



CITY COUNCIL AGENDA– REGULAR MEETING
February 11, 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, MN 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. January 14, 2019 Economic Development Authority (EDA) Meeting – prepared by D. Boelter.
2. January 14, 2019 Regular City Council Meeting – prepared by D. Boelter.
3. February 5, 2019 Management Coordinating Committee Meeting – prepared by D. Boelter.

B. Accounts Payable

1. City, February 11, 2019 – prepared by W. Manson.
2. Fire Department, February 11, 2019 – prepared by W. Manson.

C. One Day to Four Day Temporary On-Sale Liquor License – Beyond the Yellow Ribbon of Montrose

D. Resolution No. 2019-05 *A Resolution Amending the Year 2018 Budget*

E. City of Montrose – Credit Card Policy Update

1. Update the City of Montrose's Credit Card Policy per direction of the City's Auditor.

- F. Resolution No. 2019-06 *A Resolution Adopting Policy Regarding Opening Invocations Before Meetings of the Montrose City Council*
- G. Public Works Department Director – Year 2018 Vacation
 - 1. Allow Public Works Department Director, Mr. Wayne McCormick to carry over 33.75 hours of unused vacation time from the year 2018 to the year 2019, and the total 33.75 hours of vacation time is required to be used by February 28, 2019.
- H. Performance Review – City Clerk-Treasurer – Wage Increase
 - 1. Upon a satisfactory six (6) month Performance Review for Deborah Boelter, City Clerk-Treasurer, approve a wage increase to \$30.00 per hour per the *Memorandum of Understanding* between the City of Montrose and Ms. Boelter, and the Cost-of-Living Adjustment (COLA) upon approval of the AFSCME Council 65 Union Contract.
- I. Resolution No. 2019-07 *A Resolution Approving the Mayoral Appointments for the Year 2019*
- J. City Hall Closed – Friday, July 5, 2019
 - 1. Authorize City Staff to Close City Hall on Friday, July 5, 2019.
- K. Meeting Rescheduled – Planning and Zoning Commission Meeting – February 20, 2019
 - 1. Authorize the Planning and Zoning Commission Meeting, scheduled for Wednesday, February 20, 2019 at 7:00 p.m. to be rescheduled to Wednesday, March 13, 2019 at 7:00 p.m.
- 7. **OPEN FORUM**
- 8. **WRIGHT COUNTY SHERIFF'S OFFICE**
 - A. January, 2019 Monthly Report
- 9. **REPORTS AND RECOMMENDATIONS OF CITY DEPARTMENTS, CONSULTANTS, COMMISSIONS, AND COMMITTEES**
 - A. City Council
 - 1. Monthly Activity Report
 - B. Montrose Fire Department
 - 1. January, 2019 Activity Report
 - 2. Authorization to Purchase a Gas-Powered Generator and Accessories with Funding from the Emergency Management Fund:
 - a) To Power the Montrose Fire Department and Community Center.
 - b) Accessories-Plugs and Cords.
 - c) Total Cost - \$5,000.00.
 - C. Park and Recreation Commission
 - 1. February 4, 2019 Park and Recreation Commission Meeting Minutes.
 - D. Planning and Zoning Commission
 - 1. December 19, 2018 Planning and Zoning Commission Meeting Minutes.
 - 2. Wednesday, February 20, 2019 Planning and Zoning Commission Meeting RESCHEDULED to Wednesday, March 13, 2019.

E. Public Works Department

1. Establish Date for Annual Performance Review for Public Works Department Director, Mr. Wayne McCormick.
2. Discussion Regarding Year 2019 Part-Time, Seasonal Summer Employees.

10. OLD BUSINESS

- A. Discussion on Allowing Residents to Have Chickens – Mr. Kyle Hoffman

11. NEW BUSINESS

- A. Discussion Regarding City Assessor Position
- B. Discussion Regarding Part-Time Administrative Assistant

12. UPCOMING MEETINGS

- A. Park and Recreation Commission Meeting – Monday, March 4, 2019 at 5:30 p.m. in the Montrose City Hall Conference Room.
- B. Management Coordinating Committee Meeting – Tuesday, March 5, 2019 at 3:30 p.m. in the Montrose City Hall Conference Room
- C. Regular City Council Meeting – Monday, March 11, 2019 at 7:00 p.m. in the Montrose Community Center.
- D. Planning and Zoning Commission Meeting – Wednesday, March 13, 2019 at 7:00 p.m. in the Montrose Community Center.

13. ACKNOWLEDGEMENTS

14. ADJOURNMENT

City of Montrose
 Economic Development Authority Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, January 14, 2019
 6:45 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose Economic Development Authority (EDA) met in Regular Session on Monday, January 14, 2019 at 6:45 p.m.

Mayor Otto called the meeting to order at 6:45 p.m.

2. ROLL CALL

Present: Mayor Michelle Otto
 Council Member Lloyd Johnson
 Council Member Ben Kuehl
 Council Member Marszalek
 Council Member Moynagh
 EDA Member Ms. Tracy Gurneau

Staff Present: Ms. Deborah Boelter, City Clerk-Treasurer
 Ms. Wendy Manson, Deputy Clerk

3. ELECTION OF OFFICERS: PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, ASSISTANT TREASURER

The EDA Members discussed and appointed the following as Officers of the EDA:

- Council Member Marszalek, President
- Council Member Kuehl, Vice-President
- Ms. Boelter, Secretary
- Ms. Manson, Treasurer
- Ms. Boelter, Assistant Treasurer

Mayor Otto to motioned to appoint the following as Officers of the Economic Development Authority

- Council Member Marszalek, President
- Council Member Kuehl, Vice-President
- Ms. Boelter, Secretary
- Ms. Manson, Treasurer
- Ms. Boelter, Assistant Treasurer

Council Member Johnson seconded the motion. Motion carried 6-0.

Ms. Tracy Gurneau submitted her verbal resignation from the City of Montrose's Economic Development Authority.

Council Member Kuehl motioned to accept Ms. Tracy Gurneau's resignation from the City of Montrose's Economic Development Authority. Mayor Otto seconded the motion. Motion carried 5-0.

4. APPROVAL OF JULY 9, 2018 ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

Ms. Boelter presented the EDA Meeting Minutes from July 9, 2019.

Council Member Kuehl motioned to approve the July 9, 2018 Economic Development Authority Meeting Minutes. Mayor Otto seconded the motion. Motion carried 5-0.

5. APPROVAL OF ACCOUNTS PAYABLE

Ms. Manson presented the Accounts Payable for the EDA.

Council Member Kuehl motioned to approve the January 14, 2019 Accounts Payable. Mayor Otto seconded the motion. Motion carried 5-0.

6. ADJOURNMENT

Mayor Otto motioned to the adjourn the Economic Development Authority Meeting at 6:50 p.m. Council Member Kuehl seconded the motion. Motion carried 5-0.

Michelle Otto
Mayor
City of Montrose

ATTEST:

Deborah R. Boelter, CMC
City Clerk-Treasurer
City of Montrose

City of Montrose
 Regular City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, January 14, 2019
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, January 14, 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 Clerk-Treasurer
 Ms. Wendy Manson, Deputy Clerk
 Mr. Wayne McCormick, Public Works Department Director
 Ms. Amy Schutt, City Attorney
 Mr. Cody Mathisen, City Engineer
 Mr. Kevin Triplett, Montrose Fire Department Chief

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was taken.

4. OATH OF OFFICE

Mayor Otto administered the *Oath of Office* to Mr. Marszalek and to Mr. Moynagh.

5. APPROVAL OF THE AGENDA

A. Approval of the Agenda

Ms. Boelter stated that the Agenda will need to be amended to include:

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

A. City Council

2. Invocation Prayer

a) Resolution Number 2019-03 *A Resolution Adopting Policy Regarding Opening Invocations Before Meetings of the Montrose City Council.*

3. City Council Salary

a) Resolution Number 2019-04 *A Resolution Accepting Donation.*

Council Member Kuehl motioned to approve the January 14, 2019 Regular City Council Meeting Agenda with the following amendment:

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

A. City Council

2. Invocation Prayer

- a) Resolution Number 2019-03 *A Resolution Adopting Policy Regarding Opening Invocations Before Meetings of the Montrose City Council.*

3. City Council Salary

- a) Resolution Number 2019-04 *A Resolution Accepting Donation.*

Council Member Moynagh seconded the motion. Motion carried 4-1. Council Member Johnson opposed.

6. APPROVAL OF THE CONSENT AGENDA

A. Minutes

1. Accepted the minutes of the December, 2018 Regular City Council Meeting.

B. Accounts Payable

1. Approved the December 31, 2018 Accounts Payable for the City of Montrose.
2. Approved the January 14, 2019 Accounts Payable for the City of Montrose.
3. Approved the December 31, 2018 Account Payable for the Montrose Fire Department.
4. Approved the January 14, 2019 Account Payable for the Montrose Fire Department.

C. Monthly Utility Adjustments

1. Approved the Monthly Utility Adjustments for December, 2018.

D. On Sale and Sunday Liquor Licenses – Fat Old Guys Café and Catering

1. Approved the On Sale and Sunday Liquor Licenses for Fat Old Guys Café and Catering.

E. Resolution Number 2019-01

1. Adopted Resolution Number 2019-01 *A Resolution Accepting Donations.*

<u>Name of Donor:</u>	<u>Amount:</u>
Montrose Lions	\$ 5,000.00
Montrose Days Celebration	\$ 3,800.00
Montrose Boy Scouts	\$ 75.00

F. Wright County Area Transportation (WCAT) Meeting Minutes

1. Accepted the minutes of the December 19, 2018 WCAT Meeting.

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

7. OPEN FORUM

There were no residents who addressed the City Council during Open Forum.

8. WRIGHT COUNTY SHERIFF'S OFFICE

A. December, 2018 Monthly Report

City staff referred to the December, 2018 *Wright County Sheriff's Office Report* found in the City Council Packet.

Deputy Jay McQuillan of the Wright County Sheriff's Office addressed the City Council and stated that he will be working in the City of Montrose on a regular basis from 6:00 p.m. to 2:00 a.m.

Ms. Boelter thanked Officer McQuillan for assisting with parking violations. She continued by reminding residents that they cannot park on City streets overnight during the period of time from 1:00 a.m. to 7:00 a.m., or during a snow event, on any day of the week City-wide from November 1st to March 30th inclusive.

Ms. Boelter also reminded residents that they cannot park their vehicles on the grass areas of their property.

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.

2. Invocation Prayer

Council Member Marszalek addressed the City Council asking to include a brief invocation prayer at the beginning of each City Council Meeting before the Pledge of Allegiance. He continued by stating that he would contact area clergy and prepare a schedule for their attendance at the City Council Meeting.

City Attorney, Ms. Amy Schutt addressed the City Council and stated that as result of court cases on the topic of an invocation prayer at a City Council Meeting, and also some constitutional issues, there are specific rules and requirements that must be followed to include an invocation prayer at a public City Council Meeting. She continued by stated that she prepared Resolution Number 2019-03 *A Resolution Adopting Policy Regarding Opening Invocations Before Meetings of the Montrose City Council* and it includes these specific rules and requirements.

Council Member Marszalek motioned to adopt Resolution Number 2019-03 *A Resolution Adopting Policy Regarding Opening Invocations Before Meetings of the Montrose City Council* and to approve an Invocation Prayer being held at each Regular City Council Meeting before the Pledge of Allegiance. Council Member Kuehl seconded the motion. Motion carried 5-0.

3. City Council Salary

Council Member Kuehl addressed the City Council and stated that he is turning down the City Council salary increase from \$100.00 per month to \$200.00 per month and would like to only receive \$100.00 per month.

Mayor Otto motioned to adopt Resolution Number 2019-04 *A Resolution Accepting Donation*. Council Member Marszalek seconded the motion. Motion carried 4-0-1. Council Member Kuehl abstained.

