



*** * AMENDED AGENDA * ***

CITY COUNCIL AGENDA– REGULAR MEETING

Monday, May 13, 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 Cathy Jones – House of Grace

4. **PLEDGE OF ALLEGIANCE**

5. **APPROVAL OF AGENDA**

6. **APPROVAL OF CONSENT AGENDA**

A. Minutes

1. April 8, 2019 City Council Workshop – prepared by W. Manson
2. April 8, 2019 Regular City Council Meeting – prepared by W. Manson
3. April 17, 2019 U.S. Highway 12 Development Committee Meeting – prepared by D. Boelter
4. April 29, 2019 Special City Council Meeting – prepared by D. Boelter

B. Accounts Payable

1. City, May 13 2019 – prepared by W. Manson
2. Fire Department, May 13, 2019 – prepared by W. Manson

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

D. Cancel City Council Workshop – May 27, 2019

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

7. OPEN FORUM

8. WRIGHT COUNTY SHERIFF'S OFFICE

- A. April, 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. April, 2019 Activity Report
- C. Park and Recreation Commission
 - 1. May 8, 2019 Park and Recreation Commission Meeting Minutes – *Available the Night of the City Council Meeting*
 - 2. Discussion Regarding the Fee for Reservation of the Carver Field Concession Stand
- D. Planning and Zoning Commission
 - 1. April 17, 2019 Planning and Zoning Commission Meeting Minutes
- E. City Engineer
 - 1. Trunk Highway Twenty-Five (TH 25) Improvements Projected Schedule Update

F. City Attorney

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

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

10. 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*
- B. Discussion Regarding Amendments to Resolution No. 2019-07 *A Resolution Approving the Mayoral Appointments for the Year 2019*
- C. Resolution No. 2019-10 – Purchase of Eppler Property
 - 1. Resolution No. 2019-10 *A Resolution Approving the Purchase of Real Property and Dispensing with Statutory Requirements for Review by Planning Commission*
- D. Resolution No. 2019-11 – Facsimile Signature
 - 1. Resolution No. 2019-11 *A Resolution Authorizing Facsimile Signature*

12. 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

13. ACKNOWLEDGEMENTS

14. ADJOURNMENT

City of Montrose
 City Council Workshop
 Montrose Community Center
 200 Center Avenue South
 Monday, April 8, 2019
 6:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met for a City Council Workshop on Monday, April 8, 2019 at 6:00 p.m.

Acting Mayor Johnson called the Meeting to order at 6:00 p.m.

2. PRESENT AT THE MEETING

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

Staff Present: Deputy Clerk Wendy Manson
 Andy Berg – Abdo, Eick & Meyers, LLC
 Greta Pudas – Abdo, Eick & Meyers, LLC

Absent: Mayor Michelle Otto

3. PRESENTATION OF 2018 FINANCIAL STATEMENTS

Berg and Pudas reviewed the financial statements for the fiscal year 2018. Berg stated that the city complied With all of the laws and regulations and that na unmodified or clean opinion was issued.

4. ADJOURNMENT

Council Member Moynagh motioned to adjourn the City Council Workshop at 6:30 p.m. Council Member Kuehl seconded the motion. Motion carried 4-0.

Lloyd Johnson
 Acting Mayor
 City of Montrose

ATTEST:

Wendy Manson
 Deputy Clerk
 City of Montrose

City of Montrose
 Regular City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, April 8, 2019
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, April 8, 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. Wendy Manson, Deputy Clerk

3. INVOCATION

A. Pastor Ryan Clark – St. John's Lutheran Church

Pastor Ryan Clark administered the Invocation.

4. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was taken.

5. APPROVAL OF THE AGENDA

A. Approval of the Agenda

Council Member Johnson motioned to approve the April 8, 2019 Regular City Council Meeting Agenda with the following changes: move New Business Item A to the Consent Agenda and to add the Approval of the Audit after Consent Agenda. Council Member Kuehl seconded the motion. Motion carried 5-0.

6. APPROVAL OF THE CONSENT AGENDA

A. Minutes

1. Accepted the minutes of the March 11, 2019 Management Coordinating Committee Meeting.
2. Accepted the minutes of the March 11, 2019 Regular City Council Meeting.
3. Accepted the minutes of the April 2, 2019 Management Coordinating Committee Meeting with the addition of Roy Henry in attendance.

B. Accounts Payable

1. Approved the April 8, 2019 Accounts Payable for the City of Montrose.
2. Approved the April 8, 2019 Account Payable for the Montrose Fire Department.

C. Monthly Utility Adjustments

1. Approved the Monthly Utility Adjustments for March, 2019.

D. City Council Workshop – April 29, 2019

1. Authorized the scheduling of a City Council Workshop for Monday, April 29, 2019 at 3:30 p.m. to be held at the Montrose City Hall Conference Room, 311 Buffalo Ave. S., Montrose

E. Ordinance No. 2019-03 – Herzog Parcel Annexation

1. Approve Ordinance No. 2019-03 – *An Ordinance Annexing Land Located in Marysville Township, Wright County, Minnesota Pursuant of Minnesota Statutes § 414.033, Subdivision 2(1), Permitting annexation by Ordinance.*

F. Trunk Highway Twenty-Five (TH 25) Reconstruction – Right of Entry

1. Approve the Right of Entry – Kevin and Patricia Vergin

G. Wright County Assessment Services Agreement

1. Approval of the Assessment Services Agreement between Wright County and the City of Montrose.

H. Public Works Department – Wage Increase Memo

1. Approval of the wage increase for the Public Works Department Employees as presented.

I. Agreement Between the City of Montrose and American Federation of State, County and Municipal Employees (AFSCME), Minnesota Council 65, Union Contract

1. Approval of the 2019-2021 AFSCME Council 65 Contract

J. Performance Review – Public Works Department Director – Salary Increase

1. Upon a satisfactory Performance Review for Mr. Wayne McCormick, approved a salary increase plus the Cost-of-Living Adjustment (COLA) in accordance with the AFSCME Council 65 Contract.

K. Deputy Clerk – Salary Increase

1. Approved a salary increase of two percent (2%), the Cost of Living Adjustment (COLA) in accordance with the AFSCME Council 65 Contract.

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

7. 2018 ANNUAL FINANCIAL AUDIT – ABDO, EICK AND MEYERS, LLP

- A. Mr. Andy Berg, Abdo Eick & Meyers presented the 2018 Financial Audit. He stated that they issued an unmodified or clean opinion.

Council Member Kuehl motioned to accept the 2018 Audit as presented. Council Member Johnson seconded the motion. Motion carried 5-0.

8. OPEN FORUM

Ms. Bru Ploog addressed the City Council to discuss eradicating muskrats from the stormwater pond adjacent to their property. City Council discussed and directed staff to prepare a resolution for the April 29, 2019 Special City Council Meeting allowing the Ploog's to shoot the muskrats.

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

A. March, 2019 Monthly Report

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

10. **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. March, 2019 Activity Report

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

2. Accept the personal leave of absence for Firefighter Jessica Binkley effective March 5, 2019

Council Member Kuehl motioned to accept the leave of absence for FF Jessica Binkley effective March 5, 2019. Council Member Marszalek seconded the motion. Motion carried 5-0.

3. Accept the resignation of Firefighter Joshua Menard effective March 10, 2019

Council Member Kuehl motioned to accept the resignation of FF Joshua Menard effective March 10, 2019. Council Member Moynagh seconded the motion. Motion carried 5-0.

4. Year 2018 Annual Report

Fire Chief Kevin Triplett presented the 2018 Fire Department Annual Report.

C. Park and Recreation Commission

1. April 1, 2019 Park and Recreation Commission Meeting Minutes

Mr. Matt Russell, Park and Recreation Commission Chair, gave an overview of the items discussed at the April 1, 2019 Park and Recreation Commission Meeting. There was discussion regarding the Easter Egg Hunt on April 20, 2019. The Park Commission is requesting an approval of \$450.00 to spend on the egg hunt and the Easter Bunny with \$350 for candy and trinkets and \$100.00 for the Easter Bunny.

Council Member Marszalek motioned to pay Sylvia Henry \$25.00 to be the Easter Bunny and to give spending authority to Deputy Clerk Manson to purchase the candy and trinkets for the egg hunt not to exceed \$400.00 total. Council Member Johnson seconded the motion. Motion carried 5-0.

Commission Chair Russell also mentioned the Summer Splash Party on July 20, 2019 at Northridge Park and that Community Garden sign up begins April 15, 2019.

2. Carver Field Concession Stand

The council discussed the operation of the concession stand at Carver Field. Previously it has been run by the Otto Family. The City has had no information or accountability of the amount of money being spent or the amount of money being taken in. If the city applies for the Fields for Kids Grant through the MN Twins Baseball the City will need to report that on the grant application. The Council tabled the

discussion until the April 29, 2019 Special Council Meeting so the grant application can be reviewed before a decision is made.

D. Planning and Zoning Commission

1. March 13, 2019 Planning and Zoning Commission Meeting Minutes

Commission Member Gurneau updated the council on the Planning and Zoning Meeting. She stated that the Commission recommended that the council appoint the following officers for 2019:

Tracy Gurneau – Chair

Barry Rhineberger – Vice Chair

Council Member Kuehl motioned to appoint Commission Member Gurneau as Planning and Zoning Chair and Commission Member Rhineberger as Vice Chair. Marszalek seconded the Motion. Motion carried 4-0-1 with Council Member Moynagh abstaining.

Commission Member Gurneau also stated that the Commission discussed the ordinance regarding the keeping of chickens within the city. The Commission recommended the Council does not change the current ordinance. The City Council agreed.

3. Temporary Semi-Truck Parking Draft Ordinance

Myles Campbell, City Planner, presented the draft ordinance amendments for Temporary Semi-Truck Parking in Business and Industrial Districts. He explained what the changes would be to the current ordinances if this ordinance amendment was adopted and where the trucks would be allowed to park. The Council was in agreement with the draft ordinance amendments so the actual ordinance amendments will be brought to the May council meeting for adoption.

E. City Attorney

1. Option Agreement – The Preserve Housing Development

Amy Schutt, City Attorney, presented the Option Agreement between the City of Montrose and Gary Brummer, Possible Developer of The Preserve of Montrose. The agreement will allow Brummer up to 6 months to purchase the property.

Council Member Moynagh motioned to approve the Option Agreement between the City of Montrose and Gary Brummer. Council Member Kuehl seconded the motion. Motion carried 4-1. Council Member Johnson opposed.

11. NO OLD BUSINESS.

12. NEW BUSINESS

A. Discussion Regarding Management Coordinating Committee Meeting

Council Member Marszalek suggested that the Management Coordinating Committee Meeting held monthly be discontinued. He stated that the items being discussed at the meetings should be discussed with the entire council. The committee should go back to being a Personnel Committee that meets only when necessary. The City Council could meet on the 5th Monday of the month when they occur for a workshop. Mayor Otto and Council Member Johnson were opposed to discontinuing the monthly committee meetings because they thought it was a good way of keeping communication open between staff and council. After discussion the Council agreed to meet on the 4th Monday of each month for a workshop at City Hall beginning at 3:30 p.m.

Council Member Marszalek motioned for the City Council to hold a council workshop on the 4th Monday of each month at City Hall at 3:30 pm. beginning in May. Council Member Kuehl seconded the motion. Motion carried 5-0.

13. UPCOMING MEETINGS

- A. U.S. Highway 12 Development Committee Meeting – Wednesday, April 17, 2019 at 5:00 p.m. in the Montrose City Hall Conference Room.
- B. Planning and Zoning Commission Meeting – Wednesday, April 17, 2019 at 7:00 p.m. in the Montrose Community Center.
- C. State of the City Address – Thursday, April 25, 2019 at 12:00 noon in the Citizens's State Bank Meeting Room.
- D. City Council Special Council Meeting – Monday, April 29, 2019 at 3:30 p.m. in the Montrose City Hall Conference Room.
- E. Park and Recreation Commission Meeting – Wednesday, May 8, 2019 at 5:30 p.m. in the Montrose City Hall Conference Room.
- F. Planning and Zoning Commission Meeting – Wednesday, May 8, 2019 at 7:00 p.m. in the Montrose Community Center.
- G. Regular City Council Meeting – Monday, May 13, 2019 at 7:00 p.m. in the Montrose Community Center.

14. ACKNOWLEDGEMENTS

- A. City Hall Garden – Acknowledged the Public Works Department for cleaning out the flower garden at City Hall
- B. Fire Department – Acknowledged Joshua Menard for his years of service with the Fire Department
- C. Deborah Boelter for her time and work in getting the EDA started again.

15. ADJOURNMENT

Council Member Moynagh motioned to adjourn the Regular City Council Meeting at 8:42 p.m. Council Member Kuehl seconded the motion. Motion carried 5-0.

Michelle Otto
Mayor
City of Montrose

ATTEST:

Wendy Manson
Deputy Clerk
City of Montrose

City of Montrose
 U.S. Highway 12 Development Committee Meeting
 Montrose City Hall
 311 Buffalo Avenue South
 Wednesday, April 17, 2019
 5:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the U.S. Highway 12 Development Committee met on April 17, 2019 at 5:00 p.m.

Ms. Sylvia Henry, Committee Chair, called the meeting to order at 5:00 p.m.

2. INTRODUCTIONS

The U.S. Highway 12 Development Committee Members introduced themselves.

3. ROLL CALL

Present: Mr. Graham Sones
 Ms. Ellen Sones
 Ms. Sylvia Henry
 Mayor Michelle Otto
 Council Member Tom Marszalek
 Council Member Kirby Moynagh

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

4. PAST COMMITTEE PROJECTS

Ms. Sones, Mr. Sones and Ms. Henry presented information on past U.S. Highway 12 Development Committee Projects:

- Proposed Streetscape Improvements for the U.S. Highway 12 Corridor at the time of the Minnesota Department of Transportation (MN DOT) does improvements to U.S. Highway 12 in the year 2021.

5. FUTURE PLANS

Council Member Moynagh asked if the U.S. Highway 12 Development Committee should be under the direction of the City's Economic Development Authority (EDA). The Committee discussed and were in agreement that the Committee should work in conjunction with the EDA; but, also remain as a separate entity to continue to provide beautification programming to assist businesses located on U.S. Highway 12 in the City of Montrose.

The U.S. Highway 12 Development Committee discussed the following items that they would like to see the Committee address and/or work on in the future:

- Research the availability of grants and/or other funding sources for improvements along the U.S. Highway 12 Corridor.
- Have a MN DOT Engineer attend a future U.S. Highway 12 Development Committee Meeting to present information on the proposed year 2021 Improvement Project.
- Identify titles other than "Beautification" for future programming for Montrose businesses.
- Work to recruit U.S. Highway 12 Business owners to be members of the Development Committee.
- Ms. Sones will provide Ms. Boelter with contact information for various MN DOT Representatives.

