVENUE AND 6TH AVENUE NE AND MINNESOTA TRUNK HIGHWAY 11 IN ROSEAU, MINNESOTA

WHEREAS, two pedestrian crossings have been established across Minnesota Trunk Highway 11 at 4th Avenue NE and 6th Avenue NE for access to the Roseau Community School; and

WHEREAS, the City of Roseau wishes to accommodate safe pedestrian crossing at the intersection of 4th Avenue NE and 6th Avenue NE by creating improved crosswalks with a Pedestrian Crosswalk Flasher System; and

WHEREAS, the City acknowledges if the requested designations are approved the City is responsible for installation of the crosswalk markings, the Pedestrian Crosswalk Flasher System signs and ongoing maintenance of crosswalk.

NOW, THEREFORE, BE IT RESOLVED, that the City of Roseau formally requests safe pedestrian crossings at the intersections of 4th Avenue NE and 6th Avenue NE and Minnesota Trunk Highway 11 and acknowledges it is responsible for installation, the Pedestrian Crosswalk Flasher System signs and ongoing maintenance of crosswalk.

The foregoing resolution was offered by Councilmember Pat Novacek who moved its adoption, and upon due second by Councilmember Jane Evans, was passed by the following vote:

In Favor: Mayor Jeff Pelowski, Council members Pat Novacek, Don Ross, Amy Bassingthwaite and Jane Evans
Opposed: None
Absent: None

Passed: September 11, 2017

ATTEST:

APPROVED:

Elizabeth Hellquist – City Clerk-Treasurer

Jeff Pelowski - Mayor

Mayor Pelowski informed council the City and the School are scheduled to meet at the end of September and the pedestrian crossing improvements will be put on the agenda. City Superintendent Drown stated that there will also be 2 new speed limit signs installed.

CDC Peterson gave an update on the South Riverview Park Project. With the completion of Phase 1, the Park Board is investigating Phase 2 and has indicated discussions will start with a skate park designer.

CDC Peterson informed council that Marco took over the IT service for the City September 5th. Chris Stauffer from the County is working with them so they better understand the IT needs of the City. Chris will be done at the end of the month.

Pat Novacek and Chris Stauffer will talk with Sjobergs about the fiber running the City's IT network as it was changed from a "dark fiber" connection to a "managed" connection. The City would like to see this changed back.

CDC Peterson informed council that he is still waiting for a quote from MARCO before a company is selected for the City's surveillance cameras.

Mayor Council-

Mayor Pelowski opened discussion on the 2018 budget process, highlighting that the City must adopt a preliminary budget and tax levy by September 30th 2017 despite the fact that the information today is still very preliminary and there will be considerable discussion about the budget over the next four months. However, the preliminary levy that is set in September cannot be raised and can only be lowered. After discussion about how to proceed with developing the final 2018 budget and the 2018 tax levy, Council member Pat Novacek motioned, seconded by Council member Don Ross and carried by unanimous vote, to set the overall 2018 preliminary levy at the same level as 2017 at \$1,049,242.00, with a 2% (\$1, 044.00) increase to the Library Levy and a (\$1,044.00) decrease in the General Levy, not changing the total.

TAXES PAYABLE 2018

	LEVY PURPOSE	PROPOSED LEVY
01	GENERAL REVENUE	\$995,988.00
03	BONDS AND INTEREST JOBZ EXEMPT	
30	BONDS AND INTEREST JOBZ NON-EXEMPT	
05	AIRPORT	
11	LIBRARY	\$ 53,254.00
14	PORT AUTHORITY	
	TOTAL 2018 LEVY	\$1,049,242.00

CDC Todd Peterson presented council with the 2018 Preliminary Budget. After discussion Council member Don Ross motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to accept the 2018 Preliminary Budget as presented.

		9/11/2017	2018 PRELIMINARY BUDGET		PAGE 1
			2018	2018	
FUND			REVENUE	DISBURSEMENTS	(-) BALANCE
GENERAL AND ENTERPRISE FDS					
101	GENERAL				
101	GENERAL		\$2,415,917	\$2,932,776	\$(516,859)
601	WATER FUND		\$377,255	\$396,720	\$(19,465)
602	SEWER FUND		\$361,636	\$225,797	\$135,839
603	GARBAGE FUND		\$421,000	\$420,662	\$ 338
604	ELECTRIC FUND		\$4,085,628	\$3,675,599	\$410,029
609	LIQUOR DISP FUND		\$1,905,900	\$1,542,012	\$363,888

