

# AMENDED AGENDA



## CITY COUNCIL AGENDA- REGULAR MEETING

**\* \* Tuesday, November 12, 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 Ryan Clark – St. John’s Lutheran Church

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA

6. APPROVAL OF CONSENT AGENDA

A. Minutes

1. October 9, 2019 Special City Council Meeting – prepared by D. Boelter
2. October 14, 2019 Regular City Council Meeting – prepared by D. Boelter
3. October 28, 2019 Special City Council – prepared by H. Dahlin
4. October 30, 2019 Personnel Committee Meeting – prepared by D. Boelter

B. Accounts Payable

1. City, November 12, 2019 – prepared by W. Manson
2. Fire Department, November 12, 2019 – prepared by W. Manson

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

D. Year 2020 Liquor Licenses

1. Approve the Year 2020 Liquor Licenses

- E. Approve One To Four Day Temporary On-Sale Liquor License – Montrose Days Celebration – January 25, 2020
- F. Schedule a City Council Workshop – November 25, 2019
  - 1. Schedule a City Council Workshop to review the proposed year 2020 Final Budget and Levy for Monday, November 25, 2019 at 3:30 p.m. to be held in the Montrose City Hall Conference Room
- G. Authorize City Hall Closing – December 24, 2019
  - 1. Authorize City Hall to close at 12:00 p.m. on Tuesday, December 24, 2019
- H. Gambling Permit – Montrose Firefighters Relief Association**
  - 1. Approve a Gambling Permit allowing the Montrose Relief Association to conduct a Raffle with the drawing taking place on February 1, 2020.**

7. OPEN FORUM

8. WRIGHT COUNTY SHERIFF'S OFFICE

- A. October, 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. October, 2019 Activity Report
  - 2. Resignation of Ms. Alexandria Heyman – Effective October 12, 2019
    - a) Ms. Alexandria Heyman was a member of the Montrose Fire Department for ten (10) months and twenty-three (23) days.
- C. Park and Recreation Commission
  - 1. November 4, 2019 Park and Recreation Commission Meeting Minutes
  - 2. Accept Mr. Barry Rhineberger's resignation from the Park and Recreation Commission effective November 5, 2019.
- D. Planning and Zoning Commission
  - 1. October 9, 2019 Planning and Zoning Commission Meeting Minutes
  - 2. Ordinance No. 2019-12 – *An Ordinance Amendment to Chapter 1024 of the Zoning Ordinance of the City of Montrose, Related to Signs*
  - 3. Resolution 2019-33 – *A Resolution Authorizing Summary Publication of Ordinance 2019-12 "An Ordinance Amendment to Chapter 1024 of the Zoning Ordinance of the City of Montrose, Related to Signs"*
  - 4. Letter of Intent to Lease Real Estate – Solar Farm – Renewable Properties
  - 5. Accept Mr. Barry Rhineberger's resignation from the Planning and Zoning Commission effective November 5, 2019.
- E. City Engineer
  - 1. Request for Contract Extension – Trunk Highway Twenty-Five (TH 25) Project

10. OLD BUSINESS

## 11. NEW BUSINESS

- A. United States (U.S.) Census Bureau
  - 1. Resolution No. 2019-34 – *A Resolution Supporting the Year 2020 Census Partnership*
  - 2. Resolution No. 2019-35 – *A Resolution Establishing the Creation of the Year 2020 City of Montrose Complete Count Committee*
- B. Respect Minnesota Pledge
  - 1. Resolution No. 2019-36 – *A Resolution Authorizing the Abidance of the Respect Minnesota Pledge by the Montrose City Council*
- C. Data Practices Policy – Amendment
  - 1. Approve amendments to the *Data Practices Policy* as presented.

### ~~D. Job Description Discussion - REMOVED~~

- ~~1. Administrative Assistant.~~
- ~~2. Deputy Clerk.~~
- ~~3. City Clerk-Treasurer.~~
- ~~4. City Administrator.~~

### ~~E. City Administrator Contract Discussion - REMOVED~~

- ~~1. Discuss the proposed City Administrator Contract.~~

## 12. UPCOMING MEETINGS

- A. Planning and Zoning Commission Meeting – November 13, 2019 at 7:00 p.m. in the Montrose Community Center
- B. Planning and Zoning Commission Meeting Public Hearing to Consider an Interim Use Permit for a Proposed Solar Farm – November 13, 2019 at 7:00 p.m. in the Montrose Community Center
- C. City Council Workshop – Monday, November 25, 2019 to Discuss the Proposed Year 2020 Final Budget and Levy at 3:30 p.m. in the Montrose City Hall Conference Room
- D. Park and Recreation Commission Meeting – Monday, December 2, 2019 at 5:30 p.m. in the Montrose City Hall Conference Room
- E. Montrose Streetscape Committee Meeting – Wednesday, December 4, 2019 at 5:00 p.m. in the Montrose City Hall Conference Room
- F. Regular City Council Meeting – Monday, December 9, 2019 at 7:00 p.m. in the Montrose Community Center
- G. Planning and Zoning Commission Meeting – Wednesday, December 11, 2019 at 7:00 p.m. in the Montrose Community Center
- H. City Council Workshop – Monday, December 23, 2019 at 3:30 p.m. in the Montrose City Hall Conference Room

## 13. ACKNOWLEDGEMENTS

## 14. ADJOURNMENT



City of Montrose  
City Council Special Meeting  
Montrose Community Center  
200 Center Avenue South  
Wednesday, October 9, 2019  
4:00 P.M.

**1. CALL TO ORDER**

**Pursuant** to call and notice the Montrose City Council met in a Special Meeting on Wednesday, October 9, 2019 at 4:00 p.m.

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

**2. ROLL CALL**

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

Also Present: Mr. Soren Mattick, City Attorney

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

The Special City Council was closed pursuant to Minnesota State Statutes, Section 13D.03.

A. Discussion Regarding Potential Job Changes and/or Promotions of American Federation of State, County and Municipal Employees (AFSCME)

The City Council discussed potential job changes and/or promotions of AFSCME employees.

**4. ADJOURNMENT**

The Special City Council Meeting was adjourned at 4:55 p.m.

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Michelle Otto  
Mayor  
City of Montrose

ATTEST:

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Lloyd Johnson  
Council Member  
City of Montrose



City of Montrose  
 Regular City Council Meeting  
 Montrose Community Center  
 200 Center Avenue South  
 Monday, October 14, 2019  
 7:00 P.M.

**1. CALL TO ORDER**

**Pursuant** to call and notice the Montrose City Council met in Regular Session on Monday, October 14, 2019 at 7:00 p.m.

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

**2. ROLL CALL**

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

Absent: Council Member Lloyd Johnson

Staff Present: Ms. Deborah Boelter, City Clerk-Treasurer  
 Mr. David Kendall, City Attorney  
 Mr. Kevin Triplett, Montrose Fire Department Chief

**3. INVOCATION**

A. Ms. Therese Marszalek, Master of Divinity Degree – Buffalo Covenant Church

Ms. Therese Marszalek 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 Kuehl motioned to approve the October 14, 2019 Regular City Council Meeting Agenda. Council Member Moynagh seconded the motion. Motion carried 4-0.**

**6. APPROVAL OF THE CONSENT AGENDA**

A. Minutes

1. Accepted the minutes of the August 21, 2019 Joint City Council and Montrose Streetscape Committee Meeting.
2. Accepted the minutes of the September 9, 2019 Regular City Council Meeting.
3. Accepted the minutes of the September 23, 2019 City Council Workshop.

B. Accounts Payable

1. Approved the October 14, 2019 Accounts Payable for the City of Montrose.
2. Approved the October 14, 2019 Accounts Payable for the Montrose Fire Department.

- C. Approved the Monthly Utility Adjustments for September, 2019.
- D. Reschedule the November 20, 2019 Planning and Zoning Commission Meeting
  - 1. Reschedule Wednesday, November 20, 2019 Planning and Zoning Commission Meeting to Wednesday, November 13, 2019 at 7:00 p.m. in the Montrose Community Center.
- E. Reschedule the December 18, 2019 Planning and Zoning Commission Meeting
  - 1. Reschedule Wednesday, December 18, 2019 Planning and Zoning Commission Meeting to Wednesday, December 11, 2019 at 7:00 p.m. in the Montrose Community Center.
- F. Resolution No. 2019-31 – Designate the Year 2020 Election Polling Location
  - 1. Resolution No. 2019-31 – *A Resolution Designating the 2020 Election Polling Location For the City of Montrose.*

**Council Member Marszalek motioned to approve the Consent Agenda as presented. Council Member Kuehl seconded the motion. Motion carried 4-0.**

## **7. OPEN FORUM**

Mr. Scott Thielman, Superintendent of Buffalo-Hanover-Montrose School District, addressed the City Council and provided information regarding the Tuesday, November 5, 2019 Operating Referendum.

He continued by stating that residents can vote by *Absentee Ballot* or at the Montrose Community Center, 200 Center Avenue South, one of the polling places, on Tuesday, November 5, 2019.

Mayor Otto stated that if the Referendum fails then the *Wright Choice*, an alternative out-of-school suspension program will be discontinued along with the Backpack Program. She continued by sharing the importance of the *Wright Choice* Program and the Backpack Program and her concerns if these are both eliminated.

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

### **A. September, 2019 Monthly Report**

Deputy Gerads referred to the September, 2019 Wright County Sheriff's Office Report found in the City Council Packet.

Deputy Gerads stated that there have been some burglaries south of Montrose. He encouraged residents to keep the doors on their vehicles and their houses locked at all times.

He continued by stating that there has been damage done to properties west of Montrose.

Deputy Gerads reminded residents that parking restrictions begin in the City of Montrose on November 1, 2019. He continued by reminding residents that they are not allowed to park on any City streets from 1:00 a.m. to 7:00 a.m. every day of the week from November 1, 2019 through March 31, 2020.

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

### **A. City Council**

#### **1. Monthly Activity Report**

The City Council Members gave a brief overview of the meetings, activities and/or events they attended.

### **B. Montrose Fire Department**

#### **1. September, 2019 Activity Report**



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

2. Resignation of Mr. Matt Menard – Effective September 9, 2019

- a) Mr. Matt Menard was a member of the Montrose Fire Department for twelve (12) years and seventeen (17) days.

Mr. Triplett acknowledged Mr. Matt Menard for her volunteer service to the Montrose Fire Department for twelve (12) years and seventeen (17) days.

**Council Member Moynagh motioned to accept the resignation of Mr. Matt Menard from the Montrose Fire Department effective September 9, 2019. Council Member Marszalek seconded the motion. Motion carried 4-0.**

C. Park and Recreation Commission

1. October 7, 2019 Park and Recreation Commission Meeting Minutes

Mr. Matt Russell, Park and Recreation Chair, gave an overview of the items discussed at the October 7, 2019 Park and Recreation Commission Meeting.

**Mayor Otto motioned to allow the Park and Recreation Commission to spend \$300.00 for the Christmas Craft Event at *Breakfast With Santa*. Council Member Moynagh seconded the motion. Motion carried 4-0.**

Mr. Russell made some recommendations of locations to install the park benches that the *Montrose Lions* obtain through their plastic bag collection program.

Mr. Russell stated that he will be resigning from the Park and Recreation Commission effective December 31, 2019.

Ms. Boelter gave an update on the playground equipment that the City of Delano, Minnesota has donated to the City of Montrose:

- The City of Delano has asked that the City of Montrose remove the playground equipment by Friday, October 25, 2019.
- The Montrose Public Works Department employees have been spending several days removing the playground equipment and bringing it to the City.
- City staff is working with the Developer of Forest Creek to prepare the park site in the Forest Creek Housing Development for the placement of the playground equipment.
- The City of Delano Public Works Department has agreed to assist the Montrose Public Works Department with hauling the rubber chips for the floor of the playground site to the City of Montrose.
- Ms. Boelter stated that the playground equipment and rubber chips will be stored at a location in the City of Montrose until the park site in the Forest Creek Housing Development is ready for the installation of the equipment.
- Ms. Boelter stated that some of the equipment will need to be replaced and Montrose resident, Mr. Adam Myers, has been instrumental and obtaining a discount for the City of Montrose through Landscape Structures.
- Ms. Boelter acknowledged Mr. Adam and Ms. Abby Myers for their work in assisting the City of Montrose to obtain the playground equipment from the City of Delano.

D. Planning and Zoning Commission

1. September 11, 2019 Planning and Zoning Commission Meeting Minutes

Ms. Boelter gave an overview of the items discussed at the September 11, 2019 Planning and Zoning Commission Meeting.



## E. Administration

### 1. United States (U.S.) Census Bureau – Job Recruitment

Ms. Boelter referenced the flyer found in the Agenda Packet. She continued by stating that the U.S. Census Bureau will be holding a *Job Recruitment* for Census takers on Tuesday, October 22, 2019 from 7:30 a.m. to 12:00 noon in the Montrose City Hall's Conference Room.

### 2. U.S. Census Bureau – Complete Count Committee

Ms. Boelter stated that the City staff has identified approximately five (5) to six (6) people who are interested on serving on the U.S. Census Bureau's *Complete Count Committee*. She continued by stating that two (2) Resolutions will be presented to the City Council for approval at the Tuesday, November 12, 2019 Regular City Council Meeting. They include:

- a) A Resolution Supporting the 2020 Census Partnership
- b) Creation of the 2020 City of Montrose *Complete Count Committee*

Ms. Boelter stated that she has talked with U.S. Census Bureau Representative, Mr. Michael Gold-Biss regarding the training for the *Complete Count Committee*. Mr. Biss stated that the training is approximately 1-1/2 to 2-1/2 hours long and will be done by Mr. Biss at Montrose City Hall.

Ms. Boelter stated that Mayor Otto forwarded a grant opportunity to City staff from the Minnesota Department of Administration to assist cities with the cost of training for the *Complete Count Committee*. Ms. Boelter stated that she contacted Mr. Biss and he stated that the grant is for out state cities smaller than Montrose, and for non-profit organizations, to cover the costs for the *Complete Count Committee* training. Mr. Biss stated that the City of Montrose does not qualify; because, he will be doing the training free of charge at Montrose City Hall.

### 3. Code Enforcement Update

Ms. Boelter gave an update on Code Enforcement efforts. She continued by stating that City staff has contacted approximately seventy-five (75) residents by letter regarding code enforcement issues on their property.

Ms. Boelter stated that the City staff has evaluated the following number of properties for code enforcement issues in the following months:

- ✓ July, 2019 – twenty (20) properties.
- ✓ August, 2019 – twenty-five (25) properties.
- ✓ September, 2019 – sixteen (16) properties.
- ✓ October, 2019 To Date – fourteen (14) properties.

Ms. Boelter gave a breakdown of the type of code enforcement issues sited. They include:

- Four (4) pool letters.
- Twenty-six (26) parking pad letters.
- Two (2) letters addressing dog feces deposited on other's property.
- Fourteen (14) tall grass and weeds.
- Twenty-seven (27) miscellaneous blight issues. She continued by stating that some of these letters also address tall grass and weeds.
- Two (2) follow-up letters.

Ms. Boelter stated that out of the seventy-five (75) letters that were sent, forty-three (43) have completely complied. City staff continues to work with the other property owners.

### 4. Resolution 2019-29 – *A Resolution Allowing the Assessment of Unpaid Utilities to the 2020 Taxes*

Ms. Boelter stated that Resolution 2019-29 and the following Resolution 2019-30 are both annual Resolutions prepared to allow City staff to assess unpaid utilities and unpaid charges to the year 2020 property taxes.

**Council Member Marszalek motioned to adopt Resolution 2019-29 A Resolution Allowing the Assessment of Unpaid Utilities to the 2020 Taxes. Council Member Kuehl seconded the motion. Motion carried 4-0.**

5. Resolution 2019-30 – A Resolution Allowing the Assessment of Unpaid Charges to the 2020 Taxes

**Council Member Kuehl motioned to adopt Resolution 2019-30 A Resolution Allowing the Assessment of Unpaid Charges to the 2020 Taxes. Council Member Moynagh seconded the motion. Motion carried 4-0.**

## 10. OLD BUSINESS

Ms. Boelter stated that the following two (2) Resolutions are from Marysville Township and are the *Joint Resolutions and Agreements for Orderly Annexation of Land to the City of Montrose*. The Montrose City Council already approved and adopted the City's *Joint Resolutions* on July 8, 2019. They included Resolutions No. 2019-15 and 2019-16.

Ms. Boelter stated that following two (2) Resolutions are from Marysville Township and are for the same *Orderly Annexation*. She continued by stating that *Joint Resolution No. 2019-01* is for the annexation of the Hertzog property and *Joint Resolution No. 2019-02* is for the annexation of the Epple property.