B. Montrose Fire Department

1. December, 2018 Activity Report

Montrose Fire Department Chief, Mr. Kevin Triplett, referenced the *Monthly Activity Report* for the month of December, 2018 that was found in the City Council Packet.

Mr. Triplett acknowledged the Montrose Fire Department's Officers and Firefighters for their hard work in the year 2018.

Mr. Triplett stated that he has been promoted to a new position in the Wright County Sheriff's Office; so, in the event of a scheduling conflict, Montrose Fire Department's Assistant Chief, Mr. Matt Menard may be presenting at the Regular City Council Meetings.

C. Park and Recreation Commission

1. January 7, 2019 Park and Recreation Commission Meeting Minutes

Mr. Matt Russell, Park and Recreation Commission Chair, was in attendance at the Regular City Council Meeting to give a brief overview of the items discussed at the January 7, 2019 Park and Recreation Commission Meeting.

2. Year 2018 Annual Report

Mr. Russell referenced the Park and Recreation Commission's Year 2018 Annual Report.

3. Year 2019 To-Do-List

Mr. Russell stated that the Park and Recreation Commission Members discussed and developed a listing that outlines which Member will be responsible for individual events and activities sponsored by the City's Park and Recreation in the year 2019.

4. Year 2018 Christmas Decorating Contest

Mr. Russell stated that the property owners at 837 Aspen Lane won the year 2018 *Christmas Decorating Contest*.

5. Game Night

Mr. Russell stated that *Game Night* is now being held in conjunction other Community events.

6. Year 2019 Easter Egg Hunt

Mr. Russell stated that Mayor Otto will be managing the year 2019 *Easter Egg Hunt*.

D. Planning and Zoning Commission

1. November 14, 2018 Planning and Zoning Commission Meeting Minutes

- a) Ms. Boelter gave an overview of the November 14, 2018 Planning and Zoning Commission Meeting Minutes.

2. Consider Application for Planning and Zoning Commission Members

Ms. Boelter presented the two (2) applications the City received for Membership as a Planning and Zoning Commission Member.

- a) Mr. Justin Emery – Emery's Truck and Trailer Repair, Incorporated.
- b) Mr. Roy Henry, Senior (Sr.) – Resident.

Council Member Kuehl motioned to appoint Mr. Justin Emery to the Planning and Zoning Commission. Council Member Marszalek seconded the motion. Motion carried 5-0.

Council Member Johnson motioned to appoint Mr. Roy Henry to the Planning and Zoning Commission. Mayor Otto seconded the motion.

Council Member Moynagh shared his concerns of whether there may be a quorum in the Henry household if there were only three (3) Commission Members on the Planning and Zoning Commission.

Mayor Otto stated that she had discussed having both Ms. Sylvia Henry and Mr. Roy Henry on the Planning and Zoning Commission with the City's former City Attorney, Mr. Matt Brokl, and he stated that there is no Minnesota State Statute prohibiting it.

The City's current City Attorney, Ms. Amy Schutt, stated that if the Planning and Zoning Commission was reduced to only three (3) members, Mr. and Ms. Henry would not be allowed to discuss Planning and Zoning issues in their home and/or any other location; because, it would be a violation of the *Open Meeting Law*.

Council Member Moynagh shared his concern that he feels it is a conflict of interest to have two (2) people from the same household on a Commission.

Council Member Marszalek stated that he believes there may be a perceived impropriety with the general public if there are two (2) peoples from the same household on the Planning and Zoning Commission.

Council Member Kuehl shared his concerns of the general public again looking negatively at the City Council for a questionable act if they would approve two (2) members of the same household to be on the Planning and Zoning Commission.

Mayor Otto recommended that a stipulation be made in the motion to appoint Mr. Henry that states if other members of the Planning and Zoning Commission would resign, and there would only be three (3) members, Mr. or Ms. Henry would have to remove themselves from the Planning and Zoning Commission.

Planning and Zoning Commissioner, Ms. Tracy Gurneau, addressed the City Council from the audience and shared her concerns about having six (6) members on the Planning and Zoning Commission. She stated that if there are six (6) members and there is a tie vote, then there would not be an additional person available to vote to break the tie. She continued by stating that is better to have an odd number of Commissioners for this reason.

Mayor Otto proceeded with a vote on the motion.

Motion fails 1-4. Council Member Moynagh opposed. Council Member Marszalek opposed. Mayor Otto opposed. Council Member Kuehl opposed.

3. *Ordinance 2019-01 An Ordinance Amending the Montrose Subdivision Code Related to Requirements for the Dedication of Public Sites and Open Spaces (Park Land Dedication)*

- a) Consider Amendment to the Park Dedication Ordinance, Section 1107.13, Public Sites and Open Spaces.

The City's Planner, Mr. Myles Campbell stated that the City of Montrose's Planning and Zoning Commission has completed work on amendments to the Public Sites and Open Spaces (Park Land Dedication) Ordinance and has forwarded it to the City Council for review and adoption. He continued by stating that discussion and revision by the Planning and Zoning Commission were based on three (3) major issues that were seen with the previous Park Land Dedication Ordinance and included:

- i. Direct references to cash payment amounts should be removed and readers should be directed to the City's annually adopted fee schedule instead.
- ii. Commissioners would like to preserve the ability to ask for cash contributions in lieu of land donations and these cash contributions should be compliant with Minnesota State Statute.

- iii. Commissioners appreciated the clear payment schedule found in other cities' ordinances; versus, negotiating this on a per-development basis.

Mr. Campbell stated the amendments bring the Park Land Dedication Ordinance into greater compliance with Minnesota State Statute surrounding land dedications and will make the revision fee amounts simpler and more flexible in the future.

Mr. Campbell also stated that the amendments will allow for flexibility in how developers fulfill their dedication requirements; but, gives much firmer standing to the City itself in arguing for cash payments, and in how payment schedules are considered.

Mr. Matt Russell, Park and Recreation Commission Chair, addressed the City Council and asked if the amended Ordinance has language stating that any money contributed by a developer would be specifically allocated for the park in their development. Mr. Myles stated that the Ordinance does not specify that. Mr. Russell stated that he would like to see the developer contribution be designated to the park in their particular development.

Mr. Campbell presented the draft copy of Ordinance 2019-01 *An Ordinance Amending the Montrose Subdivision Code Related to Requirements for the Dedication of Public Sites and Open Spaces (Park Land Dedication)*.

Council Member Kuehl motioned to adopt Ordinance 2019-01 *An Ordinance Amending the Montrose Subdivision Code Related to Requirements for the Dedication of Public Sites and Open Spaces (Park Land Dedication)*. Council Member Marszalek seconded the motion. Motion carried 4-1. Council Member Johnson opposed.

- 4. Wednesday, January 16, 2019 Planning and Zoning Commission Meeting RESCHEDULED to Wednesday, January 30, 2019

Ms. Boelter stated that a Planning and Zoning Commission Public Hearing Notice for the proposed Paxmar Housing Development had to be published in the newspaper and posted at City Hall, the Community Center and Citizen's State Bank ten (10) days prior to the Public Hearing. A Notice also had to be sent to the adjacent property owners of the proposed Paxmar Housing Development property. In order to meet the ten (10) day requirement, the Planning and Zoning Commission Meeting will need to be postponed to Wednesday, January 30, 2019.

Council Member Kuehl motioned to RESCHEDULE the Wednesday, January 16, 2019 Planning and Zoning Commission Meeting to Wednesday, January 30, 2019. Council Member Moynagh seconded the motion. Motion carried 5-0.

E. City Engineer

- 1. Trunk Highway Twenty-Five (TH 25) Project Update

City Engineer, Mr. Cody Mathisen gave an update on the TH 25 Project.

- 2. Year 2019 Letter of Engagement for Engineering Services – Wenck and Associates

City Engineer, Mr. Cody Mathisen presented the year 2019 Letter of Engagement for Engineering Services.

- 3. Resolution 2019-02 *A Resolution Establishing Just Compensation and Authorization to Initiate "Quick Take" Condemnation of Right of Way Project SP 8603-120 Trunk Highway Twenty-Five (TH 25)*

City Attorney, Ms. Amy Schutt stated that due to the short timeframe to move forward with the TH 25 Project, City staff is requesting that the City Council approve two (2) items:

- i. Establishing *Just Compensation* for the purchase of the individual properties along the proposed trail.

- ii. If an agreement cannot be reached with the property owners to purchase their land, staff would like to initiate a "Quick Take" of the properties to meet deadlines for the TH 25 Project.

Council Member Kuehl motioned to adopt Resolution 2019-02 A Resolution Establishing Just Compensation and Authorization to Initiate "Quick Take" Condemnation of Right of Way Project SP 8603-120 Trunk Highway Twenty-Five (TH 25). Council Member Marszalek seconded the motion. Motion carried 4-0-1 Johnson abstained.

10. NO OLD BUSINESS.

11. NEW BUSINESS

A. Year 2019 Fee Schedule

1. Ordinance 2019-02 *An Ordinance Setting Various Development and Administrative Fees*

Ms. Boelter presented Ordinance 2019-02 *An Ordinance Setting Various Development and Administrative Fees*.

Ms. Boelter stated that there are three (3) changes from the year 2018 Fee Schedule and include:

- i. The Sewer Access Charge (S.A.C.) charge increased \$100.00 from \$5,200.00 to \$5,300.00.
- ii. The Water Access Charge (W.A.C.) charge increased \$100.00 from \$2,400.00 to \$2,500.00.
- iii. The Storm Water Fee increased twenty-five cents (.25) from \$4.25 to \$4.50 from direction of the City Council.

Ms. Boelter stated that as part of the year 2019 Fee Schedule City staff has attached the year 1997 State Building Code *Building Permit Fee Schedule* for approval.

Council Member Kuehl motioned to adopt Ordinance 2019-01 *An Ordinance Setting Various Development and Administrative Fees*. Council Member Moynagh seconded the motion. Motion carried 4-1. Council Member Johnson opposed.

B. Discussion of Year 2019 Mayoral Appointments

Mayor Otto reviewed the proposed year 2019 Mayoral Appointments with the City Council and staff.

The Mayor, City Council and staff discussed the various positions and agreed upon the representatives for each Commission, Committee, Organization, Department and Meeting.

Ms. Boelter stated that she will prepare a Resolution with the year 2019 Mayoral Appointments and present it at the February 11, 2019 Regular City Council Meeting for approval.

Mr. Steve Hayes, 240 Buffalo Avenue South, addressed the City Council regarding his concerns about the snow and ice not being cleared from the sidewalks throughout the City. Council Member Kuehl reminded all residents that they are responsible for clearing the snow and ice from the sidewalks adjacent to their property.

Council Member Moynagh directed City staff to contact the developer of Whitetail Ridge to remove the excess construction materials they have laying in the development.

12. UPCOMING MEETINGS

- A. Planning and Zoning Commission Meeting – Wednesday, January 16, 2019 RESCHEDULED to Wednesday, January 30, 2019 at 7:00 p.m. in the Montrose Community Center.
- B. Park and Recreation Commission Meeting – Monday, February 4, 2019 at 5:30 p.m. in the Montrose City Hall Conference Room.

- C. Management Coordinating Committee Meeting – Monday, February 4, 2019 at 3:30 p.m. in the Montrose City Hall Conference Room.
- D. Regular City Council Meeting – Monday, February 11, 2019 at 7:00 p.m. in the Montrose Community Center.
- E. Planning and Zoning Commission Meeting – Wednesday, February 20, 2019 at 7:00 p.m. in the Montrose Community Center.

13. ACKNOWLEDGEMENTS

A. Mayor Otto – Acknowledgements

Mayor Otto acknowledged the following individuals:

- i. The Montrose Fire Department for making ice on the Carver Field Skating Rink.
- ii. Mr. Matt Menard for rescuing the cat at 12-Hi Estates Trailer Park.
- iii. The City Planner, Mr. Myles Campbell for the work he has been doing.
- iv. The City Attorney, Ms. Amy Schutt for the work she has been doing.
- v. Mr. Roy Henry for his work on the City Council.

