

**REGULAR ROSEAU CITY COUNCIL MEETING  
MONDAY – JANUARY 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, Pat Novacek, Linda Vatnsdal, Don Ross. Others present were City Superintendent David Drown, Chief of Police Ward Anderson, Liquor Store Manager Brad Wiberg, City Attorney Pat Moren, Assistant City Attorney Michelle Moren, City Clerk Janet Lundbohm, Fire Chief Jeff Ballard, Roseau County Commissioner Jack Swanson – WILD 102 Radio, Jeff Olsen - Roseau Times Region, Lyle Grindy, Cary Olson, and John Wynne.

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

City Attorney Pat Moren gave the Oath of Office to Mayor Jeff Pelowski and Council member Patrick A Novacek who were reelected and Council member Don Ross who was newly elected.

Council member Linda Vatnsdal motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to approve the December 3<sup>rd</sup>, 2012 minutes as presented.

Council member Linda Vatnsdal motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to approve the December 10th, 2012 minutes as presented.

Council member Pat Novacek motioned, Council member Linda Vatnsdal seconded and it was carried by unanimous vote to approve the December 21st, 2012 minutes as presented.

Council member Curt Ireland 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 December 1st, 2012 through December 31st, 2012 as presented, with a batch number of AP123112 and is filed in edit books in the City Clerk’s Office.
- b. Daily Batch checks written from December 1st, 2012 through December 31st, 2012 were audited, approved and are filed in edit books in the City Clerk’s Office.
- c. Receipt entries November 1st, 2012 through November 30, 2012 were audited, approved and are filed in edit books in the City Clerk’s Office.
- d. Journal entries October 1<sup>st</sup>, 2012 through October 31st, 2012 were audited, approved and are filed in edit books in the City Clerk’s Office.
- e. A review of October 2012 General Ledger checks written compared with check images on the bank statements found no irregularities.
- f. Upcoming meetings –
  - a. February 4th, 2013 Regular meeting at 5:00 p.m.
- g. Approve the use of alcohol in the Community Center -
  - a. June 8<sup>th</sup>, 2013 Stoll Wedding dance
  - b. June 22nd, 2013 Thiesen Wedding dance
  - c. July 27<sup>th</sup>, 2013 Wickland Wedding dance
  - d. August 3<sup>rd</sup>, 2013 Wallace Wedding dance
  - e. August 9<sup>th</sup>, 2013 Olson Wedding dance
  - f. November 16<sup>th</sup>, 2013 Partners for Health Event
- h. 2012 “City of Roseau Christmas Lighting Contest” Winners.
- i. Letter from Minnesota Rural Water Association requesting a letter of support.
- j. Email from Kathy Spanjer in regards to the 30<sup>th</sup> Annual Red River Basin Land & Water International Summit Conference. Email from Sara Thrift in regards to the 2012-2013 Celebrating Successes in the Red River Basin Stories.
- k. Official Notice from the Department of labor and Industry (DLI) in regards to a Correction to Highway Heavy Prevailing Wage Rates and request for comments on possible amendments to and repeal of

rules governing fishing Regulations and Aquatic Plan Requirements, Minnesota Rules, Chapters 6212, 6262, 6264, 6266, and 6280.