- A. Joint Resolution No. 2019-01 – A Joint Resolution and Agreement for Orderly Annexation of Land to the City of Montrose (Hertzog Property)

**Council Member Moynagh motioned to adopt Resolution No. 2019-01 A Joint Resolution and Agreement for Orderly Annexation of Land to the City of Montrose (Hertzog Property). Council Member Kuehl seconded the motion. Motion carried 4-0.**

- B. Joint Resolution No. 2019-02 – A Joint Resolution and Agreement for Orderly Annexation of Land to the City of Montrose (Epple Property)

**Council Member Kuehl motioned to adopt Resolution No. 2019-02 A Joint Resolution and Agreement for Orderly Annexation of Land to the City of Montrose (Epple Property). Council Member Moynagh seconded the motion. Motion carried 4-0.**

## 11. NEW BUSINESS

- A. Request For Council Action – Utility Bill Adjustment

Ms. Boelter presented a *Request for Council Action* from Mr. Justin Thorndal, 1009 Christof Court, asking the City Council for an adjustment to his utility bill.

Council Marszalek stated that he does not want to set a precedence by adjusting the utility bill for Mr. Thorndal. He continued by stating that the water was treated at the City's Water Treatment Plant and again at the City's Waste Water Treatment Plant.

Ms. Boelter stated that City staff did give Mr. Thorndal the option to set-up a payment plan. She continued by reminding the City Council that they did not make an adjustment for a similar request from a resident in the Rock Brook Housing Development.

Ms. Boelter recommended that the City Council consider waiving the five percent (5%) monthly late fee for Mr. Thorndal.

**Council Member Marszalek motioned to waive the five percent (5%) monthly late fee on the utility bill account for Mr. Justin Thorndal, 1009 Christof Court. Council Member Moynagh seconded the motion. Motion carried 4-0.**



## B. Minnesota Public Facilities Authority - Bond Purchase and Project Loan Agreement

Ms. Boelter presented the *Bond Purchase and Project Loan Agreement* for the new well number six (#6) and associated well house, a new generator and the demolition of well house number one (#1) Project. She continued by stating that also included is Resolution No. 2019-32 *A Resolution Accepting the Offer of the Minnesota Public Facilities Authority to Purchase a \$1,377,092 General Obligation Taxable Water Revenue Note of 2019*,

### 1. Minnesota Public Facilities Authority (P.F.A.) Bond Purchase and Project Loan Agreement

**Council Member Marszalek motioned to approve the Minnesota Public Facilities (P.F.A.) Bond Purchase and Project Loan Agreement. Council Member Moynagh seconded the motion. Motion carried-4-0.**

### 2. Resolution No. 2019-32 – *A Resolution Accepting the Offer of the Minnesota Public Facilities Authority to Purchase a \$1,377,092 General Obligation Taxable Water Revenue Note of 2019, Providing for its Issuance and Authorizing Execution of a Bond Purchase and Project Loan Agreement*

**Mayor Otto motioned to adopt Resolution No. 2019-31 *A Resolution Accepting the Offer of the Minnesota Public Facilities Authority to Purchase a \$1,377,092 General Obligation Taxable Water Revenue Note of 2019, Providing for its Issuance and Authorizing Execution of a Bond Purchase and Project Loan Agreement*. Council Member Moynagh seconded the motion. Motion carried 4-0.**

## 12. UPCOMING MEETINGS

- A. City Council Workshop – Monday, October 28, 2019 at 3:30 p.m. in the Montrose City Hall Conference Room
- B. Park and Recreation Commission Meeting – November 4, 2019 at 5:30 p.m. in the Montrose City Hall Conference Room
- C. Regular City Council Meeting – Tuesday, November 12, 2019 at 7:00 p.m. in the Montrose Community Center
- D. Planning and Zoning Commission Meeting – Wednesday, November 13, 2019 at 7:00 p.m. in the Montrose Community Center
- E. City Council Workshop – Monday, November 25, 2019 at 3:30 p.m. in the Montrose City Hall Conference Room

## 13. ACKNOWLEDGEMENTS

### A. Mayor Otto

- 1) Acknowledged Mr. Adam and Ms. Abby Myers for their work in assisting the City of Montrose in obtaining the used playground equipment from the City of Delano for the Forest Creek Housing Development's Park.
- 2) Mr. Phil Kern, the City of Delano Administrator, for reaching out to Ms. Boelter to offer the used playground equipment to the City of Montrose.
- 3) Acknowledged Mr. Matt Menard for his service and volunteerism to the Montrose Fire Department and the Montrose Community.

### B. Council Member Moynagh



- 1) Acknowledged the Boy Scouts for their politeness and the good job they did going from door-to-door to sell products to fund their organization.

#### 14. CLOSED SESSION

Mayor Otto stated that at this time I would like to make a motion that the City Council go into Closed Session pursuant to Minnesota Statutes 13.05 subdivision 3(b) and the attorney/client privilege to discuss litigation strategy and settlement negotiations in the City of Montrose versus Mark A. Leinonen et alia condemnation matter. Council Member Kuehl seconded the motion. Motion carried 4-0.

Council Member Moynagh motioned to open the Closed Session. Council Member Kuehl seconded the motion. Motion carried 4-0.

#### 15. ADJOURNMENT

Council Member Moynagh motioned to the adjourn the Regular City Council Meeting at 8:15 p.m. Council Member Marszalek seconded the motion. Motion carried 4-0.

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Michelle Otto  
Mayor  
City of Montrose

ATTEST:

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Deborah R. Boelter, CMC  
City Administrator  
City of Montrose

City of Montrose  
 City Council Special City Council Meeting  
 Montrose City Hall  
 311 Buffalo Avenue South  
 Monday, October 28, 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, October 28, 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 – *arrived at 3:32.p.m*  
 Council Member Ben Kuehl  
 Council Member Tom Marszalek  
 Council Member Kirby Moynagh

Staff Present: Ms. Deborah Boelter, City Administrator  
 Ms. Wendy Manson, Deputy Clerk  
 Mr. Wayne McCormick, Public Works Director  
 Ms. Heidi Dahlin, Administrative Assistant  
 Mr. Shawn Louwagie, City Engineer

# **3. BUSINESS**

## **A. Trunk Highway Twenty-Five (TH 25) Project – Change Order Number One (1)**

Mr. Shawn Louwagie, City Engineer, presented Change Order Number One (1) for the TH 25 Project. He stated that the change order comes from the Minnesota Department of Transportation (MN DOT). MN DOT is requiring that the driveway aprons be constructed to the standard width of twenty-four feet (24').

The City Council discussed the Change Order.

**Council Member Moynagh motioned to approve Change Order Number 1 for SP8603-10 TH 25 Improvement. Council Member Marszalek seconded the motion. Motion carried 4-0-1. Council Member Johnson abstained.**

Mr. Louwagie gave a brief overview of the TH 25 Project timeline.

## **B. Respect Minnesota Presentation**

Mr. Joe Kramer and Ms. Erin Burns were at the meeting to present the Respect Minnesota Presentation / Pledge Campaign. Respect Minnesota represents a pledge to honor and respect people and their opinions and to provide a safe environment for everyone during the planning, permitting and construction of infrastructure projects. It aims to establish common ground and encourages respecting the rights of people's freedom of speech and personal safety.

The City Council discussed the Resolution proposed by Mr. Kramer and Ms. Burns and directed City Staff to prepare the Resolution for discussion and approval at the Tuesday, November 12, 2019 Regular City Council Meeting. The Resolution will authorize the City of Montrose's participation in the Respect Minnesota Campaign and Pledge.

## C. Other

### 1. Engineering Discussion

**Council Member Marszalek** shared his concerns about the engineering cost of Wenck. City Staff, presented a cost comparison for similar engineering services completed by Wenck verses the City's former engineering firm, Bolten and Menk Incorporated.

The City Staff, shared specific examples of timely service issues that they have been experiencing with Wenck.

The City Council and Staff discussed the issues with Wenck's engineering services.

**Council Member Marszalek motioned to discontinue engineering services with Wenck and began engineering services with Bolton and Menk Incorporated, effective January 1, 2020. Council Member Kuehl seconded the motion. Motion carried 4-1. Council Member Johnson opposed.**

### 2. Emerson Avenue Update

Mr. McCormick gave an update of the Emerson Avenue Improvement Project.

### 3. City Hall Closing – December 24, 2019

City Staff asked the City Council to consider closing City Hall at 12:00 p.m. on December 24, 2019.

City Council discussed and directed Staff to ask for approval on the November 12, 2019 Regular City Council Meeting's Consent Agenda.

## 4. UPCOMMING MEETINGS

- A. Park and Recreation Commission Meeting – November 4, 2019 at 5:30 p.m. in the Montrose City Hall Conference Room.
- B. Regular City Council Meeting – Tuesday, November 12, 2019 at 7:00 p.m. in the Montrose Community Center.
- C. Planning and Zoning Commission Meeting – Wednesday, November 13, 2019 at 7:00 p.m. in the Montrose Community Center.
- D. Public Hearing – Planning and Zoning Commission – Wednesday, November 13, 2019 at 7:00 p.m. in the Montrose Community Center – *To Consider an Interim Use Permit for a Solar Farm.*
- E. City Council Workshop – Monday, November 25, 2019 at 3:30 p.m. in the Montrose City Hall Conference Room.

## 5. ADJOURNMENT

**Council Member Moynagh motioned to adjourn the City Council Workshop at 4:30 p.m. Council Member Marszalek seconded the motion. Motion carried 5-0.**

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Michelle Otto  
Mayor  
City of Montrose



ATTEST:

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Heidi Dahlin  
Administrative Assistant  
City of Montrose

City of Montrose  
 Personnel Committee Meeting  
 Montrose City Hall  
 311 Buffalo Avenue South  
 Wednesday, October 30, 2019  
 3:30 P.M.

# 1. CALL TO ORDER

**Pursuant** to call and notice the Personnel Committee met on October 30, 2019 at 3:30 p.m.

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

# 2. ROLL CALL

City Council Members Present: Mayor Michelle Otto  
 Council Member Tom Marszalek

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

# 3. DISCUSSION

The following items were discussed in the Personnel Committee Meeting:

- Mr. McCormick shared his concerns about changing the *Public Works/Administrative Assistant* title to Deputy Clerk.

Ms. Boelter stated that the job duties and responsibilities would not be changing. The Deputy Clerk would still be supporting the Public Works Department Director.

- The possible office locations of the Deputy Clerk and the Administrative Assistant.

Mayor Otto and Mr. McCormick shared their concerns about moving the Deputy Clerk to the desk located at the entrance of Mr. McCormick's office. They continued by stating their concerns about safety.

Ms. Boelter stated that on Friday, October 18, 2019 Mr. McCormick, Ms. Jessica Bonniwell and Ms. Boelter discussed moving Ms. Bonniwell to the desk located at the entrance of Mr. McCormick's office. She continued by stating that during the discussion, they agreed that utility payments would be taken by the Administrative Assistant, who would be moved to Ms. Bonniwell's current desk, and the money would remain where it is.

Ms. Boelter stated that having Ms. Bonniwell move to the desk located at the entrance of Mr. McCormick's office would make it easier to do certain areas of her job that are difficult with interruptions.

Ms. Boelter continued by stating that Ms. Bonniwell would still assist customers with permitting, areas related to utility billing and etcetera.

Ms. Boelter stated that in the past, the Utility Billing Clerk was located in the office at the entrance of the Public Works Director's office.

- The *Job Descriptions* for the positions of City Administrator, City Clerk-Treasurer, Deputy Clerk and Administrative Assistant.

Mayor Otto and Council Member Marszalek directed Ms. Boelter to amend the *Job Descriptions* and include the following information:

- Add language that states that each employee is required to cross train for succession purposes.
- The Deputy Clerk would be under the supervision of the City Administrator.

- All *Job Descriptions* should have a line for the employee to sign their name accepting the duties and responsibilities of their *Job Description*.
- Mayor Otto and Council Member Marszalek directed Ms. Boelter to contact the representative of the Operating Engineers, Local 49 Union to inquire what the title change of *Public Works/Administrative Assistant* to Deputy Clerk would mean for the current *Public Works/Administrative Assistant Position* that is under the Operating Engineers, Local 49 Union. Mr. McCormick stated that he would provide Ms. Boelter with the contact information of the Operating Engineers, Local 49 Union representative.
- Ms. Boelter stated that she would amend the *Job Descriptions* and forward them to the Personnel Committee and employees affected by the amended *Job Descriptions* for their review.
- Mayor Otto and Council Member Marszalek discussed the proposed increase to \$37.00 per hour for the City Administrator position. They were in agreement that \$37.00 per hour was fair.
- Mayor Otto and Council Member Marszalek directed Ms. Boelter to continue working with Ms. Kelly Dohm, Attorney from Melchert, Hurbert and Sjodin, Professional Limited Liability Partnership (PLLP), to prepare an employment contract for her City Administrator position.

#### 4. ADJOURNMENT

The Personnel Committee Meeting was adjourned at 4:30 p.m.

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Michelle Otto  
Mayor  
City of Montrose

ATTEST:

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Deborah R. Boelter, CMC  
City Administrator  
City of Montrose



# ACCOUNTS PAYABLE LIST

## NOVEMBER 12, 2019

Payroll	10/21/19 Payroll	12495.55
Payroll	11/4/19 Payroll	12399.15
IRS-Federal Tax Payment	10/21/19 FED/FICA Tax	4567.59
IRS-Federal Tax Payment	11/4/19 FED/FICA Tax	4313.76
MN Dept. of Revenue	10/21/19 State Withholding	782.18
MN Dept. of Revenue	11/4/19 State Withholding	745.83
PERA	10/21/19 Payroll	2578.00
PERA	11/4/19 Payroll	2571.91
MN Dept. of Revenue	Sept. Sales Tax	1604.00
Payment Service Network	Sept. PSN/ACH	1270.19
Abdo, Eick & Meyers	Manson-Audit Seminar	100.00
*AFSCME #65	Oct. Union Dues	171.00
AmeriPride Services	Uniforms/Floor Mats	334.11
Cardmember Service	Advanced Academy Lodging	591.34
Cardmember Service	MNDot Mtg/Postage	35.60
Centra Sota	Diesel Fuel	1684.32
*Citizens State Bank	Oct. H.S.A. Deposit	2658.00
*Colonial Life Ins	Oct. Employee Ins.	74.52
Comcast	WWTP Internet	104.85
Core & Main	Street Cold Patch	897.00
Delano Auto Parts	Playground Equip Removal	15.76
Delta Dental	Nov. Dental Ins	699.60
Earl F. Anderson	Street/Compost Signs	384.75
ESS Brothers	Water Shut-Off Repairs	217.80
Hawkins	WWTP Chemicals	4314.80
Henning Prof Services	TH 25 Easement Services	431.50
*IUOE Local 49	Oct. Union Dues	175.00
MacQueen Equipment	Street Sweeper	65000.00
*Madison Nat'l Life Ins	Nov. Disability Ins.	332.79
Marco Tech.	Printer Mtce. Agreement	56.23
Menards	PW/Parks Equipment	254.69
Milhausen Auto	Chevy Colorado Repairs	458.31
Mini Biff	Park Biffs	106.91
*MN Dept of Labor	3 <sup>rd</sup> Qtr Bldg Permit Surcharge	1707.11
MVTL Labs	Water Testing	68.20
MVTL Labs	WWTP Testing	254.20
Paumen Computer Service	Monthly Backup/IT	340.00
Paumen Computer Service	Phone System Install	210.00
Randy's Enviro. Services	Oct. Refuse/Recycle	15871.82
R-Home	Grading/Landscape Escrow	6000.00
Riteway Business Forms	W-2 Forms	120.00
Sentry Systems	City Hall Alarm	147.38

November 12, 2019

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Sign Man	Adopt-A-Park Sign	15.00
US Internet	Internet Security	339.60
US Able Life	Nov. Life Ins.	81.50
Varner Mobile Service	Service Plow Trucks	3208.54
Wenck	Engineering Services	28252.60
Wright-Hennepin CO-OP	Electric Charges	172.51
Xcel Energy	Electric & Gas Charges	2134.07