B. Council Member Moynagh – Acknowledgements

Council Member Moynagh thanked Mayor Otto and her family for maintaining the lighting at the Carver Field Skating Rink.

Ms. Bru Ploog addressed the City Council to remind residents that the first (1st) Community Dinner is being held at the Montrose Community Center on Thursday, January 17, 2019 from 5:00 p.m. to 7:00 p.m. She continued by stating that it is a free meal for Community residents and there will be games played after the dinner.

Montrose Fire Department Chief, Mr. Kevin Triplett addressed the City Council to remind residents that the annual Fire Relief Association Dinner and Silent Auction is being held at the Montrose Community Center on Saturday, February 2, 2019 from 5:00 p.m. to 7:00 p.m. Tickets are available for purchase at City Hall and from any firefighter.

14. ADJOURNMENT

Council Member Marszalek motioned to the adjourn the Regular City Council Meeting at 8:20 p.m. Council Member Kuehl seconded the motion. Motion carried 5-0.

Michelle Otto
Mayor
City of Montrose

ATTEST:

Deborah R. Boelter, CMC
City Clerk-Treasurer
City of Montrose

City of Montrose
 Management Coordinating Committee Meeting
 Montrose City Hall
 311 Buffalo Avenue South
 Tuesday, February 5, 2019
 3:30 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Management Coordinating Committee met on Tuesday, February 5, 2019 at 3:30 p.m.

Mayor Otto called the meeting to order at 3:41 p.m.

2. ROLL CALL

Present: Mayor Michelle Otto
 Council Member Lloyd Johnson
 Council Member Tom Marszalek

Staff Present: Ms. Deborah Boelter, City Clerk-Treasurer
 Mr. Wayne McCormick, Public Works Director

3. CONDUCT SIX MONTH REVIEW FOR CITY CLERK-TREASURER

Mayor Otto, Council Member Johnson and Council Member Marszalek completed Ms. Boelter's six (6) month Performance Review.

At the completion of the Performance Review, they directed Ms. Boelter to include on the February 11, 2019 Regular City Council Meeting's *Consent Agenda* approval to increase her wage to \$30.00 per hour plus the Cost-of-Living Adjustment (COLA) as stated in the Union Contract.

4. ESTABLISH DATE FOR ANNUAL PERFORMANCE REVIEW OF PUBLIC WORKS DEPARTMENT DIRECTOR

Mayor Otto, Council Member Johnson and Council Member Marszalek scheduled Tuesday, March 5, 2019 to complete the annual Performance Review for the Public Works Department Director, Mr. Wayne McCormick.

5. PROTOCOL FOR ORDINANCE ENFORCEMENT

Mayor Otto stated that when City Council Members receive a code enforcement complaint, they should always contact City staff to report the complaint and to discuss it.

Ms. Boelter gave an overview of the protocol for code enforcement:

- ✓ City staff receives complaints through electronic mail, in person at City Hall, telephone calls and through the City's website.
- ✓ City Council Members, Commission Members, Mr. McCormick and other City staff also provide Ms. Boelter with information on blighting properties that they have witnessed within the City.
- ✓ Ms. Boelter does a daily drive through different areas of the City to evaluate properties.
- ✓ When a complaint is received, Ms. Boelter or Mr. McCormick evaluate the property and take photographs.
- ✓ A letter is prepared by Ms. Boelter that details the violation of the City of Montrose's Code, a deadline to remediate the violation and pictures are included that show the items detailed in the letter.
- ✓ Ms. Boelter continues to monitor the progress of the clean-up or remediation.
- ✓ Ms. Boelter works with property owners to set a schedule and plan for remediation.
- ✓ Ms. Boelter or Mr. McCormick continue to take photographs of the properties that have been cited for a code violation.

- ✓ If the property owner fails to clean-up their property and/or bring it into compliance with the City's ordinances, City staff can do one of the following:
 - Fine the property owner.
 - Turn it over to the Wright County Sheriff's Office.
 - The Public Works Department's employees can remediate the code violation and all clean-up expenses would be the responsibility of the property owner.
 - An outside contractor can be hired to remediate the code violation and all expenses incurred would be the responsibility of the property owner.
- ✓ If the property owner fails to pay the fine and/or remediation expenses, the costs will be assessed to their property taxes.

6. PART-TIME CODE ENFORCEMENT EMPLOYEE

Ms. Boelter presented a proposal to hire a part-time Administrative Assistant to work in City Hall and assist primarily with code enforcement. Some of the items discussed included:

- ❖ Employee would take pictures of blighting properties.
- ❖ Employee would prepare code enforcement letters. *(They would be signed by the City Clerk-Treasurer.)*
- ❖ To draw someone with experience the wage would be advertised as \$14.00 per hour to \$16.00 per hour.
- ❖ There is funding in the budget to cover the cost of a part-time Administrative Assistant.
- ❖ The position would be twenty-four (24) hours per week with the following schedule:
 - Monday through Thursday from 9:00 a.m. to 2:00 p.m.
 - Fridays from 7:00 a.m. to 11:00 a.m.
- ❖ The position would also include:
 - Picking up the City's mail at the Post Office.
 - Opening and distributing the mail.
 - Greeting customers during the Utility Billing Clerk's lunch.
- ❖ The position would not have benefits and not be part of the Union Contract.

The Management Coordinating Committee discussed the proposal to hire a part-time Administrative Assistant and directed Ms. Boelter to prepare a Job Description for the position and include it on the February 11, 2019 Regular City Council Meeting Agenda for discussion.

7. QUOTES FOR PICKLE BALL COURT

Mayor Otto asked Mr. McCormick to obtain quotes for resurfacing and painting the existing tennis court; so, it can be used for playing Pickle Ball.

Mr. McCormick stated that he will be obtaining quotes when the snow and ice are off the tennis court.

8. JULY 5, 2019 – CLOSE CITY HALL

Ms. Boelter asked the Management Coordinating Committee to consider closing City Hall on Friday, July 5, 2019 for the fourth (4th) of July Holiday. She stated that City Hall will be closed on Thursday, July 4, 2019 and past experience dictates that City Hall will have little to no visitors for the four (4) hours on Friday, July 5, 2019.

The Management Coordinating Committee discussed and directed Ms. Boelter to include approval to close City Hall on Friday, July 5, 2019 on the February 11, 2019 Regular City Council Meeting's *Consent Agenda*.

9. MANAGEMENT COORDINATING COMMITTEE NAME AND MEETINGS

Ms. Boelter recommended that the name of the "Personnel Committee" be changed to the Management Coordinating Committee due to the fact that other topics and issues other than personnel are discussed at the Meetings.

The Committee discussed and were in agreement that the name should be changed to the Management Coordinating Committee.

Ms. Boelter asked if the Members of the Management Coordinating were able to move the Meeting day from the first (1st) Monday of each month to the first (1st) Tuesday of each month.

The Committee discussed and agreed to move the Meetings to the first (1st) Tuesday of each month.

10. OTHER

A. Public Works Department – Part-Time, Seasonal Summer Employees

Mayor Otto stated that she would like to change the requirements for the part-time, seasonal summer employees from being a college student, twenty-one (21) years of age and have a valid Driver's License to *must be sixteen (16) years of age and have a valid Driver's License.*

The Management Coordinating Committee discussed the part-time, seasonal summer employee positions and directed Ms. Boelter to include discussion of the positions on the February 11, 2019 Regular City Council Meeting Agenda.

B. Carver Field Improvements

Mayor Otto asked Mr. McCormick if he is obtaining quotes for the proposed improvements to Carver Field. Mr. McCormick stated that he has obtained quotes on several items.

C. Northridge Park Trail

Mayor Otto directed City staff to research the installation of the Northridge Park Trail.

D. Ice-Skating Rinks

Mayor Otto stated that the Park and Recreation Commission is in agreement to install a permanent, large ice-skating rink in Northridge Park.

She continued by stating that the Commission would like to continue to install a small rink at Carver Field. Mayor Otto stated that they would use the *Concession Building* at Carver Field as a Warming House and to hold ice skates available for rental or use. Mr. McCormick shared his concerns about the potential damage to Carver Field if a small ice-skating rink is installed over the winter months.

Mayor Otto also stated that the Park and Recreation Commission discussed hiring a part-time, seasonal employee to maintain the Warming House and ice skate rental.

E. Montrose Fire Department – Substation

Council Member Marszalek shared his concerns about the Montrose Fire Department not having a Substation located in the north side of the railroad tracks. He stated that he is concerned about the response time of the Fire Department in the event of an emergency if there is a train going through the City.

Mayor Otto and Council Member Johnson stated that there were plans for a Substation to be located in the location of the Community gardens at the Regional Park; however, the Fire Department Members did not feel it was necessary to build a secondary location. They continued by stating that the Fire Department has a route they can take to respond to emergencies on the north side of the railroad tracks when a train is traveling through the City. The response time with the alternate route is still three (3) to four (4) minutes.

F. Year 2018 Unused Vacation – Mr. McCormick

Mr. McCormick requested to carry over 33.75 hours of unused vacation from the year 2018 to the year 2019. He continued by stating that he will be using the 33.75 hours by the end of February, 2019 for a vacation he has planned.

The Committee discussed and directed Ms. Boelter to include approval to carry over the 33.75 hours of unused vacation to the year 2019 with the stipulation that he use the 33.75 hours by February 28, 2019.

G. Power Outage – Friday, January 25, 2019

Mr. McCormick gave an overview of the power outage the City experienced on Friday, January 25, 2019.

Mr. McCormick stated that the outage did damage some of the equipment at the City's Wastewater Treatment Plant (WWTP); however, the equipment has been repaired.

H. Former Casey's Building – Chai Tea Business

Council Member Marszalek asked for an update on the Chai Tea Business that was considering relocating to the City of Montrose in the former Casey's Building. Ms. Boelter stated that the investors decided not to purchase the former Casey's Building.

I. Paxmar – The Preserve Housing Development

Ms. Boelter gave an update on *The Preserve Housing Development*.

J. Solar Farm – Landscaping Compliance

Council Member Johnson asked City staff to review the landscaping requirements in the Conditional Use Permit (C.U.P.) for the Solar Farm. He continued by stating that the landscaping appears to be out of compliance.

K. AFSCME Council 65 Union Contract

Mayor Otto directed Ms. Boelter to include the AFSCME Council 65 Union Contract under *New Business* on the February 11, 2019 Regular City Council Meeting Agenda for discussion.

11. **ADJOURNMENT**

Mayor Otto adjourned the Management Coordinating Committee Meeting at 5:45 p.m.

