



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

**CITY COUNCIL MINUTES
January 26, 2009**

Pursuant to call and notice the Montrose City Council met in regular session on Monday, January 26, 2009, at 7:00p.m. Those present were Mayor Andy Kauffman, Council Members Scott Jensen, Sharon Knodel and Jeff Petersen. Also present were Kyle Hartnett, city attorney, Brad DeWolf, city engineer, Sean Diercks, public works director and Barb Swanson, city administrator.

Open Forum

Bob Chantland and Evan Siljander spoke during Open Forum, no action was taken.

Agenda

Motion by Knodel, seconded by Petersen to approve the Agenda. Carried 4-0.

Consent Agenda

Motion by Knodel, seconded by Petersen to approve the Consent Agenda, which included:

- A. Minutes: January 12, 2009
January 21, 2009
- B. Accounts Payable: January 26, 2009: \$100,872.18
- C. Fire Dept Accounts Payable: January 26, 2009: \$2597.45

Appointment of Council Member

The City Council interviewed 7 candidates. Mayor Kauffman thanked the candidates and encouraged those not selected to stay involved in the community. Motion by Knodel, seconded by Jensen, to appoint Keith Roseen as council member. Failed 1 - 3. Opposed Jensen, Kauffman and Petersen. Motion by Kauffman, seconded by Jensen to appoint Ryan Andreae as council member. Carried 3-1. Opposed: Knodel.

**CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA**

RESOLUTION NO. 2009-04

**RESOLUTION DECLARING VACANCY IN CITY COUNCIL- CITY OF
MONTROSE**

WHEREAS, Council Member Andrew Kauffman was elected to the position of Mayor of the City of Montrose; and

WHEREAS, said election leaves a vacancy in the Council position previously held by Andrew Kauffman.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Montrose, Wright County, Minnesota that a vacancy is hereby declared in that Council position held by Andrew Kauffman prior to election as Mayor.

Motion by Jensen, seconded by Petersen, to adopt Resolution 2009-04 recognizing the vacancy created by the election of Andy Kauffman to Mayor. Carried 4-0.

**CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA**

RESOLUTION NO. 2009-05

**RESOLUTION APPOINTING COUNCIL MEMBER CITY OF
MONTROSE**

WHEREAS, Council Member Andrew Kauffman has been elected Mayor of the City of Montrose; and

WHEREAS, the Montrose City Council has declared a vacancy in the position of Council Member previously held by Andrew Kauffman; and

WHEREAS, the Council has conducted interviews and determined that a qualified individual should be appointed to complete the current Council term.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Montrose, County of Wright, Minnesota, does hereby appoint Ryan Andreae as a Council Member of the City of Montrose, effective immediately.

Motion by Petersen, seconded by Jensen, to adopt Resolution 2009-05 filling the council vacancy by the majority vote of the city council. Carried 4-0.

Barb Swanson administered the Oath of Office to Ryan Andreae.

2008 Budget Amendment

Swanson reviewed the proposed 2008 budget amendment. The significant items included:

- \$20,000 increase in legal fees due to data practices issues
- \$8,943 for the public works reroof, the revenue was received in '08, but the work was completed in '09
- \$79,750 to purchase new tanker truck
- \$41,200 for park development in Northridge Park
- \$150,000 for the public works storage building

**CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA**

A RESOLUTION AMENDING THE 2008 BUDGET

RESOLUTION 2009-02

Whereas, the City of Montrose allows for the amendment of the City's annual budget by the City Council, provided the amendment so make does not cause total appropriations to exceed the estimated revenue and cash fund balances,

Now Therefore, Be It Resolved by the City Council of the City of Montrose, Minnesota, that this amendment to the 2008 budget, as attached be applied to the appropriations and estimated revenue accounts of the City's funds.

Motion by Knodel, seconded by Jensen to adopt Resolution 2009-02 amending the 2008 budget. Carried 5-0.

Clementa Avenue Roundabout

Brad DeWolf requested permission to proceed with the preliminary design of a roundabout at Clementa Avenue and US Highway 12. Mn/DOT contacted DeWolf regarding the possibility of receiving funding via the federal stimulus package to finance the project.