6. RECRUITMENT OF CITY OF MONTROSE BUSINESS OWNERS

Council Member Moynagh stated that he would like to see more City of Montrose residents and Business owners on the U.S. Highway 12 Development Committee.

Ms. Boelter stated that she and Council Member Marszalek will be visiting City of Montrose Business owners as part of the EDA initiative to build a productive and helpful EDA Program. At the time of the visits, Ms. Boelter and Mr. Marszalek will work to recruit U.S. Highway 12 Business owners to serve on the U.S. Highway 12 Development Committee.

Council Member also recommended that the name of the U.S. Highway 12 Development Committee be changed to reflect an organization that is interested in the beautification of the entire City and not just the U.S. Highway 12 Corridor. The Committee agreed to consider alternate names for the Committee and send their ideas to Ms. Boelter through electronic mail.

Ms. Henry directed City staff to order the plantings for the pots along U.S. Highway 12. She continued by stating that the flowers and other plantings are typically ordered for delivery by Mother's Day Weekend. Ms. Boelter stated that City staff will order the plantings.

Mr. and Ms. Sones stated that they would evaluate and inventory the flower beds located along the U.S. Highway 12 Corridor to determine if they need additional plantings. Ms. Boelter stated that the Public Works Department Director, Mr. Wayne McCormick, recommended that any plantings in the flower beds be something that does not have to be maintained on a regular basis.

7. ADJOURNMENT

Ms. Henry motioned to adjourn the U.S. Highway 12 Development Committee Meeting at 6:15 p.m. Ms. Sones seconded the motion. Motion carried.

Sylvia Henry
Chair
U.S. Highway 12 Development Committee

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
 Monday, April 29, 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, April 29, 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

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

Also Present: Mr. Shannon Sweeney, David Drown Associates

3. ECONOMIC DEVELOPMENT AUTHORITY

A. Economic Development Authority (EDA) Presentation

Mr. Shannon Sweeney of David Drown Associates gave a presentation to the City Council to:

- Provide a general understanding of what typical economic development services are.
- Identify the economic development services that are important to Montrose.
- Discuss and identify how the City Council intends to implement those services.

Mr. Sweeney distributed a *Montrose Economic Development Services Survey* and asked the City Council Members to complete the *Survey* and return it to Ms. Boelter. He continued by stating that he will use the *Survey* results to determine what direction the EDA should take in the City of Montrose.

4. OLD BUSINESS

A. Discussion Regarding the Carver Field Concession Stand

Ms. Boelter stated that staff was directed to have discussion of the Carver Field Concession Stand on the Agenda. She continued by stating that a copy of the Minnesota Twins Grant was attached in the Agenda Packet and that the grant funding can only be for improvements to the ball field, dugouts and etcetera. The grant funding would not be able to be used for the construction of a new Concession Stand.

Ms. Wendy Manson stated that the goal was to have the new Regional Field as a priority; so, she asked the City Council if funding should be reserved for the Regional Field and not Carver Field.

The City Council discussed and agreed that Carver Field was an important ball field in the City and used quite a bit; so, improvements should be made to the field.

The City Council discussed the use of the Concession Stand by Mayor Otto and/or her family to sell concessions during the ball games that are held during the summer months.

Ms. Manson stated that in the past, the City Council approved a motion that only non-profit organizations were allowed to use the Concession Stand to sell concessions to raise money for their organizations.

Council Member Kuehl stated that he believes that only a non-profit and/or 501(c)(3) organization should be allowed to use the Carver Field Concession Stand.

Ms. Manson stated that non-profit and/or 501(c)(3) organizations have not requested to sell concessions at Carver Field over the past few years.

Mayor Otto requested that her daughter be allowed to run the concessions at the Carver Field Concession Stand and at the end of the summer, 2019, she will donate any proceeds back to the City of Montrose for improvements to Carver Field.

The City Council discussed and agreed that a third (3rd) party could fill out the City's *Park Reservation Form* to rent the Carver Field Concession Stand, obtain a Department of Agriculture License to sell the approved concessions and attend a Regular City Council Meeting to discuss the fees for the Park Rental.

Council Member Kuehl made a motion to allow any third (3rd) party to fill out the City's *Park Reservation Form* to rent the Carver Field Concession Stand and to obtain a Department of Agriculture License to sell concessions and to attend a Regular City Council Meeting to discuss the fees for the Park Rental. Council Member Moynagh seconded the motion. Motion carried 4-1. Mayor Otto abstained.

B. 707 Brook Circle West – Muskrat Infestation

Ms. Boelter stated that the property owners at 707 Brook Circle West are experiencing a muskrat infestation on their property and have requested permission from the City Council to eliminate the muskrats by shooting them with a firearm. She continued by stating that the City Attorney, Ms. Amy Schutt, has prepared the attached Ordinance amendment and Resolution that would allow the property owners to shoot the muskrats.

Ms. Boelter stated if the City Council approves Ordinance No. 2019-04, City staff will publish it in the newspaper on Thursday, May 2, 2019 and once it is published, the property owners at 707 Brook Circle West can begin shooting the muskrats.

Ms. Bru Ploog, 707 Brook Circle West, addressed the City Council and shared her concerns about item number four (4) on Resolution No. 2019-08. She stated that "shotgun utilizing birdshot" will carry and could be a danger to the general public. She asked the City Council to consider changing item number 4 to a .22 caliber long rifle birdshot.

Montrose Fire Department Chief and Wright County Sheriff's Department Deputy, Mr. Kevin Triplett, was in attendance at the Meeting and was in agreement with Mr. Ploog's request to change the firearm being used to eliminate the muskrats to a .22 caliber long rifle birdshot.

1. Ordinance No. 2019-04 – *An Ordinance Regulating Discharge of Firearms*

Council Member Kuehl motioned to adopt Ordinance No. 2019-04 *an Ordinance regulating discharge of firearms*. Council member Marszalek seconded the motion. Motion carried 5-0.

2. Resolution No. 2019-08 – *A Resolution Declaring a Special Hunting Season*

Council Member Kuehl motioned to adopt Resolution No. 2019-08 *a Resolution declaring a special hunting season with the change to item number four (4) from shotgun utilizing birdshot to a .22 caliber long rifle birdshot*. Council Member Marszalek seconded the motion. Motion carried 5-0.

5. NEW BUSINESS

A. Montrose Fire Department – Equipment Purchase

1. Discussion on the Purchase of a New Water Tender

Montrose Fire Department Chief, Mr. Kevin Triplett, addressed the City Council to inquire about the purchase of a Water Tender for the Montrose Fire Department. He continued by stating that the current Water Tender is twenty-two (22) years old and in need of repairs that will cost approximately \$10,000.00 to \$20,000.00.

Mr. Triplett continued by providing the City Council with options for the purchase of a new Water Tender. He continued by stating that there is funding available in the budget for the purchase of a new Water Tender; so, the City would not have to bond for it.

The City Council discussed and directed Mr. Triplett to obtain plans and specifications for a new Water Tender from Midwest Fire, an agency that is able to obtain equipment at a reduced cost through the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program.

Council Member Kuehl motioned to direct Mr. Triplett to obtain plans and specifications for a new Water Tender from Midwest Fire, to be purchased through the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program. Council Member Moynagh seconded the motion. Motion carried 5-0.

B. City Clerk-Treasurer

1. League of Minnesota Cities Insurance Trust (LMCIT) – Liability Coverage Waiver Form

Ms. Boelter stated that the League of Minnesota Cities Insurance Trust (LMCIT)'s *Liability Coverage Waiver Form* is a standard *Form* that each year the City Council has to specify what type of coverage the City would like.

Council Member Marszalek motioned that the City of Montrose does not waive the monetary limits on municipal tort liability established by Minnesota State Statute § 466.04. Council Member Moynagh seconded the motion. Motion carried 5-0.

2. Discussion Regarding May 27, 2019 City Council Workshop

Ms. Boelter stated that the next City Council Workshop is scheduled for Monday, May 27, 2019 and this day is the Memorial Day Holiday.

The City Council discussed and directed City staff to cancel the May 27, 2019 City Council Workshop.

C. City Engineer

1. Resolution No. 2019-09 – *A Resolution Approving Limited Use Permit No. 8601-008*

Ms. Boelter stated that the City's Engineer, Mr. Shawn Louwagie, has asked the City Council to adopt Resolution No. 201-09 *a Resolution approving Limited Use Permit No. 8601-008* for the Trunk Highway Twenty-Five (TH 25) Improvement Project.

Council Member Moynagh motioned to adopt Resolution No. 2019-09 *a Resolution approving Limited Use Permit No. 8601-008*. Council Member Kuehl seconded the motion. Motion carried 5-0.

D. Public Works Department

1. Discussion Regarding Maintenance of the Terning Property

Public Works Department Director, Mr. Wayne McCormick, presented the City Council with the electronic mail (e-mail) that he received from Mr. Dennis Terning regarding the removal and maintenance of trees and/or noxious weeds that have grown in the drainage path through his farm field on the east side of TH

25. He continued by presenting the City Engineer, Mr. Shawn Louwagie's e-mail discussing the easement description.

Council Member Kuehl and Council Member Johnson stated that they do not believe it is the City's responsibility to remove the trees and/or noxious weeds that have grown in the drainage path.

Council Member Moynagh asked if the City could move the drainage path. Mr. McCormick stated no because it is a natural drainage path.

The City Council discussed and were in agreement that the removal and maintenance of the trees and/or noxious weeds in the drainage patch on the Terning Property are not the responsibility of the City of Montrose.

Council Member Kuehl motioned to state that the removal and maintenance of the trees and/or noxious weeds in the drainage path on the Terning Property are not the responsibility of the City of Montrose and that City staff should not investigate any further. Council Member Marszalek seconded the motion. Motion carried 5-0.

2. Discussion of Emerson Avenue Improvement Proposals

Mr. McCormick presented three (3) options for improvements to Emerson Avenue for the City Council to consider.

Council Member Moynagh motioned to have Wenck prepare plans and specifications for Emerson Avenue North Improvements-Option Two (2) and to obtain bids. Council Member Kuehl seconded the motion. Motion carried 5-0.

3. Approve Hiring of Two (2) Part-Time, Seasonal Summer Employees

Mr. McCormick stated that the City has received applications for the two (2) part-time, seasonal summer employee positions.

Council Member Kuehl motioned to approve the hiring of two (2) part-time, seasonal summer employees for the City of Montrose's Public Works Department. Council Member Marszalek seconded the motion. Motion carried 5-0.

4. Discussion Regarding Community Garden Clean-Up

Ms. Boelter stated that the application for the *Community Garden* sites states that gardeners are responsible for removing all vegetation at the end of the growing season from their garden plots. She continued by stating that gardeners did not do this in the year 2018; so, now the Public Works Department must remove it.

Me. Boelter recommended that the *Community Garden Application* require a Damage Deposit of \$100 and also states that if a gardener does not remove the vegetation at the end of the growing season, the City will not refund their Deposit and they will not be allowed to have a garden plot in the future.

The City Council discussed and were in agreement that the Damage Deposit Fee of \$100 and the aforementioned language be added to the *Community Garden Application*.

6. OTHER

A. Eppler Well Site Acquisition

Ms. Boelter gave an update on the acquisition of the Eppler Property for a future Well site.

7. UPCOMING MEETINGS

A. Park and Recreation Commission Meeting – Wednesday, May 8, 2019 at 5:30 p.m. in the Montrose City Hall Conference Room

B. Planning and Zoning Commission Meeting – Wednesday, May 8, 2019 at 7:00 p.m. in the Montrose Community Center

C. Regular City Council Meeting – Monday, May 13, 2019 at 7:00 p.m. in the Montrose Community Center

8. **ADJOURNMENT**

Council Member Kuehl motioned to the adjourn the Special City Council Meeting at 5:10 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

ACCOUNTS PAYABLE LIST

MAY 13, 2019

Payroll	4/9/19 Payroll	12087.80
Payroll	4/22/19 Payroll	11920.82
Payroll	5/6/19 Payroll	11661.00
Council Payroll	1 st Qtr Payroll	2216.40
IRS-Federal Tax Payment	4/9/19 FED/FICA Tax	4805.53
IRS-Federal Tax Payment	4/22/19 FED/FICA Tax	4256.19
IRS-Federal Tax Payment	5/6/19 FED/FICA Tax	4187.35
MN Dept. of Revenue	4/9/19 State Withholding	828.24
MN Dept. of Revenue	4/22/19 State Withholding	799.45
MN Dept. of Revenue	5/6/19 State Withholding	776.64
PERA	4/9/19 Payroll	2553.97
PERA	4/22/19 Payroll	2482.38
PERA	5/6/19 Payroll	2447.32
Citizens State Bank	Clean Up Day Cash	200.00
Darwin Farnsworth	Mailbox Repair	28.98
MN Dept. of Revenue	Mar. Sales Tax	1566.00
Payment Service Network	Mar. PSN/ACH	1032.75
Kevin/Patricia Vergin	T.H. 25 Easements	2800.00
Abdo, Eick & Meyers	2018 Audit	6700.00
*AFSCME #65	Apr. Union Dues	171.00
AmeriPride Services	Uniforms/Floor Mats	321.64
Campbell Knutson	Legal Services	5224.00
Cardmember Service	PW Pick Up Mtce	103.66
Cardmember Service	Water/Wastewater Equipment	909.86
Cardmember Service	Boelter/Manson MCFOA Conf	1063.92
Centra Sota	Diesel Fuel	963.90
*Citizens State Bank	Apr. H.S.A. Deposit	2558.00
Comcast	WWTP Internet	104.85
Core & Main	Street Cold Patch	877.00
Hawkins	Water Chemicals	2056.97
Health Partners	May Health Ins.	10517.91
Herald Jrnl Publishing	Summer Employee Ad	152.50
Inclusion Solutions	Voting Booths	1755.80
*IUOE Local 49	Apr. Union Dues	175.00
Menards	PW Shop/Water/WW	176.34
MN Pollution Control	Annual Permit Fee	1450.00
MVTL Labs	WWTP Testing	527.10
*NW Assoc. Consultants	Planners Services	4815.54
Paumen Computer Service	Monthly Backup/IT	280.00
Paumen Computer Service	Backup-Quest Rapid Recovery	757.90
Pitney Bowes	Annual Equipment Rental	263.76
WakeSun, LLC	Solar Energy	988.24