ACCOUNTS PAYABLE SUBTOTAL	181349.57
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Ameripride	Uniforms/Floor Mats	127.89
Carlsons Greenhouses	HWY 12 Pots	274.29
Central Telephone	New Phone System	5022.25
Jody Churchill	Utility Overpayment	36.45
Comcast	Internet Service	536.66
Culligan	City Hall Softener	66.10
Delano Auto Parts	WWTP Repairs	29.99
Delano True Value	Water/Parks Equipment	39.91
Gopher State One-Call	Water/Sewer Locates	75.60
Marie Jensen	Janitorial Service	440.00
*Metro West	Bldg Permits/Inspect	10052.65
MN Computer Systems	Copier Mtce Agreement	234.00
Nick Murphy	Utility Overpayment	92.45
MVTL Labs	WWTP Testing	272.90
Kelley Nelson	Utility Overpayment	37.67
Dawn Nylin	Utility Overpayment	28.84
Sean Pederson	Utility Overpayment	113.33
Joel Rissell	Utility Overpayment	40.40
Angela Sakry	Utility Overpayment	144.94
Utility Consultants	WWTP Testing	86.00
Verizon	Cell Phones	349.19
Otto Villavicencio	Utility Overpayment	42.02
Mitchell Weege	Utility Overpayment	42.14
Wright Cty Auditor	Cty Ditch 38 Assessment	134.88
Wright Cty Jrnl Press	Legal Notices	39.98
Wright Cty Treasurer	July, Aug, Sept County Fines	1373.15
Xcel Energy	Electric & Gas Charges	47.37

TOTAL ACCOUNTS PAYABLE	201130.62
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November 12, 2019

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OTTO	BOELTER	MARSZALEK
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JOHNSON	KUEHL	MOYNAGH
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## \* Appendix

Payments received to offset checks written

Payroll Deduction	AFSCME-Oct. Union Dues	171.00
Payroll Deduction	Oct. H.S.A. Deposit	1258.00
Payroll Deduction	IUOE 49-Oct. Union Dues	175.00
Payroll Deduction	Nov. Disability Ins.	332.79
Payroll Deduction	Oct. Employee Ins.	74.52
Building Permits	MN Dept of Labor	1707.11
Building Permits	Metro West	10052.65



# FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

NOVEMBER 12, 2019

Firefighter Payroll	Resigned Firefighter	920.22
Cardmember Serice	E-12 Repairs	76.25
Noble Indust. Supply	Cleaning Wipes	323.88
Comcast	Internet Service	97.85
Emerg Response Solutions	Gas Monitor	800.51
Verizon	FD I-Pad	40.01
TOTAL ACCOUNTS PAYABLE		2258.72

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OTTO

BOELTER

MARSZALEK

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JOHNSON

KUEHL

MOYNAGH

**\*APPENDIX**

Payments received to offset checks written

# CITY OF MONTROSE

## Monthly Adjustments

11/04/19 9:01 AM  
Page 1

Account	Tran Type	Charge Name	Charge Type	Amount	Date
00-00004016-00-	Adjustment	Sewer Collection	Service	(\$1.43)	10/1/2019
00-00005144-00-	Adjustment	Sewer Collection	Service	(\$0.01)	10/1/2019
00-00005144-00-	Adjustment	WWTP	Service	(\$0.02)	10/1/2019
00-00005144-00-	Adjustment	Storm Water	Service	(\$0.01)	10/1/2019
00-00003062-03-	Adjustment	R Water	Service	(\$1.72)	10/1/2019
00-00003062-03-	Adjustment	Garbage-60 GAL	Service	(\$0.11)	10/1/2019
00-00003062-03-	Adjustment	Garbage Tax	Surcharge	(\$0.01)	10/1/2019
00-00003062-03-	Adjustment	Sewer Collection	Service	(\$1.63)	10/1/2019
00-00003062-03-	Adjustment	WWTP	Service	(\$1.64)	10/1/2019
00-00003062-03-	Adjustment	Recycle-90	Service	(\$0.02)	10/1/2019
00-00003062-03-	Adjustment	Annual State Wa	Service	(\$0.83)	10/1/2019
00-00003062-03-	Adjustment	Storm Water	Service	(\$0.04)	10/1/2019
00-00004016-00-	Adjustment	Combo Water	Service	(\$1.57)	10/1/2019
00-00005144-00-	Adjustment	Combo Water	Service	(\$0.34)	10/1/2019
00-00004016-00-	Adjustment	Garbage Tax	Surcharge	(\$0.06)	10/1/2019
00-00005109-01-	Adjustment		UR	(\$28.79)	10/17/2019
00-00004016-00-	Adjustment	WWTP	Service	(\$1.52)	10/1/2019
00-00004016-00-	Adjustment	Recycle-60	Service	(\$0.09)	10/1/2019
00-00004016-00-	Adjustment	Annual State Wa	Service	(\$0.88)	10/1/2019
00-00004016-00-	Adjustment	Storm Water	Service	(\$0.21)	10/1/2019
01-00001165-00-	Adjustment	Hang Disconnect N	Service	\$25.00	10/9/2019
01-00002015-00-	Adjustment	Hang Disconnect N	Service	\$25.00	10/9/2019
01-00001202-00-	Adjustment	Hang Disconnect N	Service	\$25.00	10/9/2019
01-00002704-00-	Adjustment	Hang Disconnect N	Service	\$25.00	10/9/2019
01-00005898-00-	Adjustment	Hang Disconnect N	Service	\$25.00	10/9/2019
00-00004184-01-	Adjustment		UR	(\$61.79)	10/17/2019
00-00001245-01-	Adjustment		UR	(\$41.85)	10/17/2019
00-00002707-00-	Adjustment		UR	(\$114.94)	10/17/2019
00-00004016-00-	Adjustment	Garbage-60 GAL	Service	(\$0.60)	10/1/2019
				(\$135.11)	

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

## 2020 LIQUOR LICENSES

The Ugly Bar	Off Sale
260 Nelson Boulevard	On Sale
Montrose, MN 55363	Sunday
Douglas Roepke	

Jacque B's Kitchen & Cocktails	Off Sale
211 Buffalo Avenue N.	On Sale
Montrose, MN 55363	Sunday
Brian Baumann	

O Brothers Wine & Spirits, LLC	Off Sale
125 Nelson Blvd.	
Montrose, MN 55363	





Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 445 Minnesota Street, Suite 222, St. Paul, MN 55101  
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Montrose Days Celebration		Date organized	Tax exempt number
Address 231 Buffalo Ave North		City Montrose	State MN
		Zip Code 55363	
Name of person making application Christina Oswald		Business phone 612-801-7501	Home phone 612-801-7501
Date(s) of event 1/25/20	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name Christina Oswald	City Montrose	State MN	Zip Code 55363
Organization officer's name Terry Vanderbeek	City Montrose	State MN	Zip Code 55363
Organization officer's name Nicole Andreoff	City Montrose	State MN	Zip Code 55363
Organization officer's name	City	State MN	Zip Code

Location where permit will be used. If an outdoor area, describe.

Montrose Community Center  
 200 Center Ave S, Montrose, MN 55363

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

MJUA/\$2 million

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number
Signature City Clerk or County Official	Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN.US](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)**

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Montrose Firefighters Relief Association

Previous Gambling Permit Number: \_\_\_\_\_

Minnesota Tax ID Number, if any: 3338599

Federal Employer ID Number (FEIN), if any: 41-1753732

Mailing Address: PO BOX 25

City: Montrose State: MN Zip: 55363 County: Wright

Name of Chief Executive Officer (CEO): Allen Mortensen

CEO Daytime Phone: 763-238-8655 CEO Email: montrosefd@gmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): jtmphillips23@gmail.com

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal

☐ Religious

☐ Veterans

☒ Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

**A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103

Secretary of State website, phone numbers:

[www.sos.state.mn.us](http://www.sos.state.mn.us)

651-296-2803, or toll free 1-877-551-6767

**IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Montrose Community Center

Physical Address (do not use P.O. box): 200 Center Ave S

Check one:

☒ City: Montrose Zip: 55363 County: Wright

☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): \_\_\_\_\_

Check each type of gambling activity that your organization will conduct:

☐ Bingo

☐ Paddlewheels

☐ Pull-Tabs

☐ Tipboards

☒ Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.



## LG220 Application for Exempt Permit

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL  
for a gambling premises  
located within city limits**

- ☒ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: City of Montrose

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**The city or county must sign before  
submitting application to the  
Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWNSHIP (if required by the county)**

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature must be CEO's signature; designee may not sign)

Print Name: Allen Mortensen**REQUIREMENTS****Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS****Mail application with:**

- \_\_\_\_\_ a copy of your proof of nonprofit status; and
- \_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



Office of the Minnesota Secretary of State  
Certificate of Good Standing

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name:	THE MONTROSE FIREFIGHTERS RELIEF ASSOCIATION
Date Filed:	08/16/1974
File Number:	L-1020
Minnesota Statutes, Chapter:	317A
Home Jurisdiction:	Minnesota

This certificate has been issued on: 11/06/2019



A handwritten signature in cursive script that reads "Steve Simon".

Steve Simon  
Secretary of State  
State of Minnesota



# 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 November 6, 2019

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>911 Hang-up Total: 4</b>					
10/01/19 13:26	911 Hang-up	2019083425			911
10/11/19 09:35	911 Hang-up	2019086303			911
10/17/19 11:04	911 Hang-up	2019087999			911
10/20/19 19:06	911 Hang-up	2019089066			911
<b>911 Open Line Total: 6</b>					
10/06/19 19:18	911 Open Line	2019084950			911
10/11/19 14:15	911 Open Line	2019086372			911
10/24/19 11:32	911 Open Line	2019090115			911
10/25/19 20:30	911 Open Line	2019090608			911
10/26/19 10:50	911 Open Line	2019090740			911
10/27/19 17:21	911 Open Line	2019091117			911
<b>911 Open Line; Civil Complaint Total: 1</b>					
10/07/19 15:25	911 Open Line; Civil	2019085188	Civil Complaint	WP19032443	911
<b>Agency Assist Total: 3</b>					
10/04/19 09:46	Agency Assist	2019084200	Agency Assist	WP19032066	Phone
10/04/19 11:29	Agency Assist	2019084229	Agency Assist	WP19032084	Phone
10/19/19 08:50	Agency Assist	2019088615	Agency Assist	WP19033742	Phone
<b>Animal Total: 6</b>					
10/03/19 13:25	Animal	2019083946	Animal	WP19031984	Phone
10/08/19 13:20	Animal	2019085473			Phone
10/08/19 16:53	Animal	2019085542	Animal	WP19032563	Phone
10/24/19 17:44	Animal	2019090212	Animal	WP19034383	911
10/25/19 20:04	Animal	2019090594	Animal	WP19034527	Phone
10/30/19 08:07	Animal	2019091830	Animal	WP19034973	Phone
<b>Check Welfare Total: 5</b>					
10/07/19 17:02	Check Welfare	2019085214	Check Welfare	WP19032453	Phone
10/09/19 19:12	Check Welfare	2019085922	Check Welfare	WP19032705	Phone
10/10/19 10:31	Check Welfare	2019086066	Check Welfare	WP19032763	Phone
10/19/19 22:30	Check Welfare	2019088856	Check Welfare	WP19033826	Phone
10/22/19 10:23	Check Welfare	2019089446	Check Welfare	WP19034093	Phone
<b>Citizen Aid Total: 1</b>					
10/22/19 13:12	Citizen Aid	2019089482	Citizen Aid	WP19034114	911
<b>Civil Complaint Total: 3</b>					
10/07/19 15:35	Civil Complaint	2019085193			Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
10/22/19 13:35	Civil Complaint	2019089488	Civil Complaint	WP19034118	Phone
10/25/19 14:11	Civil Complaint	2019090485	Civil Complaint	WP19034479	Phone

### Civil Complaint; Phone Call Total: 1

10/21/19 16:19	Civil Complaint; Phone	2019089264	Citizen Aid	WP19034015	Phone
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### Civil Process Total: 10

10/01/19 12:13	Civil Process	2019083411			Officer
10/01/19 12:58	Civil Process	2019083416			Officer
10/02/19 13:16	Civil Process	2019083685			Officer
10/02/19 17:13	Civil Process	2019083735			Officer
10/07/19 13:52	Civil Process	2019085163			Officer
10/10/19 12:00	Civil Process	2019086086			Officer
10/16/19 18:18	Civil Process	2019087826			Officer
10/17/19 10:03	Civil Process	2019087974			Officer
10/18/19 11:32	Civil Process	2019088330			Officer
10/18/19 12:44	Civil Process	2019088339			Officer

### Commercial General Alarm Total: 2

10/11/19 23:26	Commercial General	2019086524	Commercial General Alarm	WP19032942	Phone
10/25/19 23:21	Commercial General	2019090658	Commercial General Alarm	WP19034544	Phone

### Court Order Violation Total: 5

10/04/19 11:42	Court Order Violation	2019084231	Court Order Violation	WP19032083	Phone
10/04/19 12:24	Court Order Violation	2019084238	Court Order Violation	WP19032087	Phone
10/04/19 17:12	Court Order Violation	2019084325	Court Order Violation	WP19032125	Phone
10/08/19 09:28	Court Order Violation	2019085425	Court Order Violation	WP19032514	Phone
10/16/19 16:29	Court Order Violation	2019087795	Court Order Violation	WP19033449	Phone

### Criminal Damage to Property Total: 3

10/10/19 11:33	Criminal Damage to	2019086080	Suspicious - Circumstances	WP19032777	Phone
10/20/19 12:12	Criminal Damage to	2019088968	Criminal Damage to Property	WP19033884	Phone
10/25/19 14:32	Criminal Damage to	2019090494	Criminal Damage to Property	WP19034481	Phone

### Domestic Disturbance Total: 8

10/03/19 09:15	Domestic Disturbance	2019083886	Domestic Disturbance	WP19031955	Phone
10/03/19 18:49	Domestic Disturbance	2019084037	Domestic Disturbance	WP19032018	Phone
10/12/19 08:20	Domestic Disturbance	2019086590	Disorderly	WP19032968	911
10/18/19 04:32	Domestic Disturbance	2019088246	Domestic Disturbance	WP19033610	911
10/23/19 11:06	Domestic Disturbance	2019089760	Domestic Disturbance	WP19034202	Phone
10/27/19 14:39	Domestic Disturbance	2019091074	Domestic Disturbance	WP19034698	911
10/27/19 16:23	Domestic Disturbance	2019091101	Domestic Disturbance	WP19034708	911
10/27/19 16:53	Domestic Disturbance	2019091112	Domestic Disturbance	WP19034714	911

### Drugs Total: 1

10/31/19 16:25	Drugs	2019092191	Drugs	WP19035148	Phone
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### Fight Total: 1

10/19/19 11:59	Fight	2019088653	Disorderly	WP19033755	Phone
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Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>Fire - Electrical Total: 1</b>					
10/04/19 18:01	Fire - Electrical	2019084344	Fire - Electrical	WP19032135	911
<b>Fraud - Checks - Cards Total: 1</b>					
10/16/19 09:53	Fraud - Checks - Cards	2019087682	Fraud - Checks - Cards	WP19033389	Phone
<b>Fraud - Forgery Total: 1</b>					
10/09/19 10:07	Fraud - Forgery	2019085750	Fraud - Forgery	WP19032632	Phone
<b>Fraud - Internet Total: 1</b>					
10/28/19 17:31	Fraud - Internet	2019091406	Fraud - Internet	WP19034817	Phone
<b>Harassment Total: 3</b>					
10/07/19 11:19	Harassment	2019085122	Harassment	WP19032415	Phone
10/21/19 10:06	Harassment	2019089184	Harassment	WP19033982	Phone
10/26/19 15:50	Harassment	2019090825	Harassment	WP19034599	Phone
<b>Intoxicated Person Total: 1</b>					
10/25/19 20:10	Intoxicated Person	2019090598	Intoxicated Person	WP19034529	Phone
<b>Juvenile - Complaint Total: 1</b>					
10/23/19 20:27	Juvenile - Complaint	2019089937	Juvenile - Complaint	WP19034276	Phone
<b>Medical - Breathing Problems Total: 1</b>					
10/04/19 13:04	Medical - Breathing	2019084248	Medical - Breathing Problems	WP19032092	911
<b>Medical - Childbirth - Obstetrics Total: 1</b>					
10/01/19 00:50	Medical - Childbirth -	2019083300	Medical - Childbirth - Obstetric	WP19031702	911
<b>Medical - Fall Under 6 Feet Total: 3</b>					
10/11/19 21:17	Medical - Fall Under 6	2019086489	Medical - Fall Under 6 Feet	WP19032937	Phone
10/16/19 18:33	Medical - Fall Under 6	2019087832	Medical - Fall Under 6 Feet	WP19033463	911
10/28/19 14:53	Medical - Fall Under 6	2019091348	Medical - Fall Under 6 Feet	WP19034797	Phone
<b>Medical - Heart Problems Total: 1</b>					
10/22/19 17:23	Medical - Heart	2019089565	Medical - Heart Problems	WP19034154	911
<b>Medical - Psychiatric - Behavioral Total: 2</b>					
10/02/19 12:04	Medical - Psychiatric -	2019083664	Medical - Psychiatric -	WP19031853	911
10/02/19 12:34	Medical - Psychiatric -	2019083673	Check Welfare	WP19031857	Phone
<b>Medical - Unconscious - Fainting Total: 1</b>					
10/19/19 07:37	Medical - Unconscious -	2019088608	Death Investigation -	WP19033733	Phone
<b>Missing Person Total: 1</b>					
10/06/19 04:55	Missing Person	2019084788	Citizen Aid	WP19032270	Phone
<b>MVA - No Injuries Total: 5</b>					
10/03/19 09:24	MVA - No Injuries	2019083890	MVA - No Injuries	WP19031949	911
10/04/19 17:19	MVA - No Injuries	2019084327	Agency Assist	WP19032126	911
10/06/19 09:59	MVA - No Injuries	2019084827	MVA - No Injuries	WP19032288	
10/07/19 12:59	MVA - No Injuries	2019085149	Agency Assist	WP19032426	

