

AMENDED AGENDA



CITY COUNCIL AGENDA- REGULAR MEETING January 14, 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. **PLEDGE OF ALLEGIANCE**
4. **OATH OF OFFICE**
5. **APPROVAL OF AGENDA**
6. **APPROVAL OF CONSENT AGENDA**
 - A. Minutes
 1. December 10, 2018 Regular City Council Meeting - prepared by W. Manson
 - B. Accounts Payable
 1. City, December 31, 2018 – prepared by W. Manson
 2. City, January 14, 2019 - prepared by W. Manson
 3. Fire Department, December 31, 2018 – prepared by W. Manson
 4. Fire Department, January 14, 2019 - prepared by W. Manson
 - C. Monthly Utility Adjustments, December, 2018 - prepared by J. Bonniwell
 - D. On Sale and Sunday Liquor Licenses – Fat Old Guys Café and Catering
 - E. Resolution No. 2019-01 *A Resolution Accepting Donations*
 - F. Wright County Area Transportation (WCAT) Minutes

7. OPEN FORUM

8. WRIGHT COUNTY SHERIFF'S OFFICE

- A. December, 2018 Monthly Report

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

A. City Council

- 1. Monthly Activity Report
- 2. Invocation Prayer – Council Member Marszalek
- 3. City Council Salary – Council Member Kuehl

B. Montrose Fire Department

- 1. December, 2018 Activity Report

C. Park and Recreation Commission

- 1. January 7, 2019 Park and Recreation Commission Meeting Minutes
- 2. Year 2018 Annual Report

D. Planning and Zoning Commission

- 1. November 14, 2018 Planning and Zoning Commission Meeting Minutes
- 2. Consider Applications for Planning and Zoning Commission Members
 - a) Mr. Justin Emery – Emery's Truck and Trailer Repair, Incorporated
 - b) Mr. Roy Henry, Sr. – Resident
- 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 Park Dedication Ordinance, Section 1107.13, Public Sites and Open Spaces
- 4. Wednesday, January 16, 2019 Planning and Zoning Commission Meeting
RESCHEDULED to Wednesday, January 30, 2019

E. City Engineer

- 1. Trunk Highway Twenty-Five (25) Project Update
- 2. 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 on Project SP 8603-120 Trunk Highway Twenty-Five (TH 25)*

10. OLD BUSINESS

11. NEW BUSINESS

A. Year 2019 Fee Schedule

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

B. Discussion of Year 2019 Mayoral Appointments

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. Regular City Council Meeting – Monday, February 11, 2019 at 7:00 p.m. in the Montrose Community Center.
- D. Planning and Zoning Commission Meeting – Wednesday, February 20, 2019 at 7:00 p.m. in the Montrose Community Center.

13. ACKNOWLEDGEMENTS

14. ADJOURNMENT

City of Montrose
 Regular City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, December 10, 2018
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, December 10, 2018 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 Roy Henry
 Council Member Lloyd Johnson
 Council Member Tom Marszalek

Staff Present: Ms. Wendy Manson, Deputy Clerk
 Mr. Wayne McCormick, Public Works
 Mr. Kevin Triplett, Montrose Fire Department Chief

Absent: Council Member Ben Kuehl

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was taken.

4. APPROVAL OF AGENDA

- A. Mayor Otto requested a motion to approve the December 10, 2018 Regular City Council Meeting Agenda with the amendment to add to **5. Consent Agenda**, Off-Site Gambling License for the Montrose Lions and **11. New Business**, remove Resolutions # 2018-30, 2018-31 and 2018-32.

Council Member Johnson motioned to approve the December 10, 2018 Regular City Council Meeting Agenda with the aforementioned amendments. Council Member Marszalek seconded the motion. Motion carried 4-0.

5. APPROVAL OF CONSENT AGENDA

A. Minutes

- 1. Accepted the minutes of the November 13, 2018 Canvassing Board Meeting
- 2. Accepted the minutes of the November 13, 2018 Regular City Council Meeting
- 3. Accepted the minutes of the November 26, 2018 City Council Workshop

B. Accounts Payable

- 1. Approved the December 10, 2018 Accounts Payable for the City of Montrose
- 2. Approved the December 10, 2018 Accounts Payable for the Montrose Fire Dept.

C. Monthly Utility Adjustments

1. Approved the Monthly Utility Adjustment for November, 2018

D. Crossroads Animal Shelter

1. Approved the 2019 Animal Impound Agreement with Crossroads Animal Shelter

E. One (1) to Four (4) Day Temporary On-Sale Liquor License – Montrose Celebration Committee – Annual Bean Bag Tournament

1. Approved the Temporary On-Sale Liquor License for Montrose Celebration Committee.

F. Resolution No. 2018-29 *A Resolution Withdrawing from the Wright County Area Transportation Joint Powers Board*

1. Approved Resolution #2018-29 Withdrawing from the Wright County Area Transportation Joint Powers Board.

G. Resolution No. 2018-33 *A Resolution Designating the 2019 Election Polling Location for the City of Montrose*

1. Approved Resolution #2018-33 Designating the 2019 Election Polling Location for the City of Montrose.

H. Ordinance No. 2018-15 *An Ordinance Annexing Land Located in Marysville Township, Wright County, Minnesota Pursuant to Minnesota Statutes § 414.033, Subdivision 2(1), Permitting Annexation by Ordinance*

1. Adopted Ordinance #2018-15 Annexing Land Located in Marysville Township.

I. Off-Site Gambling License for the Montrose Lions to Conduct Bingo at the Montrose Community Center

1. Approved the Off-Site Gambling License for the Montrose Lions.

Council Member Henry motioned to approve the Consent Agenda with the addition of the the Off-Site Gambling License for the Montrose Lions Club. Council Member Johnson seconded the motion. Motion carried 4-0

6. **OPEN FORUM**

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

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

The Truth in Taxation Public Hearing was opened by Mayor Otto at 7:05pm.

Dean and Dennis Terning, 15365 60th St. SW, Cokato, MN questioned the 56% increase in their taxes on their land within the City of Montrose. After brief discussion and a review of their proposed tax statement it was determined that the increase was due to the change from Ag to Commercial. They will talk to the Wright County Assessor about the reclassification.

Council Member Marszalek motioned to close the Public Hearing at 7:10pm. Council Member Johnson seconded the motion. Motion carried 4-0.

- A. Year 2019 Final Levy and Budget
 - 1. Resolution 2018-34 *A Resolution Authorizing the 2019 Final Property Tax Levy and Budget*

Council Member Marszalek motioned to approve Resolution #2018-34 authorizing the 2019 Final Property Tax Levy and Budget. Mayor Otto seconded the motion. Motion carried 3-1 with Council Member Johnson voting nay.

8. WRIGHT COUNTY SHERIFF'S OFFICE

- A. November, 2018 Monthly Report

There were no questions or discussion regarding the November, 2018 Sheriff's report in the packet.

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

- A. City Council
 - 1. Monthly Activity Report

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

- B. Montrose Fire Department
 - 1. November, 2018 Activity Report

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

- 2. Approve the Hiring of the Following Individuals to the Montrose Fire Department – Effective November 20, 2018:
 - a) Joel Grave
 - b) Alexandria (Ali) Heyman
 - c) Vincent Manz
 - d) Jacob Moen
 - e) John Wick

Fire Chief, Kevin Triplett, asked for approval to hire the 5 new firefighters to the Montrose Fire Dept.

Mayor Otto motioned to approve the hiring of the 5 new firefighters to the Montrose Fire Department effective November 20, 2018. Council Member Johnson seconded the motion. Motion carried 4-0.

- 3. Authorization to Purchase Gear Dryer
 - a) Total Cost - \$ 8,062.00
 - i. Ninety Percent (90%) Grant – Minnesota State Fire Marshal - \$ 7,255.80
 - ii. Ten Percent (10%) – Montrose Fire Department - \$ 806.20

Council Member Henry motioned to authorize the purchase of a Gear Dryer for

a cost of \$806.20. Council Member Johnson seconded the motion. Carried 4-0.

C. Park and Recreation Commission

1. December 3, 2018 Park and Recreation Commission Meeting Minutes

Park and Recreation Commission Chair, Matt Russell, gave a brief overview of the items discussed at the December 3, 2018 Park and Recreation meeting.

He reminded everyone about skate day which will be held January 26, 2019, weather permitting, at the ice rink at Carver Field.

The Park and Recreation Commission also held election of officer's for 2019.

Mayor Otto motioned to appoint Commission Member Matt Russell as the 2019 Park and Recreation Chair. Council Member Johnson seconded the motion. Motion carried 4-0.

Mayor Otto motioned to appoint Commission Member Barry Rhineberger as the 2019 Park and Recreation Vice Chair. Council Member Marszalek seconded to motion. Motion carried 4-0.

D. Planning and Zoning Commission

1. November 14, 2018 Planning and Zoning Commission Meeting Minutes – *Will Be Available the Night of the Regular City Council Meeting*

No minutes available.

E. Public Works Department

1. Eppler Property – Water Test Well
a) Approve Drilling of Test Well

Mayor Otto motioned to approve the drilling of a test well on the Eppler property by Traut Companies of Waite Park, MN for \$22,000. Council Member Johnson seconded the motion. Motion carried 4-0.

10. OLD BUSINESS

No Old Business discussion.

11. NEW BUSINESS

~~A. Resolution No. 2018-30 A Resolution Increasing the Montrose Water Access Charge~~

~~B. Resolution No. 2018-31 A Resolution Increasing the Montrose Sewer Access Charge~~

~~C. Resolution No. 2018-32 A Resolution Increasing the Montrose Storm Water System Rates~~

Resolutions removed from the agenda. Will be done in January with the fee schedule by ordinance.

12. UPCOMING MEETINGS

A. Planning and Zoning Commission Meeting – Wednesday, December 19, 2018 at 7:00 p.m. in the Montrose Community Center.

B. Park and Recreation Commission Meeting – Monday, January 7, 2019 at 5:30 p.m. in the Montrose City Hall Conference Room.

C. Regular City Council Meeting – Monday, January 14, 2019 at 7:00 p.m. in the Montrose Community Center.

- D. Planning and Zoning Commission Meeting – Wednesday, January 16, 2019 at 7:00 p.m. in the Montrose Community Center.

13. ACKNOWLEDGEMENTS

1. Public Works for the good job on cleaning the streets after the snowfall
2. Fire Department for their quick response to the fire.
3. Montrose Days, Park & Rec, Christina Oswald, Santa, Jessica Bonniwell, Fire Department, Montrose PAC and Apple Jacks for Breakfast with Santa and Caroling on December 1, 2018.
4. Fire Chief Kevin Triplett for getting the grant to purchase the Gear Dryer.

14. ADJOURNMENT

Council Member Marszalek motioned to adjourn the Regular City Council Meeting at 7:30 pm. Council Member Henry seconded the motion. Motion carried 4-0.

Michelle Otto, Mayor
City of Montrose

Attest:

Wendy Manson, Deputy Clerk
City of Montrose

ACCOUNTS PAYABLE LIST

DECEMBER 31, 2018

Payroll	12/17/18 Payroll	11339.87
Payroll	12/31/18 Payroll	11765.47
Commission Payroll	Annual Payroll	1463.74
Council Payroll	4 th Qtr Payroll	1708.47
IRS-Federal Tax Payment	12/17/18 FED/FICA Tax	4029.37
IRS-Federal Tax Payment	12/31/18 FED/FICA Tax	4174.92
IRS-Federal Tax Payment	12/20/18 FED/FICA Tax	242.52
IRS-Federal Tax Payment	12/26/18 FED/FICA Tax	283.06
MN Dept. of Revenue	12/17/18 State Withholding	748.84
MN Dept. of Revenue	12/31/18 State Withholding	786.62
PERA	12/17/18 Payroll	2362.50
PERA	12/31/18 Payroll	2317.63
MN Dept. of Revenue	Nov. Sales Tax	1561.00
MN Dept. of Revenue	Dec. Sales Tax	1543.00
Payment Service Network	Nov. PSN/ACH Fees	1016.38
*AFSCME Council 65	Dec. Union Dues	171.00
AmeriPride Services	Uniforms/Floor Mats	157.50
Boyer Trucks	Snow Plow Downpayment	30000.00
*Campbell Knutson	Legal Services	4077.00
Cardmember Service	Pickup Truck Tool Boxes	1654.72
Cintas	Uniforms/Floor Mats	74.40
*Citizens State Bank	Dec. H.S.A. Deposit	2558.00
Comcast	WWTP Internet Service	104.85
Delano Auto Parts	Plow Truck/Payload Mtce.	537.34
Delano True Value	Snowblower Repairs	16.02
Farm Rite Equipment	Solar Light Installation	112.00
Hawkins, Inc.	Water Chemicals	473.40
Hecksel Machine	Snow Plow Repairs	67.00
ISD #877 Community Ed	2018 SPARK Program	2440.00
*IUOE Local 49	Dec. Union Dues	175.00
League of MN Cities	Newly Elected Conf	225.00
Menards	Comm Ctr/WWTP/Public Works	253.29
Munson Lakes Nutrition	WWTP DeIcer	69.90
MVTL Labs	WWTP Testing	329.80
*NW Assoc Consultants	Planning Services	2821.73
North Star Awards	Council Name Plates	17.00
Paumen Computer Service	Jan Backup Service	100.00
Paumen Computer Service	Computer/Server Repairs	1098.75
Pitney Bowes	4 th Qtr Postage Machine Rent	180.00
Pitney Bowes	Postage Supplies	226.08
PollardWater/Ferguson	Water System Supplies	273.52
Quill Corp	Office Supplies	197.92