May 13, 2019

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Wenck Assoc.	Engineering Services	1821.46
Wex Bank	Gas Charges	626.75
Wilson Develop Services	Well/Wellhouse Project	2312.58
Wilson Develop Services	T.H 25 Project	4793.60
Windstream	Telephone Charges	113.66
Wright Cty Jrnl Press	Summer Employee Ad	276.96
Wright Cty Jrnl Press	Subscription Renewal	41.00
Wright Cty Jrnl Press	T.H. 25 Legal Notice	1345.24
Wright Cty Auditor	April Patrol Services	22660.42
Wright-Hennepin CO-OP	Electric Charges	178.58
Xcel Energy	Electric & Gas Charges	5998.65

ACCOUNTS PAYABLE SUBTOTAL	149734.61
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Ameripride	Uniforms/Floor Mats	207.49
Christina Bishop	Utility Overpayment	160.64
Bolton & Menk	Engineering-Well/Wellhouse	1871.50
Campbell Knutson	Legal Services	2487.00
*Colonial Life	Employee Insurance	74.52
Comcast	Internet Service	431.80
Core & Main	Streets Cold Patch	877.00
CR Electric	Street Light Repair	576.52
Culligan	City Hall Softener Service	64.10
Delano Auto Parts	Carver Field Lawnmower	143.84
Delano Auto Parts	PW Service Truck Mtce.	71.80
Delta Dental Ins	May Dental Ins.	699.60
Bradley Erickson	Utility Overpayment	73.59
ESRI, Inc.	Pub Works GPS Software Support	400.00
Gopher State One-Call	Water/Sewer Locates	68.85
Hawkins	WWTP Chemicals	4444.24
Hydro Klean	Lift Stations Cleaning	2781.25
Matt Jacobson	Utility Overpayment	184.14
Marie Jensen	Janitorial Service	440.00
Matt Kowal	Utility Overpayment	409.56
Ben Kuehl	Mileage Reimb-LMC Official Conf	133.40
LGI Homes	Utility Overpayment	67.60
*Madison Nat'l Life	May Disability Ins	359.26
Marco	Printer Mtce Agreement	50.66
MCFOA	Annual Membership	95.00
Menards	PW Shop/Water/WWTP	139.00
*Metro West Inspect	Bldg Permits/Inspect	3969.45
Mies Outland	Lawnmower Rollover	8310.38
Mies Outland	Utility Tractor Rollover	2460.00
MN Computer Systems	Monthly Copier Mtce/Agreement	234.00
MN Pollution Control	McCormick WW License Renewal	23.00
MVTL Labs	Water Testing	48.20
MVTL Labs	WWTP Testing	527.10
*NW Assoc Consultants	Planners Services	2524.20
Jacob Nelson	Utility Overpayment	101.63

May 13, 2019

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Omega Properties	Utility Overpayment	12.15
Douglass Pecarina	Utility Overpayment	57.69
Randy's Enviromental	April Refuse/Recycle	15616.94
Russel Security	Comm. Center Door Repair	280.70
Sentry Systems	City Hall Alarm System	147.38
Star2Star Comm	Telephone Service	332.48
SYNCB/Amazon	Emerg Mgmt-Generator Cord	229.14
USA BlueBook	Water/WWTP Testing Supplies	457.11
USABLE Life Ins.	May Life Ins.	79.50
Utility Consultants	WWTP Testing	86.00
Verizon	Cell Phones	345.35
WakeSun, LLC	Solar Energy	7072.84
Wal-Mart	Easter Egg Hunt	349.62
Wex Bank	Gas Charges	575.34
Jeremy Whitney	Utility Overpayment	153.09
Wilson Develop Services	TH 25 Appraisal	2250.50
Wilson Develop Services	Well/Wellhouse Project	842.20
Wright Cty Auditor	May Patrol Services	22660.42
Wright Cty Jrnl Press	Legal Notice-Well/Wellhouse	24.53
Wright Cty Jrnl Press	Summer EE Ad	144.06
Xcel Energy	Electric & Gas Charges	611.46

TOTAL ACCOUNTS PAYABLE

237288.82

 OTTO

BOELTER

MARSZALEK

 JOHNSON

KUEHL

MOYNAGH

May 13, 2019

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* Appendix

Payments received to offset checks written

Payroll Deduction	AFSCME-Apr Union Dues	171.00
Payroll Deduction	Apr. H.S.A. Deposit	1158.00
Payroll Deduction	IUOE 49-Apr. Union Dues	175.00
Payroll Deduction	Apr. Employee Ins	74.52
Payroll Deduction	May. Disability Ins.	359.26
Building Permits	Metro West	3969.45
Developer Expenses	Chantland Planners Fees	947.43
Developer Espenses	Chantland Planners Fees	456.00

FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

MAY 13, 2019

Payroll	Resigned FF Payroll	249.34
Justin Phillips	Fire Officers School	909.42
Joe Von Thoma	Fire Officers School	550.04
Active 911	Annual Renewal	390.00
Comcast	Internet Service	97.85
M&M Express Sales	Chainsaw Repair	54.54
Muni Emerg Services	FF Gloves	76.32
Verizon	FD I-Pad	40.01
Wex Bank	Gas Charges	355.75
TOTAL ACCOUNTS PAYABLE		2723.27

OTTO

BOELTER

MARSZALEK

JOHNSON

KUEHL

MOYNAGH

***APPENDIX**

Payments received to offset checks written

CITY OF MONTROSE

Monthly Adjustments

04/30/19 1:04 PM

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Account	Tran Type	Charge Name	Charge Type	Amount	Date
01-00004024-00-	Adjustment	Recycle-60	Service	(\$0.03)	4/29/2019
00-00003046-01-	Adjustment		UR	(\$77.06)	4/18/2019
00-00004098-03-	Adjustment		UR	(\$52.46)	4/18/2019
00-00002698-01-	Adjustment		UR	(\$195.28)	4/18/2019
01-00004024-00-	Adjustment	R Water	Service	(\$1.69)	4/29/2019
01-00004024-00-	Adjustment	Garbage-60 GAL	Service	(\$0.22)	4/29/2019
01-00001018-00-	Adjustment	NSF	Service	\$30.00	4/11/2019
01-00004024-00-	Adjustment	WWTP	Service	(\$1.49)	4/29/2019
01-00002550-00-	Adjustment	Storm Water	Service	(\$0.23)	4/29/2019
01-00004024-00-	Adjustment	Storm Water	Service	(\$0.08)	4/29/2019
01-00002550-00-	Adjustment	Garbage-60 GAL	Service	(\$0.65)	4/29/2019
01-00002550-00-	Adjustment	Garbage Tax	Surcharge	(\$0.06)	4/29/2019
01-00002550-00-	Adjustment	Sewer Collection	Service	(\$1.03)	4/29/2019
01-00002550-00-	Adjustment	WWTP	Service	(\$1.12)	4/29/2019
01-00002550-00-	Adjustment	Recycle-60	Service	(\$0.10)	4/29/2019
01-00004024-00-	Adjustment	Sewer Collection	Service	(\$1.47)	4/29/2019
				(\$302.97)	

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



Mayor and Council Request for Action

May 8, 2019

SUBJECT: PLANNING DEPARTMENT – CONSIDER AN AMENDMENT TO CHAPTERS 1002: RULES AND DEFINITIONS, 1019: OFF-STREET PARKING AND LOADING REQUIREMENTS, 1071: B-2 HIGHWAY BUSINESS DISTRICT, 1080: I-1 LIGHT INDUSTRIAL DISTRICT, AND 1081: I-2 GENERAL INDUSTRIAL DISTRICT

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

MOTION TO: Adopt **Ordinance Number 2019-05** approving amendments to the city's existing code surrounding definitions and requirements for the temporary parking of semi-trucks within the industrial and highway business districts of Montrose.

BACKGROUND: In response to resident complaints about the presence of semi-tractor trucks in and around the city's residential districts, staff has drafted language to allow for temporary parking of such vehicles as an allowed use by permit in the I-1, I-2, and B-2 districts. This type of use would be subject to a set of new standards listed in Chapter 1019: Off-Street Parking and Loading Requirements. It would be allowed only by administrative permit in the City's two industrial districts, and by conditional use permit in the B-2, Highway Business district.

The Montrose Planning and Zoning Commission reviewed the new ordinance language and forwarded it to the Council for review and adoption. Commissioners made some revisions to the proposed language as condition for the recommendation of approval.

- The rule prohibiting idling overnight should be made to only apply to properties abutting residential properties.
- Add mention of the zoning districts this will be allowed in under the standards listed in Chapter 1019.
- Treat the use as allowable by conditional use permit as opposed to administrative permit in the B-2 district.

POLICY/PRACTICES CONSIDERATIONS: These ordinance amendments will help complement the existing zoning language forbidding semi-truck parking in residential areas, by giving residents a legal alternative for parking purposes.

FINANCIAL CONSIDERATIONS: This change will likely reduce the amount of enforcement issues the city has to manage surrounding truck parking in residential areas, reducing overall enforcement expenditure.

**Mayor and Council Request for Action – (May 13th)
(Temporary Semi-Truck Parking)**

Page 2 of 2

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

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

Submitted Through: Deb Boelter, City Clerk

Attachments:

Planning Report dated March 5th, 2018

~~Draft Ordinance~~ - Removed From Packet

Ordinance No. 2019-05



NORTHWEST ASSOCIATED CONSULTANTS, INC.

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

TO:	Deb Boelter
FROM:	Myles Campbell
DATE:	3.5.19
RE:	Truck parking ordinance
FILE NO:	273.02 – 18.02
PID:	N/A

BACKGROUND

Staff was previously directed by planning commissioners to draft ordinance language regarding the allowance of temporary truck parking for semi-tractor trucks and trailers. The city currently has an issue with semi-tractor trucks being parked in residential districts. The city desires to create alternatives for those members of the community who work in the commercial trucking industry to park these vehicles in a manner which is less impactful to the overall character of its residential neighborhoods.

During initial discussion with commissioners, the major concern and priority was the creation of standards that were both flexible but rigorous. Flexibility in regard to this being anticipated as a secondary use/revenue source to a primary commercial/industrial use, and rigorous in terms of minimizing any negative externalities such as noise, pollution, and other impacts that could be potentially created.

Staff have revised several sections of existing code: adding temporary semi-truck parking to the definitions section, adding standards for temporary truck parking to Chapter 1019, off-street parking and loading, and amending the language for the I-1, I-2, and B-2 districts. Staff is proposing to allow this use by administrative permit in I-1 and I-2 industrial districts and have given commissioners the option between administrative permit or conditional use permit in the B-2, Highway Business district.

Attached for Reference:

Exhibit A: Previous staff report

Exhibit B: proposed ordinance language

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

ORDINANCE NO. 2019-05

AN ORDINANCE REGULATING TEMPORARY SEMI-TRUCK PARKING

THE CITY COUNCIL OF THE CITY OF MONTROSE ORDAINS:

SECTION 1. Section 1002-2 of the Montrose City Code is hereby amended to add the following underlined text:

Temporary Semi-Truck Parking: the short term off-street storage and parking of any semi-tractor truck and/or a semi-tractor truck connected to a trailer that has a combined length of 21 feet or more as an accessory use to a property.

SECTION 2. Section 1019-10 of the Montrose City Code is hereby amended to add the following underlined text:

Temporary Semi-Truck Parking Standards: The requirements and standards listed below will apply to all properties which provide temporary semi-truck parking

- A. Parking will meet the following setback requirements:
 1. Front Yard: 25' from Right-of-Way or the district standard front setback for a principal building, whichever is greater.
 2. Side and Rear Yard: 10' from side or rear lot line.
 3. Side or Rear Yard abutting residential properties: 30' from side or rear lot line.
- B. Property owner shall present a site plan which demonstrates adequate space for truck circulation, entrance, egress in such a way that does not impact the primary function of the property or traffic congestion on abutting public and private streets.
- C. Parking shall be screened from view of abutting residential districts in compliance with Section 1020-5 of this Ordinance.
- D. Regardless of whether the dispensing, sale or offering for sale of motor fuels and/or oil is incidental to the conduct of the use or business, the standards and requirements imposed by this Ordinance for motor fuel stations shall apply. These standards and requirements are, however, in addition to other requirements that are imposed for other uses of the property.
- E. On lots which abut a residential property, in order to reduce noise pollution, trucks will not be allowed to idle, run, or be started between the hours of 9pm and 5am.
- F. Any overnight lodging or sleeping accommodations within truck cabs shall be prohibited.
- G. Noises emanating from this use shall be in compliance with and regulated by the State of Minnesota Pollution Control Standards, Minnesota Regulations NCP 7010, as may

be amended. In no case shall noise emanations constitute a nuisance as defined and regulated by City Code.

- H. Use shall be consistent with the applicable general performance standards outlined in Chapter 1016.
- I. Temporary semi-truck parking shall be for a period of no more than 7 days.
- J. This use will be allowed by administrative permit in the I-1 and I-2 Industrial districts, and by conditional use permit in B-2, Highway Business district.

SECTION 3. Section 1071-4 of the Montrose City Code is hereby amended to add the following underlined text:

1071-4: CONDITIONAL USES: Subject to applicable provisions of this Ordinance, the following are conditional uses in a B-2 District and require a conditional use permit based upon procedures set forth in and regulated by Chapter 1005 of this Ordinance. Besides the specific standards and criteria which may be cited below for respective conditional uses, each request for a conditional use permit shall be evaluated based upon the standards and criteria set forth in Sections 1005-3 and 1005-4 of this Ordinance.

O. Temporary Semi-Truck Parking as regulated by Section 1019-10 of this Ordinance.

SECTION 4. Section 1080-6 of the Montrose City Code is hereby amended to add the following underlined text:

1080-6: USES BY ADMINISTRATIVE PERMIT: Subject to applicable provisions of this Ordinance, the following uses are allowed by administrative permit in an I-1 District based upon procedures set forth in and regulated by Chapter 1008 of this Ordinance:

F. Temporary Semi-Truck Parking as regulated by Section 1019-10 of this Ordinance.

SECTION 5. Section 1081-6 of the Montrose City Code is hereby amended to add the following underlined text:

1080-6: USES BY ADMINISTRATIVE PERMIT: Subject to applicable provisions of this Ordinance, the following uses are allowed by administrative permit in an I-1 District based upon procedures set forth in and regulated by Chapter 1008 of this Ordinance:

G. Temporary Semi-Truck Parking as regulated by Section 1019-10 of this Ordinance.

SECTION 6. This ordinance shall be in full force and effective immediately following its passage and publication.

