



**CITY COUNCIL AGENDA- REGULAR MEETING**  
**Monday, December 9, 2019 7:00 PM**

The City of Montrose is committed to maintaining a safe, welcoming, family-friendly community, with affordable housing, where parents can raise their families; to ensuring our skilled, motivated employees provide high quality public services at a value; to sound stewardship and fiscal responsibility to ensure our city remains strong and prosperous, both now and into the future; to nurturing business-friendly partnerships to promote economic development and local jobs; to thoughtfully address community needs and plan for growth, innovation and sustainable development; and to ethical leadership that is responsive and accountable to our citizens.

Montrose Community Center  
 200 Center Avenue South  
 Montrose, Minnesota 55363

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **INVOCATION**
  - A. Pastor Paul Baker – Montrose Methodist Church
4. **PLEDGE OF ALLEGIANCE**
5. **APPROVAL OF AGENDA**
6. **APPROVAL OF CONSENT AGENDA**
  - A. Minutes
    1. November 12, 2019 Regular City Council Meeting – prepared by D. Boelter
    2. November 25, 2019 City Council Workshop – prepared by D. Boelter
  - B. Accounts Payable
    1. City, December 9, 2019 - prepared by W. Manson
    2. Fire Department, December 9, 2019 - prepared by W. Manson
  - C. Monthly Utility Adjustments, November, 2019 - prepared by J. Bonniwell
  - D. Crossroads Animal Shelter – Year 2020 Animal Impound Agreement
  - E. One (1) to Four (4) Day Temporary On-Sale Liquor License – Beyond the Yellow Ribbon of Montrose – January 25, 2020
  - F. Schedule a Special City Council Meeting – December 23, 2019
    1. Schedule a Special City Council Meeting for Monday, December 23, 2019 at 3:30 p.m. to be held in the Montrose City Hall Conference Room

- G. Cancel Planning and Zoning Commission Meeting – December 11, 2019
  - 1. Cancel the Planning and Zoning Commission Meeting scheduled for Wednesday, December 11, 2019 at 7:00 p.m. in the Montrose Community Center.

- H. Schedule a Public Hearing – January 8, 2020
  - 1. Schedule a Public Hearing to be held by the Montrose Planning and Zoning Commission at 7:00 p.m. or soon thereafter on Wednesday, January 8, 2020 at the Montrose Community Center, located at 200 Center Avenue South in the City of Montrose, for the purpose of considering a Zoning Ordinance amendment and City Code amendment related to Administrative Fines and the Abatement of Nuisances.

7. **OPEN FORUM**

8. **TRUTH-IN-TAXATION PUBLIC HEARING**

- A. Year 2020 Final Levy and Budget
  - 1. Resolution 2019-41 *A Resolution Authorizing the Year 2020 Final Property Tax Levy and Budget*

9. **WRIGHT COUNTY SHERIFF'S OFFICE**

- A. November, 2019 Monthly Report

10. **REPORTS AND RECOMMENDATIONS OF CITY DEPARTMENTS, CONSULTANTS, COMMISSIONS, AND COMMITTEES**

- A. City Council
  - 1. Monthly Activity Report
- B. Montrose Fire Department
  - 1. November, 2019 Activity Report
- C. Park and Recreation Commission
  - 1. December 2, 2019 Park and Recreation Commission Meeting Minutes
  - 2. Park and Recreation Commission Application Appointment
    - a) Accept a Commission Application from Ms. Sue Saman and appoint Ms. Saman to the Montrose Park and Recreation Commission
- D. Planning and Zoning Commission
  - 1. November 13, 2019 Planning and Zoning Commission Meeting Minutes
  - 2. Resolution No. 2019-42 *A Resolution Approving an Interim Use Permit for Property Located Along Highway 25 SW Within the City of Montrose*

11. **OLD BUSINESS**

12. **NEW BUSINESS**

- A. Resolution No. 2019-37 *A Resolution Increasing the Montrose Water Access Charge*
- B. Resolution No. 2019-38 *A Resolution Increasing the Montrose Sewer Access Charge*
- C. Resolution No. 2019-39 *A Resolution Increasing the Montrose Water System Rates*

D. Resolution No. 2019-40 *A Resolution Increasing the Montrose Sewer System Rates*

**13. UPCOMING MEETINGS**

- A. Special City Council Meeting – Monday, December 23, 2019 at 3:30 p.m. in the Montrose City Hall Conference Room.
- B. Park and Recreation Commission Meeting – Monday, January 6, 2020 at 5:30 p.m. in the Montrose City Hall Conference Room.
- C. Planning and Zoning Commission Meeting – Wednesday, January 8, 2019 at 7:00 p.m. in the Montrose Community Center.
- D. Planning and Zoning Commission Public Hearing – Wednesday, January 8, 2019 at 7:00 p.m. in the Montrose Community Center.
- E. Regular City Council Meeting – Monday, January 13, 2020 at 7:00 p.m. in the Montrose Community Center.
- F. City Council Workshop – Monday, January 27, 2020 at 3:30 p.m. in the Montrose City Hall Conference Room.

**14. ACKNOWLEDGEMENTS**

**15. ADJOURNMENT**

City of Montrose  
 Regular City Council Meeting  
 Montrose Community Center  
 200 Center Avenue South  
 Tuesday, November 12, 2019  
 7:00 P.M.

# **1. CALL TO ORDER**

**Pursuant** to call and notice the Montrose City Council met in Regular Session on Tuesday, November 12, 2019 at 7:00 p.m.

Mayor Otto called the meeting to order at 7:00 p.m.

# **2. ROLL CALL**

Present: Mayor Michelle Otto  
 Council Member Lloyd Johnson  
 Council Member Ben Kuehl  
 Council Member Tom Marszalek  
 Council Member Kirby Moynagh

Staff Present: Ms. Deborah Boelter, City Administrator  
 Mr. Wayne McCormick  
 Mr. Ryan Grittmann, City Planner  
 Mr. Shawn Louwagie, City Engineer

# **3. INVOCATION**

A. Pastor Ryan Clark – Saint John's Lutheran Church

Pastor Clark administered the Invocation.

# **4. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was taken.

# **5. APPROVAL OF THE AGENDA**

A. Approval of the Agenda

**Council Member Kuehl motioned to approve the November 12, 2019 Regular City Council Meeting Agenda. Council Member Moynagh seconded the motion. Motion carried 5-0.**

# **6. APPROVAL OF THE CONSENT AGENDA**

A. Minutes

1. Accepted the minutes of the October 9, 2019 Special City Council Meeting.
2. Accepted the minutes of the October 14, 2019 Regular City Council Meeting.
3. Accepted the minutes of the October 28, 2019 Special City Council Meeting.
4. Accepted the minutes of the October 30, 2019 Personnel Committee Meeting.

B. Accounts Payable

1. Approved the November 12, 2019 Accounts Payable for the City of Montrose.
2. Approved the November 12, 2019 Accounts Payable for the Montrose Fire Department.

C. Approved the Monthly Utility Adjustments for October, 2019.



D. Year 2020 Liquor Licenses

1. Approved the Year 2020 Liquor Licenses.

E. Approved a One-To-Four Day Temporary On-Sale Liquor License for the Montrose Days Celebration on January 25, 2020.

F. Schedule a City Council Workshop – November 25, 2019

1. Scheduled a City Council Workshop to review the proposed year 2020 Final Budget and Levy for Monday, November 25, 2019 at 3:30 p.m. to be held in the Montrose City Hall Conference Room.

G. Authorize City Hall Closing – December 24, 2019

1. Authorized City Hall to close at 12:00 p.m. on Tuesday, December 24, 2019

H. Gambling Permit – Montrose Firefighters Relief Association

1. Approved a Gambling Permit allowing the Montrose Relief Association to conduct a Raffle with the drawing taking place on February 1, 2020.

**Council Member Kuehl motioned to approve the Consent Agenda as presented. Council Member Marszalek seconded the motion. Motion carried 5-0.**

**7. OPEN FORUM**

**8. WRIGHT COUNTY SHERIFF'S OFFICE**

A. October, 2019 Monthly Report

No one from the Wright County Sheriff's Office was present at the City Council Meeting.

**9. REPORTS AND RECOMMENDATIONS OF CITY DEPARTMENTS, CONSULTANTS, COMMISSIONS AND COMMITTEES**

A. City Council

1. Monthly Activity Report

The City Council Members gave a brief overview of the meetings, activities and/or events they attended.

B. Montrose Fire Department

1. October, 2019 Activity Report

Ms. Boelter referenced the *Monthly Activity Report* for the month of October, 2019 that was found in the City Council Packet.

2. Resignation of Ms. Alexandra Heyman – Effective October 12, 2019

- a) Ms. Alexandra Heyman was a member of the Montrose Fire Department for ten (10) months and twenty-three (23) days.

Ms. Boelter asked the City Council to accept the resignation of Ms. Alexandra Heyman from the Montrose Fire Department.

**Council Member Kuehl motioned to accept the resignation of Ms. Alexandra Heyman from the Montrose Fire Department effective October 12, 2019. Council Member Johnson seconded the motion. Motion carried 5-0.**

C. Park and Recreation Commission

1. November 4, 2019 Park and Recreation Commission Meeting Minutes

Mr. Matt Russell, Park and Recreation Chair, gave an overview of the items discussed at the November 4, 2019 Park and Recreation Commission Meeting.

Mr. Russell presented the winners of the Halloween Decorating Contest.

Mayor Otto shared Park and Recreation Commission Member, Mr. Barry Rhineberger's concern that the Park and Recreation Commission is focusing more on programming and would like to see them focus more on park improvements.

Mayor Otto also stated that the Park and Recreation Commission has requested that the Public Works Department Director, Mr. Wayne McCormick, attend the Park and Recreation Commission Meetings quarterly.

2. Accept Mr. Barry Rhineberger's resignation from the Park and Recreation Commission effective November 5, 2019

Ms. Boelter presented Park and Recreation Commission Member, Mr. Barry Rhineberger's resignation.

**Council Member Moynagh motioned to accept the resignation of Mr. Barry Rhineberger from the Park and Recreation Commission effective November 5, 2019. Council Member Johnson seconded the motion. Motion carried 5-0.**

Council Member Moynagh asked the City Council to consider having the Park and Recreation Commission meet quarterly.

Council Member Johnson recommended that the Park and Recreation Commission meet at a later time. He continued by stating that the Commission's meeting time of 5:30 p.m. does not allow residents to attend the Meeting. Council Member Moynagh shared his concerns about requiring staff to stay later.

Mayor Otto stated that she believes that the Park and Recreation Commission should meet monthly to discuss and organize the logistics for the programming that they offer. She continued by stating that she believes that the Park and Recreation Commission should be allowed to choose what night and time they would like to meet.

D. Planning and Zoning Commission

1. October 9, 2019 Planning and Zoning Commission Meeting Minutes

Ms. Boelter gave an overview of the items discussed at the October 9, 2019 Planning and Zoning Commission Meeting.

2. Ordinance No. 2019-12 – *An Ordinance Amendment to Chapter 1024 of the Zoning Ordinance of the City of Montrose, Related to Signs*

The City Planner, Mr. Ryan Gritman presented Ordinance No. 2019-12 *An Ordinance Amendment to Chapter 1024 of the Zoning Ordinance of the City of Montrose, Related to Signs*. Mr. Gritman gave a brief overview of the amendments to the Sign Ordinance.

Mr. Gritman stated that the Planning and Zoning Commission recommended that the City Council approve the proposed amendments to the Sign Ordinance.



Council Member Moynagh stated that he does not believe that *Motion Signs* should be a Prohibited Sign as stated in the Ordinance. He continued by stating that he believes that *Motion Signs* should be allowed in Commercial Districts. Council Member Moynagh stated that when you drive through other communities, you often see *Motion Signs*.

The City Council discussed and were in agreement with Council Member Moynagh's recommendation.

**Council Member Moynagh motioned to adopt Ordinance No. 2019-12 *An Ordinance Amendment to Chapter 1024 of the Zoning Ordinance of the City of Montrose, Related to Signs* with the amendment of motion signs being allowed in Commercial Districts. Council Member Kuehl seconded the motion. Motion carried 5-0.**

Mr. Grittmann stated that he will make the amendment to allow *Motion Signs* to the Sign Ordinance and provide City staff with the corrected and final copy.

