



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

**CITY COUNCIL
MINUTES
April 11, 2011**

Pursuant to call and notice the Montrose City Council met in regular session on Monday, April 19, 2011 at 7:00 p.m. Those present were Mayor Andy Kauffman, Council Members Scott Czanstkowski, Roy Henry and Jeff Petersen. Also present were Sarah Schwarzhoff, city attorney, Justin Kannas, city engineer, Sean Diercks, public works director, and Barb Swanson, city administrator. Council Member Scott Jensen was absent.

Agenda

Motion by Petersen, seconded by Czanstkowski to approve the agenda as amended removing closed session, adding Var St. Joer, Emerson Avenue North, time clock, semi-truck parking on city streets. Motion carried 4-0.

Consent Agenda

Motion by Petersen, seconded by Czanstkowski to accept the Consent Agenda changing the February 14th minutes by correcting the number of attendees at the fish fry and the adjournment motion, and including the following items:

- a. Minutes: February 14, 2011(prepared by Barb Swanson).
- b. Accounts Payable: March 14, 2011: \$172,570.65 (prepared by Wendy Manson)
- c. Fire Department Accounts Payable: March 14, 2011: \$12,650.21 (prepared by Wendy Manson)
- d. Utility Billing Adjustments

Motion carried 4-0.

2010 Financial Statements

Adam Flaherty of Abdu Eyck & Meyers reviewed the 2010 financial statements. Flaherty said that the review was an unqualified opinion, which means that it was a clean audit report.

Motion by Czanstkowski, seconded by Henry to accept the 2010 audit as presented. Motion carried 4-0.

Clear Channel

Megan Reardon presented information related to last year's billboard marketing campaign for the City of Montrose. The campaign reached 1,900,000 people and delivered 10 free weeks of advertising.

This item will be discussed further when the city's 2011 goals are reviewed.

Request for Council Action

Var St. Joer requested to install a private well. The current ordinance does not allow private wells. St. Joer is concerned about emergency situations. The Public Works Department will look into the matter further and report back to the city council.

City Council

Council Member Petersen reported that he had attended a Fire Department meeting where they were training on handling situations with anhydrous ammonia. He also attended the Highway 12 meeting/

Council Member Czanstkowski reported that all of the city council had attended a meeting at the new county jail and toured the facility.

Council Member Henry reported that Park & Red held a movie night at the community center. The commission earned \$48.00 in donations for the movie and \$16.25 in concessions. They had 36 people attend the function.

Mayor Kauffman reported that he had attended a Community Education Advisory meeting and that all day Kindergarten would be available in Montrose next school year.

Emergency Management

Sean Diercks, Emergency Management Director, reported that April 11th is Severe Weather Awareness Week.

He reminded the city council that all elected officials need to take the National Incident Management Service classes number 700 and 100.

Motion by Petersen, seconded by Czanstkowski to adopt Resolution 2011-03 authorizing government unit to be a party to Minnesota water agency response network (MnWARN). Motion carried 4-0.

Engineering

Open House

Justin Kannas, city engineer, reported that there will be an open house on Thursday, April 14th at 6pm for the Highway 12 summer improvement projects.

US Highway 12 Improvements

Motion by Petersen, seconded by Henry to approve specifications and plans for Center Avenue South bump outs and to authorize Bolton & Menk to advertise for bids. Motion carried 4-0.

Fire Department

Mike Marketon, Fire Chief, reported that the truck had been sold for more than they were asking.

Motion by Henry, seconded by Kauffman to all the purchase of 10 sets of boots for the Fire Department. Motion carried 4-0.

The department received 16 applications, 12 applicants went through interviews and agility testing.

Park Commission

Motion by Petersen, seconded by Czanstkowski to regretfully accept the resignation of Sarah Gierke from Park & Recreation. Motion carried 4-0.

Administration

Employee performance reviews and recommended 2% pay increase was tabled until the workshop is discuss employee wages is held.

Council Retreat

The follow up meeting to discuss the city goals for 2011 will be held on June 6 at 6pm at city hall.

Open Forum

Motion by Kauffman, seconded by Petersen to remove open forum from the agenda. Motion failed 2-2. Opposed Czanstkowski and Henry.

Motion by Czanstkowski, seconded by Henry to put open forum back on the agenda for tonight (April 11, 2011). Motion failed 2-2. Opposed Kauffman and Petersen.

Swanson was directed to add Open Forum to the next agenda.

Policy on council members contacting consultants without prior authorization

Council members may contact consultants.

Emerson Avenue North

The section of the road that had deteriorated will be repaired this week (w/e April 15, 2011).

Semi-trucks parking on city streets

As the city code is reviewed and codified this ordinance will be reviewed and compared to other cities.

Time clock

Motion by Czanstkowski, seconded by Kauffman to explore best option for time clocks at May city council meeting. Motion carried 4-0.

Miscellaneous

Board of Appeal and Equalization will be held on April 19th at 6:30p.m. at the community center.

Acknowledgements

- Kris Richter for her work on the web site and face book for the city and for the Montrose - Waverly Chamber of Commerce
- Jonathan Wedemeier for achieving the rank of Eagle Scout
- Joshua Wedemeier for achieving the rank of Eagle Scout
- Jim Tourville for his volunteer time served at the Emergency Management Director

Adjournment

Motion by Petersen, seconded by Czanstkowski to adjourn at 8:46p.m.
Motion carried 4-0.

Andy Kauffman, Mayor

Barbara Thwing-Swanson, Administrator