December 31, 2018

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R-Home	Landscape Escrow Refund	1500.00
Riteway Business Forms	Utility Bill Cards	653.58
Snowplows Plus	Snow Plow Repairs	56.31
*TerraMark	2 nd & 3 rd Qtr Planner Services	6648.75
Wakesun, LLC	Solar Energy	6165.46
*Wenck Assoc.	Oct Engineering	10587.50
*Wenck Assoc.	Nov Engineering	13838.50
Wex Bank	Gas Charges	608.84
Windstream	Telephone Charges	114.04
Wright Cty Auditor	Truth In Taxation Notices	238.35
Wright Cty Auditor	Election Ballots/Programming	2156.94
Wright-Hennepin CO-OP	Electric Charges	178.57
Xcel Energy	Electric & Gas Charges	4504.40
	ACCOUNTS PAYABLE SUBTOTAL	141005.85
Ameripride	Uniforms/Floor Mats	44.33
Bolton & Menk	Well/Wellhouse Engineering	3020.00
Buffalo Floral	Funeral Arrangement	72.00
*Campbell Knutson	Legal Services	3450.00
Cintas	Uniforms/Floor Mats	17.44
*Colonial Life	Employee Insurance	74.52
Culligan	City Hall Softener	64.10
Delano Auto Parts	Portable Generator Mtce.	48.02
Delano True Value	Payloader Repairs	22.32
Gopher State One-Call	Water/Sewer Locates	12.15
Marie Jenson	Janitorial Services	685.00
M&M Express Sales	Chain Saw	162.51
Marco	Printer Mtce. Agreement	43.64
*Metro West Inspect.	Bldg Permits/Inspections	3670.25
MN Computer Systems	Copier Mtce Agreement	234.00
MN Dept of Employment	Powers 4 th Qtr Unemployment	590.85
MN Dept of Labor	4 th Qtr Bldg Surcharge	401.08
MVTL Labs	Water Testing	42.50
MVTL Labs	WWTP Testing	397.30
*NW Assoc. Consultants	Planning Serives	1343.00
Nystrom Publishing	Winter Newsletter/Postage	1561.35
Randy's Enviro. Service	Dec. Refuse/Recycle	15425.10
Supplyworks	Community Center Supplies	352.45
USA BlueBook	WWTP Equipment Repair	213.51
WakeSun, LLC	Solar Energy	3578.42
Wenck	Dec. Engineering	8604.00
Wex Bank	Gas Charges	421.68
Wright Cty Mayors Assn.	2018 Membership Dues	200.00
Xcel Energy	Electric & Gas Charges	6805.56
	TOTAL ACCOUNTS PAYABLE	192562.93

December 31, 2018
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OTTO	BOELTER	MARSZALEK
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JOHNSON	KUEHL	MOYNAGH
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* Appendix

Payments received to offset checks written

Payroll Deduction	AFSCME-Dec Union Dues	171.00
Payroll Deduction	Dec. H.S.A. Deposit	1158.00
Payroll Deduction	IUOE 49-Dec. Union Dues	175.00
Payroll Deduction	Dec Employee Ins	74.52
Developer Expenses	NAC Planning Service	338.40
Developer Expenses	Legal Services	900.00
Developer Expenses	TerraMark Planning Service	1445.00
Developer Expenses	Wenck Engineering	1943.50
Developer Expenses	Campbell Knutson	2015.00
Developer Expenses	NAC Planning Service	141.00
Building Permits	Metro West Inspection	3670.25

ACCOUNTS PAYABLE LIST

JANUARY 14, 2019

AmeriPride Services	Uniforms/Floor Mats	46.84
Bond Trust Services	2008 S Interceptor Bond	76687.50
Cintas	Uniforms/Floor Mats	45.92
Citizens State Bank	Montrose Meadows Street Bond	50575.00
Comcast	Internet Service	536.65
Delano Auto Parts	Plow Truck Mtce.	11.96
Delta Dental	Jan. Dental Ins.	699.60
GovOffice	Website License/Mgmt	3370.00
Health Partners	Jan. Health Ins.	10517.91
*Madison National Life	Jan. Disability Ins	359.26
Midwest Machinery	Snow Blower Repairs	170.84
MN Public Facilities	Water Tower/WWTP Bond	22485.95
Montrose/Waverly COC	2019 Membership Dues	75.00
MVTL Labs	WWTP Testing	401.60
Petty Cash	Reimburse Petty Cash	133.53
Safety Train	2019 Safety Training	1500.00
Star2Star Comm.	Telephone Service	236.52
Duane Swenson	1 st Half 2019 Assessing Fee	7500.00
USABLE Life Ins.	Jan. Life Ins.	95.30
U.S. Bank	CSAH 12 Bonds	187958.75
U.S. Bank	Wells/Wellhouse	57182.50
U.S. Bank	Rolling Meadows Lift Station	91147.50
U.S. Bank	Clementa Ave/Watermain Bond	190643.75
Verizon Wireless	Cell Phones	345.65
Windstream	Telephone Charges	113.96
Wright Cty Auditor	Jan Sheriff Patrol	22660.42
	TOTAL ACCOUNTS PAYABLE	725501.91

 OTTO

BOELTER

MARSZALEK

 JOHNSON

KUEHL

MOYNAGH

*** Appendix**

Payments received to offset checks written

Payroll Deduction	Jan. Disability Ins.	359.26
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FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

DECEMBER 31, 2018

Payroll	Annual Payroll	33495.67
IRS-Federal Tax Payment	12/11/18 FED/FICA Tax	7143.24
MN Dept of Revenue	12/11/18 State W/H	827.92
 Allina Health	 New FF Physical	 95.00
Ancom Communication	Pager Repairs	253.50
Customized Fire Train	FF Training	500.00
Emerg. Response Solutions	FF Equipment	168.44
Marketon's Body Shop	Pickup Repairs	1400.06
Menards	Fire Station Supplies	48.03
*Municipal Emerg Serv	FD Equipment	4108.00
Ridgeview Clinic	New FF Physical	418.00
Wex Bank	Gas Charges	271.50
 Bound Tree	 Medical Supplies	 44.71
Emerg. Apparatus Mtce	Engine 11 & 12 Mtce.	1560.55
M&M Express Sales	Vehicle Mtce	23.50
Stellis Health	New FF Physical	154.00
Streicher's	FF Uniforms	27.99
Wex Bank	Gas Charges	134.34
 TOTAL ACCOUNTS PAYABLE		 50674.45

OTTO	BOELTER	MARSZALEK
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JOHNSON	KUEHL	MOYNAGH
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*APPENDIX

Payments received to offset checks written

DNR Grant	Municipal Emerg Serv	4108.00
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**FIRE DEPARTMENT
ACCOUNTS PAYABLE LIST**

JANUARY 14, 2019

Comcast	Internet Service	97.85
MN State Fire Chiefs	2019 Membership Dues	321.00
MN State FD Assoc.	2019 Membership Dues	148.00
Verizon Wireless	FD I-Pad	40.01

TOTAL ACCOUNTS PAYABLE	606.86
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OTTO

BOELTER

MARSZALEK

JOHNSON

KUEHL

MOYNAGH

CITY OF MONTROSE
Monthly Adjustments

12/31/18 10:57 AM

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Account	Tran Type	Charge Name	Charge Type	Amount	Date
00-00001923-01-	Adjustment		UR	(\$54.93)	12/11/2018
00-00001946-00-	Adjustment		UR	(\$41.78)	12/11/2018
00-00001256-01-	Adjustment	Storm Water	Service	(\$0.76)	12/11/2018
00-00001256-01-	Adjustment	Recycle-60	Service	(\$0.29)	12/11/2018
00-00001256-01-	Adjustment	WWTP	Service	(\$3.11)	12/11/2018
00-00001256-01-	Adjustment	Sewer Collection	Service	(\$2.75)	12/11/2018
00-00001256-01-	Adjustment	Garbage Tax	Surcharge	(\$0.20)	12/11/2018
00-00001256-01-	Adjustment	Garbage-60 GAL	Service	(\$1.89)	12/11/2018
00-00001256-01-	Adjustment	R Water	Service	(\$3.06)	12/11/2018
00-00001746-00-	Adjustment		UR	(\$236.74)	12/11/2018
00-00001893-01-	Adjustment		UR	(\$83.73)	12/11/2018
				(\$429.24)	

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

2019 LIQUOR LICENSES

Fat Old Guys Café & Catering
221 Nelson Boulevard
Montrose, MN 55363
Steve Stone

On Sale
Sunday

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

RESOLUTION ACCEPTING DONATIONS

RESOLUTION 2019-01

WHEREAS, the City of Montrose is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth to the city in 2018:

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

WHEREAS, the City Council finds it appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED; that the donations listed above are accepted and shall be used to benefit the citizens of Montrose as allowed by law.

Adopted this 14th day of January, 2019 by the City Council of the City of Montrose.

Signed: _____
Michelle Otto, Mayor

Attest: _____
Deborah Boelter, Clerk-Treasurer

MEMO

TO: CITY COUNCIL

DATE: JANUARY 14, 2018

RE: WCAT

I attended the WCAT meeting on Wednesday, December 19, 2018 at the Buffalo Trailblazer Transit Facilities.

The Trailblazer Board, which is Meeker, Sibley and Wright County, has officially accepted the change from WCAT to Wright County effective January 1, 2019. WCAT as it is now will be dissolved effective December 31, 2018.

There was also discussion regarding a WCAT Advisory Board. The Board will consist of all the current member cities of WCAT and any townships that want to be represented and will meet quarterly with the Wright County Transportation Board.

The city will receive 1 more invoice in 2019 for our portion of the local share (ridership). At this time it seems to be quite minimal but won't know the exact amount until sometime in 2019.

Minutes of the meeting are attached for further information.

Wright County Area Transportation Meeting

December 19, 2018

2:00PM

Trailblazer Transit Buffalo Facility

Chair Kasel called the meeting to order at 2:00pm.

The following persons were present:

Buffalo:	Scott Enter, Merton Auger
Annandale:	Kelly Hinnenkamp
Delano:	Jason Franzen
Howard Lake:	Al Monson
Monticello:	Rachel Leonard
Montrose:	Wendy Manson, Dwight Johnson
St. Michael:	Kevin Kasel, Steve Bot
Waverly:	Connie Holmes
Trailblazer:	Gary Ludwig, Jake Nelson, Julie Latzig
Wright County:	Michael Potter, Darek Vetsch

APPROVAL OF AGENDA AND MINUTES

A motion was made by Vetsch and seconded by Manson to approve the agenda and October 23, 2018 minutes as presented. Motion carried.

TREASURER'S REPORT

Hinnenkamp presented the report which was updated through November. She is looking to meet with the County soon to transfer finances to Wright County. There is about 10K remaining in the WCAT account after paying insurance and the local share final bills. Vetch confirmed that the County will handle any remaining bills with the remaining 10K which should mostly cover it and the County would cover any additional items. The financial report was accepted by the Board.

TRAILBLAZER UPDATE

Director Ludwig discussed the third quarter (July through September 2018) and year to date ridership report which shows continued increased ridership. He projected that rides in 2018 would reach 120K or higher in Wright County this year which would be a new record but added service/busses have a part of that.

Vetch asked about the status of capital bus applications and Ludwig/Nelson responded that they've received a favorable response from MnDOT but nothing is yet approved as to Trailblazers request for the Capital purchase of three new busses for Wright County. If approved, these busses would arrive in October at the earliest according to Ludwig.

Ludwig mentioned that Trailblazer is now one of the largest rural transit systems in the nation which everyone should be proud of. He thanked the group for all their support and help in the success of Trailblazer in Wright County. Kasel thanked Ludwig and mentioned that today the Trailblazer board gave Ludwig a formal favorable review today on a 6-0 vote.

WCAT ADVISORY BOARD AND TRAILBLAZER JPA UPDATE/DISCUSSION

Kasel and Vetch updated the group on the Trailblazer Board meeting items from earlier that day. Kasel stated they were extending service into Elk River, Elk River Township, Big Lake, Big Lake Township, and Rogers based on a request from Functional Industries. Ludwig clarified that Trailblazer would bring riders to/from those town and within those towns but the ride origination must start in Wright County so as not to violate any MnDOT territory rules with Tri-Cap. He stated there are no restrictions in Rogers. Franzen mentioned in the Delano election, folks brought up that they'd like to be able to go into the Metro Area like Ridgedale. Potter said that although the rules don't allow that yet, they'd keep working on it. Ludwig reminded that group with this added service (especially to the heavily requested Big Lake Transit Station), they will continue to serve the routes which are most efficient and this may lead to added denials if the rides don't produce efficiency.

