



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

**CITY COUNCIL
MINUTES
October 10, 2011**

Pursuant to call and notice the Montrose City Council met in regular session on Monday, October 10, 2011 at 7:00 p.m. Those present were Mayor Andy Kauffman, Council Members Ryan Andreae, Scott Czanstkowski and Roy Henry. 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 Jensen was absent.

Oath of Office

Ryan Andreae was administered the Oath of Office by Barb Swanson.

Agenda

Motion by Andreae, seconded by Czanstkowski, to approve the agenda as amended with the addition of Highway 12 banners and removal of codification. Motion carried 4-0.

Consent Agenda

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

- a. Minutes: September 12, 2011, prepared by Barb Swanson
- b. Accounts Payable: October 10, 2011, prepared by Wendy Manson
- c. Fire Department Accounts Payable: October 10, 2011, prepared by Wendy Manson
- d. Utility Billing Adjustments for September 2011, prepared by Drew Carlson

Motion carried 4-0-1, abstaining

Parkside 4th Addition, Hidden Haven

Schwarzhoff, city attorney, reviewed the Memorandum of Understanding prepared by Kanabec State Bank recommending approval of the document.

Motion by Andreae, seconded by Czanstkowski to approve the Memorandum of Understanding between the City of Montrose and Hidden Haven LLC. Motion carried 4-0.

City Council

Mayor Kauffman reported that he had attended the Community Education meeting; they are offering a Zumba class in Montrose and it is well attended.

Council Member Henry reported that the Highway 12 Redevelopment Committee is landscaping the east end of Highway 12 on October 22, 2011. A grant from the DNR is paying for the cost of the plantings and Graham Sones volunteered his time to draw the design plan.

Emergency Management

All council members need to be certified in the National Incident Management training course numbers 700, 100 & 200. Diercks will provide information to those who have not completed the courses.

Unpaid Utilities

Motion by Czanstkowski, seconded by Henry to adopt Resolution 2011-10 allowing the assessment of unpaid utilities on the 2012 taxes. Motion carried 4-0.

Unpaid Charges

Motion by Andreae, seconded by Henry to adopt Resolution 2011-11 allowing the assessment of unpaid charges on the 2012 taxes. Motion carried 4-0.

Fire Chief Appointment

Motion by Henry, seconded by Andreae to appoint Jason Chaffins as Fire Chief for 2012. Motion carried 4-0.

Fire Department

1 Ton Truck

Motion by Henry, seconded by Czanstkowski to purchase a Ford 1 Ton Truck from Lundeen Ford in Annandale. Motion carried 4-0.

AgStar Grant

Chaffins reported that the Fire Department received a \$2,500.00 grant from AgSTAR.

Open House

The open house was well attended. They had several demonstrations throughout the evening.

Park & Recreation

The commission will be showing the movie Spiderwick at no charge. This movie is geared toward elementary students. The movie will be held at the community center on October 15th at 7:00p.m.

Motion by Andreae, seconded by Henry to appoint Sharon Knodel and Molly Geislinger to the Park and Recreation Commission. Motion carried 4-0.

Motion by Czanstkowski, seconded by Andreae to approve the purchase of a Nice Rink with a cap of \$4,500.00. Motion carried 4-0.

Planning & Zoning

The Planning Commission held a public hearing on September 21, 2011 to consider the application of JC Clark LLC to allow the expansion of the Snap Fitness building located north of US Highway 12 and west of Arizona Avenue (125 Nelson Boulevard).

The Planning Commission recommends approval of the Conditional Use Permit with conditions as listed in the Memorandum from the Planner to the City Council dated September 22, 2011 and provided in the city council packet for the October 10, 2011 city council meeting.

Motion by Henry, seconded by Andreae to approve the Conditional Use Permit for the building at 125 Nelson Boulevard with the conditions as listed below and to allow the use of Tax Increment Finance money if permissible for the brick facade and manhole construction.

1. All principal uses within the building be limited to uses that are “permitted” or “conditionally permitted” in the B-2, Highway Business District.
2. A shared access easement between the adjacent property to the west from 3rd Street North and the Snap Fitness Building be dedicated and a shared access agreement executed with the adjacent property to the west and to permit the access to be a hard surface that is not bituminous and without curb. This issue should be subject to further comment with the City Engineer.
3. Parallel parking stalls proposed on the east side of the building shall be eliminated.
4. Curbing requirements be subject to comment and recommendation by the City Engineer.
5. The parking lot setback on the east side of the property (for new parking lot construction) be increased from 5 to 10 feet as required by the Ordinance.
6. Issues related to site grading, drainage and site utilities be subject to comment and recommendation by the City Engineer.
7. If parking lot lighting is proposed, locations and light fixture heights be identified on the site plan.
8. All site lighting be hooded and directed such that the source of the light is not visible from neighboring properties and rights-of-way.
9. The building’s dumpster be screened from view from all neighboring uses and public right-of-way.

10. Signs associated with future building tenants be subject future sign permits. All signs shall comply with requirements of the Sign Ordinance including the submission of a comprehensive sign if determined to be applicable.

11. The design of the east building elevation be modified such that brick veneer is provided along the base of the entire façade.

12. Comments of other City staff (see City Engineer's memorandum dated 9/9/11) .

Motion carried 4-0.

Public Works

Sean Diercks provided a recent survey of utility rates showing Montrose at mid-range.

Highway Banners

Sylvia Henry expressed concern about the banners along US Highway 12. Henry, a member of the Highway 12 Redevelopment Committee who put together a banner program in 2010, would like some alteration to the banners because the wind is causing them to tear and be blown down. Henry suggested a cut in the banner allowing for strong winds.

Open Forum

Evan Siljander spoke at open forum

Acknowledgements

Fire Department for holding an open house and receiving a grant.

Adjournment

Motion by Andreae, seconded by Czanstkowski to adjourn at 8:30p.m.
Motion carried 4-0.

Andy Kauffman, Mayor

Barbara Thwing-Swanson, Administrator