



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

**CITY COUNCIL  
MINUTES  
November 21, 2011**

**Pursuant** to call and notice the Montrose City Council met in regular session on Monday, November 21, 2011 at 7:00 p.m. Those present were Mayor Andy Kauffman, Council Members Ryan Andreae, Scott Czanstkowski, Roy Henry and Scott Jensen. 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.

**Agenda**

Motion by Jensen, seconded by Andreae to approve the agenda as amended with the addition of Omann Brothers for \$111,059.55 and Kuechle for \$19,880.40 to the accounts payable and to have the AgStar Grant presented following the Consent Agenda. Motion carried 5-0.

**Consent Agenda**

Motion by Andreae, seconded by Czanstkowski to move the minutes to new business and to approve the remainder of the Consent Agenda:

- a. Accounts Payable: November 21, 2011, prepared by Wendy Manson
- b. Fire Department Accounts Payable: November 21, 2011, prepared by Wendy Manson
- c. Utility Billing Adjustments for October 2011, prepared by Drew Carlson
- d. 2012 Liquor License Applications
- e. Ducks Unlimited Charitable Gambling License
- f. Abdo, Eick & Meyers, letter of engagement for 2011 audit

Motion carried 5-0.

### **AgStar Grant**

The Montrose Fire Department was presented with a \$2500.00 grant from AgStar.

### **Seasonal Employee Policy**

The city attorney, Sarah Schwarzhoff, presented a Seasonal Employee Hiring Policy. The policy presented authorized the city administrator to hire seasonal help.

Motion by Czanstkowski, seconded by Jensen to have Schwarzhoff prepare a second policy where the city council hires seasonal employees and seasonal on call employees. Motion carried 5-0.

Swanson was asked to include both policies on the December City Council agenda.

### **City Council**

Mayor Kauffman reported that he had attended the Key Communicators meeting and that the school referendum has passed.

Council Member Jensen reported on the October 6<sup>th</sup> special meeting where Ryan Andreae was appointed to the city council.

### **Emergency Management**

Diercks provided NIMS course training to council members that have not completed their instruction.

### **Finance Update**

Manson reported that the city's revenues and expenditures through September are within the projected budget for the year.

Swanson reported that the bond refunding that was on hold will move ahead at this time because the interest rates have improved. It is projected that the city will save \$30,000 over the life of the bond due to a lower interest rate.

### **Fire Department**

#### *Resignation*

Motion by Jensen, seconded by Andreae to accept the resignation of Nick Busch from the Fire Department. Motion carried 5-0.

The new truck is on schedule for completion.

A thank you was received from Montrose Elementary School.

A \$300 donation was received from the Fire Fighter's Charitable Foundation.

### **Park & Recreation**

Council Member Jensen reported that the Christmas Light Contest has been cancelled due to lack of participation; Breakfast with Santa will be held on December 3<sup>rd</sup> at the community center and the commission will host a movie on Friday, January 13<sup>th</sup>.

If there is adequate snow this winter, the commission would like to invite the residents to build snow sculptures in their yards.

Motion by Jensen, seconded by Andreae, if snow is sufficient residents can contact city hall and snow will be delivered to their home after a waiver has been signed. Motion carried 5-0.

The city attorney will prepare a waiver.

Jensen thanked city staff for the work done to date on the disc golf course.

### **Public Works**

Diercks reported that two benches has been installed along the trail in Pheasant Hills.

The Nice Rink has been delivered and Public Works will begin working on it as soon as the weather permits.

#### *Minnesota Municipal Utilities Association (MMUA)*

Diercks recommended becoming a member of MMUA because the city now owns vehicles that require a CDL license. As a member of MMUA random drug testing is provided.

Motion by Andreae, seconded by Czanstkowski to adopt Resolution 2011-13 designating a representative to Minnesota Municipal Utilities Association (MMUA). Motion carried 5-0.

### **Capital Improvement Plan**

As requested a Capital Improvement Plan was presented to the city council for their consideration. At this time they will review the plan during the annual budget discussion.

### **Strategic Plan**

No action was taken at this time.

### **Special Meeting Dates**

Monday, January 23<sup>rd</sup> at 6:00p.m. at the community center - city code codification.

Monday, January 30<sup>th</sup> at 6:00p.m. at the community center - interview for city attorney.

### **Changing Council Meeting Dates**

Council Member Czanstkowski expressed concerned that the council meeting was rescheduled from November 14<sup>th</sup> to November 21<sup>st</sup> without city council authorization.

### **Letter Written to Bob Chantland from City Attorney**

Council Member Czanstkowski objected to the letter written to Bob Chantland from the City Attorney regarding contacting city staff.

Motion by Andreae, seconded by Jensen to withdraw letter to Mr. Chantland and to direct the attorneys to set up terms to include all conversation with the City of Montrose is through the City Attorney not employees and to establish guidelines for emergency situations. Motion carried 5-0.

### **Operation Clean Up Wright County RE: 350 Buffalo Avenue S**

Brett Larson, attorney, representing Mr. Bob Chantland at 350 Buffalo Avenue South informed the city council that a settlement agreement had been signed and returned to the Wright County Attorney. The settlement agreement addresses outdoor storage and siding the north building by a specific time as well as the city's administrative fines.

Sarah Schwarzhoff, city attorney, indicated the agreement only dealt with this one enforcement issue and that the City reserved the right to enforce against any new violations.

Motion by Jensen, seconded by Andreae to adopt the settlement agreement as presented reserving the City's right to enforce any new violations that may occur. Motion carried 5-0.

#### **Assessment of Administrative Fines to the 2012 Taxes**

Motion by Andreae, seconded by Czanstkowski to adopt Resolution 2011-12 striking Robert Chantland from the delinquent administrative fines. Motion carried 5-0.

#### **October City Council Minutes**

Motion by Jensen, seconded by Czanstkowski to approve the October 6, 2011 minutes. Motion carried 4-0-1. Andreae abstained he was not in attendance.

Motion by Czanstkowski, seconded by Andreae to approve the October 10, 2011 minutes. Motion carried 4-0-1. Jensen abstained he was not in attendance.

#### **Open Forum**

No one spoke at Open Forum.

#### **Acknowledgements**

- AgStar for grant to Fire Department
- Matt Menard for assisting with float repair at dealer's cost

#### **Adjournment**

Motion by Andreae, seconded by Henry to adjourn at 8:50p.m. Motion carried 5-0.

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Andy Kauffman, Mayor

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Barbara Thwing-Swanson, Administrator

