



**CITY COUNCIL AGENDA
CITY COUNCIL WORKSHOP
September 23, 2019 3:30 P.M.**

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

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

1. CALL TO ORDER

2. ROLL CALL

3. BUSINESS

A. Year 2020 Census - Complete Count Committee

B. Old Water Tower Discussion – Council Member Moynagh

C. Discuss Employee Job Description Amendments and City Administrator Wage Increase

1. City Administrator

2. Director of Public Works

3. Deputy Clerk to City Clerk-Treasurer

4. City Administrator Wage Increase

D. Street Sweeper Purchase – Public Works Department

E. Solar Farm – Renewable Properties, LLC

4. UPCOMING MEETINGS

A. Minnesota Department of Transportation Open House – Monday, September 23, 2019 from 6:00 p.m. to 8:00 p.m. in the Montrose Community Center

- B. Park and Recreation Commission Meeting – October 7, 2019 at 5:30 p.m. in the Montrose City Hall Conference Room
- C. Regular City Council Meeting – Monday, October 14, 2019 at 7:00 p.m. in the Montrose Community Center
- D. Planning and Zoning Commission Meeting – Wednesday, October 16, 2019 at 7:00 p.m. in the Montrose Community Center
- E. City Council Workshop – Monday, October 28, 2019 at 3:30 p.m. in the Montrose City Hall Conference Room

5. ADJOURNMENT

Meeting Date: September 23, 2019

Submitted By: Deb Boelter
City Administrator



City Council Request

Subject: Year 2020 United States (U.S.) Census -
Complete Count Committee

BACKGROUND:

At the August 26, 2019 *Special City Council Meeting*, Mr. Michael Gold-Biss addressed the City Council and presented information on forming a *Complete Count Committee*.

Mr. Gold-Biss stated that the *Complete Count Committee* will be:

- Organized at the County, Municipal or Community level.
- Formed by local consensus vote, resolution, official proclamation or passage of an ordinance.
- Made up of members of the Montrose Community who are "trusted voices" in the Community, are volunteers and are appointed by the Highest Elected Official(s) (HEO).
- Organizing local outreach efforts to encourage residents to complete the year 2020 U.S. Census information.
- Providing leadership and/or support for residents for participation in the year 2020 U.S. Census.

The purposes of the *Complete Count Committee* include:

- ❖ Assisting the U.S. Census Bureau to meet the goal of a timely, accurate and cost-effective census count.
- ❖ Acting as year 2020 Census Champions.
- ❖ Providing "trusted voices" as Census Ambassadors.

Mr. Gold-Biss continued by providing the objectives of the *Complete Count Committee*:

- Monitor participation in the year 2020 Census.
- Target outreach efforts in low response rate areas.
- Marshall resources to support *Complete Count* goals.
- Collaborate with Regional Director and Partnership Specialists for training and support.

The U.S. Census Bureau would like the *Complete Count Committee* to be made up of two (2) to three (3) members of the Montrose Community that have extended contact with residents. Mr. Gold-Biss mentioned leaders in the church and/or other recognizable organizations.

If you know of anyone who may be a good candidate for the *Complete Count Committee*, please ask them if they would be interested in serving on the *Committee*. Please bring their name to the September 23, 2019 City Council Workshop.

Please share with the potential *Committee* members that they will receive training from the U.S. Census Bureau to assist them in understanding their role and objectives.

FINANCIAL/BUDGET:

Not Applicable.

OPTIONS:

Not Applicable.

RECOMMENDATION:

City staff recommends that the City Council identify individuals from the Montrose Community that would serve as productive and helpful members of the *Complete Count Committee*.

COUNCIL ACTION:

The City Council will be presented a list of individuals at their Monday, October 14, 2019 Regular City Council Meeting to consider and approve as members of the *Complete Count Committee*.

ATTACHMENTS:

1. Letter from Mr. Michael Gold Biss, U.S. Census Bureau



Honorable City Council
City of Montrose

2020 Census and the Complete Count Committee

Thank you for meeting with me to discuss the Census Bureau's plans for conducting the 2020 Census. Operations for the 2020 Census have begun and opportunities for local government involvement are now available.

To summarize, a Complete Count Committee (CCC) has some, or all the following characteristics:

- Organized at the county, municipal, or community level
- Formed by local, consensus vote, resolution, official proclamation or passage of ordinance
- Members, who are "trusted voices" in the community, are volunteers and are appointed by the Highest Elected Official (HEO)
- Committee organizes local outreach efforts
- Provides leadership/support for participation

The CCC purposes include:

- Assist Census Bureau to meet the goal of a timely, accurate and cost-effective census count.
- Act as 2020 Census Champions
- Provide "trusted voices" as Census Ambassadors

CCC Objectives

- Monitor census participation
- Target outreach efforts in low response rate areas
- Marshall resources to support Complete Count goals
- Collaborate with Regional Director and Partnership Specialists for training and support

Sample Topics for CCCs:

- How to reach specific audiences, such as Millennials, students, Seniors, businesses, and faith-based communities
- How to help recruit for Census Jobs
- How to use and engage with Media & Social Media
- How to share, reinforce, and localize the Census message

CCC Key Communication Phases

- Gear Up Phase Now – Fall 2019
- Engage Phase Nov – Dec 2019
- Educate Phase Feb 2020
- Encourage Phase Mar – May 2020
- Remind Phase May – Jul 2020
- Thank You Phase Start Jul 2020

A CCC commitment letter can indicate the general willingness to work with the US Census Bureau to ensure an accurate count on Census Day, April 1, 2020 for a count where everyone is counted once, only once and in the right place. Specifics such as use of social media or bulletin boards, newsletters are welcome. The important part of the letter is to indicate a commitment to work with the Census, details to be determined as the process moves along.

A Complete Count Committee commitment letter or memorandum should be sent to our Director:

Mrs. Marilyn A. Sanders, Regional Director
US Census Bureau-Chicago Regional Census Center
175 West Jackson Boulevard, Suite 600
Chicago, Illinois 60604

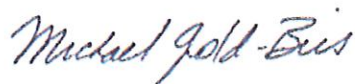
It can be sent electronically at marilyn.a.sanders@census.gov. Please consider sending me a copy.

As you know, the Census means a lot more to Minnesota than a simple count – it is the basis for many of the funding and policy decisions that are made at all levels of government. We have learned from previous censuses that the involvement of state and local officials as well as local partners in the process is essential to the overall success of the Census and does make a difference in the results.