3. Resolution 2019-33 – *A Resolution Authorizing Summary Publication of Ordinance 2019-12 "An Ordinance Amendment to Chapter 1024 of the Zoning Ordinance of the City of Montrose, Related to Signs"*

Ms. Boelter presented Resolution 2019-33 *A Resolution Authorizing Summary Publication of Ordinance 2019-12 "An Ordinance Amendment to Chapter 1024 of the Zoning Ordinance of the City of Montrose, Related to Signs."*

**Council Member Kuehl motioned to adopt Resolution 2019-33 *A Resolution Authorizing Summary Publication of Ordinance 2019-12 "An Ordinance Amendment to Chapter 1024 of the Zoning Ordinance of the City of Montrose, Related to Signs."* Council Member Marszalek seconded the motion. Motion carried 5-0.**

4. Letter of Intent to Lease Real Estate – Solar Farm – Renewable Properties

Ms. Boelter stated that the *Letter of Intent (LOI) to Lease Real Estate* being brought to the City Council for consideration was reviewed by the City Attorney, Mr. James Monge, and he did make some amendments to the LOI. She continued by stating that the amended LOI was forwarded to Renewable Properties, Limited Liability Corporation (LLC) and they agreed to the changes. Ms. Boelter stated that the amendments are included in the LOI being presented.

Mr. Grittmann presented the proposed *Letter of Intent (LOI) to Lease Real Estate* between the City of Montrose and Renewable Properties, LLC. He continued by stating that Renewable Properties, LLC would like to enter into the LOI to negotiate with the City to lease land at the City's Wastewater Treatment Plant (WWTP) Property to install a Solar Farm. He continued by stating that Renewable Properties, LLC would like to lease approximately five (5) to six (6) acres from the City.

Mr. Grittmann stated that the LOI is non-binding and the LOI just states that the City will negotiate a land lease with Renewable Properties, LLC exclusively and in good faith.

Mr. Grittmann stated that the proposed lease is a good deal for the City; because, the property at the WWTP is not being used for anything else and allowing Renewable Properties, LLC to install a Solar Farm would be additional revenue for the City of Montrose.

Council Member Johnson asked if the LOI should go to the Planning and Zoning Commission first. Ms. Boelter stated no; because, the Planning and Zoning Commission cannot decide if the City should enter into negotiations with Renewable Properties, LLC. Mayor Otto stated that the City Council has to decide if they want the City staff to enter into negotiations with Renewable Properties, LLC.

Mr. Grittmann stated that the proposed Solar Farm will require an Interim Use Permit (I.U.P.) and the I.U.P. will be presented to the Planning and Zoning Commission for their approval and recommendations. He continued by stating that the LOI is the first step to begin the process of negotiations for the installation of a Solar Farm on City property.

**Council Member Kuehl motioned to approve the *Letter of Intent to Lease Real Estate* between the City of Montrose and Renewable Properties, Limited Liability Corporation (LLC). Council Member Marszalek seconded the motion. Motion carried 4-1. Council Member Johnson opposed.**

5. Accept Mr. Barry Rhineberger's resignation from the Planning and Zoning Commission effective November 5, 2019.

Ms. Boelter presented Mr. Barry Rhineberger's resignation from the Planning and Zoning Commission. Ms. Boelter stated that Mr. Rhineberger recently moved from the City of Montrose.

**Council Member Kuehl motioned to accept the resignation of Mr. Barry Rhineberger from the Planning and Zoning Commission effective November 5, 2019. Council Member Moynagh seconded the motion. Motion carried 5-0.**

#### E. City Engineer

1. Request for Contract Extension – Trunk Highway Twenty-Five (TH 25) Project

The City Engineer, Mr. Shawn Louwagie, presented a Memo that he sent to R & R Excavating regarding a request for an extension of the Contract time due to inclement weather for TH 25 Project SP 8603-10.

Mr. Louwagie presented Change Order Number Two (#2), outlining R & R Excavating's responsibilities in regards to the Contract extension time.

**Council Member Moynagh motioned to approve Change Order Number Two (No. 2) for SP 8603-10 TH 25 Improvements Project. Council Member Kuehl seconded the motion. Motion carried 4-0-1. Council Member Johnson abstained.**

#### 10. NO OLD BUSINESS.

#### 11. NEW BUSINESS

##### A. United States (U.S.) Census Bureau

1. Resolution No. 2019-34 – *A Resolution Supporting the Year 2020 Census Partnership*

Ms. Boelter presented Resolution No. 2019-34 *A Resolution Supporting the Year 2020 Census Partnership*.

Mr. Michael Gold-Biss, U.S. Census Bureau Partnership Specialist was in attendance at the City Council Meeting to answer any questions. Mr. Biss addressed the City Council and thanked them for their cooperation in helping to form a strong partnership between the Montrose Community and the U.S. Census Bureau in preparation of the Year 2020 U.S. Census.

**Council Member Moynagh motioned to adopt Resolution No. 2019-34 *A Resolution Supporting the Year 2020 Census Partnership*. Council Member Marszalek seconded the motion. Motion carried 5-0.**

2. Resolution No. 2019-35 – *A Resolution Establishing the Creation of the Year 2020 City of Montrose Complete Count Committee*

Ms. Boelter presented Resolution No. 2019-35 *A Resolution Establishing the Creation of the Year 2020 City of Montrose Complete Count Committee*.

**Council Member Moynagh motioned to adopt Resolution No. 2019-35 *A Resolution Establishing the Creation of the Year 2020 City of Montrose Complete Count Committee*. Council Member Kuehl seconded the motion. Motion carried 5-0.**



## B. Respect Minnesota Pledge

1. Resolution No. 2019-36 – *A Resolution Authorizing the Abidance of the Respect Minnesota Pledge by the Montrose City Council*

Ms. Boelter stated that at the Monday, October 28, 2019 Special City Council Meeting, the City Council was given a presentation on the *Respect Minnesota Campaign*. She continued by stating that the City Council directed City staff to bring the *Respect Minnesota Resolution* to tonight's Meeting for discussion and adoption.

Council Member Marszalek encouraged the City Council Members and staff to complete the *Respect Minnesota Pledge Card*. Ms. Boelter stated that she will obtain additional *Respect Minnesota Pledge Cards* and have them available at City Hall.

**Council Member Moynagh motioned to adopt Resolution No. 2019-36 A Resolution Authorizing the Abidance of the Respect Minnesota Pledge by the Montrose City Council. Council Member Johnson seconded the motion. Motion carried 5-0.**

## C. Data Practices Policy – Amendment

1. Approve amendments to the *Data Practices Policy* as presented.

Ms. Boelter presented the amendments to the *Data Practices Policy*. She stated that the current *Data Practices Policy* has the former City Clerk-Treasurer listed and should have the current administration listed on the document.

**Council Member Marszalek motioned to approve the amendments to the City of Montrose's Data Practices Policy as presented. Council Member Kuehl seconded the motion. Motion carried 5-0.**

## 12. UPCOMING MEETINGS

- A. Planning and Zoning Commission Meeting – November 13, 2019 at 7:00 p.m. in the Montrose Community Center
- B. Planning and Zoning Commission Meeting Public Hearing to Consider an Interim Use Permit for a Proposed Solar Farm – November 13, 2019 at 7:00 p.m. in the Montrose Community Center
- C. City Council Workshop – Monday, November 25, 2019 to Discuss the Proposed Year 2020 Final Budget and Levy at 3:30 p.m. in the Montrose City Hall Conference Room
- D. Park and Recreation Commission Meeting – Monday, December 2, 2019 at 5:30 p.m. in the Montrose City Hall Conference Room
- E. Montrose Streetscape Committee Meeting – Wednesday, December 4, 2019 at 5:00 p.m. in the Montrose City Hall Conference Room
- F. Regular City Council Meeting – Monday, December 9, 2019 at 7:00 p.m. in the Montrose Community Center
- G. Planning and Zoning Commission Meeting – Wednesday, December 11, 2019 at 7:00 p.m. in the Montrose Community Center
- H. City Council Workshop – Monday, December 23, 2019 at 3:30 p.m. in the Montrose City Hall Conference Room

## 13. ACKNOWLEDGEMENTS

- A. Mayor Otto

1. Montrose United Methodist Church and Montrose Lions

Mayor Otto acknowledged the Montrose United Methodist Church and the Montrose Lions for the successful Trick-or-Treat Family Event that they offered to the Community.

2. Mr. Barry Rhineberger

Mayor Otto acknowledged Mr. Barry Rhineberger for his important and helpful work on the City's Park and Recreation Commission and the Planning and Zoning Commission.

3. Ms. Sheila Salonek

Mayor Otto acknowledged Ms. Sheila Salonek for her work as an employee for the City of Montrose and her commitment to the Montrose Community.

B. Council Member Moynagh

1. Council Member Moynagh acknowledged the polite Trick-or-Treaters and their parents that stopped at his house on Halloween night.

**14. ADJOURNMENT**

**Council Member Moynagh motioned to the adjourn the Regular City Council Meeting at 7:40 p.m. Council Member Kuehl seconded the motion. Motion carried 5-0.**

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Michelle Otto  
Mayor  
City of Montrose

ATTEST:

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Deborah R. Boelter, CMC  
City Administrator  
City of Montrose

City of Montrose  
 City Council Workshop  
 Montrose City Hall  
 311 Buffalo Avenue South  
 Monday, November 25, 2019  
 3:30 P.M.

## 1. CALL TO ORDER

**Pursuant** to call and notice the Montrose City Council met in a Workshop on Monday, November 25, 2019 at 3:30 p.m.

Mayor Otto called the meeting to order at 3:30 p.m.

## 2. ROLL CALL

Present: Mayor Michelle Otto  
 Council Member Lloyd Johnson  
 Council Member Ben Kuehl  
 Council Member Kirby Moynagh

Absent: Council Member Marszalek

Staff Present: Ms. Deborah Boelter, City Administrator  
 Ms. Wendy Manson, Deputy Clerk  
 Mr. Wayne McCormick, Public Works Director

## 3. BUSINESS

### A. Year 2020 Final Budget and Levy Discussion

Ms. Manson presented the proposed Year 2020 Final Budget and Levy.

Ms. Manson gave an overview of a few of the changes made during the Budgeting process:

- Realigned payroll percentages in regards to the Funds that payroll is paid from.
- Increase to the Wastewater Fund to address the removal of the bio-solids.
- There is a decrease in the Sewer Fund due to some of the Bonds being paid off. The Bond payment amounts were still included in the Sewer Fund Budget to help build the Fund for the year 2021 water and sewer improvements to be made in the downtown area.

Council Member Johnson asked if the employee wage increases, and an increase in the number of hours that the Administrative Assistant will be working, were included in the proposed Budget. Ms. Manson stated yes.

Mayor Otto asked Ms. Manson why there was nothing budgeted in the year 2019 for elections. Ms. Manson stated that the City does not have an election in the year 2019. Mayor Otto asked about the year 2019 Buffalo Hanover Montrose School District's Referendum Election. Ms. Manson stated that the School District paid for the Election; not, the City of Montrose.

Mayor Otto asked for an explanation on how the amount paid by the City of Waverly for the Wastewater Treatment Plant (WWTP) is determined. Ms. Manson stated that the City of Montrose paid the upfront costs for the WWTP and the City of Waverly pays a set amount to the City of Montrose each month; similar to a loan payment.

Mayor Otto asked why the Budget for the City Planner increased. Ms. Manson explained that when Mr. Dale Powers was employed by the City of Montrose, he had a Planning and Zoning Degree; therefore, the City did not use Planning and Zoning Consultants as much. The City is again using a City Planner as a Consultant.



Council Member Johnson asked who maintains the seasonal planters located along United States (U.S.) Highway Twelve (12). Ms. Manson stated that she orders the plantings, the City's Public Works Department employees go pick up the plantings and then Mr. Roy and Mrs. Sylvia Henry prepare the planters. Council Member Johnson acknowledged Mr. Roy and Mrs. Sylvia Henry for how nice the planters look.

Council Member Moynagh asked why there was an increase in the Budget for Park Development. Ms. Manson stated that a portion of the Local Government Aid (LGA) money has been designated to Park Development to build the Fund for future development at the Regional Park.

Council Member Johnson asked about the City's contract with Crossroads Animal Shelter (Crossroads). He continued by asking if Crossroads picks up any stray animals that the City finds. Mr. Wayne McCormick stated that the Public Works Department employees put the stray animals in a kennel located at the Public Works Department's Garage. A picture is taken of the animal and put on the City's website and Facebook page. Mr. McCormick continued by stating that if the animal is not claimed by anyone, then the Public Works Department employees take the animal to Crossroads. Ms. Manson stated that the City is not billed by Crossroads unless they have to take a stray animal brought to them by the City employees.

Mayor Otto asked if all the water meters have been replaced in the City of Montrose. Mr. McCormick stated that there is only one (1) meter that they have not been able to replace.

Ms. Manson stated that the Levy for the City of Montrose for the year 2020 that is being considered is \$1,312,635.00. She continued by stating that is a six percent (6%) increase, or \$73,305, from the year 2019.