Vetsch announced that the new JPA with Trailblazer has been approved to remove WCAT and add Wright County. As such, the resolutions being collected from the Cities withdrawing from WCAT are valid and WCAT will dissolve as of the first of the year.

Vetch also mentioned that there was discussion and work going on to figure out what regional transit group Wright County should be a part of.

Kasel/Ludwig reported that MnDOT has approved a 32 bus schedule in 2019 with 16 busses out of Wright County. This 16 bus service has filled the Buffalo facility and Ludwig is looking for additional bus garage capacity as he foresees adding three to four busses per year with expanded service and ridership projections.

Commissioner Vetsch gave an update on the Wright County Transit Advisory Board. He stated all interested Cities can be represented on the Board if interested. Townships would also be invited to have representation. Potter thought quarterly meetings would be fine. Kasel stated delegates from the City could be either elected, staff or even citizens. Vetsch mentioned the County would pay per diem's to members and the structure would be similar to other County Advisory Boards that they have like Mental Health and others. April 16th (Tuesdays) at 3pm at the Trailblazer Facility in Buffalo was thought to be the best time for the first advisory board meeting. Ludwig stated he supports this structure for a transit advisory board in Wright County but wanted to make sure it was understood that an advisory board is now required by MnDOT so if Wright County wasn't setting it up, he'd need to as he's doing for the other Trailblazer Counties. Vetsch/Ludwig mentioned the goals and mission the County has for the advisory board going forward as they look to continue to expand efficient service in Wright County. Vetsch/Potter stated they also wanted to make sure Wright County starts marketing Transit in Wright County as it makes sense based on resources.

Everyone expressed a gratitude to all for helping to make transit in Wright County a success!

A motion was made by Franzen and seconded by Enter to adjourn at 2:58pm. Motion carried.

Respectfully submitted,
Steve Bot, WCAT Secretary



Wright County Sheriff's Office

Sheriff Joe Hagerty

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



Montrose Monthly Report 2018

Printed on January 2, 2019

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
911 Abandoned Total: 2					
12/04/18 23:10	911 Abandoned	2018096541			911
12/12/18 10:03	911 Abandoned	2018098567			911
911 Abandoned; Civil Complaint Total: 1					
12/23/18 21:20	911 Abandoned; Civil	2018101963	911 Abandoned	WCSOP18040279	911
911 Abandoned; Theft Total: 1					
12/02/18 18:20	911 Abandoned; Theft	2018095916	Civil Complaint	WCSOP18037904	911
911 Hang-up Total: 1					
12/15/18 10:54	911 Hang-up	2018099525			911
911 Open Line Total: 5					
12/08/18 11:31	911 Open Line	2018097476			911
12/12/18 20:01	911 Open Line	2018098730			911
12/18/18 09:32	911 Open Line	2018100379			911
12/31/18 15:15	911 Open Line	2018103967			911
12/31/18 16:58	911 Open Line	2018103993			911
Agency Assist Total: 3					
12/05/18 18:58	Agency Assist	2018096751	Warrant - Arrest	WCSOP18038240	Phone
12/07/18 09:25	Agency Assist	2018097169	Agency Assist	WCSOP18038400	Phone
12/13/18 15:26	Agency Assist	2018098925	Warrant - Arrest	WCSOP18039113	Phone
Animal Total: 2					
12/06/18 00:31	Animal	2018096808			Phone
12/25/18 02:58	Animal	2018102273	Animal	WCSOP18040408	Phone
Animal - Abuse Total: 1					
12/17/18 11:48	Animal - Abuse	2018100129	Animal - Barking Dog	WCSOP18039562	Phone
Check Welfare Total: 7					
12/04/18 12:04	Check Welfare	2018096351	Check Welfare	WCSOP18038086	Phone
12/09/18 15:25	Check Welfare	2018097798	Check Welfare	WCSOP18038647	Phone
12/21/18 21:12	Check Welfare	2018101439	Assault	WCSOP18040081	Phone
12/21/18 21:41	Check Welfare	2018101455	Check Welfare	WCSOP18040084	Phone
12/25/18 15:57	Check Welfare	2018102360	Check Welfare	WCSOP18040449	911
12/28/18 13:59	Check Welfare	2018103206	Unwanted Person	WCSOP18040796	911
12/31/18 17:45	Check Welfare	2018104004	Check Welfare	WCSOP18041107	Phone
Citizen Aid Total: 1					
12/17/18 20:25	Citizen Aid	2018100269	Phone Call	WCSOP18039621	Other

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Civil Complaint Total: 6					
12/08/18 01:20	Civil Complaint	2018097412	Civil Complaint	WCSOP18038490	Phone
12/10/18 09:01	Civil Complaint	2018097960	Civil Complaint	WCSOP18038715	Phone
12/12/18 19:55	Civil Complaint	2018098725	Civil Complaint	WCSOP18039015	911
12/13/18 10:45	Civil Complaint	2018098857	Civil Complaint	WCSOP18039072	Phone
12/15/18 15:38	Civil Complaint	2018099617	Civil Complaint	WCSOP18039373	911
12/28/18 17:29	Civil Complaint	2018103261	Civil Complaint	WCSOP18040821	Phone
Civil Process Total: 7					
12/04/18 14:59	Civil Process	2018096395			Officer
12/05/18 12:55	Civil Process	2018096653			Officer
12/05/18 16:36	Civil Process	2018096717			Officer
12/06/18 15:50	Civil Process	2018096991			Officer
12/07/18 12:33	Civil Process	2018097217			Officer
12/13/18 09:39	Civil Process	2018098842			Officer
12/20/18 12:18	Civil Process	2018100983			Officer
Court Order Violation Total: 2					
12/07/18 09:26	Court Order Violation	2018097170	Court Order Violation	WCSOP18038409	Phone
12/13/18 08:53	Court Order Violation	2018098833	Court Order Violation	WCSOP18039063	Phone
Disorderly Total: 1					
12/01/18 22:18	Disorderly	2018095731	Unwanted Person	WCSOP18037815	911
Domestic Disturbance Total: 4					
12/06/18 13:16	Domestic Disturbance	2018096936	Medical - Psychiatric -	WCSOP18038309	911
12/09/18 16:55	Domestic Disturbance	2018097823	Domestic Disturbance	WCSOP18038656	Phone
12/15/18 09:44	Domestic Disturbance	2018099512	Domestic Disturbance	WCSOP18039324	Phone
12/19/18 07:15	Domestic Disturbance	2018100659	Domestic Disturbance	WCSOP18039764	911
Drugs Total: 2					
12/15/18 22:58	Drugs	2018099757	Drugs	WCSOP18039415	Phone
12/28/18 22:42	Drugs	2018103354	Drugs	WCSOP18040850	Phone
Fight Total: 1					
12/15/18 19:48	Fight	2018099695	Fight	WCSOP18039396	911
Fire - Gas Leak Total: 1					
12/10/18 11:12	Fire - Gas Leak	2018097981	Fire - Gas Leak	WCSOP18038727	911
Fire - Structure Total: 1					
12/01/18 10:23	Fire - Structure	2018095523	Fire - Structure	WCSOP18037724	911
Fraud - Checks - Cards Total: 4					
12/11/18 13:09	Fraud - Checks - Cards	2018098304	Fraud - Checks - Cards	WCSOP18038860	Phone
12/17/18 09:27	Fraud - Checks - Cards	2018100079	Fraud - Checks - Cards	WCSOP18039539	Phone
12/17/18 13:35	Fraud - Checks - Cards	2018100157	Fraud - Checks - Cards	WCSOP18039578	Phone
12/26/18 14:24	Fraud - Checks - Cards	2018102582	Fraud - Checks - Cards	WCSOP18040521	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Fraud - Internet Total: 2					
12/19/18 19:13	Fraud - Internet	2018100844	Fraud - Internet	WCSOP18039842	Phone
12/30/18 21:16	Fraud - Internet	2018103791	CSC Sex Offense	WCSOP18041010	Phone
Harassment Total: 2					
12/07/18 14:07	Harassment	2018097236	Suspicious - Circumstances	WCSOP18038429	Phone
12/10/18 13:16	Harassment	2018098015	Harassment	WCSOP18038746	Phone
Juvenile - Complaint Total: 1					
12/13/18 10:49	Juvenile - Complaint	2018098859	Juvenile - Complaint	WCSOP18039074	Phone
Lock Out - Lock In Total: 2					
12/08/18 18:50	Lock Out - Lock In	2018097574	Lock Out - Lock In	WCSOP18038551	Phone
12/11/18 11:53	Lock Out - Lock In	2018098279	Lock Out - Lock In	WCSOP18038853	Phone
Medical - Breathing Problems Total: 5					
12/02/18 06:48	Medical - Breathing	2018095788	Medical - Breathing Problems	WCSOP18037850	911
12/20/18 00:00	Medical - Breathing	2018100894	Medical - Breathing Problems	WCSOP18039857	911
12/21/18 13:01	Medical - Breathing	2018101301	Medical - Breathing Problems	WCSOP18040027	Phone
12/27/18 00:15	Medical - Breathing	2018102718	Medical - Breathing Problems	WCSOP18040574	911
12/31/18 17:50	Medical - Breathing	2018104006	Medical - Breathing Problems	WCSOP18041108	911
Medical - Diabetic Total: 2					
12/08/18 07:50	Medical - Diabetic	2018097434	Medical - Diabetic	WCSOP18038499	911
12/23/18 02:17	Medical - Diabetic	2018101737	Medical - Diabetic	WCSOP18040190	911
Medical - Fall Under 6 Feet Total: 2					
12/04/18 12:49	Medical - Fall Under 6	2018096362	Medical - Fall Under 6 Feet	WCSOP18038091	Phone
12/29/18 09:58	Medical - Fall Under 6	2018103438	Medical - Fall Under 6 Feet	WCSOP18040888	Phone
Medical - Psychiatric - Behavioral Total: 3					
12/02/18 11:34	Medical - Psychiatric -	2018095825	Medical - Psychiatric -	WCSOP18037870	911
12/15/18 09:59	Medical - Psychiatric -	2018099516	Medical - Psychiatric -	WCSOP18039325	Phone
12/20/18 17:19	Medical - Psychiatric -	2018101069	Medical - Psychiatric -	WCSOP18039933	911
Medical - Sick Total: 2					
12/07/18 10:00	Medical - Sick	2018097180			911
12/11/18 18:36	Medical - Sick	2018098412	Medical - Sick	WCSOP18038899	911
Medical - Unconscious - Fainting Total: 1					
12/05/18 12:14	Medical - Unconscious -	2018096647	Medical - Unconscious -	WCSOP18038195	911
Medical - Unknown Total: 1					
12/14/18 22:59	Medical - Unknown	2018099398	Medical - Unknown	WCSOP18039281	911
Missing Person Total: 1					
12/05/18 19:32	Missing Person	2018096759	Missing Person	WCSOP18038244	Phone
Motorist Aid Total: 1					
12/14/18 17:33	Motorist Aid	2018099284			Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
MVA - Injuries Total: 1					
12/01/18 16:04	MVA - Injuries	2018095613	MVA - Injuries	WCSOP18037751	911
MVA - No Injuries Total: 5					
12/05/18 07:14	MVA - No Injuries	2018096587	Agency Assist	WCSOP18038172	
12/14/18 11:31	MVA - No Injuries	2018099161	MVA - No Injuries	WCSOP18039200	
12/16/18 12:00	MVA - No Injuries	2018099851	MVA - No Injuries	WCSOP18039456	
12/16/18 13:26	MVA - No Injuries	2018099867			
12/18/18 15:36	MVA - No Injuries	2018100495	MVA - No Injuries	WCSOP18039705	911
Open Door - Window Total: 1					
12/16/18 04:10	Open Door - Window	2018099803	Open Door - Window	WCSOP18039434	
Phone Call Total: 1					
12/13/18 20:05	Phone Call	2018099006			Other
POR Check Total: 1					
12/18/18 14:06	POR Check	2018100461			Officer
Residential General Alarm Total: 1					
12/21/18 07:53	Residential General	2018101238	Residential General Alarm	WCSOP18040002	Phone
SIA Area Watch Total: 1					
12/28/18 17:43	SIA Area Watch	2018103264			
SIA Business Walk Through Total: 2					
12/04/18 01:27	SIA Business Walk	2018096265			
12/24/18 07:05	SIA Business Walk	2018102051			
SIA City Council - City Hall Total: 1					
12/10/18 18:44	SIA City Council - City	2018098119			
SIA Foot Patrol Total: 1					
12/27/18 12:18	SIA Foot Patrol	2018102839			
SIA Parks Total: 1					
12/05/18 16:53	SIA Parks	2018096725			
Snowbird Total: 3					
12/02/18 01:00	Snowbird	2018095757	Snowbird	WCSOP18037830	
12/28/18 01:02	Snowbird	2018103069	Snowbird	WCSOP18040740	
12/28/18 01:15	Snowbird	2018103070	Snowbird	WCSOP18040741	
Suspicious - Circumstances Total: 3					
12/03/18 19:03	Suspicious -	2018096175	Check Welfare	WCSOP18038023	Phone
12/15/18 21:25	Suspicious -	2018099728	Suspicious - Circumstances	WCSOP18039409	Phone
12/16/18 17:42	Suspicious -	2018099936	Suspicious - Circumstances	WCSOP18039491	Phone
Suspicious - Circumstances; Prowler Total: 1					
12/08/18 19:43	Suspicious -	2018097596	Suspicious - Circumstances	WCSOP18038560	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Suspicious - Person - Vehicle Total: 2					
12/09/18 02:42	Suspicious - Person -	2018097707	Suspicious - Person - Vehicle	WCSOP18038604	Phone
12/20/18 21:53	Suspicious - Person -	2018101160	Suspicious - Person - Vehicle	WCSOP18039968	911
Theft - Gas Drive Off Total: 1					
12/10/18 13:01	Theft - Gas Drive Off	2018098011	Theft - Gas Drive Off	WCSOP18038743	Phone
Threats Total: 2					
12/09/18 19:26	Threats	2018097856	Threats	WCSOP18038666	Phone
12/12/18 12:35	Threats	2018098605	Threats	WCSOP18038974	Phone
Traffic - Complaint Total: 3					
12/23/18 18:04	Traffic - Complaint	2018101902	Traffic - Complaint	WCSOP18040261	911
12/23/18 22:45	Traffic - Complaint	2018101989	Assault	WCSOP18040287	911
12/24/18 11:10	Traffic - Complaint	2018102084	Traffic - Complaint	WCSOP18040331	Phone
Traffic Stop Total: 75					
12/01/18 00:46	Traffic Stop	2018095444	Drugs	WCSOP18037677	Officer
12/02/18 22:28	Traffic Stop	2018095972	Traffic Stop	WCSOP18037921	Officer
12/03/18 23:53	Traffic Stop	2018096246			Officer
12/04/18 00:15	Traffic Stop	2018096252			Officer
12/04/18 21:32	Traffic Stop	2018096513	Traffic Stop	WCSOP18038140	Officer
12/04/18 23:35	Traffic Stop	2018096548			Officer
12/05/18 19:20	Traffic Stop	2018096757			Officer
12/05/18 20:34	Traffic Stop	2018096774			Officer
12/07/18 22:20	Traffic Stop	2018097361			Officer
12/07/18 23:43	Traffic Stop	2018097391	Traffic Stop	WCSOP18038486	Officer
12/08/18 13:25	Traffic Stop	2018097500			Officer
12/08/18 18:07	Traffic Stop	2018097567			Officer
12/08/18 22:06	Traffic Stop	2018097633			Officer
12/09/18 00:33	Traffic Stop	2018097673			Officer
12/09/18 11:09	Traffic Stop	2018097760			Officer
12/09/18 18:20	Traffic Stop	2018097842			Officer
12/09/18 18:30	Traffic Stop	2018097845			Officer
12/09/18 18:50	Traffic Stop	2018097847	Traffic Stop	WCSOP18038664	Officer
12/10/18 07:43	Traffic Stop	2018097949	Traffic Stop	WCSOP18038707	Officer
12/10/18 09:29	Traffic Stop	2018097963	Traffic Stop	WCSOP18038716	Officer
12/10/18 22:41	Traffic Stop	2018098174			Officer
12/11/18 22:09	Traffic Stop	2018098469			Officer
12/12/18 00:06	Traffic Stop	2018098482			Officer
12/12/18 06:30	Traffic Stop	2018098509			Officer
12/12/18 23:47	Traffic Stop	2018098774			Officer
12/14/18 13:43	Traffic Stop	2018099212			Officer
12/14/18 20:07	Traffic Stop	2018099333			Officer
12/15/18 00:55	Traffic Stop	2018099435	Traffic Stop	WCSOP18039290	Officer
12/15/18 12:14	Traffic Stop	2018099557			Officer
12/15/18 13:25	Traffic Stop	2018099575	Traffic Stop	WCSOP18039355	Officer
12/15/18 14:58	Traffic Stop	2018099606			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
12/15/18 19:30	Traffic Stop	2018099684			Officer
12/16/18 15:15	Traffic Stop	2018099892			Officer
12/16/18 15:27	Traffic Stop	2018099895			Officer
12/17/18 01:19	Traffic Stop	2018100019			Officer
12/17/18 12:47	Traffic Stop	2018100142	Traffic Stop	WCSOP18039570	Officer
12/17/18 14:32	Traffic Stop	2018100175			Officer
12/18/18 14:23	Traffic Stop	2018100470			Officer
12/19/18 00:00	Traffic Stop	2018100613			Officer
12/19/18 09:14	Traffic Stop	2018100685			Officer
12/19/18 16:51	Traffic Stop	2018100800			Officer
12/19/18 19:20	Traffic Stop	2018100846			Officer
12/19/18 22:32	Traffic Stop	2018100886			Officer
12/19/18 22:46	Traffic Stop	2018100887			Officer
12/20/18 00:30	Traffic Stop	2018100897			Officer
12/20/18 19:11	Traffic Stop	2018101103	Traffic Stop	WCSOP18039945	Officer
12/20/18 22:43	Traffic Stop	2018101177			Officer
12/21/18 19:27	Traffic Stop	2018101399			Officer
12/21/18 21:22	Traffic Stop	2018101442			Officer
12/22/18 18:03	Traffic Stop	2018101631			Officer
12/22/18 19:15	Traffic Stop	2018101651			Officer
12/23/18 18:38	Traffic Stop	2018101915			Officer
12/23/18 19:39	Traffic Stop	2018101936			Officer
12/23/18 19:51	Traffic Stop	2018101940			Officer
12/23/18 20:40	Traffic Stop	2018101950			Officer
12/23/18 22:20	Traffic Stop	2018101984			Officer
12/23/18 22:32	Traffic Stop	2018101987			Officer
12/24/18 22:38	Traffic Stop	2018102246			Officer
12/25/18 21:43	Traffic Stop	2018102419			Officer
12/26/18 12:15	Traffic Stop	2018102551			Officer
12/27/18 07:57	Traffic Stop	2018102778			Officer
12/27/18 10:42	Traffic Stop	2018102818			Officer
12/27/18 20:11	Traffic Stop	2018103005			Officer
12/28/18 11:17	Traffic Stop	2018103170	Traffic Stop	WCSOP18040784	Officer
12/28/18 22:05	Traffic Stop	2018103344			Officer
12/28/18 22:39	Traffic Stop	2018103353			Officer
12/29/18 23:34	Traffic Stop	2018103599			Officer
12/30/18 13:22	Traffic Stop	2018103703			Officer
12/30/18 16:40	Traffic Stop	2018103739	Traffic Stop	WCSOP18040992	Officer
12/31/18 00:31	Traffic Stop	2018103828			Officer
12/31/18 06:28	Traffic Stop	2018103862			Officer
12/31/18 20:43	Traffic Stop	2018104046			Officer
12/31/18 21:08	Traffic Stop	2018104056			Officer
12/31/18 22:12	Traffic Stop	2018104073	Traffic Stop	WCSOP18041133	Officer
12/31/18 22:49	Traffic Stop	2018104077	DUI	WCSOP18041139	Officer

