



CITY COUNCIL AGENDA- REGULAR MEETING
Monday, June 10, 2019 7:00 PM

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

Montrose Community Center
 200 Center Avenue South
 Montrose, MN 55363

1. CALL TO ORDER

2. ROLL CALL

3. INVOCATION

A. Pastor Paul Baker – Montrose Methodist Church

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA

6. APPROVAL OF CONSENT AGENDA

A. Minutes

1. May 13, 2019 Regular City Council Meeting – prepared by D. Boelter
2. May 21, 2019 Special City Council Meeting – prepared by D. Boelter
3. June 3, 2019 Special City Council Meeting – prepared by D. Boelter

B. Accounts Payable

1. City, June 10, 2019 – prepared by W. Manson
2. Fire Department, June 10, 2019 – prepared by W. Manson

C. Monthly Utility Adjustments, May, 2019 - prepared by J. Bonniwell

D. Schedule a Joint City Council and Park and Recreation Commission Workshop – June 24, 2019

1. Schedule a Joint City Council and Park and Recreation Commission Workshop for Monday, June 24, 2019 at 3:30 p.m. to be held in the Montrose City Hall Conference Room

E. Reschedule July 22, 2019 City Council Workshop

1. Reschedule the Monday, July 22, 2019 City Council Workshop to Monday, July 29, 2019 at 3:30 p.m. to be held in the Montrose City Hall Conference Room

- F. Reschedule the July 17, 2019 Planning and Zoning Commission Meeting
 - 1. Reschedule the Wednesday, July 17, 2019 Planning and Zoning Commission Meeting to Wednesday, July 10, 2019 at 7:00 p.m. in the Montrose Community Center
- G. Resolution No. 2019-13 – Amending the Mayoral Appointments
 - 1. Resolution No. 2019-13 *A Resolution amending the Mayoral Appointments for the Year 2019*

7. OPEN FORUM

8. WRIGHT COUNTY SHERIFF'S OFFICE

- A. May, 2019 Monthly Report

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

- A. City Council
 - 1. Monthly Activity Report
- B. Montrose Fire Department
 - 1. May, 2019 Activity Report
- C. Park and Recreation Commission
 - 1. June 5, 2019 Park and Recreation Commission Meeting Minutes – *Available the Night of the City Council Meeting*
 - 2. July, 2019 Park and Recreation Commission Meeting – TO BE DETERMINED
- D. Planning and Zoning Commission
 - 1. May 8, 2019 Planning and Zoning Commission Meeting Minutes – *Available the Night of the City Council Meeting*
- E. Public Works Department
 - 1. Veterans Park Tennis Court Resurfacing/Pickle Ball Quotes
 - 2. Discussion of Water Shut-Off Notification
- F. City Clerk-Treasurer
 - 1. Discussion Regarding Hiring of Part-Time Administrative Assistant
 - 2. City Hall Hours of Operation – July 4 and 5, 2019

10. OLD BUSINESS

11. NEW BUSINESS

- A. Discussion Regarding Emergency Management
- B. Discussion Regarding the Community Center Side Doors

12. UPCOMING MEETINGS

- A. Montrose Streetscape Committee Meeting – Wednesday, June 19, 2019 at 5:30 p.m. in the Montrose City Hall Conference Room
- B. Planning and Zoning Commission Meeting – Wednesday, June 19, 2019 at 7:00 p.m. in the Montrose Community Center

- C. Joint City Council and Park and Recreation Commission Workshop – Monday, June 24, 2019 at 3:30 p.m. in the Montrose City Hall Conference Room
- D. Regular City Council Meeting – Monday, July 8, 2019 at 7:00 p.m. in the Montrose Community Center
- E. Planning and Zoning Commission Meeting – Wednesday, July 10, 2019 at 7:00 p.m. in the Montrose Community Center
- F. City Council Workshop – Monday, July 29, 2019 at 3:30 p.m. in the Montrose City Hall Conference Room

13. ACKNOWLEDGEMENTS

14. ADJOURNMENT

City of Montrose
 Regular City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, May 13, 2019
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, May 13, 2019 at 7:00 p.m.

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

2. ROLL CALL

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

Absent: Council Member Lloyd Johnson

Staff Present: Ms. Deborah Boelter, City Clerk-Treasurer
 Ms. Wendy Manson, Deputy Clerk
 Mr. Wayne McCormick, Public Works Department Director
 Mr. Kevin Triplett, Montrose Fire Department Chief
 Ms. Amy Schutt, City Attorney
 Mr. Shawn Louwagie, City Engineer

3. INVOCATION

A. Pastor Cathy Jones – House of Grace

Pastor Cathy Jones administered the Invocation.

4. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was taken.

5. APPROVAL OF THE AGENDA

A. Approval of the AMENDED Agenda

Council Member Moynagh motioned to approve the AMENDED May 13, 2019 Regular City Council Meeting Agenda. Council Member Kuehl seconded the motion. Motion carried 4-0.

6. APPROVAL OF THE CONSENT AGENDA

Council Member Marszalek asked that the minutes of the April 17, 2019 U.S. Highway 12 Development Committee Meeting minutes be amended on Page 2 of 2, paragraph number two (2) to read "Council Member Moynagh also recommended..."

A. Minutes

1. Accepted the minutes of the April 8, 2019 City Council Workshop.
2. Accepted the minutes of the April 8, 2019 Regular City Council Meeting.
3. Accepted the minutes of the April 17, 2019 U.S. Highway 12 Development Committee Meeting.

4. Accepted the minutes of the April 29, 2019 Special City Council Meeting.

B. Accounts Payable

1. Approved the May 13 2019 Accounts Payable for the City of Montrose.
2. Approved the May 13, 2019 Accounts Payable for the Montrose Fire Department.

C. Approved the Monthly Utility Adjustments, April, 2019.

D. Cancel City Council Workshop – May 27, 2019

1. Authorized the cancellation of the City Council Workshop scheduled for Monday, May 27, 2019 due to the Memorial Day Holiday.

E. Ordinance No. 2019-05 – Temporary Semi-Truck Parking

1. Adopted Ordinance No. 2019-05 *An Ordinance Regulating Temporary Semi-Truck Parking.*

Council Member Marszalek motioned to approve the Consent Agenda with the changes to the U.S. Highway 12 Development Committee Meeting minutes as presented. Council Member Kuehl seconded the motion. Motion carried 4-0.

Mayor Otto asked Ms. Boelter if she has contacted representatives from the Minnesota Department of Transportation (MN DOT) to have them attend a future U.S. Highway 12 Development Committee Meeting. Ms. Boelter stated that Committee Member, Ms. Ellen Sones, provided her with the contact information for two (2) representatives from MN DOT.

Ms. Boelter stated that a representative from MN DOT contacted her to meet with City staff to discuss the year 2021 proposed improvements to U.S. Highway 12 through the City of Montrose corridor.

7. OPEN FORUM

A. Utility Bill Adjustment

Mr. Lawrence and Mrs. Darla O'Flanagan, 744 Brook Circle East, addressed the City Council to ask for a reduction in their utility bill.

Mrs. O'Flanagan explained that they were unaware of a toilet that was not working properly in their house and as a result, they had an unusually high utility bill.

The City Council asked Ms. Boelter for her opinion of the request. Ms. Boelter stated that unfortunately the water was treated by the City before entering the house and it was also treated again when it discharged into the City's sewer system. She continued by recommending to the City Council that they do not set a precedence by adjusting a resident's utility bill for this type of increased usage.

The City Council discussed and informed Mr. and Mrs. O'Flanagan that they were not going to adjust their utility bill.

8. WRIGHT COUNTY SHERIFF'S OFFICE

A. April, 2019 Monthly Report

City staff referred to the April, 2019 *Wright County Sheriff's Office Report* found in the City Council 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.

Council Member Marszalek presented information on the *Petition* available for Wright County residents to sign to force the Wright County Board to allow the residents to vote on the issuing of \$60,000,000.00 in bonds to construct a new Government Center.

B. Montrose Fire Department

1. April, 2019 Activity Report

Mr. Kevin Triplett referenced the *Monthly Activity Report* for the month of April, 2019 that was found in the City Council Packet.

Mr. Triplett acknowledged the firefighters who volunteered their time to work during the *Beyond the Yellow Ribbon Fundraiser Program*.

C. Park and Recreation Commission

1. Montrose Days Committee Member – Ms. Melanie Estes-Proulx

Ms. Estes-Proulx addressed the City Council on behalf of the Montrose Days Committee to ask that the City Council would waive any fees for the use of Lion's Park during the weekend of August 16-18, 2019 for the Montrose Days Celebration events and activities.

Ms. Estes-Proulx also asked for City Council approval for the sale and consumption of alcohol,

Council Member Moynagh motioned to waive any fees for the use of Lion's Park and to allow for the sale and consumption of alcohol during the Montrose Days Celebration the weekend of August 16-18, 2019. Council Member Marszalek seconded the motion. Motion carried 4-0.

2. May 8, 2019 Park and Recreation Commission Meeting Minutes

Ms. Boelter gave an overview of the items discussed at the May 8, 2019 Park and Recreation Commission Meeting.