- l. Email from Laura Ziegler in regards to an important notice from LMC about Broadband Coverage.
- m. LMCIT 2012 Property/Casualty Dividend.
- n. Letter from EFG Centra Pipelines Minnesota, Inc. – Landowner Pipeline Information.
- o. Letter from Arlene Furseth, Minnesota Pollution Control Agency in regards Petroleum Tank Release Site File Closure.
- p. Letter from Minnesota Pollution Control Agency in regards to Storage Tank Investigation and Corrective Action.
- q. Letter from Minnesota Pollution Control Agency in regards to “Accepting Projects for State Revolving Loan Programs”.
- r. Notice for the 2013 NMBA Boot Camp.
- s. Letter from Michael J. Hyland in regards to the APPA Safety Awards of Excellence.
- t. Investment-Roseau EDA Hi Fi as of 12/28/2012 is \$263,736.69.
- u. Cash in bank-DNR Escrow as of 12/28/2012 is \$832,000.00.
- v. Cash in bank-Regular checking as of 12/28/2012 is \$2,676,573.50.
- w. Investment-Regular Hi Fi as of 12/28/2012 is \$1,414,242.97.
- x. Investment of Certificate of Deposit as of 12/28/2012 is \$762,084.05.
- y. Investment of Certificate of Deposit as of 12/28/2012 is \$762,812.48.
- z. Investment of Certificate of Deposit as of 12/28/2012 is \$768,483.10.
- aa. Investment of Certificate of Deposit as of 12/28/2012 is \$772,699.63.
- bb. Cash in bank - Airport Fuel Sales Credit Card as of 12/28/2012 is \$2,041.48.
- cc. Investment - Roseau EDA Money Market as of 12/28/2012 is \$178,638.86.
- dd. Cash in bank - Pine to Prairie Birding Trail as of 12/28/2012 is \$3,774.95.
- ee. Cash in bank - Scandinavian Festival as of 12/28/2012 is \$3,575.63.
- ff. Cash in bank – Welcome to Roseau as of 12/28/2012 is \$1,287.17.
- gg. Cash in bank - Roseau EDA as of 12/28/2012 is 360.14.
- hh.

**#R 01-13**  
**CITY OF ROSEAU**  
**2013 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 2013;

**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 Patrick A 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 Treasurer is authorized to use a facsimile signature stamp at such time as it becomes necessary: Mayor Jeff Pelowski, Acting Mayor Pat Novacek and Treasurer Charlotte Erickson

**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 Ireland  
Community Center – Council member Vatsndal  
Sanitation and Wastewater Service – Council member Ross  
City/School Recreation - Mayor Pelowski and Council member Novacek  
Planning Commission – Council member Vatsndal and Mayor Pelowski as alternate  
Liquor Store – Council member Ross and Council member Ireland  
Golf Course – Council member Vatsndal and Council member Ross  
Library – Council member Novacek

ii.

#### **CITY OF ROSEAU 2013 COMMITTEE/BOARD APPOINTMENTS**

- **AIRPORT:** Jane Evans, Matt Anderson, Keith Okeson, City Representatives-Council member Curt Ireland and Community Development Coordinator Todd Peterson.
- **ARENA:** To be reviewed
- **BEAUTIFICATION:** Dawn Johnson, Colleen Olson, Ed Derosier, Jackie Poell, Tommy Greenhoe, City Representatives - Community Development Coordinator Todd Peterson, Superintendent David Drown, Council member Linda Vatsndal.
- **GILBERTSON BALLFIELD:** Chairman Ron Schwehr, Donn Haugen, Andy Ziegler, Tracy Wensloff, City Representatives-Mayor Jeff Pelowsk, Parks and Rec.-Chad Johnson.
- **ROSEAU VOLUNTEER FIRE DEPARTMENT:** To be named in March.
- **OAKCREST GOLF BOARD:** To be named in May, City Representatives – Council member Linda Vatsndal, and Council member Ross.
- **LIBRARY:** Chair person Joe Elick, Norm Hayes, NWRLB Linda Pavek, City Representative-Council member Pat Novacek.
- **PARK:** Chairperson Gerald Koble, Mike Bodell, Michelle Moren, Kyle Peterson, Sonya Peterson, John Mekash, Mark Johnston, Jamie Lisell, Dwayne Mast, Jim Ludwig, Pat Roth, City Representatives-Mayor Jeff Pelowski and Parks and Rec.-Chad Johnson.
- **PLANNING COMMISSION:** Chairman Dennis Sabourin, Mary Hayes, Roland Fredrickson, Larry Guggisberg, JoMar Bernat, Chuck Thompson, Dave Anderson, City Representatives-Council member Linda Vatsndal, Community Development Coordinator Todd Peterson, Secretary Janet Lundbohm.
- **OUTDOOR POOL COMMITTEE:** Tonia Helgeson, Karrie Rugland, Ann Jacobson, Ben Dieter, Bill Miller, Chris Hamness, Joanne Thompson, Tom Johnson, City representatives-Council member Pat Novacek, Council member Curt Ireland, Community Development Coordinator Todd Peterson and Superintendent David Drown.
- **ROSEAU CONVENTION AND VISITORS BUREAU:** Chairman Darrin Smedsmo, Pam Hetteen, Jack Swanson, Gary Grondahl, Sheri Anderson, Carol Rhen, Joe Ulwelling, Council member Curt Ireland, Community Development Coordinator Todd Peterson, Roseau Promotions Director Lyle Grindy.