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
10/24/19 13:07	MVA - No Injuries	2019090131			911
<b>Noise Total: 1</b>					
10/02/19 22:06	Noise	2019083807	Noise	WP19031912	
<b>Parking Total: 4</b>					
10/05/19 10:05	Parking	2019084517	Parking	WP19032183	
10/16/19 07:49	Parking	2019087660			
10/17/19 12:42	Parking	2019088026	Parking	WP19033527	
10/18/19 16:20	Parking	2019088411	Parking	WP19033675	Phone
<b>Phone Call Total: 1</b>					
10/24/19 21:16	Phone Call	2019090278			Other
<b>Probation Check Total: 3</b>					
10/09/19 17:48	Probation Check	2019085897			Officer
10/18/19 18:52	Probation Check	2019088466			Officer
10/18/19 19:00	Probation Check	2019088469			Officer
<b>Repossession Total: 1</b>					
10/04/19 12:49	Repossession	2019084244			
<b>Residential General Alarm Total: 2</b>					
10/11/19 02:31	Residential General	2019086258	Residential General Alarm	WP19032854	Phone
10/23/19 14:28	Residential General	2019089815	Residential General Alarm	WP19034229	Phone
<b>Residential Medical Alarm Total: 3</b>					
10/01/19 12:54	Residential Medical	2019083415	Residential Medical Alarm	WP19031747	Phone
10/01/19 23:43	Residential Medical	2019083558	Residential Medical Alarm	WP19031808	Phone
10/04/19 09:44	Residential Medical	2019084198	Residential Medical Alarm	WP19032065	Phone
<b>SIA Business Walk Through Total: 2</b>					
10/08/19 01:07	SIA Business Walk	2019085347			
10/26/19 21:32	SIA Business Walk	2019090916			
<b>SIA City Council - City Hall Total: 1</b>					
10/14/19 17:59	SIA City Council - City	2019087262			Officer
<b>SIA Community Presentation Total: 1</b>					
10/31/19 16:48	SIA Community	2019092196			
<b>SIA House Check Total: 1</b>					
10/28/19 01:28	SIA House Check	2019091219			
<b>SIA Parks Total: 2</b>					
10/27/19 21:17	SIA Parks	2019091182			
10/28/19 00:10	SIA Parks	2019091207			
<b>SIA School Check Total: 1</b>					
10/01/19 07:24	SIA School Check	2019083336			

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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**Sign - Signal Repair Total: 2**

10/09/19 13:18	Sign - Signal Repair	2019085802			
10/16/19 18:26	Sign - Signal Repair	2019087828			Phone

**Suspicious - Circumstances Total: 4**

10/02/19 18:00	Suspicious -	2019083748	Suspicious - Circumstances	WP19031892	Phone
10/04/19 20:12	Suspicious -	2019084388	Suspicious - Circumstances	WP19032147	Phone
10/06/19 22:44	Suspicious -	2019085014	Suspicious - Circumstances	WP19032371	911
10/21/19 12:54	Suspicious -	2019089229	Suspicious - Circumstances	WP19034011	Phone

**Suspicious - Person - Vehicle Total: 4**

10/08/19 14:35	Suspicious - Person -	2019085500	Suspicious - Person - Vehicle	WP19032547	Phone
10/14/19 01:25	Suspicious - Person -	2019087069	Suspicious - Person - Vehicle	WP19033141	Phone
10/14/19 07:04	Suspicious - Person -	2019087090	Suspicious - Person - Vehicle	WP19033151	Phone
10/16/19 22:08	Suspicious - Person -	2019087884	Suspicious - Person - Vehicle	WP19033482	Phone

**Theft Total: 1**

10/03/19 07:48	Theft	2019083872	Theft	WP19031945	Phone
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**Theft - From Vehicle Total: 3**

10/04/19 16:31	Theft - From Vehicle	2019084315	Theft - From Vehicle	WP19032120	911
10/05/19 09:58	Theft - From Vehicle	2019084514	Theft - From Vehicle	WP19032181	Phone
10/05/19 13:51	Theft - From Vehicle	2019084567	Theft - From Vehicle	WP19032200	Phone

**Threats Total: 2**

10/11/19 16:13	Threats	2019086402	Threats	WP19032915	Phone
10/19/19 16:55	Threats	2019088742	Threats	WP19033787	911

**Traffic - Complaint Total: 8**

10/05/19 11:14	Traffic - Complaint	2019084529	Traffic - Complaint	WP19032187	911
10/14/19 22:45	Traffic - Complaint	2019087330	Traffic - Complaint	WP19033235	911
10/17/19 18:07	Traffic - Complaint	2019088120	Traffic - Complaint	WP19033563	Phone
10/17/19 22:34	Traffic - Complaint	2019088192	Traffic - Complaint	WP19033586	911
10/18/19 02:10	Traffic - Complaint	2019088231	Traffic - Complaint	WP19033602	911
10/25/19 18:11	Traffic - Complaint	2019090553	Civil Complaint	WP19034512	911
10/26/19 15:32	Traffic - Complaint	2019090820	Traffic - Complaint	WP19034594	911
10/30/19 03:48	Traffic - Complaint	2019091795	Traffic - Complaint	WP19034956	Phone

**Traffic - Hazard; 911 Hang-up Total: 1**

10/17/19 18:22	Traffic - Hazard; 911	2019088127	Traffic - Hazard	WP19033567	911
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**Traffic Stop Total: 51**

10/01/19 07:51	Traffic Stop	2019083343			Officer
10/02/19 10:40	Traffic Stop	2019083644			Officer
10/02/19 19:25	Traffic Stop	2019083772			Officer
10/03/19 15:10	Traffic Stop	2019083976			Officer
10/03/19 15:28	Traffic Stop	2019083983			Officer
10/03/19 22:50	Traffic Stop	2019084104			Officer
10/04/19 13:48	Traffic Stop	2019084262			



Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
10/04/19 18:12	Traffic Stop	2019084348			
10/05/19 19:38	Traffic Stop	2019084652			Officer
10/06/19 01:12	Traffic Stop	2019084772			Officer
10/06/19 22:00	Traffic Stop	2019085002	Warrant - Arrest	WP19032362	Officer
10/07/19 15:05	Traffic Stop	2019085182			Officer
10/07/19 21:53	Traffic Stop	2019085317			Officer
10/08/19 17:02	Traffic Stop	2019085545			Officer
10/08/19 17:09	Traffic Stop	2019085549			Officer
10/11/19 01:51	Traffic Stop	2019086254			Officer
10/11/19 12:19	Traffic Stop	2019086342			Officer
10/11/19 19:18	Traffic Stop	2019086453			Officer
10/11/19 22:34	Traffic Stop	2019086505			Officer
10/11/19 22:41	Traffic Stop	2019086509			Officer
10/11/19 23:11	Traffic Stop	2019086519			Officer
10/13/19 23:54	Traffic Stop	2019087056			Officer
10/14/19 15:03	Traffic Stop	2019087204			Officer
10/14/19 15:19	Traffic Stop	2019087208			Officer
10/14/19 16:00	Traffic Stop	2019087224	Drugs	WP19033206	Officer
10/15/19 16:08	Traffic Stop	2019087506			Officer
10/15/19 16:19	Traffic Stop	2019087511	Traffic Stop	WP19033316	Officer
10/15/19 17:56	Traffic Stop	2019087535			Officer
10/16/19 00:26	Traffic Stop	2019087627			Officer
10/16/19 14:13	Traffic Stop	2019087759	Traffic Stop	WP19033422	Officer
10/16/19 18:33	Traffic Stop	2019087833			Officer
10/17/19 17:30	Traffic Stop	2019088107			Officer
10/18/19 21:29	Traffic Stop	2019088522	Traffic Stop	WP19033711	Officer
10/18/19 21:46	Traffic Stop	2019088526			Officer
10/19/19 00:06	Traffic Stop	2019088567			Officer
10/19/19 00:48	Traffic Stop	2019088577			Officer
10/20/19 18:26	Traffic Stop	2019089055			Officer
10/20/19 18:55	Traffic Stop	2019089064	Traffic Stop	WP19033929	Officer
10/22/19 02:27	Traffic Stop	2019089373			Officer
10/22/19 16:27	Traffic Stop	2019089541			
10/23/19 14:42	Traffic Stop	2019089821			Officer
10/23/19 17:16	Traffic Stop	2019089872	Traffic Stop	WP19034254	Officer
10/25/19 21:34	Traffic Stop	2019090632			Officer
10/26/19 17:46	Traffic Stop	2019090853			Officer
10/26/19 22:01	Traffic Stop	2019090923			Officer
10/27/19 23:40	Traffic Stop	2019091199			Officer
10/27/19 23:53	Traffic Stop	2019091206			Officer
10/30/19 02:08	Traffic Stop	2019091787			Officer
10/31/19 21:30	Traffic Stop	2019092281			Officer
10/31/19 21:31	Traffic Stop	2019092282			Officer
10/31/19 22:05	Traffic Stop	2019092293	Medical - Stroke	WP19035184	Officer
<b>Unwanted Person Total: 1</b>					
10/05/19 21:43	Unwanted Person	2019084709	Unwanted Person	WP19032243	911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>Warrant - Attempt Total: 5</b>					
10/09/19 10:26	Warrant - Attempt	2019085752			Officer
10/21/19 12:51	Warrant - Attempt	2019089227	Warrant - Attempt	WP19034008	Officer
10/21/19 21:36	Warrant - Attempt	2019089345	Warrant - Attempt	WP19034047	Officer
10/24/19 10:35	Warrant - Attempt	2019090095			
10/26/19 20:53	Warrant - Attempt	2019090906			

**Total Records: 189**



# Monthly Activity Report Montrose Fire Department

Prepared and Presented by  
Kevin Triplett – Fire Chief



**Period: 10/01/2019 thru 10/31/2019 (OCTOBER)**

## **CALLS**

Total Calls: 16

EMS Calls: 10

Other Calls:

- 10/31/19 - #19192–Motor Vehicle Accident–Hwy 25/47<sup>th</sup> St SE (Franklin T)
- 10/30/19 - #19191–Motor Vehicle Accident–CR30/Ahern Ave SE (Franklin T)
- 10/07/19 - #19184–Motor Vehicle Accident–CR12/36<sup>th</sup> St SW (Marysville T)
- 10/04/19 - #19183 – Oven Fire – Montrose City
- 10/04/19 - #19181 – Lift Assist – Montrose City
- 10/01/19 - #19179 – Lift Assist – Woodland Township

# of Calls OCTOBER 2018 = 12  
2018 vs 2019 (2019 = + 16)

Total calls to Date 2019 – 193

2018 vs 2019 ( 2019 = + 18)

Total calls this time in 2018 - 175

## **Call Districts**

Montrose City: 10

Franklin Township: 2

Marysville Township: 2

Woodland Township: 2

Other: 0

## **TRAINING:**

- 10/01/2019 – Staff Meeting/Truck Maintenance
- 10/08/2019 – Relay Pumping (Officers/Staff)
- 10/15/2019 – Yearly Agility testing

## **Other Activities, Special Mention, Etc.**

- 10/01/2019 – Retired Firefighter Marvin Scheuble's funeral (Triplett, M. Marketon, W. Bauernschmitt)
- 10/08/2019 – Fire prevention @ Kids Grow & MES ECFE (K. Triplett)
- 10/11/2019 – Fire Prevention for MES Students @ Fire Station  
(K. Triplett, T. Weineck, M. Marketon, T. Vanderbeek, W. Bauernschmitt, A. Heyman)
- 10/14/2019 – Council Meeting
- 10/16 thru 10/20 – MN Fire Chiefs Confrence (Duluth) (Triplett, T. Marketon, Weineck, Stoll)
- 10/21/2019 – Fire Prevention at Headstart w/ children & Parents (Vanderbeek\_
- 10/27/2019 – Day Care Inspection – Kangaroo Daycare (Triplett)

## **SPECIAL INFO**

- 2019 NFPA Fire Prevention Message = "All hero's don't wear capes; plan and practice your escape"
- Firefighter Alexandra Heyman resigns on 10/12/2019

## **Acknowledgments**

- Montrose Elementary School students and staff for coming to the station over fire prevention week
- Alexandra Heyman for her service with the Montrose Fire Department (10 months 23 days).



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

Pursuant to call and notice the Park & Recreation Commission met on November 4, 2019 at 5:30 pm at Montrose City Hall. Those present were Commission Members Barry Rhineberger and Sylvia Henry, City Council Liaison Michelle Otto, resident Sue Saman and Jessica Bonniwell from Public Works. Commission Member Matt Russell was absent.

**Call to Order**

The meeting was called to order at 5:30 p.m. by Commission Member Rhineberger.

**Approval of Meeting Agenda**

Motion made by Commission Member Henry to approve agenda as written, second by Commission Member Rhineberger.

Motion carried 2-0

**Approval of October 7, 2019 Meeting Minutes**

Motion made by Commission Member Henry to approve minutes as written, second by Commission Member Rhineberger.

Motion carried 2-0

**OLD BUSINESS:**

**Regional Park & Funding Update**

No current update.

**2019 Events and To-Do List**

Events left in 2019 include the Holiday/Christmas Decorating Contest Judging to be held Thursday, December 19<sup>th</sup> around 6:30 p.m., the ornament decorating to be held in conjunction with the Breakfast with Santa Event on Saturday, December 7<sup>th</sup> from 8:00 – 12:00 p.m., and the tree lighting ceremony event to be held on Saturday, December 7<sup>th</sup> around 6:00 p.m.

**Skating Rink for 2020**

Skating Rink boards are in place at Carver Field and Lions Park, and the Public Works is now waiting for colder weather so they can start flooding the rinks. The Commission would like to know what the plan is for the warming house located in Lions Park – has Greg Youmans been contacted to clean it out so it can be used this winter; is there going to be someone staffing the warming house; if there will be tables or benches available over the winter in the park; and if staffing would be seven days a week or if we would just have someone such as a volunteer shut lights off and lock up each night or just weekend nights. The Commission is asking for Public Works Director Wayne McCormick to decide how these issues will be handled for the winter season. The Commission also mentioned they would like the Public Works Director to attend Park and Recreation meetings at least once per quarter to give updates and answer questions.

**Carver Field**

No current update on Carver Field except that ice rink boards have been put up.

### **Community Garden**

The Commission would like the Public Works Department to go out and take a look at the garden plots and contact anyone who did not clean out their plot letting them know this will need to be done going forward or they may risk losing their plot or receiving a fine, or both.

### **Breakfast with Santa & Tree Lighting Event**

Commission Member Russell received approval from the Council to spend up to \$300.00 for craft supplies to be used for the ornament decorating event on December 7, 2019. Jessica from Public Works brought a list of potential craft supplies to the Commission for their opinion on which ones to order, and she will be placing an order by November 25<sup>th</sup>. Mayor Otto suggested we plan to have supplies enough for around 150 children to decorate an ornament. Commission Member Henry will again bring supplies for popcorn and fruit strings to be hung on the lighted tree with the ornaments during the tree lighting event on December 7<sup>th</sup>. Jessica from Public Works will find the carols that were used last year and print out new copies for the event if need be.

### **City of Delano Playground Equipment**

The playground equipment from Delano was moved and is now sitting in storage down at the Montrose Waste Water Treatment Plant to be installed Spring 2020 along with the rubber ground cover shreds. Public Works Director Wayne McCormick is working with the developer in Forest Creek, R Home, to see if they would be willing to grade and/or pour the concrete that will be necessary for the base of the playground area.

### **Lion's Club Bench Donation Placement**

The Lion's Club has approached the City and Park and Recreation Commission to ask them to determine at least two good spaces where new benches could be placed around the City or in a park. The Commission suggested some possibilities which could include the new walking path along Highway 25 South, somewhere within the new park/playground area that is being developed in Forest Creek, and the Regional Park area.