ADOPTED this 13th day of May, 2019, by the City Council of the City of Montrose.

City of Montrose
Ordinance No. 2019-05
Meeting of May 13th, 2019
Page 2

By: _____
Michelle Otto, Mayor

ATTEST:

Deb Boelter, City Clerk-Treasurer



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 May 1, 2019

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
911 Abandoned Total: 1					
04/04/19 10:31	911 Abandoned	2019025883			911
911 Abandoned; Theft Total: 1					
04/28/19 10:34	911 Abandoned; Theft	2019032951	Civil Complaint	WP19012518	911
911 Open Line Total: 1					
04/23/19 18:19	911 Open Line	2019031516			911
911 Open Line; Medical - Chest Pain Total: 1					
04/20/19 17:05	911 Open Line; Medical	2019030686			911
Agency Assist Total: 3					
04/04/19 01:01	Agency Assist	2019025809	Agency Assist	WP19009830	Phone
04/09/19 12:20	Agency Assist	2019027470	Agency Assist	WP19010428	Phone
04/16/19 08:44	Agency Assist	2019029265	Agency Assist	WP19011111	Phone
Animal Total: 1					
04/17/19 22:09	Animal	2019029801	Animal	WP19011307	Phone
Assault Total: 2					
04/10/19 18:49	Assault	2019027880	Assault	WP19010577	Phone
04/22/19 21:55	Assault	2019031263	Domestic Disturbance	WP19011924	911
Check Welfare Total: 1					
04/13/19 17:18	Check Welfare	2019028526	Check Welfare	WP19010824	Phone
Citizen Aid Total: 2					
04/07/19 20:43	Citizen Aid	2019026982	Citizen Aid	WP19010251	911
04/23/19 03:47	Citizen Aid	2019031315	Medical - Fall Under 6 Feet	WP19011936	911
Civil Complaint Total: 12					
04/01/19 10:36	Civil Complaint	2019025111	Civil Complaint	WP19009567	Phone
04/02/19 19:59	Civil Complaint	2019025526	Civil Complaint	WP19009711	Phone
04/06/19 14:51	Civil Complaint	2019026604	Civil Complaint	WP19010106	Phone
04/13/19 12:35	Civil Complaint	2019028463	Phone Call	WP19010800	911
04/16/19 21:21	Civil Complaint	2019029504	Civil Complaint	WP19011203	Phone
04/17/19 02:26	Civil Complaint	2019029562	Civil Complaint	WP19011216	Phone
04/17/19 07:50	Civil Complaint	2019029590	Civil Complaint	WP19011224	Phone
04/23/19 08:17	Civil Complaint	2019031345	Civil Complaint	WP19011953	911
04/23/19 17:56	Civil Complaint	2019031505			911
04/23/19 19:03	Civil Complaint	2019031530	Civil Complaint	WP19012032	Phone
04/26/19 21:34	Civil Complaint	2019032524	Civil Complaint	WP19012370	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
04/28/19 08:13	Civil Complaint	2019032931	Civil Complaint	WP19012513	Phone
Civil Complaint; Extra Patrol Total: 1					
04/01/19 17:45	Civil Complaint; Extra	2019025233	Civil Complaint	WP19009611	Phone
Civil Process Total: 7					
04/05/19 13:32	Civil Process	2019026229			Officer
04/08/19 13:28	Civil Process	2019027182			Officer
04/22/19 11:38	Civil Process	2019031114			Officer
04/24/19 11:23	Civil Process	2019031683			
04/25/19 09:47	Civil Process	2019031982			Officer
04/29/19 12:10	Civil Process	2019033231			Officer
04/30/19 17:28	Civil Process	2019033621			Officer
Court Order Violation Total: 1					
04/02/19 10:07	Court Order Violation	2019025368	Court Order Violation	WP19009665	
Criminal Damage to Property Total: 1					
04/19/19 13:43	Criminal Damage to	2019030299	Criminal Damage to Property	WP19011486	Phone
Domestic Disturbance Total: 4					
04/06/19 09:49	Domestic Disturbance	2019026531	Domestic Disturbance	WP19010076	911
04/07/19 18:01	Domestic Disturbance	2019026948	Domestic Disturbance	WP19010237	911
04/11/19 21:01	Domestic Disturbance	2019028113	Domestic Disturbance	WP19010668	911
04/14/19 15:29	Domestic Disturbance	2019028753	Domestic Disturbance	WP19010896	911
Domestic Disturbance; Civil Complaint Total: 1					
04/11/19 23:35	Domestic Disturbance;	2019028127	Civil Complaint	WP19010670	911
Drug Court Home Visit Total: 1					
04/20/19 14:10	Drug Court Home Visit	2019030638			
Drugs Total: 1					
04/22/19 09:31	Drugs	2019031085	Drugs	WP19011847	911
Dumping Total: 1					
04/27/19 15:56	Dumping	2019032746	Dumping	WP19012447	Phone
Fire - Gas Leak Total: 1					
04/08/19 14:14	Fire - Gas Leak	2019027196	Fire - Gas Leak	WP19010332	Phone
Fraud - Checks - Cards Total: 1					
04/10/19 15:19	Fraud - Checks - Cards	2019027816	Fraud - Checks - Cards	WP19010558	Phone
Fraud - Forgery Total: 1					
04/05/19 11:38	Fraud - Forgery	2019026201	Fraud - Forgery	WP19009966	Phone
Fraud - Internet Total: 1					
04/21/19 12:21	Fraud - Internet	2019030889	Fraud - Internet	WP19011755	Phone
Gun Incident Total: 1					
04/23/19 06:00	Gun Incident	2019031322	Agency Assist	WP19011940	911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Harassment Total: 3					
04/23/19 12:20	Harassment	2019031402	Harassment	WP19011983	Phone
04/23/19 17:48	Harassment	2019031501	Harassment	WP19012022	Phone
04/29/19 23:37	Harassment	2019033427	Harassment	WP19012688	911
Info Total: 3					
04/01/19 10:07	Info	2019025101			Phone
04/03/19 20:40	Info	2019025763	Threats	WP19009809	
04/13/19 08:37	Info	2019028421			Phone
Intoxicated Person Total: 1					
04/17/19 03:05	Intoxicated Person	2019029568	Intoxicated Person	WP19011218	Officer
Juvenile - Complaint Total: 1					
04/26/19 19:08	Juvenile - Complaint	2019032468	Juvenile - Complaint	WP19012356	Phone
Juvenile - Party Total: 1					
04/28/19 01:10	Juvenile - Party	2019032899	Noise	WP19012496	Phone
Medical - Abdominal Pain Total: 1					
04/28/19 08:21	Medical - Abdominal	2019032933	Medical - Abdominal Pain	WP19012510	911
Medical - Allergies - Stings Total: 1					
04/25/19 15:53	Medical - Allergies -	2019032094	Medical - Allergies - Stings	WP19012214	Phone
Medical - Breathing Problems Total: 1					
04/18/19 04:31	Medical - Breathing	2019029858	Medical - Breathing Problems	WP19011323	911
Medical - Fall Under 6 Feet Total: 1					
04/16/19 09:32	Medical - Fall Under 6	2019029281	Medical - Fall Under 6 Feet	WP19011120	Phone
Medical - Sick Total: 1					
04/08/19 05:21	Medical - Sick	2019027043	Medical - Sick	WP19010280	911
Medical - Trauma Total: 1					
04/27/19 13:02	Medical - Trauma	2019032695	Medical - Trauma	WP19012426	911
Medical - Unconscious - Fainting Total: 1					
04/13/19 11:23	Medical - Unconscious -	2019028449	Medical - Unconscious -	WP19010786	911
Medical - Unknown Total: 1					
04/10/19 08:48	Medical - Unknown	2019027702	Medical - Unknown	WP19010515	911
Motorist Aid Total: 1					
04/15/19 11:35	Motorist Aid	2019028986			
MVA - Injuries Total: 1					
04/09/19 07:40	MVA - Injuries	2019027409			
MVA - No Injuries Total: 2					
04/05/19 16:29	MVA - No Injuries	2019026293			

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
04/12/19 04:32	MVA - No Injuries	2019028140	MVA - No Injuries	WP19010678	911
Neighborhood Dispute Total: 3					
04/05/19 16:57	Neighborhood Dispute	2019026306	Neighborhood Dispute	WP19010007	
04/21/19 19:46	Neighborhood Dispute	2019030987	Neighborhood Dispute	WP19011802	
04/29/19 17:19	Neighborhood Dispute	2019033330	Fire - Other	WP19012654	Phone
Noise Total: 3					
04/07/19 19:58	Noise	2019026968	Noise	WP19010246	911
04/25/19 15:38	Noise	2019032086	Alarm	WP19012211	Phone
04/30/19 22:51	Noise	2019033680	Noise	WP19012774	
Noise; Extra Patrol Total: 1					
04/30/19 05:42	Noise; Extra Patrol	2019033456	Noise	WP19012697	
Parking Total: 2					
04/12/19 17:42	Parking	2019028306	Parking	WP19010736	
04/25/19 04:42	Parking	2019031914	Parking	WP19012157	
Phone Call Total: 1					
04/28/19 23:48	Phone Call	2019033117			Other
POR Check Total: 2					
04/13/19 14:15	POR Check	2019028494			Officer
04/13/19 14:23	POR Check	2019028495			Officer
Probation Check Total: 2					
04/04/19 18:22	Probation Check	2019026024			Officer
04/04/19 18:35	Probation Check	2019026029			Officer
Repossession Total: 2					
04/22/19 15:17	Repossession	2019031158			
04/24/19 16:58	Repossession	2019031775			
Residential General Alarm Total: 2					
04/08/19 15:19	Residential General	2019027218	Residential General Alarm	WP19010346	Phone
04/25/19 15:22	Residential General	2019032081	Residential General Alarm	WP19012207	Phone
Residential General Alarm; Dispatch - CAD Total: 1					
04/27/19 05:42	Residential General	2019032610	Residential General Alarm	WP19012402	Phone
SIA Area Watch Total: 9					
04/03/19 13:01	SIA Area Watch	2019025636			
04/05/19 19:14	SIA Area Watch	2019026362			
04/15/19 23:45	SIA Area Watch	2019029204			
04/16/19 20:36	SIA Area Watch	2019029491			
04/18/19 01:56	SIA Area Watch	2019029846			
04/19/19 10:19	SIA Area Watch	2019030229			
04/22/19 06:39	SIA Area Watch	2019031047			
04/23/19 11:07	SIA Area Watch	2019031387			
04/23/19 11:45	SIA Area Watch	2019031395			

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
SIA Business Walk Through Total: 3					
04/10/19 01:13	SIA Business Walk	2019027656			
04/26/19 01:18	SIA Business Walk	2019032240			
04/27/19 09:41	SIA Business Walk	2019032641			
SIA Door Check Total: 1					
04/03/19 22:05	SIA Door Check	2019025785	Open Door - Window	WP19009819	
SIA Foot Patrol Total: 2					
04/15/19 10:53	SIA Foot Patrol	2019028972			
04/19/19 15:11	SIA Foot Patrol	2019030325			
SIA School Check Total: 4					
04/15/19 07:27	SIA School Check	2019028921			
04/18/19 07:25	SIA School Check	2019029889			
04/23/19 11:00	SIA School Check	2019031383			
04/24/19 07:26	SIA School Check	2019031641			
Sign - Signal Repair Total: 1					
04/08/19 08:58	Sign - Signal Repair	2019027105			
Stoparm Violation Total: 2					
04/16/19 18:31	Stoparm Violation	2019029458	Stoparm Violation	WP19011186	Other
04/17/19 22:36	Stoparm Violation	2019029810	Stoparm Violation	WP19011311	Other
Suspicious - Circumstances Total: 2					
04/08/19 08:21	Suspicious -	2019027095	Suspicious - Circumstances	WP19010297	Phone
04/20/19 10:02	Suspicious -	2019030570	Suspicious - Circumstances	WP19011611	
Suspicious - Person - Vehicle Total: 1					
04/29/19 20:02	Suspicious - Person -	2019033378	Suspicious - Person - Vehicle	WP19012669	Phone
Theft - Identity Theft Total: 1					
04/12/19 11:22	Theft - Identity Theft	2019028206	Theft - Identity Theft	WP19010706	Phone
Theft - Shoplifting Total: 1					
04/02/19 18:05	Theft - Shoplifting	2019025487	Theft - Shoplifting	WP19009703	911
Threats Total: 1					
04/06/19 22:00	Threats	2019026718	Threats	WP19010147	Phone
Traffic - Complaint Total: 3					
04/01/19 18:38	Traffic - Complaint	2019025240	DUI	WP19009616	Phone
04/05/19 14:46	Traffic - Complaint	2019026254	Traffic - Complaint	WP19009989	Phone
04/22/19 16:13	Traffic - Complaint	2019031167	Traffic - Complaint	WP19011883	Phone
Traffic - Hazard Total: 1					
04/24/19 17:05	Traffic - Hazard	2019031777	Traffic - Hazard	WP19012122	911
Traffic Stop Total: 55					
04/02/19 11:40	Traffic Stop	2019025387			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
04/02/19 16:29	Traffic Stop	2019025459			Officer
04/02/19 17:33	Traffic Stop	2019025473			Officer
04/03/19 06:53	Traffic Stop	2019025558			Officer
04/03/19 10:27	Traffic Stop	2019025594	Traffic Stop	WP19009736	Officer
04/03/19 13:03	Traffic Stop	2019025637			Officer
04/03/19 13:20	Traffic Stop	2019025639			Officer
04/03/19 13:50	Traffic Stop	2019025646			
04/03/19 14:57	Traffic Stop	2019025660			Officer
04/04/19 22:46	Traffic Stop	2019026100			Officer
04/05/19 00:06	Traffic Stop	2019026116			Officer
04/05/19 01:21	Traffic Stop	2019026127	Traffic Stop	WP19009940	Officer
04/05/19 19:29	Traffic Stop	2019026367	DUI	WP19010032	Officer
04/05/19 23:27	Traffic Stop	2019026437			Officer
04/05/19 23:34	Traffic Stop	2019026439			Officer
04/06/19 20:01	Traffic Stop	2019026692			Officer
04/06/19 21:44	Traffic Stop	2019026715	Traffic Stop	WP19010146	Officer
04/08/19 21:11	Traffic Stop	2019027335			Officer
04/09/19 16:59	Traffic Stop	2019027554			Officer
04/09/19 18:04	Traffic Stop	2019027574	Drugs	WP19010475	Officer
04/09/19 22:40	Traffic Stop	2019027630			Officer
04/09/19 23:05	Traffic Stop	2019027638			Officer
04/12/19 16:41	Traffic Stop	2019028284			Officer
04/12/19 17:08	Traffic Stop	2019028292			Officer
04/12/19 17:09	Traffic Stop	2019028293			
04/12/19 17:17	Traffic Stop	2019028298			
04/13/19 23:33	Traffic Stop	2019028624			Officer
04/14/19 00:47	Traffic Stop	2019028634			Officer
04/14/19 01:09	Traffic Stop	2019028642			Officer
04/14/19 15:13	Traffic Stop	2019028748	Traffic Stop	WP19010894	Officer
04/14/19 18:04	Traffic Stop	2019028786			Officer
04/15/19 15:11	Traffic Stop	2019029039			
04/15/19 22:02	Traffic Stop	2019029184			Officer
04/17/19 18:28	Traffic Stop	2019029743			Officer
04/18/19 15:41	Traffic Stop	2019030004	Traffic Stop	WP19011382	Officer
04/18/19 22:19	Traffic Stop	2019030131			Officer
04/20/19 17:12	Traffic Stop	2019030688			Officer
04/20/19 19:33	Traffic Stop	2019030733			Officer
04/20/19 20:14	Traffic Stop	2019030743			Officer
04/20/19 20:41	Traffic Stop	2019030755			
04/20/19 20:48	Traffic Stop	2019030761	Traffic Stop	WP19011703	Officer
04/21/19 17:54	Traffic Stop	2019030964			Officer
04/22/19 21:05	Traffic Stop	2019031252			Officer
04/23/19 13:39	Traffic Stop	2019031433			Officer
04/23/19 18:31	Traffic Stop	2019031521			Officer
04/24/19 18:18	Traffic Stop	2019031805			Officer
04/24/19 21:12	Traffic Stop	2019031853	Traffic Stop	WP19012145	Officer
04/25/19 02:28	Traffic Stop	2019031905			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
04/27/19 18:50	Traffic Stop	2019032785			Officer
04/27/19 18:56	Traffic Stop	2019032786			Officer
04/27/19 19:06	Traffic Stop	2019032791			Officer
04/28/19 14:41	Traffic Stop	2019032998			Officer
04/28/19 17:19	Traffic Stop	2019033039			Officer
04/29/19 00:45	Traffic Stop	2019033122			Officer
04/29/19 17:03	Traffic Stop	2019033327			