Again, thank you for your time and for your partnership in this important mission. I look forward to working with you and the City of Montrose as we prepare for Census Day – April 1, 2020,

Please call me at 651-281-0876 if you have questions or need additional assistance.

Sincerely,



Michael Gold-Biss

Meeting Date: September 23, 2019

Submitted By: Deb Boelter
City Administrator



City Council Request

Subject: Discuss Employee Job Description Amendments
and City Administrator Wage Increase

BACKGROUND:

At the Monday, September 9, 2019 Regular City Council Meeting, the City Council approved a change to the job title for Ms. Deb Boelter from City Clerk-Treasurer to City Administrator.

The Personnel Committee met on Wednesday, September 11, 2019 and agreed to make a recommendation to the City Council of the following proposed amendments to the *Job Descriptions* for the City Clerk-Treasurer and Director of Public Works:

1. **EXHIBIT A:** The City Clerk-Treasurer *Job Description* will have the Position Title amended to **City Administrator** and the Point Range changed from 332-353 to **451-496**. Both of these amendments were from the original *Job Description* that the City of Montrose had for the previous City Administrator. The Point Range is required for the purpose of comparable worth reporting. The other amendment would be under the title of **Supervises:** The City Administrator will be supervising the following employees:
 - **City Clerk-Treasurer**
 - **Public Works Department Director**
 - **Administrative Assistant**
2. **EXHIBIT B:** The Director of Public Works *Job Description* will have the following proposed amendments:
 - **Reports To:** **City Administrator**
 - **Works With:** **City Administrator**, City Clerk-Treasurer, Deputy Clerk, City Council, City Engineer, Developers, Construction Crews
3. **EXHIBIT C:** Ms. Wendy Manson's title of Deputy Clerk should be changed to **City Clerk-Treasurer**. The City of Montrose's Ordinance, Chapter 20.01 FORM OF GOVERNMENT requires that the City Council appoint a City Clerk-Treasurer. This also follows Minnesota State Statute § 412.581. The job duties and responsibilities that Ms. Manson has been doing as Deputy Clerk for the past twenty-two (22) years for the City of Montrose are those of a City Clerk-Treasurer.

The Point Range should be amended from 238-252 to **332-353**. The other proposed amendments include:

- **Reports To:** **City Administrator**
- **Works With:** **City Administrator**, Public Works Director, City Council, City Auditors, City Attorney, City Engineer
- IV. FINANCES
- F. Works with Treasurer **City Administrator**

FINANCIAL/BUDGET:

At the September 11, 2019 Personnel Committee Meeting, Committee Members discussed a wage increase for the City Administrator position.

City staff again provided the Committee with the information from the League of Minnesota Cities' *Salary and Benefits Report*. A copy is attached for your review.

Council Member Marszalek also provided the Committee with a spreadsheet he created to provide a clearer understanding of the information found in the League of Minnesota Cities' *Salary and Benefits Report*. A copy is attached for your review.

The Personnel Committee discussed a wage increase for the City Administrator position and agreed to recommend an increase for Ms. Boelter from \$30.60 to \$37.00 effective Monday, September 9, 2019.

Below is a comparison of the proposed salary of \$37.00 per hour to my current per hour rate. I am working an average of thirty-six (36) hours per week; so, the comparison is based on a thirty-six (36) hour work week. The salary listed in the chart below is the **Annual** salary.

	Per Hour Rate x 36 Hours Per Week	Annual Salary	Proposed Annual Increase
Current	\$30.60 x 1872 (<i>Annual Number of Hours</i>)	\$57,283.20	
Proposed	\$37.00 x 1872 (<i>Annual Number of Hours</i>)	\$69,264.00	\$11,980.80

There are eight (8) pay periods left in the year 2019. At thirty-six (36) hours per week, the eight (8) pay periods equates to a total of 576 hours that I will work as City Administrator from September 9, 2019 to December 31, 2019. At the rate of \$37.00 per hour, it will be a \$6.40 per hour increase from my current rate of \$30.60. The additional wages for the year 2019 will be \$3,686.40. The funding for the wage increase is in the year 2019 Budget.

The year 2020 Budget also has funding available for the proposed increase to the City Administrator wage of \$37.00 per hour.

OPTIONS:

1. Direct City staff to include the amended *Job Descriptions* as presented above for the City Administrator, Director of Public Works and City Clerk-Treasurer on the October 14, 2019 Regular City Council Meeting Agenda for approval.
2. Make additional amendments to the *Job Descriptions*.
3. Direct City staff to include the proposed wage increase as presented above for the City Administrator position on the October 14, 2019 Regular City Council Meeting Agenda for approval.
4. Continue discussions on the *Job Descriptions* and/or proposed wage increase for the City Administrator position at a future City Council Meeting.

RECOMMENDATION:

Discuss the proposed amendments to the *Job Descriptions* and the proposed wage increase for the City Administrator position.

Direct City staff on what direction to take regarding the *Job Description* amendments and proposed City Administrator wage increase.

COUNCIL ACTION:

Discuss the proposed amendments to the *Job Descriptions* and the proposed wage increase for the City Administrator position and give a directive to City staff on how to proceed.

ATTACHMENTS:

1. EXHIBIT A.
2. EXHIBIT B.
3. EXHIBIT C.
4. City of Montrose Ordinance, Chapter 20 FORM OF GOVERNMENT.
5. Minnesota State Statute § 412.581 OFFICERS.
7. League of Minnesota Cities' *Salary and Benefits Report* for a City Administrator position.
8. City Administrator Pay in Cities of 2000 to 3999 Population spreadsheet.

EXHIBIT A:

CITY OF MONTROSE JOB DESCRIPTION

POSITION: ~~City Clerk/Treasurer~~ **City Administrator**

DEPARTMENT: City Administration

POINT RANGE: ~~332-353~~ **451-496**

GENERAL STATEMENT OF DUTIES:

Manages major city functional areas including: City Council; budget; finance; human resources; administration; planning and zoning; legal; ordinances and economic development; and oversees the day-to-day administrative operations of city business.

Manages and performs administrative and financial duties related to the management of city government. Work involves planning, organizing, directing, and coordinating a variety of municipal activities as provided for and authorized by the City Council. Work includes responsibility for explaining and executing ordinances and other directives of the City Council. Work also involves serving as Zoning Administrator. Work is performed with moderate latitude for independent action and decision making under the broad policy guidance of the City Council and is received through meetings, reports, and observation of results obtained.

