



**CITY COUNCIL AGENDA
SPECIAL CITY COUNCIL MEETING
July 29, 2019 3:30 P.M.**

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 City Hall
Conference Room
311 Buffalo Avenue South
Montrose, Minnesota 55363

1. CALL TO ORDER

2. ROLL CALL

3. BUSINESS

- A. Well Number Six and Well House Improvements – Award Project Bid
- B. Emergency Management Discussion
- C. Economic Development Authority Report
- D. Engineering Discussion
- E. Purchase of Property
- F. U.S. Highway 12 Improvements Discussion
- G. Planning and Zoning Commission Application – Ms. Catherine Neiberger
- H. Request to Park Camper – 601 Nelson Boulevard

4. UPCOMING MEETINGS

- A. Park and Recreation Commission Meeting – Monday, August 5, 2019 at 5:30 p.m. in the Montrose City Hall Conference Room

- B.** Regular City Council Meeting – Monday, August 12, 2019 at 7:00 p.m. in the Montrose Community Center
- C.** Montrose Streetscape Committee Meeting – Wednesday, August 21, 2019 at 5:00 p.m. in the Montrose City Hall Conference Room
- D.** Planning and Zoning Commission Meeting – Wednesday, August 21, 2019 at 7:00 p.m. in the Montrose Community Center
- E.** City Council Workshop – Monday, August 26, 2019 at 3:30 p.m. in the Montrose City Hall Conference Room

5. ADJOURNMENT


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MEMORANDUM

Date: July 19, 2019

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

From: Justin Kannas, P.E.
 City Engineer

Subject: Well No. 6 and Well House Improvements
 City of Montrose, Minnesota
 BMI Project No.: W13.110874

On June 20, 2019 we received bids for the Well No. 6 and the Well House Improvements projects. A bid abstract for each project is attached for your review.

One (1) bid was received for the Well No. 6 project. The bid received was \$184,310.00 from Traut Companies of Waite Park, Minnesota. I recommend that the City Council award the Well No. 6 project to Traut Companies in the amount of \$184,310.00 contingent upon execution of PFA financing documents.

Three (3) bids were received for the Well House Improvements project. The bids ranged from \$912,920.00 to \$1,005,000.00. The low bidder for the project is Rice Lake Construction Group of Deerwood, Minnesota. I recommend that the City Council award the Base Bid (Schedule A + Schedule B + Allowance) for the Well House Improvements project to Rice Lake Construction Group of Deerwood, Minnesota in the amount of \$912,920.00 contingent upon execution of PFA financing documents.

A summary of the total project costs that will be used as a basis for the final PFA financing is as follows:

- Well No. 6 Construction (Including abandoning Wells 1, 2, and 3) = \$184,310
 - Well House No. 3 Construction (Including demolition of Well House No. 1 and associated work and all SCADA control modifications) = \$912,920
 - Environmental Review, Engineering, Construction Administration, Inspection, & Testing (Includes all costs to date for preliminary and final design on both the original site and current site, alternative site evaluation analysis, and estimated costs for inspection throughout construction) = \$220,000
 - Legal, Finance, & Related Costs = \$5,000
- Total Project Costs for PFA Loan = \$1,322,230

Please feel free to contact me if you have any questions.