### **Resignations**

Commission Member Russell will resign effective December 31, 2019, concluding his term. Commission Member Rhineberger resigns effective November 4, 2019 after the conclusion of the Park and Recreation Meeting. The Commission and Staff thank them both for their dedication and service on this Commission.

### **NEW BUSINESS:**

#### **Finance Update**

Still on track for spending for recreation events for the year.

#### **Skate Day 2020**

The date was set for the Skate Day event and it will be held on January 11, 2020. Commission Member Rhineberger made a motion to potentially hire participants (i.e., Anna, Olaf, & Elsa from 2019 event) for Skate Day 2020 in an amount not to exceed \$175.00, second by Commission Member Henry.  
Motion carried 2-0

#### **Halloween Decorating Contest Winners**

Voting took place amongst the Commission Members and the consensus on winners is as follows: 1<sup>st</sup> Place goes to 323 Mindy Lane; 2<sup>nd</sup> Place goes to 312 Mindy Lane, and an honorable mention for 198 Pheasant Ridge Drive and 925 Breckenridge Lane for doing a great job as well. Thank you to all who participated this year.

#### **Adjourn**

Motion to adjourn was made by Commission Member Rhineberger at 6:20 p.m., second by Commission Member Henry.

Motion carried 2-0



## CoM Utilities

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**From:** Barry Rhineberger <Barry.Rhineberger@co.wright.mn.us>  
**Sent:** Tuesday, November 5, 2019 8:51 PM  
**To:** CoM Utilities  
**Subject:** Re: Park and Rec Resignation

Since I won't be in to work tomorrow, I hope the following will suffice.

Dear Council and Commission Members,

Serving the Montrose community through both the Planning and Park and Rec Commissions has truly been a pleasure. Unfortunately, I have purchased a home in Buffalo and will be moving the first week of November. As such, I must resign my duties on both of the aforementioned commissions effective immediately. I wish the City of Montrose, the Council and Commissions the best of luck in all your future endeavors.

Sincerely,

Barry J. Rhineberger

Barry J. Rhineberger  
 Planner  
 Wright County Planning and Zoning

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**From:** CoM Utilities <JBonniwell@montrose-mn.com>  
**Sent:** Tuesday, November 5, 2019 7:59:23 AM  
**To:** Barry Rhineberger <Barry.Rhineberger@co.wright.mn.us>  
**Subject:** Park and Rec Resignation

Good morning Barry,

I know you are busy moving and such but I was wondering if you could put together a resignation so I can give it to Deb for the Council packet she is getting ready. I would need it by EOB tomorrow to include it in the packet so Council can accept your resignation.

Thank you,

Jessica Bonniwell  
 Utility Clerk  
 City of Montrose  
 Office phone: (763) 575-7467  
 Office Hours: Monday-Thursday 7am to 4:30pm & Friday 7am to 11am

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City of Montrose  
 Planning and Zoning Commission Meeting  
 Montrose Community Center  
 200 Center Avenue South  
 Wednesday, October 9, 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, October 9, 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 Tracy Gurneau  
 Commissioner Sylvia Henry  
 Commissioner Barry Rhineberger  
 Commissioner Mike Scanlon  
 City Council Liaison Lloyd Johnson

Absent: Commissioner Justin Emery

Staff Present: Ms. Deborah Boelter, City Administrator  
 Mr. Ryan Grittman, City Planner

# **3. PLEDGE OF ALLEGIENCE**

The Pledge of Allegiance was taken.

# **4. APPROVAL OF THE AGENDA**

Commissioner Henry motioned to approve the October 9, 2019 Planning and Zoning Commission Meeting Agenda. Commissioner Scanlon seconded the motion. Motion carried 4-0.

# **5. APPROVAL OF THE MINUTES**

A. September 11, 2019 Planning and Zoning Commission Meeting

Commissioner Henry motioned to approve the Planning and Zoning Commission Meeting minutes of September 11, 2019. Commissioner Rhineberger seconded the motion. Motion carried 4-0.

# **6. OLD BUSINESS**

A. Consider Amendments To Chapter 1024 of the City of Montrose Zoning Code

1. Consider Amendments to Chapter 1024: Sign Ordinance

Mr. Ryan Grittman, City Planner, stated that at the September 11, 2019 Planning and Zoning Commission Meeting, City staff was directed to update the DRAFT Sign Ordinance to create the following:

- Create an exemption for temporary signs that will be out for five (5) or less days.
- Create a maximum of fifteen (15) days for any temporary sign in a calendar year.
- Define that the temporary sign is three (3) square feet or less.
- The City has the right to remove any sign that is not in compliance.

- Allow for signs to be up longer than five (5) days consecutively or fifteen (15) days a year by issuance of a temporary sign permit.

Mr. Grittmann presented a DRAFT copy of the Sign Ordinance with the amendment updates as directed by the Planning and Zoning Commission Members at the September 11, 2019 Commission Meeting and Public Hearing.

The Planning and Zoning Commission Members discussed the DRAFT Sign Ordinance and were in agreement with the amendments that were made.

**Commissioner Rhineberger motioned to recommend that the Montrose City Council approve the Sign Ordinance with the amendments as directed by the Planning and Zoning Commission. Commissioner Scanlon seconded the motion. Motion carried 4-0.**

## 7. NEW BUSINESS

### A. City Planner Updates

1. The proposed Solar Farm.
2. Future amendments to the City's Zoning Ordinance.
  - a) Ms. Boelter stated that City staff would like to work on the Ordinances that regulate the fine process to penalize residents that do not comply with code enforcement requests.
3. *The Preserve Housing Development.*

## 8. NEXT MEETING

- A. Wednesday, November 13, 2019 to be held at the Montrose Community Center – 7:00 p.m.

## 9. ADJOURNMENT

**Commissioner Rhineberger motioned to the adjourn the Planning and Zoning Commission Meeting at 7:40 p.m. Commissioner Henry seconded the motion. Motion carried 4-0.**

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Tracy Gurneau  
Chair  
City of Montrose

ATTEST:

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Deborah R. Boelter, CMC  
City Administrator  
City of Montrose

ORDINANCE NO. 2019-12  
CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

AN ORDINANCE AMENDMENT TO CHAPTER 1024 OF THE ZONING ORDINANCE  
OF THE CITY OF MONTROSE, RELATED TO SIGNS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONTROSE THAT THE FOLLOWING CHAPTER AND SECTIONS OF THE ZONING ORDINANCE ARE AMENDED TO READ AS FOLLOWS:

Section 1. Chapter 1024 is amended as follows:

CHAPTER 1024  
SIGNS

SECTION:

- 1024-1: Purpose
- 1024-2: Existing Signs and Non-Conforming Signs
- 1024-3: General Provisions
- 1024-4: Permitted and Prohibited Signs
- 1024-5: General District Regulations
- 1024-6: Special District Regulations
- 1024-7: Inspection
- 1024-8: Permit, Application, License, Variance, and City Council Approval
- 1024-9: Enforcement
- 1024-10: Violation a Misdemeanor

**1024-1: PURPOSE:** The purpose of this Ordinance is to establish minimum requirements, adopted to protect the public health, safety, morals, comfort and general welfare of the people of the City of Montrose, by providing regulations governing all signs, including but not limited to, the type, area, height, materials, construction, illumination, location and maintenance of all signs and sign structures in the City.

**1024-2: EXISTING SIGNS AND NON-CONFORMING SIGNS:**

- A. **Existing Signs.** Except for signs determined to create a public safety hazard due to disrepair and condition, or illegally established signs, all legally established signs existing upon the effective date of this Ordinance shall not be enlarged or reconstructed, but may be continued at the size and in the manner of operation existing upon such date.



## B. Alterations.

1. A non-conforming sign may be continued, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion, unless:
  - a. The non-conforming sign is discontinued for a period exceeding one (1) year; or
  - b. The non-conforming sign is destroyed by fire or other peril to the extent of greater than fifty percent (50%) of its market value, and no permit has been applied for within one hundred eighty (180) days of when the non-conforming sign is damaged.
2. Any such permit is subject to reasonable conditions imposed by the City Council to mitigate the impact on adjacent properties.

C. **Non-Conforming Sign Maintenance and Repair.** Nothing in this Ordinance shall be construed as relieving the owner or user of a legal non-conforming sign or owner of the property on which the legal non-conforming sign is located from the provisions of this Ordinance regarding safety, maintenance, and repair of signs; provided, however, that any repainting, cleaning, and other normal maintenance or repair of the sign or sign structure shall not modify the sign structure or copy in any way which makes it more non-conforming or the sign shall lose its legal non-conforming status.

D. **Non-Conforming Uses.** When the principal use of land is legally non-conforming, all existing or proposed signs in conjunction with that land, shall be considered conforming if they are in compliance with the sign provisions for the most restrictive zoning district in which the principal use is allowed.

## 1024-3: GENERAL PROVISIONS:

- A. The design and construction standards for signs, as set forth in the Uniform Building Code, as may be amended, are hereby adopted.
- B. The installation of electrical signs shall be subject to the State's Electrical Code. Electrical service to such sign shall be underground.
- C. Signs containing non-commercial speech are permitted anywhere that advertising or business signs are permitted, subject to the same regulations applicable to such signs.
- D. Signs shall not create a hazard to the safe, efficient movement of vehicular or pedestrian traffic. No private sign shall contain words which might be construed as

traffic controls, such as "stop", "caution", "warning", unless the sign is intended to direct traffic on the premises.

- E. Signs and sign structures shall be properly maintained and kept in a safe condition. Sign or sign structures which are rotted, unsafe, deteriorated or defaced shall be repainted, repaired, or replaced by the licensee, owner or agent of the building upon which the sign stands.
- F. No sign shall be attached or be allowed to hang from any building until all necessary wall and roof attachments have been approved by the Building Official.
- G. No signs, guys, stays, or attachments shall be erected, placed or maintained on rocks, fences or trees nor interfere with any electric light, power, telephone or telegraph wires or the supports thereof.
- H. The use of search lights, banners, pennants and similar devices shall require a license. The license shall be valid for no more than fifteen (15) consecutive days. No more than two (2) licenses per business shall be granted during any twelve (12) month period.
- I. Illuminated signs shall be shielded to prevent lights from being directed at oncoming traffic in such brilliance that it impairs the vision of the drive. Nor shall such signs interfere with or obscure an official traffic sign or signal. This includes indoor signs which are visible from public streets.
- J. Except for legal, non-conforming portable signs existing prior to the effective date of this Ordinance, portable signs may not exceed thirty-two (32) square feet and may not be illuminated with any flashing device. Use of a portable sign shall require the completion of a temporary sign permit application. The applicant will then receive a license, which shall be valid for no more than fifteen (15) consecutive days. This sign may be on or off premise. No more than two (2) licenses per applicant shall be granted during any twelve (12) month period.
  - 1. One sandwich board sign per property may be allowed in the B-1 and B-2 Business Districts without a permit and without using the time period allotted for temporary, portable signs provided:
    - a. The sign is placed within fifteen (15) feet of the entrance of the business.
    - b. The sign shall be placed on private property and may be placed on a private sidewalk provided there is five (5) feet of clearance for pedestrians.
    - c. The sign may not obstruct safety, visibility, or traffic.
    - d. The sign shall be freestanding, and shall not be illuminated.
    - e. The sign shall be no greater than 3 ½ feet in height, no greater than



2 feet in width, and no greater than 2 feet in depth.

- f. The sign shall be only displayed during business hours.
- K. No sign or sign structure shall be closer to any lot line than a distance equal to one-half (1/2) the minimum required yard setback, or a minimum of 10-feet, whichever is less prohibitive. No sign shall be placed within any drainage or utility easement.
- L. Signs requiring licenses shall display in a conspicuous manner the license sticker or sticker number.
- M. No sign or sign structure shall be erected or maintained that prevents free ingress or egress from any door, window or fire escape. No sign or sign structure shall be attached to a standpipe or fire escape.
- N. A freestanding sign or sign structure constructed so that the faces are not back to back, shall not have an angle separating the faces exceeding twenty (20) degrees unless the total area of both sides added together does not exceed the maximum allowable sign area for that district.
- O. Signs prohibited in residential districts shall be positioned so that the copy is not visible from residential uses or districts along adjoining side and rear yard property lines.
- P. Except for farm buildings, at least one (1) address sign identifying the correct property number, as assigned by the City, shall be required on each principal building in all districts. The address number shall be at least three (3) inches in height.

#### **1024-4: PERMITTED AND PROHIBITED SIGNS:**

- A. **Permitted Signs.** The following signs are allowed without a permit:
  - 1. **Public Signs.** Signs of a public, non-commercial nature, including safety signs, directional signs to public facilities, trespassing signs, traffic signs, signs indicating scenic or historical points of interest, memorial plaques and the like, when erected by or on behalf of a public official or employee in the performance of official duty.
  - 2. **Identification Signs.** Identification signs not exceeding three (3) square feet.
  - 3. **Informational Signs.** Informational signs not exceeding sixteen (16) square feet.
  - 4. **Directional Signs.**



- a. On-Premise Signs. On-premise signs shall not be larger than four (4) square feet. The number of signs shall not exceed four (4) unless approved by the Council.
  - b. Off-Premise Signs. Off-premise signs shall be limited to situations where access is confusing and traffic safety could be jeopardized or traffic could be inappropriately routed through residential streets. The size of the sign shall be approved by the Council and shall contain no advertising.
- 5. Integral Signs.
- 6. Campaign Signs. Campaign signs in agricultural, commercial, industrial, and institutional zones not exceeding eight (8) square feet, and in all residential zones not exceeding four (4) square feet. All noncommercial signs may be posted beginning 46 days before the state primary in a state or federal general election year until ten days following the general election. Campaign materials will contain the name and address of the person or organization preparing and disseminating the material.
- 7. Construction Signs. During periods of construction, alteration, or repair, one or more additional signs shall be permitted on-site. Such sign(s) shall be removed within two (2) years of the date of issuance of the first building permit on the site or when the particular project is completed, whichever is sooner. One (1) sign shall be permitted for each street the project abuts. No sign may exceed thirty-two (32) square feet in the R-1 and R-2 Districts, or sixty-four (64) square feet in the UR, R-3, R-4, R-B, business, industrial and institutional districts.
- 8. Temporary signs not exceeding three (3) square feet and placed for five (5) days or less do not require a sign application if the following requirements are met:
  - a. No sign shall be displayed for longer than five (5) days without a permit. The City reserves the right to remove and destroy such signs if not removed by the owner of the sign or owner of the property after five (5) days.
  - b. No sign shall be displayed for more than fifteen (15) days in one (1) calendar year without a permit.
- 9. During the period of a property having space or units available for lease or purchase, one or more additional signs shall be permitted on premise subject to the following regulations:
  - a. Six (6) or Less Residential Dwelling Units. The following applies when

six (6) or less dwelling units (or lots for residential development) are for sale or rent:

- 1) No more than one (1) such sign per lot; except on a corner lot, two (2) signs shall be permitted.
- 2) In no case shall a sign exceed sixteen (16) square feet in area or be illuminated.
- 3) Each sign shall be removed immediately upon the sale or rental of the property.
- 4) Each sign shall be placed only upon the property offered for sale or rent.

b. Seven (7) or More Residential Dwelling Units. Where more than six (6) dwelling lots (or lots for residential development purposes) are offered for sale or rent by the same party, There shall be permitted one (1) sign facing each public street provided access to the property being offered. Each such sign shall not exceed thirty-two (32) square feet in area; shall be located at least one hundred (100) feet from any pre-existing home; and shall be removed within one (1) year from the date of building permit issuance, or when less than six (6) units remain for sale or rent, whichever is less. Said sign shall fully comply with the setback requirement for the zoning district in which the property is located.

c. Commercial, Industrial or Institutional Property. In the event of the sale or rental of commercial, industrial, or institutional property, there shall be permitted one (1) sign facing each public street, providing access to the property being offered. Each sign shall not exceed sixty-four (64) square feet in area and must be removed immediately upon the sale or rental of the last property offered at that location. Said sign may be located closer to the property line than fifty (50) percent of the setback required within the particular zoning district in which the property is located.

10. Window Signs. Window signs shall not exceed fifty (50) percent of the total area of the window in which they are displayed.

B. **Prohibited Signs.** The following signs are prohibited:

1. All Off-Premise Signs not serving a directional purpose as described in section 1024-4, A-4. Temporary or portable off premise signs may be considered by the Zoning Administrator, and will be subject to the regulations



in Section 1024-3, J.