Warrant - Arrest Total: 2

04/15/19 19:17	Warrant - Arrest	2019029132	Warrant - Arrest	WP19011055	
04/16/19 16:44	Warrant - Arrest	2019029430	Warrant - Arrest	WSIU19011171	Officer

Warrant - Attempt Total: 5

04/04/19 19:43	Warrant - Attempt	2019026052			Officer
04/09/19 14:37	Warrant - Attempt	2019027504			Officer
04/15/19 17:11	Warrant - Attempt	2019029086	Warrant - Arrest	WP19011046	Officer
04/15/19 18:20	Warrant - Attempt	2019029107			
04/22/19 18:03	Warrant - Attempt	2019031196			

Total Records: 182



Monthly Activity Report Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief



Period: 04/01/2019 thru 04/30/2019 (APRIL)

CALLS

Total Calls: 19

of Calls APRIL 2018 = 16

EMS Calls: 12

2018 vs 2019 (2019 = +3)

Other Calls:

04/20/19 - #19072 – Structure Fire – Woodland Twsp – Mutual Aid to Waverly Fire Department (manpower & tenders)

04/17/19 - #19069 – Fire Alarm – Waverly City – Mutual Aid to Waverly FD

04/12/19 - #19066 – Motor Vehicle Crash w/ fatality – Franklin Township

04/11/19 - #19065 – Structure Fire – Marysville Township

04/10/19 - #19064 – Structure Fire – Watertown City – Mutual Aid to Watertown FD

04/09/19 - #19062 – Motor Vehicle Accident – Montrose City

04/08/19 - #19061 – Gas Leak – Montrose City

Total calls to Date 2019 – 77

2018 vs 2019 (2019 = - 2)

Total calls this time in 2018 - 79

Call Districts

Montrose City: 9

Franklin Township: 1

Marysville Township: 5

Woodland Township: 2 (1 MA to Waverly)

Other: 2 (1 Watertown City | 1 Waverly City)

TRAINING:

04/02/2019 – Staff Meeting & Truck Maintenance

04/09/2019 – Fire Behavior & Engine Company Operations – Classroom – CFRT

04/13/2019 – FAST Attack live burn trailer – Engine ops & ventilation

Other Activities, Special Mention, Etc.

04/23/2019 – FE+ED Support/assistance

04/27/2019 – Beyond the Yellow Ribbon 5 K

SPECIAL INFO

On 04/27 Montrose Fire hosted the local area Firefighter 2 class for hands on auto extrication training. 4 vehicles were donated by Karel's Auto Salvage for this training. Over 20 students attended and learned about Auto Extrication

Acknowledgments

- Firefighters that assisted with the Beyond the Yellow Ribbon 5K on 04/27
- Karel's Auto Salvage – donation of 4 vehicles used for auto extrication for Firefighter 2 class on 04/27/19
- Kelly Stoll, Tom Weineck, Tom Marketon & Mike Marketon – for installing a shoreline plug in grass 11 – saving department approximately \$500



**CITY OF MONTROSE
FACILITY USE AGREEMENT AND RESERVATION**

Cost for exclusive reservation per day: \$25.00

Damage deposit (payable in cash or money order): \$300.00

Renter is expected to clean and restore the rented area to the state it was in upon arrival – any damage or cleaning that needs to be done after that will be charged against damage deposit. Please take photos of area once ready to leave so the City can verify park was in good order upon departure.

- Park Hours: Dawn until Dusk
- Cars are to be parked in designated parking areas only
- No alcohol or controlled substances are allowed in the City parks at any time ***
- Littering is unsightly and maintenance to clean up after park users will be deducted from damage deposit. User's garbage must be removed and placed into proper trash receptacles
- Organization/individual renting property is responsible for any property damage
- The City of Montrose, staff and council members are not responsible for any accidents, injuries or theft at any City park.

Park Area: Carver Concessions

Rental Date: May 15 - July 9 Renter Name (print): Ashlyn Otto

Renter Signature: Ashlyn Otto Phone #: 763-225-7845

Email address (optional): _____

By signing this Agreement, Ashlyn hereby agrees to the terms and conditions as stated above.
(Print Name)

City of Montrose
311 Buffalo Ave S, PO Box 25
Montrose, MN 55363
City Hall Hours: 7:00 am to 4:30 pm Monday-Thursday
7:00 am to 11:00 am Friday

**Authorized Signer for the City of Montrose _____

**Not valid without a signature of an authorized representative of the City of Montrose

***Any change would need to be approved by the City Council

City of Montrose
 Planning and Zoning Commission Meeting
 Montrose Community Center
 200 Center Avenue South
 Wednesday, April 17, 2019
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose Planning and Zoning Commission met in Regular Session on Wednesday, April 17, 2019 at 7:00 p.m.

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

2. ROLL CALL

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

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

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was taken.

4. APPROVAL OF THE AGENDA

Commissioner Scanlon motioned to approve the April 17, 2019 Planning and Zoning Commission Meeting Agenda. Commissioner Rhineberger seconded the motion. Motion carried 5-0.

5. APPROVAL OF THE MINUTES

A. March 13, 2019 Planning and Zoning Commission Meeting

Commissioner Henry motioned to approve the Planning and Zoning Commission Meeting minutes of March 13, 2019. Commissioner Scanlon seconded the motion. Motion carried 5-0.

6. OLD BUSINESS

A. Ordinance Regulating Temporary Semi-Truck Parking

Commissioner Gurneau stated that at their April 8, 2019 Regular City Council Meeting, the City Council directed the Planning and Zoning Commission to review the final copy of the Ordinance regulating temporary semi-truck parking.

Ms. Boelter stated that the City Council were in agreement with the proposed amendments to the Ordinance as recommended by the Planning and Zoning Commission. They directed the Planning and Zoning Commission to review a "clean" copy of the Ordinance without the red highlights and tracking.

Commissioner Rhineberger stated that the draft copy before the Planning and Zoning Commission is missing the language that states, "*setback requirements will apply to the B-2 Highway District, I-1 Light Industrial District and the I-2 General Industrial District.*" Mr. Campbell stated that the language Commissioner

Rhineberger is referring to was in the Ordinance presented to the City Council for their review. Mr. Campbell stated that it will be included in the Ordinance when it is given to the City Council at their May 13, 2019 Regular City Council Meeting for final approval.

Commissioner Rhineberger motioned to recommend that the Ordinance Regulating Temporary Semi-Truck Parking with the addition of the language that states, "setback requirements will apply to the B-2 Highway District, I-1 Light Industrial District and the I-2 General Industrial District." Commissioner Scanlon seconded the motion. Motion carried 5-0.

7. NEW BUSINESS

A. Discussion on Ordinance #2015-06, Amendment Relating to Solar Energy Systems

Mr. Campbell stated that the Planning and Zoning Commissioners asked City staff to evaluate the City's existing Ordinance language regarding Solar Energy Systems (SES). He continued by stating that the City's Ordinance currently covers both accessory and small-scale SES; as well as, commercial -operation level SES. The current Ordinance also provides definitions, site and design standards for each type of SES.

Mr. Campbell stated that after reviewing the City's SES Ordinance; as well as, the City's Comprehensive Plan for consistency, City staff would like to engage the Commissioners in a discussion as to what the City would like to see changed or preserved in its SES Ordinance and also how they see this land use type as it relates to the City's future development.

Commissioner Gurneau asked if the existing Ordinance regulates the size a residential lot if a property owner would like to have a personal solar farm. Mr. Campbell referred to Chapter 1018. ACCESSORY BUILDINGS, STRUCTURES, AND USES of the Ordinance.

Council Member Johnson shared his concerns regarding SES near residential districts and/or within City limits.

Commissioner Rhineberger stated that it is the responsibility of the City's Planning and Zoning Commission, and City Planner, to determine if a SES proposal is going to impede on future development.

Council Member Johnson shared his concerns regarding the visibility of the SES located south of United States Highway Twelve (U.S. Highway 12) and asked how the City of Montrose could require the property owner to better screen the SES.

Commissioner Rhineberger and Mr. Campbell stated that the Conditional Use Permit (C.U.P.) between the City and the property owner of the SES located south of U.S. Highway 12 would regulate the type of screening he was required to install.

The Planning and Zoning Commission directed staff to provide a copy of the C.U.P. to the Commissioners at their May 8, 2019 Meeting.

Commissioner Scanlon asked if Community SES provide any type of benefit for a City's energy costs. Mr. Campbell stated that a City can benefit by a savings in energy costs.

Commissioner Scanlon stated that Montrose is going to continue to grow in the future; so, the City has to ensure that it has the land available for growth and not for SES.

Commissioner Gurneau asked if the City has received any requests for private SES. Mr. Campbell stated that the City has not received any requests since he has become the City's Planner. He continued by reviewing the information in the City's Ordinance that regulates private SES.

Council Member Johnson asked what the City can do now to "police" the SES located south of U.S. Highway 12. Commissioner Rhineberger stated that if the property owner is in violation of the C.U.P., the City can take action to require the property owner to be in compliance with the conditions of the C.U.P.

Mr. Campbell stated that if the property owner would not take the necessary actions to comply with the conditions in the C.U.P., they would be in violation of their C.U.P. and lose it.

Council Member Johnson asked if the Ordinance requires residents to obtain approval from their neighbors before installing a private SES on their property. Mr. Campbell stated that the Ordinance does not require approval from a resident's neighbors to install a SES; however, the Ordinance does have visibility controls in place. Mr. Campbell referenced the Ordinance requirements for the installation of a private SES.

Commissioner Rhineberger stated that item i. on page eight (8) of the Ordinance says that the Site Plan has to show what type of screening is going to be installed around the SES, it doesn't say that they have to do it; so, he recommended that language be added to the Ordinance that requires a SES to install screening.

Mr. Campbell referenced item l. on page eight (8) in regards to screening the SES. He continued by stating that the language does not require that it is a solid fence that would hide the SES.

Council Member Johnson asked if the language could be changed to include a ten (10) foot tall fence. Commissioner Rhineberger stated that the City would be dealing with some Building Code issues if they would require ten (10) foot high fencing.

Council Member Johnson recommended that the setback requirements in item h. on page 9 be changed from one hundred (100) feet to 1,500 feet from residential areas. Commissioner Rhineberger stated that if the City would require a 1,500-foot setback from residential areas, then the Ordinance should simply state that the City does not allow SES in City limits.

The Planning and Zoning Commission Members discussed and were in agreement that they would like to leave the setback requirement at one hundred (100) feet.

Commissioner Scanlon reiterated that he believes that the City has to protect the land that they have for the use of future development and not necessarily SES.

Mr. Campbell stated the importance of a detailed and thorough Comprehensive Plan that outlines future land use; so, the City has a guide when considering any proposed SES.

Council Member Johnson stated that he would like the Ordinance to include language that requires all commercial SES to be screened from public view with trees.

Commissioner Scanlon recommended that the Ordinance include that the developer of a commercial SES be required to install a land berm to hide the SES from the general public.

Commissioner Rhineberger stated that he would like to see the Ordinance language include four (4) to five (5) specific screening options. He continued by stating that the screening has to be evaluated; so, it does not affect the function of the SES.

Commissioner Gurneau asked Mr. Campbell if he was clear on the direction the Planning and Zoning Commission would like to go with the SES Ordinance. Mr. Campbell stated yes.

B. Signage Ordinance

Ms. Boelter stated that the U.S. Highway 12 Development Committee has asked the Planning and Zoning Commission to review the Signage Ordinance. Ms. Boelter asked the Planning and Zoning Commission if they were in agreement that the Signage Ordinance would be the next Ordinance they would review. The Commission discussed and agreed to review the Signage Ordinance next.

8. NEXT MEETING

- A. Wednesday, May 8, 2019 to be held at the Montrose Community Center – 7:00 p.m.
- B. Wednesday, June 19, 2019 to be held at the Montrose Community Center – 7:00 p.m.

9. **ADJOURNMENT**

Commissioner Henry motioned to the adjourn the Planning and Zoning Commission Meeting at 7:55 p.m.
Commissioner Scanlon seconded the motion. Motion carried 5-0.

Tracy Gurneau
Chair
City of Montrose

ATTEST:

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

Memorandum



Responsive partner.
Exceptional outcomes.