JLK/kg

ABSTRACT

WELL NO. 6
CITY OF MONTROSE, MN
BMI PROJECT NO. W13.110874

DATE: 6/20/2019

ITEM NO.	ITEM	TOTAL QUANTITY	UNIT	Traut Companies Montrose, MN	
				Unit Price	Amount
1	Mobilization/demobilization, site cleanup	1	LS	\$21,500.00	\$21,500.00
2	Drill and drive 12" dia. 304 stainless steel casing	168	LF	\$250.00	\$42,000.00
3	12" Hi Que Stainless Screen (0.035 & 0.045)	19	LF	\$215.00	\$4,085.00
4	Pull 12" casing back to expose the screen	13	LF	\$85.00	\$1,105.00
5	Furnish, install and remove well development equipment	1	LS	\$3,500.00	\$3,500.00
6	Develop Well Screen	20	HRS	\$390.00	\$7,800.00
7	Furnish, install and remove test pump with discharge piping	1	LS	\$5,900.00	\$5,900.00
8	Additional test pump install and removal	1	LS	\$500.00	\$500.00
9	Test pumping	30	HRS	\$180.00	\$5,400.00
10	Water sampling and chemical analysis	1	LS	\$750.00	\$750.00
11	Televised survey of finished well	1	LS	\$1,400.00	\$1,400.00
12	Data Recorders and print out graphs for DNR	1	LS	\$275.00	\$275.00
13	Disinfect the finished well	1	LS	\$175.00	\$175.00
14	Pitless Unit, Enclosure, pad, bollards, and piping*	1	LS	\$34,900.00	\$34,900.00
15	Submersible Pump and Motor	1	LS	\$25,850.00	\$25,850.00
16	Submersible Drawdown Transducer and Water Level Metering Tube	1	LS	\$3,250.00	\$3,250.00
17	Drop Pipe and Power Cable	135	LF	\$192.00	\$25,920.00
TOTAL BID (DUAL ROTARY METHOD):				\$184,310.00	

ABSTRACT

WELL HOUSE IMPROVEMENTS
CITY OF MONTROSE, MN
BWI PROJECT NO. W13.110874

DATE: 6/20/2019

DATE: 6/20/2019									
ITEM NO.	ITEM	TOTAL QUANTITY	UNIT	Rice Lake Construction Group Deerwood, MN		MN Mechanical Solutions Waite Park, MN		Municipal Builders, Inc. Andover, MN	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
BID SCHEDULE A: TOTAL PROJECT LUMP BID PRICE									
Construction of all facilities as shown on the Contract Drawings and as specified in the Contract Specifications for all work not included in the unit price bid.									
1		1	LS	\$819,800.00	\$819,800.00	\$821,092.00	\$821,092.00	\$913,116.00	\$913,116.00
TOTAL BID SCHEDULE A:					\$819,800.00		\$821,092.00		\$913,116.00
BID SCHEDULE B: TOTAL PROJECT UNIT PRICE BID									
1	SUBGRADE EXCAVATION	20	CY	\$40.00	\$800.00	\$80.00	\$1,600.00	\$15.00	\$300.00
2	TOPSOIL STRIP AND RESPREAD	20	CY	\$36.00	\$720.00	\$40.00	\$800.00	\$18.00	\$360.00
3	COMMON BORROW	40	CY	\$40.00	\$1,600.00	\$90.00	\$3,600.00	\$30.60	\$1,224.00
TOTAL BID SCHEDULE B:					\$3,120.00		\$6,000.00		\$1,884.00
ALLOWANCE:					\$90,000.00		\$90,000.00		\$90,000.00
TOTAL PROJECT BASE BID plus ALLOWANCE (BID SCHEDULE A + BID SCHEDULE B + \$90,000):					\$912,920.00		\$917,092.00		\$1,005,000.00


DDA

David Drown Associates, Inc.
Public Finance Advisors

Cologne Office:
 10555 Orchard Road
 Cologne, MN 55322
 Phone: (952) 356-2992
 shannon@daviddrown.com

July 11, 2019

City of Montrose
 Attn: Deb Boelter, City Clerk
 P.O. Box 25
 Montrose, MN 55363

RE: Economic Development Authority Work Plan

Honorable Mayor and Councilmembers:

I have had the opportunity to meet with Councilmember Marszalek and Ms. Boelter to discuss economic development services in general, and to develop a work plan for the purpose of re-engaging the Economic Development Authority for the City of Montrose. Through our discussions a series of recommendations have been assembled for consideration by the City Council. These recommendations include the following.

1 – Restructuring the membership of the Economic Development Authority

As City Councils manage a variety of issues and enterprises, it is difficult to engage an Economic Development Authority made up exclusively of Councilmembers on a consistent basis. Just as cities create planning commissions with non-councilmember board positions, it is suggested that the same be done for the Economic Development Authority ("EDA").