- **WELCOME TO ROSEAU:** Sharon Pelowski, Kate Lundquist, Marsha Hagen, Priscilla Berry, Sarah Klint, Diane Dahl, Janet Johnson, Kaleigh Scholz, City Representatives - Council member Curt Ireland, Community Development Coordinator Todd Peterson, and Janet Lundbohm.
- **EDA:** Chairman Robert Foley, Joe Ulwelling, Stuart McFarlane, Steve Pavek, Jack Swanson, City Representatives - Mayor Jeff Pelowski, Council member Curt Ireland, 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 Brad Wiberg, Attorney Pat Moren.
- **COMMUNITY CENTER COMMITTEE:** Lyle Grindy, Deb Haugen, Aaron Nelson, Council member Pat Novacek, Council member Linda Vatnsdal, Community Development Coordinator Todd Peterson and City Clerk Janet Lundbohm.
- **ASSISTANT WEED INSPECTOR:** The Roseau City Council hereby appoints Building Official Kevin Wiskow Assistant Weed Inspector for the City of Roseau.

Adopted by the Roseau City Council this 7th day of January, 2013.

ATTEST:

\_\_\_\_\_  
Janet Lundbohm, City Clerk

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

jj.

**R # 02-13  
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 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 7th day of January 2013.

ATTEST:

\_\_\_\_\_  
Janet Lundbohm, City Clerk

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

kk.

**R #03-13  
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 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:

ING/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  
Any Federal Government funding  
PERA

Adopted by the Roseau City Council this 7th day of January 2013.

ATTEST:

\_\_\_\_\_  
Janet Lundbohm, City Clerk

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

II.

**R #04-13  
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 and Treasurer, Community Development Coordinator, Superintendent, Chief of Police and Liquor Store Manager,

**NOW THEREFORE, BE IT RESOLVED** that the City Council decrees that, as a matter policy, the City 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 7<sup>th</sup>, 2013.

ATTEST:

Witnessed:

\_\_\_\_\_  
Janet Lundbohm, City Clerk

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

mm.

**R# 05-13  
CITY OF ROSEAU  
RESOLUTION TO SET 2013 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 (.565c January 1, 2013),

**BE IT FURTHER RESOLVED**, by the Roseau City Council that it hereby approves the 2013 reimbursement rate for meals while traveling 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 7th day of January, 2013.

\_\_\_\_\_  
City Clerk, Janet Lundbohm

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

nn.

**R# 06-13  
CITY OF ROSEAU  
RESOLUTION APPROVING FEE SCHEDULE FOR YEAR 2013**

**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, 2013.

<b>City of Roseau Enterprise Rate Schedule</b>		
<b>ELECTRIC RATES</b>		
Customer Charge:	Residential	\$13.85
	Commercial Single	\$32.50
	Commercial 3 Phase	\$40.10

Energy Charge:	\$ 0.091	/kwh
Off Peak:	\$ 0.053	/kwh
Off Peak for months of July, August and September (air conditioning)	\$ 0.067	/kwh
Uncontrolled Electric Heat	\$ 0.168	/kwh

\*\*\*\*\*Subject to Superintendent approval

Power Cost Adjustment Based on kwhs used	\$ .0053	/kwh
	\$ .0033	/kwh

**STANDBY GENERATION ELECTRIC RATE** (to be determined upon customer request)

Mercury Vapor Lights	\$ 8.70	/mo
Meter Deposit	\$100.00	
Minimum or average of monthly bills over \$100.00 (applicant shall provide social security number)		
Penalty Charge – After the 15 <sup>th</sup> 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