Michelle Otto
Mayor
City of Montrose

ATTEST:

Deborah R. Boelter, CMC
City Clerk-Treasurer
City of Montrose

ACCOUNTS PAYABLE LIST

FEBRUARY 11, 2019

Payroll	1/14/19 Payroll	11176.65
Payroll	1/29/19 Payroll	11316.74
IRS-Federal Tax Payment	1/14/19 FED/FICA Tax	4004.94
IRS-Federal Tax Payment	1/29/19 FED/FICA Tax	4067.61
MN Dept. of Revenue	1/14/19 State Withholding	748.03
MN Dept. of Revenue	1/29/19 State Withholding	765.17
PERA	1/14/19 Payroll	2363.46
PERA	1/29/19 Payroll	2367.90
Payment Service Network	Jan. PSN/ACH Fees	990.98
Abdo, Eick & Meyers	2018 Audit	7500.00
*AFSCME Council 65	Jan. Union Dues	171.00
AmeriPride Services	Uniforms/Floor Mats	344.19
Auto Value Buffalo	WWTP Generator	360.98
Bolton & Menk	Well/Wellhouse Engineering	1552.50
Cardmember Service	Snowblower Repairs	60.92
Cardmember Service	Kuehl Hotel-Officials Conf.	127.78
Centra Sota	Diesel Fuel	1106.70
Cintas	Uniforms/Floor Mats	44.28
*Citizens State Bank	Jan. H.S.A. Deposit	2558.00
Cole Papers	Copier Paper	480.00
*Colonial Life Ins.	Employee Insurance	111.78
Delano Auto Parts	Plow Trucks/PW Shop	175.32
Delta Dental	Feb. Dental Ins.	699.60
Farm Rite Equipment	Bobcat Repair	108.92
Gopher State One-Call	2109 Annual Operator Fee	50.00
Hawkins, Inc.	Water Chemicals	746.29
Hawkins, Inc.	WWTP Chemicals	4468.90
Health Partners	Feb Health Ins.	10517.91
ISD #877 Community Ed	2018 Open Gym	510.00
*IUOE Local 49	Jan. Union Dues	175.00
*Madison Nat'l Life	Feb. Disability Ins.	359.26
Marco Technologies	Printer Mtce Agreements	47.90
Matheson Tri-Gas	Cutting Torch Gas	164.66
Menards	City Hall Plumbing Repairs	59.84
Menards	Comm Ctr Softener Salt	46.32
Menards	PW Shop/Water/WWTP	409.07
Milhausen Auto	2005 Chevy Repairs	1055.86
MN Municipal Utilities	2019 Water Member Dues	318.00
MN Dept of Public Safety	2019 Water Chemical Fees	125.00
MN Rural Water Assn	McCormick/Remer Conf. Fees	480.00
MVTL Labs	Water Testing	48.20
MVTL Labs	WWTP Testing	381.30

February 11, 2019

Page 2

Northland Securities	2018 Annual Disclosure Rpt	1750.00
Paumen Computer Service	Feb Backup Service	100.00
Paumen Computer Service	Monthly IT/Mtce.	401.25
Randy's Enviro Services	Jan. Refuse/Recycle	15474.13
RDO Equipment	Payloader Repair/Mtce	3920.94
Sentry Systems	Qtrly City Hall Alarm Service	141.74
St. Cloud State Univ.	Boelter MCFOA Conf.	365.00
USABle Life Ins	Feb. Life Ins.	79.50
Wal-Mart	Town Hall Mtg/City Hall	88.67
Wilson Develop Services	TH 25 Appraisal Services	4371.04
Wright Cty Hwy Dept	Road Salt	4117.59
Wright Cty Treasurer	Nov & Dec County Fines	842.67
Wright-Hennepin CO-OP	Electric Charges	176.58
	ACCOUNTS PAYABLE SUBTOTAL	104996.07
Ameripride	Uniforms/Floor Mats	94.57
Centra Sota	Annual Tank Lease	50.00
Comcast	Internet Service	536.65
Delano True Value	Snowblower/WWTP Repairs	232.15
Gopher State One-Call	Water/Sewer Locates	16.20
Stephanie Gunnink	Utility Overpayment	10.37
Marie Jenson	Janitorial Services	387.50
Nathan Keim	Utility Overpayment	114.03
Ricardo Luna	Utility Overpayment	39.68
Midwest Machinery	Snow Blower Repair	144.85
MN Computer Systems	Copier Mtce Agreement	234.00
MN DNR	2018 Water Fees	458.02
MN Pollution Control	Remer/Eischens Conf	780.00
MN Pollution Control	Eischens Exam Fee	55.00
MVTL Labs	WWTP Testing	272.90
Riteway Business Forms	A/P Checks	209.33
Zack Severs	Utility Overpayment	17.93
St. Cloud State Univ.	Manson MCFOA Conf.	275.00
Star2Star Comm.	Telephone Charges	236.71
Total Printing	Business Cards	180.00
Traut Well Co.	Test Well	14356.25
U.S. Bank	2012A Bond Agent Fees	500.00
Verizon Wireless	Cell Phones	346.07
Wright Cty Auditor	Feb. Sheriff Patrol	22660.42
Wright Cty Jrnl Press	Legal Notices	284.44
Xcel Energy	Electric & Gas Charges	2305.63
	TOTAL ACCOUNTS PAYABLE	149793.77

February 11, 2019
Page 3

OTTO	BOELTER	MARSZALEK
------	---------	-----------

JOHNSON	KUEHL	MOYNAGH
---------	-------	---------

* Appendix

Payments received to offset checks written

Payroll Deduction	AFSCME-Jan Union Dues	171.00
Payroll Deduction	Jan. H.S.A. Deposit	1158.00
Payroll Deduction	IUOE 49-Jan. Union Dues	175.00
Payroll Deduction	Jan Employee Ins	111.78
Payroll Deduction	Feb. Disability Ins.	359.26

FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

FEBRUARY 11, 2019

Emerg. Response Solutions	SCBA Maintenance	14.07
Flett Graphics Services	Pickup Repairs	490.00
Menards	Fire Station Supplies	16.99
OnSite Medical Service	FF SCBA Physicals	2880.00
Streichers, Inc.	FF Uniforms	217.89
Volunteer FF Benefits	FF 2019 Life Insurance	175.00
Comcast	Internet Service	97.85
Emerg. Response Solutions	SCBA Testing/Mtce	1504.00
Precision Prints	Fire/Rescue Reports	79.00
R&D Sales, Inc.	FF T-Shirts	411.00
Streicher's	FF Uniforms	55.99
Verizon	FD I-Pad	40.01
TOTAL ACCOUNTS PAYABLE		5981.80

 OTTO

BOELTER

MARSZALEK

 JOHNSON

KUEHL

MOYNAGH

*APPENDIX

Payments received to offset checks written



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		Date organized		Tax exempt number	
Beyond the Yellow Ribbon of Montrose		July 2014		47-3525122	
Address		City	State	Zip Code	
PO BX 144		Montrose	Minnesota	55363	
Name of person making application		Business phone		Home phone	
Lori Wilhelm		612-759-1288		612-759-1288	
Date(s) of event	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer				
Saturday April 27, 2019	<input checked="" type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit				
Organization officer's name	City	State	Zip Code		
Melissa Gudvangen - President	Minnetonka	Minnesota	55345		
Organization officer's name	City	State	Zip Code		
Armando Hernandez - Vice President	Montrose	Minnesota	55363		
Organization officer's name	City	State	Zip Code		
Kathy Jerde - Secretary	Waverly	Minnesota	55390		
Organization officer's name	City	State	Zip Code		
Lori Wilhelm - Director	Montrose	Minnesota	55363		

Location where permit will be used. If an outdoor area, describe.
 200 Center Ave - Montrose Community Center Parking lot (weather permitting)

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

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

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

A RESOLUTION AMENDING THE 2018 BUDGET

RESOLUTION 2019-05

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

Now Therefore, Be It Resolved by the City Council of the City of Montrose, Minnesota, that this amendment to the 2018 budget, as attached, be applied to the appropriations and estimated revenue accounts of the City's funds.

Adopted by the City Council this 11th day of February, 2019.

Signed: _____
Michelle Otto, Mayor

ATTEST:

Deborah Boelter
City Clerk-Treasurer

See Exhibit A dated February 11, 2019

EXHIBIT A
February 11, 2019
2018 BUDGET AMENDMENTS

Fund	Amendments	Explanation	Reimbursement
Treasurer			
101-41510-207	\$1,900.00	Back-Up Server Issues	From Fund Balance
101-41510-499	\$350.00	Ditch 38 Assesment	From Fund Balance
101-41510-700	\$138,851.66	Garfield Ave Construction Transfer per CIP	From Fund Balance
101-36200	\$1,170.00	W.C. Auditor - Ballot Refund	
Legal Services			
101-41600-304	\$4,100.00	Legal Services	From Fund Balance
101-41610-304	\$2,100.00	Legal Services-Union Negotiations	From Fund Balance
Planning & Zoning			
101-41910-302	\$3,900.00	Planners Fees	From Fund Balance
101-41910-304	\$740.00	Legal Services - Preserve of Montrose	From Fund Balance
101-41910-499	\$2,220.00	Miscellaneous - Preserve County Ditch Assessment	From Sale of Land
Govt Bldgs/Grounds			
101-41940-382	\$100.00	Water Utilities - Water Leak at City Hall	From Repairs/Mtce
101-41940-385	\$210.00	Sewer Utilities - Water Leak at City Hall	From Repairs/Mtce.
101-41940-401	-\$310.00	Repairs/Mtce Transfer to Water & Sewer	
Public Works			
101-43100-151	\$700.00	Worker's Comp.	From Full Time Wages
101-43100-101	-\$700.00	Full Time Wages Trfr to Worker's Comp.	
101-43100-499	\$900.00	Public Works Employee Ads	From Fund Balance
101-43100-540	\$6,900.00	Heavy Machinery - F350 Snow Plow	From Street Repair/Mtce Fund
101-43100-314	-\$6,900.00	Street Repair/Mtce Trfr to Heavy Machinery	
101-43100-575	\$1,200.00	Computer Equip. - New GIS Mapping System	From Fund Balance

101-33422	\$25,026.00	State Grant-Small Cities Road Improve Grant	2019 Emerson Ave Street Project
101-36200	\$6,437.00	LMCIT - Snowblower Damage/2018 Dividends	
Fire Dept.			
220-42220-151	\$2,000.00	Worker's Comp	From Wages
220-4220-100	-\$2,000.00	Wages & Salaries - Trfr to Worker's Comp	
220-36230	\$5,000.00	Donations - Montrose Lions Club	Purchase AEDs
Community Center			
290-41940-310	\$500.00	Cleaning Service	From Operating Supplies
290-41940-210	-\$500.00	Trfr to Cleaning Service	
290-41940-500	\$250.00	Comm Ctr Rent Refund	From Comm Ctr Rent Revenue
Capital Projects			
401-41940-550	\$33,000.00	F-350 Pick-Up Purchased	From Previous Years Budgets &
Garfield Ave			
502-4310-303	\$6,300.00	Engineering Fees - Approved Reconstruction	From Bond Proceeds & Gen Fund
502-43100-535	\$79,000.00	Primary Contractor - Approved Reconstruction	From Bond Proceeds & Gen Fund
502-39203	\$138,851.66	Transfer - From General Fund Per C.I.P.	
TH 25 Improvement			
504-43100-303	\$23,000.00	Engineering Fees - Approved Reconstruction	From Miscellaneous Account
504-43100-304	\$5,600.00	Legal Fess - Land Purchase	From Miscellaneous Account
Well/Welhouse #3			
505-43251-303	\$77,000.00	Engineering Fees	From Bond Proceeds
505-43251-304	\$1,500.00	Legal Fees	From Bond Proceeds
505-43251-316	\$21,000.00	Testing Services - Test Wells	From Bond Proceeds
Water Fund			
601-49350-218	\$4,100.00	Water Meters	From Water Meter Sales

601-49350-340	\$1,000.00	Advertising - Employee Ad	From Fund Balance
601-36200	\$2,533.00	Refunds-LMCIT W/C Refund & Pickup Damage	
601-36200	\$1,506.00	Refunds - Special Assess Payoff	
Sewer Fund			
602-49350-227	\$1,900.00	System Repairs - Rolling Meadows Lift Station	From Fund Balance
602-49350-530	\$10,000.00	Improvements Other - 1st St. Lift Station	From Fund Balance
Refuse Fund			
603-49350-319	\$1,000.00	Recycling	From Fund Balance
603-49350-437	\$3,100.00	Sales Tax Remitted	From Sales Tax Collected 2017 & 2018
Storm Water Fund			
604-49350-303	\$1,000.00	Engineering Fees - Drainage Issues	From Fund Balance
Wastewater Fund			
605-49350-151	\$600.00	Worker's Comp	From Full Time Wages
605-49350-382	\$1,000.00	Water Utilities	From Fund Balance
605-49350-383	\$1,300.00	Gas Utilities	From Fund Balance
605-49350-520	\$2,000.00	Bldgs & Structures - Fence Repair	From Fund Balance
605-49350-530	\$1,200.00	Other Improvements - WW Sample Refrigerator	From Fund Balance

CITY OF MONTROSE **CREDIT CARD POLICY**

City of Montrose may authorize the use of a credit card by any City employee otherwise authorized to make a purchase on behalf of the City as allowed in MN Statute 471.382. All purchases by credit card must otherwise comply with all statutes, rules and policies applicable to City purchases.