ACCOUNTABILITY:

Reports To: Montrose City Council

Supervises: ~~Deputy Clerk~~ **City Clerk-Treasurer**
Public Works Department Director
Administrative Assistant

Advises: Mayor and City Council
All Committees and Commissions
Other City departments

RESPONSIBILITIES AND DUTIES:

City Council:

- Attends required meetings
- Oversees and ensures the preparation and maintenance of all documents related to the City Council, including notice publication, minutes, agendas, publishing, distribution, maintenance documents and other documents for council functions
- Responsible for video/audio recording of City Council meetings

- Works with the City Council to establish short- and long-term goals
- Acts as City representative to local/county/state levels

Financial:

- Prepares and administers annual budget and levy
- Prepares documents related to Truth in Taxation hearing
- Oversees bond issues working with financial consultant
- Oversees all daily/monthly/yearly accounting operations and procedures
- Oversees the annual audit, working with the auditing firm
- Manages City financial investments
- Develops RFP's for Consultant/Contractor selections
- Develops and administers grant applications
- Manages Tax Increment Financing Programs

Human Resources and Administration:

- Personnel Committee member
- Responsible for the updating of the City policies for council approval, after committee review
- Conducts annual performance review evaluations for administrative staff
- Prepares the comparable worth report for the State of Minnesota
- Oversees insurance policies; liability, work comp, employee medical, dental, long- and short-term disability
- Annually reviews City insurance policies with agents
- Manages document imaging operations
- Oversees City website development, calendar and information management and timely maintenance
- Manages technological advances and financial and administrative equipment and software upgrades
- Manages and serves as the responsible party for the City Data Practice Policy
- Supports or participates in other committee functions as needed
- Assists with day-to-day City functions as required

City Ordinances / Legal / Elections:

- Responsible for enforcement, review and maintenance of the City Code and preparation of new ordinances
- Work with City Attorney on all legal matters
- Oversees and manages all election activities
- Serves as an election judge if needed

Planning and Zoning:

- Attends required meetings
- Oversees and ensures the preparation and maintenance of all documents related to the Planning and Zoning Committee, including notice publication, minutes, agendas,

publishing, distribution, maintenance documents and other documents for committee functions

- Interprets the zoning ordinance with regard to development, residents etc.
- Works with the City Planner to review/update the Zoning Ordinance and Comprehensive Plan
- Works with key staff and consultants for project management, long range planning, development and execution of Capital Improvement Plan and Comprehensive Plan
- Manages AUAR Policy and oversight

Economic Development Authority:

- Attends required meetings
- Oversees and ensures the preparation and maintenance of all documents related to the EDA, including notice publication, minutes, agendas, publishing, distribution, maintenance documents and other documents for committee functions
- Oversees budget of the EDA
- Lead contact for housing development projects
- Works with the Economic Development Consultant on City activities

Emergency Management:

- Member of the Emergency Management Team
- Public health and healthy community activities as required

Performs other job-related duties as directed by the City Council.

QUALIFICATIONS

Minimum Qualifications:

- A Municipal Clerk's Certificate and three years' experience in a full time City government administration or operations position
- Strong working knowledge of city management, municipal laws, regulations, ordinances and established procedures, financial and administrative services operations; including all phases of the budgeting process
- Working knowledge of computers and electronic data processing, and office practices and procedures
- Possess a valid MN driver's license

Preferred Qualifications:

- Bachelor's Degree in Business Administration or related field and two years' experience in a full time City government administration or operations position
- The ability to establish and maintain effective working relationships with employees and the general public
- Ability to meet the bonding or notary commission requirements of the City, if any

Knowledge, Skills and Abilities:

Ability to communicate effectively, both in oral and written formats; effective problem solving and analytical skills; demonstrated ability to establish and maintain positive and effective

relationships with other employees, the public and other governmental agencies; available to work additional hours as needed to complete the required work; knowledge of accounting, payroll and billing practices and procedures; knowledge of City ordinances, resolutions, and policies; knowledge of laws, rules, and regulations affecting City operations; knowledge of state and county election procedures and operations; considerable knowledge of modern office practices, procedures and equipment, including knowledge of computer operation and software packages.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is frequently required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus and read fine print.

Work environment:

The majority of duties are expected to be performed at City Hall. Duties may occasionally require work in other city buildings and facilities or driving to perform duties at other locations or attend meetings with other organizations as required.

Hours of Work:

Permanent, Part-time. Hours of work will be up to 40 hours per week during the City Hall hours of operation, Monday through Thursday from 7:00 a.m. to 4:30 p.m., and Friday from 7:00 a.m. to 11:00 a.m. (additional hours on Friday may be worked for the purpose of code enforcement). Some work on nights and/or weekends is expected.

NON-DISCRIMINATION POLICY:

The City of Montrose is an equal employment opportunity employer and will not discriminate against any applicant or employee on the basis of any protected status under federal, state, or local law, including race, color, religion, creed, age, sex, national origin, ancestry, marital status, familial status, pregnancy, disability, sexual orientation, genetic information, complaining in good faith to the employer or to a public authority, status with regard to public assistance, membership or non-membership in a labor organization, military, National Guard or reserve service, or any other characteristic or activity protected under federal, state or local law.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Montrose reserves the right to change and/or eliminate any and all job duties as necessary.)

EXHIBIT B:

CITY OF MONTROSE JOB DESCRIPTION

POSITION: **DIRECTOR OF PUBLIC WORKS**

DEPARTMENT: **PUBLIC WORKS**

POINT RANGE: **332-353**

QUALIFICATIONS

A Bachelors Degree plus 2 years public works experience **or** 5 years related experience in public works management. A valid Minnesota Class B driver's license. Mechanical knowledge relating to the maintenance and operation of equipment. Strong organizational, supervisory and management skills. A valid class "B" Wastewater Treatment Operators license. A valid class "D" Water Treatment Operators License.

Reports To: ~~City Council~~ **City Administrator**

Manages: Public Works/Utility Billing Staff

Works With: **City Administrator**, City Clerk-Treasurer, Deputy Clerk, City Council, City Engineer, Developers, Construction Crews,

Responsibilities

The Director of Public Works oversees the following operations:

1. City owned Buildings and Grounds
2. City Parks
3. Street Department
4. Drinking Water Production, Treatment, Storage, and Distribution Operations
5. Wastewater Collection, and Treatment Operations
6. City Storm Water Operations
7. Utility Billing Operations
8. Public Works Department Fleet Operations and Maintenance
9. Public Works Department Safety Program
10. Emergency Management Committee
11. Managing and Directing the Public Works Department Staff.
12. Maintain the "on call" rotating schedule.