**SEWER RATES**

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	\$15.75 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 \$15.75 RES

682 GC 1/4-6YD CONT \$5.25

601 GC \$28.25 COMM  
 602 GC \$53.25 COMM  
 603 GC \$15.75 COMM  
 604 GC \$81.75 COMM  
 605 GC \$60.75 COMM  
 606 GC \$62.75 COMM  
 608 GC \$71.50 COMM  
 611 GC \$281.75 COMM  
 612 GC \$78.00 COMM  
 613 GC \$91.50 COMM  
 614 GC \$134.25 COMM  
 615 GC \$112.50 COMM  
 617 GC \$124.50 COMM  
 619 GC \$173.25 COMM  
 620 GC \$101.75 COMM  
 621 GC \$94.75 COMM  
 622 GC \$15.75 COMM (CHURCHES)  
 623 GC \$38.00 COMM  
 624 GC \$498.75 COMM  
 625 GC \$115.75 COMM  
 626 GC \$132.00 COMM  
 627 GC \$118.00 COMM  
 628 GC \$112.00 COMM  
 631 GC \$171.70 COMM  
 632 GC \$380.60 COMM  
 633 GC \$386.40 COMM  
 635 GC \$129.70 COMM

683 GC 1/7-2YD CONT \$2.25 COMM  
 684 GC 1/6-2YD CONT \$2.25 COMM  
 685 GC 1/3 6YD \$6.75 COMM  
 686 GC 1/2-6YD CONT \$10.25 COMM  
 687 GC 1/2-2YD CONT \$5.50 COMM  
 688 GC 6YD CONT \$120.25 COMM  
 690 GC 6YD CONT \$20.25 COMM  
 691 GC 2 YD CONT \$11.00 COMM  
 694 GC 1/4 OF 2YD CONT-\$2.75 RES  
 695 GC 1/8 OF 2YD CONT \$1.75 RES  
 696 GC 1/6 OF 2YD CONT \$2.25 RES  
 697 GC 4 YD CONT \$13.00 COMM  
 698 GC 1/4 OF 2 YD CONT- COMM \$2.75

**City of Roseau  
 2013 Miscellaneous Fees Schedule  
 January 1, 2013**

**General**

Community Center	\$ 35.00 - \$330.00 based on fees schedule
Dogtags	\$ 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	\$ 500.00/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
<b>City Maps</b>	
B/W Photo Copy of Existing City Maps	
8 ½" X 11"	\$ .10/map
11" X 17"	\$ .15/map
Laser Print of Electronic Generated GIS City Maps	
8 ½" 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 ½" 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 Request.
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**Library-Museum**

Historical Society	\$ 600.00/mo
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**Airport**

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	(6 total)		
Private Hangar Snow Removal	\$ 50.00/yr	(5 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 7th day of January 2013.

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

\_\_\_\_\_  
City Clerk, Janet Lundbohm

oo.

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.

pp.

Authorize the 2013 \$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.

qq.

**R# 07-13**  
**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 deductable, 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 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 7<sup>th</sup> day of January 2013.

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

\_\_\_\_\_  
Janet Lundbohm, City Clerk

rr.

**#R 08-13**  
**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, 2013 to December 31, 2013.

Dated this 7th day of January 2013.

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

\_\_\_\_\_  
Janet Lundbohm, City Clerk

ss.

**R# 09-13**  
**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 7th day of January 2013.  
Attest:

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

\_\_\_\_\_  
Janet Lundbohm, City Clerk

tt.

