



**CITY COUNCIL AGENDA- REGULAR MEETING  
March 11, 2019 7:00 PM**

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

Montrose Community Center  
200 Center Avenue South  
Montrose, MN 55363

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. INVOCATION**

A. Ms. Therese Marszalek, MA Divinity – Buffalo Covenant Church

**4. PLEDGE OF ALLEGIANCE**

**5. APPROVAL OF AGENDA**

**6. APPROVAL OF CONSENT AGENDA**

**A. Minutes**

1. February 11, 2019 Regular City Council Meeting – prepared by D. Boelter
2. February 13, 2019 Special Closed City Council Meeting – prepared by D. Boelter

**B. Accounts Payable**

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

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

**D. Meeting Rescheduled – Planning and Zoning Commission Meeting – May 15, 2019**

1. Authorize the Planning and Zoning Commission Meeting, scheduled for Wednesday, May 15, 2019 at 7:00 p.m. to be rescheduled to Wednesday, May 8, 2019 at 7:00 p.m.

**7. OPEN FORUM**

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

A. February, 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. February, 2019 Activity Report

C. Park and Recreation Commission

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

D. Planning and Zoning Commission

1. Updates

2. Wednesday, May 15, 2019 Planning and Zoning Commission Meeting **RESCHEDULED** to Wednesday, May 8, 2019

E. Public Works Department

**10. OLD BUSINESS**

**11. NEW BUSINESS**

A. Discussion Regarding Fostering of Dogs – Mr. Josh Carlson

**12. UPCOMING MEETINGS**

A. Planning and Zoning Commission Meeting – Wednesday, March 13, 2019 at 7:00 p.m. in the Montrose Community Center

B. Park and Recreation Commission Meeting – Monday, April 1, 2019 at 5:30 p.m. in the Montrose City Hall Conference Room

C. Management Coordinating Committee Meeting – Tuesday, April 2, 2019 at 3:30 p.m. in the Montrose City Hall Conference Room

D. Wright County *Open Book Meeting* for the City of Montrose – Thursday, April 4, 2019 from 3:00 p.m. to 7:00 p.m. in the Wright County Government Center, 10-2<sup>nd</sup> Street Northwest, Buffalo, Minnesota 55313 - Assessor's Office – Room 100

E. Economic Development Authority (EDA) Meeting – Monday, April 8, 2019 at 5:30 p.m. in the Montrose Community Center

F. Regular City Council Meeting – Monday, April 8, 2019 at 7:00 p.m. in the Montrose Community Center

G. Planning and Zoning Commission Meeting – Wednesday, April 16, 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, February 11, 2019  
 7:00 P.M.

**1. CALL TO ORDER**

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, February 11, 2019 at 7:00 p.m.

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

**2. ROLL CALL**

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

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

**3. INVOCATION**

A. Pastor Paul Baker – Montrose Methodist Church

Pastor Paul Baker of the Montrose Methodist Church was unavailable to administered the Invocation due to inclement weather.

**4. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was taken.

**5. APPROVAL OF THE AGENDA**

A. Approval of the Agenda

Council Member Moynagh asked to add discussion regarding the placement of *Open Forum* on the Regular City Council Meeting Agenda under:

**11. New Business**

**C. Discussion Regarding Placement of *Open Forum* on the Regular City Council Meeting Agenda**

Council Member Johnson asked to remove item E. City of Montrose – Credit Card Policy Update from the Consent Agenda to:

**11. New Business**

**D. City of Montrose – Credit Card Policy Update**

Council Member Johnson motioned to approve the February 11, 2019 Regular City Council Meeting Agenda with the following amendments:

**11. New Business**

**C. Discussion Regarding Placement of *Open Forum* on the Regular City Council Meeting Agenda**

**D. City of Montrose – Credit Card Policy Update**

Council Member Moynagh seconded the motion. Motion carried 5-0.

**6. APPROVAL OF THE CONSENT AGENDA**

Council Member Moynagh asked if Resolution No. 2019-07 *A Resolution Approving the Mayoral Appointments for the Year 2019* could include all City Council Members on the Management Coordinating Committee. Mayor Otto stated that not all City Council Members can be included on the Management Coordinating Committee; because, then it would be considered another City Council Meeting. Mayor Otto continued by stating that City Council Members are allowed to attend the Meeting if they want. Ms. Boelter stated that the Management Coordinating Committee Meeting Notice and Agenda does include verbiage that states, "there may be a quorum of the Montrose City Council in attendance at the Meeting."

Council Member Moynagh asked for clarification on the closing of City Hall on July 5, 2019. Mayor Otto stated that City staff will have Thursday, July 4, 2019 off due the July 4<sup>th</sup> Holiday and since City Hall is only open for four (4) hours on Friday, July 5, 2019, the Management Coordinating Committee discussed it and were in agreement that City Hall should close on Friday, July 5, 2019 as well. Mayor Otto continued by stating that all employees will be required to use their vacation or compensation time leave for the four (4) hours on Friday, July 5, 2019.

Mayor Otto stated that the Management Coordinating Committee conducted Ms. Boelter's six (6) month *Performance Review*. She continued by stating that Ms. Boelter's performance in the past six (6) months has gone above and beyond and therefore the Management Coordinating Committee recommended to increase her wage from \$29.00 per hour to \$30.00 per hour.

**A. Minutes**

1. Accepted the minutes of the January 14, 2019 Economic Development Authority (EDA) Meeting
2. Accepted the minutes of the January 14, 2019 Regular City Council Meeting.
3. Accepted the minutes of the February 5, 2019 Management Coordinating Committee Meeting.

**B. Accounts Payable**

1. Approved the February 11, 2019 Accounts Payable for the City of Montrose.
2. Approved the February 11, 2019 Account Payable for the Montrose Fire Department.

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

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

~~E. City of Montrose – Credit Card Policy Update – **MOVED TO NEW BUSINESS, ITEM D.**~~

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

**F. Resolution No. 2019-06 *A Resolution Adopting Policy Regarding Opening Invocations Before Meetings of the Montrose City Council***

**G. Public Works Department Director – Year 2018 Vacation**

1. Allow Public Works Department Director, Mr. Wayne McCormick to carry over 33.75 hours of unused vacation time from the year 2018 to the year 2019, and the total 33.75 hours of vacation time is required to be used by February 28, 2019.

