

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – AUGUST 1ST, 2011 @ 5:00 P.M.
ROSEAU CITY CENTER COUNCIL CHAMBERS
121 Center Street East Suite 201
Roseau, MN 56751**

The Regular monthly meeting of the Roseau City Council was held on the above date, time and place. Members present were , Mayor Jeff Pelowski, Council members Curt Ireland, Linda Vatnsdal, Pat Novacek, Gerry Schiltz. 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, City Clerk Janet Lundbohm, Roseau County Commissioner Jack Swanson- WILD 102 Radio.

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

Council member Gerry Schiltz motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to approve the July 11th, 2011 minutes as presented.

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

- a. Accounts payable claims from July 1st, 2011 through July 31st, 2011 as presented, with a batch number of AP07312011 and is filed in edit books in the City Clerk's Office.
- b. Daily Batch checks written from July 1st, 2011 through July 31st, 2011 were audited, approved and are filed in edit books in the City Clerk's Office.
- c. Receipt entries June 1st, 2011 through June 30th, 2011 were audited, approved and are filed in edit books in the City Clerk's Office.
- d. Journal entries May 1st, 2011 through May 31st, 2011 were audited, approved and are filed in edit books in the City Clerk's Office.
- e. A review of May , 2011 General Ledger checks written compared with check images on the bank statements found no irregularities.
- f. Upcoming meetings –
 - a. September 12, 2011 Regular meeting at 5:00 pm.
- g. Approve the use of alcohol in the Community Center :
 - a. None
- h. Email from League of Minnesota Cities – LMC Cities Bulletin: July 20th, 2011.
- i. Email from CGMC in Brief: July 21st, 2011
- j. Mar-Kit Landfill Memorandum - switch from collection of glass at recycling drop off bin sites to collecting magazines as of September 1, 2011.
- k. Letter from Minnesota Housing Finance Agency – Roseau Court Townhomes partnership distribution of \$36,071.00.
- l. Liability Coverage Waiver Form.
- m. Investment-Roseau EDA Hi Fi as of 07/26/2011 is \$162,046.37.
- n. Cash in bank-DNR Escrow as of 07/26/2011 is \$5,832,000.00.
- o. Cash in bank-Regular checking as of 07/26/2011 is \$1,959,659.58.
- p. Investment-Regular Hi Fi as of 07/26/2011 is \$1,312,110.33.
- q. Investment of Certificate of Deposit as of 07/26/2011 is \$750,000.00.
- r. Investment of Certificate of Deposit as of 07/26/2011 is \$750,000.00.
- s. Investment of Certificate of Deposit as of 07/26/2011 is \$755,727.53.
- t. Investment of Certificate of Deposit as of 07/26/2011 is \$756,767.67.
- u. Cash in bank - Airport Fuel Sales Credit Card as of 07/26/2011 is \$3,288.49.
- v. Investment - Roseau EDA Money Market as of 07/26/2011 is \$229,565.71.
- w. Cash in bank - Pine to Prairie Birding Trail as of 07/26/2011 is \$4,211.15.
- x. Cash in bank - Scandinavian Festival as of 07/26/2011 is \$4,048.98.
- y. Cash in bank – Welcome to Roseau as of 07/26/2011 is \$1,287.17.
- z. Cash in bank - Roseau EDA as of 07/26/2011 is \$1,888.45.

- aa. Letter from Buddy Erickson Secretary of the Fairboard updating the Roseau City Council on the 2011 successful fair and thanking the City of Roseau for its support.
- bb. Notice from the Minnesota Revenue - 2012 Local Government Aid Notice.
- cc. Year to Date City Revenues & Expenditures (July 31, 2011).
- dd. Liquor Store Monthly Sales Recap July 2011.
- ee. Liquor Store Sales 2011.

The Roseau City Council reviewed the copy of the letter written to Mr. Mark Nygaard AIC/Claims Adjuster for the League of Minnesota from Judy K. Borgen in regards to her falling in front of Jakes. City Superintendent David Drown reported that the sidewalk has been repaired.

Council member Pat Novacek motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to set a Public Hearing for August 29th, 2011 to consider the Titan Machinery (#4-11) Variance request to install a new free standing Case sign with a square footage of 172 square feet. The total of all of Titan Machinery's (including Case) signs would be 370 square feet in lieu of the 120 square feet allowed, a 250 square foot Variance as recommended by the Planning Commission.

CLEAN UP REPORT –

City Superintendent David Drown had met with the owners of West Side Trailer Court and it was the Superintendent's understanding that the owners were in agreement to move the dumpsters to property within West Side Trailer Court and the owners would like to work in conjunction with the City of Roseau (Todd and David) to address the clean up issues at the trailer park and potential removal of abandoned trailers. Trailer Parks are licensed by the State of Minnesota.

Roseau County Commissioner Jack Swanson reported that the County will be starting the budget process tomorrow and will be meeting with the department heads.

Community Development Coordinator Todd Peterson reported on the following:

- There was a misunderstanding in regards to the phone at the Airport, Diane said that it rings in the Sandland house too so instead of disconnecting the phone the cost of the phone has been transferred to the city and 2/3 of the cost of the phone will be reimbursable through the state airport maintenance aids.
- The Apron project is on hold as all of the FAA employees are on furlough for lack of a federal budget and Cathy Heusch from MNDOT cannot write a grant agreement until the FAA employees come back.
- The EDA met and are still working hard to try and attract new businesses to the community.
- Michael Sparby from AURI gave Todd samples of the synthetic diesel product from a gasification unit similar to the one that will be delivered to Roseau in November.

After discussion Council member Pat Novacek made a motion to approve to waive the building permit fee for the City of Roseau and Roseau School joint project to build public bathrooms at the ball fields located at 6th St NE & 11th Ave NE, seconded by Council member Linda Vatnsdal and it was carried by unanimous vote.

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

After discussion Council consensus was to discuss the Preliminary budget amount at the September 12, 2011 Regular City Council meeting.

Community Development Coordinator Todd Peterson reported on the following:

- The City of Roseau is working on its LMCIT insurance renewal. The City has a particularly good claims year for Property/Casualty/Liability and hopefully will see rates remain stable.
- The budget process will be starting in September, Department Heads have been provided information to begin developing their 2012 budgets.
- The DNR permit for the East Diversion project Reach 2A has been reinstated and the contractor is getting ready to finalize construction.
- CDC Peterson presented a current cost estimate for the East Diversion Project including past expenses and projected costs to complete (on file at the Roseau City office).

After discussion by the Roseau City Council, Council member Linda Vatnsdal and Council member Pat Novack volunteered to be on the Employee Wage and Benefit negotiating committee.

The Roseau City Council reviewed requests from the University of Minnesota, Crookston (UMC) and Concordia College for letters of support in their individual efforts to host the Northwest Regional Small Business Development Center (NWSBDC) and after discussion by the City Council, Council member Curt Ireland motioned to have Community Development Todd Peterson write a letter of support for the University of Minnesota, Crookston(UMC) to become a host institution for the NWSBDC contingent upon UMC making a commitment to provide an outreach office located in the City of Roseau, seconded by Council member Pat Novacek, carried by unanimous vote.

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

ATTEST:

City Clerk

Mayor