2. Signs on or attached to equipment such as semi- truck trailers where signing is a principal use of the equipment on either a temporary or permanent basis.
3. Motion signs and flashing signs, except time and temperature signs and barber poles.
4. Projecting signs except as provided for in Section 1024-6 of this Ordinance.
5. Roof signs, except that a sign may be placed on the fascia or marquee of a building in Commercial, Institutional and Industrial zoning districts provided:
  - a. The sign does not extend above the highest elevation of the building, excluding chimneys.
  - b. The sign is thoroughly secured and anchored to the frames of the building over when they are constructed and erected.
  - c. No portion of the sign extends beyond the periphery of the roof.
6. Signs which advertise a historic use or service no longer produced or conducted on the premises upon which the sign is located. Where the owner or lessor of the premises is seeking a new tenant, such signs may remain in place for not more than thirty (30) days from the date of vacancy.

#### **1024-5: GENERAL DISTRICT REGULATIONS:**

##### **A. UR, R-1, and R-2 Districts.**

1. Residential Area Identification. Only one (1) sign for each area. Sign area may not exceed thirty-two (32) square feet with a maximum height of eight (8) feet for freestanding signs.

##### **B. R-3, R-4, and R-B Districts.**

1. Residential Area Identification. Only one (1) sign for each area. Sign area may not exceed sixty-four (64) square feet with a maximum height of ten (10) feet for freestanding signs.
2. Single or Double Occupancy Identification Sign. The total sign area may not exceed ten (10) percent of the total front building facade, except that both front and side facades may be counted on a corner lot. Signs chosen to comprise the total sign area shall be consistent with the following provisions:



- a. Freestanding. Not more than one (1) freestanding sign. Sign area may not exceed sixty-four (64) square feet with a maximum height of ten (10) feet.
- b. Wall, Canopy or Marquee. Not more than one (1) wall, canopy or marquee sign per building. However, on corner lots, two (2) such signs are allowed, one (1) per street frontage. Individual sign area may not exceed sixty-four (64) square feet.

**C. B-1 and B-2 Districts.**

- 1. Area Identification. Only one (1) sign. Sign area may not exceed one hundred (100) square feet with a maximum height of twenty-five (25) feet for freestanding signs.
- 2. Single or Double Occupancy Identification Sign. The total sign area may not exceed two hundred fifty (250) square feet or fifteen (15) percent of the total front building facade, whichever is less. In calculating building facade, both front and side facades may be counted on a corner lot. Signs chosen to comprise the total sign area shall be consistent with the following provisions:
  - a. Freestanding. Not more than one (1) sign. Sign height may not exceed a maximum of twenty-five (25) feet.
  - b. Wall, Canopy or Marquee. Not more than one (1) wall, canopy or marquee sign per building. However, on corner lots, two (2) such signs are allowed, one (1) per street frontage. Individual sign area for the second wall sign shall not be calculated in the maximum for the property, but shall be limited so as not to exceed one hundred (100) square feet.

**D. I-1 and I-2 Districts.**

- 1. Area Identification. Only one (1) sign. Sign area may not exceed one hundred (100) square feet with a maximum height of ten (10) feet for freestanding signs.
- 2. Single or Double Occupancy Identification Sign. The total sign area may not exceed fifteen (15) percent of the front building facade, except that both front and side facades may be counted on a corner lot. Signs chosen to comprise the total sign area shall be consistent with the following provisions:
  - a. Freestanding. Not more than one (1) sign. Sign area may not exceed one hundred (100) square feet with a maximum height of ten (10) feet.

- b. Wall, Canopy or Marquee. Not more than one (1) wall, canopy or marquee sign per building. However, on corner lots, two (2) such signs are allowed, one (1) per street frontage. Individual sign area may not exceed one hundred (100) square feet.
- E. **Institutional Districts.** Only one (1) sign per principal use. Sign area may not exceed sixty-four (64) square feet with a maximum height of ten (10) feet for freestanding signs.
  - 1. For lots of five (5) acres or more, an identification sign not larger than ninety-six (96) square feet may be permitted upon approval of a permit by the City Council.
- F. **PUD, Planned Unit Development District.** In a PUD District, signing restrictions shall be based upon the individual uses and structures contained in the complex. Signs shall be in compliance with the restrictions applied in the most restrictive zoning district in which the use is allowed.

#### 1024-6: SPECIAL DISTRICT REGULATIONS:

- A. **Wall, Canopy or Marquee Signs in Business, Industrial, and Institutional Zoning Districts.** Where freestanding signs are not used and where principal structures have a front yard setback in excess of that which is required under the applicable zoning district regulations, the maximum property signage percentage limitation or maximum square feet restriction may be increased one (1) percent for every five (5) feet of additional setback beyond the zoning district front yard setback requirement. This increase shall be limited to a twenty-five (25) percent maximum and shall be applied only to signs located in the year for which the calculation was made.
- B. **Multiple Occupancy Business and Industrial Buildings.** When a single principal building is devoted to four (4) or more businesses, or industrial uses, a comprehensive sign plan for the entire structure shall be submitted and shall be of sufficient scope and detail to permit a determination as to whether or not the plan is consistent with the following regulations. The plan shall be subject to the approval of the Council. No permit shall be issued for an individual use except upon a determination that it is consistent with the approved comprehensive sign plan.
  - 1. The maximum individual sign sizes for multiple occupancy structures and individual uses which may display signs shall not exceed the maximum provisions for single or double occupancy structures in the same zoning district. The bonus provided in Section 1024-6.B of this Ordinance shall not apply in calculating maximum sign size.
  - 2. Multiple occupancy structures may display an area identification sign



consistent with the applicable district provisions of Section 1024-5 of this Ordinance. Individual freestanding signs identifying the tenants' business shall not be displayed.

3. Except as provided in Section 1024-6.C.4 of this Ordinance, individual tenants of multiple occupancy structures shall not display separate identification signs unless the tenants' business has an exclusive exterior entrance. The number of signs shall be limited to one (1) per entrance, and each sign shall be limited to the maximum wall size sign permitted in the district. The signs shall be located only on exterior walls which are directly related to the use being identified.
4. In any multiple occupancy structure, directory signs shall be permitted for each common public entrance. Each directory sign area shall not exceed a total of fifty (50) square feet and shall be located within fifty (50) feet of the common public entrance being served. The size of individual identification signing within the directory shall be established during the site plan review process. Attention shall be given to the possible number of tenant or occupancy bays which may be served by the common public entrance for which the directory sign is intended.

- C. **Shopping Centers and Industrial Parks Containing More Than Twenty (20) Acres.** Where shopping center facilities or industrial parks cover more than twenty (20) acres of land, two (2) area identification signs may be displayed in accordance with the maximum sign size provisions per area identification sign of the applicable zoning district. Additional signs may be displayed subject to approval of the City Council.
- D. **Highway Area Directional Signs.** Within the area immediately adjacent to U.S. 12, directional signs indicating business identification and access routing signs may be allowed by approval of the City Council. Such signs shall be in compliance with the maximum sign size provisions of the district.
- E. **Projecting Signs.** Such signs, including those projecting into the public right-of-way, may be allowed by a permit approved by the Council in the B-1 Zoning District, provided that:
  1. The sign conforms to the uniform character and design guidelines established for the area.
  2. The owner assumes all liability for such signs.
  3. The signs conform to the size and height limitations of the respective district.

**1024-7: INSPECTION:** All signs for which a permit is required shall be subject to



inspection by the Building Official. The Building Official may order the removal of any sign that is not maintained in accordance with the maintenance provisions of this Ordinance.

**1024-8: PERMIT, APPLICATION, LICENSE, VARIANCE, AND CITY COUNCIL APPROVAL:**

- A. **Permit Requirement.** Except as provided in Section 1024-4 of this Ordinance, it is unlawful for any person to erect, construct, alter, rebuild or relocate any sign or structure until a permit has first been issued by the City.
- B. **Sign Application.** For all signs other than those described in Section 1024-4 A, Permitted Signs, a permanent or temporary sign application will need to be filed with the city prior to erection of the sign in question. The requirements and materials for both the temporary and permanent sign applications can be found at City Hall, or online at the City's website.
- C. **License Issued if Application is in Order.** The Building Official, upon the filing of an application for a license, shall examine such plans, specifications and other data and the premises upon which it is proposed to erect the sign. If it appears that the proposed structure is in compliance with all requirements of this Ordinance and all other laws and City Code provisions, the license shall be issued. If the work authorized under a license has not been completed within sixty (60) days after the date of issuance, the license shall be null and void.
- D. **Variances.** The City Council, acting as the Board of Adjustment and Appeals, may, upon application, grant a variance from the terms of this Ordinance. The request for a variance shall be processed in accordance with the procedural and substantive requirements of Section 1007 of this Ordinance.
- G **Fees.** Fees for the review and processing of temporary and permanent sign license applications, as well as variance requests shall be imposed in accordance with the fee schedule established by City Council resolution.

**1024-9: ENFORCEMENT:** This Ordinance shall be administered and enforced by the Building Official. The Building Official may institute, in the name of the City, appropriate actions or proceedings against a violator, including but not limited to those described in Chapter 25: Administrative Enforcement of the City Code.

**1024-10: VIOLATION A MISDEMEANOR:** Every person violates a section, subdivision, paragraph, or provision of this Ordinance when he or she performs an act thereby prohibited or declared unlawful, or fails to act when such failure is thereby prohibited or declared unlawful, and upon conviction thereof, shall be punished as for a misdemeanor except as otherwise stated in specific provisions hereof.

**Section 2.** This ordinance shall be effective immediately upon its passage and publication.

**ADOPTED** this 12<sup>th</sup> day of November 2019, by the City Council of the City of Montrose.

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Michelle Otto, Mayor

ATTEST:

Moved by:  
Seconded by:  
Motion Carried:

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Deb Boelter, City Clerk

Published:  
Zoning Ordinance Updated:

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

**RESOLUTION 2019-33**

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 2019-12 AN ORDINANCE AMENDMENT TO CHAPTER 1024 OF THE ZONING ORDINANCE OF THE CITY OF MONTROSE, RELATED TO SIGNS.**

WHEREAS, The City Council of the City of Montrose has determined the publication of the title and a summary of "ORDINANCE 2019-12 ORDINANCE AMENDMENT TO CHAPTER 1024 OF THE ZONING ORDINANCE OF THE CITY OF MONTROSE, RELATED TO SIGNS.", finding a summary publication would clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, Pursuant to Minnesota Statutes 412.191, Subdivision 4 and M.S. 331A.01, Subd. 10, the Council may, by a four-fifths vote of its members, direct that only the title of the Ordinance and a summary be published with notice that a printed copy of the Ordinance is available for inspection by any person during regular office hours at the City Offices; and,

WHEREAS, Prior to the publication of the title and summary, the Council has read and approved the text of the summary and determined that it clearly informs the public of the intent and effect of the Ordinance.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Montrose, Minnesota that the title and summary "ORDINANCE 2019-12 ORDINANCE AMENDMENT TO CHAPTER 1024 OF THE ZONING ORDINANCE OF THE CITY OF MONTROSE, RELATED TO SIGNS." be published with notice that a printed copy of Ordinance 2019-12 is available in its entirety for inspection by any person during regular office hours at the City Offices.

BE IT FURTHER RESOLVED: the publication shall read as follows:

"On November 12, 2019 the Montrose City Council approved the reading of "ORDINANCE 2019-12 ORDINANCE AMENDMENT TO CHAPTER 1024 OF THE ZONING ORDINANCE OF THE CITY OF MONTROSE, RELATED TO SIGNS.

The following is a summary of the Ordinance. The Ordinance, in its entirety is available for review and/or photocopying during regular office hours at the City of Montrose Offices, 311 Buffalo Avenue South, Montrose Minnesota.

The following can be found in Ordinance No. 2019-12:

Section 1. Chapter 1024 is amended as follows:

**CHAPTER 1024 - SIGNS**

**SECTION:**

- 1024-1: Purpose
- 1024-2: Existing Signs and Non-Conforming Signs
- 1024-3: General Provisions
- 1024-4: Permitted and Prohibited Signs
- 1024-5: General District Regulations
- 1024-6: Special District Regulations
- 1024-7: Inspection
- 1024-8: Permit, Application, License, Variance, and City Council Approval
- 1024-9: Enforcement
- 1024-10: Violation a Misdemeanor

Ordinance 2019-12 shall be in full force and effect from and after the date of its passage (November 12, 2019) and this summary publication according to law."



The motion for the adoption of the foregoing Resolution was duly made by Council Member and seconded by Council Member and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted this 12<sup>th</sup> day of November, 2019.

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Michelle Otto  
Mayor  
City of Montrose

ATTEST:

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Deborah R. Boelter  
City Administrator  
City of Montrose

## LETTER OF INTENT TO LEASE REAL ESTATE (LOI)

The purpose of this letter of intent (“**Letter of Intent**”) is to set forth the basic terms and conditions upon which City of Montrose (“**Lessor**”) and Renewable Properties, LLC (“**Lessee**”) have agreed to enter into an exclusive thirty (30) days negotiating period, for the preparation of a final lease agreement (the “**Lease**”) for the property described on Exhibit A hereto (the “**Property**”). Other than the provisions of Paragraphs 1 and 3, each of which are expressly intended by the parties hereto to be binding, this Letter of Intent is intended to be a non-binding agreement, and shall be superseded by execution and delivery of the Lease and Definitive Agreements (as defined below), unless earlier terminated.

1. **Good Faith Negotiation; Definitive Agreements.** Promptly after the full execution of this Letter of Intent, the parties hereto shall enter into a thirty (30) days exclusive negotiation period (“**Negotiation Period**”) with respect to (a) the preparation and execution of the Lease and, (b) any other document that may be appropriate or necessary in connection with execution and delivery of the Lease (together, the “**Definitive Agreements**”), and (c) a Due Diligence Investigation (defined below) by Lessee. The Lease and Definitive Agreements shall contain representations, warranties, indemnities and covenants that are customary for transactions of this kind. The parties hereto agree to cooperate fully with each other and use commercially reasonable and good faith efforts to negotiate, execute and deliver the Lease and the Definitive Agreements within thirty (30) days after the full execution of this Letter of Intent. The Lease and Definitive Agreements shall be drafted by counsel to Lessee subject to review and modification by the Lessor.

2. **Terms of Lease.** The Lease will include the following terms and conditions:

(a) **Lease.** Lessor will lease the Property to Lessee or its assignee for the purposes of constructing, operating, repairing, replacing, accessing, and maintaining solar facilities, energy storage equipment, transmission lines and all related appurtenances (the “**Project**”).

(b) **Rent.** Upon execution of the Definitive Agreements (the “**Effective Date**”), during the Development Period (as hereinafter defined), Lessee will make a rent payment of One Thousand Dollars (\$1,000.00) per year, payable yearly in advance. During the Extended Term (defined below), Lessee will make a rent payment of One Thousand Dollars (\$1,000.00) per acre per year, payable quarterly in advance. During the Extended Term of the Lease, the rent amount shall escalate annually by 1.5%.

(c) **Lease Period.** The Lease will have an initial “**Development Period**” commencing on the Effective Date and expiring on the twelve (12) months thereafter, as such period may be extended by Lessee for an additional twelve (12) months upon written extension notice by Lessee to Lessor given within the Development Period. Lessee will have the option to terminate the Lease at any time during the Development Period with thirty (30) days written notice to Lessor. The Lease will have a twenty (20) year extended term (the “**Extended Term**”) commencing upon the earlier of (i) the date the Project begins commercial operation or (ii) the expiration of the Development Period. The Lessee will have the right to three (3) extension options, each for a period of five (5) years (each a “**Renewal Term**”), which it may exercise in its sole discretion.



(d) Due Diligence Investigation. During the Negotiation Period and the Development Period, Lessor shall provide Lessee and its employees, agents, representatives and contractors full and complete access to the Property, and all records, surveys, reports, documents and information pertaining to the Property that is in the possession or control of Lessor (collectively, “**Property Information**”) so that Lessee may conduct a due diligence investigation of the Property (“**Due Diligence Investigation**”). During the Negotiation Period and the Development Period, Lessee shall identify all acreage to be leased during the Extended Term. Only acreage identified as solar viable and elected by the Lessee to be leased shall be covered under the Extended Term.

(e) Condition of Title. Lessee will obtain, at its own expense, a preliminary report of the condition of title to the Property (the “**Title Report**”), as well as copies of each document underlying any exceptions set forth in said report (each exception, an “**Encumbrance**”), from a title company of Lessee’s choosing. If Lessee determines that the existence, use, operation, implementation or exercise of any Encumbrance could delay, interfere with, impair or prevent Lessee’s development, operation or financing of the Project, Lessee will notify Lessor of such issue and Lessor shall seek to obtain a release, subordination, non-disturbance agreement, consent or other agreement (in a form and containing provisions reasonably acceptable to Lessee) (together the “**Cure Document**”) from the holder of such Encumbrance that will eliminate such issue for the benefit of Lessee. If Lessor is unable to deliver the Cure Document on or before the expiration of the Development Period, at Lessee’s option and upon written notice to Lessor on or before the expiration of the Development Period, the Development Period will be extended thirty (30) days for the purpose of Lessor obtaining a Cure Document and delivering the Cure Document to Lessee.