Ms. Boelter stated that the Park and Recreation Commission Members are asking for approval to spend up to \$400.00 on supplies needed for the July, 2019 Summer Splash Party.

Council Member Marszalek motioned to allow the Park and Recreation Commission to spend up to \$400.00 for the supplies needed for the July, 2019 Summer Splash Party. Council Member Moynagh seconded the motion. Motion carried 4-0.

Mayor Otto directed Public Works Department Director, Mr. Wayne McCormick to have the Public Works Department employees prepare Carver Field for the summer, 2019 Baseball Season.

2. Discussion Regarding the Fee for Reservation of the Carver Field Concession Stand

Ms. Boelter presented Ms. Ashlyn Otto's *Facility Use Agreement and Reservation Form* to sell concessions at Carver Field from May 15, 2019 through July 9, 2019. Ms. Boelter stated that the City Council recommended that Ms. Otto attend the City Council Meeting to discuss waiving the \$25.00 per day fee and the \$300.00 Damage Deposit.

Ms. Ashlyn Otto was represented by her Mother, Mayor Otto. Mayor Otto asked the City Council to waive the aforementioned fees for use of the Carver Field Concession Stand. She stated that any profits Ms. Ashlyn Otto would make from the sale of concessions would be donated to the City's Park Fund.

Mayor Otto stated that Ms. Ashlyn Otto would be obtaining a Department of Agriculture License to sell pre-packaged food items and beverages.

The City Council discussed their concerns that Ms. Ashlyn Otto is selling food items that are not approved under the Department of Agriculture License that she obtains; because, there is a popcorn maker and hot dog warmer located in the Concession Stand. Mayor Otto stated that the popcorn maker and the hot dog warmer are not owned by Ms. Ashlyn Otto. The City Council directed City staff to remove the popcorn maker and hot dog warmer from the building.

Montrose Fire Department Chief, Mr. Kevin Triplett, stated that the Fire Department would take the popcorn maker.

Council Member Kuehl motioned to waive the \$25.00 per day and \$300.00 Damage Deposit for use of the Carver Field Concession Stand by Ms. Ashlyn Otto from May 15, 2019 through July 9, 2019; and directed City staff to remove the popcorn maker and hot dog warmer from the Concession Stand. Council Member Moynagh seconded the motion. Motion carried 2-1-1. Council Member Marszalek was opposed. Mayor Otto abstained.

D. Planning and Zoning Commission

1. April 17, 2019 Planning and Zoning Commission Meeting Minutes

Mr. Barry Rhineberger, Planning and Zoning Commission Vice-Chair, gave an overview of the items discussed at the April 17, 2019 Planning and Zoning Commission Meeting.

E. City Engineer

1. Trunk Highway Twenty-Five (TH 25) Improvements Projected Schedule Update

The City's Engineer, Mr. Shawn Louwagie, gave an update on the TH 25 Improvements Projected Schedule.

F. City Attorney

1. Trunk Highway Twenty-Five (TH 25) Easement Agreements

The City Attorney, Ms. Amy Schutt, presented the *Stipulation of Settlement* for the TH 25 trail easements for the following properties:

- a) 461 Buffalo Avenue South
- b) 541 Buffalo Avenue South

Council Member Moynagh motioned to approve the *Stipulation of Settlement* for 461 Buffalo Avenue South and 541 Buffalo Avenue South. Council Member Kuehl seconded the motion. Motion carried 4-0.

10. NO OLD BUSINESS.

11. NEW BUSINESS

A. Discussion Regarding Amendments to Ordinance No. 2019-02 *An Ordinance Setting Various Development and Administrative Fees* – Exhibit A: 2019 Fee Schedule

Ms. Boelter presented the proposed amendments to various development and administrative fees found in Ordinance No. 2019-02.

She continued by stating that they include:

- | | |
|-----------------------------|---------------|
| 1. Property Maintenance Fee | \$100.00 plus |
| Public Works Hourly Rate | \$100.00/hour |
| 2. Community Garden Plot | \$ 20.00/year |
| 3. Community Garden Deposit | \$100.00/year |
| 4. Assessor Fee | \$ 50.00 |

Value of \$499,999.00 or less	\$150.00
Value of \$500,000.00 or more	
5. Engineer Review Fee	\$125.00

The City Council discussed the proposed amendments and directed City staff to prepare an amended Ordinance for adoption at a future City Council Meeting.

B. Discussion Regarding Amendments to Resolution No. 2019-07 *A Resolution Approving the Mayoral Appointments for the Year 2019*

Ms. Boelter presented some amendments that needed to be made to Resolution No. 2019-07 *a Resolution approving the Mayoral appointments for the year 2019.*

The amendments included:

1. The U.S. Highway 12 Coalition title to **U.S. Highway 12 Safety Coalition.**
2. Change Management Coordinating Committee to **Personnel Committee.**
3. Under **City Meetings:**
 - a) Change City Council to **Regular City Council Meeting.**
 - b) Add **City Council Workshop** **City Hall** **Monthly-Fourth Monday** **3:30 p.m.**

Council Member Marszalek read a statement sharing his concerns of having Council Member Johnson on the Personnel Committee and as a liaison on the Planning and Zoning Commission.

The City Council discussed.

Mayor Otto motioned to schedule a Special Meeting on Tuesday, May 21, 2019 at 4:00 p.m. in the Conference Room at City Hall to discuss the proposed amendments to Resolution No. 2019-07 and Council Member Johnson's position on the Personnel Committee and Planning and Zoning Commission. Council Member Moynagh seconded the motion. Motion carried 4-0.

C. Resolution No. 2019-10 – Purchase of Epple Property

1. Resolution No. 2019-10 *A Resolution Approving the Purchase of Real Property and Dispensing with Statutory Requirements for Review by Planning Commission*

The City Attorney, Ms. Amy Schutt presented Resolution No. 2019-10.

Council Member Marszalek motioned to adopt Resolution No. 2019-10 *A Resolution Approving the Purchase of Real Property and Dispensing with Statutory Requirements for Review by Planning Commission.* Council Member Kuehl seconded the motion. Motion carried 4-0.

D. Resolution No. 2019-11 – Facsimile Signature

1. Resolution No. 2019-11 *A Resolution Authorizing Facsimile Signature*

Ms. Boelter stated that City Council adoption of Resolution No. 2019-11 would allow Mayor Otto's facsimile signature to be printed on the City's Fund Accounting and Payroll Checks. Currently, Mayor Otto has to come to City Hall to sign checks or City staff has to bring checks to Council Member Kuehl for his signature. Having the Mayor's facsimile signature will make it easier and more convenient for City staff when preparing account payable checks.

Council Member Kuehl motioned to adopt Resolution No. 2019-11 *A Resolution Authorizing Facsimile Signature.* Council Member Marszalek seconded the motion. Motion carried 4-0.

12. UPCOMING MEETINGS

- A. Special City Council Meeting – Tuesday, May 21, 2019 at 4:00 p.m. in the Montrose City Hall Conference Room

- B. Park and Recreation Commission Meeting – Wednesday, June 5, 2019 at 5:30 p.m. in the Montrose City Hall Conference Room
- C. Regular City Council Meeting – Monday, June 10, 2019 at 7:00 p.m. in the Montrose Community Center
- D. Planning and Zoning Commission Meeting – Wednesday, June 19, 2019 at 7:00 p.m. in the Montrose Community Center

13. ACKNOWLEDGEMENTS

A. Mayor Otto acknowledged the following:

- 1. The Deputies of the Wright County Sheriff's Office in honor of *Law Enforcement Week*.
- 2. The Public Works Department employees for the organized and successful *Clean-Up Day*.
- 3. Council Member Johnson for donating \$100.00 for the Dunk Tank for the July, 2019 Summer Splash Party.

B. Council Member Marszalek acknowledged the following:

- 1. The Public Works Department employees for the organized and successful *Clean-Up Day*.

14. ADJOURNMENT

Council Member Moynagh motioned to the adjourn the Regular City Council Meeting at 8:35 p.m. Council Member Kuehl seconded the motion. Motion carried 4-0.

Michelle Otto
Mayor
City of Montrose

ATTEST:

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

City of Montrose
 Special City Council Meeting
 Montrose City Hall
 311 Buffalo Avenue South
 Tuesday, May 21, 2019
 4:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in a Special Meeting on Tuesday, May 21, 2019 at 4:00 p.m.

Mayor Otto called the meeting to order at 4:00 p.m.

2. ROLL CALL

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

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

3. OLD BUSINESS

A. Discussion Regarding Amendments to Resolution No. 2019-07 – *A Resolution Approving the Mayoral Appointments for the Year 2019*

Ms. Boelter presented the proposed amendments to Resolution No. 2019-07 a *Resolution approving the Mayoral Appointments for the year 2019*.

The amendments included:

1. Change the U.S. Highway 12 Coalition title to **U.S. Highway 12 Safety Coalition**.
2. Change Management Coordinating Committee to **Personnel Committee**.
3. Under **City Meetings**:
 - a) Change City Council to **Regular City Council Meeting**.
 - b) Add **City Council Workshop** **City Hall** **Monthly-Fourth Monday** **3:30 p.m.**

Council Member Moynagh recommended that the following amendments also be included:

1. The U.S. Highway 12 Development Committee should be changed to read:
 Chair – Ms. Sylvia Henry
 Vice-Chair – Mr. Graham Sones

Council Member Marszalek read a statement sharing his concerns of having Council Member Johnson on the Personnel Committee and as a liaison on the Planning and Zoning Commission.