The city has collected approximately \$66,000 from developers for this project. Motion by Jensen, seconded by Knodel, to move ahead with the preliminary design. Carried 5-0.

2009 Appointments

Acting Mayor:		Sharon Knodel
Community Outreach:		City Council
Emergency Management Liaison:		Andy Kauffman
Emergency Management Director:		Jim Tourville
Emergency Operations Center:		
	Emerg. Mgmt. Director	
	Mayor	
	City Council	
	Administrator	
	Public Works Director	
	Fire Dept. Represent.	
Fire Department Liaison:		Jeff Petersen
Alternate Fire Dept. Liaison:		Sharon Knodel
Fire Department	Chief	Mike Marketon
	2 nd Chief	Jason Chaffins
	3 rd Chief	Jeff Trout
Relief Association:	Mayor:	Andy Kauffman
	Clerk:	Barb Thwing-Swanson
Park & Recreation Liaison:		Andy Kauffman
Alternate Park & Rec Liaison:		Ryan Andreae
Staff Coordinator:		Wendy Manson
Park & Recreation Commission	Chair	
	V. Chair	
	Secretary	
Planning & Zoning Liaison:		Sharon Knodel
Alternate P&Z Liaison:		Scott Jensen
Planning & Zoning Administrator:		Barb Thwing-Swanson
Staff Coordinator:		Kris Richter
Planning & Zoning Commission:	Chair	

V. Chair
Secretary

Board of Appeal:	Council:	Scott Jensen
	P & Z:	
	Public:	
Community Education:		Andy Kauffman
Alternate Community Education:		Scott Jensen
Personnel Committee:		Andy Kauffman
		Jeff Petersen
		Barb Thwing-Swanson
Alternate Personnel Committee:		Ryan Andreae
Administrative & Finance Committee:		Scott Jensen
		Ryan Andreae
		Barb Thwing-Swanson
		Wendy Manson
Public Works Committee:		Jeff Petersen
		Sharon Knodel
		Sean Diercks
		Barb Thwing-Swanson
Alternate Public Works:		Andy Kauffman
Weed Inspector:	Mayor:	Andy Kauffman
	P.W. Director:	Sean Diercks
City Forester:		Sean Diercks
Crow River Watershed:		Sean Diercks
Economic Development Authority:		
Staff Coordinator:		Joanne Foust
	Pres.	Joe DeBauche
	V. Pres.	Scott Jensen
	Secretary	Brian Matzke
	Treas.	Andy Kauffman
	Asst. Treas.	Barb Thwing-Swanson
Healthy Community Partnership		
Staff Coordinator:		Joanne Foust
Highway 12 Redevelopment:		Scott Jensen

Alternate:	Ryan Andreae
Community Pride:	Sharon Knodel
Alternate:	Andy Kauffman
Business Recruitment:	Ryan Andreae
Alternate:	Andy Kauffman

Official Depositories:
 Citizens State Bank of Waverly
 Klein Bank
 Wells Fargo of Buffalo
 Crow River State Bank
 State Bank of Delano
 Elk River State Bank
 LMC 4M Fund

Official Newspaper: Delano Herald Journal

City Meetings:

Economic Development Authority	2 nd Monday	5:30pm	
Council		2 nd Monday	7:00pm
Planning & Zoning		3 rd Wednesday	7:00pm
Park & Recreation		1 st Tuesday	7:00pm
Emergency Management		As Needed	
Fire Department		1 st Tuesday:	7:00pm
			January
			April
			July
			October

Motion by Andreae, seconded by Knodel to approve the 2009 appointments.
 Carried 5-0.

Reducing Number of Monthly Council Meetings

CITY OF MONTROSE

**COUNTY OF WRIGHT
STATE OF MINNESOTA
RESOLUTION NO. 2009-03**

**A RESOLUTION AMENDING CHAPTER 31: CITY COUNCIL, SECTION 31.01
MEETINGS OF THE MONTROSE CITY CODE**

WHEREAS, the Montrose City Council currently meets twice each month, and

WHEREAS, the Montrose City Council increased from one to two council meetings each month due to increased business because of growth, and

WHEREAS, the growth that the city experienced earlier this decade has been greatly reduced by the economic downturn, and

WHEREAS, the Montrose City Council is determined to find ways to reduce expenditures within the City of Montrose, and

WHEREAS, reducing the number of City Council meetings from two to one each month will be cost effective and will not cause hardship.

