



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

**CITY COUNCIL  
MINUTES  
July 11, 2011**

**Pursuant** to call and notice the Montrose City Council met in regular session on Monday, July 11, 2011 at 7:00 p.m. Those present were Mayor Andy Kauffman, Council Members Scott Czanstkowski, 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.

**Agenda**

Motion by Czanstkowski, seconded by Jensen to approve the agenda as amended adding Open Forum, Disc Golf, Veteran's Park, Float, Tabled Items. Motion carried 5-0.

**Consent Agenda**

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

- a. Minutes: City Council, June 13, 2011, prepared by Barb Swanson
- b. Accounts Payable:, July 11, 2011, prepared by Wendy Manson
- c. Fire Department Accounts Payable: July 11, 2011, prepared by Wendy Manson
- d. Utility Billing Adjustments, June, prepared by Sean Diercks
- e. 2012/13 contract for Wright County police services

Motion carried 5-0.

**Shingobee Builders**

Motion by Petersen, seconded by Jensen to approve the release of Xcel Energy from the Development Agreement contingent upon the review of the city attorney and city engineer. Motion carried 5-0.

**AFSCME Council 65, Union Status Quo Order**

Motion by Petersen, seconded by Czanstkowski to hire Madden, Galanter, Hansen, LLP as the city's labor attorney. Motion carried 5-0.

Motion by Czanstkowski, seconded by Henry to appoint the entire city council as the negotiating team. Motion carried 5-0.

**City Council**

Mayor Kauffman reported that he had attended the Buffalo, Hanover, Montrose Community Education meeting. They are working in conjunction with the city to organize a co-ed volley ball league.

At the HCP Steering meeting it was announced that the Center Avenue Bump-outs and trail would be delayed due to the State shutdown.

Kauffman reported that the organization Beyond the Yellow Ribbon is helping returning veterans and their spouses. Best of 12 has been involved with the organization.

Council Member Jensen reported that along with Council Member Czanstkowski they performed a financial review of the accounts payable and receivable and that everything was in order.

**Economic Development Authority**

The regular meeting for the HCP Highway 12 Committee has been changed to 6:30p.m. at City Hall on the 3<sup>rd</sup> Tuesday of the month effective July 19, 2011.

**Fire Department**

*Appointment of Jason Chaffins as Interim Fire Chief*

Motion by Petersen, seconded by Czanstkowski to appoint Jason Chaffins as interim fire chief. Motion carried 5-0.

*Central Minnesota Regional EMS Grant*

Motion by Czanstkowski, seconded by Henry to approve \$3000.00 plus sales tax to match the Central Minnesota Regional EMS Grant. Motion carried 5-0.

*One Ton Grass Rig*

Motion by Czanstkowski, seconded by Henry to allow the Fire Department to go out for bids for a 4 x 4. Motion carried 5-0.

*Duracell*

Accepted the donation of batteries for the Fire Department from Duracell.

**Park Commission**

Council Member Jensen reported that the Park Commission met on July 5th at city hall and then toured Pheasant Hills Park. The commission discussed locating a disc golf course in White Tail Ridge. National Night Out will be held in neighborhoods on August 2<sup>nd</sup>. Caleb Jensen was appointed a junior member of Park & Recreation.

There are three vacancies on the commission.

### **Planning & Zoning**

There are two vacancies on the commission.

### **Public Works**

Motion by Petersen, seconded by Jensen to hire Andrew Carlson to fill the position of Utility Billing Clerk/Public Works Administrative Assistant at the rate of \$15.88 per hour for full time employment. Motion carried 3-2. Opposed Czanstkowski and Henry.

### **Credit Card Policy**

Motion by Jensen, seconded by Czanstkowski to accept the amended Credit Card Policy and acknowledgement. Motion carried 5-0.

### **Video on Demand**

Swanson provided information for providing video on demand for viewing the council meetings on the city's web site.

Motion by Jensen, seconded by Czanstkowski to table the item until the union discussions are over. Motion carried 5-0.

### **Capital Improvement Plan**

A special meeting will be held on Thursday, August 25<sup>th</sup> at 6:00p.m. at the community center to review the proposed Capital Improvement Plan.

### **Minnesota Demographers 2010 Census Counts**

The state demographer reported that the population for the City of Montrose following the 2010 census is 2847.

### **Clean-Up Day**

Manson prepared a report showing the expenses of \$2,580.41 and revenue collected of \$2,687.00 for clean-up day. This year the city was able to use "Sentence to Serve" volunteers to assist with clean-up day, reducing the cost of employee wages.

### **Electrical Inspection Ordinance**

Motion by Czanstkowski, seconded by Jensen to adopt ordinance 2011-03 allowing the city to contract for electrical inspections during the state shutdown. Motion carried 5-0.

Motion by Czanstkowski, seconded by Jensen to accept the contract for professional services upon attorney review. Motion carried 5-0.

**Disc Golf**

Motion by Czanstkowski, seconded by Petersen to allow up to \$6,500.00 for the purchase of disc golf equipment. Motion carried 5-0.

**Veteran's Park**

Motion by Czanstkowski, seconded by Petersen to move forward with proposal for maintenance of Veteran's Park and to approve purchasing Menards composite timbers. Motion carried 5-0.

**Montrose Float**

Motion by Petersen, seconded by Jensen to allow the use of the larger city pickup truck to tow the float for parades unless there are conflicts with Public Works. Motion carried 4-0-1. Czanstkowski abstained because his daughter is a Montrose Ambassador.

**Tabled Items**

Motion by Jensen, seconded by Czanstkowski to include the tabled items with updates on the standing agenda.

**Meetings**

There will be a special meeting at the community center on July 25<sup>th</sup> beginning at 6:00p.m. to review the proposed Countryview Estates Improvement Project.

**Open Forum**

There was no open forum.

**Acknowledgements**

Montrose Lions for purchasing the new flags and flag poles  
Duracell for the donation of batteries for the Fire Department  
Caleb Jensen for volunteering to be on Park & Recreation  
Jason Chaffins for assuming the duties of Interim Fire Chief

**Closed Meeting**

Minnesota Statute 13D.05, subdivision 2 allows the meeting to be closed to discuss the complaint filed by Evan Siljander against Barb Swanson.

Motion by Jensen, seconded by Czanstkowski to close the meeting at 8:53p.m. Motion carried 5-0.

Motion by Jensen, seconded by Czanstkowski to reopen the meeting at 9:40p.m. Motion carried 5-0.

Sarah Schwarzhoff, city attorney, stated that Barb Swanson had been exonerated of the complaint filed by Evan Siljander.

**Adjournment**

Motion by Petersen, seconded by Czanstkowski to adjourn at 9:40p.m. Motion carried 5-0.

---

Andy Kauffman, Mayor

---

Barbara Thwing-Swanson, Administrator