H. Performance Review – City Clerk-Treasurer – Wage Increase

1. Upon a satisfactory six (6) month Performance Review for Deborah Boelter, City Clerk-Treasurer, approve a wage increase to \$30.00 per hour per the *Memorandum of Understanding* between the City of Montrose and Ms. Boelter, and the Cost-of-Living Adjustment (COLA) upon approval of the AFSCME Council 65 Union Contract.

I. Resolution No. 2019-07 *A Resolution Approving the Mayoral Appointments for the Year 2019*

J. City Hall Closed – Friday, July 5, 2019

1. Authorize City Staff to Close City Hall on Friday, July 5, 2019.

K. Meeting Rescheduled – Planning and Zoning Commission Meeting – February 20, 2019

1. Authorize the Planning and Zoning Commission Meeting, scheduled for Wednesday, February 20, 2019 at 7:00 p.m. to be rescheduled to Wednesday, March 13, 2019 at 7:00 p.m.

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

**7. OPEN FORUM**

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

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

A. January, 2019 Monthly Report

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

Wright County Sheriff's Office Deputy, Mr. Kevin Triplett addressed the City Council and stated that Deputy Jay McQuillan has been moved to the open car from 10:00 p.m. to 6:00 a.m. He continued by stating that a new Deputy will be assigned to the City of Montrose during the day.

**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. January, 2019 Activity Report

City staff referenced the *Monthly Activity Report* for the month of January, 2019 that was found in the City Council Packet.

2. Authorization to Purchase a Gas-Powered Generator and Accessories with Funding from the Emergency Management Fund

Ms. Boelter stated that the Montrose Fire Department would like to purchase a generator that is a 10,000 watt, fifty (50) amp wheeled generator that runs off of gasoline. This new generator is about the size of a snowblower. The generator would replace the old military surplus generator from the 1970s or 1980s that the Fire Department currently uses and is about the size of a pickup truck. This older generator has become unreliable and the upkeep expensive. The older generator also requires a lot of storage space that the Fire Station does not have. Ms. Boelter continued by stating that a gasoline engine is easier to maintain and also more reliable than a diesel fueled engine.

Ms. Boelter continued by stating that the generator would be used in the event of a power outage to provide essential power items; such as, lights, heat, open the garage doors, run the computers and etcetera. The Community Center and Fire Station are a combined standby shelter for emergency management. Over the last three (3) years, the Fire Station has been set-up for emergency management approximately four (4) to five (5) times due to gas outages, power outages and severe weather. The proposed generator is designed to provide power for the Community Center and Fire Station for twelve (12) to twenty-four (24) hours; beyond this amount of time larger generators would be contracted out in accordance with the type of emergency.

The purchase of a new generator has been in the Capital Improvement Plan (C.I.P.) and was originally planned to be a natural gas, standby generator placed outside in a fenced area. The approximate cost of this type of generator is \$15,000.00 to \$20,000.00. The approximate cost of the proposed generator would be \$5,000.00. The \$5,000.00 includes the cost to purchase the generator and the equipment needed to set-up the Fire Station for easy installation of the generator. The funding would come from the Emergency Management Fund. There is money available in this Fund for the purchase of the proposed generator.

**Council Member Moynagh motioned to approve the purchase of a Gas-Powered Generator and the necessary accessories with funding from the Emergency Management Fund. Council Member Johnson seconded the motion. Motion carried 5-0.**

#### C. Park and Recreation Commission

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

Mayor Otto gave an overview of the items discussed at the February 4, 2019 Park and Recreation Commission Meeting.

#### D. Planning and Zoning Commission

1. December 19, 2018 Planning and Zoning Commission Meeting Minutes

Ms. Boelter gave an update on the December 19, 2018 Planning and Zoning Commission Meeting Minutes.

2. Wednesday, February 20, 2019 Planning and Zoning Commission Meeting RESCHEDULED to Wednesday, March 13, 2019

Ms. Boelter stated that the Wednesday, February 20, 2019 Planning and Zoning Commission Meeting is being rescheduled to Wednesday, March 13, 2019 to meet the legal requirements for the number of days needed to publish a Public Hearing Notice.

#### E. Public Works Department

1. Establish Date for Annual Performance Review for Public Works Department Director, Mr. Wayne McCormick

The Management Coordinating Committee discussed conducting Mr. McCormick's annual *Performance Review*. They decided on Monday, March 11, 2019 at 3:30 p.m.

2. Discussion Regarding Year 2019 Part-Time, Seasonal Summer Employees

Mr. McCormick stated that the Public Works Department would like to again hire two (2) temporary, part-time employees to assist the Department during the summer months of 2019.

Council Member Johnson stated that in the past the *Help Wanted Advertisement* specified that the applicant had to be twenty-one (21) years of age and have a valid driver's license. Council Member Johnson stated that the Management Coordinating Committee discussed changing the age requirement to sixteen (16) years of age.

Ms. Boelter stated that since the Management Coordinating Committee Meeting, she did inquire about changing the age requirement to sixteen (16) and she learned that the City's insurance through the League of Minnesota Cities Insurance Trust (LMCIT) requires that applicants are eighteen (18) years of age and have a valid driver's license.

The City Council discussed and directed Mr. McCormick to move forward with advertising for the two (2) temporary, part-time summer employees.

**Council Member Marszalek motioned to advertise for two (2) temporary, part-time summer employees for the Public Works Department with the requirements that the applicants be eighteen (18) years of age and have a valid driver's license. Council Member Kuehl seconded the motion. Motion carried 5-0.**

## 10. OLD BUSINESS

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

Mr. Kyle Hoffman, 804 Steamboat Lane, addressed the City Council regarding amending the City's ordinance to allow residents to have chickens within City limits.