A receipt and/or invoice for items charged must be retained and attached to the credit card bill. The payment of the credit card will be approved by the city council along with the payment of other city claims.

Credit card use must comply with laws concerning borrowing. Credit cards will not be used for carrying debt. The entire card balance shall be paid in full each month. (*MN Stat Ch 475*)

Employees authorized to use the City of Montrose's fuel credit card(s) include employees or volunteers who are members of: Public Works Department and Fire Department. Purchases shall be for vehicle fuel, oil and other items related to the operation of the vehicle or that department.

City credit cards will be issued through the Clerks' office. All cards must be returned to the City Administrator when renewed or upon leaving the employment of the City. A lost or stolen credit card must be reported immediately.

No employee will intentionally use a City of Montrose credit card for personal purchases. Unauthorized use or abuse of a city credit card will result in disciplinary action, up to and including termination of employment. All personal charges must be paid back to the City of Montrose immediately

Supporting documents and/or invoices will be submitted to the City Administrator's Office to be reconciled with the credit card statement and attached to the claim for payment processing. Department Heads shall review all credit card purchases made on behalf of their department and recommend or deny approval for payment. A description of the purchase will be noted on the invoice and/or receipt.

The City Clerk's Office shall keep a record of all persons issued a credit card or having authorization to use a City credit card. Authorized persons will receive, sign and file an acknowledgment form regarding credit card use. See attached.

Dated: _____

Michelle Otto, Mayor

Attest:

Deborah Boelter
City Clerk-Treasurer

**CITY OF MONTROSE
WRIGHT COUNTY, MINNESOTA**

RESOLUTION NO. 2019-06

**RESOLUTION ADOPTING POLICY REGARDING OPENING INVOCATIONS
BEFORE MEETINGS OF THE MONTROSE CITY COUNCIL**

WHEREAS, the City Council of the City of Montrose (“the Council”) is an elected legislative and deliberative public body, serving the citizens of Montrose, Minnesota; and

WHEREAS, the Council wishes to solemnize its proceedings by allowing for an opening invocation before each meeting, for the benefit of the Council; and

WHEREAS, the Council now desires to adopt this formal, written policy to clarify and codify its invocation practices; and

WHEREAS, the Council intends to adopt a policy that does not proselytize or advance any particular faith or show any purposeful preference of one religious view to the exclusion of others; and

WHEREAS, in *Marsh v. Chambers*, 463 U.S.783 (1983), the United States Supreme Court specifically concluded, “The opening of sessions of legislative and other deliberative public bodies with prayer is deeply embedded in the history and tradition of this country. From colonial times through the founding of the Republic and ever since, the practice of legislative prayer has coexisted with the principles of disestablishment and religious freedom.” *Id.*, at 786; and

WHEREAS, the United States Supreme Court determined, “The content of [such] prayer is not of concern to judges where . . . there is no indication that the prayer opportunity has been exploited to proselytize or advance any one, or to disparage any other, faith or belief.” *Id.* At 794-795; and

WHEREAS, the Council believes that clergy that serve the local community are particularly suited through training, tradition, and public service to solemnize public occasions, express confidence in the future, and to encourage the recognition of what is worthy of appreciation in society. *See Lynch v. Donnelly*, 465 U.S.668, 693 (J. O’Connor concurring); and

WHEREAS, the Council intends to adopt a policy, consistent with its prior practice that will not show a purposeful preference of one religious view over another by not permitting the faith of the person offering the invocation to be considered when extending an invitation; and

WHEREAS, the Council recognizes its constitutional duty to interpret, construe, and amend its policies and ordinances to comply with constitutional requirements as they are announced; and

WHEREAS, the Council accepts as binding the applicability of general principles of law and all the rights and obligations afforded under the United States and Minnesota Constitutions and statutes.

NOW, THEREFORE, be it resolved by the City Council of the City of Montrose, Minnesota, that the Council hereby adopts the following policies regarding opening invocations before meetings of the Council:

- (1) It is the intent of the Council to allow for a private citizen to solemnize the proceedings of the Montrose City Council. It is the policy of the Council to allow for an invocation, which may include a prayer, a reflective moment of silence, or a short solemnizing message, to be offered before its meetings for the benefit of the Council.
- (2) The invocation may not be offered by a City Councilmember.
- (3) The invocation shall occur at the beginning of the meeting and shall be limited to two (2) minutes.
- (4) The focus of the invocation shall be the City Councilmembers and not the meeting attendees.
- (5) The City shall not dictate the message of the invocation or review it in advance.
- (6) No City Councilmember, City employee, or any other person in attendance at the meeting shall be required to participate in any invocation that is offered and such decision shall have no impact on the ability of the person to actively participate in the business of the Council.
- (7) No invocation speaker shall receive compensation for his or her service.
- (8) No guidelines or limitations shall be issued regarding an invocation's content except that the Council shall request by the language of this policy that no invocation should proselytize or advance any faith, or disparage the religious faith or non-religious views of others. This Resolution shall be provided to every invocation speaker in advance of the speaker's invocation at a Council meeting.
- (9) Neither the City Council nor the Clerk shall engage in any prior inquiry, review of, or involvement in, the content of any invocation to be offered by an invocation speaker.
- (10) The invocation shall be voluntarily delivered by an eligible member of the clergy or appointed representative of an organization from the Council's Assemblies List. To ensure that such person ("the invocation speaker") is selected from among a wide pool of representatives, on a rotating basis, the invocation speaker shall be selected according to the following procedure:

(a) The City shall compile and maintain a database (the "Assemblies List") of the assemblies and organizations located within the City and within a fifteen-mile radius of the City ("Assembly Area") with an established presence in Montrose and Wright County for the primary purpose of sharing a religious perspective or that exist for the betterment of the City of Montrose and its inhabitants (hereinafter referred to as "Assemblies").

(b) The Assemblies List shall be compiled by referencing listings for "churches", "congregations", other religious assemblies or non-religious/non-profit organizations that are devoted to the betterment of the City and its inhabitants in databases maintained by the City, suggestions from council members, research from the Internet, and consultation with local neighborhood associations. All Assemblies with an established presence in the Assemblies Area are eligible to be included in the Assemblies List, and any such organizations may request inclusion in the Assemblies List by written request to the City.

(c) The policy is intended to be and shall be applied in a way that is all-inclusive of every diverse religious assembly and benevolent organizations serving the citizens of Montrose and Wright County, irrespective of religious or irreligious affiliation. The Assembly List is compiled and used for purposes of logistics, efficiency, and equal opportunity for all of the community's benevolent organizations, who may themselves choose whether to respond to the Council's invitation and participate. Should a question arise as to the authenticity of a benevolent organization, the City Clerk shall refer to criteria used by the Internal Revenue Service in its determination of those organizations that would legitimately qualify for I.R.C. § 501 (c) (3) tax-exempt status.

(d) The Assemblies List shall also include the name and contact information of any chaplain who may serve one or more of the fire departments, law enforcement agencies or military organizations within the City of Montrose and Wright County.

(e) The Assemblies List shall be updated, by reasonable efforts of the City Clerk, by December 15 of each calendar year.

(f) Respondents to the invitation shall be scheduled on a first-come, first-serve basis to deliver the invocation. In any event, no Assembly shall be scheduled to offer an invocation at consecutive meetings of the Council, or at more than six (6) Council meetings in any calendar year.

(g) The City Clerk shall maintain a 6 month schedule of invocation speakers and shall make every reasonable effort to ensure that a variety of eligible invocation speakers are scheduled for the Council meetings. In the event that the schedule for invocation speakers for the calendar year is full and a new Assembly requests the opportunity to be added to the Assemblies List and provide an invocation, the City Clerk may replace an invocation speaker who has had an opportunity to provide the invocation

during the calendar year with to allow for a new invocation speaker after proper notice to the replaced invocation speaker.

(h) Should there be no requests or not enough sufficient requests to give the invocation at a meeting of the Council, the Council shall provide a moment of silence prior to the meeting.

(i) In the event an eligible member of the clergy believes that the City Clerk has not complied with the terms of this policy, the clergy member has the right to have the matter reviewed by the Council.

NOW, THEREFORE, BE IT FURTHER RESOLVED that this policy shall become effective immediately upon adoption by the Council.

PASSED, ADOPTED AND APPROVED this 11th day of February, 2019.

By: _____
Michelle Otto, Mayor

ATTEST:

Deb Boelter, Clerk-Treasurer

CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA

RESOLUTION NO. 2019-07

A RESOLUTION APPROVING THE MAYORAL APPOINTMENTS FOR THE YEAR 2019

Acting Mayor:	Council Member Lloyd Johnson
Chamber of Commerce Representative:	City Clerk-Treasurer Council Member Tom Marszalek
Community Education Representative:	Mayor Michelle Otto
Economic Development Authority:	City Council
Fire Department/Emergency Management Chief/Emergency Management Director:	Fire Chief
Assistant Fire Chief/Emergency Management Director:	Assistant Fire Chief and/or Fire Department Captains
Fire Department Council Liaison:	Council Member Ben Kuehl
U.S. Highway 12 Coalition	Mayor Michelle Otto Council Member Kirby Moynagh City Clerk-Treasurer
U.S. Highway 12 Development Committee Members:	Graham Sones, Chair Ellen Sones Sylvia Henry <i>1 Vacancy</i> Council Member Kirby Moynagh City Clerk-Treasurer
Management Coordinating Committee Members:	Mayor Acting Mayor Council Member Tom Marszalek Public Works Director City Clerk-Treasurer Fire Chief
Park and Recreation Commission Members:	Matt Russell, Chair Sylvia Henry Barry Rhineberger <i>4 Vacancies</i>
Park and Recreation Commission Council Liaison:	Mayor Michelle Otto
Park and Recreation Commission Alternate Council Liaison:	Council Member Kirby Moynagh
Park and Recreation Commission Staff Coordinator:	Utility Billing Clerk
Planning and Zoning Commission Members:	Sylvia Henry Barry Rhineberger Tracy Gurneau Mike Scanlon

Justin Emery
2 Vacancies

Planning and Zoning Commission Council Liaison: Council Member Lloyd Johnson

Planning and Zoning Commission Alternate Council Liaison: Council Member Tom Marszalek

Planning and Zoning Commission Planner: Myles Campbell
Northwest Associated Consultants

Planning and Zoning Commission Staff Coordinator: City Clerk-Treasurer

Finance Committee: Council Member Tom Marszalek
Council Member Kirby Moynagh
Deputy Clerk

Finance Committee Alternate: City Clerk-Treasurer
Council Member Ben Kuehl

Utility Emergency Board: Mayor
Public Works Director

Montrose Days Celebration Committee Council Liaison: Council Member Ben Kuehl

Wright County Area Transportation: Deputy Clerk

Wright County Board of Commissioners Meetings: Council Member Tom Marszalek

Official Depositories:
Citizens State Bank of Waverly
Klein Bank of Buffalo
Wells Fargo of Buffalo
Northland Securities

Official Newspaper: Wright County Journal Press

City Meetings:

City Council	Community Center	Monthly - Second Monday	7:00 p.m.
Economic Development Authority	Community Center	Bi-Monthly - Second Monday	6:00 p.m.
Finance Committee	City Hall	Quarterly - Fourth Thursday	9:00 a.m.
U.S. Highway 12 Committee	City Hall	Quarterly - Third Wednesday	5:00 p.m.
Management Coordinating Committee	City Hall	Monthly - First Tuesday	3:30 p.m.
Park and Recreation Commission	City Hall	Monthly - First Monday	5:30 p.m.
Planning and Zoning Commission	Community Center	Monthly - Third Wednesday	7:00 p.m.