The City Council discussed the Personnel Committee membership.

Council Member Kuehl motioned to have Council Member Marszalek and Council Member Moynagh on the Personnel Committee. Council Member Marszalek seconded the motion. Motion failed 2-3. Mayor Otto opposed. Council Member Johnson opposed. Council Member Moynagh opposed.

The City Council and staff further discussed the Personnel Committee responsibilities and membership.

Council Member Moynagh motioned to have Mayor Otto and Council Member Marszalek on the Personnel Committee. Council Member Marszalek seconded the motion. Motion carried 4-1. Council Member Johnson opposed.

Council Member Marszalek shared the concerns that he had received from some of the Planning and Zoning Commission Members regarding Council Member Johnson's performance as the City Council Liaison.

Mayor Otto stated that she contacted the Planning and Zoning Commission Members to inquire about Council Member Johnson's performance as the City Council Liaison. She stated that two (2) of the Commission Members were in favor of Council Member Johnson remaining on the Planning and Zoning Commission.

Mayor Otto then shared concerns that she had received regarding Council Member Marszalek sitting at the Council Dias during the Planning and Zoning Commission Meetings and that certain individuals believe that Council Member Marszalek should sit in the audience area during the Meetings.

Ms. Catherine Neiberger, 125 Hill Street, addressed the City Council and stated the City of Montrose's Ordinance regulating the Planning and Zoning Commission does not allow for an Alternate Liaison; so, Council Member Marszalek should not be designated as an Alternate Liaison.

Council Member Marszalek resigned his position as an Alternate Liaison to the Planning and Zoning Commission.

Mayor Otto stated that Council Member Johnson will remain as the Planning and Zoning Commission City Council Liaison and that she will continue to monitor his performance on the Commission.

The City Council directed staff to make the aforementioned amendments to Resolution No. 2019-07 and bring the new Resolution to a future City Council Meeting for adoption.

B. Discussion Regarding the Carver Field Concession Stand

Council Member Kuehl presented Mayor Otto with pictures of the equipment in the Carver Field Concession Stand.

Due to the type of food processing equipment found in the Concession Stand, Council Member Kuehl shared his concerns regarding the type of food items that Ms. Ashlyn Otto and/or her family may be selling. He continued by stating that if food items are being sold from the City's building that are not in compliance with the type of Licensing obtained by Ms. Ashlyn Otto, the City would be liable if someone would become sick.

Mayor Otto stated that the food processing equipment in the Concession Stand belong to her family and are being stored there and not used when selling concessions.

The City Council discussed and directed Mayor Otto to remove her personal food processing equipment and other items from the City's Carver Field Concession Stand.

Mr. McCormick and Ms. Boelter presented a proposal to purchase a new, energy efficient refrigerator for the Concession Stand. Mr. McCormick continued by sharing his concerns about the safety of having all the existing refrigerators and freezers plugged in at the Concession Stand.

The City Council discussed and directed the Public Works Department to remove the freezers from the Concession Stand and to obtain quotes for purchasing a new, energy efficient refrigerator for the Concession Stand.

C. Ordinance 2019-06 – Amending Various Development and Administrative Fees

1. Ordinance 2019-06 – *An Ordinance Amending Various Development and Administrative Fees Found in Ordinance 2019-02*

Ms. Boelter presented Ordinance 2019-06. She continued by stating that the City Council discussed the amendments to *Ordinance 2019-02* and directed City staff to bring the amended Ordinance to a future City Council Meeting for approval.

Council Member Marszalek motioned to adopt Ordinance 2019-06 an Ordinance amending various development and administrative fees found in Ordinance 2019-02. Council Member Moynagh seconded the motion. Motion carried 5-0.

D. Discussion Regarding Title Change for the U.S. Highway 12 Development Committee

Ms. Boelter presented the list of possible titles she received for the U.S. Highway 12 Development Committee:

- ✓ Montrose Redevelopment Committee
- ✓ Montrose Rejuvenation Committee
- ✓ Revitalization Committee
- ✓ Montrose Streetscape Committee
- ✓ Montrose Design Committee
- ✓ Montrose Right-of-Way Improvements Committee
- ✓ Montrose Highway and Street Amenities Committee

Mayor Otto asked if the title change options should be reviewed and discussed by the U.S. Highway 12 Development Committee. Ms. Boelter stated that the title options she received came from the Committee Members.

Council Member Kuehl motioned to change the title of the U.S. Highway 12 Development Committee to *Montrose Streetscape Committee*. Council Member Marszalek seconded the motion. Motion carried 5-0.

U.S. Highway Development Committee Chair, Ms. Sylvia Henry, asked if the membership of the Committee will remain the same with the title change. Mayor Otto stated yes.

4. NEW BUSINESS

A. Public Works Department

1. Updates

Mr. McCormick gave updates on the following items:

- a) Two (2) part-time, seasonal employees have been hired to assist the Public Works Department over the summer months.
- b) With all the rain, the Public Works Department has not been able to mow because the ground is too wet.

B. City Clerk-Treasurer

1. Updates

Ms. Boelter gave updates on the following items:

- a) Planning and Zoning Department
 - i. Possible sale of the former Casey's Building.
 - ii. Code Enforcement efforts.
 - iii. 121 Hill Street – Next step for Code Enforcement violations.
 - iv. The Preserve Housing Development.
 - v. Proposed amendments to the City's Solar Energy Systems (SES) Ordinance.
- b) Administrative Assistant Position
 - The City has received seven (7) applications.
 - City staff has scored all seven (7) applications to determine who the City will interview.
 - The current plan is to interview two (2) of the candidates.
- c) Resolution 2019-12 – Summary Publication of Ordinance 2019-06

Ms. Boelter presented Resolution 2019-12 a *Summary Publication of Ordinance 2019-06*. She continued by stating that the Ordinance 2019-06 contains a great deal of information and would be costly to publish in the newspaper.

Council Member Moynagh motioned to adopt Resolution 2019-12 a *Summary Publication of Ordinance 2019-06*. Council Member Kuehl seconded the motion. Motion carried 5-0.

d) July 22, 2019 City Council Workshop

Ms. Boelter stated that due to other commitments, she will be unable to prepare an Agenda Packet for the Monday, July 22, 2019 City Council Workshop and asked the City Council if the Workshop could be moved to Monday, July 29, 2019.

The City Council discussed and agreed to move the July 22, 2019 City Council Workshop to Monday, July 29, 2019.

e) Joint City Council and Park and Recreation Commission Workshop

Ms. Boelter stated that she would like to schedule a *Joint City Council and Park and Recreation Commission Workshop* to have both groups come to a consensus on what direction the City Council and Park and Recreation Commission would like to take in the future in regards to park improvements.

The City Council discussed and directed staff to schedule a *Joint City Council and Park and Recreation Commission Workshop* on Monday, June 24, 2019.

5. NO OTHER.

6. UPCOMING MEETINGS

- A. Park and Recreation Commission Meeting – Wednesday, June 5, 2019 at 5:30 p.m. in the Montrose City Hall Conference Room
- B. Regular City Council Meeting – Monday, June 10, 2019 at 7:00 p.m. in the Montrose Community Center
- C. Planning and Zoning Commission Meeting – Wednesday, June 19, 2019 at 7:00 p.m. in the Montrose Community Center

7. ADJOURNMENT

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

Michelle Otto
Mayor
City of Montrose

ATTEST:

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

City of Montrose
 Special City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, June 3, 2019
 3:30 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in a Special Meeting on Monday, June 3, 2019 at 3:30 p.m.

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

2. ROLL CALL

Present: Mayor Michelle Otto
 Council Member Lloyd Johnson
 Council Member Ben Kuehl
 Council Member Tom Marszalek
 Council Member Kirby Moynagh – *arrived at 3:32 p.m.*

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

3. DISCUSS CITY COUNCIL MEMBER COMMUNICATIONS WITH STAFF

Mayor Otto stated that the Special City Council Meeting is being held to discuss communications between the City Council and staff and between the City Council Members.

Council Member Johnson stated that he stopped into City Hall and asked for the list of area cities that have Solar Energy Systems (SES) that the City Planner, Mr. Myles Campbell agreed to prepare for him and Ms. Boelter stated that she did not have the information from Mr. Campbell.

Ms. Boelter stated that she does not recall Mr. Campbell being directed by Council Member Johnson to prepare a list of area of cities that have SES.

Ms. Boelter recommended that City Council Members try not to have consultants complete work and/or research that can be done individually by themselves and/or by City staff. She continued by stating that most cities now have their ordinances on line and specific ordinances can be found through their search tools.

Council Member Kuehl stated that individual City Council Members cannot direct City staff to complete certain assignments. He continued by stating that City staff directives must come from the entire City Council.

Ms. Boelter stated that City staff does not mind fulfilling City Council directives; however, she asked the City Council Members to evaluate their requests and determine if it is information that is needed and will be used by the City Council.