As provided for under Minnesota Statute, we are recommending the modification of the governing resolution for the EDA so that the membership of the EDA shall consist of 5 commissioners of which 2 will be councilmembers. The EDA will be able to better focus on specific economic development tasks by meeting on a regular basis and including residents that have a specific interest in economic development.

2 – Updating the Governing Resolution of the EDA

The current governing resolution for the EDA identifies a number of priorities that may or may not be priorities for the EDA at this time. Based on the Economic Development Services Survey completed by most (or all) of the City Council, it was clear that the EDA needed to focus on business retention and recruitment, but not necessarily some of the other areas that are presently outlined within the existing governing resolution.

Modification of the governing resolution will require a public hearing which will allow for public comment on any proposed modifications.

3 – Initial Work Plan

The initial work plan for a re-organized EDA as outlined above would include the following:

- A) All EDA members would participate in the creation of a business retention program that would include business visitations to local businesses. The purpose of the visits would be to identify barriers to growth, assist with problem solving on local issues, and to develop a stronger relationship with local employers.

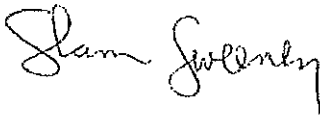
- B) All EDA members would participate in educational opportunities regarding Federal, State, and Local economic development programs, services, and tools by inviting speakers on these topics to EDA meetings on a regular basis.
- C) Based on the knowledge gained through the educational opportunities outlined above, the EDA would review and revisit policies associated with business subsidies and the use of various economic development tools, and would make recommendations regarding the adoption or modification of those policies to the City Council.
- D) It is anticipated that the work plan outlined above will lead to clear direction on economic development tools and projects that are appropriate for use and implementation in the City of Montrose. This will result in a better and more efficient response to any new business recruitment opportunities that may arise.

It is anticipated that the work plan outlined above will utilize most if not all of the EDA's time and energy in the first year with minimal impact to the City's budget. Items outlined above that may result in additional expense could include meeting per diems (as determined to be appropriate) for non-council EDA commissioners and any legal expense associated with the review of proposed resolutions or policies recommended for consideration by the City Council.

If the items outlined above are considered to be generally acceptable for implementation, the first step in the process would be to re-draft the enabling/governing resolutions that created the EDA for the purpose of presenting those documents at a public hearing prior to adoption.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Shannon Sweeney".

Shannon Sweeney, Associate
David Drown Associates, Inc.

Deb Boelter

From: Odegard, Terri (DOT) <terri.odegaard@state.mn.us>
Sent: Tuesday, July 2, 2019 11:28 AM
To: Deb Boelter
Subject: Answer to request made at the Streetscape Committee Meeting

Deb,

I wanted to get you the information that was requested at the Streetscape Committee meeting.

1. Crash History at Zephyr and Arizona Avenue
 - a. Arizona Avenue has had 6 crashes and all were rear end crashes with left turning vehicles
 - b. Zephyr Avenue 3 crashes: one rear end, one was an angle crash with a U-turning vehicle and the fatal crash with the motorcycle

The addition of the center left turn lane will help reduce the crash frequency at these intersections.

2. Stencil crosswalk or colored pavement options - Currently MnDOT is work with the town on Annandale on a reconstruction project on TH 24 thru their downtown district. There are a couple of options they are looking at for their crosswalks, brick stenciling and colored pavement, both meet MnDOT standards. We do not have a price for these options yet but, once we get a quote for these option I will pass that information on to you.
3. Updated status of the intersection of TH 12 and Cty Rd 14 - Currently MnDOT is still monitoring the intersection.
4. Wright county grant for RRFB – I looked at the Safe Route to Schools website and Anna Bohanon is the Wright County contact. Her email address is anna.bohanon@co.wright.mn.us
5. Cost to add a boulevard between the back of curb and edge of side walk – **I am still working on getting you an estimate this week but it may be next week due to the 4th of July holiday.**

Have a great 4th of July weekend!