**#R 10-13  
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 7th day of January 2013.

ATTEST:

\_\_\_\_\_  
City Clerk, Janet Lundbohm

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Mayor, Jeff Pelowski

- uu. LMC Cities Bulletin: January 7, 2013
- vv. Oakcrest Golf club letter and financial statement for 2012.
- ww. Donation of \$100.00 in memory of Paul Knochenmus on behalf of the family of Richard Magnusson.
- xx. CGMC Legislative Action Day Registration.
- zz. Letter from Northwest Regional Development Commission Cameron Fanfulik, Executive Director in regards to nominations for a Roseau County Municipal Representative to serve on the Northwest Regional Development Commission.
- aaa. Letter from Sjoberg's Cable TV in regards to services and Privacy Rights Notice.
- bbb. Liquor Store Monthly Sales Recap December 2012.
- ccc. Liquor Store Quarterly Sales Recap 4<sup>th</sup> Quarter 2012.
- ddd. Liquor Store Yearly Sales Recap 2012.

A Public Hearing was held for the purpose of gathering citizens input into the development of a Small Cities Grant Application to be submitted to the Minnesota Department of Employment and Economic Development for rental housing rehabilitation and conversion.

Council member Linda Vatnsdal motioned, Council member Curt Ireland seconded, and it was carried by unanimous vote to open Public Hearing

Oral comments – John Wynne presented to the City Council an overview of the process for the

proposal and the project for the Small Cities Development Grant which includes holding a Public Hearing prior to submitting the full application.

Written comments - none

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

Council member Linda Vatnsdal introduced the following resolution and moved for its adoption

**#R 11-13  
Local Government Resolution**

Applicant Name: Roseau, Minnesota

BE IT RESOLVED that the City of Roseau act as the legal sponsor for the project contained in the Application to be submitted on February 28<sup>th</sup>, 2013 and that the Mayor and City Clerk are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Roseau.

BE IT FURTHER RESOLVED that the City of Roseau has the legal authority to apply for financial assistance, and the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Roseau has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the State, the City of Roseau may enter into an agreement with the State of Minnesota for the approved project, and that the City of Roseau certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

NOW, THEREFORE BE IT RESOLVED that the Mayor and City Clerk, or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project on behalf of the Applicant.

I CERTIFY THAT the above resolution was adopted by the Roseau City Council on January 7th, 2013.

SIGNED:

\_\_\_\_\_  
(First Authorized Official)

\_\_\_\_\_  
Mayor  
(Title) (Date)

\_\_\_\_\_  
(Second Authorized Official)

\_\_\_\_\_  
City Clerk  
(Title) (Date)

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

the following voted against the same: None

the following abstained: None

the following were absent: None

After review and discussion of the Citizen Participation Plan presented by John Wynne (on file at the Roseau City Office), Council member Linda Vatnsdal motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve the Citizen Participation Plan for the grant application process for the Minnesota Department of Employment and Economic Development for rental housing and rehabilitation.

After review and discussion Council member Linda Vatnsdal introduced the following resolution and moved for its adoption:

**Resolution # 12-13**

**RESOLUTION AUTHORIZING THE SUBMISSION OF U.S. DEPARTMENT OF COMMERCE-EDA GRANT APPLICATION FOR THE ROSEAU RIVER EAST DIVERSION FLOOD CONTROL PROJECT**

**WHEREAS**, the City of Roseau is a governmental entity that is actively engaged in economic development and betterment of the economic climate of the City of Roseau and NW Minnesota; and

**WHEREAS**, the City of Roseau has worked cooperatively with the State of Minnesota and the U.S Army Corps of Engineers in the development of the Roseau East Diversion Flood Control Project to provide 100-year flood protection to the entire City of Roseau including the entire commercial district of Roseau and Polaris Industries the area's larger employer; and

**WHEREAS**, the Roseau East Diversion Flood Control Project project has an estimated completion cost of \$39 million and the City of Roseau has secured a local share of \$18,500,000 (47% of the total project cost) consisting of \$17,500,000 (\$11.5 million spent to date) in State of Minnesota Bonding funding for the project and has committed an additional \$1,000,000 (\$815,000 spent to date) in City operating funds which are committed and readily available as the local share for the sole use of this flood protection project; and

**WHEREAS**, the U.S. Army Corps of Engineers has committed \$15,037,000 (38.5% of project total) in Federal funding to the East Diversion Flood Control Project and has the Congressional Authorization to only expend up to an additional \$3,500,000 (9% of project total) towards project completion, leaving the project \$2,000,000 short of final completion and being operational.