Mr. Hoffman stated that he researched ordinances in other cities that allow residents to have chickens and he also asked for feedback on the City of Montrose's Facebook sites. With the information he obtained he presented the following for the City Council to consider:

- Most communities allow residents to have four (4) to eight (8) chickens. He believes that having six (6) chickens is an adequate amount to produce the number of eggs a family would need.
- Mr. Hoffman recommending allowing residents to have three (3) egg laying hens and three (3) chickens for meat.
- Typically, cities do not allow residents to slaughter chickens on their property.
- No roosters would be allowed.
- The city ordinances he researched did not allow residents to sell eggs.
- When chicken coops are cleaned, the feces should be discarded in a sealed container. Mr. Hoffman recommended that the City provide a composting site for the chicken feces.
- Mr. Hoffman stated that he would like the City to allow residents to have free range chickens. This would require residents to have a chicken coop run and their backyard fenced with fencing that is five (5) to six (6) feet tall to contain the chickens.
- Mr. Hoffman provided a description of a chicken coop that can be built to keep predators from entering the coop.
- Mr. Hoffman discussed the DRAFT application he prepared for residents to complete to receive a permit to have chickens. He continued by stating that the application would require that the resident obtain approval signatures from the property owners adjacent to their property.
- Mr. Hoffman stated that other cities have optional fines if a resident does not follow the requirements of the city's ordinance in regards to the structure for the chickens, proper care of the poultry and other violations. He also stated that the ordinances he researched from other cities allow the city to revoke a resident's application to have chickens if they violate any of the requirements of the ordinance.

Mayor Otto asked Mr. Hoffman if he has discussed having chickens with his neighbors. Mr. Hoffman stated that he has only discussed it with one (1) of his neighbors.

Council Member Kuehl shared his concerns requiring the resident being certified to have livestock within the City.

Council Member Marszalek shared his concerns about how City staff would enforce the requirements of an ordinance that would allow residents to have chickens.

Ms. Boelter shared the information she received from the City's former Attorney and City Planner:

- The requirements of the ordinance for residents who would like to have chickens within city limits often make it cost prohibitive for them to have chickens.
- Having chickens has resulted in issues with predators; such as, coyotes, skunks, rats, raccoons and etcetera roaming the city and posing a threat to the safety of resident's pets.

Council Member Moynagh recommended that Mr. Hoffman's proposal be presented to the City's Planning and Zoning Commission.

Mayor Otto shared her concerns of how City staff would regulate the requirements of the ordinances.

Council Member Marszalek asked how many residents have shown an interest in allowing chickens. Mayor Otto stated that an unofficial survey was done on the Montrose Politics Facebook site and thirty-eight (38) persons were in favor of allowing residents to have chickens.

The City Council discussed and directed Mr. Hoffman to present his proposal to allow residents to have chickens to the Planning and Zoning Commission.

## 11. NEW BUSINESS

### A. Discussion Regarding City Assessor Position

Ms. Boelter stated that the City of Montrose's Assessor, Mr. Duane Swenson, gave the City notice last week that he is retiring from his Assessment Contract.

Mr. Swenson has completed all the assessment work for the year 2019 and the information will be available at the Wright County Assessor's *Open Book* Meeting on April 4, 2019 from 3:00 p.m. to 6:00 p.m. at the Wright County Government Center, Assessor's Office.

Ms. Boelter stated that the City Council will now need to decide if they would like to contract with a private party or have the Wright County Assessor's Office complete all assessment work for the City.

The City Council discussed and directed staff to research both options and bring the information to a future Meeting.

### B. Discussion Regarding Part-Time Administrative Assistant

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

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



**Council Member Johnson motioned to direct City staff to move forward with the process to hire a part-time, Administrative Assistant for the City of Montrose. Council Member Marszalek seconded the motion. Motion carried 5-0.**

C. Discussion Regarding Placement of *Open Forum* on the Regular City Council Meeting Agenda

Council Member Moynagh asked the City Council to consider placing the *Open Forum* agenda item on the Regular City Council Meeting Agenda after NEW BUSINESS.

The City Council discussed and were in agreement that *Open Forum* should remain at the beginning of the Regular City Council Meeting Agenda.

D. City of Montrose – Credit Card Policy Update

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

Council Member Johnson inquired about the spending limits of each credit card holder. Mayor Otto stated that credit card spending limits are regulated through the *Spending Policy*.

Council Member Johnson shared his concerns that the cost of \$12,500 to repair the manhole covers on Wright County Highway Twelve (12) was paid through the Public Works Department Director, Mr. Wayne McCormick's, credit card.

Mr. McCormick stated that the manhole covers were paid through a Fund Accounting check; not by credit card.

Mayor Otto identified the City staff members who are allowed to have a City credit card and what items can be purchased and/or paid for with their credit card.

**Council Member Moynagh motioned to approve the Credit Card Policy Update. Council Member Kuehl seconded the motion. Motion carried 5-0.**

E. Trunk Highway Twenty-Five (TH25) Project - Land Acquisition Update

The City Attorney, Ms. Amy Schutt, gave an update on the land acquisition for the TH25 Project and the need to file condemnation actions on some of the properties to meet Project deadlines.

## 12. UPCOMING MEETINGS

- A. Park and Recreation Commission Meeting – Monday, March 4, 2019 at 5:30 p.m. in the Montrose City Hall Conference Room.
- B. Management Coordinating Committee Meeting – Monday, March 11, 2019 at 3:30 p.m. in the Montrose City Hall Conference Room.
- C. Regular City Council Meeting – Monday, March 11, 2019 at 7:00 p.m. in the Montrose Community Center.
- D. Planning and Zoning Commission Meeting – Wednesday, March 13, 2019 at 7:00 p.m. in the Montrose Community Center.
- E. Community Meal and Game Night - Thursday, February 21, 2019 from 5:00 p.m. to 7:00 p.m. in the Montrose Community Center.
- F. Montrose Days Celebration's Fish Fry – Friday, March 15, 2019 from 4:30 p.m. to 7:30 p.m. in the Montrose Community Center.

### 13. ACKNOWLEDGEMENTS

#### A. Montrose Fire Department – Firefighter Awards

Mayor Otto acknowledged the Montrose Fire Department Firefighters who received awards at the Fire Department's Annual Dinner on February 2, 2019.

#### B. Public Works Department – Snow Removal

Council Member Moynagh acknowledged the Public Works Department employees for their work in removing snow from the City's streets.