Vehicle Off Road Total: 1

12/12/18 14:48	Vehicle Off Road	2018098637	Vehicle Off Road	WCSOP18038988	911
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Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Warrant - Attempt Total: 4					
12/08/18 18:33	Warrant - Attempt	2018097570			
12/10/18 23:36	Warrant - Attempt	2018098181	Warrant - Arrest	WCSOP18038809	Officer
12/28/18 18:47	Warrant - Attempt	2018103290			Officer
12/31/18 19:17	Warrant - Attempt	2018104026			Officer

Total Records: 189



Monthly Activity Report Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief



Period: 12/01/2018 thru 12/31/2018 (DECEMBER)

CALLS

Total Calls: 24

EMS Calls: 18

Other Calls:

#18191 – 12/01 – Structure Fire – Montrose

#18192 – 12/02 – Motor Vehicle Accident – Montrose

#18195 – 12/04 – Submerged Vehicle = Marysville Township

#18196 – 12/04 – Smoke Investigation – Franklin Township

#18200 – 12/10 – Gas Spill – Montrose

#18202 – 12/12 – Vehicle Fire – Mutual Aid to Waverly – Woodland Township

of Calls DECEMBER 2017 = 19
2017 vs 2018 (+5)

Total calls to Date 2018 – 214

2017 vs 2018 (2018 = +38)

Total calls this time in 2017 - 176

Call Districts

Montrose City: 17

Franklin Township: 1

Marysville Township: 3

Woodland Township: 3

Other: X

TRAINING:

12/01/2018 – MFRA Calendar Handout

12/04/2018 – Staff Meeting

12/11/2018 – Truck Maintenance

12/18/2018 – SCBA Physicals/Mask FIT Testing

Other Activities, Special Mention, Etc.

12/01/2018 – MFRA Annual Calendars distributed to City residents

12/01/2018 – City X-Mas Tree lighting (Von Thoma, Andreoff, Grave, Manz)

12/06/2018 – Montrose Boy Scouts tour station (Wineck)

12/08/2018 – Winsted Parade (VonThoma & Andreoff)

12/26/2018 – E.A.M @ station performing maintenance on both Engines

12/26/2018 – E.R.S @ Station and performed SCBA flow testing & mask testing

SPECIAL INFO

February 2, 2019 – Annual Firefighters Relief Dinner at the Community Center.
Silent Auction & cash prize drawings. Tickets will be available at City Hall or by
contacting any firefighter

Acknowledgments

- All Firefighters for their hard work in 2018!
- 2018 Fire Officers – Chief Kevin Triplett, Assistant Chief Matt Menard, Captain Tom Wineck, Captain Craig Otto & Captain Kelly Stoll – for all the additional work taken on as Officer with the Department

City of Montrose
Park & Recreation Commission
Minutes

January 7, 2019

Pursuant to call and notice the Park & Recreation Commission met on January 7, 2019 at 5:30 pm at Montrose City Hall. Those present were Commission Members Matt Russell, Sylvia Henry, Mayor Michelle Otto, Roy Henry, and Jessica Bonniwell from Public Works. Commission Member Barry Rhineberger was absent.

Call to Order

The meeting was called to order at 5:30 p.m. by Commission Member Russell.

Approval of Meeting Agenda

Motion made by Commission Member Henry to approve meeting agenda with addition under New Business: 6-D – Game Night, second by Commission Member Russell.

Motion carried 2-0

Approval of December 3, 2018 Meeting Minutes

Motion by Commission Member Russell to approve December 3, 2018 meeting minutes as written, second by Commission Member Henry.

Motion carried 2-0

OLD BUSINESS:

Regional Park & Funding Update

No current update available for regional park.

Update on Preserve Park land

Brief discussion was had about the preserve park land – Planning and Zoning Commission to hold Public Hearing near the end of January so developer can get plans approved and move forward with development.

Skate Day 2019

Brief discussion on upcoming Skate Day and making sure all items for event are assigned to commission members so everything is ready to go the day of the event. Mayor Otto took donated skates to Buffalo to have them cleaned and sharpened. Commission Member Russell will bring hot water, beverages and cups. Wayne from Public Works will move skate assistance devices out to the rink for the day of the event. Commission Member Rhineberger will bring a fire pit and wood. Commission Member Russell will confirm with Happily Ever After to ensure Elsa, Anna, and Olaf will be there for one hour during the event 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. Motion made by Commission Member Henry to approve the Annual Report as written and allow Commission Member Russell to sign the report on behalf of the Park and Recreation Commission, second by Commission Member Russell.

Motion carried 2-0

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.

2019 Events:

Skate Day 2019 – January 26, 2019

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

NEW BUSINESS:

Finance Update

Brief finance discussion regarding money spent on park events during 2018 – we stayed under total budget for the year.

Christmas Decorating Contest 2018 Review and Voting

Photos from the participants for this year's decorating contest were reviewed and voted on. Motion made by Commission Member Russell to congratulate 837 Aspen Lane for being the consensus winner for the 2018 Christmas Decorating Contest, second by Commission Member Henry.
Motion carried 2-0

Egg Hunt

After discussion at the previous meeting about possibly not having this event, Mayor Otto stepped forward to head this event since it is an important one for the community. The date for this event will be April 20, 2019 at 10:00 a.m. sharp. Discussion was had about possibly getting pre-filled eggs, but we have enough eggs to fill with candy and small toys.