Council Member Marszalek asked for the Policy on Social Media. He asked Mayor Otto for clarification on the Facebook Post that she made regarding local government and continued by sharing his concerns with the negative Posts that her daughter Ms. Ashlyn Otto had made regarding the City Council's directives for the Concession Stand.

Mayor Otto provided clarification on her Post. She continued by stating that she cannot speak for her daughter, Ms. Ashlyn Otto, and recommended that Council Member Marszalek discuss Ms. Ashlyn Otto's Post with her.

The City Council discussed the use of the Concession Stand with Mayor Otto and her personal items that remain in storage in the Concession Stand.

Council Member Marszalek stated that City Council Members and their family members must stop Posting on Facebook.

Mayor Otto stated that there is a *Social Media Policy* for City Council and if she believes in an issue, she will continue to comment on it.

Mayor Otto stated that City Council Members should avoid contacting the City's consultants and if they feel they need to discuss something with them, they should talk to Ms. Boelter before contacting a consultant.

Council Member Marszalek added that when a Council Member does decide to ask City staff for information, they should make sure it is a valid request and the information will be useful.

4. **UPCOMING MEETINGS**

- A. Park and Recreation Commission Meeting – Wednesday, June 5, 2019 at 5:30 p.m. in the Montrose City Hall Conference Room
- B. Regular City Council Meeting – Monday, June 10, 2019 at 7:00 p.m. in the Montrose Community Center
- C. Planning and Zoning Commission Meeting – Wednesday, June 19, 2019 at 7:00 p.m. in the Montrose Community Center
- D. City Council Workshop – Monday, June 24, 2019 at 3:30 p.m. in the Montrose City Hall Conference Room

5. **ADJOURNMENT**

Council Member Marszalek motioned to the adjourn the Special City Council Meeting at 4:20 p.m. Council Member Kuehl seconded the motion. Motion carried 5-0.

Michelle Otto
Mayor
City of Montrose

ATTEST:

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

ACCOUNTS PAYABLE LIST

JUNE 10, 2019

Payroll	5/20/19 Payroll	12634.00
Payroll	6/3/19 Payroll	12838.74
IRS-Federal Tax Payment	5/20/19 FED/FICA Tax	4463.78
IRS-Federal Tax Payment	6/3/19 FED/FICA Tax	4507.11
MN Dept. of Revenue	5/20/19 State Withholding	840.80
MN Dept. of Revenue	6/3/19 State Withholding	849.36
PERA	5/20/19 Payroll	2536.86
PERA	6/3/19 Payroll	2464.73
M.Leinonen/Mr. Cooper	TH 25 Easement Acquisition	2040.00
MN Dept. of Revenue	Apr. Sales Tax	1595.00
Payment Service Network	Apr. PSN/ACH	1046.93
*AFSCME #65	May Union Dues	171.00
Alltrade	Strip/Wax Comm Ctr Floor	1200.00
AmeriPride Services	Uniforms/Floor Mats	332.67
Aquatennial Ambassador Org	Candidate Fee	1200.00
William Babatz	TH 25 Easement Acquisition	14350.00
Jessica Bonniwell	Clerks Institute Reimbursement	707.16
Cardmember Service	Mayors Conf/Sity Hall Supplies	396.93
Cardmember Service	Carver Field/PW Equipment	99.80
*Citizens State Bank	May H.S.A. Deposit	2558.00
*Colonial Life Ins	Employee Insurance	74.52
Comcast	WWTP Internet	104.85
Delta Dental	June Dental Ins	699.60
Farm-Rite Equip.	Tiller Rental-Comm Garden	150.00
Leon Habisch	TH 25 Easement Acquisition	2450.00
Hawkins	WWTP Chemicals	4478.15
Health Partners	June Health Ins.	10517.91
*IUOE Local 49	May Union Dues	175.00
JLR Garage Door Service	PW Shed Door Repair	892.50
Klein Htg/AC	WWTP Office A/C Repair	280.00
LMCIT	2019-20 Workers Comp	24992.00
Mark Leinonen	TH 25 Easement Acquisition	4760.00
*Madison Nat'l Life Ins	June Disability Ins	359.26
Marco Tech	Printer Mtce Agreement	60.65
MCFOA	Bonniwell 2019-20 Membership	50.00
Menards	PW Shop/Compost Site/WW	135.49
Menards	Carver Field	224.84
Midwest Machinery	Lawnmower Repairs	24.98
Milhausen Auto	PW Pickup Mtce.	30.00
Miller Trucking	Ballfield Lime	489.19
Mini Biff	Disc Golf Biff	84.41
MVTL Labs	Water Testing	48.20

June 10, 2019

Page 2

MVTL Labs	WWTP Testing	254.20
Christine Osterbauer	TH 25 Easement Acquisition	1775.00
Paumen Computer Service	Monthly Backup/IT	310.00
Paumen Computer Service	Backup Mtce/E-Mail Setup	210.00
Pearson Bros.	Street Sweeping	3150.00
Mary Probst	TH 25 Easement Acquisition	1775.00
Randy's Enviro Service	Clean-Up Day	5224.05
Randy's Enviro Service	May Refuse/Recycle	15703.46
R-Home	Landscape Escrow Refund	12000.00
USAbLe Life	June Life Ins.	79.50
Wal-Mart Comm.	City Hall/WWTP Supplies	140.52
Windstream	Telephone Charges	113.66
Wright-Hennepin CO-OP	Electric Charges	174.11
Xcel Energy	Electric & Gas Charges	2763.10

ACCOUNTS PAYABLE SUBTOTAL	161587.02
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Ameripride	Uniforms/Floor Mats	116.82
Sabine Arimborgo	Utility Overpayment	32.81
Mitchell Bayerl	Utility Overpayment	86.49
Campbell Knutson	Legal Services	2948.55
Carlsons Greenhouses	Hwy 12 Planters	351.85
Central Wood Products	Playground Wood Chips	1835.00
Comcast	Internet Service	536.66
Gopher State One-Call	Water/Sewer Locates	70.20
James Hawkrigde	Utility Overpayment	120.15
Herald Journal	Employment Ads	207.00
Marie Jensen	Janitorial Service	500.00
Klein Htg/AC	Repair Comm. Ctr. A/C	100.00
Ryan Klingelhoets	Utility Overpayment	109.60
M&M Express Sales	Weed Trimmer Mtce.	48.58
Menards	PW Shop/Parks/Hwy Flags	299.72
Menards	Carver Field	64.91
*Metro West Inspect	Bldg Permits/Inspect	1205.27
Midwest Machinery	Lawnmower Mtce.	308.77
Milhausen Auto	2005 Chevy Repairs	1288.49
Milhausen Auto	Bobcat Tire	356.00
Mill Pond	Pulverized Dirt	25.00
MN Dept of Health	Qtrly Water Connection Fee	1890.00
Munson Lakes Nutrition	Weed Killer	449.10
Harry Murphy	Utility Overpayment	65.35
MVTL Labs	WWTP Testing	400.00
Star2Star Comm	Telephone Service	332.48
St. Louis MRO	Drug Testing	20.00
Univar	Mosquito Control	5399.00
USA BlueBook	Padlocks	200.10
USA BlueBook	Water/WW Supplies	740.79
Nathan Uram	Utility Overpayment	146.51
Utility Consultants	WWTP Testing	107.50

June 10, 2019

Page 3

Verizon	Cell Phones	345.35
Wenck Engineering	Engineer Services	8036.10
Wright Cty Auditor	June Patrol	22660.42
Wright Cty IT	Emerg Mgmt 800 MHz Radio	100.00
Wright Cty Jrnl Press	Employment Ads	403.91
Wright Cty Jrnl Press	Legal Notices	648.83
Xcel Energy	Gas Charges	43.44

TOTAL ACCOUNTS PAYABLE	214187.77
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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-May Union Dues	171.00
Payroll Deduction	May H.S.A. Deposit	1158.00
Payroll Deduction	IUOE 49-May Union Dues	175.00
Payroll Deduction	May Employee Ins	74.52
Payroll Deduction	June Disability Ins.	359.26
Building Permits	Metro West	1205.27

FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

JUNE 10, 2019

Bound Tree	Medical Supplies	429.57
Cardmember Service	Small Engine Fuel	159.98
Delano CarQuest	R-11 Repairs	21.99
LMCIT	2019-20 Workers Comp	10222.00
Mpls Heart Institute	Follow Up Physical	108.74
Ridgeview Clinics	Follow Up Physical	86.19
Bound Tree	Medical Supplies	119.42
Comcast	Internet Service	97.85
MN Computer Systems	Copier Mtce. Agreement	117.00
Muni Emerg Services	Equipment Repair	355.21
Verizon	FD I-Pad	40.01
Wright Cty IT	Annual 800 MHz Radio Fee	2500.00
TOTAL ACCOUNTS PAYABLE		14257.96