Ms. Manson stated that the estimated tax capacity for the year 2020 is \$2,579,095.00 compared to \$2,195,173.00 for the year 2019. With the estimated increase in the tax capacity, the tax rate will actually decrease 5.55%; which means there should be little or no impact on the City's portion of the year 2020 property taxes. Ms. Manson gave an *Actual Property Comparison*.

Ms. Manson stated that City staff is proposing a twenty cent .20 cent increase to both the monthly water and sewer rates. The City's current water and sewer rates will not support future scheduled Capital Improvement Plan (CIP) improvement projects. She continued by stating that in order to be proactive, and be prepared for the future scheduled Water and Sewer Improvement Projects, City staff is recommending that the City Council approve the proposed .20 cent increase to the monthly water and sewer rates that would take effect on January 1, 2020. Ms. Manson stated that the increase on an average utility bill of 7,000 gallons per month would be \$2.80 per month for both water and sewer combined.

Ms. Boelter stated that most cities have an annual increase to their water and sewer rates. She continued by stating that it is prudent planning to do so and that an annual incremental increase is easier for residents to understand, as opposed to a sudden large increase.

The City Council discussed and were in agreement that City staff should bring a Resolution approving the .20 cent increase to the monthly water and sewer rates to the Monday, December 9, 2019 Regular City Council Meeting for City Council consideration.

#### 4. UPCOMMING MEETINGS

- A. Park and Recreation Commission Meeting – Monday, December 2, 2019 at 5:30 p.m. in the Montrose City Hall Conference Room
- B. Montrose Streetscape Committee Meeting – Wednesday, December 4, 2019 at 5:00 p.m. in the Montrose City Hall Conference Room
- C. Regular City Council Meeting – Monday, December 9, 2019 at 7:00 p.m. in the Montrose Community Center
- D. City Council Workshop – Monday, December 23, 2019 at 3:30 p.m. in the Montrose City Hall Conference Room



5. ADJOURNMENT

Council Member Kuehl motioned to adjourn the City Council Workshop at 4:05 p.m. Council Member Moynagh seconded the motion. Motion carried 4-0.

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Michelle Otto  
Mayor  
City of Montrose

ATTEST:

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Deborah R. Boelter  
City Administrator  
City of Montrose

# ACCOUNTS PAYABLE LIST

## DECEMBER 9, 2019

Payroll	11/18/19 Payroll	12492.81
Payroll	12/2/19 Payroll	12460.64
IRS-Federal Tax Payment	11/18/19 FED/FICA Tax	4356.29
IRS-Federal Tax Payment	12/2/19 FED/FICA Tax	4341.01
MN Dept. of Revenue	11/18/19 State Withholding	755.10
MN Dept. of Revenue	12/2/19 State Withholding	753.01
PERA	11/18/19 Payroll	2576.71
PERA	12/2/19 Payroll	2585.21
MN Dept. of Revenue	Oct. Sales Tax	1635.00
Payment Service Network	Oct. PSN/ACH	1119.78
*AFSCME #65	Nov. Union Dues	171.00
AmeriPride Services	Uniforms/Floor Mats	323.11
Bolton & Menk	Well/Wellhouse Engineering	4769.50
Campbell Knutson	Legal Services	2970.50
Cardmember Service	Postage/Attney Retainer	187.35
Cardmember Service	Computer Monitors/WWTP	479.80
*Citizens State Bank	Nov. H.S.A. Deposit	2658.00
Delano Auto Parts	Public Works/WWTP	551.39
Delta Dental	Dec. Dental Ins	699.60
Health Partners	Dec. Health Ins	11715.06
Henning Prof Services	TH 25 Easement Services	1185.04
*In Control, Inc.	RM Lift Station Repairs	10422.56
*IUOE Local 49	Nov. Union Dues	175.00
*Madison Nat'l Life Ins	Dec. Disability Ins.	332.79
Marco Tech.	Printer Mtce. Agreement	61.07
Melchert, Hubert, Sjodin	Legal Serv-Employ Contract	630.00
Menards	PW/WWTP/Comm Ctr	130.82
Midwest Lube	Street Sweeper Grease	365.50
Mini Biff	Disc Golf Biff	100.74
MVTL Labs	WWTP Testing	381.30
*NW Asocc Consultants	Planners Services	1079.83
Paumen Computer Service	Monthly Backup/IT	610.00
Paumen Computer Service	Software/hardware Issues	165.08
Quill Corp	Office Supplies	116.86
Thein Well Co	Annual Well Inspect.	370.00
WakeSun	Solar Energy	7182.31
Wex Bank	Gas Charges	692.48
Windstream	Telephone Charges	115.42
Wright Cty Hwy Dept	Road Salt	5107.61
Wright Cty Auditor	Nov Patrol	22660.42
Wright-Hennepin CO-OP	Electric Charges	172.51
Xcel Energy	Electric & Gas Charges	2677.67

December 9, 2019

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	ACCOUNTS PAYABLE SUBTOTAL	122335.88
Ameripride	Uniforms/Floor Mats	127.89
Banyon Data Systems	Property Mgmt Annual	485.00
Deb Boelter	2019 Mileage Reimbursement	269.18
Briggs	Bond Councel-PFA Loan	8000.00
*Colonial Life Ins	Nov. Employee Insurance	74.52
Comcast	Internet Service	431.81
Jon Cooper	Utility Overpayment	89.84
Steve Frank	Utility Overpayment	127.82
Gopher State One-Call	Water/Sewer Locates	49.95
Grainger	Water/WWTP Generator Heater	276.84
Hydro Klean	Clean Lift Stations	8832.50
Marie Jenson	Janitorial Service	320.00
Lincoln Nat'l Life Ins	Dec Life Ins	153.68
Wendy Manson	2019 Mileage Reimbursement	135.84
Menards	Water/WWTP Supplies	101.74
Menards	Public Works/City Hall	29.92
*Metro West	Bldg Permits/Inspect	9289.59
Mid American Research	Street Marking Paint	1148.78
Mid MN Hot Mix	Emerson Ave Pay Request #1	111352.35
MN Dept of Health	Qtrly Water Connection Fee	1911.00
MVTL Labs	Water Testing	48.20
MVTL Labs	WWTP Testing	127.10
NEC Cloud Communications	Telephone Charges	161.72
Office of Admin Hearing	Well/Wellhouse Annexation	25.00
Office of Admin Hearing	Herzog Property Annexation	25.00
Kyle Pearson	Utility Overpayment	60.26
Randy's Enviro Services	Nov. Refuse/Recycle	15978.32
Rice Lake Constr.	Wellhouse Pay #1	203954.00
Star2Star	Telephone Charges	1578.72
Verizon	Cell Phones	349.19
Vesco, Inc.	Water Repairs	347.94
WakeSun	Solar Energy	6710.95
Wenck	Engineering Services	38712.45
Wright Cty Jrnl Press	Legal Notices	36.90
Xcel Energy	Electric & Gas Charges	216.51
	TOTAL ACCOUNTS PAYABLE	533876.39

December 9, 2019

Page 3

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OTTO	BOELTER	MARSZALEK
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JOHNSON	KUEHL	MOYNAGH
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## \* Appendix

Payments received to offset checks written

Payroll Deduction	AFSCME-Nov. Union Dues	171.00
Payroll Deduction	Nov. H.S.A. Deposit	1258.00
Payroll Deduction	IUOE 49-Nov. Union Dues	175.00
Payroll Deduction	Dec. Disability Ins.	332.79
Payroll Deduction	Nov. Employee Ins.	74.52
Building Permits	Metro West	9289.59
LMCIT	In Control, Inc.	10422.56
Developer Expenses	Planners Fee	225.75



# FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

## DECEMBER 9, 2019

Thomas Marketon	Mileage-Chiefs Conv.	213.44
Noble Indust. Supply	Cleaning Wipes	1001.30
Ridgeview Medical Ctr	Follow Up Physical	984.70
Kelly Stoll	Mileage-Chiefs Conv.	213.44
SYNCB/Amazon	Office Supplies	41.38
Kevin Triplett	Chiefs Conv. Reimbursement	3873.28
Tom Weineck	Mileage-Chiefs Conv.	213.44
Wex Bank	Gas Charges	111.23
Bound Tree	Medical Supplies	25.44
Central Fire Protection	Fire Extinguisher Cert.	9.00
Comcast	Internet Service	97.85
Customized Fire Training	FF Training	450.00
MN Computer Systems	Copier Mtce Agreement	117.00
Verizon	FD I-Pad	40.01
WC Human Services	Flu Shots	840.00
TOTAL ACCOUNTS PAYABLE		8231.51

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**OTTO**
**BOELTER**
**MARSZALEK**


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**JOHNSON**
**KUEHL**
**MOYNAGH**

### \*APPENDIX

Payments received to offset checks written

**CITY OF MONTROSE**  
**Monthly Adjustments**

11/27/19 10:59 AM

Page 1

Account	Tran Type	Charge Name	Charge Type	Amount	Date
00-00001550-00-	Adjustment		UR	(\$3.04)	11/25/2019
00-00001725-00-	Adjustment		UR	(\$37.67)	11/25/2019
00-00001004-00-	Adjustment		UR	(\$36.45)	11/25/2019
00-00001190-02-	Adjustment		UR	(\$42.14)	11/25/2019
00-00001555-00-	Adjustment		UR	(\$40.40)	11/25/2019
00-00001656-00-	Adjustment		UR	(\$144.94)	11/25/2019
00-00001692-00-	Adjustment		UR	(\$113.33)	11/25/2019
00-00005562-04-	Adjustment		UR	(\$28.84)	11/25/2019
00-00001558-01-	Adjustment		UR	(\$42.02)	11/25/2019
00-00001155-01-	Adjustment		UR	(\$3.16)	11/25/2019
01-00001061-00-	Adjustment	Hang Disconnect N	Service	\$25.00	11/7/2019
01-00001862-00-	Adjustment	Hang Disconnect N	Service	\$25.00	11/7/2019
01-00002015-00-	Adjustment	Hang Disconnect N	Service	\$25.00	11/7/2019
01-00002532-00-	Adjustment	Hang Disconnect N	Service	\$25.00	11/7/2019
01-00001720-00-	Adjustment	NSF	Service	\$30.00	11/25/2019
00-00001717-04-	Adjustment		UR	(\$92.45)	11/25/2019
				(\$454.44)	

((Type="Adjustment")) AND ((Date Between [enter start date] And [enter stop date]))

City of Montrose and Crossroads Animal Shelter  
Animal Impound Agreement

This agreement was made, executed, and entered into between the CITY OF MONTROSE and Crossroads Animal Shelter for animal impounding services and is being automatically renewed from January 1<sup>st</sup>, 2020 through December 31<sup>st</sup> 2020.

This agreement shall be reviewed at least 90 days prior to expiration, unless either party initiates termination or amendments. Amendments to this agreement shall be in writing and shall be executed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement.

CITY OF MONTROSE

By: \_\_\_\_\_  
City Clerk/Treasurer

Date: \_\_\_\_\_

CROSSROADS ANIMAL SHELTER

By:   
President – Karla Heeter

Date: 10/14/19



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 445 Minnesota Street, Suite 222, St. Paul, MN 55101  
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Beyond the Yellow Ribbon of Montrose		Date organized Jul 28, 2014	Tax exempt number 47-3525122
Address PO BX 144	City Montrose	State Minnesota	Zip Code 55363
Name of person making application Lori Wilhelm		Business phone 612-759-1288	Home phone 
Date(s) of event January 25, 2019- 2020	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name Melissa Gudvangen	City Minnetonka	State Minnesota	Zip Code 55345
Organization officer's name Armando Hernandez	City Montrose	State Minnesota	Zip Code 55363
Organization officer's name Kathy Jerde	City Waverly	State Minnesota	Zip Code 55390
Organization officer's name Lori Wilhelm	City Montrose	State Minnesota	Zip Code 55363

Location where permit will be used. If an outdoor area, describe.  
 Montrose Community Center 200 Center Ave S Montrose MN 55363

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
 MJUA 1M/2M coverage

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN.US](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)**



CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA  
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Montrose Planning and Zoning Commission will hold a Public Hearing at 7:00 p.m. or soon thereafter on Wednesday, January 8, 2020 at the Montrose Community Center, located at 200 Center Avenue South in the City of Montrose, for the purpose of considering a Zoning Ordinance amendment and City Code amendment related to Administrative Fines and the Abatement of Nuisances.

Notice is further given that any written or oral comments from citizens regarding the proposed amendments will be heard at the Public Hearing. All interested persons are invited to attend the Meeting and will be afforded the opportunity to speak on the proposed amendments during the Public Hearing. If you wish to provide written comment, please send correspondence to [rgrittman@nacplanning.com](mailto:rgrittman@nacplanning.com). If you wish to receive more information on the amendments, please call Ryan Grittman, City Planner, at 651-726-7296.