(f) Cooperation. During the Negotiation Period and Development Period and thereafter, Lessor will cooperate in good faith with Lessee, and otherwise provide reasonable assistance, in obtaining all governmental approvals necessary or desirable for development of the Project. In connection with the foregoing, Lessee shall reimburse Lessor for all governmental fees and expenses for permits and licenses incurred by Lessor within thirty (30) days after written demand therefor.

(g) Right to Lease. Lessor represents and warrants to Lessee that it has the legal authority and power to enter into this Letter of Intent and the contemplated Lease and Definitive Agreements and that such actions have been duly authorized by all action necessary on the part of Lessor. The Lease and Definitive Agreements shall contain similar representations and warranties.

(h) Assignment. Lessee will not have the right to assign any of its rights, duties or obligations under the Lease without the prior consent of Lessor, which consent will not be unreasonably withheld, conditioned or delayed. Notwithstanding the foregoing, Lessee will have the right, without consent from Lessor, to assign any of its rights, duties or obligations under the Lease: (i) to a financing party, (ii) to one or more of its affiliates of equal or greater creditworthiness as Lessee, (iii) to one or more third parties in connection with a collateral assignment of rights, mortgage, pledge or otherwise, (iv) to any person or entity succeeding to all or substantially all of the stock or assets of Lessee, or (v) to a successor entity in a merger or



acquisition transaction.

(i) Memorandum of Lease. Upon execution of the Lease, the parties will execute, acknowledge, deliver and record a Memorandum of Lease with respect to the Lease, upon execution of the Lease.

(j) Grant of Security Interest. Lessee will be permitted to grant one or more security interests in the Lease and the improvements and equipment thereon to financing parties and others for purposes of obtaining financing, and the Lease shall contain such provisions protecting the financing parties as are customarily required by lenders providing financing secured by such types of assets.

(k) Taxes. Lessee will be responsible for personal property taxes and any and all franchise fees or similar fees assessed against it due to its ownership of the Project. Lessor shall be responsible for real property taxes and any taxes payable by or assessed against Lessor based on or related to Lessor's overall income or revenues.

3. Data Practices. This Letter of Intent, the Lease and the Project is subject to the Minnesota Government Data Practices Act, Minnesota Statutes Ch. 13 (Data Practices Act). Access to all government data created, collected, received, stored, maintained, or disseminated by the Lessor pursuant to this Letter of Intent, the Lease, or the Project is governed by the Data Practices Act.

4. Legal Counsel and Financial Advice. Prior to fully executing and delivering this Letter of Intent, each party has had the opportunity to consult with its legal counsel and financial advisors in connection with this Letter of Intent. All parties shall be responsible for their own costs and expenses, including costs of legal counsel, in connection with this Letter of Intent.

5. Termination. Except as otherwise agreed to in writing by the parties, if a Lease is not entered into between the parties on or before the expiration of the Negotiation Period, this Letter of Intent will have no further force and effect, except for Paragraphs 3 and 6 which will survive any expiration or termination, and neither party will have any further obligations hereunder other than liability for a breach of the binding provisions noted above.

6. Miscellaneous. If any legal action or other proceeding is commenced to enforce or interpret any provision of this Letter of Intent, the prevailing party shall be entitled to an award of its actual expenses, including (without limitation) reasonable attorney's fees and disbursements. The phrase "prevailing party" shall include a party who receives substantially the relief desired, whether by settlement, dismissal, summary judgment, judgment or otherwise.

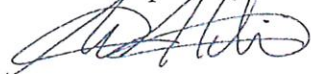
This Letter of Intent dated September 23, 2019 contains the entire agreement between the parties in connection with the subject matter hereof as of the date of this Letter of Intent and supersedes all prior agreements, whether written or oral, between the parties hereto regarding the same subject. This Letter of Intent may only be modified by subsequent written agreement signed by both parties.

Letter of Intent  
September 23, 2019  
Page 4 of 5

This Letter of Intent shall be governed by and construed in accordance with the laws of the State of Minnesota. All proceedings related to this Letter of Intent shall be venued in Wright County, Minnesota. This Letter of Intent may be executed in any number of counterparts, all of which together shall constitute one agreement.

The parties hereby agree to the forgoing terms and conditions of this Letter of Intent.

Renewable Properties, LLC



By: \_\_\_\_\_ Date: 10/23/19

Name: Aaron Halimi

Its: President

City of Montrose

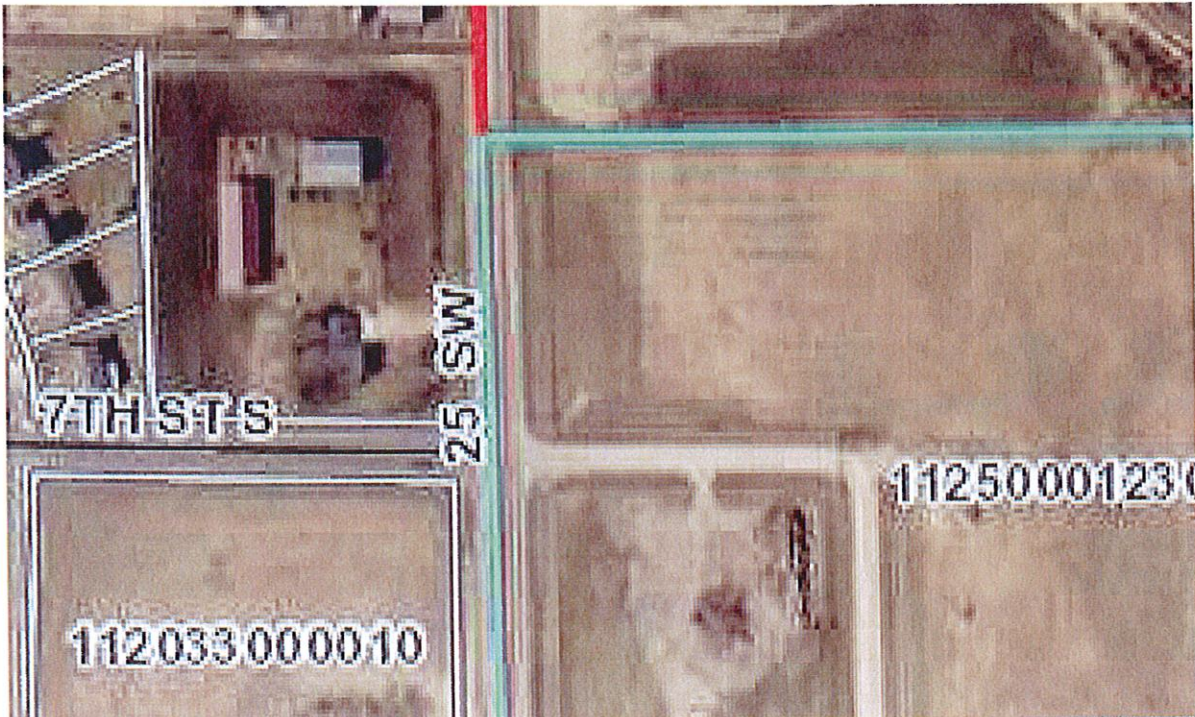
By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Its: \_\_\_\_\_

Exhibit A

Property Description: Land in Section 1, Township 118N, Range 26W, County of Wright and State of Minnesota described as SECT-01 TWP-118 RANGE-026 UNPLATTED LAND MONTROSE 19.13 AC TH PRT OF SW1/4 OF NW1/4 DES BEG SW COR TH N89D41'0"E ALG S LN 1176.05FT TH N0D19'0"W 708.50FT TH S89D41'0"W1189.19 FT TO W LN TH S01D22'47"E 708.62FT TO POB commonly known as 311 BUFFALO AVE S, MONTROSE MN 55363 containing 19.13 acres more or less Parcel ID: 112500012302





## CoM Utilities

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**From:** Barry Rhineberger <Barry.Rhineberger@co.wright.mn.us>  
**Sent:** Tuesday, November 5, 2019 8:51 PM  
**To:** CoM Utilities  
**Subject:** Re: Park and Rec Resignation

Since I won't be in to work tomorrow, I hope the following will suffice.

Dear Council and Commission Members,

Serving the Montrose community through both the Planning and Park and Rec Commissions has truly been a pleasure. Unfortunately, I have purchased a home in Buffalo and will be moving the first week of November. As such, I must resign my duties on both of the aforementioned commissions effective immediately. I wish the City of Montrose, the Council and Commissions the best of luck in all your future endeavors.

Sincerely,

Barry J. Rhineberger

Barry J. Rhineberger  
 Planner  
 Wright County Planning and Zoning

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**From:** CoM Utilities <JBonniwell@montrose-mn.com>  
**Sent:** Tuesday, November 5, 2019 7:59:23 AM  
**To:** Barry Rhineberger <Barry.Rhineberger@co.wright.mn.us>  
**Subject:** Park and Rec Resignation

Good morning Barry,

I know you are busy moving and such but I was wondering if you could put together a resignation so I can give it to Deb for the Council packet she is getting ready. I would need it by EOB tomorrow to include it in the packet so Council can accept your resignation.

Thank you,

Jessica Bonniwell  
 Utility Clerk  
 City of Montrose  
 Office phone: (763) 575-7467  
 Office Hours: Monday-Thursday 7am to 4:30pm & Friday 7am to 11am

NOTICE: This E-mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521. This E-mail may be confidential and may be legally privileged. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution, or copying of this communication is strictly prohibited. Please reply back to the sender that you have received this message in error, then delete it. Thank you.



11/05/2019

**Tim Peterson**

Project Manager  
R&R Excavating  
1149 Hwy 22 S  
Hutchinson, MN 55350

RE: Request for Project Extension

**Mr. Tim Peterson:**

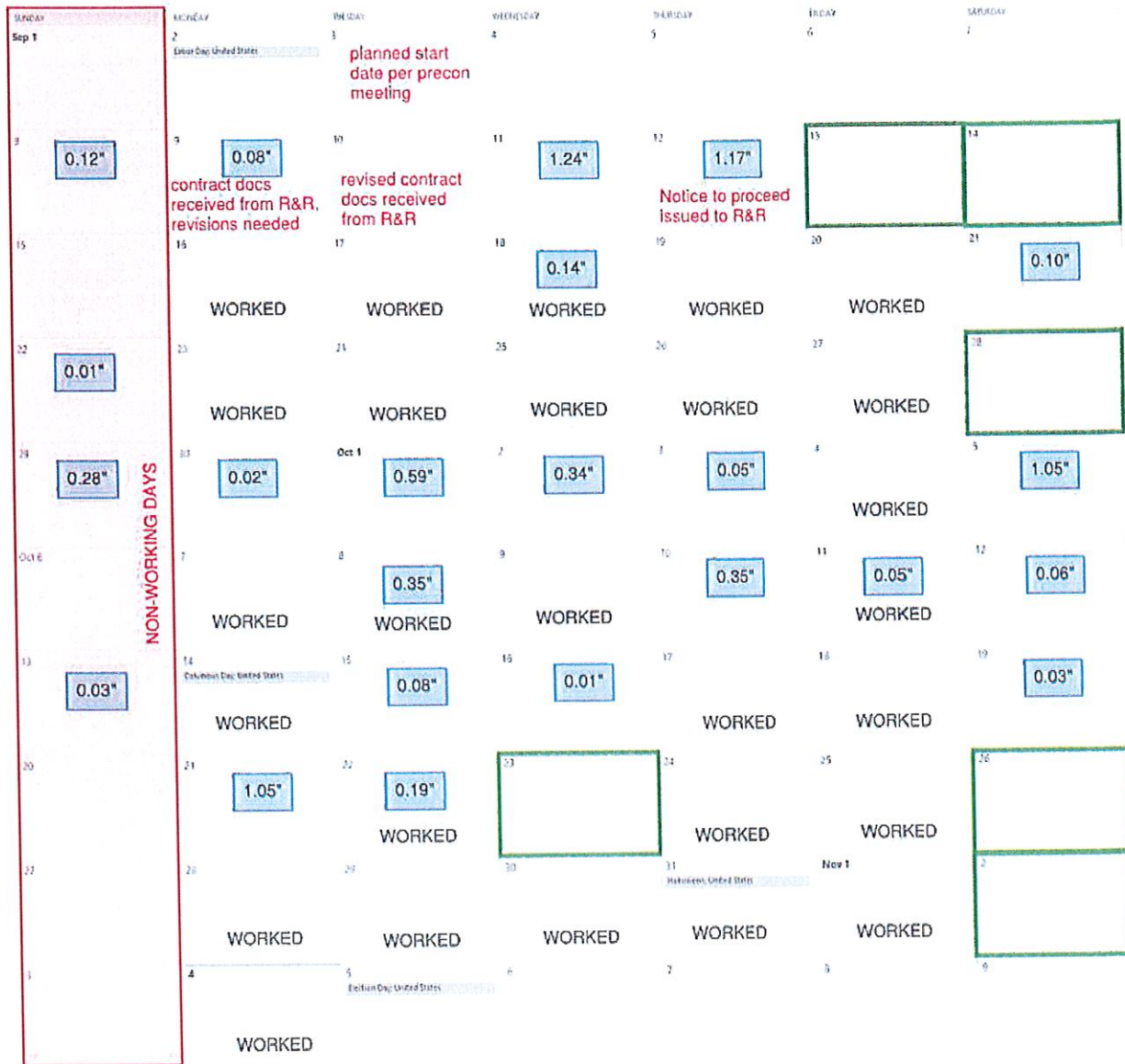
This memo is in response to the memo received requesting an extension of contract time due to inclement weather for project SP 8603-10 TH25 project.

The evaluation considers the number of the days the site experienced rainfall, the days where personnel were onsite, and additionally MnDOT Table 1803-2 "Anticipated Work Days Lost Due to Weather Per time Period". Working days for the evaluation is considered to be Monday through Saturday, as it was in the request received for project extension.

MnDOT Table 1803-2 provides the quantity of work days anticipated to be lost to inclement weather for each month of the year. The number of work days for each month is shown in the following table:

<b>Table 1803-2</b>	
<b>Anticipated Work Days Lost Due to Weather Per Time Period</b>	
<b>Time Period</b>	<b>Anticipated Work Days Lost</b>
January	20
February	15
March	9
April 1-15	3
April 16-30	2
May	4
June	5
July	4
August	3
September	3
October	3
November 1-14	2
November 15-30	5
December	17

The figure below illustrates the days from the notice to proceed through the current week, the amount of rainfall on each day, and whether or not there were contractor personnel onsite.



Significant rain days ( $> 0.1''$  of rain) = 11 working days

Anticipated Work Days per MnDOT Table 1803-2 (September and October) = 6 working days

Significant rain days above Table 1803-2 = 5 days

Available working days no personnel onsite (green boxes) = 6 working days



**Tim Peterson**  
 Project Manager  
 R&R Excavating  
 11/05/2019



The available working days with no personnel onsite is above the amount of significant rain days above Table 1803-2. This results in no additional working days allotted to the contract.

Based on this information, any contract work allowed to extend into year 2020 would not be eligible for increase in unit pricing. Prior to discontinuing site work in 2019, the site grading must be completed to properly convey drainage, the site must be stabilized, and temporary striping installed if permanent striping cannot be placed. Striping must include centerline and foglines.

All work associated to allow for the project extension beyond the November 15<sup>th</sup>, 2019 completion date would be the responsibility of the contractor with no payment for this work.