**WHEREAS**, the Roseau East Diversion flood control the project will have a significant impact on the long-term success and viability of the city's business community and its major employer Polaris Industries;

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Roseau authorizes the submission of a grant application in the amount of \$2,000,000 (5% of project total) to the U.S. Department of Commerce, Economic Development Administration for the Roseau East Diversion Flood Control Project to complete its construction;

**AND FURTHER RESOLVES**, that the City of Roseau authorizes the Roseau Community Development Coordinator to sign the application and accept any award related to the Roseau East Diversion Flood Control Project.

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Mayor, City of Roseau

CERTIFIED/ATTEST: \_\_\_\_\_ DATE: \_\_\_\_\_

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

Corey Olson made a request to the City Council to put vending machines in the Community Center and after discussion council consensus was to recommend that Corey write up a proposal and present it to the City Center committee.

Roseau Promotions Director Lyle Grindy reported on the following:

- The Civic and Commerce had another successful “Holiday Fantasy Promotion”.
- They had 15 lucky winners sharing in \$3,000 in Roseau Dough.
- Overall the merchants were pleased with their sales.
- December and January are the months for their membership drive.
- The Annual Civic and Commerce Banquet will be held at the City Center Monday, January 21<sup>st</sup>, 2013. This event is open to all Roseau residents, businesses and surrounding area.
- The Roseau Convention and Visitors Bureau members have been very busy with hockey this year. Roseau Motel, North Country Inn and the Americinn are recording record occupancy numbers again this year. They all wish they had more rooms available, each reported that they have two or three slow months that are not booked.
- The first Sno-Cat Spectacular was held at the Pioneer Farms this December. They estimated they had about 300 visitors. They felt it was a success and plan on making this an annual event, they are changing the dates because of the lack of motel rooms available.
- The KC Pro West snowmobile races will be held at the Fair Grounds in February, 2013.
- The CVB promotional program with Explore Minnesota will start this Friday - January 11, 2013.

Roseau County Commissioner Jack Swanson reported on the following:

- The County approved the levy and budget for 2013, the levy is unchanged and the budget is slightly in the red. The County approved small appropriations for the library, museum and senior travel.
- Jack presented the City Council an article in regards to the opinion that Rural Minnesota “has lost its influence in policy discussions that occur in both the private and public sectors.”

Liquor Store Manager Brad Wiberg reported that the year end inventory has been done and gave it to Janet to put in the safe at the Roseau City Office.

Fire Chief Jeff Ballard reported on the following:

- The fire men will be doing Firefighter 1 & 2 training that will last through April 2013.
- A live house burn will be conducted as part of that training.
- Mike Trihey has retired from the fire department.

After discussion Council member Curt Ireland made a motion to approve to hire Wideseth Smith & Nolting for the purpose of surveying property owned by the City of Roseau adjacent to the building formerly known as Hardees and owned by Doug’s Supermarket for a legal description for the fee title, seconded by Council member Linda Vatnsdal and it was carried by unanimous vote.

After discussion Mayor Jeff Pelowski motioned, council member Pat Novacek seconded to approve the American Legion’s request to change from a club license to an On-sale Liquor license which includes Sundays(the Sunday license was approved at the November 5<sup>th</sup>, 2012 City Council meeting) from January 7<sup>th</sup>, 2013 until November 30<sup>th</sup>, 2013, said approval was contingent upon all paperwork is obtained by the clerk’s office, and it was carried by unanimous vote.

After review and discussion Council member Pat Novacek made a motion to approve the City Center Committee recommendations for Insurance requirements for City Center Usage (on file at the Roseau City Office) , seconded by Council member Curt Ireland, and carried by unanimous vote.

Council member Pat Novacek motioned, Council member Don Ross 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