OTTO

BOELTER

MARSZALEK

JOHNSON

KUEHL

MOYNAGH

***APPENDIX**

Payments received to offset checks written

CITY OF MONTROSE

Monthly Adjustments

06/04/19 9:37 AM

Page 1

Account	Tran Type	Charge Name	Charge Type	Amount	Date
00-00001999-04-	Adjustment		UR	(\$12.15)	5/17/2019
01-00005004-00-	Adjustment		UR	\$139.07	5/2/2019
01-00001976-00-	Adjustment	Storm Water	Service	(\$0.13)	5/28/2019
00-00002697-00-	Adjustment		UR	(\$184.14)	5/17/2019
00-00002621-01-	Adjustment		UR	(\$409.56)	5/17/2019
00-00002006-00-	Adjustment		UR	(\$153.09)	5/17/2019
00-00001976-01-	Adjustment		UR	(\$73.59)	5/17/2019
00-00005170-01-	Adjustment		UR	(\$57.69)	5/17/2019
00-00001919-02-	Adjustment		UR	(\$139.07)	5/2/2019
00-00002543-01-	Adjustment		UR	(\$160.64)	5/17/2019
01-00001976-00-	Adjustment	Recycle-60	Service	(\$0.06)	5/28/2019
00-00006054-00-	Adjustment		UR	(\$67.60)	5/17/2019
01-00001071-00-	Adjustment	Garbage- 90 GAL	Service	(\$8.50)	5/28/2019
01-00001976-00-	Adjustment	R Water	Service	(\$0.22)	5/28/2019
01-00001976-00-	Adjustment	Garbage-60 GAL	Service	(\$0.37)	5/28/2019
01-00001976-00-	Adjustment	Garbage Tax	Surcharge	(\$0.04)	5/28/2019
01-00001976-00-	Adjustment	Sewer Collection	Service	(\$0.19)	5/28/2019
01-00001976-00-	Adjustment	WWTP	Service	(\$0.25)	5/28/2019
00-00005004-02-	Adjustment		UR	(\$101.63)	5/17/2019
				(\$1,229.85)	

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

CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA

RESOLUTION NO. 2019-13

A RESOLUTION AMENDING THE MAYORAL APPOINTMENTS FOR THE YEAR 2019

Acting Mayor:	Council Member Lloyd Johnson
Chamber of Commerce Representative:	City Clerk-Treasurer Council Member Tom Marszalek
Community Education Representative:	Mayor Michelle Otto
Economic Development Authority:	City Council
Fire Department/Emergency Management Chief/Emergency Management Director:	Fire Chief
Assistant Fire Chief/Emergency Management Director:	Assistant Fire Chief and/or Fire Department Captains
Fire Department Council Liaison:	Council Member Ben Kuehl
U.S. Highway 12 Safety Coalition	Mayor Michelle Otto Council Member Kirby Moynagh City Clerk-Treasurer
Montrose Streetscape Committee Members:	Sylvia Henry, Chair Graham Sones, Vice-Chair Ellen Sones Sylvia Henry <i>1 Vacancy</i> Council Member Kirby Moynagh City Clerk-Treasurer
Personnel Committee:	Mayor Council Member Tom Marszalek
Park and Recreation Commission Members:	Matt Russell, Chair Sylvia Henry Barry Rhineberger <i>4 Vacancies</i>
Park and Recreation Commission Council Liaison:	Mayor Michelle Otto
Park and Recreation Commission Alternate Council Liaison:	Council Member Kirby Moynagh
Park and Recreation Commission Staff Coordinator:	Utility Billing Clerk
Planning and Zoning Commission Members:	Tracy Gurneau, Chair Barry Rhineberger, Vice-Chair Sylvia Henry Tracy Gurneau Mike Scanlon Justin Emery <i>2 Vacancies</i>

Planning and Zoning Commission Council Liaison:	Council Member Lloyd Johnson		
Planning and Zoning Commission Planner:	Myles Campbell Northwest Associated Consultants		
Planning and Zoning Commission Staff Coordinator:	City Clerk-Treasurer		
Finance Committee:	Council Member Tom Marszalek Council Member Kirby Moynagh Deputy Clerk		
Finance Committee Alternate:	City Clerk-Treasurer Council Member Ben Kuehl		
Utility Emergency Board:	Mayor Public Works Director		
Montrose Days Celebration Committee Council Liaison:	Council Member Ben Kuehl		
Wright County Area Transportation:	Deputy Clerk		
Wright County Board of Commissioners Meetings:	Council Member Tom Marszalek		
Official Depositories:			
	Citizens State Bank of Waverly		
	Klein Bank of Buffalo		
	Wells Fargo of Buffalo		
	Northland Securities		
Official Newspaper:	Wright County Journal Press		
<u>City Meetings:</u>			
Regular City Council Meeting	Community Center	Monthly - Second Monday	7:00 p.m.
City Council Workshop	City Hall	Monthly - Fourth Monday	3:30 p.m.
Economic Development Authority	Community Center	Bi-Monthly - Second Monday	6:00 p.m.
Finance Committee	City Hall	Quarterly - Fourth Thursday	9:00 a.m.
Montrose Streetscape Committee	City Hall	Quarterly - Third Wednesday	5:00 p.m.
Park and Recreation Commission	City Hall	Monthly - First Monday	5:30 p.m.
Planning and Zoning Commission	Community Center	Monthly - Third Wednesday	7:00 p.m.

Adopted by the City Council of Montrose, Minnesota this 10th day of June, 2019.

Michelle Otto
Mayor
City of Montrose

Attested:

Deborah R. Boelter
City Clerk-Treasurer
City of Montrose



Wright County Sheriff's Office

Sheriff Sean Deringer

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



Montrose Monthly Report 2019

Printed on June 4, 2019

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
911 Abandoned; Medical - Headache Total: 1					
05/28/19 04:37	911 Abandoned;	2019041744			911
911 Hang-up Total: 3					
05/11/19 18:10	911 Hang-up	2019036795			911
05/19/19 23:56	911 Hang-up	2019039240			911
05/23/19 21:51	911 Hang-up	2019040495			911
911 Hang-up; Citizen Aid Total: 1					
05/15/19 22:24	911 Hang-up; Citizen	2019038104			911
911 Open Line Total: 5					
05/03/19 12:04	911 Open Line	2019034378			911
05/08/19 06:51	911 Open Line	2019035792			911
05/25/19 21:42	911 Open Line	2019041158			911
05/28/19 09:27	911 Open Line	2019041787			911
05/30/19 10:31	911 Open Line	2019042425			911
911 Open Line; Domestic Disturbance Total: 1					
05/13/19 13:25	911 Open Line;	2019037292	Domestic Disturbance	WP19014195	911
Abandoned Vehicle Total: 1					
05/02/19 12:32	Abandoned Vehicle	2019034086	Abandoned Vehicle	WP19012932	Phone
Agency Assist Total: 1					
05/07/19 11:32	Agency Assist	2019035538	Agency Assist	WP19013512	Phone
Animal Total: 2					
05/24/19 10:02	Animal	2019040588	Animal	WP19015455	Phone
05/27/19 21:51	Animal	2019041699			Phone
Animal - Barking Dog Total: 2					
05/15/19 20:27	Animal - Barking Dog	2019038074	Animal - Barking Dog	WP19014486	Phone
05/18/19 19:12	Animal - Barking Dog	2019038958	Animal - Barking Dog	WP19014846	Phone
Animal - Bites - Attacks Total: 1					
05/28/19 23:15	Animal - Bites - Attacks	2019042016	Animal - Bites - Attacks	WP19016008	Phone
Assault Total: 1					
05/14/19 19:39	Assault	2019037739	Domestic Disturbance	WP19014358	Phone
Bomb Threat Total: 1					
05/20/19 13:44	Bomb Threat	2019039377	Bomb Threat	WP19015029	911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Check Welfare Total: 12					
05/01/19 13:19	Check Welfare	2019033809	Check Welfare	WP19012830	Phone
05/01/19 20:30	Check Welfare	2019033921	Traffic Stop	WP19012875	Phone
05/01/19 23:35	Check Welfare	2019033965	Check Welfare	WP19012888	Phone
05/04/19 22:54	Check Welfare	2019034839	Check Welfare	WP19013231	Phone
05/22/19 12:39	Check Welfare	2019039952	Check Welfare	WP19015233	Phone
05/22/19 22:26	Check Welfare	2019040147	Check Welfare	WP19015302	Phone
05/23/19 17:50	Check Welfare	2019040414	Drugs	WP19015405	Phone
05/26/19 01:46	Check Welfare	2019041223	Check Welfare	WP19015686	911
05/26/19 23:46	Check Welfare	2019041500	Medical - Psychiatric -	WP19015799	Phone
05/27/19 12:24	Check Welfare	2019041593	Check Welfare	WP19015829	Phone
05/31/19 00:13	Check Welfare	2019042673	Check Welfare	WP19016273	Phone
05/31/19 20:59	Check Welfare	2019042966	Suspicious - Circumstances	WP19016407	911
Citizen Aid Total: 1					
05/28/19 22:57	Citizen Aid	2019042012	Citizen Aid	WP19016005	Phone
Civil Complaint Total: 7					
05/07/19 23:52	Civil Complaint	2019035755	Civil Complaint	WP19013592	
05/08/19 17:31	Civil Complaint	2019035950	Civil Complaint	WP19013678	Phone
05/09/19 09:28	Civil Complaint	2019036070	Civil Complaint	WP19013733	Phone
05/21/19 14:11	Civil Complaint	2019039693	Civil Complaint	WCVL19015137	Phone
05/22/19 15:57	Civil Complaint	2019040027	Civil Complaint	WP19015267	Phone
05/23/19 11:53	Civil Complaint	2019040292	Civil Complaint	WP19015352	Phone
05/23/19 12:42	Civil Complaint	2019040308	Civil Complaint	WP19015360	Phone
Civil Process Total: 9					
05/07/19 09:17	Civil Process	2019035505			Officer
05/20/19 11:16	Civil Process	2019039343			Officer
05/21/19 15:54	Civil Process	2019039720			Officer
05/22/19 10:29	Civil Process	2019039915			Officer
05/23/19 08:36	Civil Process	2019040240			Officer
05/28/19 14:07	Civil Process	2019041859			Officer
05/28/19 14:19	Civil Process	2019041861			Officer
05/29/19 11:17	Civil Process	2019042123			Officer
05/29/19 11:43	Civil Process	2019042130			Officer
Commercial General Alarm Total: 3					
05/08/19 22:43	Commercial General	2019035997	Commercial General Alarm	WP19013701	Phone
05/15/19 14:33	Commercial General	2019037954	Commercial General Alarm	WP19014440	Phone
05/21/19 17:48	Commercial General	2019039750	Commercial General Alarm	WP19015162	Phone
Criminal Damage to Property Total: 2					
05/09/19 12:57	Criminal Damage to	2019036118	Criminal Damage to Property	WP19013756	Phone
05/14/19 19:43	Criminal Damage to	2019037742	MVA - No Injuries	WP19014359	Phone
Disorderly Total: 1					
05/16/19 07:52	Disorderly	2019038186	Disorderly	WP19014534	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Domestic Disturbance Total: 6					
05/02/19 20:55	Domestic Disturbance	2019034231	Domestic Disturbance	WP19012989	911
05/07/19 15:20	Domestic Disturbance	2019035601	Check Welfare	WP19013542	Phone
05/10/19 20:38	Domestic Disturbance	2019036558	Domestic Disturbance	WP19013932	Phone
05/12/19 12:04	Domestic Disturbance	2019037032	Domestic Disturbance	WP19014091	Phone
05/24/19 21:09	Domestic Disturbance	2019040817	Domestic Disturbance	WP19015539	Phone
05/28/19 20:59	Domestic Disturbance	2019041982	Domestic Disturbance	WP19015993	Phone
Dumping Total: 2					
05/02/19 14:38	Dumping	2019034115	Civil Complaint	WP19012947	Phone
05/07/19 12:38	Dumping	2019035550	Dumping	WP19013522	Phone
Fight Total: 1					
05/14/19 00:57	Fight	2019037489	Disorderly	WP19014254	911
Fire - Burn Permit Total: 1					
05/29/19 12:21	Fire - Burn Permit	2019042141			Phone
Fireworks Total: 1					
05/04/19 22:19	Fireworks	2019034825	Fireworks	WP19013224	Phone
Fraud - Checks - Cards Total: 1					
05/30/19 17:41	Fraud - Checks - Cards	2019042550	Fraud - Checks - Cards	WP19016218	Phone
Fraud - Internet Total: 1					
05/14/19 10:07	Fraud - Internet	2019037564	Fraud - Internet	WP19014286	Phone
Funeral Escort Total: 1					
05/18/19 11:06	Funeral Escort	2019038844			Phone
Harassment Total: 2					
05/25/19 20:07	Harassment	2019041131	Fraud - Internet	WP19015652	Phone
05/28/19 15:21	Harassment	2019041878	Harassment	WP19015955	Phone
Info Total: 1					
05/04/19 15:12	Info	2019034701			Phone
Intoxicated Person Total: 1					
05/30/19 23:06	Intoxicated Person	2019042651	Intoxicated Person	WP19016265	Phone
Juvenile - Runaway Total: 1					
05/17/19 08:44	Juvenile - Runaway	2019038528	Juvenile - Runaway	WP19014653	Phone
Lost - Found Property Total: 1					
05/01/19 18:35	Lost - Found Property	2019033897	Lost - Found Property	WP19012865	
Medical - Chest Pain Total: 1					
05/25/19 23:50	Medical - Chest Pain	2019041190	Medical - Chest Pain	WP19015672	911
Medical - Fall Under 6 Feet Total: 2					
05/05/19 04:56	Medical - Fall Under 6	2019034887	Medical - Fall Under 6 Feet	WP19013249	911
05/08/19 15:24	Medical - Fall Under 6	2019035919	Medical - Fall Under 6 Feet	WP19013665	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Medical - Psychiatric - Behavioral Total: 1					
05/24/19 20:28	Medical - Psychiatric -	2019040803	Medical - Psychiatric -	WP19015534	911
Medical - Sick Total: 1					
05/20/19 09:06	Medical - Sick	2019039310	Medical - Sick	WP19014990	911
Medical - Stroke Total: 2					
05/03/19 23:12	Medical - Stroke	2019034559	Medical - Stroke	WP19013108	911
05/07/19 06:28	Medical - Stroke	2019035460	Medical - Stroke	WP19013475	911
Medical - Unconscious - Fainting Total: 1					
05/15/19 18:45	Medical - Unconscious -	2019038034			911
Motorist Aid Total: 5					
05/03/19 19:57	Motorist Aid	2019034506			Phone
05/04/19 19:22	Motorist Aid	2019034766			911
05/07/19 14:44	Motorist Aid	2019035587			
05/09/19 15:45	Motorist Aid	2019036166			
05/22/19 18:42	Motorist Aid	2019040085			Phone
Neighborhood Dispute Total: 2					
05/17/19 20:17	Neighborhood Dispute	2019038722	Neighborhood Dispute	WP19014750	
05/17/19 20:55	Neighborhood Dispute	2019038730	Neighborhood Dispute	WP19014752	911
Noise Total: 1					
05/01/19 00:29	Noise	2019033692	Noise	WP19012780	911
Off-Road Vehicle Complaint Total: 1					
05/04/19 19:03	Off-Road Vehicle	2019034761	Off-Road Vehicle Complaint	WP19013200	Phone
Phone Call Total: 3					
05/09/19 19:20	Phone Call	2019036220			Other
05/21/19 05:23	Phone Call	2019039575			Other
05/21/19 18:24	Phone Call	2019039763	Court Order Violation	WP19015170	Other
Prowler Total: 1					
05/19/19 01:34	Prowler	2019039044	Prowler	WP19014875	911
Residential General Alarm Total: 2					
05/02/19 05:05	Residential General	2019033996	Residential General Alarm	WP19012895	Phone
05/16/19 03:37	Residential General	2019038149	Residential General Alarm	WP19014513	Phone
SIA Area Watch Total: 11					
05/01/19 14:11	SIA Area Watch	2019033821			
05/01/19 22:35	SIA Area Watch	2019033950			
05/03/19 22:35	SIA Area Watch	2019034550			
05/07/19 00:51	SIA Area Watch	2019035429			
05/09/19 06:51	SIA Area Watch	2019036039			
05/10/19 19:59	SIA Area Watch	2019036542			
05/18/19 09:36	SIA Area Watch	2019038815			

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
05/23/19 17:16	SIA Area Watch	2019040395			
05/26/19 08:28	SIA Area Watch	2019041262			
05/29/19 04:54	SIA Area Watch	2019042057			
05/30/19 06:22	SIA Area Watch	2019042378			

SIA Business Walk Through Total: 1

05/21/19 20:12	SIA Business Walk	2019039793			
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SIA City Council - City Hall Total: 1

05/13/19 18:58	SIA City Council - City	2019037395			
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SIA Door Check Total: 1

05/02/19 23:52	SIA Door Check	2019034264			
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SIA Other Total: 1

05/02/19 00:48	SIA Other	2019033972			Officer
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SIA School Check Total: 3

05/01/19 07:35	SIA School Check	2019033729			
05/21/19 07:28	SIA School Check	2019039585			
05/30/19 07:32	SIA School Check	2019042391			

Suspicious - Circumstances Total: 8

05/01/19 16:35	Suspicious -	2019033852	Suspicious - Circumstances	WP19012849	Phone
05/04/19 00:15	Suspicious -	2019034572	Suspicious - Circumstances	WP19013115	Phone
05/06/19 10:22	Suspicious -	2019035195	Suspicious - Circumstances	WP19013375	Phone
05/09/19 22:09	Suspicious -	2019036261	Medical - Psychiatric -	WP19013808	911
05/13/19 14:14	Suspicious -	2019037306	Suspicious - Circumstances	WP19014198	Phone
05/16/19 10:15	Suspicious -	2019038218	Suspicious - Circumstances	WP19014553	Phone
05/17/19 17:03	Suspicious -	2019038663	Suspicious - Circumstances	WP19014721	Phone
05/30/19 23:58	Suspicious -	2019042668	Traffic Stop	WP19016271	Phone

Suspicious - Person - Vehicle Total: 2

05/08/19 18:48	Suspicious - Person -	2019035968	Unwanted Person	WP19013689	911
05/18/19 13:29	Suspicious - Person -	2019038878	Suspicious - Person - Vehicle	WP19014813	Phone