I. **FINANCE:**

A. Prepares annual Public Works Budgets.

II. CITY COUNCIL:

- A. Attends all required meetings.
- B. Presents updates of Public Works related activities.
- C. Works to establish goals for the Public Works Department.

III. BUILDINGS AND GROUNDS MAINTENANCE:

- A. Develops and administers a preventative maintenance program.
- B. Maintains all documentation and records for the Public Works Department.
- C. Responsible for managing Public Works Department Inventories.
- D. Develop and Administer short and long range maintenance and repairs of buildings and grounds.
- E. Provides oversight of the City's Engineering for City owned buildings and grounds development.

IV. PARKS:

- A. Responsible for the day to day operations and maintenance of the City Parks.
- B. Provides oversight of the City's Engineering for Park Development.

V. STREETS:

- A. Develop and administers short and long term street maintenance programs.
- B. Oversees snow and ice removal from all city streets.
- C. Provides oversight of the City's Engineering on street related development.

VI. WATER OPERATIONS:

- A. Manages the day to day operations of the City's Water Production, Water Storage, Water Distribution, and Water Treatment Facilities.
- B. Provides oversight of the City's Engineering on the City's Water Production, Water Storage, Water Distribution, and Water Treatment Facilities.
- C. Oversees all Minnesota Department of Health reporting requirements.
- D. Oversees all reporting regarding water production to the Minnesota Department of Natural Resources.
- E. Oversees all Inspections.
- F. Oversees all maintenance and repair.
- G. Maintains and renews all licensing's to ensure compliance for the City.

H. Sits on the City's Utility Rate committee.

VII. WASTEWATER OPERATIONS:

- A. Manages the day to day operations of the City's Wastewater Collection, and Wastewater Treatment Facilities.
- B. Provides oversight of the City's Engineering on the City's Wastewater Collection, and Wastewater Treatment Facilities.
- C. Responsible for the operation of the City's compost facility.
- D. Oversees all Inspections.
- E. Oversees all Minnesota Pollution Control Agency reporting for the NPDES Operating Permit.
- F. Oversees all Required Laboratory Testing.
- G. Oversees all Maintenance and Repair.
- H. Maintains and renews licensing's to ensure compliance for the City.
- I. Sits on City's Utility Rate Committee.

VIII STORM WATER OPERATIONS:

- A. Manages the day to day operations, and maintenance of the City's Storm Water Collection, and Storage Systems.
- B. Provides oversight of the City's Engineering on the City's Storm Water Collection, and Storage Systems.
- C. Implements and Manages the City's Storm Water Management plan, overseeing the City's Consulting Engineers.
- D. Oversees all Required Storm Water Inspections.

IX UTILITY BILLING OPERATIONS:

- A. Manages and oversees the operations of the City's Utility Billing Division within the Public Works Department

X. FLEET OPERATIONS:

- A. Manages the overall operation and maintenance of the Public Works Departmental Fleet of Vehicles, and Equipment.
- B. Develop, and Administer a Fleet expansion/replacement program for the Public Works Department as needed.

XI. SAFETY PROGRAM:

- A. Responsible for the overall Safety of the Public Works Department Employees.
- B. Ensures all Public Works employees receive all required safety training.

- C. Manage the Public Works Safety Program.
- D. Provides all necessary safety equipment for Public Works Department employees.
- E. Oversee that all contractors that are working for the City follow the City's Safety Policies as required.

XII. EMERGENCY MANAGEMENT:

- A. Sits on the City's Emergency Management Committee Representing the Public Works Department.
- B. NIMS Training and Certification.
- C. Provide the Necessary Emergency Management Services for the City as required.

XIII. STAFF MANAGEMENT:

- A. Provide Leadership, and Direction for the Public Works Department, and the Public Works Staff.
- B. Performs all Public Works Department Employee Reviews, Disciplinary Actions, Promotions, and Terminations following the written policies and procedures of the City's Personnel Manual.
- C. Ensures that all City's Rules and Regulations are followed by the Public Works Department, and Public Works Staff.

XIV. ANY OTHER DUTIES/RESPONSIBILITIES IN THE DAY TO DAY OPERATION OF THE CITY AS REQUESTED:

EXHIBIT C:

CITY OF MONTROSE
JOB DESCRIPTION

POSITION: ~~DEPUTY CLERK~~ **City Clerk-Treasurer**
COMMUNITY CENTER MANAGER
~~IN ABSCENSE OF CITY CLERK, ACTING CLERK~~
~~ACCOUNTING OFFICIAL~~

DEPARTMENT: ADMNISTRATION

POINT RANGE: ~~238-252~~ **332-353**

QUALIFICATIONS

Must have 2 year Business Degree or a minimum of 1 year experience in administration with strong secretarial skills, bookkeeping skills, computer experience, communication skills, able to work independently and be bondable. Valid driver's license.

Reports To: **City** Administrator/~~Clerk-Treasurer~~

Works With: ~~City Clerk-Treasurer~~ **Administrator**, Public Works Director, City Council, City Auditors, City Attorney, City Engineer

Responsibilities

- I. PAYROLL
 - A. Maintains payroll records including wage changes, accumulate sick time, vacation time, PTO, compensatory time, employee insurance, retirement and PERA reports.
 - B. Completes Employee, Council, Planning and Zoning, Fire Dept., Park and Recreation and Election Judges Payroll.
 - C. Completes all payroll tax reports
 - D. Prepares W2 and 1099 forms annually
- II. ANNUAL ASSESSMENTS
 - A. Prepares notices for delinquent utilities and unpaid charges
 - B. Prepares resolutions and delinquent accounts reports for council approval
 - C. Prepares reports to County
- III. COMMUNITY CENTER
 - A. Oversees operation of the Community Center

- B. Handles all rentals and contracts

IV. FINANCES

- A. Codes and enters all accounts payable bi-monthly and runs checks
- B. Maintains all accounts payable files
- C. Enters all data each month for monthly bank reconciliations
- D. Reconciles and balances all accounts each month
- E. Prepares and enters journal entries
- F. Works with ~~Treasurer~~ **City Administrator**
- G. Prepares quarterly report for city council

V. ANNUAL AUDIT

- A. Prepares all workpapers necessary for annual audit
- B. Prepares and mails all letters and disclosures to banks, attorney, etc. for audit.
- C. Works with auditors to complete annual audit

