



**City of Montrose
200 Center Avenue South
Montrose, Minnesota**

**City Council Meeting
January 28, 2008**

Pursuant to call and notice, the Montrose City Council met in regular session on Monday, January 28, 2008 at 7:00 p.m. Those present were Mayor, Charlie Nelson, Council Members, Sharon Knodel, Andrew Kauffman, Cindy Beaton and Jeff Petersen. Also, present were Brad DeWolf, city engineer, Kristen Carr, city attorney and Barb Swanson, city administrator.

Agenda

Motion by Knodel, seconded by Beaton, to approve the amended agenda with the following additions: Brandon Arnold's birdhouses, National Night Out, seniors report, city ordinances, email host and Pheasant Hills 4th addition release. Motion Carried 5-0.

Consent Agenda

Motion by Beaton, seconded by Knodel, to approve the consent agenda, which included the following: January 14, 2008 council minutes, January 28, 2008 accounts payable and Wayne McCormick's employee review. Carried 5-0.

Brandon Arnold

Brandon Arnold reviewed his birdhouses project for Eagle Scouts. The birdhouses will be placed through out the city at the time of completion. Arnold showed examples of the 20 bluebird houses and 10 wood duck houses. Arnold will speak with Roger Vanderlinde regarding the placements of the houses.

The council thanked Brandon for all of his efforts within the community.

Reports

EDA

2007 Annual Report

Kauffman reviewed the 2007 annual report.

New Appointments for 2008:

Chris Shaul - President

Andy Kauffman - Vice President

Cindy Beaton - Secretary

Jeff Petersen - Treasurer

Barb Swanson - Assistant Treasurer

Motion by Petersen, seconded by Knodel, to accept the 2008 appointments for the EDA. Carried 5-0.

Engineer

US Trunk Highway 12 Speed Study

DeWolf reviewed the speed study results that the city requested by Mn/Dot.

At the present time, the speed limit will remain the same along the Trunk Highway 12 corridor through Montrose. The speed will be evaluated upon the completion of the intersection improvements at Trunk Highway 12 and Clementa Avenue.

West Side Sanitary Sewer Extension: Change Order

DeWolf explained the change order submitted is for upgrades to the stationary generator. DeWolf recommended approval of change order No. 1 in the amount of \$2,676.10 for upgrade of the generator from 50,000 watts to 80,000 watts.

Motion by Kauffman, seconded by Knodel, to approve change order No. 1 for the West Side Sanitary Sewer extension, BMI project No. W13.38390 for upgrades in the amount of \$2676.10. Carried 5-0

2008 South Interceptor Replacement

DeWolf reviewed the preliminary engineer report for the 2008 South Interceptor Replacement.

DeWolf reviewed the following:

- Study Area
- Existing Conditions
- Proposed Improvements
- Estimated Costs
- Recommendations

A discussion was held regarding the costs. Swanson stated that this cost would not include easement costs.

Motion by Petersen, seconded by Knodel, to approve plans, specifications, and approval of the feasibility report for the 2008 South Interceptor Replacement.

Park Commission

1/8/08 Minutes

Kauffman reviewed the January 8, 2008 Park and Recreation commissions meeting minutes.

A discussion was held regarding the park activities and plans that are taking place.

Open Forum

Unfinished Business

IT Consultant

Swanson explained in depth the need for an IT Consultant for the City of Montrose. The recommendation submitted includes 5 hours a month. This will include maintenance for all computers to include city hall, public works and the WWTP.

The council held a discussion regarding the present and the past contracts for the IT Consultant. The contract is for 1 year.

Motion by Kauffman, seconded by Knodel, to approve the Paumen Consultant contract for 5 hours per month at the monthly fee of \$475.00. Carried 5-0

New Business

Dell Server

Swanson explained that the city server had crashed late in 2007. Matt Nelson transferred the city data to a temporary server to get the city up and running again. The current system is only operating with 10% available space.

Paumen computer services recommended the dell server.

Knodel stated that she would like Paumen to attend a workshop to help address questions that the council and residents may have.