Mayor Otto reminded residents that they are responsible for removing the snow from the sidewalks adjacent to their property to allow for safe travel for students to bus stops.

Montrose Fire Department Chief, Mr. Kevin Triplett, reminded residents to assist the Fire Department by removing the snow around fire hydrants located on or near their property.

#### C. Year 2018 Annual Audit – Ms. Wendy Manson

Ms. Boelter acknowledged Ms. Manson for her thorough and accurate work in preparing for the Year 2018 Annual Audit. As a result of her preparation and organization, the Auditors were able to complete their work on the Audit at City Hall over a period of three (3) days.

### 14. ADJOURNMENT

**Council Member Moynagh motioned to the adjourn the Regular City Council Meeting at 8:10 p.m. Council Member Kuehl seconded the motion. Motion carried 5-0.**

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Michelle Otto  
Mayor  
City of Montrose

ATTEST:

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

City of Montrose  
 Special Closed City Council Meeting  
 Montrose Community Center  
 200 Center Avenue South  
 Wednesday, February 13, 2019  
 4:00 P.M.

**1. CALL TO ORDER**

**Pursuant** to call and notice the Montrose City Council met in a Special Closed City Council Meeting on Wednesday, February 13, 2019 at 4:00 p.m.

Mayor Otto called the Meeting to order at 4:03 p.m.

**2. PRESENT AT THE MEETING**

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

Staff Present: Mr. Soren Mattick, City Attorney

**3. CLOSED DISCUSSION OF COLLECTIVE BARGAINING AGREEMENT**

A. Discussion of Collective Bargaining Agreement Between the City of Montrose and American Federation of State, County and Municipal Employees (AFSCME) Council 65

**Council Member Johnson motioned to close the Special Closed City Council Meeting to discuss the AFSCME Council 65 Collective Bargaining Agreement in accordance with Minnesota State Statutes, Section 13D.03. Council Member Marszalek seconded the motion. Motion carried 5-0.**

**Council Member Marszalek motioned to open the Special Closed City Council Meeting. Council Member Johnson seconded the motion. Motion carried 5-0.**

**4. ADJOURNMENT**

**Council Member Moynagh motioned to the adjourn the Special Closed City Council Meeting at 5:10 p.m. Council Member Kuehl seconded the motion. Motion carried 5-0.**

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Michelle Otto  
 Mayor  
 City of Montrose

ATTEST:

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

## ACCOUNTS PAYABLE LIST

**MARCH 11, 2019**

Payroll	2/11/19 Payroll	12645.40
Payroll	2/25/19 Payroll	12213.98
IRS-Federal Tax Payment	2/11/19 FED/FICA Tax	4595.50
IRS-Federal Tax Payment	2/25/19 FED/FICA Tax	4401.56
MN Dept. of Revenue	2/11/19 State Withholding	878.15
MN Dept. of Revenue	2/25/19 State Withholding	841.09
PERA	2/11/19 Payroll	2663.85
PERA	2/25/19 Payroll	2548.81
MN Dept. of Revenue	Jan Sales Tax	1557.00
Abdo, Eick & Meyers	2018 Audit	15000.00
*AFSCME Council 65	Feb. Union Dues	171.00
AmeriPride Services	Uniforms/Floor Mats	361.34
Deborah Boelter	Refund STD Payroll Deduction	32.80
Campbell Abstract	TH 25 O&E Reports	900.00
*Campbell Knutson	Legal Services	8126.50
Cardmember Service	PW/WWTP Supplies & Repairs	283.29
Cardmember Service	Otto Hotel-Officials Conf.	127.78
Centra Sota	Diesel Fuel	3112.18
*Citizens State Bank	Feb. H.S.A. Deposit	2558.00
Delano Auto Parts	Plow Trucks	113.35
Delta Dental	Mar. Dental Ins.	699.60
Health Partners	Mar. Health Ins.	10517.91
In-Control	WWTP Lift Station	2728.44
*IUOE Local 49	Feb. Union Dues	175.00
MVTL Labs	WWTP Testing	254.20
*NW Assoc. Consultants	Planners Services	5258.63
Purchase Power	Postage	2020.99
RDO Equipment	Payloader Repair/Mtce	1246.24
Total Printing	City Letterhead	275.00
USA BlueBook	WWTP Testing Supplies	301.91
USABLE Life Ins	Mar. Life Ins.	79.50
WakeSun, LLC	Solar Energy	2952.13
Wex Bank	Gas Charges	567.66
Windstream	Telephone Charges	113.96
Wright-Hennepin CO-OP	Electric Charges	178.58
Xcel Energy	Electric & Gas Charges	4769.76
	 <b>ACCOUNTS PAYABLE SUBTOTAL</b>	 <b>105271.09</b>
Ameripride	Uniforms/Floor Mats	97.52
Buffalo All Night Grad.	2019 Donation	100.00
*Colonial Life	Employee Insurance	74.52

March 11, 2019

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Comcast	Internet Service	431.80
Culligan	City Hall Softener Service	64.10
Delano Auto Parts	PW Shop/2005 Chevy Pickup	52.96
Gopher State One-Call	Water/Sewer Locates	9.45
J-Berd Mechanical Contr.	WWTP Repairs	774.35
Josh Jennings	Utility Overpayment	38.13
League of MN Cities	Safety Workshop	40.00
*Madison Nat'l Life Ins	Mar Disability Ins.	359.26
Marco Tech.	Printer Mtce/Agreement	42.65
Menards	WWTP Thermostat	17.49
Midwest Machinery	Snow Blower Repair	570.34
MN Dept of Health	1 <sup>st</sup> Qtr Service Connect Fee	1890.00
MVTL Labs	Water Testing	48.20
MVTL Labs	WWTP Testing	400.00
Nystrom Publishing	Snow Clearing Letter/Postage	929.73
Paumen Computer	Monthly Backup/IT	310.00
Randy's Enviro. Services	Feb Refuse/Recycle	15510.06
St. Louis MRO	Drug Testing	20.00
Mike Stoddard	Utility Overpayment	101.11
Verizon	Cell Phones	346.01
*Wenck	Engineering Services	21381.90
Wright Cty Jrnl Press	Legal Notice	26.14
Wright Cty Auditor	March Patrol Service	22660.42
	<b>TOTAL ACCOUNTS PAYABLE</b>	<b>171567.23</b>