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

From: Shawn Louwagie, P.E.
City Engineer

Date: May 7th, 2019

Subject: TH 25 Improvements Projected Schedule Update

Mayor Otto and Members of the City Council,

The construction documents for the T.H. 25 Improvements project are going through final review for approval by MnDOT staff. Final steps to be completed before the project may be let and awarded to a contractor are outlined below:

- Complete property acquisition process for easement needs
 - MnDOT will not allow the project to be let until a Judge's order is in hand with the title and possession date for any condemned properties
- ROW permit approval for City and other utilities
 - Has been submitted for review
- Preparation of the Cooperative Agreement between MnDOT and the City of Montrose
 - MnDOT's Cooperative Agreements Unit is drafting this

A hearing for the condemnation proceeding is scheduled for May 20th at 9:00 am. The Judge's order identifying the title and possession date would follow the hearing. A definitive date for the Judge's order is unknown at this point.

In summary, bids may not be opened, or the project awarded until a Judge's order is received with a Title and Possession date for any required property acquisition.

Please feel free to contact me if there are any questions.

Shawn Louwagie, P.E.
763.479.4724

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF WRIGHT

TENTH JUDICIAL DISTRICT

CASE TYPE: CONDEMNATION

City of Montrose,
a Minnesota municipal corporation,

Court File No. _____

Judge _____

Petitioner,

vs.

**STIPULATION OF
SETTLEMENT**

Mark A. Leinonen and Tracy A. Leinonen;
Mortgage Electronic Registration Systems,
Inc.; Citibank, N.A.; Kevin A. Vergin and
Patricia D. Vergin; Jordan L. Ruzicka and
Ashley Ruzicka; Affinity Plus Federal Credit
Union; Lloyd N. Johnson and Orlietha A.
Johnson; Magnolia Bank, Inc.; County of
Wright; William H. Doering; Rollan Anders
and Esther Anders; and all other parties unknown
having any right, title or interest in the
premises herein; together with the unknown
heirs or devisees, if any, of the parties that
may be deceased, and including unknown
spouses, if any.

Respondents.

The City of Montrose, Petitioner above-named, by and through its undersigned counsel, and
Respondents Kevin A. Vergin and Patricia D. Vergin, pursuant to Minnesota Statutes Section
117.185, hereby stipulate that they have negotiated a settlement for the acquisition of easements
with respect to Parcel 4 as defined in the Petition.

The parties hereto stipulate and agree that a total payment of \$2,800.00 to Kevin A.
Vergin and Patricia D. Vergin ("Vergins") represents full and final payment for the acquisition
by Petitioner of the temporary construction easements and permanent roadway easement as
described in the Petition as to Parcel 4. The settlement includes any and all claims for damages

relating to the easement acquisition, including any claim for crop damage within the temporary or permanent easement areas. The settlement does not include any claims for crop or other damages to any area outside the easement areas. The Vergins did not incur appraisal costs pursuant to Minn. Stat. § 117.036.

Within ten (10) days of the City Council's formal approval of the settlement, the City will issue a check in the amount of \$2,800.00 payable to Kevin A. Vergin and Patricia D. Vergin, which shall constitute full payment of the settlement amount including reimbursement for appraisal fees.

The parties further stipulate that the City may file its Final Certificate with respect to Parcel 4, a copy of which is attached hereto as Exhibit A, and upon filing said Final Certificate, these proceedings with respect to Parcel 4 shall be concluded.

Dated: _____, 2019

CAMPBELL KNUTSON
Professional Association

By: _____
Amy B. Schutt, #0395647
Attorneys for Petitioner
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
Telephone: 651-234-6207

RESPONDENTS

Date: _____, 2019

Kevin A. Vergin

Date: _____, 2019

Patricia D. Vergin

EXHIBIT "A" TO STIPULATION OF SETTLEMENT

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF WRIGHT

TENTH JUDICIAL DISTRICT

CASE TYPE: CONDEMNATION

City of Montrose,
a Minnesota municipal corporation,

Court File No. _____

Judge _____

Petitioner,

vs.

FINAL CERTIFICATE

Mark A. Leinonen and Tracy A. Leinonen;
Mortgage Electronic Registration Systems,
Inc.; Citibank, N.A.; Kevin A. Vergin and
Patricia D. Vergin; Jordan L. Ruzicka and
Ashley Ruzicka; Affinity Plus Federal Credit
Union; Lloyd N. Johnson and Orlietha A.
Johnson; Magnolia Bank, Inc.; County of
Wright; William H. Doering; Rollan Anders
and Esther Anders; and all other parties unknown
having any right, title or interest in the
premises herein; together with the unknown
heirs or devisees, if any, of the parties that
may be deceased, and including unknown
spouses, if any.

Respondents.

IN THE MATTER OF THE CONDEMNATION OF CERTAIN LAND
FOR PUBLIC PURPOSES

FINAL CERTIFICATE
AS TO PARCEL 4 – PID 112-500-021106

By authority of Minnesota Statutes Section 117.201, I hereby certify that the rights herein
described have been taken by the City of Montrose in eminent domain proceedings in conformity
with the requirements of Chapter 117 of said statutes; that the Petitioner and Respondents Kevin

A. Vergin and Patricia D. Vergin have negotiated a settlement and have executed a Stipulation of Settlement determining full compensation for damages sustained by the Petitioner's taking; that all damages have been paid by the City of Montrose; that said proceedings as they relate to Parcel 4, Kevin A. Vergin and Patricia D. Vergin in the above matter, are now complete and that the City of Montrose now holds an easement interest in the lands situated in the County of Wright, State of Minnesota and legally described on Exhibit 1 attached hereto and made a part hereof by reference.

Dated: _____, 2019

CAMPBELL KNUTSON
Professional Association

By: _____
Amy B. Schutt, #0395647
Attorneys for Petitioner
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
Telephone: 651-234-6207

THE ABOVE CERTIFICATE IS HEREBY APPROVED AND THE COUNTY RECORDER AND/OR REGISTRAR OF TITLES IS HEREBY ORDERED TO ACCEPT A CERTIFIED COPY OF THE SAME FOR FILING WITH THE RECORDS OF WRIGHT COUNTY, MINNESOTA, OR CERTIFICATES OF TITLE COVERING THE ABOVE-DESCRIBED REAL PROPERTY, IF ANY.

Dated: _____, 2019

BY THE COURT:

Judge of District Court

THIS INSTRUMENT WAS DRAFTED BY:

Campbell Knutson
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
ABS

EXHIBIT 1**PARCEL 4 – PID 112-500-021106****PARCEL DESCRIPTION:**

North 120 feet of the following described tract: Begin at the Southeast corner of the Northeast Quarter of Northeast Quarter of Section 2, Township 118, Range 26; thence North along the East line of said Section 22 rods; thence West 16 rods; thence South 22 rods; thence East 16 rods to the point of beginning, Wright County, Minnesota.

TEMPORARY EASEMENT DESCRIPTION:

A temporary easement for construction purposes over, under, and across the West 18.25 feet of the East 44.25 feet of the North 51.50 feet of the following property:

North 120 feet of the following described tract: Begin at the Southeast corner of the Northeast Quarter of Northeast Quarter of Section 2, Township 118, Range 26; thence North along the East line of said Section 22 rods; thence West 16 rods; thence South 22 rods; thence East 16 rods to the point of beginning, Wright County, Minnesota.

PERMANENT EASEMENT DESCRIPTION:

A permanent easement for roadway purposes over, under, and across the East 26.00 feet of the following property:

North 120 feet of the following described tract: Begin at the Southeast corner of the Northeast Quarter of Northeast Quarter of Section 2, Township 118, Range 26; thence North along the East line of said Section 22 rods; thence West 16 rods; thence South 22 rods; thence East 16 rods to the point of beginning, Wright County, Minnesota.

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF WRIGHT

TENTH JUDICIAL DISTRICT

CASE TYPE: CONDEMNATION

City of Montrose,
a Minnesota municipal corporation,

Court File No. _____

Judge _____

Petitioner,

vs.

**STIPULATION OF
SETTLEMENT**

Mark A. Leinonen and Tracy A. Leinonen;
Mortgage Electronic Registration Systems,
Inc.; Citibank, N.A.; Kevin A. Vergin and
Patricia D. Vergin; Jordan L. Ruzicka and
Ashley Ruzicka; Affinity Plus Federal Credit
Union; Lloyd N. Johnson and Orlietha A.
Johnson; Magnolia Bank, Inc.; County of
Wright; William H. Doering; Rollan Anders
and Esther Anders; and all other parties unknown
having any right, title or interest in the
premises herein; together with the unknown
heirs or devisees, if any, of the parties that
may be deceased, and including unknown
spouses, if any.

Respondents.

The City of Montrose, Petitioner above-named, by and through its undersigned counsel,
and Respondents Mark A. Leinonen, Tracy A. Leinonen, Mortgage Electronic Registration
Systems, Inc., now acting solely as nominee for Nationstar Mortgage, LLC, d.b.a. Mr. Cooper,
and Citibank, N.A. pursuant to Minnesota Statutes Section 117.185, hereby stipulate that they
have negotiated a settlement for the acquisition of easements with respect to Parcel 2 as defined
in the Petition.

Citibank, N.A. disclaims all interest in Parcel 2.

The City of Montrose, Mark A. Leinonen, Tracy A. Leinonen, and Mortgage Electronic Registration Systems, Inc. stipulate and agree that a total payment of \$4,760.00 to Mark A. Leinonen and Tracy A. Leinonen ("Leinonens") and a total payment of \$2,040.00 to Nationstar Mortgage, LLC, d.b.a. Mr. Cooper, represents full and final payment for the acquisition by Petitioner of the permanent easement for roadway purposes as described in the Petition as to Parcel 2. The settlement includes any and all claims for damages relating to the easement acquisition, including any claim for crop damage within the temporary or permanent easement areas. The settlement does not include any claims for crop or other damages to any area outside the easement areas. The Leinonens did not incur appraisal costs pursuant to Minn. Stat. § 117.036.

Within ten (10) days of the City Council's formal approval of the settlement, the City will issue a check in the amount of \$6,800.00 payable to Mark A. Leinonen and Tracy A. Leinonen, which shall constitute full payment of the settlement amount including reimbursement for appraisal fees.

The parties further stipulate that the City may file its Final Certificate with respect to Parcel 2, a copy of which is attached hereto as Exhibit A, and upon filing said Final Certificate, these proceedings with respect to Parcel 2 shall be concluded.

Dated: _____, 2019

CAMPBELL KNUTSON
Professional Association

By: _____
Amy B. Schutt, #0395647
Attorneys for Petitioner
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
Telephone: 651-234-6207

RESPONDENTS

Date: _____, 2019

Mark A. Leinonen

Date: _____, 2019

Tracy A. Leinonen*[Additional Signature Pages to Follow]*

Date: _____, 2019

Mortgage Electronic Registration Systems

By: _____
Its: _____

[Additional Signature Page to Follow]

Date: _____, 2019

Citibank, N.A.

By: _____

Its: _____

EXHIBIT "A" TO STIPULATION OF SETTLEMENT

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF WRIGHT

TENTH JUDICIAL DISTRICT

CASE TYPE: CONDEMNATION

City of Montrose,
a Minnesota municipal corporation,

Court File No. _____

Judge _____

Petitioner,

vs.

FINAL CERTIFICATE

Mark A. Leinonen and Tracy A. Leinonen;
Mortgage Electronic Registration Systems,
Inc.; Citibank, N.A.; Kevin A. Vergin and
Patricia D. Vergin; Jordan L. Ruzicka and
Ashley Ruzicka; Affinity Plus Federal Credit
Union; Lloyd N. Johnson and Orlietha A.
Johnson; Magnolia Bank, Inc.; County of
Wright; William H. Doering; Rollan Anders
and Esther Anders; and all other parties unknown
having any right, title or interest in the
premises herein; together with the unknown
heirs or devisees, if any, of the parties that
may be deceased, and including unknown
spouses, if any.

Respondents.

IN THE MATTER OF THE CONDEMNATION OF CERTAIN LAND
FOR PUBLIC PURPOSES

FINAL CERTIFICATE
AS TO PARCEL 2 – PID 112-500-021109

By authority of Minnesota Statutes Section 117.201, I hereby certify that the rights herein
described have been taken by the City of Montrose in eminent domain proceedings in conformity

EXHIBIT "A" TO STIPULATION OF SETTLEMENT

with the requirements of Chapter 117 of said statutes; that the Petitioner and Respondents Mark A. Leinonen, Tracy A. Leinonen, Mortgage Electronic Registration Systems, Inc., and Citibank, N.A. have negotiated a settlement and have executed a Stipulation of Settlement determining full compensation for damages sustained by the Petitioner's taking with respect to Parcel 2; that all damages have been paid by the City of Montrose; that said proceedings as they relate to Parcel 2, Mark A. Leinonen, Tracy A. Leinonen, and Citibank, N.A. in the above matter, are now complete and that the City of Montrose now holds an easement interest in the lands situated in the County of Wright, State of Minnesota and legally described on Exhibit 1 attached hereto and made a part hereof by reference.

Dated: _____, 2019

CAMPBELL KNUTSON
Professional Association

By: _____
Amy B. Schutt, #0395647
Attorneys for Petitioner
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
Telephone: 651-234-6207

THE ABOVE CERTIFICATE IS HEREBY APPROVED AND THE COUNTY RECORDER AND/OR REGISTRAR OF TITLES IS HEREBY ORDERED TO ACCEPT A CERTIFIED COPY OF THE SAME FOR FILING WITH THE RECORDS OF WRIGHT COUNTY, MINNESOTA, OR CERTIFICATES OF TITLE COVERING THE ABOVE-DESCRIBED REAL PROPERTY, IF ANY.

Dated: _____, 2019

BY THE COURT:

Judge of District Court

THIS INSTRUMENT WAS DRAFTED BY:
Campbell Knutson
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
ABS

EXHIBIT "A" TO STIPULATION OF SETTLEMENT**EXHIBIT 1****PARCEL 2 – PID 112-500-021109****PARCEL DESCRIPTION:**

That part of the Northeast Quarter of the Northeast Quarter of Section 2, Township 118, Range 26, Wright County, Minnesota, described as follows:

Commencing at the northeast corner of said Northeast Quarter of the Northeast Quarter; thence on an assumed bearing of South, along the east line of said Northeast Quarter of the Northeast Quarter, a distance of 478.50 feet to the actual point of beginning of the land to be described; thence North 87 degrees 54 minutes 50 seconds West, a distance of 166.02 feet; thence on a bearing of South, parallel with said east line, a distance of 214.50 feet; thence South 87 degrees 54 minutes 50 seconds East, a distance of 166.02 feet to said east line; thence on a bearing of North, along said east line, a distance of 214.50 feet to the point of beginning. Except the East 33.00 feet of the above described tract, as measured at right angles to the east line thereof.