VI. BUDGET & LEVY

- A. Assists the City Administrator and Public Works Director in completing the annual city budget and levy.
- B. Reviews budget with City Administrator and Public Works Director monthly

VII. ACCOUNTS RECEIVABLES

- A. Records Accounts Receivables in receipt book
- B. Opens daily utility receipts and runs tape for Utility Billing Clerk

VIII. TAXES

- A. Completes Monthly sales tax statement

IX. LIQUOR LICENSING

- A. All preparation/notification of yearly liquor licensing
- B. Enforcement via county of liquor violations
- C. Advise all new applicants regarding liquor licensing

X. ELECTIONS

- A. Head election judge
- B. Publishes notices for primary and general elections
- C. Selects election judges for council approval
- D. Oversees primary and general elections

XI. EMERGENCY MANAGEMENT

- A. Member of the Emergency Management Committee

XII. DEVELOPMENT

- A. Maintains all city escrow deposits
- B. Landscape inspections

XIII. RETENTION SCHEDULE MANAGEMENT

XIV. MAP ADDRESSING

XV. INSURANCE

- A. Administers city medical, dental and disability insurance plans.
- B. Annual financial review with Underwriters for Municipal Insurance renewal.

XVI. ADMINISTRATIVE ASSISTANT TO FIRE DEPARTMENT

- A. Coordinates and prepares monthly accounts payable for Fire Department
- B. Prepares annual fire assessment and remits to the county.

XVII. CITY COUNCIL

- A. Attends all required meetings.
- B. Prepares any necessary reports or updates as needed

XVIII. OTHER ADMINISTRATIVE DUTIES

- A. Assists with Reception duties including building permits, receipt of payments, etc.
- B. Opens mail and distributes accordingly
- C. Backup to Utility Billing

XIX. ANY OTHER DUTIES/RESPONSIBILITIES IN THE DAY-TO-DAY OPERATION OF THE CITY AS REQUESTED

CHAPTER 20: FORM OF GOVERNMENT

20.01. FORM OF GOVERNMENT.....	12
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20.01. FORM OF GOVERNMENT.

A) The City shall operate under the Statutory City Optional Plan A type of government, under M.S. § 412.581, as it may be amended from time to time, with the Administrator/Clerk-Treasurer being appointed by the City Council for indefinite terms.

Office of the Revisor of Statutes

2018 Minnesota Statutes

[Authenticate](#)  PDF**412.581 OFFICERS.**

In any city operating under Optional Plan A except a city having a larger council under Minnesota Statutes 1994, section [412.023, subdivision 4](#), the council shall be composed of five or seven members consisting, except during the initial period of its operation as provided in section [412.571](#), of the mayor and four or six council members and, except as provided in that section, the clerk and treasurer or clerk-treasurer shall be appointed by the council for indefinite terms.

History: [1949 c 119 s 74](#); [1965 c 417 s 11](#); [1967 c 289 s 13](#); [1974 c 337 s 11](#); [1986 c 444](#); [1989 c 30 s 9](#); [1997 c 7 art 1 s 136](#); [2016 c 158 art 1 s 183](#)