Terri

Terri Odegard, P.E.
 Project Manager | District 3B

Minnesota Department of Transportation
 3725 12th Street North
 St. Cloud, MN 56303
 O: 320-223-6528
 F: 320-223-6580
terri.odegaard@state.mn.us

mndot.gov/



Deb Boelter

From: Odegaard, Terri (DOT) <terri.odegaard@state.mn.us>
Sent: Tuesday, July 9, 2019 12:32 PM
To: Deb Boelter
Subject: FW: SP 8601-62 Cost Estimate to add a boulevard along TH 12
Attachments: SP 8601-62 Montrose Boulevard Costs.pdf

Deb,

I just remembered that the cost participation changed for the reconditioning jobs (M&O), which means that the cities are no longer required to pay for a percentage of the construction cost for the parking area. MnDOT pays 100% for the roadway width from the outside edge of the traffic through-lane to the edge of curb.

Have a great day!

Terri

From: Odegaard, Terri (DOT)
Sent: Tuesday, July 09, 2019 8:58 AM
To: Deb Boelter (dboelter@montrose-mn.com) <dboelter@montrose-mn.com>
Subject: SP 8601-62 Cost Estimate to add a boulevard along TH 12

Good Morning Deb,

I was finally able to get you a rough cost estimate on the items that need to be relocated if we add a boulevard along TH 12. The first page of the estimate are the items that need to be relocated by block and the second page has the estimated prices. The bid item costs were taken from current construction jobs that were let this year in our district and the inflation factor is what MnDOT currently uses for estimating costs in the fiscal year 2022. There were a few assumptions in this estimate, the iron fittings, 6" water main, buried lighting cable, and non-metallic conduit quantities as we didn't have locations for some of these items. The estimate for the lighting is to replace the lighting wiring because MnDOT doesn't allow splices in the lighting system that it owns. However, since Montrose now owns the lights they could use an alternative method to reconnect the lights.

In addition to the cost to relocate the utilities, the city of Montrose would have to design a plan to relocate their utilities and then we would add it to our plan set. The attached estimate does not include the cities cost participation for their portion of the parking area for the M&O. I won't be able to get you that estimate until we have a layout.

If you have questions just give me a call.

Terri

Terri Odegaard, P.E.
 Project Manager | District 3B

Minnesota Department of Transportation
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 St. Cloud, MN 56303