Deb Boelter  
Montrose City Administrator

Date of Posting: **Wednesday, December 4, 2019**

Date of Publication: **Thursday, December 26, 2019**

**CITY OF MONTROSE  
WRIGHT COUNTY, MINNESOTA**

**RESOLUTION 2019-41**

**A RESOLUTION AUTHORIZING THE YEAR 2020 FINAL PROPERTY TAX LEVY  
AND BUDGET**

**WHEREAS**, the City of Montrose is required by State Law to approve a Resolution setting forth an annual Tax Levy to the Wright County Auditor-Treasurer; and

**WHEREAS**, Minnesota State Statutes currently in force require approval of a Property Tax Levy in December of each year; and

**WHEREAS**, the City Council of the City of Montrose, Wright County, Minnesota has received the proposed 2020 City Budget Document.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Montrose, Wright County, Minnesota that the following sum of money be levied in the year 2019, collectible in the year 2020 upon the taxable property in said City of Montrose for the following purposes, as shown in the attached Exhibit "A" to this Resolution; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the City Council of the City of Montrose, Wright County, Minnesota that the proposed year 2020 City Budget Document, attached to this Resolution as Exhibit "B" is hereby approved; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the City Clerk-Treasurer or designee is hereby instructed to transmit a certified copy of this Resolution to the Wright County Auditor-Treasurer.

**ADOPTED** by the City Council of the City of Montrose this 9<sup>th</sup> day of December 2019.

**ATTEST:**

\_\_\_\_\_  
Michelle Otto, Mayor

\_\_\_\_\_  
Wendy Manson, Deputy Clerk

## Proposed Levy Certification

Return by: September 30, 2019  
City Taxes Voted

STATE of MINNESOTA  
COUNTY of WRIGHT  
CITY of MONTROSE

To the AUDITOR of Wright County: I hereby certify that the Council for the City of Montrose, County of Wright, Minnesota, did at a meeting on September 9, 2019 levy the following amount to be raised by taxation for the City of Montrose for the payable year 2020.

[illegible]

\* Do not include any Disparity Reduction Aid or Fiscal Disparity taxes.

Dated this 10th day of September, 2019.

Deborah P. Boelter  
Deborah Boelter, Clerk/Treasurer



## EXHIBIT B

## 2020 BUDGET COMPARISON

General Fund	2019	2020
Council	\$26,985.00	\$31,350.00
Elections	\$3,500.00	\$6,000.00
Administration	\$196,365.00	\$209,275.00
Assessing	\$20,000.00	\$27,000.00
Legal	\$40,000.00	\$35,000.00
P&Z	\$53,450.00	\$93,100.00
Buildings	\$12,000.00	\$11,500.00
Police	\$271,925.00	\$286,395.00
Building Inspect/Permits	\$56,000.00	\$56,000.00
Emergency Mgmt.	\$12,440.00	\$12,440.00
Animals	\$300.00	\$300.00
Public Works/Streets	\$255,150.00	\$260,900.00
WCAT	\$1,000.00	\$0.00
<b>General Fund Total</b>	<b>\$949,115.00</b>	<b>\$1,029,260.00</b>
 <b>Park &amp; Rec (General)</b>	 \$139,525.00	 \$146,975.00
<b>Park Development</b>	\$10,000.00	\$100,000.00
<b>EDA</b>	\$25,000.00	\$30,000.00
<b>Community Center</b>	\$33,490.00	\$33,800.00
<b>Debt Service</b>	\$460,303.00	\$554,904.00
<b>Capital Projects</b>	\$135,000.00	\$355,000.00
<b>Utility Expansion Funds</b>	\$171,148.00	\$80,000.00
<b>TH 25 Improvements</b>	\$254,751.00	\$0.00
<b>Water Fund</b>	\$410,563.00	\$441,111.00
<b>Sewer Fund</b>	\$367,610.00	\$214,590.00
<b>Garbage/Recycle</b>	\$250,875.00	\$268,600.00
<b>Storm Water Fund</b>	\$72,800.00	\$71,500.00
<b>WWTP Fund</b>	\$749,678.00	\$796,119.00
<b>Fire Department</b>	\$319,250.00	\$319,250.00
 <b>Total Budget</b>	 <b>\$4,349,108.00</b>	 <b>\$4,441,109.00</b>

**EXHIBIT B****November 25, 2019**

The levy for the City of Montrose for 2020 that is being considered is \$1,312,635. This is a 6% increase or \$73,305 over 2019.

The estimated tax capacity for 2020 is \$2,579,095 compared to \$2,195,173 for 2019. With the estimated increase in the tax capacity the tax rate will actually decrease 5.55% which means there should be little or no impact on the 2020 taxes.

Property tax is calculated as follows:

Tax Capacity (1% of your property value as shown on your tax statement) x Tax Rate

Tax Rate calculation is:

Proposed Levy divided by the total city Tax Capacity

Below is an estimate of property tax based on value:

<u>2019 Property Value</u>	<u>\$125,000</u>	<u>\$175,000</u>	<u>\$200,000</u>
Tax Amount	\$705	\$987	\$1,129
<u>2020 Property Value</u>	<u>\$125,000</u>	<u>\$175,000</u>	<u>\$200,000</u>
Estimated Tax	\$636	\$891	\$1,018

Actual Property Comparisons:

	2019	2020	Difference
Taxable Market Value	\$164,400	\$183,500	
Tax Amount	\$928.15	\$934.01	+\$5.86
Taxable Market Value	\$186,100	\$204,700	
Tax Amount	\$1,050.66	\$1,041.92	-\$8.74



# Wright County Sheriff's Office

Sheriff Sean Deringer

3800 Braddock Ave. NE, Buffalo, MN 55313  
1-800-362-3667 Fax: 763-682-7610



Montrose Monthly Report 2019

Printed on December 4, 2019

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>911 Abandoned Total: 3</b>					
11/15/19 21:39	911 Abandoned	2019096574	Medical - Sick	WP19036862	911
11/20/19 10:04	911 Abandoned	2019097891	Disorderly	WP19037346	911
11/28/19 01:16	911 Abandoned	2019100168			911
<b>911 Hang-up Total: 2</b>					
11/05/19 22:42	911 Hang-up	2019093854			911
11/15/19 05:33	911 Hang-up	2019096344			911
<b>911 Open Line Total: 5</b>					
11/04/19 21:59	911 Open Line	2019093570			911
11/09/19 14:34	911 Open Line	2019094841			911
11/18/19 13:35	911 Open Line	2019097311			911
11/20/19 04:30	911 Open Line	2019097840			911
11/21/19 12:44	911 Open Line	2019098202			911
<b>Abuse Total: 1</b>					
11/14/19 11:31	Abuse	2019096126	Abuse	WP19036654	911
<b>Agency Assist Total: 1</b>					
11/02/19 11:08	Agency Assist	2019092769	Agency Assist	WP19035371	Phone
<b>Alarm Total: 1</b>					
11/07/19 00:29	Alarm	2019094114	Alarm	WP19035863	Phone
<b>Animal Total: 2</b>					
11/06/19 15:01	Animal	2019093987			Phone
11/20/19 12:59	Animal	2019097947	Animal	WP19037375	Phone
<b>Check Welfare Total: 5</b>					
11/13/19 10:53	Check Welfare	2019095846	Check Welfare	WP19036530	Phone
11/13/19 17:34	Check Welfare	2019095942	Check Welfare	WP19036575	Phone
11/18/19 19:04	Check Welfare	2019097433	Check Welfare	WP19037169	911
11/20/19 09:55	Check Welfare	2019097885	Check Welfare	WP19037344	Phone
11/30/19 10:46	Check Welfare	2019100805	Check Welfare	WP19038526	Phone
<b>Civil Complaint Total: 14</b>					
11/01/19 09:56	Civil Complaint	2019092440	Civil Complaint	WP19035223	Phone
11/02/19 11:03	Civil Complaint	2019092768	Civil Complaint	WP19035373	Phone
11/03/19 08:27	Civil Complaint	2019093079	Civil Complaint	WP19035470	Phone
11/07/19 08:29	Civil Complaint	2019094160	Civil Complaint	WP19035884	Phone
11/16/19 21:04	Civil Complaint	2019096887	Civil Complaint	WP19036971	Phone
11/19/19 11:24	Civil Complaint	2019097596	Civil Complaint	WP19037234	Phone



Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/19/19 16:44	Civil Complaint	2019097691	Civil Complaint	WP19037285	Phone
11/19/19 19:45	Civil Complaint	2019097750	Civil Complaint	WP19037301	Phone
11/23/19 18:30	Civil Complaint	2019098882	Civil Complaint	WP19037728	Phone
11/26/19 14:50	Civil Complaint	2019099659	Civil Complaint	WP19038021	Phone
11/26/19 17:23	Civil Complaint	2019099711	Civil Complaint	WP19038045	Phone
11/27/19 08:36	Civil Complaint	2019099890	Civil Complaint	WP19038137	911
11/29/19 17:15	Civil Complaint	2019100606	Civil Complaint	WP19038440	Phone
11/30/19 11:30	Civil Complaint	2019100815	Civil Complaint	WP19038534	Phone

### Civil Process Total: 5

11/20/19 11:30	Civil Process	2019097913			Officer
11/22/19 12:23	Civil Process	2019098515			Officer
11/25/19 11:23	Civil Process	2019099310			Officer
11/26/19 12:49	Civil Process	2019099630			Officer
11/26/19 13:00	Civil Process	2019099633			Officer

### Commercial General Alarm Total: 1

11/24/19 04:31	Commercial General	2019098995	Commercial General Alarm	WP19037772	Phone
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### Court Order Violation Total: 3

11/15/19 20:59	Court Order Violation	2019096563	Court Order Violation	WP19036848	911
11/20/19 12:21	Court Order Violation	2019097936	Court Order Violation	WP19037369	Phone
11/30/19 19:43	Court Order Violation	2019100912	Court Order Violation	WP19038570	Phone

### Criminal Damage to Property Total: 5

11/03/19 10:02	Criminal Damage to	2019093099	Suspicious - Circumstances	WP19035481	Phone
11/17/19 16:39	Criminal Damage to	2019097071	Criminal Damage to Property	WP19037035	911
11/18/19 12:42	Criminal Damage to	2019097294	Criminal Damage to Property	WP19037120	Phone
11/18/19 16:37	Criminal Damage to	2019097381	Criminal Damage to Property	WP19037153	Phone
11/22/19 18:10	Criminal Damage to	2019098604	Criminal Damage to Property	WP19037620	911

### Domestic Disturbance Total: 9

11/02/19 12:30	Domestic Disturbance	2019092785	Domestic Disturbance	WP19035379	Phone
11/05/19 21:03	Domestic Disturbance	2019093836	Domestic Disturbance	WP19035757	Phone
11/06/19 21:08	Domestic Disturbance	2019094084	Medical - Psychiatric -	WP19035853	911
11/07/19 20:17	Domestic Disturbance	2019094321	Domestic Disturbance	WP19035960	911
11/10/19 11:50	Domestic Disturbance	2019095095	Noise	WP19036235	Phone
11/11/19 17:20	Domestic Disturbance	2019095416	Domestic Disturbance	WP19036367	Phone
11/12/19 11:58	Domestic Disturbance	2019095598	Domestic Disturbance	WP19036442	Phone
11/16/19 21:57	Domestic Disturbance	2019096898	Civil Complaint	WP19036975	911
11/17/19 17:16	Domestic Disturbance	2019097085	Domestic Disturbance	WP19037036	911

### Drugs Total: 1

11/07/19 11:38	Drugs	2019094197	Drugs	WP19035905	Phone
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### Extra Patrol Total: 1

11/24/19 18:15	Extra Patrol	2019099119	Extra Patrol	WP19037822	Phone
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### Fire - Gas Leak Total: 1

11/12/19 14:12	Fire - Gas Leak	2019095622	Fire - Gas Leak	WP19036450	Phone
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Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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**Fraud - Checks - Cards Total: 1**

11/04/19 17:03	Fraud - Checks - Cards	2019093496	Fraud - Checks - Cards	WP19035630	Phone
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**Harassment Total: 1**

11/18/19 19:27	Harassment	2019097438	Harassment	WP19037175	Phone
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**Info Total: 1**

11/19/19 09:22	Info	2019097564			Phone
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**Intoxicated Person Total: 3**

11/13/19 18:46	Intoxicated Person	2019095956	Traffic Stop	WP19036579	Phone
11/23/19 02:45	Intoxicated Person	2019098736	DUI	WP19037661	Phone
11/27/19 17:48	Intoxicated Person	2019100021	Intoxicated Person	WP19038194	Phone