Shawn Louwagie, PE  
 Wenck Associates, Inc.  
 Project Engineer

c: Deb Boelter, Montrose City Clerk  
 Wayne McCormick, Montrose Public Works Director  
 Brett Stark, MnDOT D3 Assistant State Aid Engineer  
 Timothy Paul, MnDOT D3 Construction

CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

RESOLUTION NO. 2019-34

A RESOLUTION SUPPORTING THE YEAR 2020 CENSUS PARTNERSHIP

**WHEREAS** the U.S. Census Bureau is required by the U.S. Constitution to conduct a count of the population and provides a historic opportunity to help shape the foundation of our society and play an active role in American democracy;

**WHEREAS** the City of Montrose is committed to ensuring every resident is counted;

**WHEREAS** federal and state funding is allocated to communities, and decisions are made on matters of national and local importance based, in part, on census data and housing;

**WHEREAS** census data helps determine how many seats each state will have in the U.S. House of Representatives and is necessary for an accurate and fair redistricting of state legislative seats, county and city councils and voting districts;

**WHEREAS** information from the Year 2020 Census and American Community Survey are vital tools for economic development and increased employment;

**WHEREAS** the information collected by the census is confidential and protected by law;

**WHEREAS** a united voice from business, government, community-based and faith-based organizations, educators, media and others will enable the Year 2020 Census message to reach more of our citizens;

**NOW, THEREFORE, BE IT RESOLVED** that the City of Montrose is committed to partnering with the U.S. Census Bureau and the State of Minnesota and will:

- Support the goals and ideals for the Year 2020 Census and will disseminate Year 2020 Census information.
- Encourage all County residents to participate in events and initiatives that will raise the overall awareness of the Year 2020 Census and increase participation.
- Provide Census advocates to speak to County and Community Organizations.
- Support census takers as they help our County complete an accurate count.
- Strive to achieve a complete and accurate count of all persons within our borders

By order of the City Council of the City of Montrose.

Adopted by the City of Council of Montrose, Minnesota this 12<sup>th</sup> day of November, 2019.

CITY OF MONTROSE

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Michelle Otto, Mayor

ATTEST:

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Deborah Boelter, City Administrator



CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

RESOLUTION NO. 2019-35

A RESOLUTION ESTABLISHING THE CREATION OF THE YEAR 2020 CITY OF  
MONTROSE COMPLETE COUNT COMMITTEE

**WHEREAS** the U.S. Census Bureau is required by the United States Constitution to conduct a count of all persons; and

**WHEREAS** the Census count requires extensive work, and the Census Bureau requires partners at the state and local level to insure a complete and accurate count;

**WHEREAS** the City of Montrose Complete Count Committee will bring together a cross section of Community members who will utilize their local knowledge and expertise to reach out to all persons of our Community;

**WHEREAS** the City of Montrose Complete Count Committee will work with the Census Bureau and the State of Minnesota to strive for an accurate count.

**NOW THEREFORE, BE IT RESOLVED** that City of Montrose establishes a Year 2020 Census Complete Count Committee.

By order of the City Council of the City of Montrose.

Adopted by the City of Council of Montrose, Minnesota this 12<sup>th</sup> day of November, 2019.

CITY OF MONTROSE

\_\_\_\_\_  
Michelle Otto, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Boelter, City Administrator





RESPECT MINNESOTA TOOLKIT  
**LOCAL GOVERNMENTS**

**TABLE OF CONTENTS**

Overview of Respect Minnesota	2
Why Respect Minnesota?	3
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Expectations	5





## OVERVIEW OF RESPECT MINNESOTA

Respect Minnesota is a pledge to honor and respect people and their opinions. The pledge demonstrates a commitment and promise to provide a safe environment for everyone, especially those who share different opinions on contentious issues and/or sizeable projects that impact communities.

Respect Minnesota aims to create common ground and encourages respecting the rights of freedom of speech and personal safety.

### THE PLEDGE:

I support free speech and a safe environment for everyone.

I will listen, be inclusive and look for common ground.

I will respect others, our natural environment, and local communities.

I will respect the cultural heritage and history of the indigenous people.

I will be accountable for my words and actions and abide by the law.

*Let's move forward together.*

**Respect Minnesota**

If you haven't signed  
the pledge yet, you  
can do so now at  
**[respectminnesota.org](http://respectminnesota.org)**







## WHY RESPECT MINNESOTA?

Minnesotans are active and informed citizens who care deeply about issues that affect their state. Major infrastructure projects, such as Enbridge's Line 3 Replacement Project, spark meaningful conversations amongst neighbors across the state. While these projects often times ignite passionate and differing opinions, it's important that we all remember to speak to each other with respect and recognize one's right to freedom of speech and the feeling of safety.

### RESPECT MINNESOTA IS VALUABLE FOR MANY REASONS, INCLUDING:

- Promotes respect and civility.
- Focuses on common ground and shared values, not divisiveness.
- A pledge is a word of honor, a commitment, a bond that holds everyone to the same standard for their words and actions.
- Shows commitment to listening to everyone and a respect for different ideas, cultures and personal history.
- Gives people tools to better interact in and de-escalate tense situations so that everyone can do their jobs, state their opinions and go home safely.
- Serves as a reminder to listen, speak and act with respect and integrity.



RESPECTMINNESOTA.ORG





# HOW TO ENGAGE A LOCAL GOVERNMENT

## LOCAL GOVERNMENT OUTREACH

Respect Minnesota focuses on connecting with communities where infrastructure projects are occurring. Respect Minnesota can help local governments set a positive tone for upcoming infrastructure projects. Respect Minnesota's message and pledge can be launched jointly with community leaders and government officials before and during projects.

### 1. City Council or County Board Resolution

Local governments can benefit greatly by passing a Respect Minnesota resolution that aims to incorporate the Respect Minnesota pledge into their governing bodies and their communities by promoting free speech and encouraging respect.

#### EXAMPLE RESOLUTION

A resolution authorizing the abidance of the Respect Minnesota Pledge by the INSERT NAME City/County Council.

**WHEREAS,** \_\_\_\_\_ (Mayor) has signed a resolution of support for said pledge in accordance with the Respect Minnesota movement.

**WHEREAS,** as a result, CITY/COUNTY NAME will abide by the Respect Minnesota pledge including the individuals, businesses, nonprofits and organizations that reside in the boundaries of CITY/COUNTY NAME.

**WHEREAS,** CITY/COUNTY NAME will support free speech and a safe environment for everyone.

**WHEREAS,** CITY/COUNTY NAME will listen, be inclusive and look for common ground.

**WHEREAS,** CITY/COUNTY NAME will respect others, our natural environment, and local communities.

**WHEREAS,** CITY/COUNTY NAME will respect the cultural heritage and history of the indigenous people.

**WHEREAS,** CITY/COUNTY NAME will be accountable for their words and actions and abide by the law.

**NOW, THEREFORE, BE IT RESOLVED** that the City/County Council of \_\_\_\_\_ hereby supports the Respect Minnesota pledge.

## 2. Sign the Pledge as Individuals

Individual leaders within the community are invited to take the Respect Minnesota pledge as they vow to listen and be inclusive.

Each person has a network that can benefit from the Respect Minnesota pledge. An effective way to gain awareness of the pledge is by emailing your group and explaining the premise of Respect Minnesota. Below is an email template of a note that you can send to your network.

### EMAIL TEMPLATE INTRODUCTION TO RESPECT MINNESOTA

Hi [Recipient's Name],

I hope this message finds you well.

Recently, I've been involved in something called Respect Minnesota. Respect Minnesota is a pledge to honor and respect people and their opinions. The pledge intends to provide a safe environment for everyone during the planning, permitting and construction of infrastructure projects, such as the Line 3 Replacement Project.

Respect Minnesota aims to establish common ground and encourages respecting the rights to freedom of speech and personal safety.

I'm reaching out to you because I have signed the pledge and I thought you might be interested in learning more about Respect Minnesota. You can learn more and sign the pledge online at [www.respectminnesota.org](http://www.respectminnesota.org).

Please let me know if you're interested in meeting with me and I can follow up with the next steps.

Best Regards,  
[Your Name]

## EXPECTATIONS FROM YOUR COMMUNITY MEMBERS AND PLEDGE SIGNERS

These questions need to be answered for the local government to outline their expectations.

**What do you  
want to get out of  
Respect Minnesota?**

**How will you  
hold individuals  
accountable?**

**How will you  
hold yourself  
accountable?**

**What do you  
think the goal of  
Respect MN is?**

Expectations should be customized by your community's leadership, although, these are a few potential expectations.

- Regularly discuss the Respect Minnesota pledge in meetings and incorporate the Respect Minnesota pledge in daily routine.
- Uphold pledge and reward exemplary behavior. If someone violates the pledge, meet with them to discuss their behavior. Likewise acknowledge and reward instances during which member behavior upholds the spirit of the pledge.
- Encourage members to talk about the Respect Minnesota pledge and what it means to them in their daily lives, both at work and at home.



CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

RESOLUTION NO. 2019-36

A RESOLUTION AUTHROIZING THE ABIDANCE OF THE RESPECT MINNESOTA  
PLEDGE BY THE MONTROSE CITY COUNCIL.

**WHEREAS** the Montrose City Council has signed a Resolution of Support for said pledge in accordance with the Respect Minnesota movement; and

**WHEREAS**, as a result, Montrose will abide by the Respect Minnesota pledge including individuals, businesses, non-profits and organizations that reside in the boundaries of the City of Montrose; and

**WHEREAS** the City of Montrose will support free speech and a safe environment for everyone; and

**WHEREAS** the City of Montrose will listen, be inclusive and look for common ground; and

**WHEREAS** the City of Montrose will respect others, our natural environment, and local communities; and

**WHEREAS** the City of Montrose will respect the cultural heritage and history of the indigenous people; and

**WHEREAS** the City of Montrose will be accountable for their words and actions and abide by the law.

**NOW THEREFORE, BE IT RESOLVED** that Montrose City Council hereby supports the Respect Minnesota pledge.

By order of the City Council of the City of Montrose.

Adopted by the City of Council of Montrose, Minnesota this 12<sup>th</sup> day of November, 2019.

CITY OF MONTROSE

---

Michelle Otto, Mayor

ATTEST:

---

Deborah Boelter, City Administrator



**CITY OF MONTROSE**  
**Data Practices Policy**

Adopted: October 22, 2007

Revised: July 12, 2010

Revised: October 12, 2015

Revised: February 8, 2016

**Revised: November 12, 2019**

- I. Introduction.** These procedures are adopted by the City of Montrose, Minnesota (the "City") to comply with the requirements of the Minnesota Government Data Practices Act, found at Minnesota Statutes, Chapter 13, as amended (the "Act"), Sections 13.03, Subdivision 2 and 13.05, Subdivision 5 of the Act.
- II. Responsible Authority/Compliance Official.** The Responsible Authority/Compliance Official shall be appointed by Resolution of the City Council. The current Responsible Authority/Compliance Official is:

~~Margaret McCallum~~ **Deborah Boelter**  
~~City Clerk/Treasurer~~ **Administrator**  
 311 Buffalo Avenue South  
 PO Box 25  
 Montrose, MN 55363

The Responsible Authority/Compliance Official may designate certain other City employees to assist in complying with the Act.

- III. Access to Data.** All information maintained by the City is public unless there is a specific statutory designation that gives it a different classification. Categories of classification are as follows:

<b>Data on Individuals (Natural Persons)</b>	<b>Data Not on Individuals</b>	<b>Degree of Accessibility</b>
Public	Public	Accessible to anyone
Private	Nonpublic	Accessible to data subjects and to government officials whose duties reasonably require access
Confidential	Protected Nonpublic	Accessible only to government officials whose duties reasonably require access

The City uses the State of Minnesota's General Records Retention Schedule which lists data series maintained by the City and their classifications.

Any person has the right to inspect and copy public data (there may be charges associated for obtaining copies, and these charges are set forth in the City's Fee Schedule and/or Data Practices Policy for Members of the Public and Data Practices Policy for Data Subjects). The person also has the right to have an explanation of the meaning of the data. The person does not need to state his or her name or give the reason for the request. However, staff may ask clarifying questions for the sole purpose of facilitating access to the data. If a data requester chooses not to give the City any identifying information, the City will provide the requester with contact information to check on the status of the request. If the City does not understand a data practices request and has no way of contacting the requester, the City will not process the data request.

- A. Access to Public Data on Individuals.** All public data on individuals is accessible to anyone.
- B. Access to Public Data not on Individuals.** All public data not on individuals is accessible to anyone.
- C. Access to Private Data on Individuals.** Private data on individuals is accessible to:
  - i. The individual who is the subject of the data, but only once every six months, unless a dispute has arisen or additional data has been collected;
  - ii. A person who has been given access by the express written consent of the individual data subject;
  - iii. People who are authorized access by federal, state, or local law or court order;
  - iv. People about whom the individual was advised at the time the data was collected (the identity of those people must be part of the Tennessee warning described below) and
  - v. People within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.
- D. Access to Nonpublic Data not on Individuals.** Nonpublic data not on individuals is accessible to:
  - i. People who are authorized access by federal, state, or local law or court order;
  - ii. People within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.
- E. Access to Confidential Data on Individuals.** Confidential data is not accessible to the subject of the data but is accessible to:
  - i. People who are authorized access by federal, state, or local law or court order;
  - ii. People within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.
- F. Access to Protected Nonpublic Data not on Individuals.** Protected Nonpublic data not on individuals is accessible to:
  - i. People who are authorized access by federal, state, or local law or court order;
  - ii. People within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.



**G. Summary Data.** Summary data is statistical records and reports derived from data on individuals but which does not identify an individual by name or contain any other characteristic that could uniquely identify an individual. Summary data derived from private or confidential data is public. The Responsible Authority/Compliance Official or designee will prepare summary data upon request, if the request is in writing and the requesting party pays for the cost of preparation.

The Responsible Authority/Compliance Official or designee must notify the requesting party about the estimated costs and collect those costs before preparing or supplying the summary data. This inquiry should be done within a reasonable amount of time after receiving the request. However, if the summary data cannot be prepared within 10 working days, the Responsible Authority/Compliance Official must notify the requester of the anticipated time schedule and the reasons for the delay. Summary data may be prepared by “blacking out” personal identifiers, cutting out portions of the records that contain personal identifiers, programming computers to delete personal identifiers, or other reasonable means.

The Responsible Authority/Compliance Official may ask an outside agency or person to prepare the summary data if (1) the specific purpose is given in writing, (2) the agency or person agrees not to disclose the private or confidential data, and agrees in writing to indemnify and hold harmless the City for the release of the data underlying the summary, and (3) the Responsible Authority/Compliance Official determines that access by this outside agency or person will not compromise the privacy of the private or confidential data.

**H. Identification of Requesting Party.** Unless the data requested consists solely of public data, the Responsible Authority/Compliance Official or designee must verify the identity of the requesting party as a person entitled to access. This can be through presentation of written identification, comparison of the data subject’s signature on a consent form with the person’s signature in City records (when applicable), or other reasonable means.

#### **IV. Request for Data.**

**A. Form of Request.** Any request for data must be made in writing on the form provided by the City, which is attached as Exhibit A. The form can be presented to the City in person or mailed to the business address of the Responsible Authority/Compliance Official. All requests must be presented in the form provided by this Policy. The City will not respond to data requests presented in emails, by telephone or by fax.

**B. Time Limit.** All data requests will be responded to in a reasonable amount of time. If the request cannot be filled within 30 days the City will notify the person who requested the information and inform them of the approximate amount of time it will take to complete the request. The 30-day time period will begin when the City receives



the data request. Requests will be received and processed only during normal business hours.

**C. Fees.** Fees will be charged according to the City's fee schedule and/or Data Practices Policy for Members of the Public and Data Practices Policy for Data Subjects. The fee may include the actual cost of searching for, retrieving, summarizing, copying or electronically transmitting the data, and mailing costs. The fee may not include time necessary to separate public from nonpublic data. The City may provide an estimate of the fee before the request is filled if the person requesting the information asks for such an estimate. The City may require that any fees be prepaid before the request is filled. The Responsible Authority/Compliance Official may also charge an additional fee if the copies have commercial value and are a substantial and discrete portion of a formula, compilation, program, process, or system developed with significant expenditure of public funds. This additional fee must relate to the actual development costs of the information.

**D. Denial of Request.** If the Responsible Authority/Compliance Official or designee determines that the requested data is not accessible to the requesting party, the Responsible Authority/Compliance Official or designee must inform the requesting party in writing as soon as possible after the determination is made. The Responsible Authority/Compliance Official or designee must give the specific legal authority for withholding the data.

**V. Collection of Data on Individuals.** The collection and storage of information about individuals will be limited to that necessary for the administration and management of programs specifically authorized by the State Legislature, City Council, Economic Development Authority, or federal government. When an individual is asked to supply private or confidential information about the individual, the City employee requesting the information must give the individual a Tennesen warning. This warning must contain the following:

- A. The purpose and intended use of the requested data;
- B. Whether the individual may refuse or is legally required to supply the requested data;
- C. Any known consequences from supplying or refusing to supply the information; and
- D. The identity of other persons or entities authorized by state or federal law to receive the data.

A Tennesen warning is not required when an individual is requested to supply investigative data to a law enforcement officer. A Tennesen warning may be on a separate form or may be incorporated into the form that requests the private or confidential data.

**VI. Challenge to Responsible Authority/Compliance Official.** Any individual who is dissatisfied with the Responsible Authority/Compliance Official's action may file a complaint with the Office of Administrative Hearings using the procedures under Minnesota Statutes, Chapter 14.