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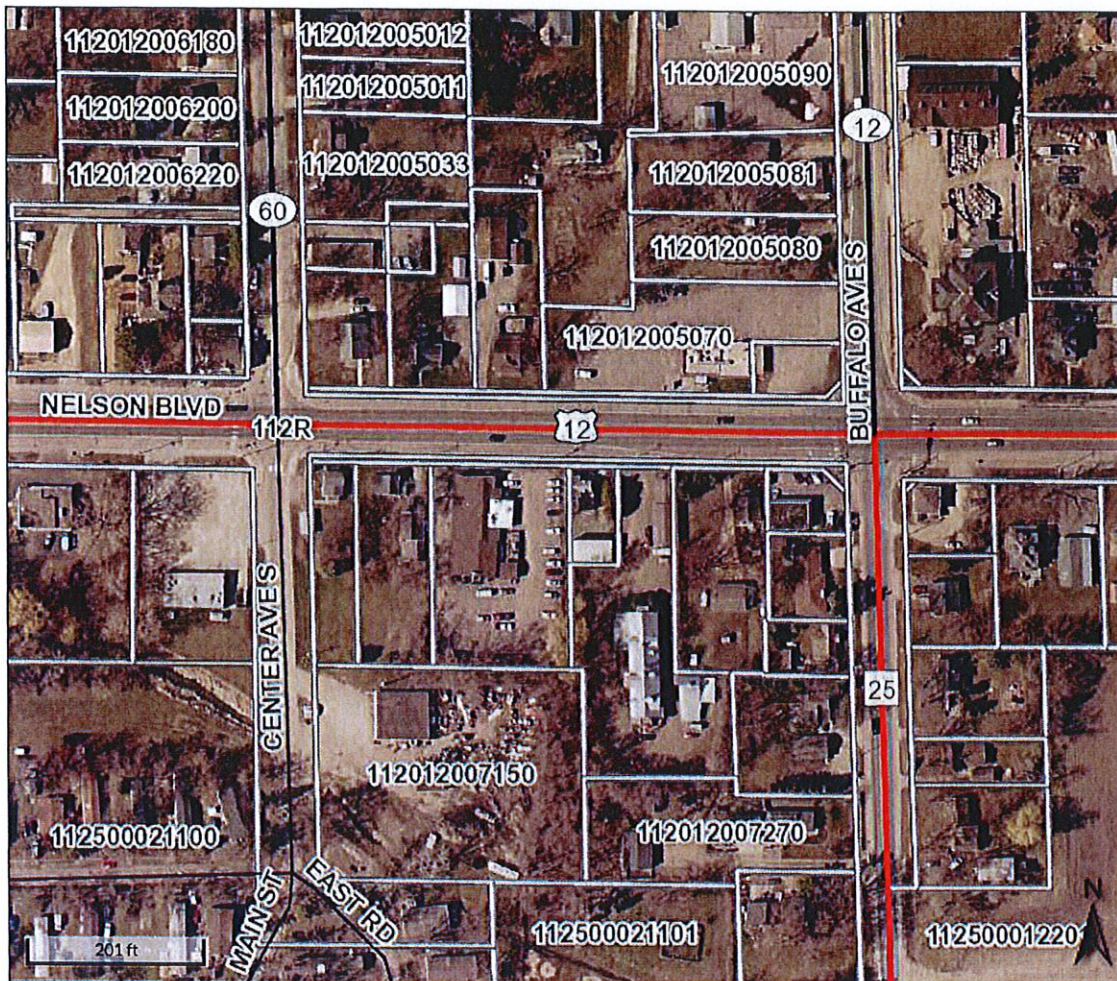
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mndot.gov/

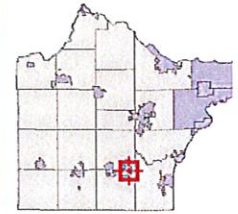


CITY OF MONTROSE ITEMS TO BE RELOCATED TO ADD BOULEVARD						
ITEMS TO BE RELOCATED	LOCATION				TOTAL	UNIT
	Arizona to Buffalo Ave	Buffalo to Center Ave	Center to Emerson Ave	Emerson to Garfield Ave	QTY	
Hydrants	2	1	1	2	6	EACH
Lights	3	2	3	7	15	EACH
Block Ret Wall				1	1	EACH
Sidewalk		778			778	S F

CONSTRUCTION ESTIMATE FOR CITY OF MONTROSE TO ADD BOULEVARD								
SECTION	ITEM NUMBER	ITEM	QUANTITY	UNIT	2019 UNIT PRICE	EXT. AMT	INFLATION FACTOR	2022 EST. UNIT PRICE
2504	2504602/00021	RELOCATE HYDRANT	6	EACH	\$ 3,750.00	\$ 22,500.00	1.14	\$ 25,650.00
2504	2504602/00032	ADJUST GATE VALVE AND BOX	6	EACH	\$ 90.00	\$ 540.00	1.14	\$ 615.60
2504	2504603/01062	6" WATERMAIN DUCTILE IRON CL 52	60	L F	\$ 120.00	\$ 7,200.00	1.14	\$ 8,208.00
2505	2504608/00020	DUCTILE IRON FITTINGS	350	L B	\$ 15.00	\$ 5,250.00	1.14	\$ 5,985.00
2104	2104502/02890	SALVAGE LIGHT STANDARD AND LUMINAIRE	15	EACH	\$ 250.00	\$ 3,750.00	1.14	\$ 4,275.00
2545	2545602/23130	INSTALL LIGHTING UNIT	15	EACH	\$ 700.00	\$ 10,500.00	1.14	\$ 11,970.00
0225	2545502/14080	LIGHT FOUNDATION DESIGN E	15	EACH	\$ 900.00	\$ 13,500.00	1.14	\$ 15,390.00
0245	2545503/04404	BURIED LIGHTING CABLE 4/C 4 AWG	9520	L F	\$ 9.00	\$ 85,680.00	1.14	\$ 97,675.20
0235	2545503/01078	3" NON METALLIC CONDUIT	225	L F	\$ 9.50	\$ 2,137.50	1.14	\$ 2,436.75
0135	2104502/01030	REMOVE FOUNDATION	15	EACH	\$ 1,000.00	\$ 15,000.00	1.14	\$ 17,100.00
2104	2104501/00051	REMOVE UNDERGROUND WIRE	9520	L F	\$ 2.50	\$ 23,800.00	1.14	\$ 27,132.00
0815	2521518/00040	4"CONCRETE WALK	778	S F	\$ 5.69	\$ 4,426.82	1.14	\$ 5,046.57
TOTAL						\$ 194,284.32		\$ 221,484.12