PERMANENT EASEMENT DESCRIPTION:

A permanent easement for roadway purposes over, under, and across the East 13.00 feet of the following property:

That part of the Northeast Quarter of the Northeast Quarter of Section 2, Township 118, Range 26, Wright County, Minnesota, described as follows:

Commencing at the northeast corner of said Northeast Quarter of the Northeast Quarter; thence on an assumed bearing of South, along the east line of said Northeast Quarter of the Northeast Quarter, a distance of 478.50 feet to the actual point of beginning of the land to be described; thence North 87 degrees 54 minutes 50 seconds West, a distance of 166.02 feet; thence on a bearing of South, parallel with said east line, a distance of 214.50 feet; thence South 87 degrees 54 minutes 50 seconds East, a distance of 166.02 feet to said east line; thence on a bearing of North, along said east line, a distance of 214.50 feet to the point of beginning. Except the East 33.00 feet of the above described tract, as measured at right angles to the east line thereof.

CITY OF MONTROSE

2019 FEE SCHEDULE

<u>Administrative</u>		<u>Utility</u>	
Animal License (bi-annual)	FREE	Sewer Access Charge	\$5,300.00
Animal Fines - 1st offense	\$100.00	Water Access Charge	\$2,500.00
Subsequent	\$200.00	Water Disconnect/Reconnect Charge	\$50.00
Excavation Permit/Small Utility	\$150.00	Meter Testing Fee	\$50.00
Sign Permit	\$50.00	Meter Repair Fine - if not fixed	\$50.00
NSF Check Service Fee	\$30.00	in 30 days, plus \$1.00 per day	
FAX per page - USA only	\$1.00	Water Meter Purchase	\$235.00
Notary	\$1.00	Water Rate	Base \$5.10
Special Assessment Search	\$20.00	*Tier 1: 0-5999 gallons (per 1000 gals)	\$5.35
Copy of City Code	\$25.00	*Tier 2: 6000-11999 gallons (per 1000 gals)	\$5.89
Copy of Zoning Ordinance	\$25.00	*Tier 3: over 11999 gallons (per 1000 gals)	\$6.48
Copy of Subdivision Ordinance	\$15.00	*Outside City Limits (per 1000 gals)	\$10.00
Copy of Comprehensive Plan	\$25.00	Bulk Water Users (0-2000 gals)	\$22.00
Charitable Gambling Permit	\$100.00	*Over 2000 gallons (per 1000 gals)	\$10
City Consultants (NOT at City request)		Sewer Rate	Base \$3.95
their hourly rate		*Per 1000 gallon Rate	\$5.10
Special Council Meeting	\$600.00	WWTP Rate	Base \$6.05
City Personnel - Public Works	\$100.00/hr	*Per 1000 gallon Rate	\$5.05
Property Maintenance Fee	\$100.00 plus	Non-Metered Sewer Service	
Public Works Hourly Rate	\$100.00/hr	*Based on 12,000 gals at Rate Plus Base	
Administration	\$50.00/hr	Storm Water Fee	\$4.50
Copies - Black and White	\$0.25/page	Late Payment Fee (utilities - % of balance)	5%
Color	\$2.00/page	Meter back plate replacement	\$10.00
CD's	\$5.00	<u>Fire Department</u>	
Pavilion/Park Rental Reservation	\$20.00/day	Emergency Calls	\$300.00
Damage Deposit	\$300.00	Accident Reports	\$50.00
Community Garden Plot	\$20.00/year	Major Incident Fee - 1st 6 Hours (per vehicle)	\$300.00
Community Garden Deposit	\$100.00	*Over 6 Hours (per hour fee)	
<u>Administrative Permits</u>		*Per Firefigher on scene or standby	\$7.00
General	\$50.00	Fire Inspections Fees - under 2,000 sq ft	\$100.00
Fireworks-Inside Sales	\$50.00	*2,000 - 5,000 square feet	\$200.00
Outside Sales	\$250.00	*over 5,000 square feet	\$300.00
Amusement Centers & Devices	\$100.00	<u>Garbage</u>	
*over 4 machines, add per machine	\$5.00	30 gallon per month	\$9.00
Junkyard or junk business	\$1,000.00	60 gallon per month	\$13.00
Pawnbroker/Secondhand Dealer	\$500.00	90 gallon per month	\$17.00
*Multiple	\$1,000.00	Recycling per month	\$2.00
*Investigation Fee	\$750.00	Recycling Bin to purchase	\$5.00
Adult Use License	\$1,600.00	Garbage stickers	\$3.00
*Investigation Fee	\$1,600.00	<u>Community Center (No Charge for Nonprofit Use)</u>	
Driveway Inspection Engineer	\$50.00	Friday & Saturday Rental	\$400.00
<u>Trunk Area Charge</u>		Friday OR Saturday Rental	\$300.00

Sewer (per acre)	\$3,000.00	Sunday - Thursday Rental (up to 5 hours)	\$125.00
Water (per acre)	\$875.00	*Each additional hour over 5	\$25.00
Storm Water (per acre)	\$800.00	Damage Deposit (Cash or Money Corder)	\$300.00
		Funerals	\$50.00
Ord Amendmt (exc. Zoning)	\$500.00	<u>Liquor Licenses</u>	
		On-Sale	\$3,900.00
Fence/Shed Permit	\$15.00	Off-Sale	\$100.00
Sump Pump Permit	\$50.00	Sunday	\$200.00
<u>Administrative Fines (Per Day)</u>		Club	\$100.00
Zoning Violation	\$100.00	Special 3-Day On-Sale	\$25.00
Harboring a vicious or wild animal	\$50.00	Wine/Strong Beer	\$700.00
Illegal recreational fire	\$25.00	3.2 Liquor/Beer - On-Sale	\$100.00
Use of City parks after hours	\$25.00	*Off-Sale or Temporary	\$5.00
Deposit of snow or ice in ROW	\$25.00	Set-Up License	\$300.00
Sump pump discharge creating		Violations - 1st violation over a 3-year period	\$200.00
-ice on the street	\$25.00	*2nd violation over a 3-year period	\$500.00
Hydrant use w/o City approval	\$50.00	(Proof of Training for liquor sales required)	
Noise violation	\$100.00	*3rd violation over a 3-year period	\$1,000.00
Nuisance Ordinance Violation	\$100.00	(Loss of license for 1 monthl proof of training	
Permit not obtained for activity	\$100.00	in liquor sales required)	
Illegal dunping	\$50.00	*4th violation over a 3-yr period	LICENSE REVOCATION
Building/plumbing code violation	\$100.00	<u>Planning & Zoning</u>	
HVAC/electrical code violation	\$100.00	Type I	\$400.00
Non-access to meter			plus initial escrow
-after 2nd notice	\$50.00	Type II	\$650.00
Property maintenance violation	\$100.00		plus initial escrow
Sign ordinance violation	\$100.00		\$2,500.00
Unfinished construction project	\$100.00	Type I Applications	
Public property infringement	\$100.00	*Minor Subdivision (2 lots or less)	
Fire Code Violation	\$100.00	*Rezoning	
Rental license violation	\$100.00	*Residential VUP/IUP/Variance	
		*Right Of Way or Easement Vacation	
<u>Development Fees</u>		*Simple Concept Plan, Zoning Text Amendment, or	
Annexation	100% costs	Site Plan Revire	
*Unimproved Land (per acre)	\$250.00	*Zoning Determination Appeal	
*Improved land (whichever is greater)		Type II Applications	
**\$300 or 5 x taxes collected by the		*Preliminary and Final Plat (plus \$250.00 per lot)	
Township on the property in the year		*Planned Unit Development	
of annexation		*Commercial CUP/IUP/Variance	
Administrative Fees (% of construction	1%	*Complex Concept Plan, Zoning Text Amendment, or	
Legal Fees (% of construction costs)	1%	Site Plan Review	
AUAR Fee (per acre)	\$500.00		
		Street/Alley Vacation (plus legal fees)	\$500.00
<u>Building Permit City Fees</u>		Park Dedication Fee - 10% land and/or	
Landscape Escrow	\$1,500.00	*Residential (per unit)	\$1,600.00
Erosion Control Fee	\$125.00	*Commercial (per acre)	\$3,000.00
Assessor Fee	\$50.00	*Industrial (per acre)	\$2,000.00
Value of \$499,999.00 or less		Appeal - Zoning Admin Determination	\$100.00

\$150.00**Value of \$500,000.00 or more**

Grading Fee- \$70.00

Engineer Review Fee \$125.00

Grading Escrow \$1,500.00

Driveway Escrow (ind contr only) \$2,500.00

Building Permit Fee Schedule see attached

Parking Pad Permit (RV/Vehicle)

Pre-Approved Surface \$15.00

Engineer Review Surface \$50.00

CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA

RESOLUTION NO. 2019-07

A RESOLUTION APPROVING THE MAYORAL APPOINTMENTS FOR THE YEAR 2019

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

Justin Emery
2 Vacancies

Planning and Zoning Commission Council Liaison:

Council Member Lloyd Johnson

Planning and Zoning Commission Alternate Council Liaison:

Council Member Tom Marszalek

Planning and Zoning Commission Planner:

Myles Campbell
Northwest Associated Consultants

Planning and Zoning Commission Staff Coordinator:

City Clerk-Treasurer

Finance Committee:

Council Member Tom Marszalek
Council Member Kirby Moynagh
Deputy Clerk

Finance Committee Alternate:

City Clerk-Treasurer
Council Member Ben Kuehl

Utility Emergency Board:

Mayor
Public Works Director

Montrose Days Celebration Committee Council Liaison:

Council Member Ben Kuehl

Wright County Area Transportation:

Deputy Clerk

Wright County Board of Commissioners Meetings:

Council Member Tom Marszalek

Official Depositories:

Citizens State Bank of Waverly
Klein Bank of Buffalo
Wells Fargo of Buffalo
Northland Securities

Official Newspaper:

Wright County Journal Press

City Meetings:

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.
U.S. Highway 12 Development Committee	City Hall	Quarterly - Third Wednesday	5:00 p.m.
Management Coordinating Committee	City Hall	Monthly - First Tuesday	3:30 p.m.
Park and Recreation Commission	City Hall	Monthly - First Monday	5:30 p.m.
Planning and Zoning Commission	Community Center	Monthly - Third Wednesday	7:00 p.m.

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

Michelle Otto
Mayor
City of Montrose

Attested:

Deborah R. Boelter
City Clerk-Treasurer
City of Montrose

**CITY OF MONTROSE
WRIGHT COUNTY, MINNESOTA**

RESOLUTION NO. 2019-10

**RESOLUTION APPROVING THE PURCHASE
OF REAL PROPERTY AND DISPENSING WITH STATUTORY
REQUIREMENTS FOR REVIEW BY PLANNING COMMISSION**

WHEREAS, the City of Montrose is proposing to acquire certain property in the City legally described as:

That part of the Southwest Quarter of the Northwest Quarter of Section 36, Township 119, Range 26, Wright County, Minnesota, described as follows:

Beginning at the southwest corner of said Southwest Quarter of the Northwest Quarter; thence North 00 degrees 40 minutes 50 seconds West, assumed bearing, along the west line of said Southwest Quarter of the Northwest Quarter, a distance of 627.71 feet; thence North 89 degrees 19 minutes 10 seconds East, a distance of 390.00 feet; thence South 00 degrees 40 minutes 50 seconds East, a distance of 183.07 feet; thence South 13 degrees 03 minutes 28 seconds East, a distance of 154.97 feet; thence South 36 degrees 11 minutes 14 seconds East, a distance of 202.58 feet; thence South 59 degrees 19 minutes 01 seconds East, a distance of 202.58 feet; thence South 00 degrees 47 minutes 22 seconds West, a distance of 40.53 feet, to the south line of said Southwest Quarter of the Northwest Quarter; thence North 89 degrees 15 minutes 59 seconds West, along said line, a distance of 713.04 feet, to the point of beginning.

("Property");

WHEREAS, Minn. Stat. § 462.356, subd. 2 requires that the Planning Commission review the acquisition of any publicly owned interest in real property within the City, and;

WHEREAS, Minn. Stat. § 462.356, subd. 2 provides for an exception from the Planning Commission review requirement upon 2/3 vote of the governing body dispensing with the requirement and finding that the acquisition of the property has no relationship to the comprehensive municipal plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Montrose that:

1. The acquisition of the Property has no relationship to the comprehensive municipal plan.
2. Review by the Planning Commission of the acquisition of the Property is hereby dispensed with, the acquisition of the Property is hereby approved, and staff are authorized and directed to execute all documents, and take all appropriate measures to acquire the Property consistent with the attached Purchase Agreement.

PASSED AND ADOPTED by a two-thirds vote of the City Council of the City of Montrose, Minnesota this 13th day of May, 2019.

By: _____
Michelle Otto, Mayor

ATTEST:

Deb Boelter, Clerk-Treasurer

VACANT LAND PURCHASE AGREEMENT

1. **PARTIES.** This Purchase Agreement is made on _____ day of _____, 2019, by and between the **CITY OF MONTROSE**, a Minnesota municipal corporation, with a mailing address at P.O. Box 25, Montrose, MN 55363 ("Buyer"), and **DAVID EPPLE AND SON, INC.**, a Minnesota business corporation, with a registered address at 4934 Co Rd 12 S, Montrose, MN 55363 ("Seller").

2. **OFFER/ACCEPTANCE.** Buyer offers to purchase and Seller agrees to sell real property located in Marysville Township, County of Wright, State of Minnesota, legally described in Exhibit A attached hereto (referred to herein as the "Property").

3. **PRICE AND TERMS.** The price for the real property included in this sale is One Hundred Three Thousand Seven Hundred Twenty-Five and No/100 Dollars (\$103,725.00) ("Purchase Price"), which shall be payable by Buyer to Seller in cash or certified funds in full on the Date of Closing.

4. **DEED/MARKETABLE TITLE.** Upon performance by Buyer, Seller shall execute and deliver a Warranty Deed conveying marketable title of record, subject to:

- A. Reservations of minerals or mineral rights by the State of Minnesota, if any;
- B. Building and zoning laws, ordinances, state and federal regulations; and
- C. Any other matters consented to by Buyer in writing or not timely objected to by Buyer.