Adopted by the City Council of Montrose, Minnesota this 11th day of February, 2019.

Michelle Otto
Mayor
City of Montrose

Attested:

Deborah R. Boelter
City Clerk-Treasurer
City of Montrose



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 February 1, 2019

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
911 Abandoned Total: 2					
01/11/19 22:26	911 Abandoned	2019003159			911
01/28/19 17:23	911 Abandoned	2019007674			911
911 Hang-up Total: 4					
01/14/19 18:04	911 Hang-up	2019003932			911
01/23/19 06:57	911 Hang-up	2019006181			911
01/26/19 02:23	911 Hang-up	2019007041			911
01/30/19 06:39	911 Hang-up	2019008063			911
911 Open Line Total: 4					
01/01/19 11:33	911 Open Line	2019000075			911
01/03/19 20:57	911 Open Line	2019000811			911
01/21/19 20:55	911 Open Line	2019005867	911 Open Line	WCSOP19002158	911
01/28/19 14:54	911 Open Line	2019007632			911
Abuse Total: 1					
01/21/19 11:39	Abuse	2019005766	Abuse Child	WCSOP19002116	Phone
Agency Assist Total: 1					
01/21/19 18:04	Agency Assist	2019005836	Agency Assist	WCSOP19002147	
Alarm Total: 1					
01/30/19 11:40	Alarm	2019008127	Alarm	WCSOP19003080	Phone
Animal Total: 1					
01/23/19 22:25	Animal	2019006434	Animal	WCSOP19002386	Phone
Assault Total: 1					
01/20/19 12:45	Assault	2019005535	Domestic Disturbance	WCSOP19002033	Phone
Check Welfare Total: 2					
01/22/19 15:55	Check Welfare	2019006029	Check Welfare	WCSOP19002238	Phone
01/29/19 09:31	Check Welfare	2019007813	Check Welfare	WCSOP19002953	Phone
Citizen Aid Total: 6					
01/07/19 19:36	Citizen Aid	2019001927			911
01/12/19 14:27	Citizen Aid	2019003323	Citizen Aid	WCSOP19001240	Phone
01/22/19 10:59	Citizen Aid	2019005964	Citizen Aid	WCSOP19002204	Phone
01/26/19 04:40	Citizen Aid	2019007062	Citizen Aid	WCSOP19002628	911
01/26/19 05:56	Citizen Aid	2019007079	Citizen Aid	WCSOP19002639	911
01/30/19 09:47	Citizen Aid	2019008100	Citizen Aid	WCSOP19003070	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Civil Complaint Total: 8					
01/01/19 13:30	Civil Complaint	2019000094	Civil Complaint	WCSOP19000054	Phone
01/07/19 08:53	Civil Complaint	2019001764	Theft	WCSOP19000662	Phone
01/12/19 11:16	Civil Complaint	2019003270	Civil Complaint	WCSOP19001216	Phone
01/13/19 11:41	Civil Complaint	2019003566	Civil Complaint	WCSOP19001332	Phone
01/15/19 15:52	Civil Complaint	2019004201	Civil Complaint	WCSOP19001574	Phone
01/26/19 12:03	Civil Complaint	2019007128	Civil Child Custody	WCSOP19002660	Phone
01/28/19 14:21	Civil Complaint	2019007619	Civil Complaint	WCSOCVL19002868	Phone
01/29/19 18:42	Civil Complaint	2019007945	Civil Complaint	WCSOP19003015	Phone
Civil Complaint; Agency Assist Total: 1					
01/20/19 23:20	Civil Complaint; Agency	2019005683	Civil Child Custody	WCSOP19002078	Phone
Civil Complaint; Theft Total: 1					
01/28/19 22:06	Civil Complaint; Theft	2019007727	Civil Complaint	WCSOP19002918	Phone
Civil Process Total: 20					
01/09/19 10:30	Civil Process	2019002362			Officer
01/11/19 11:37	Civil Process	2019002975			Officer
01/11/19 11:48	Civil Process	2019002979			Officer
01/14/19 09:56	Civil Process	2019003801			Officer
01/14/19 10:01	Civil Process	2019003803			Officer
01/18/19 10:07	Civil Process	2019004971			Officer
01/22/19 10:26	Civil Process	2019005953			Officer
01/22/19 18:29	Civil Process	2019006071			Officer
01/23/19 11:54	Civil Process	2019006254			Officer
01/24/19 10:36	Civil Process	2019006526			Officer
01/24/19 10:56	Civil Process	2019006533			Officer
01/24/19 17:38	Civil Process	2019006622			Officer
01/24/19 17:46	Civil Process	2019006626			Officer
01/25/19 14:35	Civil Process	2019006839			Officer
01/28/19 14:11	Civil Process	2019007615			Officer
01/29/19 14:09	Civil Process	2019007864			Officer
01/30/19 12:10	Civil Process	2019008134			Officer
01/31/19 09:51	Civil Process	2019008340			Officer
01/31/19 16:13	Civil Process	2019008427			Officer
01/31/19 16:25	Civil Process	2019008431			Officer
Commercial General Alarm Total: 2					
01/15/19 21:59	Commercial General	2019004315			Phone
01/30/19 19:08	Commercial General	2019008227	Commercial General Alarm	WCSOP19003118	Phone
Court Order Violation Total: 1					
01/02/19 12:00	Court Order Violation	2019000316	Court Order Violation	WCSOP19000139	Phone
Domestic Disturbance Total: 1					
01/02/19 06:50	Domestic Disturbance	2019000243	Domestic Disturbance	WCSOP19000113	911
Domestic Disturbance; Medical - Sick Total: 1					

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
01/25/19 09:03	Domestic Disturbance;	2019006786	Domestic Disturbance	WCSOP19002530	911
Fire - Gas Leak Total: 1					
01/26/19 03:58	Fire - Gas Leak	2019007054	Fire - Gas Leak	WCSOP19002623	Phone
Fraud - Checks - Cards Total: 2					
01/03/19 12:26	Fraud - Checks - Cards	2019000649	Fraud - Checks - Cards	WCSOP19000251	Phone
01/04/19 09:15	Fraud - Checks - Cards	2019000912	Fraud - Checks - Cards	WCSOP19000340	Phone
Juvenile - Complaint Total: 3					
01/03/19 07:44	Juvenile - Complaint	2019000567	Juvenile - Complaint	WCSOP19000215	911
01/08/19 11:08	Juvenile - Complaint	2019002079	Juvenile - Complaint	WCSOP19000800	911
01/22/19 17:54	Juvenile - Complaint	2019006058	Domestic Disturbance	WCSOP19002246	911
Medical - Breathing Problems Total: 2					
01/01/19 06:27	Medical - Breathing	2019000048	Medical - Breathing Problems	WCSOP19000029	911
01/07/19 13:00	Medical - Breathing	2019001819	Medical - Breathing Problems	WCSOP19000687	911
Medical - Fall Under 6 Feet Total: 1					
01/17/19 22:04	Medical - Fall Under 6	2019004870	Medical - Fall Under 6 Feet	WCSOP19001798	Phone
Medical - Non Emergency Transport Total: 1					
01/21/19 11:50	Medical - Non	2019005768			Phone
Medical - Psychiatric - Behavioral Total: 1					
01/13/19 01:34	Medical - Psychiatric -	2019003492	Medical - Psychiatric -	WCSOP19001295	911
Medical - Sick Total: 1					
01/02/19 07:52	Medical - Sick	2019000256			911
Medical - Stroke Total: 1					
01/02/19 16:42	Medical - Stroke	2019000404	Medical - Stroke	WCSOP19000174	911
Medical - Unknown Total: 1					
01/16/19 22:00	Medical - Unknown	2019004575	Medical - Unknown	WCSOP19001693	911
Missing Person Total: 1					
01/04/19 20:47	Missing Person	2019001107	Check Welfare	WCSOP19000424	911
Motorist Aid Total: 1					
01/27/19 23:11	Motorist Aid	2019007498			911
MVA - Hit & Run Total: 2					
01/05/19 08:27	MVA - Hit & Run	2019001228	MVA - No Injuries	WCSOP19000462	
01/07/19 07:29	MVA - Hit & Run	2019001748	MVA - Hit & Run	WCSOP19000654	
MVA - No Injuries Total: 3					
01/07/19 07:07	MVA - No Injuries	2019001744	Agency Assist	WCSOP19000652	911
01/24/19 13:54	MVA - No Injuries	2019006565	MVA - No Injuries	WCSOP19002449	911
01/31/19 12:18	MVA - No Injuries	2019008377	MVA - No Injuries	WCSOP19003182	
Neighborhood Dispute Total: 1					

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
01/20/19 18:32	Neighborhood Dispute	2019005617	Neighborhood Dispute	WCSOP19002057	
Open Door - Window Total: 1					
01/29/19 23:24	Open Door - Window	2019008027	Open Door - Window	WCSOP19003042	
Parking Total: 2					
01/09/19 15:08	Parking	2019002419	Parking	WCSOP19000924	
01/30/19 13:08	Parking	2019008147			
Probation Check Total: 4					
01/02/19 20:26	Probation Check	2019000468			Officer
01/13/19 10:50	Probation Check	2019003549			Officer
01/13/19 11:11	Probation Check	2019003557			Officer
01/13/19 11:19	Probation Check	2019003559			Officer
Public Works - Utilities Total: 1					
01/13/19 00:03	Public Works - Utilities	2019003470			Phone
Repossession Total: 1					
01/03/19 19:27	Repossession	2019000787			
Residential General Alarm Total: 3					
01/03/19 12:01	Residential General	2019000640	Residential General Alarm	WCSOP19000245	Phone
01/17/19 08:13	Residential General	2019004651	Residential General Alarm	WCSOP19001718	Phone
01/31/19 12:11	Residential General	2019008375	Residential General Alarm	WCSOP19003181	Phone
Residential Medical Alarm Total: 1					
01/28/19 02:21	Residential Medical	2019007513	Residential Medical Alarm	WCSOP19002818	Phone
SIA Area Watch Total: 2					
01/21/19 06:22	SIA Area Watch	2019005716			
01/21/19 06:23	SIA Area Watch	2019005717			
SIA Business Walk Through Total: 2					
01/12/19 06:15	SIA Business Walk	2019003234			
01/20/19 06:15	SIA Business Walk	2019005477			
SIA City Council - City Hall Total: 1					
01/14/19 18:44	SIA City Council - City	2019003947			
SIA Other Total: 1					
01/26/19 02:49	SIA Other	2019007050			
SIA School Check Total: 2					
01/14/19 07:31	SIA School Check	2019003770			
01/24/19 07:36	SIA School Check	2019006499			
Snowbird Total: 6					
01/09/19 01:26	Snowbird	2019002279	Snowbird	WCSOP19000868	
01/09/19 01:33	Snowbird	2019002280	Snowbird	WCSOP19000869	
01/10/19 01:27	Snowbird	2019002590	Snowbird	WCSOP19000962	

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
01/17/19 01:01	Snowbird	2019004604	Snowbird	WCSOP19001701	
01/17/19 01:52	Snowbird	2019004611	Snowbird	WCSOP19001703	
01/18/19 02:29	Snowbird	2019004908	Snowbird	WCSOP19001808	

Stoparm Violation Total: 1

01/23/19 09:33	Stoparm Violation	2019006211	Stoparm Violation	WCSOP19002304	Other
----------------	-------------------	------------	-------------------	---------------	-------

Suspicious - Circumstances Total: 3

01/20/19 19:44	Suspicious -	2019005639	Suspicious - Circumstances	WCSOP19002067	Phone
01/21/19 15:23	Suspicious -	2019005809	Suspicious - Circumstances	WCSOP19002137	Phone
01/26/19 23:47	Suspicious -	2019007300	Suspicious - Circumstances	WCSOP19002726	911