**Juvenile - Complaint Total: 4**

11/09/19 12:26	Juvenile - Complaint	2019094810	Juvenile - Complaint	WP19036132	Phone
11/16/19 14:30	Juvenile - Complaint	2019096768	Juvenile - Complaint	WP19036928	911
11/17/19 19:24	Juvenile - Complaint	2019097115	Juvenile - Complaint	WP19037045	Phone
11/29/19 21:43	Juvenile - Complaint	2019100672	Juvenile - Complaint	WP19038464	Phone

**Lost - Found Property Total: 1**

11/03/19 14:45	Lost - Found Property	2019093163	Lost - Found Property	WP19035508	
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**Medical - Back Pain Total: 1**

11/30/19 13:37	Medical - Back Pain	2019100838	Medical - Back Pain	WP19038541	Phone
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**Medical - Breathing Problems Total: 1**

11/09/19 00:50	Medical - Breathing	2019094715	Medical - Breathing Problems	WP19036091	911
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**Medical - Chest Pain Total: 2**

11/17/19 19:33	Medical - Chest Pain	2019097121	Medical - Chest Pain	WP19037046	911
11/26/19 11:13	Medical - Chest Pain	2019099610	Medical - Chest Pain	WP19038004	Phone

**Medical - Heart Problems Total: 1**

11/14/19 10:54	Medical - Heart	2019096117	Medical - Heart Problems	WP19036648	911
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**Medical - Psychiatric - Behavioral Total: 2**

11/11/19 20:32	Medical - Psychiatric -	2019095481	Medical - Psychiatric -	WP19036384	Phone
11/17/19 18:27	Medical - Psychiatric -	2019097103	Medical - Psychiatric -	WP19037041	911

**Medical - Seizure Total: 1**

11/07/19 13:46	Medical - Seizure	2019094223	Medical - Seizure	WP19035920	911
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**Medical - Sick Total: 1**

11/23/19 20:04	Medical - Sick	2019098906	Medical - Sick	WP19037739	911
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**Missing Person Total: 2**

11/02/19 16:31	Missing Person	2019092833	Found Person	WP19035396	Phone
11/20/19 01:08	Missing Person	2019097819	Missing Person	WP19037324	911

**Motorist Aid Total: 1**

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/06/19 15:25	Motorist Aid	2019093995			Phone
<b>MVA - Car Deer Total: 1</b>					
11/09/19 06:37	MVA - Car Deer	2019094751	MVA - Car Deer	WP19036105	911
<b>MVA - No Injuries Total: 2</b>					
11/08/19 20:36	MVA - No Injuries	2019094648	MVA - No Injuries	WP19036069	911
11/27/19 17:45	MVA - No Injuries	2019100019	MVA - No Injuries	WP19038190	
<b>Noise Total: 3</b>					
11/16/19 00:58	Noise	2019096613	Noise	WP19036872	
11/17/19 16:19	Noise	2019097067	Noise	WP19037031	911
11/30/19 22:02	Noise	2019100934	Noise	WP19038580	911
<b>Parking Total: 4</b>					
11/07/19 18:29	Parking	2019094287	Parking	WP19035947	
11/08/19 11:22	Parking	2019094464	Parking	WP19036005	
11/12/19 09:14	Parking	2019095564	Parking	WP19036424	
11/25/19 11:25	Parking	2019099312	Parking	WP19037886	
<b>Residential General Alarm Total: 1</b>					
11/28/19 04:36	Residential General	2019100205	Residential General Alarm	WP19038262	Phone
<b>Residential Medical Alarm Total: 1</b>					
11/03/19 21:15	Residential Medical	2019093271	Residential Medical Alarm	WP19035549	Phone
<b>SIA Area Watch Total: 3</b>					
11/12/19 22:19	SIA Area Watch	2019095749			
11/21/19 19:23	SIA Area Watch	2019098319			
11/22/19 10:38	SIA Area Watch	2019098486			
<b>SIA City Council - City Hall Total: 1</b>					
11/11/19 18:00	SIA City Council - City	2019095426			Officer
<b>SIA Other Total: 1</b>					
11/22/19 16:23	SIA Other	2019098565			
<b>SIA Parks Total: 2</b>					
11/04/19 19:52	SIA Parks	2019093543			
11/12/19 21:49	SIA Parks	2019095742			
<b>SIA School Check Total: 1</b>					
11/25/19 07:25	SIA School Check	2019099257			
<b>SIA Winter Parking Warning Total: 11</b>					
11/11/19 01:24	SIA Winter Parking	2019095257			
11/11/19 01:26	SIA Winter Parking	2019095259			
11/11/19 01:27	SIA Winter Parking	2019095260			
11/18/19 01:54	SIA Winter Parking	2019097177			
11/18/19 02:01	SIA Winter Parking	2019097181			
11/18/19 02:04	SIA Winter Parking	2019097185			



Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/18/19 02:12	SIA Winter Parking	2019097187			
11/18/19 02:18	SIA Winter Parking	2019097190			Officer
11/18/19 02:23	SIA Winter Parking	2019097191			Officer
11/18/19 02:29	SIA Winter Parking	2019097194			Officer
11/18/19 02:35	SIA Winter Parking	2019097196			Officer

### Sign - Signal Repair Total: 1

11/26/19 10:32	Sign - Signal Repair	2019099604			
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### Snowbird Total: 9

11/27/19 01:32	Snowbird	2019099824	Snowbird	WP19038092	
11/27/19 01:48	Snowbird	2019099825	Snowbird	WP19038094	
11/27/19 01:51	Snowbird	2019099826	Snowbird	WP19038095	
11/27/19 01:54	Snowbird	2019099828	Snowbird	WP19038097	
11/27/19 02:00	Snowbird	2019099829	Snowbird	WP19038098	
11/27/19 02:06	Snowbird	2019099832	Snowbird	WP19038101	
11/27/19 02:06	Snowbird	2019099833	Snowbird	WP19038102	
11/27/19 02:14	Snowbird	2019099835	Snowbird	WP19038104	
11/30/19 01:50	Snowbird	2019100720	Snowbird	WP19038478	

### Stalking Total: 1

11/17/19 18:33	Stalking	2019097104	Stalking	WP19037043	Phone
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### Suspicious - Circumstances Total: 4

11/09/19 03:38	Suspicious -	2019094737	Suspicious - Circumstances	WP19036098	911
11/11/19 21:21	Suspicious -	2019095493			Phone
11/13/19 11:20	Suspicious -	2019095854	Suspicious - Circumstances	WP19036533	Phone
11/19/19 12:22	Suspicious -	2019097607	Suspicious - Circumstances	WP19037243	Phone

### Suspicious - Person - Vehicle Total: 3

11/04/19 00:34	Suspicious - Person -	2019093298	Suspicious - Person - Vehicle	WP19035556	Phone
11/22/19 21:59	Suspicious - Person -	2019098671	Citizen Aid	WP19037640	Phone
11/29/19 10:02	Suspicious - Person -	2019100476	Suspicious - Person - Vehicle	WP19038382	Phone

### Theft Total: 1

11/19/19 10:55	Theft	2019097590	Civil Complaint	WP19037227	Phone
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### Traffic - Complaint Total: 4

11/03/19 21:16	Traffic - Complaint	2019093272	Traffic - Complaint	WP19035550	Phone
11/21/19 09:45	Traffic - Complaint	2019098173	Traffic - Complaint	WP19037473	Phone
11/23/19 09:34	Traffic - Complaint	2019098769	Traffic - Complaint	WP19037677	Phone
11/30/19 13:48	Traffic - Complaint	2019100842	Traffic - Complaint	WP19038542	911

### Traffic Stop Total: 62

11/01/19 20:39	Traffic Stop	2019092634			Officer
11/02/19 18:19	Traffic Stop	2019092873			Officer
11/02/19 19:15	Traffic Stop	2019092897			Officer
11/02/19 22:47	Traffic Stop	2019092984			Officer
11/03/19 01:58	Traffic Stop	2019093057			Officer
11/03/19 10:27	Traffic Stop	2019093104			

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/04/19 05:54	Traffic Stop	2019093328			Officer
11/04/19 11:32	Traffic Stop	2019093393			
11/04/19 14:10	Traffic Stop	2019093438			Officer
11/04/19 15:58	Traffic Stop	2019093469			Officer
11/05/19 05:57	Traffic Stop	2019093621			Officer
11/05/19 14:51	Traffic Stop	2019093730	Traffic Stop	WP19035714	Officer
11/06/19 16:40	Traffic Stop	2019094012			Officer
11/07/19 22:52	Traffic Stop	2019094352	Traffic Stop	WP19035975	Officer
11/09/19 00:31	Traffic Stop	2019094708			Officer
11/09/19 23:44	Traffic Stop	2019095002			
11/10/19 18:19	Traffic Stop	2019095181			Officer
11/11/19 02:15	Traffic Stop	2019095265	Drugs	WP19036303	Officer
11/11/19 17:41	Traffic Stop	2019095420			Officer
11/12/19 20:53	Traffic Stop	2019095734			Officer
11/13/19 18:06	Traffic Stop	2019095949			Officer
11/14/19 01:26	Traffic Stop	2019096033			Officer
11/15/19 19:18	Traffic Stop	2019096528			Officer
11/17/19 01:56	Traffic Stop	2019096940			Officer
11/18/19 16:32	Traffic Stop	2019097378	Traffic Stop	WP19037152	Officer
11/19/19 10:54	Traffic Stop	2019097589			
11/19/19 16:01	Traffic Stop	2019097672			Officer
11/21/19 18:21	Traffic Stop	2019098297			Officer
11/21/19 19:30	Traffic Stop	2019098323	Traffic Stop	WP19037534	Officer
11/21/19 20:28	Traffic Stop	2019098338			Officer
11/21/19 20:35	Traffic Stop	2019098344			Officer
11/21/19 20:46	Traffic Stop	2019098347			Officer
11/22/19 10:15	Traffic Stop	2019098480	Traffic Stop	WP19037574	
11/22/19 10:25	Traffic Stop	2019098483	Traffic Stop	WP19037577	Officer
11/22/19 10:57	Traffic Stop	2019098488			
11/22/19 11:09	Traffic Stop	2019098492	Traffic Stop	WP19037581	
11/22/19 11:30	Traffic Stop	2019098498			
11/22/19 18:02	Traffic Stop	2019098601			Officer
11/22/19 19:49	Traffic Stop	2019098633			Officer
11/22/19 20:14	Traffic Stop	2019098638			Officer
11/22/19 20:23	Traffic Stop	2019098646			Officer
11/22/19 20:39	Traffic Stop	2019098651	Traffic Stop	WP19037634	Officer
11/22/19 22:06	Traffic Stop	2019098673			Officer
11/23/19 15:29	Traffic Stop	2019098835			Officer
11/24/19 12:49	Traffic Stop	2019099056			Officer
11/24/19 12:57	Traffic Stop	2019099059			Officer
11/24/19 14:56	Traffic Stop	2019099081			Officer
11/24/19 15:19	Traffic Stop	2019099085			Officer
11/24/19 18:02	Traffic Stop	2019099115			Officer
11/25/19 18:05	Traffic Stop	2019099426	Traffic Stop	WP19037934	Officer
11/26/19 01:22	Traffic Stop	2019099497			Officer
11/26/19 15:15	Traffic Stop	2019099666			Officer
11/26/19 16:47	Traffic Stop	2019099699			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/28/19 15:57	Traffic Stop	2019100274			Officer
11/29/19 00:32	Traffic Stop	2019100381			Officer
11/29/19 18:39	Traffic Stop	2019100626			Officer
11/29/19 19:30	Traffic Stop	2019100639			Officer
11/29/19 19:41	Traffic Stop	2019100643			Officer
11/29/19 22:28	Traffic Stop	2019100684			Officer
11/29/19 22:41	Traffic Stop	2019100688			Officer
11/29/19 23:17	Traffic Stop	2019100693			Officer
11/30/19 21:28	Traffic Stop	2019100927			Officer

### Transport Total: 1

11/20/19 02:30	Transport	2019097830			
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### Trespass Total: 1

11/25/19 14:33	Trespass	2019099365	Trespass	WP19037916	
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### Unwanted Person Total: 4

11/10/19 18:37	Unwanted Person	2019095186	Unwanted Person	WP19036276	Phone
11/11/19 22:38	Unwanted Person	2019095509	DUI	WP19036396	Phone
11/23/19 17:24	Unwanted Person	2019098867	Unwanted Person	WP19037717	911
11/30/19 23:22	Unwanted Person	2019100945	Unwanted Person	WP19038583	911

### Vehicle Off Road Total: 3

11/11/19 11:45	Vehicle Off Road	2019095343			Phone
11/30/19 11:16	Vehicle Off Road	2019100812	MVA - No Injuries	WP19038532	Phone
11/30/19 23:43	Vehicle Off Road	2019100947	DUI	WP19038588	Officer

### Warrant - Attempt Total: 5

11/18/19 11:42	Warrant - Attempt	2019097282			
11/22/19 09:10	Warrant - Attempt	2019098467			Officer
11/23/19 09:28	Warrant - Attempt	2019098767	Warrant - Attempt	WP19037676	Officer
11/23/19 10:55	Warrant - Attempt	2019098787			Officer
11/29/19 11:53	Warrant - Attempt	2019100513			

**Total Records: 213**





# Monthly Activity Report Montrose Fire Department

Prepared and Presented by  
Kevin Triplett – Fire Chief



**Period: 11/01/2019 thru 11/30/2019 (NOVEMBER)**

## **CALLS**

Total Calls: 17

# of Calls NOVEMBER 2018 = 14

EMS Calls: 11

2018 vs 2019 (2019 = + 3)

Other Calls:

11/27 - #19209 – MVA (Assist w/ Traffic Control) – Montrose

11/19 - #19205 – Fire-Smoke-Odor – Marysville Twsp

11/12 - #19200 – Mutual Aid to Delano Fire – Structure Fire – Franklin Twsp

11/12 - #19199 – Gasoline Spill – Casey's – Montrose

11/07 - #19196 – CO Alarm – Montrose

11/03 - #19195 – Lift Assist – Woodland Twsp

Total calls to Date 2019 – 210

2018 vs 2019 ( 2019 = +20)

Total calls this time in 2018 - 190

## **Call Districts**

Montrose City: 11

Franklin Township: 3 (1 = Mutual Aid to Delano)

Marysville Township: 2

Woodland Township: 1

Other: 0

## **TRAINING:**

11/05/2019 – Staff Meeting / Truck Maintenance

11/19/2019 – Truck Maintenance / New Hire meet/greet

## **Other Activities, Special Mention, Etc.**

11/26/2019 – FE+ED Program Support

11/30/2019 – WCCA Tree Walk – Waverly (Cory D. & Terry V.)

