



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

**CITY COUNCIL
MINUTES
September 12, 2011**

Pursuant to call and notice the Montrose City Council met in regular session on Monday, September 12, 2011 at 7:00 p.m. Those present were Mayor Andy Kauffman, Council Members Scott Jensen, Jeff Petersen, Roy Henry and Scott Czanstkowski. 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.

Mayor Kauffman asked for a moment of silence to remember those that lost their lives and those that still suffer because of the 9/11/11 terrorist attack.

Agenda

Motion by Petersen, seconded by Henry to approve the amended agenda as follows:

- a. Removing item e from the Consent Agenda and adding it to New Business
- b. Correcting the August 8 minutes, page 2 \$5000.00 should be \$1500.00.
- c. Adding pay estimate for Kuechle Underground, Highway 12 Improvement Project to the accounts payable
- d. Adding Resolution 2011-09 Bond Refunding to New Business
- e. Adding Jeff Petersen item to New Business
- f. Moving Request for Council Action, Michael and Sarah Brenny to follow Consent Agenda

Motion carried 5-0.

Consent Agenda

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

- a. Minutes: August 8, 2011, August 10, 2011, August 25, 2011, August 30, 2011, prepared by Barb Swanson

- b. Accounts Payable: September 12, 2011 including pay estimate for Kuechle Underground, prepared by Wendy Manson
- c. Fire Department Accounts Payable: September 12, 2011, prepared by Wendy Manson
- d. Utility Billing Adjustments for August 2011, prepared by Drew Carlson

Motion carried 5-0.

Request for Council Action: Michael Brenny

Michael and Sarah Brenny reside in a commercial district on U.S. Highway 12 and would like to increase the size of their original garage.

Motion by Petersen, seconded by Henry to proceed with a variance to allow expansion of the original garage and to stop any further administrative fines during this process. Motion carried 5-0.

City Council

Mayor Kauffman reported on the legislative update he had attended.

Council Member Jensen reported that a setback variance had been granted to Xcel Energy and that the Capital Improvement Plan Meeting was a preliminary review of a plan that looked at the big picture for the next 10 years.

Council Member Petersen reported that the Budget Meeting was good and productive.

Council Member Czanstkowski reported that the Budget Meeting was very productive with good discussion.

Engineering

2011 Street Overlay Project

Justin Kannas provided a bid summary to the city council for the 2011 Street Overlays. Three bids were received; the low bid was submitted by Omann Brother's Paving.

Motion by Petersen, seconded by Czanstkowski to hire Omann Brother's Paving and to proceed with Sections A and B; contingent upon signed agreements with the developers Sections C and D may proceed. Motion carried 5-0.

Safe Routes to School

Kannas has received the final signed approval memo from Mn/DOT. Plans and specifications will now be completed then reviewed by Wright County and Mn/DOT. This will be a 2012 project.

Finance

Motion by Petersen, seconded by Czanstkowski to accept a three year contract with Abdo, Eick & Meyers.

Motion and second withdrawn.

Motion by Jensen, seconded by Czanstkowski to accept a three year contract with Abdo, Eick & Meyers. Motion carried 5-0.

Motion by Jensen, seconded by Petersen to adopt Resolution 2011-07, committing specific revenue sources and confirming restrictions for specified purposes in special revenue funds. Motion carried 5-0.

Fire Department

Open House

Jason Chaffins, fire chief, reported that the Fire Department will hold an Open House October 5th from 4:30p.m - 9:00p.m. for Fire Prevention Month.

Grants

Two grants have been applied for to help with the cost of pants and coats and also for a generator that will provide electrical service for the Fire Department and Community Center in case of a power outage. If received the grants will be in the amount of \$150,000; the Fire Department's participation will be \$7,500.

Park & Recreation

The commission toured Rock Brook Park in September and next month will tour Northridge.

Projects continue with the development of a disc golf course, organizing a volleyball league and showing a movie for elementary students.

Planning & Zoning

Three applications were received for two Planning and Zoning vacancies. The applicants were Sharon Knodel, Sylvia Henry and Catherine Nieberger. .

Motion by Petersen, seconded by Jensen to appoint Sylvia Henry to the Planning and Zoning Commission. Motion carried 3-1-1. Opposed Kauffman. Henry abstained.

Motion by Czanstkowski, seconded by Kauffman, to appoint Catherine Neiberger to the Planning and Zoning Commission. Motion carried 3-2. Opposed Jensen and Petersen.

Knodel listed interest in Park and Recreation as well on her application, Council Member Jensen recommended she be appointed to that commission. Swanson will contact Knodel

Public Works

Sean Diercks informed the city council that two fire hydrants were opened late Friday night, September 2nd, and the water towers were emptied. This action was considered a terroristic threat to the City of Montrose. It was reported to the authorities for their action.

Motion by Jensen, seconded by Czanstkowski to turn the street lights back on in White Tail Ridge. Motion carried 5-0.

Staff will look into compensation from the insurance company.

Countryview Estates Improvement Project

The city will not move forward with this project in its entirety. This fall there will be some patching and next spring bids for an overlay of Sheri Lane North and Mindy Lane North will be let.

There was a brief recess at 8:55p.m. The meeting reconvened at 9:03p.m.

Yousendit.com

The following is in response to Evan Siljander's comments during Open Forum at a recent council meeting where he accused city staff of using yousendit.com without paying for the service.

On August 31, 2011 Kristine Richter contacted yousendit.com and spoke with a representative at their service center (1-866-558-7363). After explaining the service the city used through yousendit.com and providing the email address used krichter@montrose-mn.com the company confirmed the following information:

The City of Montrose has a FREE ACCOUNT with yousendit.com. A FREE ACCOUNT allows you to send up to 50mb as many times as you wish as long as you do not exceed the 50mb. If the 50mb is exceeded your account will be charged.

The staff time used to provide this information exceed one hour.

2012 Budget and Levy

Motion by Czanstkowski, seconded by Petersen to adopt a preliminary levy of 12.55% for 2012. Motion carried 5-0.

Mn/DOT Cooperative Landscaping Agreement

Motion by Petersen, seconded by Henry to adopt Resolution 2011-08 entering into Mn/DOT Agreement No. 99363 with the State of Minnesota, Department of Transportation to share the costs of landscaping along US Highway 12 from CSAH 12 to Arizona Avenue. Motion carried 5-0.

Xcel Energy

Motion by Petersen, seconded by Jensen to adopt Resolution 2011-09 to allow NSP to report employment information with the City of Montrose to comply with DEED grant. Motion carried 5-0.

Resignation, Council Member Jeff Petersen

Council Member Jeff Petersen resigned his office as council member because of family health concerns.

Open Forum

No one spoke at Open Forum.

Acknowledgements

Jeff Petersen for his years of dedicated service to the City

Fire Department for never forgetting 9/11/2001

Sean Diercks for cutting his vacation short to take care of a city emergency

Xcel Energy for working with the city

Closed Session: Labor Negotiations

Motion by Petersen, seconded by Czanstkowski to move to a closed session. Motion carried 5-0.

Adjournment

The meeting was adjourned following the closed session.

Andy Kauffman, Mayor

Barbara Thwing-Swanson, Administrator