Suspicious - Person - Vehicle Total: 4

01/02/19 05:18	Suspicious - Person -	2019000236	Suspicious - Person - Vehicle	WCSOP19000110	911
01/07/19 20:59	Suspicious - Person -	2019001944	Suspicious - Person - Vehicle	WCSOP19000743	Phone
01/19/19 17:49	Suspicious - Person -	2019005340	Neighborhood Dispute	WCSOP19001971	911
01/22/19 18:17	Suspicious - Person -	2019006066			Phone

Theft Total: 3

01/02/19 14:59	Theft	2019000370	Theft	WCSOP19000161	Phone
01/08/19 13:14	Theft	2019002110	Theft	WCSOP19000814	Phone
01/10/19 18:20	Theft	2019002797	Theft	WCSOP19001043	Phone

Theft - From Vehicle Total: 1

01/12/19 10:38	Theft - From Vehicle	2019003263	Theft - From Vehicle	WCSOP19001215	Phone
----------------	----------------------	------------	----------------------	---------------	-------

Theft - Gas Drive Off Total: 1

01/12/19 07:05	Theft - Gas Drive Off	2019003236	Civil Complaint	WCSOP19001205	Phone
----------------	-----------------------	------------	-----------------	---------------	-------

Traffic - Complaint Total: 3

01/04/19 18:20	Traffic - Complaint	2019001072	Traffic - Complaint	WCSOP19000413	Phone
01/08/19 19:54	Traffic - Complaint	2019002228	Traffic - Complaint	WCSOP19000854	911
01/28/19 14:34	Traffic - Complaint	2019007623	Traffic - Complaint	WCSOP19002870	911

Traffic Stop Total: 71

01/01/19 18:58	Traffic Stop	2019000161			Officer
01/02/19 11:01	Traffic Stop	2019000298			
01/02/19 16:00	Traffic Stop	2019000386			Officer
01/02/19 16:13	Traffic Stop	2019000391	Traffic Stop	WCSOP19000170	Officer
01/02/19 20:01	Traffic Stop	2019000461			Officer
01/03/19 11:41	Traffic Stop	2019000633			Officer
01/03/19 19:39	Traffic Stop	2019000788			Officer
01/04/19 21:09	Traffic Stop	2019001116			Officer
01/04/19 21:11	Traffic Stop	2019001119	Traffic Stop	WCSOP19000426	Officer
01/05/19 00:48	Traffic Stop	2019001175	Traffic Stop	WCSOP19000443	Officer
01/05/19 16:37	Traffic Stop	2019001340			Officer
01/05/19 17:10	Traffic Stop	2019001348			Officer
01/05/19 17:52	Traffic Stop	2019001361			Officer
01/06/19 23:15	Traffic Stop	2019001701	Warrant - Arrest	WCSOP19000630	Officer
01/06/19 23:51	Traffic Stop	2019001704	Traffic Stop	WCSOP19000631	Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
01/07/19 06:12	Traffic Stop	2019001738			Officer
01/07/19 06:21	Traffic Stop	2019001740			Officer
01/07/19 16:17	Traffic Stop	2019001870	Traffic Stop	WCSOP19000713	Officer
01/07/19 19:11	Traffic Stop	2019001921	Warrant - Arrest	WCSOP19000734	Officer
01/09/19 18:25	Traffic Stop	2019002484			Officer
01/09/19 18:48	Traffic Stop	2019002494			Officer
01/09/19 22:07	Traffic Stop	2019002555			Officer
01/10/19 13:53	Traffic Stop	2019002697			Officer
01/11/19 11:04	Traffic Stop	2019002957			Officer
01/11/19 16:31	Traffic Stop	2019003057			Officer
01/11/19 17:12	Traffic Stop	2019003069			Officer
01/11/19 19:59	Traffic Stop	2019003119			Officer
01/11/19 21:16	Traffic Stop	2019003138			Officer
01/12/19 19:01	Traffic Stop	2019003393	Traffic Stop	WCSOP19001270	Officer
01/13/19 21:50	Traffic Stop	2019003715			Officer
01/14/19 00:20	Traffic Stop	2019003739			Officer
01/14/19 23:12	Traffic Stop	2019004022			Officer
01/14/19 23:15	Traffic Stop	2019004023			Officer
01/15/19 00:20	Traffic Stop	2019004033	Drugs	WCSOP19001505	Officer
01/15/19 17:55	Traffic Stop	2019004238			Officer
01/15/19 20:58	Traffic Stop	2019004299			Officer
01/15/19 21:20	Traffic Stop	2019004304	Drugs	WCSOP19001604	Officer
01/16/19 19:47	Traffic Stop	2019004534			Officer
01/16/19 19:58	Traffic Stop	2019004537	Traffic Stop	WCSOP19001686	Officer
01/16/19 21:35	Traffic Stop	2019004568			Officer
01/17/19 04:50	Traffic Stop	2019004627			Officer
01/18/19 20:05	Traffic Stop	2019005117			Officer
01/18/19 22:28	Traffic Stop	2019005156	Traffic Stop	WCSOP19001893	Officer
01/19/19 15:55	Traffic Stop	2019005320	Warrant - Arrest	WCSOP19001961	Officer
01/20/19 15:19	Traffic Stop	2019005568			Officer
01/20/19 15:21	Traffic Stop	2019005570			Officer
01/20/19 15:32	Traffic Stop	2019005572	Traffic Stop	WCSOP19002044	Officer
01/20/19 15:54	Traffic Stop	2019005576	Traffic Stop	WCSOP19002045	Officer
01/20/19 18:08	Traffic Stop	2019005609			Officer
01/20/19 18:14	Traffic Stop	2019005611			Officer
01/20/19 20:11	Traffic Stop	2019005644			Officer
01/21/19 23:56	Traffic Stop	2019005888			Officer
01/22/19 18:43	Traffic Stop	2019006077			Officer
01/22/19 20:02	Traffic Stop	2019006098			Officer
01/22/19 22:47	Traffic Stop	2019006146			Officer
01/23/19 00:44	Traffic Stop	2019006160	Traffic Stop	WCSOP19002277	Officer
01/23/19 02:28	Traffic Stop	2019006164			Officer
01/23/19 17:46	Traffic Stop	2019006343			Officer
01/23/19 18:15	Traffic Stop	2019006356			Officer
01/23/19 19:41	Traffic Stop	2019006387			Officer
01/23/19 20:20	Traffic Stop	2019006401	Traffic Stop	WCSOP19002374	Officer
01/24/19 08:03	Traffic Stop	2019006502			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
01/24/19 18:22	Traffic Stop	2019006635			Officer
01/25/19 15:50	Traffic Stop	2019006860			Officer
01/26/19 18:31	Traffic Stop	2019007215			Officer
01/26/19 19:00	Traffic Stop	2019007220			Officer
01/26/19 19:16	Traffic Stop	2019007230			Officer
01/27/19 00:00	Traffic Stop	2019007304			Officer
01/30/19 15:24	Traffic Stop	2019008181			Officer
01/31/19 18:24	Traffic Stop	2019008463			Officer
01/31/19 20:34	Traffic Stop	2019008496			Officer

Unwanted Person Total: 1

01/01/19 00:24	Unwanted Person	2019000004	Unwanted Person	WCSOP19000003	911
----------------	-----------------	------------	-----------------	---------------	-----

Warrant - Attempt Total: 2

01/08/19 23:16	Warrant - Attempt	2019002265			Officer
01/24/19 16:31	Warrant - Attempt	2019006610	Warrant - Arrest	WCSOP19002472	Officer

Total Records: 197



Monthly Activity Report Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief



Period: 01/01/2019 thru 01/31/2019 (JANUARY)

CALLS

Total Calls: 21

EMS Calls: 17

Other Calls:

01/26 – Station Standby due to power outage (Emergency Management)

01/26 – Smoke alarm sounding – Montrose

01/07 – Citizen Aid – Montrose

01/06 – Animal Assist (Cat stuck in tree) – Marysville Township

of Calls JANUARY 2018 = 30

2018 vs 2019 (2019 = -9)

Total calls to Date 2019 – 21

2018 vs 2019 (2019 = -9)

Total calls this time in 2018 - 30

Call Districts

Montrose City: 12

Franklin Township: 0

Marysville Township: 6

Woodland Township: 1

Other: 2 (Both Delano medicals)

TRAINING:

01/08/2019 – Staff Meeting / Truck Maintenance

01/15/2019 – Blood borne Pathogens & Right to Know – In House

01/22/2019 – Firefighter Health (Cancer/Mental/Cardiovascular) - MnFIRE

Other Activities, Special Mention, Etc.

Throughout Month – Assist City with flooding and upkeep of skating rinks

01/06/2019 – Medical Standby for Buffalo Youth Wrestling (C. DeWitte)

01/22/2019 – FE+ED Program assistance

01/26/2019 – Emergency Management Activation – 02:00

Power went out over much of the coverage area. We started up emergency backup power at the station and monitored the situation. Posts were made via facebook

01/26/2019 – Standby Coverage in Delano (M. Menard, T. Weineck, T. Marketon, J. Doyle, J. Phillips, A. Heyman)

SPECIAL INFO

Acknowledgments

- 2018 Firefighter of the year Joe Doyle
- 2018 Top Responders – Willie Bauernschmitt, Matt Menard, Mike Marketon, Joe Von Thoma & Joe Doyle
- Above & Beyond the call of duty award recipient – Allen Mortensen

City of Montrose
Park & Recreation Commission
Minutes

February 4, 2019

Pursuant to call and notice the Park & Recreation Commission met on February 4, 2019 at 5:30 pm at Montrose City Hall. Those present were Commission Members Matt Russell, Sylvia Henry, Barry Rhineberger, Mayor Michelle Otto, and Jessica Bonniwell from Public Works.

Call to Order

The meeting was called to order at 5:32 p.m. by Commission Member Russell.

Approval of Meeting Agenda

Motion made by Commission Member Rhineberger to approve meeting agenda as written, second by Commission Member Henry.

Motion carried 3-0

Approval of January 7, 2019 Meeting Minutes

Motion by Commission Member Russell to approve January 7, 2019 meeting minutes as written, second by Commission Member Henry.

Motion carried 2-0-1 with Commission Member Rhineberger abstaining for being absent at this meeting.

OLD BUSINESS:

Regional Park & Funding Update

No current update available for regional park.

Update on Preserve Park land

Discussion was held regarding the Preserve Park land and what the Park and Rec Commission would like to see out at the new park. However, more information is needed from the developer, Paxmar, in order to continue moving forward with constructive discussion and planning. We will revisit this issue after the Public Hearing is held for Planning and Zoning and initial plat is approved.

Skate Day 2019

Discussion held on Skate Day 2019 which was held on January 26, 2019. The event went well with around 30 participants attending the event. The ice skates that Park and Rec currently have need to be gone through and inspected for damage and some need repairs and/or new laces. Commission Member Russell will be seeking reimbursement for the "Happily Ever After" entertainment for the event which was Anna, Elsa, and Olaf at a rate of \$125.00.

Pickleball

Public Works Director Wayne McCormick has been doing research and has decided the current Tennis Court will need to be resurfaced and re-painted once there is a new surface. He will look into the cost of this and will get some quotes and funding approval so we can hopefully get this done sometime this spring.

Annual Report

The Annual Report was completed by Commission Chair Russell. The report was submitted to City Council with the packet for the January 2019 meeting.

2019 Events and To-Do List

Commission Member Russell went over the 2019 Events/To-Do list again to ensure everything was covered and he will distribute the list to Jessica and Mayor Otto. This is a general list of items and goals to accomplish throughout the year.