## **SPECIAL INFO**

## **Acknowledgments**

- All firefighters for hard work during hose testing

City of Montrose  
Park & Recreation Commission  
Minutes - Discussion  
December 2, 2019

Pursuant to call and notice the Park & Recreation Commission met on December 2, 2019 at 5:30 pm at Montrose City Hall. Those present were Commission Members Matt Russell and Sylvia Henry, City Council Liaison Michelle Otto, resident Sue Saman and Jessica Bonniwell from Public Works. The Commission now consists of less than three members and no longer constitutes an acting Commission. The following is record of discussion had during the scheduled meeting time for the Park and Recreation Commission.

**Due to lack of formal Commission – no motions made for agenda or minute approval.**

**OLD BUSINESS DISCUSSION:**

**Community Garden**

Due to the fact that snow has fallen since the last meeting – this item is closed for discussion until Spring 2020. Ms. Bonniwell will check with Public Works to see if they saw any plots that had not been cleared out.

**Breakfast with Santa & Tree Lighting Event**

The Breakfast with Santa event and Tree Lighting will be held Saturday, December 7, 2019. All craft items for the ornament decorating have been purchased for a total of \$296.00 spent from Park and Recreation spending account. Santa will be present at the Tree Lighting event and will use the Community Center to change. Ms. Bonniwell from Public Works will submit an article about the event to the Drummer for publication before the event. Commission Member Russell will bring hot beverages to the evening Tree Lighting event. Commission Member Henry has agreed to help clean up craft items after the event and place items so Mayor Otto can pick them up when she gets off work that afternoon. All craft items need to be removed from the Community Center before 5:30 p.m. on December 7<sup>th</sup>.

**Skate Day 2020**

The date was set for the Skate Day event and it will be held on January 11, 2020. The Commission is unsure if they will again be hiring the characters for Skate Day. Mayor Otto will check into it and let Ms. Bonniwell know before December 16<sup>th</sup> when the quarterly newsletter will be sent for publication.

**Resignations**

Commission Chair Russell will be drafting a formal resignation by the end of the calendar year.

**NEW BUSINESS DISCUSSION:**

**New Commission Member Application**

The remaining members of the Park and Recreation Commission agree to approve recommendation for the new commission member application.

**Vacated Appointee Seats**

Since the Commission technically does not have enough people at this time, no appointments for 2020 have been made yet. The Commission Members have suggested changing the date and time of meetings going forward to accommodate potential new Commission Members.

**Adjourn**

The informal meeting was dismissed at 6:00 p.m.





## Commissions Application

This application is designed to obtain information about your interests and qualifications for serving on a Montrose Commission. Please submit your completed application to Montrose City Hall, located at 311 Buffalo Avenue South, PO Box 25, Montrose, MN 55363. The submission of this application does not obligate you to volunteer for any City service. We appreciate your time and interest in serving our community. If you have any questions, please contact City Hall at 763-575-7422.

Name: Sue Saman  
 Address: 206 Pheasant Run Dr.  
 Phone: [REDACTED] Other: [REDACTED]  
 E-mail: [REDACTED]  
 Please indicate your preferred form of communication: text or email  
 How long have you lived in Montrose? 2 months

The City of Montrose currently maintains four Commissions/Authorities upon which volunteers may serve. Please indicate your interest in serving on the following Commissions. If you are interested in multiple commissions, please rank your preference from 1 to 4.

Interested (Y/N)	Rank	Commission List
<u>Yes</u>	<u>1</u>	Planning & Zoning Commission
<u></u>	<u></u>	Park & Recreation Commission
<u></u>	<u></u>	Economic Development Authority
<u></u>	<u></u>	Highway 12 Redevelopment

BACKGROUND: Please explain your career, education, or other special talents that would be valuable to the Commission/Authority you are interested in:

I am a behavior analyst, working with Children and Adults with past trauma and challenging behaviors. I have been a volunteer with many organization, am a people person and love to learn new things and meet new people.

Do you have prior experience volunteering or serving on any Boards or Commissions within the City of Montrose or other municipalities? If yes, please explain:

I have never served on any City commissions or Boards, but do look forward to learning more and getting to know the community. As stated above, I have served as a volunteer with many organizations from fostering dogs, homeless teens, delivering welcome kits to homeless vets that have just acquired an apt., helped with food Harvest at CEAP and was a helper for the past 4 years with the Christmas gifts for families needing assistance.

Please provide any goals or objectives you wish to accomplish if chosen to serve on a Montrose

Commission/Authority:

At this time, my only goal is to get to know the community, be apart of a team and have fun

Signature: Sue Saman

Date: 11-25-19



City of Montrose  
 Planning and Zoning Commission Meeting  
 Montrose Community Center  
 200 Center Avenue South  
 Wednesday, November 13, 2019  
 7:00 P.M.

# **1. CALL TO ORDER**

**Pursuant** to call and notice the Montrose Planning and Zoning Commission met in Regular Session on Wednesday, November 13, 2019 at 7:00 p.m.

Planning and Zoning Commission Chair, Ms. Tracy Gurneau, called the meeting to order at 7:00 p.m.

# **2. ROLL CALL**

Present: Commissioner Tracy Gurneau  
 Commissioner Justin Emery  
 Commissioner Sylvia Henry  
 Commissioner Mike Scanlon  
 City Council Liaison Lloyd Johnson

Staff Present: Ms. Deborah Boelter, City Administrator  
 Mr. Ryan Grittmann, City Planner

# **3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was taken.

# **4. APPROVAL OF THE AGENDA**

Commissioner Scanlon motioned to approve the November 13, 2019 Planning and Zoning Commission Meeting Agenda. Commissioner Henry seconded the motion. Motion carried 4-0.

# **5. APPROVAL OF THE MINUTES**

A. October 9, 2019 Planning and Zoning Commission Meeting

Commissioner Henry motioned to approve the Planning and Zoning Commission Meeting minutes of October 9, 2019. Commissioner Scanlon seconded the motion. Motion carried 4-0.

# **6. PUBLIC HEARING**

A. Consider An Interim Use Permit – Solar Farm

1. Consider An Interim Use Permit (I.U.P.) for a Proposed Solar Farm

Commissioner Gurneau closed the Planning and Zoning Commission Meeting at 7:05 p.m. and opened the Public Hearing at 7:05 p.m.

Mr. Ryan Grittmann, City Planner, stated that Renewable Properties, Limited Liability Corporation (LLC) has requested to lease property at the City's Wastewater Treatment Plant (WWTP) to install a Solar Farm and would need approval of an Interim Use Permit (I.U.P.).

Mr. Grittmann continued by stating that at the Tuesday, November 12, 2019 Regular City Council Meeting the City Council did approve a *Letter of Intent (LOI) to Lease Real Estate* the LOI to negotiate a lease with Renewable Properties, LLC.

Mr. Grittmann presented a map to the Planning and Zoning Commission that detailed the two (2) land options available at the WWTP.

Commissioner Scanlon asked if Renewable Properties, LLC wanted to lease five (5) acres for a Solar Farm. Mr. Grittmann stated yes.

Commissioner Gurneau asked how long the land lease would be. Mr. Grittmann stated that the land lease for a Solar Farm is typically twenty-five (25) to thirty (30) years.

The Planning and Zoning Commission discussed their concerns about Renewable Properties, LLC removing the solar equipment at the end of the lease. Mr. Grittmann stated that one of the conditions of the land lease would be that they would be required to remove all equipment. Ms. Boelter stated that cities often collect a large escrow from the Solar Company; so, if they do not remove the equipment, the City has funding available to remove it.

The Planning and Zoning Commission discussed the two (2) land options available for lease and agreed to option one (1). Commissioner Scanlon stated that option 1 would make the Solar Farm less visible to the general public. Mr. Grittmann stated that Renewable Properties, LLC was in favor of option 1; because, it would put the Solar Farm adjacent to Xcel Energy's power lines.

Commissioner Scanlon asked who benefits from the proposed Solar Farm. Mr. Grittmann stated that Xcel Energy would benefit from the solar power generated at the WWTP site.

Council Member Johnson asked if Renewable Properties, LLC was associated with the Sunshare Solar Farm located east of the WWTP. Mr. Grittmann stated that they are not associated.

Council Member Johnson asked if the Solar Farm will affect property values of the houses located in the area. Mr. Grittmann stated that it should not affect the property values; especially, if option 1 is the location of the Solar Farm. He continued by stating that option 1 will not be as visible to the general public.

Commissioner Gurneau asked for public comment.

Mr. Roy Henry, 600 Nelson Boulevard, addressed the Planning and Zoning Commission. Mr. Henry shared his concerns about locating the Solar Farm on the property at the WWTP; because, it may hinder future expansion of the WWTP's Holding Ponds with the continued growth in the City of Waverly and the City of Montrose. Ms. Boelter stated that the WWTP's Holding Ponds have many years of capacity into the future before there will need to be an expansion. Commissioner Scanlon stated that if the WWTP needs to be expanded, the expansion will be mechanical and not additional holding ponds.

Commissioner Gurneau closed the Public Hearing at 7:20 p.m. and opened the Planning and Commission Meeting at 7:21 p.m.

**Commissioner Henry motioned to recommend that the Montrose City Council approve an Interim Use Permit (I.U.P.) for the installation of a Solar Farm by Renewable Properties, Limited Liability Corporation (LLC) at the site of option one (1); the property adjacent to the City of Montrose's Wastewater Treatment Plant. Commissioner Scanlon seconded the motion. Motion carried 4-0.**

## 7. NO OLD BUSINESS.

## 8. NEW BUSINESS

### A. Discussion – Future Ordinance Updates

Ms. Boelter stated that she would like to look at the area of the Zoning Ordinance that regulates the fine process. She continued by stating that the current Ordinance does not have a strong enough fine process in regards to properties that are not in compliance with the City's Zoning Codes.



Mr. Grittmann stated that the City's Zoning Ordinance currently has the first (1<sup>st</sup>) offense receiving a fine of \$100.00, the second (2<sup>nd</sup>) offense is fined \$200.00 and then the Ordinance flatlines when it comes to future fines.

Ms. Boelter stated that she is hoping Mr. Grittmann can propose a fine process that is similar to some of the other cities that he and his Firm, Northwest Associated Consultants (NAC), work with.

The Planning and Zoning Commission discussed updates to the City's Zoning Ordinance in regards to the fine process and agreed to address amendments to this area of the Zoning Ordinance.

#### B. City Planner Updates

##### 1. Preserve Housing Development

Mr. Grittmann gave an update on the proposed *Preserve Housing Development*.

##### 2. Sign Ordinance

Mr. Grittmann stated that the City Council made one (1) amendment to the Sign Ordinance. He continued by stating that the City Council has asked that the Ordinance be amended to allow for *Motion Signs* in Commercial Districts.

The Planning and Zoning Commission discussed and were in agreement with the City Council's recommendation to amend the Sign Ordinance to allow *Motion Signs* in Commercial Districts.

