

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – SEPTEMBER 10TH, 2012 @ 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, Liquor Store Manager Brad Wiberg, City Attorney Pat Moren, Fire Chief Jeff Ballard, City Clerk Janet Lundbohm, Roseau County Commissioner Jack Swanson- WILD 102 Radio, Lyle Grindy.

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

Council member Gerry Schiltz motioned, Council member Linda Vatnsdal seconded and it was carried by unanimous vote to approve the August 6th, 2012 minutes as presented.

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

- a. Accounts payable claims from August 1st, 2012 through August 31st, 2012 as presented, with a batch number of AP083112 and is filed in edit books in the City Clerk's Office.
- b. Daily Batch checks written from August 1st, 2012 through August 31st, 2012 were audited, approved and are filed in edit books in the City Clerk's Office.
- c. Receipt entries July 1st, 2012 through July 30th, 2012 were audited, approved and are filed in edit books in the City Clerk's Office.
- d. Journal entries June 1st, 2012 through June 30th, 2012 were audited, approved and are filed in edit books in the City Clerk's Office.
- e. A review of June 2012 General Ledger checks written compared with check images on the bank statements found no irregularities.
- f. Upcoming meetings –
 - a. October 1st, 2012 Regular meeting at 5:00 p.m.
- g. Approve the use of alcohol in the Community Center -
 - a. Thirteen Sisters – November 10th, 2012
- h. Notice of the “2012 Roseau County Health Fair, City of Roseau,” to be held in the Roseau City Center October 17th, 2012 from 7:00 am until 11:00 am and request to approve the City of Roseau cost share (as in past) which could be more or less than last year and request to approve employees working that day be allowed one paid hour to attend the health fair (approved last year).
- i. CGMC in Brief August 23, 2012
- j. 2013 CGMC Dues Assessment.
- k. August 13, 2012 Letter from Coalition of Greater Minnesota Cities president, Bruce Ahlgren, Mayor City of Cloquet.
- l. LMC Cities Bulletin: August 22, 2012, Sept 6th, 2012.
- m. LMC Memberships Dues Invoice 168899.pdf: Mayors Dues Invoice.pdf.
- n. Request City Council approval for John Wynne to apply for a small cities grant on behalf of the City of Roseau housing rehab.
- o. Certification of Minimum Local Support Requirement: 2013
The state-certified level of library support for 2013 is \$36,000.00.
- p. Oakcrest minutes from June 11, 2012 and July 9th, 2012 and oakcrest Golf Club Profit & Loss Prev Year Comparison January through July 2012.
- q. Approve Emerald Ash Borer Preparedness Plan (on file at the Roseau City Office).
- r. Correction to Replace Resolution #19-12 that was approved August 6th, 2012.

RESOLUTION #19-12

WHEREAS, the City of Roseau supports the grant application made to the Minnesota Department of Natural Resources for the Parks and Trails Legacy Grant Program. The application is to construct .75 miles of paved trail for the Roseau River Recreational Trail System. The trail system is located along the Roseau River and provides connections to various parklands and recreation areas across the city, and

WHEREAS, the City of Roseau recognizes that it has secured \$158,850 in non-state cash matching funds for this project.

NOW, THEREFORE, BE IT RESOLVED, if the City of Roseau is awarded a grant by the Minnesota Department of Natural Resources, the City of Roseau agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. The City of Roseau will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED, the City Council of the City of Roseau names the fiscal agent for the City of Roseau for this project as:

Todd Peterson
Community Development Coordinator

City of Roseau
121 Center Street E; Suite 202
Roseau, MN 56751

BE IT FURTHER RESOLVED, the City of Roseau hereby assures the Roseau River Recreational Trail will be maintained for a period of no less than 20 years.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ROSEAU THIS 10TH DAY OF SEPTEMBER, 2012.

s/s: Jeff Pelowski
Jeff Pelowski – MAYOR

ATTEST:

s/s: Janet Lundbohm
Janet Lundbohm – CITY CLERK

s.

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, 2012, and stays effective until September 30, 2013, 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 _____ 2012

- n. Investment-Roseau EDA Hi Fi as of 9/04/2012 is \$254,622.35.
- m. Cash in bank-DNR Escrow as of 9/04/2012 is \$832,000.00.
- n. Cash in bank-Regular checking as of 9/04/2012 is \$2,664,915.57.
- o. Investment-Regular Hi Fi as of 9/04/2012 is \$1,391,150.95.
- p. Investment of Certificate of Deposit as of 9/04/2012 is \$759,404.29.
- q. Investment of Certificate of Deposit as of 9/04/2012 is \$762,812.48.
- r. Investment of Certificate of Deposit as of 9/04/2012 is \$765,012.25.
- s. Investment of Certificate of Deposit as of 9/04/2012 is \$772,699.63.
- t. Cash in bank - Airport Fuel Sales Credit Card as of 9/04/2012 is \$52.99.
- u. Investment - Roseau EDA Money Market as of 9/04/2012 is \$232,592.30.
- v. Cash in bank - Pine to Prairie Birding Trail as of 9/04/2012 is \$3,874.95.
- w. Cash in bank - Scandinavian Festival as of 9/04/2012 is \$3,895.63.
- x.. Cash in bank – Welcome to Roseau as of 9/04/2012 is \$1,287.17.
- y. Cash in bank - Roseau EDA as of 9/04/2012 is \$654.96.
- aa. Thank you from Mallory Kitzmann for the “Welcome to Roseau” visit and gift bag.
- bb. Liquor Store Sales 2012.
- cc. Liquor Store Monthly Sales Recap August 2012.
- dd. August 2012 Year to Date City Revenues & Expenditures.
- ee. Cooperation Agreement – Independent School District No. 682 and the City of Roseau, July 1, 2012 to June 30, 2015 (on file at the Roseau City Office).