Game Night

Mayor Otto brought the idea of having a game night in conjunction with the free community dinner that will be hosted one Thursday per month by Grace Place, and the United Methodist Church at the Community Center. Discussion was had regarding the game night being a Park and Recreation event, which was agreed upon by the commission that we could see if people would stay and attend game night after the free meal. Jessica created a flyer for this collaborative event and will fix the flyer to denote Park and Recreation as sponsoring the games during the free dinner event.

Adjourn

Motion to adjourn was made by Commission Member Henry at 6:30 p.m., second by Commission Member Russell.

Motion carried 2-0

2018 Annual Report

Park and Rec Commission

City of Montrose
Montrose, MN

Final
12/2018



2018 Montrose Park and Rec

Annual Report

City of Montrose
Montrose, MN

Final
12/2018

I hereby certify that this report was prepared by the Park and Rec Commission or under the direct supervision of the Commission.

Matt Russell - Chairperson

Name


signature

01/09/2019

Date



Montrose Park and Rec Commission Annual Report

2018 Progression of City of Montrose Comprehensive Plan 2040

Future Improvements of Municipal Parks

1. Preserve of Montrose Park: Interest and a preliminary development plan has been submitted by Paxmar and reviewed by the city, Planning and Zoning, and Park and Rec. Park and Rec commission has had discussions on desired park amenities to adequately reflect the anticipated demographic of the residents. The current anticipated demographic discussed are young first-time home buyers and retirees. These discussions included equipment to meet those needs as well as an initial cost estimate on equipment for future capital planning. Current future park amenities include park trails, play equipment, and a small pavilion at an estimated equipment cost alone of \$50,000 - \$75,000. Total project cost is estimated between \$100,000 - \$150,000.
2. Regional Park: Additional discussions have been had between Park and Rec and outside recreational organizations with the possibility of utilizing sections of the park for activities such as Lacrosse, Soccer, or Football practices as some of the demands for adequate practice locations have expanded in neighboring towns. Sections of the park that have been recently seeded are still not established enough for such activities.
3. Northridge Park: A recommended trail system layout through the existing park connecting to existing trail and sidewalk system has been submitted for future funding.
4. Rock Brook Park: The city has been working in corroboration with MnDot on their project for upgrades to Highway 25, South of Highway 12. The City of Montrose will expand the sidewalk / trail system along Highway 25, South of Highway 12, to connect Rock Brook Park to the remaining sidewalk / trail system.

2019 Focus

- Regional Park: Expand possible usage of the park without compromising the current work that has been completed prior to any future construction.
- Forest Creek: Connection of the Forest Creek and Whitetail Ridge sections of the Park and Trail system into the existing system.
- Park Preserve: As additional information is made available on the proposed development of this neighborhood the plan for park amenities and cost will also need to be updated.
- Repair / modification of Existing Facilities: Allocating assets for the repair / modification of the existing facilities and equipment can maximize the diversity and utilization of existing infrastructure without a reflective increase in capital or maintenance cost.

Recommended Amendments to the Comprehensive Plan

None

City of Montrose
 Planning and Zoning Commission Meeting
 Montrose Community Center
 200 Center Avenue South
 Wednesday, November 14, 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, November 14, 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
 Mr. Steve Grittmann, 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 5-0.

5. APPROVAL OF THE MINUTES

A. September 19, 2018 Planning and Zoning Commission Meeting

Commissioner Rhineberger asked Ms. Boelter to include more of the discussion that takes place at the Planning and Zoning Commission Meetings in the minutes.

Commissioner Gurneau motioned to approve the Planning and Zoning Commission Meeting minutes of September 19, 2018. Commissioner Rhineberger seconded the motion. Motion carried 5-0.

6. NEW BUSINESS

A. Introduction of City Planners – Northwest Associated Consultants, Incorporated

Ms. Boelter introduced the City Planners:

1. Mr. Myles Campbell
2. Mr. Steve Grittmann

The Planning and Zoning Commission Members introduced themselves to Mr. Campbell and Mr. Grittmann.

B. Chai Tea Manufacturing Business – Old Casey's Building

Mr. Myles Campbell gave an overview of an item that will be coming to the Planning and Zoning Commission Meeting in the year 2019 for review.

Mr. Campbell stated that Mr. Fred Geyen is in the process of purchasing and redeveloping the former Casey's Gas Station Building located at 300 Nelson Boulevard in the City of Montrose. Mr. Geyen would like to bring in a Chai Tea Manufacturing Business.

Mr. Campbell stated that the item will be presented to the Planning and Zoning Commission in the future due to the fact that this type of use of the building will need an amendment to the City's Zoning Code and will also require a Conditional Use Permit (C.U.P.).

Mr. Campbell stated that Mr. Geyen is exploring other uses for the building that would also require a C.U.P. He continued by stating that the Casey's Corporation does have certain restrictions on the building and what type of business can operate from it.

Mr. Campbell stated that Mr. Geyen will finalize the purchase of the building in December, 2018 and is hoping to bring some type of proposal to the Planning and Zoning Commission for their review at their January 16, 2019 Meeting.

7. OLD BUSINESS

A. Planning and Zoning Ordinance Amendments

1. Park Dedication Requirement

Ms. Boelter addressed the Planning and Zoning Commission and stated that she has received inquiries from some of the City of Montrose Council Members wondering why the Commission is only working on amendments to the Park Dedication Requirement Ordinance and no other Ordinance amendments. She continued by stating that the City currently has two (2) separate developers who have presented proposals for housing developments. City staff would like to expediate amendments to the Park Dedication Ordinance to benefit the City in regards to park land dedication, a monetary fee to the Park Fund and/or the installation of park equipment. The Planning and Zoning Commission will continue to review and amend other Subdivision and Zoning Ordinances at the completion of amendments to the Park Dedication Ordinance.

Mr. Campbell addressed the Planning and Zoning Commission asking for direction on how to proceed with the drafting of a revised Park Land Dedication Fee Ordinance. He continued by stating that after reviewing information from the City's previous Planner, it appears that the Planning and Zoning Commission were interested in amending the City of Montrose's Park Dedication Ordinance to be more similar to that of the Cities of Buffalo, Minnesota and Watertown, Minnesota.

Mr. Campbell asked the Planning and Zoning Commission Members the following questions:

1. What from the Buffalo, Minnesota and Watertown, Minnesota Ordinances in particular does the City of Montrose want to emulate? Simplicity, language, means of calculation and etcetera?
2. How does the City plan to see their parks develop in the future? Added park land, more or better equipment, or something else?
3. Does the City have a planned amount of acreage of new parks that they are looking to add in the future? This information would be used by staff in determining how to calculate park dedication in order to meet this goal.

Mr. Rhineberger shared his concerns about the several housing developments that have parks; but, they are not developed with equipment. He continued by stating that he would like to see donation of land and money to increase the City's Park Fund Reserve for the purchase and installation of park equipment.

Mr. Campbell referenced the Park Dedication Ordinances from the City of Buffalo, Minnesota and the City of Watertown, Minnesota.

Ms. Boelter stated that the City Attorney has requested that all monetary amounts be removed from the Park Dedication Ordinance and from the City's other ordinances. The ordinances should refer to the Fee Schedule Ordinance. The Fee Schedule Ordinance is amended annually and by having the fees listed in the Schedule Ordinance and not in each of the individual ordinances, it avoids the need to amend the individual ordinances each time a fee is decreased and/or increased.

The Planning and Zoning Commission discussed the Park Dedication Ordinance and directed City staff to consider the following when amending the Ordinance:

1. All cash amounts should be referred to in the City's Fee Schedule Ordinance to avoid annual revision of the larger Subdivision and Zoning Ordinances.
2. Planning and Zoning Commissioners and City staff would like to preserve the ability to ask for cash contributions in lieu of land donations since the City currently has a large amount of empty park land.
3. Commissioners and staff prefer the clear payment schedule found in the Cities of Buffalo, Minnesota and Watertown, Minnesota's ordinances versus negotiating payment on an individual development basis.

Mr. Campbell stated that he would take the direction of the Planning and Zoning Commission Members to prepare a draft Park Dedication Ordinance and present it at the December 19, 2018 Commission Meeting for review.

8. NEXT MEETING

A. Wednesday, December 19, 2018 to be held at the Montrose Community Center – 7:00 p.m.

9. ADJOURNMENT

Commissioner Gureneau motioned to the adjourn the Planning and Zoning Commission Meeting at 8:30 p.m. Commissioner Rhineberger seconded the motion. Motion carried 5-0.

Sylvia Henry
Chair
City of Montrose

ATTEST:

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



CITY OF MONTROSE
Commissions Application

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

Name: Justin Emery
 Address: 410 Nelson Blvd
 Phone: 763-242-8349 Other: _____
 E-mail: JustinEmery88@gmail.com
 Please indicate your preferred form of communication: Phone
 How long have you lived in Montrose? 8 years

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

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

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

Currently own Emery's Truck and Trailer Repair, completed college with Bachelors of applied science, can do just about any task

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

no

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

Help grow the community in the right direction

Signature: _____

Date: 1/8/2019



CITY OF MONTROSE
Commissions Application

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

Name: Roy HENRY
 Address: 600 Nelson Blvd Montrose MN 55363
 Phone: 763-675-3127 Other: _____
 E-mail: _____
 Please indicate your preferred form of communication: _____
 How long have you lived in Montrose? _____

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

Interested (Y/N)

✓

Rank

✓

Commission List

Planning & Zoning Commission
 Park & Recreation Commission
 Economic Development Authority
 Highway 12 Redevelopment

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

Been to Council meeting for legs of Estier, map meeting at Legends of Estier
Been on Highway 12 Development

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

Engy Mang got all my FEMA CERT, chair on planning & zoning
Mayor for 1/2 year Council for 2 1/2 years

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

get more business in town to get our town tower

Signature: Roy Henry

Date: 12-19-18



Mayor and Council Request for Action

January 9, 2019

SUBJECT: PLANNING DEPARTMENT – CONSIDER AN AMENDMENT TO SECTION 1107.13, PUBLIC SITES AND OPEN SPACES (PARK LAND DEDICATION)

RECOMMENDATION: It is respectfully requested that the Mayor and Council consider the following motion:

MOTION TO: Adopt **Ordinance Number 2019-01** approving amendments to the city's existing code surrounding requirements for parkland dedication and/or cash contributions toward the City's parks and recreation fund.

BACKGROUND: 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 commission to identify priorities and desired outcomes from revising the ordinances language.

The Montrose Planning and Zoning Commission reviewed the revised language and forwarded it to the Council for review and adoption. Discussion and revision were based upon three major issues that were seen with the previous parkland dedication ordinance.

KEY ISSUES:

- Direct references to cash payment amounts should be removed and readers should be directed to the city's annually adopted fee schedule instead.
- 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 state statute.
- Commissioners appreciated the clear payment schedule found in other cities' ordinances, vs. negotiating this on a per-development basis.

POLICY/PRACTICES CONSIDERATIONS: These changes bring the parkland dedication ordinance into greater compliance with state statute surrounding land dedications and will make the revision of fee amounts simpler and more flexible in the future.

FINANCIAL CONSIDERATIONS: These changes 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 constructed.

**Mayor and Council Request for Action – (January 14th)
(Parkland Dedication Ordinance Amendment)**

Page 2 of 2

LEGAL CONSIDERATIONS: In accordance with Council procedures, the Mayor and City Council have the authority to approve or deny these amendments.

Department/Responsible Person: Planning/Myles Campbell, City Planner

Submitted Through: Deb Boelter, City Clerk

Attachments:

Planning Report dated December 11th, 2018
Draft Ordinance (with revisions and cleaned)
Ordinance No. 2019-01



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
 Telephone: 763.957.1100 Website: www.nacplanning.com

TO:	Deb Boelter
FROM:	Myles Campbell
DATE:	12.11.18
RE:	Parkland Dedication Ordinance
FILE NO:	273.02 – 18.01
PID:	N/A

BACKGROUND

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 council 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, vs. negotiating this on a development basis.

Staff took these comments and incorporated them into the draft ordinance language attached. Staff is looking for Planning Commission to review the draft language, prepare any recommendations they may have for it, and then vote on whether to send to Council for enactment.

Attached for reference:

- Exhibit A: Revised ordinance, with revisions and initial language
 Exhibit B: Revised ordinance, with no markup

1107.13: PUBLIC SITES AND OPEN SPACES (PARK LAND DEDICATION):

A. Requirement. As a prerequisite to final plat approval, and at the sole determination by the City, applicants and/or developers shall dedicate land for parks, playgrounds, public open spaces or trails and/or shall make a cash contribution to the City's Park and Trail Fund roughly related to the anticipated effect of the plat on the park and trail system. The amounts listed in this section are the City's best estimate of the dedication or cash contribution needed to offset the effect on those systems. The requirement may also be satisfied with a combination of land and cash if approved by the City Council.