Overview



Legend

Roads

- CSAHCL
- CTYCL
- MUNICL
- PRIVATECL
- TWPCL

Highways

- Interstate
- State Hwy
- US Hwy

City/Township Limits

- c
- t
- Parcels

Parcel ID	211000252100	Alternate ID	n/a	Owner Address	n/a
Sec/Twp/Rng	25-119-026	Class	958 - MUNICIPAL PUB-OTHER		
Property Address		Acreage	1.93		
District	2701 TOWN OF MARYSVILLE 877				

Brief Tax Description Sect-25 Twp-119 Range-026 UNPLATTED LAND MARYSVILLE TWP 1.93 AC S24.75FT OF W1/2 OF NW1/4 & S33 FT OF E1/2 OF NW1/4 EX BEG AT SE COR TH ALG S LN OF SD NW1/4 ON ASM BRG OF N89D 25'28"W 858.30FT TO CTR OF RD RUNNING NLY TH DEF R92D 554FT TH S81D09'28"W 825.89FT TO E LN OF E1/2 TH S01D35'28"W ALG SD E LN 478.17FT TO POB ALSO PT OF E1/2 OF NW1/4 BEING 33FT ON EACH SIDE OF FOL DES CTRLN COM AT NE COR OF E1/2 OF NW1/4 TH ALG E LN OF NW1/4 ON AN ASM BRG OF S01D35'28" 731.92FT TO CTRLN OF RIDGEVIEW DR OF AGRI VIEW DIV BEING POB TH N64D58'54"W 400FT & TERM TOG/W A CUL-DE-SAC WITH RAD OF 66FT CTR OF SD CUL-DE-SAC BEING TERMINUS PT ON SD CTRLN

(Note: Not to be used on legal documents)

Date created: 7/24/2019

Last Data Uploaded: 7/24/2019 3:40:53 AM

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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: CATHERINE NEIBERGER
 Address: _____
 Phone: _____ Other: _____
 E-mail: _____

Please indicate your preferred form of communication: _____

How long have you lived in Montrose? SINCE 2003, FAMILY IN WRIGHT CTY. (FRANKLIN TOWNSHIP) FOR 46 YRS.

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>YES</u>	<u>X</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:

30+ YEARS IN CORPORATE & GOVERNMENT POSITIONS, INCLUDING CORP. PLANNING & DEVELOPMENT, LEGISLATIVE RESEARCH & ADMIN.

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:

PLANNING & ZONING; HWY. 12 COMMITTEE; HIGHWAY 12 FUTURE DEVELOPMENT COMMITTEE

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

HELP TO IMPLEMENT MONTROSE'S LAND USE DECISIONS WITHIN A FRAMEWORK OF THEIR DESIGN & DEVELOPMENT GUIDELINES

Signature: Catherine Neiberger

Date: JUNE 21, 2019