



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

**CITY COUNCIL  
MINUTES  
October 11, 2010**

**Pursuant** to call and notice the Montrose City Council met in regular session on Monday, October 11, 2010 at 7:00 p.m. Those present were Mayor Andy Kauffman, Council Members Ryan Andreae, Sharon Knodel 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. Council Member Scott Jensen was absent.

**Agenda**

Motion by Petersen, seconded by Knodel to approve the agenda with the addition of traffic control for pedestrians, removal of Outsidetheox.org, move Requests for Council Action to the beginning of the agenda and move Engineer to follow Planning & Zoning. Carried 4-0.

**Consent Agenda**

Motion by Knodel, seconded by Andreae to approve the Consent Agenda which included the following items:

- A. Minutes: August 2, 2010, special meeting, prepared by Barb Swanson  
September 13, 2010, council meeting, prepared by Barb Swanson  
September 27, 2010, special meeting, prepared by Barb Swanson
- B. Accounts Payable: October 11, 2010 \$138,231.43, prepared by Wendy Manson
- C. Fire Accounts Payable: October 11, 2010 \$\$11,470.65, prepared by Wendy Manson
- D. Utility Billing Adjustments September 10 – October 7, 2010, prepared by Vicki Sipe

Motion carried 4-0.

**Request for Council Action: Catherine Boyce**

The Boyce property is located adjacent to a wetland in Marysville Township. There is a backyard drainage problem associated with the wetland and with the drainage and utility easement. City engineer, Justin Kannas, will send a letter to neighboring properties and the Marysville Township Board regarding the situation.

**Request for Council Action: Michelle Otto**

Otto, representing the Girl Scouts, reported that attendance was down during Montrose Days. Hoping to find ideas to increase attendance the Girl Scouts conducted a survey asking residents what activities they would like available during the celebration weekend. Otto explained that a carnival would be a big draw and asked if the city would consider helping fund that event.

Otto also asked for more City involvement with Montrose Days. The Montrose Days Celebration Committee meets the 2<sup>nd</sup> Sunday of each month at the Community Center at 7:00p.m., everyone interested in helping is encouraged to attend.

**Request for Council Action: Melissa and Joe Higgins**

The Higgins property is located in the same area as the Boyce property discussed earlier. The Higgins have problems with standing water in their side and rear yard.

Motion by Knodel, seconded by Petersen to instruct city staff to help coordinate efforts of the homeowners and for the city engineer to verify grading in the neighborhood and to contact the township regarding the footbridge located on the adjacent property. Motion carried 4-0.

**Request for Council Action: Michelle Jacobson et.al**

Jacobson was not present, this item will be removed from the agenda until further contact.

**Audio Recordings of City Council Meetings**

Motion by Petersen, seconded by Knodel to eliminate the audio recording of council meetings. The motion was withdrawn.

An audio recording of city council meetings will continue as well as a video recording until the sound can be improved on the video recording.

**Fire Chief Application**

Swanson reported that one application had been received for Fire Chief. The city council will make the 2011 appointment at the December council meeting.

**City Council**

Mayor Kauffman and Council Member Andreae discussed their activities during the month of September.

### **Fire Department**

Motion by Knodel, seconded by Andreae to order a light rescue from Country Chevrolet in Annandale to replace brown pickup for \$37,200.00. Motion carried 4-0.

### **Planning & Zoning**

#### Montrose Business Park

The proposed Montrose Business Park is located at the intersection of Trunk Highway 12 and Clementa Avenue.

Motion by Knodel, seconded by Andreae to rezone the property from UR, Urban Reserve, to a combination of B-2 Highway Business and I-2 General Industrial. Motion carried 4-0.

Motion by Knodel, seconded by Petersen, to approve the preliminary and final plat contingent on signing and recording the Development Agreement and plat and that no easement be required for the exception and the name be Montrose Business Park. Motion carried 4-0.

Motion by Knodel, seconded by Andreae to grant a Conditional Use Permit to allow accessory outdoor storage upon Lot 1, Block 1 (Xcel Energy Service Center parcel) and to landscape on the north and east sides of the Xcel Energy Service Center parcel, and that everything outside the fenced area is black topped with curb and gutter and including all of the conditions as recommended by the Planning Commission. Motion carried 4-0.

### **Engineer**

The city received a \$427,000 grant from the Minnesota Department of Employment and Economic Development (DEED) for the public improvements at the Montrose Business Park.

Motion by Andreae, seconded by Knodel to award the contract including the base bid and add alternate 1 to Kuechle Underground Inc. of Kimball, Minnesota in the amount of \$417,012.47 contingent upon Shingobee Builders signing the Development agreement indicating that they have agreed to reimburse the city of Montrose for 100% of all project costs not covered by the DEED grant. Motion carried 4-0.

### **Council Pay**

Motion by Petersen, seconded by Andreae to adopt Resolution 2010-11 to provide clarification of city council pay as adopted in 2005 and 2006. Motion carried 4-0.

### **Personnel Policy**

Motion by Andreae, seconded by Knodel to change the vacation section adding that a new employee would earn vacation pro-rata not to exceed 20 hours for the 1<sup>st</sup> year and may use the vacation following their probationary period. Motion carried 4-0.

Motion by Knodel, seconded by Andreae to approve the amended Personnel Policy. Motion carried 4-0.

Agreed to by consensus Vicki Sipe will be eligible for vacation under this newly adopted Personnel Policy.

### **Initiation Foundation Grant**

Motion by Knodel, seconded by Petersen to adopt Resolution 2010-12 authorizing the submittal of the Initiative Foundation Grant application. Motion carried 4-0.

### **Acknowledgements**

- Montrose Girl Scouts for reaching out to the community
- Fire Fighters for donating their time for Fire Prevention Week
- Sarah Schwarzhoff for her hard work and effort with the Personnel Policy

### **Closed Session**

VFW property negotiations

### **Adjournment**

Motion by Andreae, seconded by Knodel to adjourn at 9:30p.m. Motion carried 4-0.

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Andy Kauffman, Mayor

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Barbara Thwing-Swanson, Administrator