Salaries: City/ County Admin./Manager/Coordinator

Organization	Pop	Region	# of Emp	Job Title	Range Min	Range Max	Actual Low	Actual High	Actual Avg	f
Aitkin	2,136	Central	1	CITY ADMINISTRATO	\$72,508.80	\$91,873.60	\$72,508.80	\$72,508.80	\$72,508.80	
Aitkin County	15,829	Central	1	COUNTY ADMINISTR	\$87,524.00	\$130,586.20	\$95,865.24	\$95,865.24	\$95,865.24	
Albertville	7,230	Central	1	City Admin/P W Dire	-	-	\$143,185.00	\$143,185.00	\$143,185.00	
Alexandria	13,673	Central	1	City Administrator	\$97,857.87	\$128,438.00	\$110,078.00	\$110,078.00	\$110,078.00	
Avon	1,527	Central	1	Clerk- Administrator	\$63,481.60	\$81,244.80	\$76,710.40	\$76,710.40	\$76,710.40	
Baxter	7,921	Central	1	City Administrator	\$92,435.20	\$135,470.40	\$110,011.20	\$110,011.20	\$110,011.20	
Becker	4,791	Central	1	City Administrator	\$85,595.99	\$120,844.10	\$120,844.10	\$120,844.10	\$120,844.10	
Benson	3,240	Central	1	City Manager	-	-	\$94,550.00	\$94,550.00	\$94,550.00	
Big Lake	11,174	Central	1	City Administrator	\$103,542.40	\$131,185.60	\$123,656.00	\$123,656.00	\$123,656.00	
Brainerd	13,371	Central	1	City Administrator	\$108,825.60	\$136,032.00	\$119,704.00	\$119,704.00	\$119,704.00	
Breckenridge	3,289	Central	1	City Administrator	\$80,710.52	\$96,372.58	\$88,194.56	\$88,194.56	\$88,194.56	
Buffalo	16,033	Central	1	City Administrator	\$113,755.20	\$135,824.00	\$135,824.00	\$135,824.00	\$135,824.00	
Cambridge	8,868	Central	1	City Administrator	\$98,446.40	\$129,646.40	\$124,363.20	\$124,363.20	\$124,363.20	
Chippewa County	11,980	Central	1	County Aud/Treas/C	\$81,624.00	\$112,992.00	\$103,404.00	\$103,404.00	\$103,404.00	
Cokato	2,760	Central	1	City Administrator	-	-	\$84,721.00	\$84,721.00	\$84,721.00	
Cold Spring	4,157	Central	1	City Administrator	-	\$77,250.00	\$77,250.00	\$77,250.00	\$77,250.00	
Cottonwood County	12,167	Central	1	County Coordinator	\$83,865.60	\$106,246.40	\$97,219.20	\$97,219.20	\$97,219.20	
Crosby	2,386	Central	1	Asst Deputy Registra	\$11,180.00	\$14,539.20	\$12,303.20	\$12,303.20	\$12,303.20	
Crosslake	2,230	Central	1	City Administrator/T	\$98,300.00	\$98,300.01	\$98,300.00	\$98,300.00	\$98,300.00	
Delano	6,058	Central	1	City Administrator	\$99,819.20	\$116,958.40	\$116,958.40	\$116,958.40	\$116,958.40	
Dundas	1,580	Central	1	City Administrator /	\$65,100.00	\$68,600.00	\$68,600.00	\$68,600.00	\$68,600.00	
East Gull Lake	1,023	Central	1	City Administrator	\$60,000.00	\$85,000.00	\$74,974.87	\$74,974.87	\$74,974.87	
Fergus Falls	13,733	Central	1	City Administrator	\$97,198.40	\$135,012.80	\$124,363.20	\$124,363.20	\$124,363.20	
Foley	2,651	Central	1	Administrator/Clerk	\$60,972.00	\$94,872.00	\$94,872.00	\$94,872.00	\$94,872.00	
Gaylord	2,230	Central	1	City Administrator	\$70,657.60	\$94,224.00	\$82,451.20	\$82,451.20	\$82,451.20	
Grant County	5,941	Central	1	Coordinator	\$77,355.20	\$107,120.00	\$93,516.80	\$93,516.80	\$93,516.80	
Hinckley	1,838	Central	1	City Administrator	\$65,000.00	\$78,154.00	\$78,154.00	\$78,154.00	\$78,154.00	
Howard Lake	2,045	Central	1	City Administrator/C	\$64,248.00	\$86,345.00	\$92,700.00	\$92,700.00	\$92,700.00	
Hutchinson	14,000	Central	1	City Administrator	\$102,232.00	\$153,358.00	\$127,593.00	\$127,593.00	\$127,593.00	
Isanti	5,703	Central	1	City Administrator	\$97,510.40	\$120,390.40	\$120,390.40	\$120,390.40	\$120,390.40	
Jackson County	10,266	Central	1	Coordinator	\$92,892.80	\$120,764.80	\$102,190.40	\$102,190.40	\$102,190.40	
Lac qui Parle County	6,866	Central	1	Auditor-Treasurer-Cr	-	-	\$101,325.10	\$101,325.10	\$101,325.10	
Lake Crystal	2,602	Central	1	City Administrator	\$54,400.00	\$87,792.00	\$83,640.00	\$83,640.00	\$83,640.00	
Le Sueur	4,100	Central	1	City Administrator	\$95,616.95	\$118,792.60	\$118,792.60	\$118,792.60	\$118,792.60	
Lester Prairie	1,718	Central	1	City Coordinator-Cle	\$59,966.40	\$74,963.20	\$73,195.20	\$73,195.20	\$73,195.20	
Little Falls	8,890	Central	1	City Administrator	\$102,277.00	\$122,124.00	\$108,505.00	\$108,505.00	\$108,505.00	
Madelia	2,303	Central	1	City Administrator	\$78,020.80	\$80,371.20	\$80,371.20	\$80,371.20	\$80,371.20	
Maple Plain	1,830	Metro	1	City Administrator/C	-	\$80,000.18	\$80,000.18	\$80,000.18	\$80,000.18	
Melrose	3,600	Central	1	City Administrator/T	\$82,225.36	\$111,115.40	\$111,115.40	\$111,115.40	\$111,115.40	
Milaca	2,835	Central	1	City Manager	\$55,000.00	\$72,000.00	\$72,000.00	\$72,000.00	\$72,000.00	
Monticello	13,553	Central	1	City Administrator	\$94,437.00	\$122,768.00	\$122,768.00	\$122,768.00	\$122,768.00	
Moose Lake	2,787	Central	1	City Administrator	\$95,000.00	\$95,001.00	\$95,000.00	\$95,000.00	\$95,000.00	
Mora	3,504	Central	1	City Administrator/P	\$82,160.00	\$109,554.00	\$95,857.00	\$95,857.00	\$95,857.00	
Morris	5,436	Central	1	City Manager	-	\$97,926.40	\$97,926.40	\$97,926.40	\$97,926.40	

Murray County	8,657 Central	1 County Administrator	\$90,729.60	\$117,936.00	\$90,729.60	\$90,729.60	\$90,729.60
New London	1,251 Central	1 City Admin./Clerk/Tr	-	-	\$71,562.98	\$71,562.98	\$71,562.98
New York Mills	1,230 Central	1 City Clerk/Business M	\$55,848.00	\$68,931.20	\$61,588.80	\$61,588.80	\$61,588.80
Northfield	20,007 Central	1 City Administrator	\$135,707.00	\$172,066.00	\$149,801.00	\$149,801.00	\$149,801.00
Ortonville	1,900 Central	1 CITY ADMINISTRATO	\$62,824.98	\$82,716.75	\$82,716.75	\$82,716.75	\$82,716.75
Otsego	16,605 Central	1 City Administrator	\$110,079.40	\$136,760.50	\$126,071.00	\$126,071.00	\$126,071.00
Pelican Rapids	2,471 Central	1 City Administrator	\$70,658.00	\$94,224.00	\$94,224.00	\$94,224.00	\$94,224.00
Pequot Lakes	2,339 Central	1 City Administrator	\$71,596.00	\$85,915.00	\$74,778.00	\$74,778.00	\$74,778.00
Perham	3,397 Central	1 City Manager	\$75,628.80	\$98,321.60	\$94,806.40	\$94,806.40	\$94,806.40
Pine City	3,203 Central	1 City Administrator/C	\$65,000.00	\$85,000.00	\$80,000.00	\$80,000.00	\$80,000.00
Pipestone County	9,271 Central	1 County Administrator	\$83,428.80	\$112,611.20	\$86,091.20	\$86,091.20	\$86,091.20
Princeton	4,732 Central	1 City Administrator	\$83,046.00	\$103,805.00	\$94,908.00	\$94,908.00	\$94,908.00
Redwood County	15,486 Central	1 County Administrator	\$90,584.00	\$123,709.00	\$116,147.20	\$116,147.20	\$116,147.20
Renville	1,287 Central	1 City Administrator/C	\$52,000.00	\$54,080.00	\$54,080.00	\$54,080.00	\$54,080.00
Renville County	14,982 Central	1 County Administrator	\$82,326.40	\$115,918.40	\$109,657.60	\$109,657.60	\$109,657.60
Rock County	9,459 Central	1 County Administrator	-	-	\$111,414.00	\$111,414.00	\$111,414.00
Rockford	4,380 Metro	1 City Administrator	\$83,200.00	\$119,470.00	\$105,082.00	\$105,082.00	\$105,082.00
Rockville	2,445 Central	1 Administrator/Clerk	\$64,488.00	\$90,228.00	\$90,228.00	\$90,228.00	\$90,228.00
Sandstone	2,625 Central	1 City Administrator	-	-	\$82,110.00	\$82,110.00	\$82,110.00
Sibley County	15,226 Central	1 County Administrator	\$91,374.40	\$130,956.80	\$117,686.40	\$117,686.40	\$117,686.40
Spicer	1,208 Central	1 City Administrator/E	-	-	\$77,000.00	\$77,000.00	\$77,000.00
St. Michael	17,536 Central	1 City Administrator/P	\$115,356.80	\$140,670.40	\$140,670.40	\$140,670.40	\$140,670.40
Staples	2,941 Central	1 City Administrator	\$90,732.00	\$90,733.00	\$90,733.00	\$90,733.00	\$90,733.00
Stevens County	9,685 Central	1 County Coordinator	\$85,092.80	\$114,379.20	\$104,665.60	\$104,665.60	\$104,665.60
Wadena	4,161 Central	1 City Administrator	\$79,872.00	\$104,166.40	\$83,761.60	\$83,761.60	\$83,761.60
Waite Park	7,429 Central	1 City Administrator	\$93,100.80	\$120,473.60	\$120,473.60	\$120,473.60	\$120,473.60
Watertown	4,226 Metro	1 City Administrator	\$85,729.00	\$107,064.00	\$107,064.00	\$107,064.00	\$107,064.00
Waverly	1,450 Southeast	1 Clerk/Treasurer	\$37,440.00	\$74,880.00	\$65,561.60	\$65,561.60	\$65,561.60
Wheaton	1,449 Central	1 City Administrator	\$66,976.00	\$69,576.00	\$68,016.00	\$68,016.00	\$68,016.00
Wilkin County	6,565 Central	1 Jail Sergeant	\$44,903.00	\$60,619.00	\$54,575.00	\$54,575.00	\$54,575.00
Willmar	20,000 Central	1 City Administrator	\$112,884.60	\$155,555.00	\$132,787.20	\$132,787.20	\$132,787.20
Winnebago	1,371 Central	1 Administrator-Clerk-	\$48,504.00	\$67,745.60	\$67,745.60	\$67,745.60	\$67,745.60
Winsted	2,296 Central	1 City Administrator	\$63,939.20	\$86,382.40	\$75,670.40	\$75,670.40	\$75,670.40
Winthrop	1,400 Central	1 City Administrator	\$60,000.00	\$83,000.00	\$83,000.00	\$83,000.00	\$83,000.00
Yellow Medicine Coun	10,272 Central	1 County Administrator	\$104,999.00	\$105,000.00	\$105,000.00	\$105,000.00	\$105,000.00
Average			\$95,903.28				