THEREFORE, BE IT RESOLVED by the Montrose City Council that said Council does hereby adopt by this Resolution Ordinance No. 2009-02 Amending Chapter 31: City Council, Section 31.01 Meetings.

**CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA**

ORDINANCE NO. 2009-02

**ORDINANCE AMENDING CHAPTER 31: CITY COUNCIL OF THE
MONTROSE CITY CODE**

**THE MONTROSE CITY COUNCIL, WRIGHT COUNTY, MINNESOTA
ORDAINS AS FOLLOWS:**

Chapter 31, Section 31.01 Meetings:

Regular meetings of the Council shall be held on the second Monday of each calendar month at 7:00p.m. and if necessary the fourth Monday of each calendar month at 7:00p.m. Any regular meeting falling upon a holiday shall be held on the following business day, at the same time and place. All meetings, including special and adjourned meetings, shall be held in the Montrose Community Center unless otherwise directed by the Council.

Effective Date. This ordinance shall take effect from and after its passage and publication.

Motion by Petersen, seconded by Jensen, to adopt Resolution 2009-03 adopting Ordinance 2009-02 authorizing the reduction in city council meetings to one per month. Carried 5-0.

Local Board of Review

The city council will hold the Local Board of Review on Wednesday, April 15th at 6:30p.m. at the Montrose Community Center. Carried 5-0.

Web Site Update

The Business Recruitment Committee interviewed Run with Scissors to assist the city with developing a brand. Updating the city's web site is included in the proposal.

Motion by Jensen, seconded by Andreae to table this item until Run With Scissors can make a presentation to the city council. Carried 5-0.

Request for Council Action : Evan Siljander

REQUEST FOR COUNCIL ACTION

MEETING DATE 1/26/09

NAME: Evan Siljander

ADDRESS: _____

Please write a brief paragraph listing the item you wish to present to the council.

I would like to ask the Council to please instruct City Staff to include an additional line for each item on the Agenda that lists the Responsible Person for Report. This was mentioned at the 6/23/08 meeting and by Council Action in the 8/11/08 Council Packet.

Example:

Responsible Person for Report: City Administrator Barb Swanson

Responsible Person for Report: City Engineer Brad DeWolf (Bolton & Menk)

Responsible Person for Report: City Attorney Kyle Hartnett (Couri, MacArthur, & Ruppe)

This will provide an additional level of clarity to the Council and the Taxpayer. This is also helpful when looking at historical information.

Motion by Jensen, seconded by Knodel to include the name of the individual who is responsible for the report on the city council agenda. Carried 4-1. Opposed: Petersen.

Request for Council Action : Tim Hackenmiller

REQUEST FOR COUNCIL ACTION
Submittal deadline is Tuesday prior to the council meeting
MEETING DATE _____

NAME: Tim Hackenmiller

ADDRESS: 718 Brook Cir W

Please write a brief paragraph listing the item you wish to present to the council:

I request the city council place or request placement of a stop sign at the entrance to the waste water facility on CSAH 25. There is one opposite in the intersection for 7th St S and 25. It would seem if one is required there for safety, one should be for the wastewater plant as well.

Thank you.

Sean Diercks, public works director, explained that a sign would not be installed until the frost is out of the ground which will be in the spring.

Motion by Jensen, seconded by Petersen to install a stop sign at the intersection of MN 25 S and the Wastewater Treatment Plant road. Carried 5-0.

Acknowledgements

- John Klingelhoets for attaining the position of Eagle Scout, the 3rd Eagle Scout from Montrose Pack 312

- The following individuals for applying for the city council position
Ryan Andreae
Tim Hackenmiller
Sylvia Henry
Keith Roseen
Jason Simmons
Georgina Stanley-Woidyla
Jim Tourville

Adjournment

Motion by Petersen, seconded by Knodel to adjourn at 8:08p.m. Carried 5-0.

CITY OF MONTROSE

Andrew C. Kauffman, Mayor

Barbara C. Thwing-Swanson
Administrator/Clerk/Treasurer