



**200 Center Avenue South
Montrose, Minnesota 55363**

**CITY COUNCIL
MINUTES
August 8, 2011**

Pursuant to call and notice the Montrose City Council met in regular session on Monday, August 8, 2011 at 7:00 p.m. Those present were Mayor Andy Kauffman, Council Members Roy Henry, Scott Jensen and Jeff Petersen. Also present were Sarah Schwarzhoff, city attorney, Justin Kannas, city engineer, Wendy Manson, deputy clerk, Sean Diercks, public works director and Barb Swanson, city administrator. Council Member Scott Czanstkowski was absent.

Agenda

Motion by Petersen, seconded by Henry to approve the agenda as presented. Motion carried 4-0.

Consent Agenda

Motion by Jensen, seconded by Petersen to approve the Consent Agenda which included the following items:

- a. Minutes: July 11, 2011 and July 25, 2011 City Council, prepared by Barb Swanson
- b. Accounts Payable: August 8, 2011, prepared by Wendy Manson
- c. Fire Department Accounts Payable: August 8, 2011, prepared by Wendy Manson
- d. Utility Billing Adjustments for July 2011, prepared by Sean Diercks

Motion carried 4-0.

PUBLIC HEARING Montrose Elementary School Easement Vacation

A public hearing was held to hear public comment related to the vacation of a public utility easement at Montrose Elementary School. The hearing was opened at 7:06p.m.

There was no public comment. The hearing was closed at 7:07p.m.

Montrose Elementary School Easement Vacation

Motion by Jensen, seconded by Henry to adopt Resolution 2011-06 vacating a portion of a utility easement. Motion carried 4-0.

Outcome of Closed Meeting on July 11, 2011

Mayor Andy Kauffman reported that Barb Swanson was exonerated by a unanimous vote of the city council during the closed meeting on July 11, 2011.

The cost to the city to address the complaint made by Evan Siljander to investigate the complaint and prepare the report to the city council was over \$1,500.00.

City Council

Mayor Kauffman reported that good information was shared at the special meeting for the proposed Countryview Estates Road Improvement Project.

Emergency Management

A severe thunderstorm passed through the city on August 1, 2011. There was lightning damage at water tower #2 and well house #2. There was also damage to some homes and many trees were lost.

Engineering

Assessment Guidelines

Motion by Jensen, seconded by Petersen to adopt the Assessment Guidelines. Motion carried 4-0.

Countryview Estates Improvement Project

Motion by Petersen, seconded by Henry to accept the report on the Countryview Estates Improvement Project. Motion carried 4-0.

Motion by Petersen, seconded by Henry to call for a public hearing on the Country View Estates Improvement Project. Motion carried 4-0.

Firemen's Relief Association

Motion by Petersen, seconded by Henry to accept the Lump Sum Plan as presented. Motion carried 4-0.

Public Works

On-line utility bill payment program

Sean Diercks presented two options for on-line utility bill pay, Revtrak and Payment Services Network. The services were comparable, but PSN offered ebill and an automated phone service. Using either service will provide savings to the city due to the reduction in the cost for credit card use.

Motion by Petersen, seconded by Jensen to use PSN for on-line payment/billing for utility billing. Motion carried 4-0.

Personnel/Grievance Committee

Swanson reported that a survey was done of other area cities and most have personnel committees comprised of two council members and department

heads. The committees are used for employee review, pay recommendations and grievance situations.

At this time the city council will continue to act as the Personnel/Grievance Committee.

Net Books

The cost of net books with adequate programming to use for city meetings is greater than the current budget allows.

At this time the city will not proceed with this item.

Local Government Aid

The 2012 certified Local Government Aid for the City of Montrose is \$448,893. This represents a reduction of over \$100,000.

Planning & Zoning

There are two vacancies on the commission. Swanson will advertise for the open positions.

Initiative Foundation

Motion by Jensen, seconded by Petersen to donation \$250.00 to the Initiative Foundation in 2012. Motion carried 4-0.

Local Board of Appeal

Kauffman, Jensen and Petersen have attended the class required for the city to hold the Local Board of Appeal. Their training expires as follows:

Kauffman	10/28/12
Petersen	11/30/13
Jensen	11/30/14

Meetings

A special meeting to discuss the Capital Improvement Plan will be held on August 25, 2011 beginning at 6:00p.m. at the community center.

Open Forum

Evan Siljander spoke during Open Forum.

Country View Estates Improvement Project

Motion by Petersen, seconded by Jensen to hold an open house prior to the public hearing to answer questions related to the proposed Countryview Estates Improvement Project. Motion carried 4-0.

Acknowledgements

Thank you Barb Swanson and Wendy Manson for good money management for the city.

Thank you Public Works for the clean-up involved with the recent storm.

Adjournment

Motion by Jensen, seconded by Petersen to adjourn at 8:00p.m. Motion carried 4-0.

Andy Kauffman, Mayor

Barbara Thwing-Swanson, Administrator