Theft Total: 1

05/09/19 18:11	Theft	2019036203	Theft	WP19013787	Phone
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Theft - Gas Drive Off Total: 2

05/09/19 18:22	Theft - Gas Drive Off	2019036205	Theft - Gas Drive Off	WP19013788	Phone
05/18/19 15:07	Theft - Gas Drive Off	2019038900	Theft - Gas Drive Off	WP19014826	911

Traffic - Complaint Total: 7

05/02/19 08:23	Traffic - Complaint	2019034037	Traffic - Complaint	WP19012908	911
05/02/19 11:14	Traffic - Complaint	2019034068	Traffic - Complaint	WP19012924	Phone
05/16/19 22:07	Traffic - Complaint	2019038432	Traffic - Complaint	WP19014623	Phone
05/17/19 07:40	Traffic - Complaint	2019038516	Traffic - Complaint	WP19014651	Phone
05/18/19 00:54	Traffic - Complaint	2019038773	DUI	WP19014769	911
05/25/19 10:32	Traffic - Complaint	2019040941	Traffic - Complaint	WP19015588	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
05/30/19 13:41	Traffic - Complaint	2019042474	Traffic - Complaint	WP19016177	Phone

Traffic - Hazard Total: 1

05/11/19 20:03	Traffic - Hazard	2019036842	Traffic - Hazard	WP19014033
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Traffic Stop Total: 75

05/01/19 16:29	Traffic Stop	2019033851	Officer
05/01/19 18:29	Traffic Stop	2019033896	Officer
05/02/19 00:55	Traffic Stop	2019033973	Officer
05/02/19 04:42	Traffic Stop	2019033993	Officer
05/02/19 18:10	Traffic Stop	2019034180	Officer
05/02/19 20:46	Traffic Stop	2019034228	Officer
05/02/19 23:44	Traffic Stop	2019034262	Officer
05/03/19 00:29	Traffic Stop	2019034270	Officer
05/03/19 07:40	Traffic Stop	2019034317	Officer
05/03/19 20:26	Traffic Stop	2019034512	Officer
05/03/19 21:27	Traffic Stop	2019034530	Officer
05/04/19 20:01	Traffic Stop	2019034782	Officer
05/04/19 22:25	Traffic Stop	2019034829	Officer
05/05/19 10:48	Traffic Stop	2019034932	Officer
05/05/19 15:38	Traffic Stop	2019034994	Officer
05/05/19 23:14	Traffic Stop	2019035106	Officer
05/06/19 00:49	Traffic Stop	2019035122	Officer
05/07/19 02:34	Traffic Stop	2019035449	Officer
05/07/19 12:22	Traffic Stop	2019035548	Officer
05/07/19 20:32	Traffic Stop	2019035702	Officer
05/09/19 14:43	Traffic Stop	2019036145	Officer
05/09/19 15:54	Traffic Stop	2019036168	Officer
05/10/19 21:59	Traffic Stop	2019036586	Officer
05/11/19 00:00	Traffic Stop	2019036626	Officer
05/11/19 00:44	Traffic Stop	2019036638	Officer
05/11/19 19:38	Traffic Stop	2019036827	Officer
05/11/19 22:07	Traffic Stop	2019036887	Officer
05/11/19 23:37	Traffic Stop	2019036909	Officer
05/13/19 01:24	Traffic Stop	2019037179	Officer
05/13/19 23:50	Traffic Stop	2019037474	Officer
05/15/19 05:45	Traffic Stop	2019037831	Officer
05/15/19 14:58	Traffic Stop	2019037960	Officer
05/16/19 17:21	Traffic Stop	2019038337	Officer
05/16/19 18:50	Traffic Stop	2019038375	Officer
05/16/19 19:51	Traffic Stop	2019038383	Officer
05/16/19 20:25	Traffic Stop	2019038399	Officer
05/16/19 20:46	Traffic Stop	2019038407	Officer
05/16/19 21:35	Traffic Stop	2019038422	Officer
05/16/19 21:42	Traffic Stop	2019038426	Officer
05/16/19 22:09	Traffic Stop	2019038433	Officer
05/17/19 00:20	Traffic Stop	2019038460	Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
05/18/19 18:35	Traffic Stop	2019038946			Officer
05/18/19 18:51	Traffic Stop	2019038952	Traffic Stop	WP19014845	Officer
05/18/19 22:18	Traffic Stop	2019039013			Officer
05/18/19 22:43	Traffic Stop	2019039018			Officer
05/20/19 00:13	Traffic Stop	2019039244			Officer
05/21/19 01:03	Traffic Stop	2019039555			Officer
05/21/19 11:34	Traffic Stop	2019039648			Officer
05/21/19 12:19	Traffic Stop	2019039661			Officer
05/21/19 16:30	Traffic Stop	2019039728			Officer
05/21/19 18:52	Traffic Stop	2019039771	Traffic Stop	WP19015172	Officer
05/22/19 19:36	Traffic Stop	2019040098			Officer
05/23/19 00:35	Traffic Stop	2019040174			Officer
05/23/19 23:12	Traffic Stop	2019040511	Traffic Stop	WP19015433	Officer
05/24/19 16:34	Traffic Stop	2019040716			Officer
05/24/19 16:42	Traffic Stop	2019040720			Officer
05/24/19 16:58	Traffic Stop	2019040728			Officer
05/24/19 19:13	Traffic Stop	2019040776			Officer
05/25/19 10:11	Traffic Stop	2019040931			
05/26/19 17:38	Traffic Stop	2019041384			
05/28/19 10:52	Traffic Stop	2019041801	Traffic Stop	WP19015920	Officer
05/28/19 18:48	Traffic Stop	2019041952			Officer
05/29/19 04:45	Traffic Stop	2019042055			Officer
05/29/19 05:04	Traffic Stop	2019042058			Officer
05/29/19 05:15	Traffic Stop	2019042061			Officer
05/29/19 05:22	Traffic Stop	2019042062			Officer
05/29/19 11:39	Traffic Stop	2019042129			Officer
05/29/19 12:29	Traffic Stop	2019042144	Traffic Stop	WP19016048	Officer
05/29/19 16:06	Traffic Stop	2019042212			Officer
05/29/19 18:41	Traffic Stop	2019042257			Officer
05/29/19 21:38	Traffic Stop	2019042306			Officer
05/30/19 07:39	Traffic Stop	2019042392			Officer
05/30/19 15:43	Traffic Stop	2019042515	Warrant - Arrest	WP19016202	Officer
05/31/19 04:49	Traffic Stop	2019042705			Officer
05/31/19 22:12	Traffic Stop	2019042995	Traffic Stop	WP19016417	Officer

Unwanted Person Total: 1

05/23/19 10:15	Unwanted Person	2019040267	Unwanted Person	WP19015339	Phone
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Warrant - Arrest Total: 2

05/10/19 15:00	Warrant - Arrest	2019036447	Warrant - Arrest	WP19013885	Officer
05/10/19 20:20	Warrant - Arrest	2019036553	Warrant - Arrest	WP19013930	Officer

Total Records: 215



Monthly Activity Report Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief



Period: 05/01/2019 thru 05/31/2019 (May)

CALLS

Total Calls: 10

EMS Calls: 8

Other Calls:

05/17/2019 - #19084 – Motor Vehicle Accident – Woodland Twsp

05/06/2019 - #19081 – Canceled call – Waverly City

of Calls MAY 2018 = 24

2018 vs 2019 (2019 = -14)

Total calls to Date 2019 – 87

2018 vs 2019 (2019 = -16)

Total calls this time in 2018 - 103

Call Districts

Montrose City: 7

Franklin Township: 0

Marysville Township: 0

Woodland Township: 2

Other: 1

TRAINING:

05/07/2019 – Truck Maintenance & Staff Meeting

05/14/2019 – Fire Scene Preservation & Investigation – State Fire Marshalls Office

Other Activities, Special Mention, Etc.

- 05/02/2019 – Triplett & M. Menard meet with ISO for ISO Audit

- 05/04/2019 – MFRA Night out for active Firefighters & Spouses (Maple Grove wally ball)

- 05/07/2019 – Fire Inspection @ Daycare facility by School (Triplett & M. Menard)

- 05/17/2019 – 05/19/2019 – Waverly Softball Tournament (MFD did not place ☹)

SPECIAL INFO

- Delano Fire Department covered our calls on 05/04/2019 from 1600-0000 hours

- Working on permits and arrangements for a live house burn to take place in June/July in Woodland Township

Acknowledgments

- Delano Fire Department – Covering our area while we had a night out/off

- Eddie Andreoff, Jeff Holt, Alli Heyman, Jake Moen, John Wick, Joel Grave, Vinnie Manz – New Firefighters completed their initial training (Firefighter 1, Firefighter 2 & Haz-Mat Ops) – Over 160 hours of training. All have passed their written and practical testing

Meeting Date: June 10, 2019

Submitted By: Deb Boelter
City Clerk-Treasurer



City Council Request

Subject: Discussion Regarding Hiring of Part-Time Administrative Assistant

BACKGROUND:

At the February 11, 2019 Regular City Council Meeting, City staff presented a proposal to the City Council to hire a part-time Administrative Assistant to work under the direction of the City Clerk-Treasurer. (A copy of the Job Description is attached.)