2019 Events:

Skate Day 2019 – January 26, 2019 - Complete

Egg Hunt 2019 – April 20, 2019

Summer Splash 2019 – July 20, 2019

Halloween Decorating Contest 2019 – Date TBD

Breakfast with Santa & Tree Lighting 2019 – December 7, 2019

Christmas Decorating Contest 2019 – Date TBD

Recap of Community Education Meeting

Mayor Otto found out that Buffalo has just been taping their tennis courts for Pickleball, but since we need to resurface and repaint anyways we can just paint the court for both sports. SPARK and Open Gym will be continuing through 2019, which comes out of the budget for park spending. Community Education is also discussing possibly utilizing Carver Field more heavily this year for the baseball and t-ball teams within the community. Mayor Otto is working with the City Clerk Deb Boelter and Public Works Director Wayne McCormick to possibly get grant money for Carver Field for 2020. However, the City needs to show that good faith improvements are already being made in order to get the matching grant money. So, the City is planning to do a new backstop, upgrade the dugouts and install a new pitching mound and bases during the summer of 2019 so we can show we are already making improvements to the park/field. Commission Member Russell also brought up that we will want to plan for new lights and a new concession stand in the future.

Egg Hunt

Brief discussion held regarding the upcoming Egg Hunt which will be held at Lions Park (rain or shine) on April 20, 2019. The Commission would like to limit the age of children to 12 years and younger for the event to keep it fair for the little ones. Last year, around \$273.00 was spent on candy for the eggs, and we are anticipating a similar amount for this year.

Game Night

The Game Night held in conjunction with the Free Community Dinner went well and had a good number of participants. The Park and Recreation Commission will continue to attend this partnership with the Free Community Dinner group and supply the games.

NEW BUSINESS:

Finance Update

Brief finance discussion regarding money to be spent on park events during 2019. The commission will be spending small amounts of money for the candy for the Egg Hunt, water sports for Summer Splash, and for craft supplies for ornament decorating for the Breakfast with Santa/Tree Lighting Events.

Skate Donations

Brief discussion was held regarding the possibility of renting, or loaning out skates for the ice rinks during the winter. We will continue to collect skates to see how many we get and see if that would be a feasible project to undertake. Several good points were brought up including the fact that the City would need to have a real warming house with dedicated space for skates and a part time person to attend to the rink and manage the loaning of skates.

Skating Rink at Northridge Park for 2020

Discussion was held regarding the possibility of setting up one of the smaller ice rinks at Northridge Park for the 2019-2020 winter season as it is too late in the year to still do that this year. The Commission members were open to this, and also suggested that the Regional Park may possibly be a good location for a rink as long as the field is flat enough to set up the boards. Another suggestion was to make the possible rink at Northridge a "daytime" rink since we do not have a lot of lighting out there currently. Otherwise, the light pole would need to be upgraded to a larger spotlight type light.

Adjourn

Motion to adjourn was made by Commission Member Henry at 7:20 p.m., second by Commission Member Rhineberger.

Motion carried 3-0

City of Montrose
 Planning and Zoning Commission Meeting
 Montrose Community Center
 200 Center Avenue South
 Wednesday, December 19, 2018
 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, December 19, 2018 at 7:00 p.m.

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

2. ROLL CALL

Present: Commissioner Sylvia Henry
 Commissioner Tracy Gurneau
 Commissioner Barry Rhineberger
 Commissioner Mike Scanlon
 City Council Liaison Lloyd Johnson

Staff Present: Ms. Deborah Boelter, City Clerk-Treasurer
 Mr. Myles Campbell, City Planner

3. PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was taken.

4. APPROVAL OF THE AGENDA

Commissioner Gurneau motioned to approve the Agenda. Commissioner Rhineberger seconded the motion. Motion carried 4-0.

5. APPROVAL OF THE MINUTES

A. November 14, 2018 Planning and Zoning Commission Meeting

Commissioner Rhineberger motioned to approve the Planning and Zoning Commission Meeting minutes of September 19, 2018. Commissioner Gurneau seconded the motion. Motion carried 4-0.

6. NEW BUSINESS

A. Temporary Semi-Trailer Truck Parking Ordinance

The City Planner, Mr. Myles Campbell, presented his *Memo* on semi-trailer truck parking in residential districts within the City of Montrose and alternatives for this type of parking within the City limits for the Planning and Zoning Commission Members to consider. The City's Zoning Ordinance does not allow for this type of parking in residential districts.

Mr. Campbell stated that Emery's Truck and Trailer Repair, 601 Nelson Boulevard, has availability for semi-trailer truck parking and they would be interested in providing this type of parking service. He continued by stating that City staff has explored the possibility of amending the City's Zoning Ordinance for the B-2, Highway Commercial; I-1, Light Industrial; and I-2, General Industrial Districts to allow for temporary semi-trailer truck parking as an allowed land use.

Mr. Campbell stated that automobile repair is currently permitted in both Industrial Districts; but, requires a Conditional Use Permit (C.U.P.) in the Highway Business District. The C.U.P. allows the City better control over potential business types and limit any detrimental impact on other commercial or residential properties surrounding them. In all of these Districts, truck parking would be held to screening standards as laid out in Section 1020-5 of the City's Zoning Ordinance.

Mr. Campbell stated that the drawback to requiring a C.U.P. would be that some existing businesses may already have a C.U.P. for automobile repair, and that a second Permit and accompanying fee could be seen as just another cost to operating a business in the City of Montrose. Automobile repair and truck parking will have very similar conditions for permitting, and it is more than likely that if a person is abiding by their initial C.U.P., they would be following conditions of the semi-trailer truck parking Permit.

Mr. Campbell stated that making temporary semi-trailer truck parking an accessory use when the principal use of a property is automobile repair means that an existing business owner will not have to reapply for a second C.U.P., and any new repair businesses that open in the City would be allowed to operate temporary semi-trailer truck parking as long as they were in compliance with the rest of the conditions for their business. This approach would reduce some of the exhaustive steps with getting these services in place; but, could give less flexibility and control on term to the City. Mr. Campbell continued by stating that for example, a business that only provided truck parking could not exist since it would need a principal repair use to be accessory to and the City would be reliant on the conditions for automobile repair to cover any nuisances created by truck parking.

Ms. Boelter stated that City staff has brought this issue to the Planning and Zoning Commission Members on the recommendation of the Wright County Sheriff's Office (Sheriff's Office). The City and the Sheriff's Office repeatedly receives concerns from residents that have semi-trailer trucks parking in their neighborhoods and it is a violation of the City's Zoning Code. City staff met with representatives from the Sheriff's Office and they recommended that the City identify a location where semi-trailer trucks may park their vehicles overnight. She continued by stating that representatives from the Sheriff's Office provided staff with different locations throughout Wright County where cities provide this type of service to truck drivers.

Ms. Boelter also stated that the City receives telephone calls from truck drivers who are thinking about moving to the City of Montrose and they inquire about whether or not they can park their semi-trailer trucks in residential areas. When staff informs them that they cannot park in residential areas, they ask for the name and telephone number of potential businesses where they can park their trucks. It is for the two (2) aforementioned reasons that City staff is working to identify a location in the City for semi-trailer truck parking.

Ms. Boelter stated that when she, Mayor Otto, Council Member Henry and the City Planner met with the owners of Emery's Truck and Trailer Repair to evaluate that the conditions of their C.U.P. were being met, they indicated that their property is equipped with plug-ins for semi-trailer trucks and that they would be interested in providing a parking service to truck drivers.

The Planning and Zoning Commission Members discussed the Ordinance regulating semi-trailer truck parking and shared their concerns about the following:

- Having a location to park semi-trailer trucks near a residential district can cause problems due to how loud diesel-powered engines run and/or the smell of their emissions.
- Would like to see some type of screening for properties that are adjacent to residential districts.
- Would like to restrict the time and/or number of hours that the semi-trailer trucks are allowed to run their engines.
- Recommended that City staff contact some of the businesses located in the Industrial Park to determine if they have space available for semi-trailer truck parking.

Commissioner Rhineberger stated that in the Commercial Districts he would like to see the parking service as a C.U.P.; because, the City may want to have the ability to set specific conditions for the businesses that are located near residential districts. He stated that he would like to see the permitting in Industrial Districts.

Mr. Robert Chantland, 350 Buffalo Avenue South, addressed the Planning and Zoning Commission and stated that Mr. Doug Brenny, 195 Nelson Boulevard, is interested in providing semi-trailer truck parking. Mr. Chantland stated that he would provide City staff with Mr. Brenny's contact information.

Commissioner Rhineberger stated having this type of semi-trailer truck parking available would give residents another option for parking their trucks in a non-residential district.

Commissioner Rhineberger stated that he would like to see the semi-trailer truck parking services as a C.U.P. instead of an accessory use; so, the City has better control to set conditions.

Mr. Campbell asked for clarification on what the Commission Members would like to see in each District. The Commission Members discussed and agreed that they would like the B-2, Highway Commercial Districts to be a C.U.P. and permitting in the Industrial Districts.

Commissioner Gurneau recommended that City staff consider the area around the Milhausen Auto's Car Wash located at 350 Emerson Avenue South. The Commissioners discussed and agreed that it would not be a good location for semi-trailer truck parking.

Commissioner Rhineberger asked for information on what weight, and type of truck traffic, the roads in the Industrial Districts were built to handle for parking purposes. Ms. Boelter stated that the City's Ordinance does not allow for semi-trailer trucks to park on the City's streets in the Industrial Districts.

City Council Liaison Johnson asked about the Regional Park as a place for semi-trailer truck parking. The Commissioners discussed and asked City staff to investigate it as another option.

Commissioner Henry asked about the City Hall parking lot as a location for semi-trailer truck parking. Ms. Boelter stated that the City Hall parking lot is going to be used again by the Minnesota Department of Transportation (MN DOT) during construction of the Trunk Highway 25 improvement project. Ms. Boelter continued by stating that it may be a better solution to find a permanent location that can be used all year.

Mr. Campbell stated that he and Mr. Gritman will evaluate the Planning and Zoning Commission's discussion on the semi-trailer truck parking and present some options for the Commissioners to consider and discuss at a future meeting.

7. OLD BUSINESS

A. Planning and Zoning Ordinance Amendments

1. Park Dedication Requirement

Mr. Campbell stated that the City is looking to update its existing ordinance language surrounding the dedication of lands or cash contributions by developers towards parkland and/or park amenities. Staff researched ordinances from surrounding cities and townships and worked with the Planning and Zoning Commission Members to identify priorities and desired outcomes from revising the ordinances language.

The following key points were addressed by Commissioners:

- Cash Amounts should be referred to in the City's fee schedule to avoid annual revision of the larger ordinance.
- Commissioners would like to preserve the ability to ask for cash contributions in lieu of land donations as the City currently has a large amount of empty parkland.
- Commissioners appreciated the clear payment schedule found in other cities' ordinances; versus, negotiating this on a development basis.

Mr. Campbell stated that staff took these comments and incorporated them into draft ordinance language. Mr. Campbell gave a brief overview of the draft Ordinance.

Commissioner Rhineberger asked for clarification on E. Dedication Requirements. 3. e. Thirty-Six Month Scheduled Payment Plan. Mr. Campbell gave an overview and explanation of why this paragraph is included. Commissioner Rhineberger asked that it be written clearer. He continued by stating that the Ordinance gives the City Council the ability to determine what type of payment plan they would like to implement.

Commissioner Gurneau motioned to recommend that the City Council consider approval of the amendments to the Park Dedication Ordinance as presented. Commissioner Scanlon seconded the motion. Motion carried 4-0.

8. NEXT MEETING

- A. Thursday, January 3, 2019 – Town Hall Meeting – Montrose Community Center – 6:00 p.m.
- B. Wednesday, January 16, 2019 to be held at the Montrose Community Center – 7:00 p.m.

9. ADJOURNMENT

Commissioner Gurneau motioned to the adjourn the Planning and Zoning Commission Meeting at 8:00 p.m. Commissioner Rhineberger seconded the motion. Motion carried 4-0.

Sylvia Henry
Chair
City of Montrose

ATTEST:

Deborah R. Boelter, CMC
City Clerk-Treasurer
City of Montrose