B. Land Eligibility.

1. The land dedicated for parks and trails shall be in addition to property dedicated for streets, alleys, easements, or other public ways. Land to be dedicated shall be reasonably suitable for its intended use as determined by the City and shall be at a location convenient to the public to be served. Factors used in evaluating the adequacy of proposed park and recreation areas shall include size, shape, topography, geology, hydrology, tree cover, access, and location.
2. To be eligible for park dedication credit, land dedicated is to be located outside of drainageways, wetlands, floodplains or ponding areas. Grades exceeding twelve (12) percent or areas unsuitable for park development shall not be considered for dedication as defined by the City Engineer. Park land to be dedicated shall be above the ordinary high-water level as approved by the City Engineer.
3. Land area conveyed or dedicated to the City shall not be used in calculating density requirements of the City Zoning Ordinance and shall be in addition to and not in lieu of open space requirements for planned unit developments.
4. Where private open space for park and recreation purposes is provided in a proposed subdivision, such areas shall not be used for credit against the requirement of dedication for park and recreation purposes, unless the City Council finds it is in the public interest to do so.
5. The park and/or trail dedication requirements of this section shall be in addition to, and not in lieu of, sidewalk installation requirements of the City.

C. Applicant Conference. The applicant shall confer with City staff and the Parks Commission at the time the preliminary plat is under consideration to secure a recommendation as to the location of any property that should be dedicated to the public, such as parks, playgrounds or other public property for recreational use. The preliminary plat shall show the location and dimensions of all areas to be dedicated in this manner. Such contribution requirement recommendation(s) will be sent to the Planning Commission for review and comment and subsequently to the City Council for their approval.

D. Consistency with Plans.

1. When a proposed park, playground, recreational area, or other public ground has been indicated in the City's official map, Comprehensive Plan, or Parks and Trails Plan, and is located in whole or in part within a proposed plat, it shall be dedicated to the City. If the applicant elects not to dedicate an area in excess of the land required hereunder for a proposed public site that the City feels is in the public interest to acquire, the City may consider acquiring the excess land through purchase or condemnation.
2. All land proposed for trail dedication shall be subject to recommendations of the Parks Commission and approval by the City Council. Such lands shall also correspond and conform with the City's Parks and Trails Plan.

E. Dedication Requirements. The City, upon consideration of the particular type of development, may require that a lesser parcel of land should be ~~dedicated due to particular features of the development. In such cases, dedicated and instead~~ a cash contribution shall be required above the land dedication to ~~insure~~ ensure that compensation is received for the full amount of the impact on the City's park and trail system.

1. Land Dedications. In all new subdivisions where land dedication is to be required, ten (10) percent of the gross area subdivided, or a different percentage as the City Council determines necessary as a result of the subdivision approval, shall be dedicated for public parks, trails, or open space.
2. Cash Contributions. When a subdivision is proposed, the developer shall make a land dedication for public park use, or the City may require a fee in lieu of such land dedication. The cash amount shall be determined based upon the city's adopted fee schedule for the fiscal year at time of final platting. As required by state law, cash contributions shall be based upon the market value of the raw land at time of final plat approval.
2. ~~as follows, which are the City's best estimate of the effect of the subdivision on the City's park system.~~
 - a. ~~Residential Development: \$1,400 per dwelling unit.~~
 - b. ~~Commercial Development: \$3,000 per gross acre.~~
 3. ~~Industrial Development: \$2,000 per gross acre.~~
- 4.3. Combined Land Dedication/Cash Contributions. The City may elect at its sole discretion to receive a combination of cash, land, and development of the land for park and/or trail use. Combined park land and cash dedications shall be calculated based upon the following procedure:

a. Residential Developments.

STEP ONE: Determine maximum number of units possible within the development without park land dedication:

Net acres x average density = number of units.

STEP TWO: Determine maximum cash contribution which could be received without park land dedication:

Number of units/lots (from Step 1) x \$1,400.00 ~~maximum cash contribution~~ max cash contribution amount per unit as outlined in the City's fee schedule.

STEP THREE: Determine percentage of park land dedication:

Acres to be dedicated + total land dedication requirement = percent of land dedication.

STEP FOUR: Determine balance of cash fee:

Maximum cash contribution (from Step 2) x percent of land dedication (from Step 3) = balance of cash fee.

b. Commercial and Industrial Developments.

STEP ONE: Determine maximum cash contribution which could be received without park land dedication:

Net acres x commercial or industrial charge per acre maximum cash contribution.

STEP TWO: Determine percentage of park land dedication:

Acres to be dedicated + total land dedication requirement = percent of land dedication.

STEP THREE: Determine balance of cash fee:

Maximum cash contribution (from Step 1) x percent of land dedication (from Step 2) = balance of cash fee.

5.4. Planned Unit Developments. Planned unit developments with mixed land uses shall make cash and/or land contributions in accordance with this section based upon the percentage of land devoted to the various uses.

6.5. Cash Payment Requirements. Park cash contributions are to be calculated at the time of final plat approval. The Council may approve a delay in the payment of cash requirements provided that an agreement is executed guaranteeing such payment in accordance with the following:

- a. Any developer may elect to pay in full park fees based on the rate in effect at the time of the final plat approval. ~~Park cash contributions shall be calculated and established at the time of final plat approval. The City Council may require the payment at the time of final plat approval or at a later time under terms agreed upon in the development agreement. Delayed payment shall include interest at a rate set by the City.~~
- b. Plats with park fees of up to \$2,500.00 must be paid in full when the Council approves the final plat. ~~Cash contributions for parks and trails shall be deposited in either the City's park fund or trail fund and shall only be used for park acquisition or development, and trail acquisition or development as determined by the City. Additionally, said funds may be utilized anywhere within the City park and trail systems.~~
- c. Twelve Month Scheduled Payment Plan. Plats with park fees of \$2,501.00 to \$7,500.00 must pay at least one-third of the fee when the final plat is approved by the Council, one-half of the balance no later than six (6) months from the date of final plat approval and the final balance not later than twelve (12) months from the date of final plat approval.

No interest will be charged on the payments during the twelve (12) months. Payments on a per lot dwelling unit or acreage basis will be required when building permits are applied for that exceed the amount paid on the payment schedule for the units or acreage involved. Credit will be applied on future schedule payments when park fees are paid in advance at the time a building permit is applied for.

- d. Twenty-Four Month Scheduled Payment Plan. Plats with park fees of \$7,501.00 to \$15,000.00 must pay at least one-third of the fee when the final plat is approved by the Council, and one-half of the balance no later than twelve (12) months from the date of final plat approval. No interest will be charged on the money due and paid during the first twelve (12) months. The final payment must be paid not later than twenty-four (24) months from the date of final plat approval by the Council, and interest at a rate set forth in the development contract shall be charged on the park fees due and paid after twelve (12) months. Payments on a per lot dwelling unit or acreage basis will be required when building permits are applied for that exceed the amount paid on the payment schedule for the units or acreage involved. Credit will be applied on future schedule payments when park fees are paid in advance at the time a building permit is applied for.
- b.e. Thirty-Six Month Scheduled Payment Plan. Plats with park fees over \$15,001.00 must pay at least one-third of the fee when the plat is approved by the Council. One-third of the balance must be paid not later than twelve months after the date of final plat approval by the Council. No interest will be charged during the first twelve months. Another third of the balance must be paid not later than twenty-four months after final plat approval, and interest will be charged on the entire unpaid balance at a rate as set forth in the development agreement on the plat or development. The final third of the balance must be paid not later than thirty-six months from the date of final plat approval, with interest as stated above. Payments on a per lot dwelling unit or acreage basis will be required when building permits are applied for that exceed the amount paid on the payment schedule for the units or acreage involved. Credit will be applied on future schedule payments when park fees are paid in advance at the time a building permit is applied for.

7-6. Replatted Property. Property being replatted with the same number of lots and same number of dwelling units shall be exempt from all new park land dedication requirements. If the number of lots or the number of dwelling units is increased, or if land outside the previously recorded plat is added, then the park land dedication and/or park cash contribution shall be based on the additional lots and on the additional land being added to the plat. If the additional land does not create additional lots, then each one-third (1/3) acre added shall be considered a new lot for purposes of calculating the dedication requirements.

8-7. Park Maintenance. When land is dedicated and deeded to the City for park purposes, it shall be the responsibility of the City to maintain such dedicated property.

9-8. Platting Requirements. Land dedication to the City shall be in the form of outlots and shall provide adequate public access (as determined by the City).

10-9. Request for Park Study. If the applicant or developer does not believe that the estimates contained in this section fairly and accurately represent the effect of the subdivision on the park or trail system of the City, the applicant or developer may request that the City prepare an in-depth study of the effect of the subdivision on the park and trail system and an estimate of that effect in money and/or land. All costs of

such study shall be borne by the developer or applicant. If the developer or applicant requests the preparation of such a study, the request must be made at the time the development application is submitted. The City shall provide the applicant or developer written notice that the application for development that is submitted shall be deemed incomplete until the requested study has been completed and a determination is made as to the appropriate amount of land or money necessary to offset the effects of the subdivision.

1107.13: PUBLIC SITES AND OPEN SPACES (PARK LAND DEDICATION):

A. Requirement. As a prerequisite to final plat approval, and at the sole determination by the City, applicants and/or developers shall dedicate land for parks, playgrounds, public open spaces or trails and/or shall make a cash contribution to the City's Park and Trail Fund roughly related to the anticipated effect of the plat on the park and trail system. The amounts listed in this section are the City's best estimate of the dedication or cash contribution needed to offset the effect on those systems. The requirement may also be satisfied with a combination of land and cash if approved by the City Council.

B. Land Eligibility.

1. The land dedicated for parks and trails shall be in addition to property dedicated for streets, alleys, easements, or other public ways. Land to be dedicated shall be reasonably suitable for its intended use as determined by the City and shall be at a location convenient to the public to be served. Factors used in evaluating the adequacy of proposed park and recreation areas shall include size, shape, topography, geology, hydrology, tree cover, access, and location.
2. To be eligible for park dedication credit, land dedicated is to be located outside of drainageways, wetlands, floodplains or ponding areas. Grades exceeding twelve (12) percent or areas unsuitable for park development shall not be considered for dedication as defined by the City Engineer. Park land to be dedicated shall be above the ordinary high-water level as approved by the City Engineer.
3. Land area conveyed or dedicated to the City shall not be used in calculating density requirements of the City Zoning Ordinance and shall be in addition to and not in lieu of open space requirements for planned unit developments.
4. Where private open space for park and recreation purposes is provided in a proposed subdivision, such areas shall not be used for credit against the requirement of dedication for park and recreation purposes, unless the City Council finds it is in the public interest to do so.
5. The park and/or trail dedication requirements of this section shall be in addition to, and not in lieu of, sidewalk installation requirements of the City.

C. Applicant Conference. The applicant shall confer with City staff and the Parks Commission at the time the preliminary plat is under consideration to secure a recommendation as to the location of any property that should be dedicated to the public, such as parks, playgrounds or other public property for recreational use. The preliminary plat shall show the location and dimensions of all areas to be dedicated in this manner. Such contribution requirement recommendation(s) will be sent to the Planning Commission for review and comment and subsequently to the City Council for their approval.

D. Consistency with Plans.

1. When a proposed park, playground, recreational area, or other public ground has been indicated in the City's official map, Comprehensive Plan, or Parks and Trails Plan, and is located in whole or in part within a proposed plat, it shall be dedicated to the City. If the applicant elects not to dedicate an area in excess of the land required hereunder for a proposed public site that the City feels is in the public interest to acquire, the City may consider acquiring the excess land through purchase or condemnation.
2. All land proposed for trail dedication shall be subject to recommendations of the Parks Commission and approval by the City Council. Such lands shall also correspond and conform with the City's Parks and Trails Plan.

E. Dedication Requirements. The City, upon consideration of the particular type of development, may require that a lesser parcel of land should be dedicated and instead a cash contribution shall be required above the land dedication to ensure that compensation is received for the full amount of the impact on the City's park and trail system.

1. Land Dedications. In all new subdivisions where land dedication is to be required, ten (10) percent of the gross area subdivided, or a different percentage as the City Council determines necessary as a result of the subdivision approval, shall be dedicated for public parks, trails, or open space.
2. Cash Contributions. When a subdivision is proposed, the developer shall make a land dedication for public park use, or the City may require a fee in lieu of such land dedication. The cash amount shall be determined based upon the city's adopted fee schedule for the fiscal year at time of final platting. As required by state law, cash contributions shall be based upon the market value of the raw land at time of final plat approval.
3. Combined Land Dedication/Cash Contributions. The City may elect at its sole discretion to receive a combination of cash, land, and development of the land for park and/or trail use. Combined park land and cash dedications shall be calculated based upon the following procedure:

a. Residential Developments.

STEP ONE: Determine maximum number of units possible within the development without park land dedication:

Net acres x average density = number of units.

STEP TWO: Determine maximum cash contribution which could be received without park land dedication:

Number of units/lots (from Step 1) x max cash contribution amount per unit as outlined in the City's fee schedule.