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 OTTO

BOELTER

MARSZALEK

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 JOHNSON

KUEHL

MOYNAGH

March 11, 2019  
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\* Appendix

Payments received to offset checks written

Payroll Deduction	AFSCME-Feb Union Dues	171.00
Payroll Deduction	Feb. H.S.A. Deposit	1158.00
Payroll Deduction	IUOE 49-Feb. Union Dues	175.00
Payroll Deduction	Feb. Employee Ins	74.52
Payroll Deduction	Mar. Disability Ins.	359.26
Developer Expenses	Preserve Legal Fees	6376.00
Developer Expenses	Preserve Planners Fees	3857.43
Developer Expenses	Preserve Engineering Fees	7909.70

# FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

## MARCH 11, 2019

Alex Air Apparatus	Annual Compressor Mtce	632.00
Tera Kasowski	EMR Refresher Course	807.50
North Star Awards	Annual Awards	72.00
Stellis Health	New FF Physical	244.00
Wex Bank	Gas Charges	291.36
Comcast	Internet Service	97.85
*Jefferson Fire & Safety	Turn Out Gear Dryer	8062.00
Menards	Generator	2099.00
MN Computer Systems	Copier Mtce/Agreement	117.00
Verizon	FD I-Pad	40.01
<b>TOTAL ACCOUNTS PAYABLE</b>		<b>12462.72</b>

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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

SFM Grant	Dryer	7255.00
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## CITY OF MONTROSE

### Monthly Adjustments

Account	Tran Type	Charge Name	Charge Type	Amount	Date
00-00001257-05-	Adjustment	R Water	Service	(\$49.38)	2/8/2019
00-00001118-01-	Adjustment	R Water	Service	(\$219.72)	2/8/2019
00-00001185-02-	Adjustment	R Water	Service	(\$267.11)	2/8/2019
00-00001863-05-	Adjustment	R Water	Service	(\$44.81)	2/8/2019
00-00001751-01-	Adjustment	R Water	Service	(\$43.36)	2/8/2019
00-00002539-01-	Adjustment	R Water	Service	(\$135.45)	2/8/2019
00-00001252-03-	Adjustment	R Water	Service	(\$5.63)	2/8/2019
01-00001144-00-	Adjustment	R Water	Service	(\$261.56)	2/8/2019
00-00001253-02-	Adjustment	R Water	Service	(\$138.79)	2/8/2019
00-00004000-00-	Adjustment		UR	(\$114.03)	2/28/2019
00-00002595-01-	Adjustment		UR	(\$39.68)	2/20/2019
00-00001525-02-	Adjustment		UR	(\$17.93)	2/20/2019
00-00001881-01-	Adjustment		UR	(\$10.37)	2/20/2019
01-00001018-00-	Adjustment	NSF	Service	\$30.00	2/20/2019
00-00002022-00-	Adjustment		UR	(\$78.88)	2/22/2019
01-00001746-00-	Adjustment		UR	\$78.88	2/22/2019
00-00001253-03-	Adjustment	R Water	Service	(\$21.69)	2/8/2019
				<u>(\$1,339.51)</u>	