TOTAL		\$ 9,567,336	\$9,193,566	\$373,770
		2018	2018	
FUND		REVENUE	DISBURSEMENTS	(-) BALANCE
SPECIAL REVENUE				
228	LODGING TAX	\$57,000	\$78,891	\$(21,891)
227	GAZEBO CONCERT FUND	\$2,500	\$2,500	\$ -
229	COMMERCIAL REHAB FUND	\$ 1,000	\$ -	\$1,000
231	DOC LEASE	\$30,786	\$17,000	\$13,786
233	TIF **	\$52,565	\$52,741	\$(176)
		\$143,851	\$151,132	\$(7,281)
CONSTRUCTION FUNDS				
101	AIRPORT TERMINAL	\$738,366	\$820,000	\$(81,634)
101	STREETS - ROAD GRADER	\$ -	\$175,000	\$(175,000)
101	2018 STREET PROJECT	\$ -	\$500,000	\$(500,000)
451	SOUTH RIVERVIEW PARK	\$100,000	\$150,000	\$(50,000)
448	CORPS OF ENGINEERS	\$ 6,000	\$ 6,000	\$ -
TOTAL		\$844,366	\$1,651,000	\$(806,634)
TOTAL ALL FUNDS		\$10,555,553	\$10,995,698	\$(440,145)
*	Dedicated \$\$			44,824 (395,321)

Notations

228	Lodging Tax Revenue In Bank	\$ 26,291
101	Parks & Recreation Funding Received	\$ 3,000
233	TIF Revenue Previously Collected	\$ 15,533

\$ 44,824

It was consensus of the Council to begin budget discussions with the city committees and department heads in two special budget meeting in October as has been done in the past. CDC Peterson will line up two dates in October for these budget meetings.

It was noted that Council must set a 2018 Truth in Taxation Public Hearing date. Council member Amy Bassingthwaite motioned, Council member Jane Evans seconded and it was carried by unanimous vote to approve the date of December 4th, 2017 for the Truth in Taxation Public Hearing at 6:30 pm during the regular City Council meeting.

The County is in the process of setting a tax forfeited land sale. Mayor Pelowski stated that there were 2 parcels in the city and there are 4 ways to respond: Council can disapprove of the sale; approve of the sale to the general public; approve the sale just to the adjacent land owners; or convey the lots to the City. CDC Peterson explained to council where and how big the lots were.

After discussion, Council member Pat Novacek motioned, Council member Don Ross seconded and it carried by unanimous vote to approve the two tax forfeited lots go on the public sale, protecting any assessments and outstanding utilities owed to the city.

**RESOLUTION NO. 38-17
OF THE CITY OF ROSEAU REGARDING TAX FORFEITED LANDS**

At the regular meeting of the City Council of the City of Roseau, Minnesota, held on Monday, September 11, 2017, at 5:00 p.m., a Motion was made by Councilperson Pat Novacek for passage of the following Resolution:

THE CITY COUNCIL OF THE CITY OF ROSEAU, MINNESOTA DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, the City of Roseau received correspondence from Roseau County Auditor Martha Monsrud dated August 8, 2017, enclosing a list of a tax forfeited parcel located in the City of Roseau, which parcel has been classified by the Roseau County Board as non-conservation land; and

WHEREAS, the Roseau County Board has requested that the City Council of the City of Roseau respond to the sale of said parcel in one of the following ways, to-wit: approval of a public sale, approval of a private sale to adjacent landowners, requests for conveyance to the municipality itself, or disapproval of any conveyances or sales to anyone; and

WHEREAS, the City of Roseau requests that \$11,678.93 in special assessments be levied against parcel 54.0250708, which is due and owing to the City of Roseau, prior to the public sale of said property.

WHEREAS, this matter was fully discussed by the City Council of the City of Roseau;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEAU, MINNESOTA, that the County of Roseau, Minnesota, be directed to have a public sale of the property, described as follows:

Lot Three (3), Block Eleven (11), of Sanders and Brandt's Railway Addition to the City of Roseau, according to the recorded Plat thereof (Parcel ID: 54.0126101); and

Lot Two (2), Block Two (2), Larsen's 2nd Addition to the City of Roseau, according to the recorded Plat thereof (Parcel ID: 54.0250708).

This Motion for Resolution was made by Councilmember Pat Novacek and was seconded by Councilmember Don Ross, and upon a vote being taken, the following voted in favor: Mayor Jeff Pelowski, Councilmember Pat Novacek, Councilmember Don Ross, Councilmember Amy Bassingthwaite and Councilmember Jane Evans.

The following voted against the same: None.

The following abstained: None.

The following were absent: None.

NOW THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEAU, MINNESOTA, that the County of Roseau, Minnesota, be directed to levy \$11,678.93 against parcel 54.0250708 for special assessments which is due and owing to the City of Roseau, prior to the public sale of said property.

This Motion for Resolution was made by Councilmember Pat Novacek and was seconded by Councilmember Don Ross, and upon a vote being taken, the following voted in favor: Mayor Jeff Pelowski, Councilmember Pat Novacek, Councilmember Don Ross, Councilmember Amy Bassingthwaite and Councilmember Jane Evans.

The following voted against the same: None.

The following abstained: None.

The following were absent: None.

Adopted by the Council this 11th day of September, 2017.

EFFECTIVE DATE: September 11, 2017.

Mayor _____

ATTEST:

City Clerk

Unfinished Business-

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

ATTEST:

City Clerk- Treasurer Elizabeth Hellquist.

Mayor Jeff Pelowski