STEP THREE: Determine percentage of park land dedication:

Acres to be dedicated + total land dedication requirement = percent of land dedication.

STEP FOUR: Determine balance of cash fee:

Maximum cash contribution (from Step 2) x percent of land dedication (from Step 3) = balance of cash fee.

b. Commercial and Industrial Developments.

STEP ONE: Determine maximum cash contribution which could be received without park land dedication:

Net acres x commercial or industrial charge per acre maximum cash contribution.

STEP TWO: Determine percentage of park land dedication:

Acres to be dedicated + total land dedication requirement = percent of land dedication.

STEP THREE: Determine balance of cash fee:

Maximum cash contribution (from Step 1) x percent of land dedication (from Step 2) = balance of cash fee.

4. Planned Unit Developments. Planned unit developments with mixed land uses shall make cash and/or land contributions in accordance with this section based upon the percentage of land devoted to the various uses.
5. Cash Payment Requirements. Park cash contributions are to be calculated at the time of final plat approval. The Council may approve a delay in the payment of cash requirements provided that an agreement is executed guaranteeing such payment in accordance with the following:
 - a. Any developer may elect to pay in full park fees based on the rate in effect at the time of the final plat approval.
 - b. Plats with park fees of up to \$2,500.00 must be paid in full when the Council approves the final plat.
 - c. Twelve Month Scheduled Payment Plan. Plats with park fees of \$2,501.00 to \$7,500.00 must pay at least one-third of the fee when the final plat is approved by the Council, one-half of the balance no later than six (6) months from the date of final plat approval and the final balance not later than twelve (12) months from the date of final plat approval. No interest will be charged on the payments during the twelve (12) months. Payments on a per lot dwelling unit or acreage basis will be required when building permits are applied for that exceed the amount paid on the payment schedule for the units or acreage involved. Credit will be applied on future schedule payments when park fees are paid in advance at the time a building permit is applied for.
 - d. Twenty-Four Month Scheduled Payment Plan. Plats with park fees of \$7,501.00 to \$15,000.00 must pay at least one-third of the fee when the final plat is approved by the Council, and one-half of the balance no later than twelve (12) months from the date of final plat approval. No interest will be charged on the money due and paid during the first twelve (12) months. The final payment must be paid not later than twenty-four (24) months from the date of final plat approval by the Council, and interest at a rate set forth in the development contract shall be charged on the park fees due and paid after twelve (12)

months. Payments on a per lot dwelling unit or acreage basis will be required when building permits are applied for that exceed the amount paid on the payment schedule for the units or acreage involved. Credit will be applied on future schedule payments when park fees are paid in advance at the time a building permit is applied for.

- e. **Thirty-Six Month Scheduled Payment Plan.** Plats with park fees over \$15,001.00 must pay at least one-third of the fee when the plat is approved by the Council. One-third of the balance must be paid not later than twelve months after the date of final plat approval by the Council. No interest will be charged during the first twelve months. Another third of the balance must be paid not later than twenty-four months after final plat approval, and interest will be charged on the entire unpaid balance at a rate as set forth in the development agreement on the plat or development. The final third of the balance must be paid not later than thirty-six months from the date of final plat approval, with interest as stated above. Payments on a per lot dwelling unit or acreage basis will be required when building permits are applied for that exceed the amount paid on the payment schedule for the units or acreage involved. Credit will be applied on future schedule payments when park fees are paid in advance at the time a building permit is applied for.
6. **Replatted Property.** Property being replatted with the same number of lots and same number of dwelling units shall be exempt from all new park land dedication requirements. If the number of lots or the number of dwelling units is increased, or if land outside the previously recorded plat is added, then the park land dedication and/or park cash contribution shall be based on the additional lots and on the additional land being added to the plat. If the additional land does not create additional lots, then each one-third (1/3) acre added shall be considered a new lot for purposes of calculating the dedication requirements.
7. **Park Maintenance.** When land is dedicated and deeded to the City for park purposes, it shall be the responsibility of the City to maintain such dedicated property.
8. **Platting Requirements.** Land dedication to the City shall be in the form of outlots and shall provide adequate public access (as determined by the City).
9. **Request for Park Study.** If the applicant or developer does not believe that the estimates contained in this section fairly and accurately represent the effect of the subdivision on the park or trail system of the City, the applicant or developer may request that the City prepare an in-depth study of the effect of the subdivision on the park and trail system and an estimate of that effect in money and/or land. All costs of such study shall be borne by the developer or applicant. If the developer or applicant requests the preparation of such a study, the request must be made at the time the development application is submitted. The City shall provide the applicant or developer written notice that the application for development that is submitted shall be deemed incomplete until the requested study has been completed and a determination is made as to the appropriate amount of land or money necessary to offset the effects of the subdivision.

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

ORDINANCE NO. 2019-01

**AN ORDINANCE AMENDING SECTION 1107.13, OF THE MONTROSE
SUBDIVISION CODE RELATED TO CHANGES TO REQUIREMENTS FOR THE
DEDICATION OF PUBLIC SITES AND OPEN SPACES (PARK LAND DEDICATION)**

THE CITY COUNCIL OF THE CITY OF MONTROSE ORDAINS:

1. SECTION 1107.13.E. Dedication Requirements of the Montrose Subdivision Code is hereby amended to repeal the strikeouts and add the following underlined text:

E. Dedication Requirements. The City, upon consideration of the particular type of development, may require that a lesser parcel of land should be dedicated and instead a cash contribution shall be required above the land dedication to ensure that compensation is received for the full amount of the impact on the City's park and trail system.

1. Land Dedications. In all new subdivisions where land dedication is to be required, ten (10) percent of the gross area subdivided, or a different percentage as the City Council determines necessary as a result of the subdivision approval, shall be dedicated for public parks, trails, or open space.

2. SECTION 1107.13.E.2. of the Montrose Subdivision Code is hereby amended to repeal the strikeouts and add the following underlined text:

2. Cash Contributions. When a subdivision is proposed, the developer shall make a land dedication for public park use, or the City may require a fee in lieu of such land dedication. The cash amount shall be determined based upon the city's adopted fee schedule for the fiscal year at time of final platting. As required by state law, cash contributions shall be based upon the market value of the raw land at time of final plat approval.

3. SECTION 1107.13.E.3. of the Montrose Subdivision Code is hereby amended to repeal the strikeouts and add the following underlined text:

STEP TWO: Determine maximum cash contribution which could be received without park land dedication:

Number of units/lots (from Step 1) x max cash contribution amount per unit as outlined in the City's fee schedule.

SECTION 4. SECTION 1107.13.E.5. of the Montrose Subdivision Code is hereby amended to repeal the strikeouts and add the following underlined text:

5. Cash Payment Requirements. Park cash contributions are to be calculated at the time of final plat approval. The Council may approve a delay in the payment of cash requirements provided that an agreement is executed guaranteeing such payment in accordance with the following:
 - a. Any developer may elect to pay in full park fees based on the rate in effect at the time of the final plat approval.
 - b. Plats with park fees of up to \$2,500.00 must be paid in full when the Council approves the final plat.
 - c. Twelve Month Scheduled Payment Plan. Plats with park fees of \$2,501.00 to \$7,500.00 must pay at least one-third of the fee when the final plat is approved by the Council, one-half of the balance no later than six (6) months from the date of final plat approval and the final balance not later than twelve (12) months from the date of final plat approval. No interest will be charged on the payments during the twelve (12) months. Payments on a per lot dwelling unit or acreage basis will be required when building permits are applied for that exceed the amount paid on the payment schedule for the units or acreage involved. Credit will be applied on future schedule payments when park fees are paid in advance at the time a building permit is applied for.
 - d. Twenty-Four Month Scheduled Payment Plan. Plats with park fees of \$7,501.00 to \$15,000.00 must pay at least one-third of the fee when the final plat is approved by the Council, and one-half of the balance no later than twelve (12) months from the date of final plat approval. No interest will be charged on the money due and paid during the first twelve (12) months. The final payment must be paid not later than twenty-four (24) months from the date of final plat approval by the Council, and interest at a rate set forth in the development contract shall be charged on the park fees due and paid after twelve (12) months. Payments on a per lot dwelling unit or acreage basis will be required when building permits are applied for that exceed the amount paid on the payment schedule for the units or acreage involved. Credit will be applied on future schedule payments when park fees are paid in advance at the time a building permit is applied for.

Thirty-Six Month Scheduled Payment Plan. Plats with park fees over \$15,001.00 must pay at least one-third of the fee when the plat is approved by the Council. One-third of the balance must be paid not later than twelve months after the date of final plat approval by the Council. No interest will be charged during the first twelve months. Another third of the balance must be paid not later than twenty-four months after final plat approval, and interest will be charged on the entire unpaid balance at a rate as set forth in the development agreement on the plat or development. The final third of the balance must be paid not later than thirty-six months from the date of final plat approval, with interest as stated above. Payments on a per lot dwelling unit or acreage basis will be required when building permits are applied for that exceed the amount paid on the payment

City of Montrose
Ordinance No. 2019-01
Meeting of January 14th, 2019
Page 2

schedule for the units or acreage involved. Credit will be applied on future schedule payments when park fees are paid in advance at the time a building permit is applied for.

This amendment shall be in full force and effective immediately following its passage and publication.

Approved by the Montrose City Council this 14th day of January 2019.

Michelle Otto, Mayor

ATTEST:

Deb Boelter, City Clerk



Planning and Zoning Commission Meeting

SPECIAL NOTICE

**MONTROSE PLANNING AND ZONING
COMMISSION MEETING SCHEDULED**

FOR:

Wednesday, January 16, 2019

HAS BEEN RESCHEDULED TO:

Wednesday, January 30, 2019

7:00 P.M.

**Montrose Community Center
200 Center Avenue South**



Responsive partner.
Exceptional outcomes.

Memorandum

To: Honorable Mayor Michelle Otto and Members of the City Council
City of Montrose, MN

From: Shawn Louwagie, P.E.
City Engineer

Date: January 8th, 2019

Subject: TH 25 Improvements Projected Schedule Update

The figure below is the anticipated timeline for the TH 25 Improvements Project.

Task	Anticipated Start Date	Duration (days)	Anticipated End Date	Complete
BMI TRANSMITTAL DATA REVIEW	5/17/2018	14	5/31/2018	Y
REDEVELOP CONCEPT PLANS	5/31/2018	30	6/30/2018	Y
DEVELOP 60% PLANSET	7/1/2018	54	8/24/2018	Y
DEVELOP DRAFT PROPERTY EXHIBITS	7/1/2018	30	7/31/2018	Y
FINALIZE PROPERTY EXHIBITS/LEGAL DESCRIPTIONS	7/31/2018	30	8/30/2018	Y
60% MNDOT PLAN REVIEW	8/24/2018	34	9/27/2018	Y
PROPERTY APPRAISAL/ACQUISITION PROCESS	9/15/2018	198	4/1/2019	N
PLAN DEVELOPMENT FROM 60% TO 90%	9/27/2018	60	11/26/2018	Y
90% MNDOT PLAN REVIEW	11/26/2018	23	12/19/2018	Y
FINAL PLAN DEVELOPMENT (in process)	12/19/2018	30	1/18/2019	N
MNDOT FINAL PLAN APPROVAL	1/18/2019	21	2/8/2019	N
MNDOT COOPERATIVE AGREEMENT	2/8/2019	7	2/15/2019	N
ADVERTISE FOR BIDS (DEPENDANT ON PROPERTY ACQUISITION)	2/15/2019	28	3/15/2019	N
BID OPENING	3/29/2019	0	3/29/2019	N
PROJECT AWARD	4/8/2019	4	4/12/2019	N

Final plan development is nearing completion with anticipated MnDOT approval near the end of January. Following MnDOT approval, the Cooperative Agreement will be drafted by MnDOT and presented for approval. The timeline shown above is anticipated and may be subject to change.

Please contact me if there are any questions.

Shawn Louwagie



Responsive partner.
Exceptional outcomes.

January 8, 2019

Deb Boelter

Montrose City Clerk/Treasurer
City of Montrose
311 Buffalo Avenue South
Montrose, MN 55363

RE: 2019 Letter of Engagement for Engineering Services

Dear Ms. Boelter

On behalf of Wenck, I would like to thank City Staff and City Council for the opportunity to provide engineering services for the City of Montrose and look forward to continuing that role in 2019. We have enjoyed working together with City staff and Council and look forward to continuing this partnership.

Our day-to-day work is billed on an hourly basis. Per our proposal to provide engineering services, an annual increase in engineering rates was proposed in the range of 2%-3%. We will continue to provide 4 hours a month of General Engineering Service for the City Engineer at a reduced rate of \$80/hr.

