



**CITY COUNCIL AGENDA
SPECIAL CITY COUNCIL MEETING
May 21, 2019 4:00 P.M.**

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

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

1. CALL TO ORDER

2. ROLL CALL

3. OLD BUSINESS

- A. Discussion Regarding Amendments to Resolution No. 2019-07 – *A Resolution Approving the Mayoral Appointments for the Year 2019*
- B. Discussion Regarding the Carver Field Concession Stand
- C. Ordinance 2019-06 – Setting Various Development and Administrative Fees
 - 1. Ordinance 2019-06 – *An Ordinance Setting Various Development and Administrative Fees*
- D. Discussion Regarding Title Change for the U.S. Highway 12 Development Committee

4. NEW BUSINESS

- A. Public Works Department
 - 1. Updates
- B. City Clerk-Treasurer
 - 1. Updates

5. OTHER

6. UPCOMING MEETINGS

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

- B. Regular City Council Meeting – Monday, June 10, 2019 at 7:00 p.m. in the Montrose Community Center
- C. Planning and Zoning Commission Meeting – Wednesday, June 19, 2019 at 7:00 p.m. in the Montrose Community Center

7. **ADJOURNMENT**

CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA

RESOLUTION NO. 2019-XX

A RESOLUTION AMENDING THE MAYORAL APPOINTMENTS FOR THE YEAR 2019

Acting Mayor:	Council Member Lloyd Johnson
Chamber of Commerce Representative:	City Clerk-Treasurer Council Member Tom Marszalek
Community Education Representative:	Mayor Michelle Otto
Economic Development Authority:	City Council
Fire Department/Emergency Management Chief/Emergency Management Director:	Fire Chief
Assistant Fire Chief/Emergency Management Director:	Assistant Fire Chief and/or Fire Department Captains
Fire Department Council Liaison:	Council Member Ben Kuehl
U.S. Highway 12 Safety Coalition	Mayor Michelle Otto Council Member Kirby Moynagh City Clerk-Treasurer
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 Burneau 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
COUNTY OF WRIGHT
STATE OF MINNESOTA**

ORDINANCE 2019-06

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

THE CITY COUNCIL OF THE CITY OF MONTROSE ORDAINS the following development and administrative related fees are hereby established in the City of Montrose, as indicated on the attached Exhibit A, effective May 21, 2019.

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

IT IS FURTHER ORDAINED THAT this Ordinance supersedes, in all aspects, Ordinance 2019-02.

PASSED, ADOPTED AND APPROVED by the Montrose City Council, Wright County, Minnesota this 21st day of May, 2019.

BY:

Michelle Otto
Mayor

ATTEST:

Deborah R. Boelter
City Clerk-Treasurer

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	\$25.00/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 Firefighter 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 dumping	\$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	Type I Applications	
Unfinished construction project	\$100.00	*Minor Subdivision (2 lots or less)	
Public property infringement	\$100.00	*Rezoning	
Fire Code Violation	\$100.00	*Residential VUP/IUP/Variance	
Rental license violation	\$100.00	*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	
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
1997 STATE BUILDING CODE
BUILDING PERMIT FEE SCHEDULE

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

In addition:

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

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

Montrose Redevelopment Committee

Montrose Rejuvenation Committee

Revitalization Committee

Montrose Streetscape Committee

Montrose Design Committee

Montrose Right-of-Way Improvements Committee

Montrose Highway and Street Amenities Committee