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





## 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 March 1, 2019

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>911 Abandoned Total: 1</b>					
02/27/19 17:15	911 Abandoned	2019015760	MVA - No Injuries	WP19006122	911
<b>911 Hang-up Total: 4</b>					
02/09/19 05:45	911 Hang-up	2019010807			911
02/09/19 08:56	911 Hang-up	2019010830			911
02/10/19 17:59	911 Hang-up	2019011197			911
02/18/19 09:43	911 Hang-up	2019013212			911
<b>911 Open Line Total: 8</b>					
02/05/19 16:33	911 Open Line	2019009905			911
02/09/19 07:24	911 Open Line	2019010815			911
02/15/19 17:06	911 Open Line	2019012535			911
02/16/19 11:59	911 Open Line	2019012752			911
02/18/19 14:23	911 Open Line	2019013263			911
02/20/19 07:26	911 Open Line	2019013772			911
02/26/19 07:01	911 Open Line	2019015406			911
02/27/19 11:57	911 Open Line	2019015705			911
<b>Agency Assist Total: 2</b>					
02/22/19 23:20	Agency Assist	2019014549	Medical - Psychiatric -	WP19005580	Phone
02/25/19 07:38	Agency Assist	2019015140	Warrant - Arrest	WP19005832	Phone
<b>Alarm Total: 1</b>					
02/05/19 18:00	Alarm	2019009919	Alarm	WP19003771	Phone
<b>Animal Total: 1</b>					
02/01/19 14:47	Animal	2019008701	Animal	WP19003297	Phone
<b>Animal; Domestic Disturbance Total: 1</b>					
02/23/19 18:07	Animal; Domestic	2019014790	Check Welfare	WP19005674	Phone
<b>Burglary Total: 1</b>					
02/11/19 11:07	Burglary	2019011350	Burglary	WP19004355	Phone
<b>Check Welfare Total: 6</b>					
02/03/19 00:27	Check Welfare	2019009174	Check Welfare	WP19003468	Phone
02/07/19 10:21	Check Welfare	2019010322	Check Welfare	WP19003951	Phone
02/10/19 14:35	Check Welfare	2019011164	Check Welfare	WP19004291	Phone
02/12/19 10:28	Check Welfare	2019011619	Check Welfare	WP19004439	Phone
02/13/19 11:46	Check Welfare	2019011921	Check Welfare	WP19004561	Phone
02/25/19 17:49	Check Welfare	2019015291	Check Welfare	WP19005906	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>Citizen Aid Total: 2</b>					
02/20/19 17:03	Citizen Aid	2019013917	Citizen Aid	WP19005327	911
02/23/19 15:35	Citizen Aid	2019014747	Citizen Aid	WP19005659	Phone
<b>Civil Complaint Total: 6</b>					
02/10/19 16:18	Civil Complaint	2019011176	Civil Child Custody	WP19004293	Phone
02/15/19 11:18	Civil Complaint	2019012449	Civil Complaint	WP19004766	Phone
02/17/19 15:22	Civil Complaint	2019013051	Civil Child Custody	WP19005015	Phone
02/24/19 16:29	Civil Complaint	2019014989	Neighborhood Dispute	WP19005765	Phone
02/25/19 14:16	Civil Complaint	2019015224	Civil Complaint	WCVL19005878	Phone
02/27/19 11:36	Civil Complaint	2019015698	Civil Complaint	WP19006092	Phone
<b>Civil Process Total: 6</b>					
02/04/19 09:39	Civil Process	2019009555			Officer
02/21/19 14:35	Civil Process	2019014144			Officer
02/25/19 08:39	Civil Process	2019015150			Officer
02/26/19 12:58	Civil Process	2019015471			Officer
02/26/19 13:06	Civil Process	2019015473			Officer
02/28/19 13:56	Civil Process	2019015973			Officer
<b>Commercial General Alarm Total: 2</b>					
02/07/19 20:27	Commercial General	2019010472	Commercial General Alarm	WP19003999	Phone
02/08/19 22:14	Commercial General	2019010760	Commercial General Alarm	WP19004119	Phone
<b>Domestic Disturbance Total: 1</b>					
02/17/19 01:56	Domestic Disturbance	2019012922	Domestic Disturbance	WP19004950	911
<b>Drugs; Dispatch - CAD Total: 1</b>					
02/02/19 19:05	Drugs; Dispatch - CAD	2019009106	Drugs	WP19003440	Phone
<b>Dumping; Dispatch - CAD Total: 1</b>					
02/04/19 10:04	Dumping; Dispatch -	2019009562	Dumping	WP19003609	Phone
<b>Fire - Other Total: 1</b>					
02/05/19 19:07	Fire - Other	2019009943			Phone
<b>Intoxicated Person Total: 1</b>					
02/09/19 23:05	Intoxicated Person	2019011030	Intoxicated Person	WP19004235	Phone
<b>Littering Total: 1</b>					
02/23/19 20:07	Littering	2019014824	Littering	WP19005690	Officer
<b>Lost - Found Property Total: 2</b>					
02/18/19 15:58	Lost - Found Property	2019013298	Lost - Found Property	WP19005098	
02/19/19 20:44	Lost - Found Property	2019013670	Lost - Found Property	WP19005243	
<b>Medical - Breathing Problems Total: 2</b>					
02/18/19 10:12	Medical - Breathing	2019013220	Medical - Breathing Problems	WP19005070	911
02/21/19 22:11	Medical - Breathing	2019014270	Medical - Breathing Problems	WP19005463	911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>Medical - Chest Pain Total: 1</b>					
02/05/19 23:24	Medical - Chest Pain	2019009983	Medical - Chest Pain	WP19003793	911
<b>Medical - Diabetic Total: 1</b>					
02/06/19 15:05	Medical - Diabetic	2019010141	Medical - Diabetic	WP19003870	911
<b>Medical - Overdose - Poisoning Total: 1</b>					
02/23/19 22:00	Medical - Overdose -	2019014843	Medical - Overdose - Poisoning	WP19005696	911
<b>Medical - Psychiatric - Behavioral Total: 1</b>					
02/21/19 09:06	Medical - Psychiatric -	2019014066	Check Welfare	WP19005391	Phone
<b>Medical - Sick Total: 3</b>					
02/08/19 12:12	Medical - Sick	2019010622	Medical - Sick	WP19004068	911
02/08/19 17:24	Medical - Sick	2019010695	Medical - Sick	WP19004095	911
02/26/19 08:12	Medical - Sick	2019015420	Medical - Sick	WP19005963	911
<b>Medical - Unconscious - Fainting Total: 1</b>					
02/07/19 22:10	Medical - Unconscious -	2019010486	DUI	WP19004006	911
<b>Missing Person Total: 2</b>					
02/26/19 22:16	Missing Person	2019015600	Missing Person	WP19006042	Phone
02/28/19 23:55	Missing Person	2019016144	Missing Person	WP19006263	911
<b>MVA - No Injuries Total: 3</b>					
02/08/19 20:28	MVA - No Injuries	2019010735	MVA - No Injuries	WP19004110	
02/15/19 19:05	MVA - No Injuries	2019012578	MVA - No Injuries	WP19004812	911
02/27/19 15:51	MVA - No Injuries	2019015743	MVA - No Injuries	WP19006106	
<b>Neighborhood Dispute Total: 1</b>					
02/01/19 15:03	Neighborhood Dispute	2019008705			
<b>Noise Total: 2</b>					
02/17/19 04:04	Noise	2019012959	Noise	WP19004975	
02/26/19 02:55	Noise	2019015386	Noise	WP19005945	
<b>Parking Total: 1</b>					
02/13/19 18:02	Parking	2019012015	Parking	WP19004596	
<b>Phone Call Total: 1</b>					
02/27/19 17:43	Phone Call	2019015778			Other
<b>Phone Call; Agency Assist Total: 1</b>					
02/20/19 01:54	Phone Call; Agency	2019013748			Phone
<b>POR Check Total: 1</b>					
02/22/19 10:15	POR Check	2019014371			Officer
<b>Probation Check Total: 7</b>					
02/03/19 13:50	Probation Check	2019009311			Officer
02/03/19 13:58	Probation Check	2019009315			Officer
02/03/19 14:09	Probation Check	2019009321			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
02/13/19 15:01	Probation Check	2019011959			Officer
02/15/19 18:28	Probation Check	2019012565			Officer
02/21/19 18:36	Probation Check	2019014213			Officer
02/28/19 19:42	Probation Check	2019016085			Officer

### Residential Medical Alarm Total: 1

02/28/19 15:08	Residential Medical	2019016003	Residential Medical Alarm	WP19006208	Phone
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### SIA Business Walk Through Total: 5

02/08/19 13:16	SIA Business Walk	2019010640			
02/09/19 14:54	SIA Business Walk	2019010911			
02/17/19 07:20	SIA Business Walk	2019012975			
02/22/19 09:32	SIA Business Walk	2019014357			
02/25/19 13:44	SIA Business Walk	2019015217			

### SIA City Council - City Hall Total: 1

02/11/19 18:49	SIA City Council - City	2019011462			
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### SIA Other Total: 1