Hourly Rates

The current 2018 rates and the proposed 2019 rates are shown in the table below:

Key Personnel

Classification	2018 Rate	2019 Rate
City Engineer (Shawn Louwagie)	\$130	\$133
Assistant City Engineer (Cody Mathisen)	\$115	\$118
Construction Manager (Adam Noreen)	\$120	\$122
Engineering Technician (Noah Tapper)	\$95	\$97
Principal in Charge (Jared Ward)	\$170	\$174

Classification	2018 Rate	2019 Rate
Sr. Project Manager	\$150 - \$175	\$153 - \$179
Principal Engineer/Scientist/Surveyor		
Project Manager	\$125 - \$150	\$128 - \$153
Project Engineer/Scientist/ Landscape Architect/Construction Manager	\$110 - \$135	\$112 - \$138
Engineering Technician, Inspector	\$95 - \$110	\$97 - \$112
Surveyor	\$135 - \$145	\$138 - \$148
Admin, Clerical, Intern	\$70 - \$80	\$72 - \$82

*Proposed rates would go into effect Feb. 1, 2019

Deb Boelter
Montrose City Administrator
January 8, 2019



Other Fee Scenarios

Wenck is open to discussing alternative fee arrangements such as percent of construction, fixed fee, etc. These arrangements can have both advantages and disadvantages based on the type and complexity of each project.

On behalf of the 300+ employee-owners of Wenck, thank you for the opportunity to continue to work with the City of Montrose. We appreciate your consideration of this letter and welcome any feedback for Wenck to continue providing unmatched service to the City of Montrose.

Sincerely,

Wenck Associates, Inc.

A handwritten signature in black ink, appearing to read 'Shawn Louwagie', with a stylized flourish at the end.

Shawn D Louwagie, P.E.
Associate

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

RESOLUTION NO. 2019-02

**A Resolution Establishing Just Compensation and Authorization to Initiate “Quick Take”
Condemnation of Right of Way on Project SP 8603-120 Trunk Highway Twenty-Five (TH 25)**

WHEREAS, the City of Montrose, in conjunction with the Minnesota Department of Transportation, has approved a TH 25 Road Reconstruction and Trail Project – SP 8603-10 (TH 25), and

WHEREAS, the City of Montrose is planning the reconstruction of TH 25 South of US Highway 12 to 7th Street South with new overlay, curb, gutter, and storm sewer with a new trail to be constructed on the West side of TH 25, and

WHEREAS, acquisition of right of way is necessary to move forward with SP 8603-10 (TH 25), and

WHEREAS, the right of way parcels have been appraised and offers to the property owners are being prepared;

WHEREAS, the total appraised value of the City of Montrose’s right of way easements is \$68,500.00 for 9 parcels, and

WHEREAS, in the event that timely acquisition by direct negotiation of all required parcels does not appear possible, it is necessary to have the Montrose City Council authorize the City Attorney to initiate “quick take” condemnation of the remaining City of Montrose’s parcels to allow a summer 2019 start date, and

NOW, THEREFORE, BE IT RESOLVED, that the Montrose City Council hereby establishes the Just Compensation value of \$68,500 amount and approves acquisition that acquisition of right of way for SP 8603-10 (TH 25) as shown Wenck Engineering project plans dated November 11, 2018 (pages 38 and 39)

<u>Parcel No.</u>	<u>Owner</u>	<u>Just Compensation Value</u>
1	Bodin, Oscar and/or Heirs	\$ 1,150.00
2	Leinonen, Mark A. and Tracy A.	\$ 6,800.00
3	Babatz, William J. Jr. and Marlette M.	\$ 14,350.00
4	Vergin, Kevin A. and Patricia D.	\$ 2,800.00
5	Habisch, Leon and Kathy	\$ 2,450.00
6	Probst, Mary A. and Osterbauer, Christine A.	\$ 3,550.00
7/8	Ruzicka, Douglas J. and Jordan L.	\$ 26,600.00
9	Johnson, Lloyd N. and Orlietha A.	\$ 10,800.00
	Subtotal	\$ 68,500.00

And; BE IT FURTHER RESOLVED, that the City of Montrose's City Council hereby authorizes the City Attorney to initiate "quick take" condemnation on the remaining parcels to allow a summer 2019 start date, in the event that a timely acquisition by direct negotiations of all parcels does not appear possible.

Adopted by the City Council of Montrose, Minnesota this 14th day of January, 2019.

Michelle Otto
Mayor
City of Montrose

Attested:

Deborah R. Boelter
City Clerk-Treasurer
City of Montrose

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

ORDINANCE 2019-02

**AN ORDINANCE SETTING VARIOUS DEVELOPMENT AND
ADMINISTRATIVE FEES**

THE CITY COUNCIL OF THE CITY OF MONTROSE ORDAINS the following development and administrative related fees are hereby established in the City of Montrose, as indicated on the attached Exhibit A, effective January 14, 2019.

IT IS FURTHER ORDAINED THAT should any section, subdivision, fee, clause or other provision of this Ordinance be held to be invalid by any court of competent jurisdiction, such decision shall not affect the validity of the Ordinance as a whole, or of any part thereof, other than the part held to be invalid.

IT IS FURTHER ORDAINED THAT this Ordinance supersedes, in all aspects, Ordinance 2018-01.

PASSED, ADOPTED AND APPROVED by the Montrose City Council, Wright County, Minnesota this 14th day of January, 2019.

BY:

Michelle Otto
Mayor

ATTEST:

Deborah R. Boelter
City Clerk-Treasurer

CITY OF MONTROSE

2019 FEE SCHEDULE

Administrative

Animal License (bi-annual)	FREE
Animal Fines - 1st offense	\$100.00
Subsequent	\$200.00
Excavation Permit/Small Utility	\$150.00
Sign Permit	\$50.00
NSF Check Service Fee	\$30.00
FAX per page - USA only	\$1.00
Notary	\$1.00
Special Assessment Search	\$20.00
Copy of City Code	\$25.00
Copy of Zoning Ordinance	\$25.00
Copy of Subdivision Ordinance	\$15.00
Copy of Comprehensive Plan	\$25.00
Charitable Gambling Permit	\$100.00
City Consultants (NOT at City request)	
their hourly rate	
Special Council Meeting	\$600.00
City Personnel - Public Works	\$100.00/hr
Administration	\$50.00/hr
Copies - Black and White	\$0.25/page
Color	\$2.00/page
CD's	\$5.00
Pavilion/Park Rental Reservation	\$25.00
Damage Deposit	\$300.00

Administrative Permits

General	\$50.00
Fireworks-Inside Sales	\$50.00
Outside Sales	\$250.00
Amusement Centers & Devices	\$100.00
*over 4 machines, add per machine	\$5.00
Junkyard or junk business	\$1,000.00
Pawnbroker/Secondhand Dealer	\$500.00
*Multiple	\$1,000.00
*Investigation Fee	\$750.00
Adult Use License	\$1,600.00
*Investigation Fee	\$1,600.00
Driveway Inspection Engineer	\$50.00

Trunk Area Charge

Sewer (per acre)	\$3,000.00
Water (per acre)	\$875.00
Storm Water (per acre)	\$800.00

Utility

Sewer Access Charge	\$5,300.00
Water Access Charge	\$2,500.00
Water Disconnect/Reconnect Charge	\$50.00
Meter Testing Fee	\$50.00
Meter Repair Fine - if not fixed in 30 days, plus \$1.00 per day	\$50.00
Water Meter Purchase	\$235.00
Water Rate	Base \$5.10
*Tier 1: 0-5999 gallons (per 1000 gals)	\$5.35
*Tier 2: 6000-11999 gallons (per 1000 gals)	\$5.89
*Tier 3: over 11999 gallons (per 1000 gals)	\$6.48
*Outside City Limits (per 1000 gals)	\$10.00
Bulk Water Users (0-2000 gals)	\$22.00
*Over 2000 gallons (per 1000 gals)	\$10
Sewer Rate	Base \$3.95
*Per 1000 gallon Rate	\$5.10
WWTP Rate	Base \$6.05
*Per 1000 gallon Rate	\$5.05
Non-Metered Sewer Service	
*Based on 12,000 gals at Rate Plus Base	
Storm Water Fee	\$4.50
Late Payment Fee (utilities - % of balance)	5%
Meter back plate replacement	\$10.00

Fire Department

Emergency Calls	\$300.00
Accident Reports	\$50.00
Major Incident Fee - 1st 6 Hours (per vehicle)	\$300.00
*Over 6 Hours (per hour fee)	
*Per Firefighter on scene or standby	\$7.00
Fire Inspections Fees - under 2,000 sq ft	\$100.00
*2,000 - 5,000 square feet	\$200.00
*over 5,000 square feet	\$300.00

Garbage

30 gallon per month	\$9.00
60 gallon per month	\$13.00
90 gallon per month	\$17.00
Recycling per month	\$2.00
Recycling Bin to purchase	\$5.00
Garbage stickers	\$3.00

Community Center (No Charge for Nonprofit Use)

Friday & Saturday Rental	\$400.00
Friday OR Saturday Rental	\$300.00

Ord Amendmt (exc. Zoning)	\$500.00	Sunday - Thursday Rental (up to 5 hours)	\$125.00
		*Each additional hour over 5	\$25.00
Fence/Shed Permit	\$15.00	Damage Deposit (Cash or Money Corder)	\$300.00
Sump Pump Permit	\$50.00	Funerals	\$50.00
<u>Administrative Fines (Per Day)</u>		<u>Liquor Licenses</u>	
Zoning Violation	\$100.00	On-Sale	\$3,900.00
Harboring a vicious or wild animal	\$50.00	Off-Sale	\$100.00
Illegal recreational fire	\$25.00	Sunday	\$200.00
Use of City parks after hours	\$25.00	Club	\$100.00
Deposit of snow or ice in ROW	\$25.00	Special 3-Day On-Sale	\$25.00
Sump pump discharge creating		Wine/Strong Beer	\$700.00
-ice on the street	\$25.00	3.2 Liquor/Beer - On-Sale	\$100.00
Hydrant use w/o City approval	\$50.00	*Off-Sale or Temporary	\$5.00
Noise violation	\$100.00	Set-Up License	\$300.00
Nuisance Ordinance Violation	\$100.00	Violations - 1st violation over a 3-year period	\$200.00
Permit not obtained for activity	\$100.00	*2nd violation over a 3-year period	\$500.00
Illegal dumping	\$50.00	(Proof of Training for liquor sales required)	
Building/plumbing code violation	\$100.00	*3rd violation over a 3-year period	\$1,000.00
HVAC/electrical code violation	\$100.00	(Loss of license for 1 monthl proof of training	
Non-access to meter		in liquor sales required)	
-after 2nd notice	\$50.00	*4th violation over a 3-yr period	LICENSE REVOCATION
Property maintenance violation	\$100.00	<u>Planning & Zoning</u>	
Sign ordinance violation	\$100.00	Type I	\$400.00
Unfinished construction project	\$100.00	plus initial escrow	\$1,000.00
Public property infringement	\$100.00	Type II	\$650.00
Fire Code Violation	\$100.00	plus initial escrow	\$2,500.00
Rental license violation	\$100.00	Type I Applications	
<u>Development Fees</u>		*Minor Subdivision (2 lots or less)	
Annexation	100% costs	*Rezoning	
*Unimproved Land (per acre)	\$250.00	*Residential VUP/IUP/Variance	
*Improved land (whichever is greater)		*Right Of Way or Easement Vacation	
**\$300 or 5 x taxes collected by the		*Simple Concept Plan, Zoning Text Amendment, or	
Township on the property in the year		Site Plan Revire	
of annexation		*Zoning Determination Appeal	
Administrative Fees (% of construction	1%	Type II Applications	
Legal Fees (% of construction costs)	1%	*Preliminary and Final Plat (plus \$250.00 per lot)	
AUAR Fee (per acre)	\$500.00	*Planned Unit Development	
		*Commercial CUP/IUP/Variance	
<u>Building Permit City Fees</u>		*Complex Concept Plan, Zoning Text Amendment, or	
Landscape Escrow	\$1,500.00	Site Plan Review	
Erosion Control Fee	\$125.00		
Assessor Fee	\$25.00	Street/Alley Vacation (plus legal fees)	\$500.00
Grading Fee	\$70.00	Park Dedication Fee - 10% land and/or	
Grading Escrow	\$1,500.00	*Residential (per unit)	\$1,600.00
Driveway Escrow (ind contr only)	\$2,500.00	*Commercial (per acre)	\$3,000.00
Building Permit Fee Schedule	see attached	*Industrial (per acre)	\$2,000.00
		Appeal - Zoning Admin Determination	\$100.00

Parking Pad Permit (RV/Vehicle)

Pre-Approved Surface	\$15.00
Engineer Review Surface	\$50.00

CITY OF MONTROSE

1997 STATE BUILDING CODE

BUILDING PERMIT FEE SCHEDULE

Total Valuation	Fee
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,000.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

In addition:

Mechanical Unit, Siding, Roofing, Fireplace, Water Heater, Etc.: \$75.00 plus \$1.00 Surcharge

Plumbing: \$50.00 plus \$5.00 per Fixture.