Motion by Kauffman, seconded by Knodel, to approve the purchase of the dell server, recommended by Paumen Computer Services also to approve the price of installation. The total will be approximately \$8000.00 - \$8500.00. Carried 5-0.

Reimbursement Resolution 2008-02

Swanson explained that this resolution allows the city to reimburse any expenses the city has prior to bonding the project.

Motion by Beaton, seconded by Knodel, to approve resolution 2008-02 establishing procedures relating to compliance with reimbursement bond regulations under the internal revenue code. Carried 5-0.

2008 Comparable Worth

Swanson reviewed the pay equity implementation report (comparable worth). This item needs council approval before the information can be entered online. Jeff Petersen, Charlie Nelson, Sean Diercks and Barb Swanson reviewed the information and updated accordingly. The point system determines how much each position is worth. The city has to be in compliance or hire someone to do it for the city.

Motion by Petersen, seconded by Kauffman, to accept the comparable worth pay for the City of Montrose. Carried 5-0.

National Night Out

Sylvia Henry reported that she has already started the planning process for National Night Out 2008, which will be held on August 5, 2008.

Swanson stated that KRWC has been contacted as well.

She explained the needs and the activities that will be needed for this event.

Senior Report

Sylvia Henry addressed the council and informed them regarding the success and growing numbers of seniors attending on Wednesday afternoons at the Montrose Community Center.

City Ordinances/ Minutes

A request for council action was submitted to city staff by Evan Siljander regarding City Ordinance Title III, Chapter 31, Section 31.03. Siljander would like to have this ordinance amended so that the residents have the right to request not having any part of their address displayed in the minutes.

Siljander also requested to have his address removed from past minutes.

Mayor Nelson explained that Siljander explained the reason for his request to him in private and Nelson viewed it as valid.

Carr, city attorney, explained that this could be a violation being that the presumption under state law is that everything is public unless it falls under a certain category under the Minnesota Government State Data Practices Act. Carr expressed the concerns by this particular community regarding private and public data. Carr stated that this could be an exception under security but would like time to investigate the issue. The council needs to follow state law.

Carr stated that the council cannot re-do the ordinance without proper notification and should consider the language as presented. This item needs to be investigated by the city attorney.

Evan Siljander addressed the council and stated that other cities vary but the city is not consistent with adding the addresses. Siljander requested that his address not be printed in the public minutes.

The council held a discussion regarding the consistency of addresses being included in the public minutes. Swanson explained that the addresses are not included in the minutes for the people who always speak at open forum. The council agreed that their needs to be consistency regarding address publication. Staff will research and inform the council of their findings.

Emails

A request for council action was submitted to city staff by Evan Siljander regarding his opinion of the city email host.

The council addressed this item when discussing the contract with Paumen Computer Services.

Pheasant Hills 4th - release

Justin Kannas, city engineer, submitted a letter stating that all improvements for Pheasant Hills 4th addition have been completed in accordance with the developer's agreement. All necessary lien waivers have been received from the developer. The recommendation is for the city to accept Pheasant Hills 4th additions and that the letter of credit be released.

Motion by Kauffman, seconded by Petersen, to release the letter of credit for Pheasant Hills 4th Additions. Carried 5-0.

Miscellaneous

February 11, 2008 Workshop

- Administrative Fines
- Code of Ethics

Carr stated that these items would be reviewed at the February 11, 2008 workshop.

Carr introduced Kyle Hartnett. Carr thanked the council and stated she has enjoyed working with the City of Montrose but will be moving her family to Colorado by the end of March. Hartnett will be her replacement. Kyle has worked for the LMC, court of appeals and the state Auditors office.

Acknowledgements

- Alice's restaurant for assisting with the council retreat
- Citizen's State Bank for allowing the City to use the community room
- Kristen Carr for all the work she has done for the City of Montrose

Adjournment

Motion by Petersen, seconded by Knodel to adjourn at 8:15pm.

Carried 5-0.

Author: Kristine M. Richter
Administrative Assistant

Barbara C. Thwing-Swanson
Administrator/Clerk/Treasurer

Charles Nelson, Mayor