02/02/19 18:17	SIA Other	2019009088			Officer
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### Snowbird Total: 8

02/07/19 01:44	Snowbird	2019010252	Snowbird	WP19003911	
02/13/19 01:10	Snowbird	2019011790	Snowbird	WP19004502	
02/13/19 01:22	Snowbird	2019011793	Snowbird	WP19004503	
02/21/19 01:59	Snowbird	2019014003	Snowbird	WP19005356	
02/21/19 02:09	Snowbird	2019014006	Snowbird	WP19005359	
02/21/19 02:34	Snowbird	2019014017	Snowbird	WP19005368	
02/26/19 04:11	Snowbird	2019015390	Snowbird	WP19005947	
02/26/19 04:28	Snowbird	2019015391	Snowbird	WP19005948	

### Stolen - Vehicle Total: 1

02/23/19 14:53	Stolen - Vehicle	2019014731	Stolen - Vehicle	WP19005654	Phone
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### Suspicious - Circumstances Total: 3

02/19/19 19:23	Suspicious -	2019013653	Suspicious - Circumstances	WP19005236	Phone
02/26/19 19:22	Suspicious -	2019015560	Fraud - Internet	WP19006029	Phone
02/27/19 16:26	Suspicious -	2019015749	Suspicious - Circumstances	WP19006112	Phone

### Theft - Identity Theft Total: 1

02/19/19 21:48	Theft - Identity Theft	2019013689	Theft - Identity Theft	WP19005250	Phone
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### Traffic - Complaint Total: 5

02/03/19 01:52	Traffic - Complaint	2019009192	DUI	WP19003475	911
02/22/19 19:49	Traffic - Complaint	2019014507	Traffic - Complaint	WP19005562	911
02/25/19 17:57	Traffic - Complaint	2019015294	Traffic - Complaint	WP19005908	Phone
02/27/19 11:42	Traffic - Complaint	2019015699	Traffic - Complaint	WP19006087	Phone
02/27/19 20:20	Traffic - Complaint	2019015811	Traffic - Complaint	WP19006134	911

### Traffic - Complaint; Intoxicated Person Total: 1

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
02/14/19 09:50	Traffic - Complaint;	2019012170	Traffic - Complaint	WP19004655	911

### Traffic Stop Total: 58

02/01/19 00:23	Traffic Stop	2019008545			Officer
02/01/19 00:40	Traffic Stop	2019008547			Officer
02/01/19 16:06	Traffic Stop	2019008729			Officer
02/01/19 18:46	Traffic Stop	2019008787			Officer
02/01/19 18:52	Traffic Stop	2019008788			Officer
02/01/19 19:09	Traffic Stop	2019008793			Officer
02/01/19 20:22	Traffic Stop	2019008816			Officer
02/02/19 01:18	Traffic Stop	2019008889	Traffic Stop	WP19003354	Officer
02/02/19 12:47	Traffic Stop	2019009010			Officer
02/02/19 14:38	Traffic Stop	2019009032			Officer
02/02/19 19:00	Traffic Stop	2019009103			Officer
02/03/19 18:06	Traffic Stop	2019009369			Officer
02/03/19 18:34	Traffic Stop	2019009377	Traffic Stop	WP19003535	Officer
02/06/19 13:49	Traffic Stop	2019010128			Officer
02/06/19 16:27	Traffic Stop	2019010164			Officer
02/08/19 16:47	Traffic Stop	2019010686			Officer
02/08/19 22:21	Traffic Stop	2019010763			Officer
02/09/19 14:10	Traffic Stop	2019010902	Traffic Stop	WP19004182	Officer
02/09/19 21:24	Traffic Stop	2019011007	Drugs	WP19004229	Officer
02/10/19 22:28	Traffic Stop	2019011240			Officer
02/11/19 18:12	Traffic Stop	2019011457	Traffic Stop	WP19004390	Officer
02/12/19 15:06	Traffic Stop	2019011673			Officer
02/13/19 17:03	Traffic Stop	2019012000			Officer
02/13/19 17:14	Traffic Stop	2019012005	Traffic Stop	WP19004593	Officer
02/13/19 21:34	Traffic Stop	2019012061			Officer
02/14/19 23:19	Traffic Stop	2019012354			Officer
02/15/19 13:19	Traffic Stop	2019012479	Traffic Stop	WP19004778	
02/15/19 14:41	Traffic Stop	2019012498	Traffic Stop	WP19004787	Officer
02/15/19 14:47	Traffic Stop	2019012501			
02/16/19 15:37	Traffic Stop	2019012807			Officer
02/16/19 18:51	Traffic Stop	2019012852			Officer
02/16/19 20:25	Traffic Stop	2019012869			Officer
02/17/19 14:45	Traffic Stop	2019013046			Officer
02/17/19 15:55	Traffic Stop	2019013060	Drugs	WP19005023	Officer
02/17/19 18:51	Traffic Stop	2019013097			Officer
02/18/19 01:05	Traffic Stop	2019013162			Officer
02/18/19 19:04	Traffic Stop	2019013360	Traffic Stop	WP19005120	Officer
02/18/19 22:30	Traffic Stop	2019013406			Officer
02/18/19 22:49	Traffic Stop	2019013409			Officer
02/19/19 11:56	Traffic Stop	2019013532			Officer
02/19/19 20:21	Traffic Stop	2019013661	Traffic Stop	WP19005240	Officer
02/19/19 21:25	Traffic Stop	2019013683			Officer
02/19/19 21:54	Traffic Stop	2019013691			Officer
02/20/19 00:04	Traffic Stop	2019013721			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
02/20/19 18:15	Traffic Stop	2019013934			Officer
02/21/19 20:03	Traffic Stop	2019014236			Officer
02/21/19 22:12	Traffic Stop	2019014271			Officer
02/22/19 15:54	Traffic Stop	2019014445			Officer
02/23/19 00:29	Traffic Stop	2019014562			Officer
02/23/19 15:00	Traffic Stop	2019014734			Officer
02/23/19 19:31	Traffic Stop	2019014811			Officer
02/23/19 19:52	Traffic Stop	2019014818			Officer
02/23/19 21:24	Traffic Stop	2019014835			Officer
02/24/19 16:29	Traffic Stop	2019014990			Officer
02/24/19 16:41	Traffic Stop	2019014997	Traffic Stop	WP19005769	Officer
02/25/19 15:50	Traffic Stop	2019015258			Officer
02/25/19 18:29	Traffic Stop	2019015304			Officer
02/28/19 23:56	Traffic Stop	2019016145			Officer