Mr. Grittmann stated that he will make the amendment to allow *Motion Signs* to the Sign Ordinance and provide City staff with the corrected and final copy.

#### C. Resignation of Commissioner Mr. Barry Rhineberger

Ms. Boelter stated that Mr. Barry Rhineberger has resigned from the Planning and Zoning Commission; because, he has moved out of the City of Montrose.

### 9. NEXT MEETING

#### A. Wednesday, December 11, 2019 to be held at the Montrose Community Center – 7:00 p.m.

Commissioner Gurneau recommended that the Wednesday, December 11, 2019 Planning and Zoning Commission Meeting be cancelled and that the Commission meet again on Wednesday, January 8, 2020 to begin working on amendments to the fine process in the Zoning Ordinance.

**Commissioner Emery motioned to cancel the Wednesday, December 11, 2019 Planning and Zoning Commission Meeting. Commissioner Scanlon seconded the motion. Motion carried 4-0.**

### 10. ADJOURNMENT

**Commissioner Henry motioned to the adjourn the Planning and Zoning Commission Meeting at 7:35 p.m. Commissioner Scanlon seconded the motion. Motion carried 4-0.**

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Tracy Gurneau  
Chair  
City of Montrose

ATTEST:

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Deborah R. Boelter, CMC  
City Administrator  
City of Montrose

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

**RESOLUTION NO. 2019-42**

**A RESOLUTION APPROVING AN INTERIM USE PERMIT FOR PROPERTY  
LOCATED ALONG HIGHWAY 25 SW WITHIN THE CITY OF MONTROSE**

WHEREAS, Renewable Properties, LLC and the City of Montrose have submitted an application for an interim use permit for a solar farm at the City owned property located along State Highway 25 Southwest legally described as:

Sect-01 Twp-118 Range-026 UNPLATTED LAND MONTROSE 19.13 AC TH PRT OF SW1/4 OF NW1/4 DES BEG SW COR TH N89D41'0"E ALG S LN 1176.05FT TH N0D19'0"W 708.50FT TH S89D41'0"W 1189.19 FT TO W LN TH S01D22'47"E 708.62FT TO POB

with Parcel Identification number 112.500.012302; and

WHEREAS, City Staff has reviewed submitted plans and prepared a planning report dated December 3, 2019; and

WHEREAS, the Montrose Planning Commission met and held a public hearing at their regularly scheduled meeting on November 13, 2019, to consider the application for an interim use permit; and

WHEREAS, upon considering the application materials, public testimony, and applicant testimony the Planning Commission closed the public hearing and recommended that the City Council approve the application on a vote of 4 to 0; and

WHEREAS, the Montrose City Council met on December 9, 2019 to consider the application for an interim use permit; and

WHEREAS, the Montrose City Council has received the application materials including a site plan; staff review documents; the Planning Commission recommendation; and agrees with the findings and recommendation of the Planning Commission and the December 3, 2019 planning report;

WHEREAS, the Montrose City Council voted \_\_\_\_\_ to \_\_\_\_\_ to approve the Interim Use Permit for a solar farm at property located along Highway 25 SW;

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Montrose, Minnesota hereby approves the interim use permit for a solar farm subject to the following Decision:

**Decision:** Based on the foregoing information and applicable ordinances, the City Council hereby **APPROVES** the interim use permit for a solar farm based on the plans dated October 14, 2019, subject to the following conditions:

1. The City Engineer shall review and approve the site drainage.
2. Any proposed signs shall be submitted to Staff for review and compliance with Chapter 1024
3. Renewable Properties shall be responsible for acquiring all the necessary permits.
4. Renewable Properties will be responsible for soil testing and certifying that the solar panels used are compatible with the site.
5. The applicant shall verify the exact location of the solar panels to ensure compliance with the City's prohibition on the solar farm being located in the Shoreland Overlay District.
6. The developer submits a landscaping plan for review and approval by the City.
7. The developer must complete an interconnection agreement with the electric utility in whose service territory the system is located.
8. The developer shall submit to the City a detailed emergency shutdown plan as part of the review process.
9. The developer shall contain all unenclosed electrical conductors located above ground within structures that control access. In addition, solar farms shall be protected from entry by a minimum six (6) foot tall fence. Razor wire is prohibited on all fences. All electrical connections to the utility system must meet or exceed the National Electrical Safety Code.
10. The developer shall be post signage at all entrance points to the Solar Farm with information that includes at a minimum, the owner and operator's name, contact information and emergency phone numbers.
11. The developer shall provide access to the Montrose Fire Department either in the form of a lock or key to all access points to the property the Solar Farm is located on.
12. The developer shall submit a decommissioning plan in compliance with Section 1034.4 of the City of Montrose Zoning Ordinance.
13. The solar farm must meet all requirements of the Minnesota Electric Code and the National Electric Safety Code.



Adopted by the City of Montrose City Council this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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Michelle Otto  
Mayor  
City of Montrose

ATTEST:

Moved by:  
Seconded by:

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Wendy Manson  
Deputy Clerk  
City of Montrose

In Favor:  
Opposed:



## NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422  
 Telephone: 763.957.1100 Website: [www.nacplanning.com](http://www.nacplanning.com)

TO: Deb Boelter  
 FROM: Ryan Gritman  
 DATE: December 3, 2019  
 RE: Solar Farm – Interim Use Permit

### BACKGROUND

Renewable Properties, along with the City of Montrose has proposed to create a solar farm on five acres between the City's wastewater treatment plant, and the City's Compost facility. The site is adjacent to Urban Reserve District to the north; Institutional District to the east; Institutional District to the south; and R-4 High Density Residential and Urban Reserve to the west. The project is being processed as an interim use permit under the City's zoning ordinance. The property is zoned INS, Institutional District, and is a total of approximately 19 acres. The proposed project will be contained on five of those acres.

### ANALYSIS

As noted above, the property is zoned INS, Institutional District. In the INS District, solar farms are allowed as in Interim Use Permit. Interim Use Permits follow the same general performance standards as a conditional use permit. These standards are outlined in the following section. Since the property is on land that's owned by the City, the City is the applicant for this project along with the Developer, Renewable Properties, LLC.

#### Conditional Use Performance Standards

The following is an analysis of the City's general performance standards for conditional use permits. These standards also apply to Interim Use Permits:

1. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated and adequate right of way shall be provided.

Staff Comment: The use will not generate additional traffic on or around this site. Solar farms have minimal maintenance needs and thus, minimal traffic.

2. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Chapter 1019 of this Ordinance.

Staff Comment: The site will be accessed via the existing access that serves the compost facility and the water treatment plant. Parking on the site will not be necessary.

3. Whenever a nonresidential use is “adjacent” to a residential use or district, a buffer area with screening and landscaping shall be provided in compliance with Chapter 1020 of this Ordinance.

Staff Comment: This Planning Commission has recommended that the solar farm be located on “Option 1” on the site plan. This location generally not visible from Highway 25 and the residential properties to the west. The remaining land uses in the area are compatible with a solar farm and thus, no screening is necessary.

4. General site screening and landscaping shall be provided in compliance with Chapter 1020 of this Ordinance.

Staff Comment: The applicants have not proposed any screening for this project. The remote location and topography of this site make screening unnecessary.

5. Potential exterior noise generated by the use shall be identified and mitigation measures, as may be necessary, shall be imposed to ensure compliance with Section 1016-12 of this Ordinance.

Staff Comment: The solar farm is not expected to generate any additional noise.

6. The site drainage system shall be subject to the review and approval of the City Engineer.

Staff Comment: The City Engineer shall review and approve the site for adequate drainage. Due to the small size of the solar farm, drainage should not be a concern.

7. All signs and informational or visual communication devices shall be in compliance with Chapter 1024 of this Ordinance.

Staff Comment: Any proposed signs shall be submitted to Staff for review and compliance with Chapter 1024. The applicants have not proposed any signage at this time. Emergency contact signage is discussed later in this report.

8. The use and site shall be in compliance with any Federal, State or County law or regulation that is applicable and any related permits shall be obtained and documented to the City.

Staff Comment: Staff recommends that Renewable Properties shall be responsible for acquiring all the necessary permits.



9. Any applicable business licenses mandated by the City Code are approved and obtained.

Staff Comment: No businesses licenses are necessary for this project.

10. The use complies with all applicable performance standards of the zoning district in which it is located and where applicable, any nonconformities shall be eliminated.

Staff Comment: No non-conformities exist on this site. The performance standards for solar farms in the Institutional District are discussed below.

**Interim Use Permit Performance Standards.** In addition to the performance standards above, interim use permits are also subject to the following under section 1006-4:

1. The date or event that will terminate the use can be identified with certainty.

Staff Comment: This requirement will need to be decided upon by the City Council. Staff will lean on Renewable Properties, LLC for a reasonable timeframe. Typically, permits for this type of activity will be around 20 to 30 years. Interim use permits can always be renewed if the applicant requests it before the permit expires.

2. The use will not impose additional unreasonable costs on the public.

Staff Comment: The City will be leasing the land to Renewable Properties, LLC. There is not expected to be any unreasonable cost to the City or the public.

3. The use is allowed as an interim use in the respective zoning district.

Staff Comment: Under the INS Institutional District, a solar farm is allowed as an interim use.

The final set of performance standards come from the alternative energy ordinance (Chapter 1032.4) and are specific to solar farms:

1. Solar Farms shall be permitted as an interim use the Institutional District and shall be processed according to the standards of Chapter 1006 (Interim Uses) of the Zoning Ordinance.

Staff Comment: The site is zoned INS Institutional District. The performance standards of section 1006 are discussed above

2. Shall be on properties of at least five (5) acres

Staff Comment: The site is 19 acres in size. This requirement is met.

3. Stormwater management and erosion and sediment control shall meet the requirements of the City and best management practices.

Staff Comment: As noted earlier in this report, this will be managed by the City Engineer.

4. Prohibitions: The City prohibits Solar Farms within:

- (1) Shoreland Districts as designated by the Department of Natural Resources (DNR) and the Montrose Zoning Map.
- (2) Wetlands to the extent required by the Minnesota Wetland Conservation Act
- (3) The Floodplain Overlay District.

Staff Comment: The southwest part of the solar farm appears to be very close to the shoreland overlay district. The applicant shall verify the exact location of the solar panels to ensure compliance.

5. Foundations. The manufacture's engineer or another qualified engineer shall certify that the foundation and design of the solar panels meets the accepted professional standards, given local soil and climate conditions.

Staff Comment: Renewable Properties, LLC is researching this and will use a design that's compatible with the soil. There is not expected to be any issues with the soil at this site.

6. Power and Communication Lines. All power and communication lines running between banks of solar panels and to electric substations or interconnections with buildings shall be buried underground. The City may grant exemptions to this requirement in instances where shallow bedrock, water courses or other elements of the natural landscape interfere with the ability to bury lines.

Staff Comment: The site currently contains some above ground transmission lines. The developer is exploring the possibility of using these lines. If the lines are usable, Staff would support waiving this requirement.

7. Interconnection. The owner or operator of the Solar Farm must complete an interconnection agreement with the electric utility in whose service territory the system is located.

Staff Comment: This will be a condition of approval.

8. Site Plan Required. The owner or operator of the Solar Farm must submit to the City a detailed site plan for both existing and proposed conditions. These plans shall show the location of all areas where solar arrays would be placed, the existing and proposed structures, property lines, access points to the site, fencing, landscaping, surface water drainage patterns, floodplains, wetlands, the ordinary high water mark for all water bodies, any other protected resources, topography, electric equipment and all other characteristics requested by the City. The Plan shall be reviewed and approved by the City's Emergency Management Director.

Staff Comment: The developers submitted a site plan with two options for locating the solar farm. The Planning Commission is recommending that "Option 1" on the site plan be used.



9. The owner or operator of the Solar Farm must submit to the City a detailed emergency shutdown plan as part of the review process.

Staff Comment: This will be a condition of approval.

10. The City allows the installation of small operations, security and equipment buildings on the site of solar farms as permitted accessory uses to the Solar Farm.

Staff Comment: The City is willing to accommodate this.

11. The owner or operator shall contain all unenclosed electrical conductors located above ground within structures that control access. In addition, solar farms shall be protected from entry by a minimum six (6) foot tall fence. Razor wire is prohibited on all fences. All electrical connections to the utility system must meet or exceed the National Electrical Safety Code.

Staff Comment: This will be a condition of approval.

12. Signage shall be posted at all entrance points to the property the Solar Farm is located on that includes at a minimum, the owner and operator's name, contact information and emergency phone numbers.

Staff Comment: This will be a condition of approval.

13. The Solar Farm owner or operator shall provide access to the Montrose Fire Department either in the form of a lock or key to all access points to the property the Solar Farm is located on.