Roseau Promotions Director Lyle Grindy reported on the following:

- Quilt S'More hosted their annual “Quilt Shop Hop” and they registered over 600 that went through the store.
- Farmers Markets have been well attended and the Vendors are happy with their sales. There will be a pumpkin contest Saturday, September 22, 2012 with the winners sharing \$200.00 in Roseau Dough. The contest is sponsored by the C & C along with Border State Bank.

- Scott Sumner, Editor of the North Superior Publishing Inc. from Thunder Bay Ontario will be staying in Roseau and doing an article on Snowmobile Trails in our area. Scott will tour Polaris, the Experience Center and have lunch with David Johnson and a rep from the Trail Blazers.
- The local Deer Hunters Association will look at the Minnesota Governor's Deer Opener for 2014.

After review and discussion Council member Pat Novacek motioned, Council member Curt Ireland seconded to approve the Brian Pelowski's (#2-2012) Variance request to replace an existing garage with a new 14' x 20' garage with a corner side setback of 4' in lieu of the 20' corner side setback required, a 16' corner side setback Variance and a side setback of 1' in lieu of the 10' side setback required, a 9' side setback Variance as recommended by the Planning Commission.

and the following voted in favor thereof: Novacek, Ireland, Vatnsdal, Schiltz

and the following voted against the same: none

and the following abstained: Pelowski

and the following were absent: none

whereupon said motion was declared duly passed and adopted.

Council member Linda Vatnsdal reported that Connie Erickson, Chairman of the Beautification committee, and April Kasprovicz, a part time employee, will be resigning at the end of this year. More volunteers are needed to serve on the Beautification committee.

Community Development Coordinator Todd Peterson reported that the EDA will have their August and September meetings on Wednesday, September 12, 2012 at 11:30 a.m.

Liquor Store Manager Brad Wiberg reported that the Liquor committee met with Dick Rude, RRA, Inc. and gave some direction for a design plan for the proposed addition to the Liquor Store to Dick Rude but have not heard back from Dick Rude at this time.

Fire Chief Jeff Ballard reported on the following:

- The 27th Annual Roseau Volunteer Fireman's Barbecue and Ball will be held September 29th, 2012.
- Hjelle will be replacing the roof at the fire hall.
- Pat Novacek acquired a generator at no cost to the city for the fire department that is only 4 years old from Pine Creek Border Customs.

Roseau County Commissioner Jack Swanson reported on the following:

- Roseau County is having a meeting tomorrow morning, Tuesday, September 11, 2012 to adopt a Preliminary Budget and Levy.

Council member Pat Novacek motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to approve the Change order No. 2, Houston Engineering, Inc. 2012 Street Improvements with an increase of \$5,500.00.

Council member Gerry Schiltz introduced the following resolution and moved for its adoption:

Resolution 20-12

and WHEREAS, the City of Roseau, Minnesota, is the owner of the following described real estate;

WHEREAS, the City of Roseau, Minnesota, wishes to sell said real estate and will retain an easement over said property;

WHEREAS, Roseau Youth Hockey Association, Inc., has expressed its desire to purchase the following described real estate for the construction of an addition to connect the Roseau Memorial Arena to the C.A.I.A. arena; and

WHEREAS, it is deemed to be in the best interest of the City of Roseau that said real estate be sold to Roseau Youth Hockey Association, Inc., for the sum of Two Hundred Fifty and no/100 (\$250.00) Dollars.

Legal Description:

That Part of Subdivision 4 of Plat Five (5) described as follows: Commencing at the Northwest corner of Lot 24, of Block 1, in Riverside Addition to the City of Roseau; thence West 62 feet to the point of beginning; thence South 82 feet; thence West 25 feet; thence North 237.5 feet; thence East 25 feet; thence South 155.5 feet back to the point of beginning and there terminating. Subject to easements, reservations and restrictions of record.

Reserving unto to Grantor a non-exclusive easement for public ingress and egress, over, across and through the above described real estate.