**Unwanted Person Total: 1**

02/15/19 18:42	Unwanted Person	2019012570	Unwanted Person	WP19004810	Phone
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**Vehicle Off Road Total: 2**

02/07/19 16:54	Vehicle Off Road	2019010428			
02/24/19 11:16	Vehicle Off Road	2019014937			

**Warrant - Attempt Total: 3**

02/01/19 23:47	Warrant - Attempt	2019008870			
02/09/19 21:54	Warrant - Attempt	2019011015			Officer
02/21/19 20:13	Warrant - Attempt	2019014238			Officer

**Total Records: 169**



# Monthly Activity Report Montrose Fire Department

Prepared and Presented by  
Kevin Triplett – Fire Chief



**Period: 02/01/2019 thru 02/28/2019 (FEBRUARY)**

## CALLS

Total Calls: 19

# of Calls FEBRUARY 2018 = 14

EMS Calls: 14

2018 vs 2019 (2019 = +5)

Other Calls:

02/24 – 19039 – Structure Fire – Marysville Township (\$35,000 loss)

02/24 – 19038 – Mutual Aid Waverly Fire – Standby @ our station

02/14 – 19033 – Snowmobile Accident – Woodland Township

02/05 – 19023 – Fire Alarm – Montrose City

02/05 – 19022 – Mutual Aid to Delano Fire – Structure Fire – Delano City

Total calls to Date 2019 – 40

2018 vs 2019 (2019 = -4)

Total calls this time in 2018 - 44

## Call Districts

Montrose City: 10

Franklin Township: 1

Marysville Township: 4

Woodland Township: 2

Other: 2 (1=Delano City | 1=Waverly City)

## TRAINING:

02/05/2019 - Staff Meeting/Truck Maintenance

02/12/2019 – First Responder Refresher

02/19/2019 – First Responder Refresher

## Other Activities, Special Mention, Etc.

Throughout Month – Assist with ice rink upkeep

Throughout Month – Shovel fire hydrants around city

02/02/2019 – Annual MFRA Dinner

02/26/2019 - Assist with FE+ED

02/26/2019 – Walkthrough of new CCC addition / equipment (K. Triplett)

## Acknowledgments

- All firefighters who took time to assist citizens in shoveling out Fire Hydrants
- Everyone who came and supported the Montrose Firefighter Relief Association for our annual dinner held on 02/02/2019
- City Public Works Dept. Keeping our apron plowed throughout the heavy snowfalls

City of Montrose  
Park & Recreation Commission  
Minutes  
March 4, 2019

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

**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 as written, second by Commission Member Rhineberger.

Motion carried 3-0

**Approval of February 4, 2019 Meeting Minutes**

Motion by Commission Member Henry to approve February 4, 2019 meeting minutes as written, second by Commission Member Rhineberger.

Motion carried 3-0

**OLD BUSINESS:**

**Regional Park & Funding Update**

No current update available for regional park.

**Update on Preserve Park land**

The land developer – Paxmar – has pulled their application and requested their escrow returned and will not be moving forward with this project at this time. This will be tabled until another party is interested in developing the land.

**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 is looking into the cost of this and will get some quotes and funding approval so we can get this done sometime this spring.

**2019 Events and To-Do List**

This is a general list of items and goals to accomplish throughout the year.

2019 Events:

Skate Day 2019 – January 26, 2019 - Complete

Egg Hunt 2019 – April 20, 2019

Summer Splash 2019 – July 20, 2019

Halloween Decorating Contest 2019 – Date TBD

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

Christmas Decorating Contest 2019 – Date TBD



**Egg Hunt**

Brief discussion held regarding the upcoming Egg Hunt which will be held at Lions Park (rain or shine) on April 20, 2019. The Commission recognized that we will need to call for volunteers to help fill Easter Eggs, and candy still needs to be purchased. Mayor Otto has requested all of the eggs for the event be brought to City Hall so they are all in one spot and organized when they are ready to begin preparations. The Commission has requested that the City again make the candy purchase this year: expected to spend around \$300.00 on candy for the event. Commission Member Russell made a motion to approve the current Egg Hunt Flyer for the upcoming newsletter and to add something to the newsletter to call for volunteers to help fill eggs with the date to be determined with a recommendation by the Commission to have this take place on April 11, 2019, or at least one week before the event, second by Commission Member Rhineberger.

Motion carried 3-0

**Game Night**

The Game Night held in conjunction with the Free Community Dinner is continuing to go well and the Park and Rec Commission will continue their partnership with the Free Community Dinner group.

**Skate Donations**

The Commission decided there are many issues that need to be addressed before we move forward with requesting more skate donations or thinking about renting out skates on behalf of the City. We will table this item going forward.

**Skating Rink at Northridge Park for 2020**

Continued discussion was held regarding the possibility of setting up one of the smaller ice rinks at Northridge Park for the 2019-2020 winter season. The Commission is open to having a skating rink at Northridge Park for the 2019-2020 winter season and possibly having the rink be a strictly "daytime" rink due to the lack of lighting in the area. The City has three sets of boards for skating rinks, and as long as there is a good flat area to place the rink, the Commission believes this would be a good location to try and put a rink. Commission Members Russell and Rhineberger would like to go look at the area in the spring and possibly fall to see if it would be a good location for a rink. The Commission also discussed the lights at Carver Field and the issue of the lights being left on overnight on several occasions. The Commission would like to look into seeing if there would be anything they could do such as timers or solar sensors to help control the lighting.

**NEW BUSINESS:****Finance Update**

Brief discussion regarding Commission Member Russell being reimbursed for "Happily Ever After" Skate Day entertainment as he still needs to get a receipt for payment and submit to the City for reimbursement. No other finance update available.

**Adjourn**

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

Motion carried 3-0