Report Key:

City of Montrose Population: 3168

Surrounding cities with a City Administrator

Cities with a City Administrator
Populations of 2000 to 3999

(Information from the League of Minnesota Cities' Minnesota Cities Salary and Benefits Report.)

City Administrator Pay in Cities of 2000 to 3999

City	Population	Actual Average Pay	Actual Salary Ranking Highest to Lowest	Differential	Ranking at 2080 hours - High to Low
Melrose	3600	\$ 111,115.40	1	\$ 41,851.40	1
Crosslake	2230	\$ 98,300.00	2	\$ 29,036.00	2
Mora	3504	\$ 95,857.00	3	\$ 26,593.00	3
Moose Lake	2787	\$ 95,000.00	4	\$ 25,736.00	4
Foley	2651	\$ 94,872.00	5	\$ 25,608.00	5
Perham	3397	\$ 94,806.40	6	\$ 25,542.40	6
Benson	3240	\$ 94,550.00	7	\$ 25,286.00	7
Pelican Rapids	2471	\$ 94,224.00	8	\$ 24,960.00	8
Staples	2941	\$ 90,773.00	9	\$ 21,509.00	9
Rockville	2445	\$ 90,228.00	10	\$ 20,964.00	10
Breckenridge	3289	\$ 88,194.56	11	\$ 18,930.56	11
Lake Crystal	2602	\$ 83,640.00	12	\$ 14,376.00	12
Gaylord	2230	\$ 82,451.20	13	\$ 13,187.20	13
Sandstone	2625	\$ 82,110.00	14	\$ 12,846.00	14
Madelia	2303	\$ 80,371.20	15	\$ 11,107.20	15
Pine City	3203	\$ 80,000.00	16	\$ 10,736.00	16
Winsted	2296	\$ 75,670.40	17	\$ 6,406.40	18
Pequot Lakes	2339	\$ 74,778.00	18	\$ 5,514.00	19
Aitkin	2136	\$ 72,508.80	19	\$ 3,244.80	20
Milaca	2835	\$ 72,000.00	20	\$ 2,736.00	21
Montrose	3168	\$ 69,264.00	21	\$ 0.00	17
City Administrator pay for Montrose Calculated at \$37.00 per hour x 1872 Annual Hours - 21st out of 21					
2080 hours x \$37 for average annual comparison - \$76,960 - 17th out of 21					

Meeting Date: September 23, 2019

Submitted By: Deb Boelter
City Administrator



City Council Request

Subject: Street Sweeper Purchase –
Public Works Department

BACKGROUND:

The Public Works Department has been researching the purchase of a Street Sweeper for several months. Public Works Department Director, Mr. Wayne McCormick has been working with two (2) separate companies that refurbish used Street Sweepers.

A representative from MacQueen Equipment has presented Mr. McCormick with a year 2003 Elgin Pelican SE, with mechanical side brooms and a hydraulic main broom. It has 5,700 hours and 25,000 miles and he indicated that it has a John Deere motor and they are able to run for 15,000 hours.

The Public Works Department has been looking for a Street Sweeper for a variety of reasons:

1. The owner of the company that has swept the City of Montrose streets every spring and fall has retired and the company is no longer providing street sweeping services.
2. The City hired a new company to sweep the streets in spring, 2019 and they charged double the amount that the former company did. The new company charged \$3,150.00 for the spring, 2019 street sweeping and the City budgeted \$5,000.00 for the year 2019. The Public Works Department typically hires the street sweeping to be done after the annual Montrose Days Celebration and there was not enough money in the budget to do that this year. I have highlighted the budget line item **E 101-43100-313 for street sweeping in pink** on the attached *Expenditure Guideline*.
3. It would be huge help to the Public Works Department to have a Street Sweeper available to maintain streets at any time there is an emergency situation and/or some type of issue has come up that they need to remove debris off the streets immediately.
4. With a Street Sweeper, the Public Works Department would be able to clean leaves and/or other debris off the City streets to avoid the items from clogging the storm water catch basins.
5. The City would also be able to save when it comes to treatment of City streets during snow and ice storms. Currently the Public Works Department treats the streets for these types of weather conditions with salt only. It would be less expensive to apply a salt/sand mixture. In the past, they have not been able to use a salt/sand mixture; because, staff did not have a Street Sweeper to remove the excess salt/sand mixture of the streets and away from storm water catch basins.