5. **REAL ESTATE TAXES AND SPECIAL ASSESSMENTS.**

- A. Prior Years' Delinquent Real Estate Taxes and Delinquent Special Assessments. Delinquent real estate taxes payable in years prior to the year of Closing and delinquent installments of special assessments certified for collection with real estate taxes payable in years prior to the year of Closing, together with penalty, interest and costs, shall be paid by Seller not later than the Date of Closing.
- B. Real Estate Taxes Payable in the Year of Closing. Seller shall pay all general real estate taxes due and payable on or pertaining to the Property in the year in which the Date of Closing occurs. Seller shall pay on or before the Date of Closing all levied and pending special assessments associated with the Property as of the date of this Agreement. Seller shall pay penalty, interest and costs on any delinquent installment of taxes and special assessments payable in the year of Closing.
- C. Certified Special Assessments. All installments of special assessments certified for payment with the real estate taxes payable on the Property in the year of Closing shall be paid by Seller at Closing.

- D. All Other Levied Special Assessments. Seller shall pay on the Date of Closing all other special assessments levied against the Property as of the date of this Purchase Agreement.
- E. Deferred Taxes. Seller shall pay on date of closing any deferred real estate taxes (e.g. Green Acres) payment of which is required as a result of the closing of this sale.

6. SELLER'S BOUNDARY LINE, ACCESS, RESTRICTIONS AND LIEN WARRANTIES. Seller warrants that buildings on adjoining real property, if any, are entirely outside of the boundary lines of the Property. Seller warrants that there has been no labor or material furnished to the Property for which payment has not been made. Seller warrants that there are no present violations of any restrictions relating to the use or improvement of the Property. These warranties shall survive the delivery of the Deed.

7. ACCESS PRIOR TO CLOSING. Upon reasonable notice to Seller, Buyer and Buyer's authorized agents shall have the right during the period from the date of this Agreement to the Date of Closing to enter in and upon the Property in order to make, at Buyer's expense, surveys, measurements, soil tests and other tests that Buyer shall deem necessary. Buyer agrees to restore any resulting damage to the Property and to indemnify, hold harmless and defend Seller from any and all claims by third persons of any nature whatsoever arising from Buyer's right of entry hereunder, including all actions, proceedings, demands, assessments, costs, expenses and attorneys' fees. Buyer shall not perform any invasive testing of the Property without Seller's prior written consent. Seller's consent may be conditioned upon any restrictions that Seller deems necessary.

8. POSSESSION. Seller shall deliver possession of the Property not later than the actual Date of Closing.

9. TITLE INSURANCE BY SELLER. Within thirty (30) days of the date of this Agreement, Buyer shall be responsible for obtaining title evidence and reviewing title to the Property. Buyer shall be allowed thirty (30) business days after the receipt of the title commitment for examination of title and making any objections, which shall be made in writing or deemed waived.

10. TITLE CORRECTIONS AND REMEDIES. Seller shall have 120 days from receipt of Buyer's written title objections to make title marketable. Upon receipt of Buyer's title objections, Seller shall, within ten (10) business days, notify Buyer of Seller's intention to make title marketable within the 120 day period. Liens or encumbrances for liquidated amounts which can be released by payment or escrow from proceeds of closing shall not delay the closing. Cure of the defects by Seller shall be reasonable, diligent, and prompt. Pending correction of title, all payments required herein and the closing shall be postponed. Upon correction of title and within ten (10) days after written notice to Buyer, the parties shall perform this Agreement according to its terms. If no such notice is given or if notice is given but title is not corrected within the time provided for, the Buyer (at Buyer's option) shall have the right to: (a) terminate this Agreement; or (b) cause the exception(s) to be removed and credit Buyer's cost to remove the exception(s) against the Purchase Price.

11. WELL DISCLOSURE. *[Check one of the following:]*

- ☒ Seller certifies that Seller does not know of any wells on the Property.
☐ Wells on the Property are disclosed by Seller on the attached Well Disclosure form.

12. DISCLOSURE OF INDIVIDUAL ON-SITE SEWAGE TREATMENT SYSTEM.

[Check one of the following:]

- ☒ Seller certifies that Seller does not know of any individual on-site sewage treatment systems on the Property.
☐ Individual on-site sewage treatment systems on the Property are disclosed by Seller on the attached Disclosure form.

13. SELLER'S COVENANTS, REPRESENTATIONS AND WARRANTIES.

- A. Seller as part of the consideration therefore, represent, warrant, and covenant with Buyer and its successors and assigns that:

- (1) Seller warrants and represents to Buyer that, to Seller's knowledge, without investigation, no entity or person has, at any time:
 - a) "released" or actively or passively consented to the "release" or "threatened release" of any Hazardous Substance (as defined below) from any "facility" or "vessel" located on or used in connection with the Property or adjacent tracts in violation of applicable laws; or
 - b) taken any action in "response" to a "release" in connection with the Property or adjacent tracts; or
 - c) otherwise engaged in any activity or omitted to take any action which could subject Seller or Buyer to claims for intentional or negligent torts, strict or absolute liability, either pursuant to statute or common law, in connection with Hazardous Substances (as defined below) located in or on the Property or adjacent tracts, including the generating, transporting, treating, storage, or manufacture of any Hazardous Substance (as defined below) in violation of applicable law. The terms set within quotation marks above shall have the meaning given to them in the Comprehensive Environmental Response and Liability Act, 42 U.S.C. Sec. 9601 et seq., as amended ("CERCLA") and any state environmental laws.
- (2) Seller has the present full authority and power to execute this Agreement and, on or prior to the Date of Closing, Seller shall have the full authority and power to close the sale of the Property.
- (3) As of the Closing Date there will be no outstanding or unpaid claims, actions or causes of action related to any transaction or obligation entered into or incurred by Seller with respect to the Property prior to the date hereof.

- (4) Seller is not a foreign person as defined in §1445(f)(3) of the Internal Revenue Code or regulations issued thereunder.
- (5) To Seller's actual knowledge, there is no action, litigation, investigation, condemnation or other proceedings of any kind pending or threatened against Seller with respect to the Property.
- (6) Seller shall pay to the County all taxes owed in the year of annexation on the Property and the larger parcel from which it is split prior to the Closing Date.

B. PROTECTED HISTORICAL SITES. [Select either (1) or (2) below:]

_____ Sellers represents that Sellers do not know if there are historical, native American, or archeological materials on or in the Property that might be protected by law.

X Sellers represent to the best of Seller's knowledge that the property does not have any American Indian burial grounds, other human burial grounds, ceremonial earthworks, historical materials, and/or other archeological sites that are protected by federal or state law. Buyer's obligation to close is contingent upon Buyer determining to Buyer's satisfaction that the property does not have any American Indian burial grounds, other human burial grounds, ceremonial earthworks, historical materials, and/or other archeological sites that are protected by federal or state law.

- C. All of Seller's covenants, representations and warranties in this Agreement shall be true as of the date hereof and of the Closing Date, and shall be a condition precedent to the performance of Buyer's obligations hereunder. If Buyer discovers that any such covenant, representation, or warranty is not true, Buyer may elect prior to Closing, in addition to any of its other rights and remedies, to cancel this Agreement, or Buyer may postpone the Closing Date up to ninety (90) days to allow time for correction. If Buyer elects to proceed with the Closing following such discovery, Buyer shall be deemed to have waived its rights to assert a claim against Sellers arising from the inaccuracy or untruthfulness of any such covenant, representation, or warranty.

14. CLOSING. The closing (the "Closing") shall be at a location designated by Buyer. The Closing shall take place on or before May 30, 2019, or at such other time as agreed upon by the parties. Unless otherwise agreed by the parties in writing, in the event that any of the contingencies provided for in this Agreement are not satisfied prior to the Date of Closing, this Agreement shall be null and void and of no further force and effect. At closing, Seller and Buyer shall disclose their Social Security Numbers or Federal Tax Identification Numbers for the purposes of completing state and federal tax forms.

15. CLOSING DOCUMENTS.

A. At the Closing, Seller shall execute and/or deliver to Buyer the following (collectively the "Closing Documents"):

- (1) **Warranty Deed.** A Warranty Deed in recordable form and reasonably satisfactory to Buyer, which shall include the following well representations: "Seller certifies that the Seller does not know of any wells on the described Property."
- (2) **Seller's Affidavit.** A standard form affidavit by Seller indicating that on the date of Closing there are no outstanding, unsatisfied judgments, tax liens or bankruptcies against or involving Seller or the Property; that there has been no skill, labor or material furnished to the Property for which payment has not been made or for which mechanic's liens could be filed; and that there are no other unrecorded interests in the Property.
- (3) **Non-Foreign Person Certification.** A certification in form and content satisfactory to the parties hereto and their counsel, properly executed by Seller, containing such information as shall be required by the Internal Revenue Code, and the regulations issued thereunder, in order to establish that Sellers are not a "foreign person" as defined in §1445(f)(3) of such Code and such regulations.
- (4) **Storage Tanks.** If required, an affidavit with respect to storage tanks pursuant to Minn. Stat. § 116.48.
- (5) **Well Certificate.** If there is a well located on the Property, a well disclosure certificate in form and substance true to form for recording.
- (6) **Certification.** A certification that the representations and/or warranties made by Seller are materially the same as were in existence on the date of this Purchase Agreement or noting any changes thereto; and
- (7) **Other Documents.** All other documents reasonably determined by either party or the title insurance company to be necessary to transfer and provide title insurance for the Property.

B. At the Closing, Buyer shall execute and deliver to Seller the following:

- (1) All documents reasonably determined by either party or the title insurance company to be necessary to provide title insurance for the Property;
- (2) Payment of the Purchase Price.

16. **CLOSING COSTS.** The costs relating to the closing of this transaction shall be paid as follows:

A. Buyer shall pay:

- (1) All closing costs, including Recording fee for the Warranty Deed; State deed tax; Conservation fee attributable to the Warranty Deed; the closing fees charged by the Title Company; and All costs of the premium for owner's title insurance; but excluding any charges necessary for Seller to provide clear title

B. Seller shall pay:

- (1) All real estate taxes due and payable in 2019
- (2) Any charges necessary for Seller to provide clear title

17. BUYER'S CONTINGENCIES. The obligations of the Buyer under this Agreement are expressly contingent upon each of the following (the "Buyer's Contingencies"):

- (a) The Buyer shall have determined on or before the Closing Date, that it is satisfied, in its sole discretion, with the results of any environmental/soil investigations and tests of the Property conducted by the Buyer, the costs of which shall be the responsibility of the Buyer.
- (b) Buyer shall have determined on or before the Closing Date, that it is satisfied, in its sole discretion, with the title to the Property.
- (c) All of the covenants, representations, and warranties made by the Sellers shall be true and correct as of the Closing Date.

If the Buyer's Contingencies have not been satisfied on or before the Closing Date, then the Buyer may, at the Buyer's option, terminate this Agreement by giving notice to the Sellers on or before the Closing Date. The contingencies set forth in this section are for the sole and exclusive benefit of the Buyer, and the Buyer shall have the right to waive the contingencies by giving notice to the Seller.

18. NO GUARANTEE OF DEVELOPMENT. Seller acknowledges and understands that nothing in this Agreement shall be construed as an approval by the City of Montrose of any plat or development plan for the Property or surrounding land owned by the Seller which may come before the City of Montrose either now or in the future.

19. NOTICES. All notices required herein shall be in writing and delivered personally or mailed to the address as shown at Paragraph 1, above and if mailed, are effective as of the date of mailing.

20. MINNESOTA LAW. This contract shall be governed by the laws of the State of Minnesota.

21. TIME IS OF THE ESSENCE. Time is of the essence for all provisions of this Purchase Agreement.

22. COUNTERPARTS. This Agreement may be executed in one or more counterparts each of which when so executed and delivered shall be an original, but together shall constitute one and the same instrument.

[Remainder of page intentionally left blank]
[Signature pages to follow]

IN WITNESS WHEREOF, Buyer and Seller have caused this Agreement to be duly executed as of the date first written above.

BUYER:
CITY OF MONTROSE

By: _____
Michelle Otto, Mayor

ATTEST:

Deb Boelter, Clerk-Treasurer

SELLER:
DAVID EPPLE AND SON, INC.

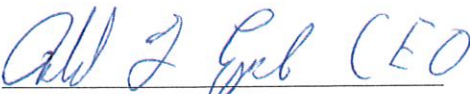
By:  CEO
Roland L. Epple, CEO

EXHIBIT A

Legal Description of Property

That part of the Southwest Quarter of the Northwest Quarter of Section 36, Township 119, Range 26, Wright County, Minnesota, described as follows:

Beginning at the southwest corner of said Southwest Quarter of the Northwest Quarter; thence North 00 degrees 40 minutes 50 seconds West, assumed bearing, along the west line of said Southwest Quarter of the Northwest Quarter, a distance of 627.71 feet; thence North 89 degrees 19 minutes 10 seconds East, a distance of 390.00 feet; thence South 00 degrees 40 minutes 50 seconds East, a distance of 183.07 feet; thence South 13 degrees 03 minutes 28 seconds East, a distance of 154.97 feet; thence South 36 degrees 11 minutes 14 seconds East, a distance of 202.58 feet; thence South 59 degrees 19 minutes 01 seconds East, a distance of 202.58 feet; thence South 00 degrees 47 minutes 22 seconds West, a distance of 40.53 feet, to the south line of said Southwest Quarter of the Northwest Quarter; thence North 89 degrees 15 minutes 59 seconds West, along said line, a distance of 713.04 feet, to the point of beginning.

**CITY OF MONTROSE
WRIGHT COUNTY, MINNESOTA**

RESOLUTION NO. 2019-11

RESOLUTION AUTHORIZING FACSIMILE SIGNATURE

WHEREAS, Minnesota Statutes Section 412.201 requires that every contract, conveyance, license, or other written instrument be signed by the Mayor; and

WHEREAS, Minnesota Statutes Section 47.41 allows any public officer to authorize the bank to honor any checks, drafts, warrants, warrant-checks, vouchers or other orders on public funds on deposit in a depository bank bearing a facsimile of that person's signature and to charge the same to the account upon which drawn, as fully as though it bore a manually written signature, even when such facsimile signature was affixed without authority of such officer.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Montrose, Minnesota that:

1. The use of a facsimile Mayor's signature on checks, drafts, warrants, vouchers or other orders on public funds is hereby approved.
2. The Mayor may authorize the depository bank to honor any such instrument bearing her/his facsimile signature in such form as she/he may designate and to charge the same to the account in said depository bank upon which drawn.

ADOPTED by the City Council of the City of Montrose this 13th day of May, 2019.

By: _____
Michelle Otto, Mayor

ATTEST:

Deb Boelter, Clerk-Treasurer