At the same meeting, the City Council directed staff to move forward with the process to hire a part-time Administrative Assistant.

The position was advertised on the League of Minnesota Cities' Job Site, the Municipal Clerk and Finance Officers Association of Minnesota's Website, the Wright County Journal Press newspaper and the Delano Herald Journal newspaper.

The City received seven (7) applications. The City staff scored the seven (7) applications and made the determination to interview two (2) candidates.

Interviews were held on Wednesday, May 29, 2019. The Interview Committee consisted of:

- Ms. Deb Boelter, City Clerk-Treasurer
- Ms. Wendy Manson, Deputy Clerk
- Ms. Jessica Bonniwell, Utility Billing Clerk
- Mr. Dan Remer, Water and Wastewater Operator

Both candidates were qualified for the position and after discussions among the Interview Committee, it was decided to ask the City Council for approval to offer the Administrative Assistant job to Ms. Heidi Dahlin.

FINANCIAL/BUDGET:

The Administrative Assistant position was advertised with a salary range of \$14.00 per hour to \$16.00 per hour.

City staff would like to start Ms. Dahlin at \$16.00 per hour. She is currently working the same job duties and responsibilities for the City of St. Michael and is being paid \$18.80 per hour. Ms. Dahlin has two (2) years of experience with the City of St. Michael and will require minimal training with the City of Montrose.

The City of Montrose does have funding available in the General Fund Budget to pay for Ms. Dahlin's wages. Sixty percent (60%) of her wages will be paid from the General Office line item and forty percent (40%) will be paid from the Planning and Zoning line item.

The City Clerk-Treasurer will do a six (6) month Performance Review in December, 2019 and upon successful completion of the Performance Review, Ms. Dahlin would receive the same two percent (2%) merit increase

and two percent (2%) cost-of-living increase that the other City employees receive on January 1, 2020. The increase would bring Ms. Dahlin to \$16.64 per hour.

Ms. Dahlin would then receive the same increases on January 1st of each year.

OPTIONS:

1. Approve the hiring of Ms. Heidi Dahlin for the part-time Administrative Assistant.
2. Other.

RECOMMENDATION:

Approve the hiring of Ms. Heidi Dahlin for the part-time Administrative Assistant with a starting wage of \$16.00 per hour.

COUNCIL ACTION:

Consider a motion to hire Ms. Heidi Dahlin for the part-time Administrative Assistant with the City of Montrose at a starting wage of \$16.00 per hour.

ATTACHMENTS:

1. Exhibit A: Part-Time, Administrative Assistant

Exhibit A:

CITY OF MONTROSE Position Description

Position Title: Part-Time, Administrative Assistant

Department: Administration

Immediate Supervisor: City Clerk-Treasurer

Point Range: 162-181

Classification: Part-Time, Non-Exempt

Primary Objective:

Under the general direction of the City Clerk-Treasurer, this position will provide support services for the City. This position assists primarily the City Clerk-Treasurer, but also other department heads as needed. The position is responsible for establishing office routines and procedures, and requires efficient scheduling and organization. The position encounters and processes confidential information. The person must have the ability to work with City Council, various commissions, department heads and general public with diplomacy, courtesy and efficiency.

Regular Work Hours: 9:00 a.m. to 2:00 p.m. – Monday through Thursday
7:00 a.m. to 11:00 a.m. – Friday

(Work Hours may be adjusted periodically to meet the needs of the Administration Department.)

Essential Functions:

- A. Assist City Clerk-Treasurer
 - 1. Assist with code enforcement.
 - 2. Assist with the preparation of letters and other written materials.
 - 3. Assist with communication between departments as needed.
 - 4. Assist research, investigation, and document recovery on a wide range of municipal operations.
 - 5. Assist with preparation of public notices, including posting, publishing and mailing.
 - 6. Provide additional support as needed and directed.
 - 7. Filing and preservation of all City documents.

- B. Provide assistance to Utility Billing Clerk by serving as the secondary contact and customer service representative with the following:
 - 1. Responsible for greeting persons at City Hall and providing direction as requested to appropriate staff persons.
 - 2. Answers multi-line phone system and transfers calls to appropriate person(s).

3. Picks up mail daily, opens, date stamps and delivers to appropriate person(s). Takes mail to post office daily for mailing.
4. Collect water/sewer payments and process.
5. Issues garbage tags and collects fees.
6. Provides support services for City Clerk-Treasurer and other staff members.
7. Assist with providing information and completing transactions.
8. Completes activities necessary for operation of City Hall and other facilities.

C. Coordinate preparation for City Council and Planning and Zoning Commission meetings.

1. Prepares public notices, including posting, publishing, and mailing.
2. Compiles information, prepares packets, and coordinates delivery for City Council and Planning and Zoning Commission and other Council advisory committees.
3. Assists with research, writing of reports, and preparation of resolutions for City Council and advisory committee meetings.

D. Completes activities necessary for operation of City Hall and other facilities.

1. Coordinates requests for reservation of City Hall and other facilities.
2. Completes informational surveys when needed.
3. Responsible for record retention of various files.

E. Performs other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Ability to communicate effectively, both orally and in writing.
- Ability to effectively interact with supervisor, employees, and City Council.
- Ability to plan, coordinate, direct, and review related work activities.
- Ability to accurately type on a keyboard at a minimum of 40 words per minute.
- Ability to operate office equipment, fax, copier, dictation, ectara,
- Ability to manage and complete projects and meet deadlines.
- Knowledge of spreadsheets, word processing and database software and ability to use on a daily basis.
- Ability to obtain knowledge of public information laws and regulations.
- Ability to obtain knowledge of laws, rules, and regulations applicable to City government.

Minimum Qualifications:

- High School Diploma plus vocational training with additional training and/or education in Administrative or General Business Practices.
- Three years' experience in administrative operations.
- Personal computer experience, including Microsoft Office applications.

Desired Qualifications:

- Advanced degree in Administrative and Office skills.
- Three years' experience in municipal operations.
- Experience with information technology systems.

MEMO

COMMUNITY CENTER SIDE DOORS

June 10, 2019

The two (2) small doors of the community center are rusted and in very bad shape. I requested a quote from Joe Mauk Siding, Epple Exteriors and Russell Security Resource in 2017 to replace the 2 doors. The only quote I received was from Russell Security for 2 Fiberglass Doors rather than metal which will last longer and are much lighter weight. I waited since 2017 and reminded Mauk and Epple several times but received nothing from either of them.

I have included a copy of the updated quote from Russell Security Resource to replace the two small side doors and a quote from Marketon's Body Shop to paint the doors prior to installation.

Russell's	\$5,268.00
Marketon's	300.00

At this time I am asking for a motion to approve the replacement and painting of the side doors of the community center at a cost of \$5,568.00. There are sufficient funds in the Community Center fund balance for this project.

Prepared by Wendy Manson



Russell Security Resource Inc

205 5th St NE #6
Buffalo, MN 55313

Estimate

Date	Estimate #
5/29/2019	3592

Name / Address
CITY OF MONTROSE 311 BUFFALO AVENUE MONTROSE, MN 55363 ATTN: Wendy Manson

P.O. No.	Terms	Rep	Project
		AWM	

Qty	Description
	* Community Center Door Replacement
2	4.0 x 7.0 Commercial Fiberglass Reinforced Polyester Service Door
2	HD Geared Concealed Continuous Hinge- Clear
2	GRADE I Heavy-Duty Door Closer
2	48" Rim Exit Device
2	Exit Device Through-Bolt Pull Trim
	Labor : Remove existing doors , Install new doors with above described hardware
	NOTE:
	*Painting to be done by others.
	The above prices and conditions are satisfactory and are hereby accepted. Russell Security Resource, Inc. is authorized to do the work as proposed above.
	Signature _____
	Title _____
	Date _____

Russell Security Resource, Inc. guarantees all materials to be of good quality and to be installed in a professional manner. Russell Security Resource, Inc. prides itself on following a high code of ethics and will not compromise this high standard. All warranties will follow the manufacturers warranty unless otherwise stated. All prices are guaranteed for 30 days, no additional charges will be added without prior approval.

Subtotal	\$5,268.00
Sales Tax (0.0%)	\$0.00
Total	\$5,268.00

Phone #	Fax #
763-682-1253	763-682-0139

MARKETON'S BODY SHOP INC.

409 Nelson Blvd.

P.O. Box 37

MONTROSE, MN 55363

Radiator Repair

Ph: 763-675-3371 • Fax: 763-675-3371

AC Repair

Customer's Order No. _____		Date <u>6-3-20-19</u>	
Name <u>city of montrose</u>			
Address _____		Phone: _____	
SOLD BY	CASH	C.O.D.	CHARGE
			ON ACCT.
			MDSE. RETD.
			PAID OUT
QUAN	DESCRIPTION	PRICE	AMOUNT
	Est For painting		
	two doors		300 -
All claims and returned goods MUST be accompanied by this bill		TAX	
Received By <u>0004088</u>		TOTAL	

GS-202-2
PRINTED IN U.S.A.*Thank You*