Staff Comment: This will be a condition of approval.

14. Solar Farms that have panels that are 10 megawatts or more shall meet the review and design standards of the MN Department of Commerce and/or MN Public Utilities Commission (PUC) for Solar Farms, as applicable.

Staff Comment: The solar farm is not expected to produce this capacity.

15. Decommissioning Plan: The City requires the owner or operator to submit a decommissioning plan for Solar Farms to ensure that the owner or operator properly removes the equipment and facilities upon the end of project life or after their useful life. The owner or operator shall decommission the solar panels in the event they are not in use for twelve (12) consecutive months. The plan shall include provisions for the removal of all structures and foundations, the removal of all electrical transmission components, the restoration of soil and vegetation and a soundly-based plan ensuring financial resources will be available to fully decommission the site. The disposal of structures and/or foundations shall meet all City requirements. The City also may require the owner or operator to post a bond, letter of credit or establish an escrow account to ensure property decommissioning.



Staff Comment: This will be a condition of approval.

**Additional standards.** In addition to the standards allowed above, all Solar Energy Systems shall meet the following standards:

1. The owners or operators of SES that are connected to the electric distribution or transmission system, either directly or through the existing service of the primary use on the site, shall obtain an interconnection agreement with the electric utility in whose service territory the system is located. Off-grid systems are exempt from this requirement.

Staff Comment: This is discussed earlier in this report and is a condition of approval.

2. Electric SES components that are connected to a building electric system must have an Underwriters Laboratory (UL) listing.

Staff Comment: The system is not expected to be connected to a building.

3. All SES shall meet the standards of the Minnesota and National Electric Code.

Staff Comment: This will be a condition of approval.

4. All Roof or Building Mounted SES shall meet the standards of the Minnesota Building Code.

Staff Comment: The solar farm is not expected to be a roof or building mounted system.

5. All SES using a reflector to enhance solar production shall minimize glare from the reflector that affects adjacent or nearby properties. Steps to minimize glare nuisance may include selective placement of the system, screening of the solar array from the public view, reducing use of the reflector system or other remedies that limit glare.

Staff Comment: No reflectors are proposed at this time.

6. Roof or Building Mounted SES shall not exceed the maximum allowed height in any zoning district. For purposes of height measurement, SES other than building-integrated systems shall be considered to be mechanical devices and are restricted consistent with other building mounted mechanical devices for the zoning district in which the system is being installed.

Staff Comment: The solar farm is not expected to be a roof or building mounted system.

7. Roof Mounted SES shall be placed on the roof to limit visibility from the public right-of-way or to blend into the roof design, provided that minimizing visibility still allows the property owner to reasonably capture Solar Energy.

Staff Comment: The solar farm is not expected to be a roof mounted system.

8. Setbacks. All equipment and structures shall meet the setback and coverage limitations for the zoning district in which the system is located, except that Solar Farms shall be setback from all property lines at least one hundred (100) feet. In addition, solar farms shall be screened from adjacent residential uses in accordance with Section 1020-5, Required Landscape Screening.

Staff Comment: The solar farm shall meet the setbacks for the Institutional District. Landscaping and screening are discussed earlier in this report.

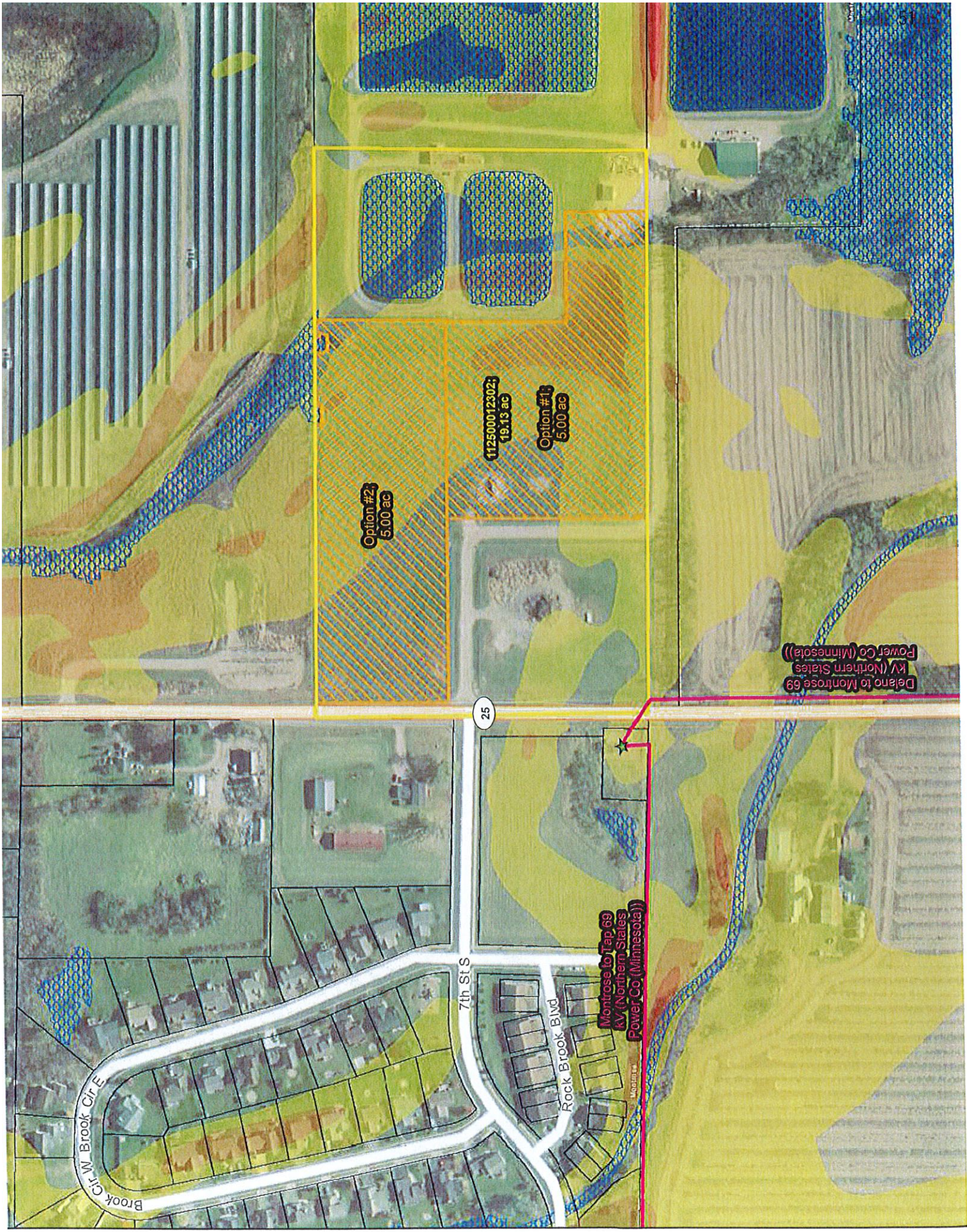
## CONCLUSION

Renewable Properties, LLC, along with the City of Montrose, are proposing a five acre solar farm on property located near the wastewater treatment plant, and the compost facility. The proposal is for Renewable Properties, LLC to lease land from the City in order to operate the solar farm. Staff is recommending approval of the project with the following conditions:

1. The City Engineer shall review and approve the site drainage.
2. Any proposed signs shall be submitted to Staff for review and compliance with Chapter 1024
3. Renewable Properties shall be responsible for acquiring all the necessary permits.
4. Renewable Properties will be responsible for soil testing and certifying that the solar panels used are compatible with the site.
5. The applicant shall verify the exact location of the solar panels to ensure compliance with the City's prohibition on the solar farm being located in the Shoreland Overlay District.
6. The developer submits a landscaping plan for review and approval by the City.
7. The developer must complete an interconnection agreement with the electric utility in whose service territory the system is located.
8. The developer shall submit to the City a detailed emergency shutdown plan as part of the review process.
9. The developer shall contain all unenclosed electrical conductors located above ground within structures that control access. In addition solar farms shall be protected from entry by a minimum six (6) foot tall fence. Razor wire is prohibited on all fences. All electrical connections to the utility system must meet or exceed the National Electrical Safety Code.

10. The developer shall be post signage at all entrance points to the Solar Farm with information that includes at a minimum, the owner and operator's name, contact information and emergency phone numbers.
11. The developer shall provide access to the Montrose Fire Department either in the form of a lock or key to all access points to the property the Solar Farm is located on.
12. The developer shall submit a decommissioning plan in compliance with Section 1034.4 of the City of Montrose Zoning Ordinance.
13. The solar farm must meet all requirements of the Minnesota Electric Code and the National Electric Safety Code.







CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

RESOLUTION NO. 2019-37

A RESOLUTION INCREASING THE MONTROSE  
WATER ACCESS CHARGE

**WHEREAS**, the City of Montrose annually reviews the water rates to ensure adequate funds to operate the Montrose Water System, and;

**WHEREAS**, the cost of system operation including debt service has increased, and;

**WHEREAS**, the State of Minnesota requires that all Enterprise Funds are self-supporting,

**NOW THEREFORE BE IT RESOLVED** by the City Council of Montrose, Minnesota to increase the water access charge from \$2,500.00 to \$2,600.00 effective January 1, 2020.

Adopted by the Montrose City Council on December 9, 2019.

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Michelle Otto, Mayor

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Wendy Manson, Deputy Clerk

CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

RESOLUTION NO. 2019-38

A RESOLUTION INCREASING THE MONTROSE  
SEWER ACCESS CHARGE

**WHEREAS**, the City of Montrose annually reviews the sanitary sewer rates to ensure adequate funds to operate the Montrose Sewer System inclusive of the wastewater treatment plant and sanitary sewer system, and;

**WHEREAS**, the cost of system operation including debt service has increased, and;

**WHEREAS**, the State of Minnesota requires that all Enterprise Funds are self-supporting,

**NOW THEREFORE BE IT RESOLVED** by the City Council of Montrose, Minnesota to increase the sewer access charge from \$5,300.00 to \$5,400.00 effective January 1, 2020, and:

**BE IT FURTHER RESOLVED** to distribute the sewer access charge as follows:

\$1,600.00 to the Wastewater Treatment Plant

\$3,800.00 to the Sanitary Sewer System

Adopted by the Montrose City Council on December 9, 2019.

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Michelle Otto, Mayor

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Wendy Manson, Deputy Clerk



**UTILITY INCREASE MEMO****DECEMBER 9, 2019**

The city's Capital Improvement Plan that was adopted includes 2 major construction projects, a new well and wellhouse and the total reconstruction of the city's original townsite. These projects will require funding from the water and sewer funds.

The city's current water and sewer rates will not support the required funding for these projects. In order to be proactive and be prepared for the projects the staff is suggesting that council approve a \$.20 increase in both the water and sewer rates beginning January 1, 2020. The increase on an average utility bill of 7,000 gallons per month would be \$2.80.

Staff is recommending council approve this increase by adopting the resolutions at the December 9, 2019 council meeting.

Wendy Manson  
Deputy Clerk

CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

RESOLUTION NO. 2019-39

A RESOLUTION INCREASING THE MONTROSE WATER  
SYSTEM RATES

**WHEREAS**, the City of Montrose annually reviews the water system rates to ensure adequate funds to operate the Montrose Water System, and

**WHEREAS**, the cost of system operations including debt service has increased, and

**WHEREAS**, the State of Minnesota requires that all Enterprise Funds are self-supporting,

**NOW THEREFORE BE IT RESOLVED** by the City Council of Montrose, Minnesota to increase the water system rates on January 1, 2020 as follows:

Tier 1 from \$5.35/1,000 gallons to \$5.55/1,000 gallons  
Tier 2 from \$5.89/1,000 gallons to \$6.10/1,000 gallons  
Tier 3 from \$6.48/1,000 gallons to \$6.72/1,000 gallons

Adopted by the Montrose City Council on December 9, 2019.

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Michelle Otto, Mayor

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Wendy Manson, Deputy Clerk

CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

RESOLUTION NO. 2019-40

A RESOLUTION INCREASING THE MONTROSE SEWER  
SYSTEM RATES

**WHEREAS**, the City of Montrose annually reviews the sewer system rates to ensure adequate funds to operate the Montrose Sewer System, and

**WHEREAS**, the cost of system operations including debt service has increased, and

**WHEREAS**, the State of Minnesota requires that all Enterprise Funds are self-supporting,

**NOW THEREFORE BE IT RESOLVED** by the City Council of Montrose, Minnesota to increase the sewer system rates from \$5.10/1,000 gallons to \$5.30/1,000 gallons on January 1, 2020.

Adopted by the Montrose City Council on December 9, 2019.

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Michelle Otto, Mayor

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Wendy Manson, Deputy Clerk