WHEREAS, the Roseau City Council has agreed to waive the City building permit fees;

WHEREAS, the Roseau City Council deems to sell said property for said price to Roseau Youth Hockey Association, Inc., at the regular meeting of the Roseau City Council on September 10, 2012;

NOW THEREFORE BE IT RESOLVED, that the City of Roseau, Minnesota, accepts the offer of, Roseau Youth Hockey Association, Inc., to purchase the above described real estate for said sum of Two Hundred Fifty and no/100 (\$250.00) Dollars and that the Mayor and the City Clerk of the City of Roseau are hereby authorized and directed to execute a deed of conveyance running from the City of Roseau, a municipal corporation, as Grantor, to Roseau Youth Hockey, Inc., a Non-Profit Corporation under the laws of Minnesota, Grantee, conveying the above described real estate, and;

BE IT FURTHER RESOLVED, that as of the date of the purchase, Roseau Youth Hockey, Inc., shall be responsible for all 2012 special assessments and for all real estate taxes due and payable in the year 2012 and thereafter;

BE IT FURTHER RESOLVED, the City of Roseau shall retain an easement across said real estate;

BE IT FURTHER RESOLVED, the City Council for the City of Roseau also waived the City building permit fees for said construction project.

The motion for adoption of the foregoing Resolution was duly seconded by Councilperson Curt Ireland and upon a vote being taken thereon, the following voted in favor thereof: Councilpersons: Mayor Jeff Pelowski, Councilperson Pat Novacek, Councilperson Linda Vatsndal, Councilperson Gerry Schiltz and Councilperson Curt Ireland.

Voting against said Resolution: NONE

s/s: Jeff Pelowski
Mayor

ATTEST:

s/s: Janet Lundbohm
City Clerk

I hereby certify that the foregoing resolution is a true and correct copy of the original resolution adopted by the City Council of the City of Roseau on September 10, 2012.

s/s: Janet Lundbohm
 Janet Lundbohm, City Clerk
 City of Roseau, Minnesota

After review and discussion by the City Council of the request for a Gasification contract operator position by AURI to work 3 hours a day and 308 days of the year to operate the Roseau gasifier, Council member Pat Novacek motioned, Council member Gerry Schiltz seconded to approve the hiring of an independent contractor to operate the Roseau gasifier and directed City Attorney Pat Moren to draft the contract and it was carried by unanimous vote.

Community Development Coordinator Todd Peterson updated the City Council on the progress of the East Diversion Project.

Community Development Coordinator Todd Peterson presented the City Council the Executive Summary of a draft of the “Comprehensive Housing Study for Roseau County, Minnesota” (on file at the Roseau City Office) prepared by Maxfield Research Inc. Mary Bujold will give a presentation of the study to the Roseau County Affordable committee on September 20, 2012. Bill Vanderwall, Minnesota Housing Partnership will also discuss the continuing housing planning process using the study results. Representatives from DW Jones, Geroy’s Building Center and other potential housing developers have been invited to the meeting.

After discussion Council member Pat Novacek motioned to approve the 2013 preliminary tax levy to remain the same as last year in the amount of \$1,049,242.00 with the increase of \$3,314.00 to the Library Fund and a decrease of -\$3,314.00 to the General Fund as follows, seconded by Council member Linda Vatsndal and it was carried by unanimous vote.

2013	
PRELIMINARY LEVY	
General Levy	\$ 996,928
Bonds and Interest JOBZ Non-Exempt	\$ 7,000
Library	45,314
Total 2013 General Levy	\$1,049,242

After discussion Council member Gerry Schiltz made a motion to approve the 2013 Budget with the increase of \$3,314.00 to the Library fund and a decrease of -\$3,314.00 to the General Fund, seconded by Council member Linda Vatsndal and it was carried by unanimous vote.

2013 PRELIMINARY BUDGET			
	REVENUE	EXPENSES	BALANCE
101 General Fund	\$2,631,276	\$3,912,745	(\$1,218,469)
228 Lodging Tax	\$ 44,000	\$ 52,690	(\$ 8,690)
Polaris Promissory Note	\$ 1,000	\$ - 0-	\$ 1,000
233 2001 TIF	\$ 53,214	\$ 52,430	\$ 784
Water Fund	\$ 387,115	\$ 285,106	\$ 102,009
Sewer Fund	\$ 355,525	\$ 289,153	\$ 66,372
Garbage Fund	\$ 391,195	\$ 351,259	\$ 39,936
Electric Fund	\$4,194,812	\$3,617,974	\$ 576,838
Liquor Fund	\$1,620,250	\$1,452,102	\$ 168,148
	=====	=====	=====

City Clerk

Attachments for Resolution No 21-12 are available for inspection at the Roseau Clerks office.

After discussion Council consensus was to not join the Minnesota Association of Small Cities Membership for 2012-2013.

Council member Linda Vatnsdal read a thank you note from Janet Hohenstein, Director of International Student Services, Minnesota State University Moorhead for the wonderful hospitality shown to the International Students on their recent visit to Roseau.

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

ATTEST:

City Clerk

Mayor