I have attached a copy of the email from Mr. Aaron Windseth, District Sales Representative from MacQueen Equipment.

Mr. Windseth is willing to bring the Street Sweeper presented to Mr. McCormick to the City of Montrose for a demonstration. Mr. McCormick would like to invite two (2) of the City Council Members to be present for the demonstration.

FINANCIAL/BUDGET:

The cost of the 2003 Elgin Pelican SE is \$65,000. A new Street Sweeper would be approximately \$325,000.00.

There is \$65,000.00 available in the year 2019 Budget under line item E 101-43100-314. I have highlighted the line item in yellow.

There is \$75,000.00 left in line item E 101-43100-314; because, the City budgeted to sealcoat certain streets within the City in the year 2019 and after evaluating the streets, decided not to do the sealcoating.

Since there is money available in the year 2019 Budget for the purchase of a Street Sweeper, the City Council does not need to vote on purchasing the Street Sweeper. The City Council can simply direct staff to move forward with purchasing the 2003 Elgin Pelican SE.

OPTIONS:

1. Direct City staff to move forward with the purchase of the 2003 Elgin Pelican SE.
2. Deny City staff request to purchase a Street Sweeper.
3. Continue discussion regarding the purchase of a Street Sweeper at a future City Council Meeting.

RECOMMENDATION:

City staff is recommending that the City Council approve the purchase of the 2003 Elgin Pelican SE Street Sweeper from MacQueen Equipment.

COUNCIL ACTION:

Direct City staff to move forward with the purchase of the 2003 Elgin Pelican SE Street Sweeper from MacQueen Equipment.

ATTACHMENTS:

1. Email from Mr. Aaron Windseth, District Sales Representative from MacQueen Equipment.
2. Picture of the 2003 Elgin Pelican SE.
3. Expenditure Guideline.

Wayne McCormick

From: Aaron Windseth <Aaron.Windseth@macqueengroup.com>
Sent: Friday, September 13, 2019 5:06 PM
To: Wayne McCormick
Subject: MacQueen Elgin Pelican Sweeper
Attachments: Repair Invoice 2003 Pelican.PDF; PLYMOUTH S9114D TI INSPECTION.PDF; 3.jpeg; 2.jpeg; 1.jpeg

Wayne,

Great to talk with you earlier and appreciate your time. Attached is a 2003 Elgin Pelican SE, with mechanical side brooms and hydraulic main broom. It has 5700 hours and 25,000 miles, please note these John Deere motors are good for 15,000 hours.

I selected this machine for you to look at based on your need for a reliable machine for next 3-5 years and it has lowest hours for its age and it is extremely clean on the outside and inside for its age. Also, it has an autolube system on it that would allow your operators to only have to be responsible for just a few grease zerks as this system greases the critical areas for you.

Attached is the work we put into this machine (\$24,000) as well as the inspection from our factory trained technicians so we can stand behind this with a 6 month warranty on work done. Major components such as; side brooms have all been rebuilt, new conveyor/belt/conveyor bearings, brakes and new brooms.

Our price is \$65,000 and this machine is sweep ready. If you are interested, I can put it on hold and bring it to you to demo in your city to make sure it's everything I have stated. Have a great weekend and let me know your thoughts.

Regards,

Aaron Windseth

District Sales Representative | MacQueen Equipment – St. Paul, MN

D.651-645-5726 | C. 952-261-5667 | E. aaron.windseth@macqueengroup.com





CITY OF MONTROSE
***Expenditure Guideline©**

09/12/19 7:11 AM
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Current Period: July 2019

		2019 YTD Budget	2019 YTD Amt	July MTD Amt	Enc Current	2019 YTD Balance	% of YTD Budget
Active	E 101-42401-312 Building Inspector	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
Active	E 101-42401-315 Building Permit S	\$6,000.00	\$1,624.00	\$1,596.64	\$0.00	\$4,376.00	27.07%
	Total Building Inspection Admi	\$56,000.00	\$1,624.00	\$1,596.64	\$0.00	\$54,376.00	2.90%
Civil Defense							
Active	E 101-42500-100 Wages and Salari	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0.00%
Active	E 101-42500-122 FICA	\$140.00	\$0.00	\$0.00	\$0.00	\$140.00	0.00%
Active	E 101-42500-208 Training and Instr	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42500-221 Equipment repair/	\$5,000.00	\$2,428.14	\$0.00	\$0.00	\$2,571.86	48.56%
Active	E 101-42500-499 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42500-530 Improvements Ot	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	E 101-42500-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total Civil Defens	\$12,440.00	\$2,428.14	\$0.00	\$0.00	\$10,011.86	19.52%
Animal Control							
Active	E 101-42700-211 Animal Boarding	\$100.00	\$9.66	\$0.00	\$0.00	\$90.34	9.66%
Active	E 101-42700-318 Kennel Contract	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
	Total Animal Contr	\$300.00	\$9.66	\$0.00	\$0.00	\$290.34	3.22%
Hwys, Streets, & Roads							
Active	E 101-43100-101 Full-Time Employ	\$32,000.00	\$16,994.32	\$3,317.56	\$0.00	\$15,005.68	53.11%
Active	E 101-43100-121 PERA	\$2,400.00	\$1,274.62	\$248.83	\$0.00	\$1,125.38	53.11%
Active	E 101-43100-122 FICA	\$2,500.00	\$1,253.54	\$247.57	\$0.00	\$1,246.46	50.14%
Active	E 101-43100-131 Employer Paid He	\$8,000.00	\$6,996.89	\$999.56	\$0.00	\$1,003.11	87.46%
Active	E 101-43100-151 Worker s Comp I	\$8,500.00	\$8,509.00	\$0.00	\$0.00	-\$9.00	100.11%
Active	E 101-43100-200 Office Supplies (\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-43100-207 Comp. Supplies/	\$300.00	\$133.34	\$0.00	\$0.00	\$166.66	44.45%
Active	E 101-43100-208 Training and Instr	\$300.00	\$20.00	\$0.00	\$0.00	\$280.00	6.67%
Active	E 101-43100-209 Safety Training	\$500.00	\$350.00	\$0.00	\$0.00	\$150.00	70.00%
Active	E 101-43100-212 Gas & Oil	\$11,000.00	\$7,808.26	\$308.24	\$0.00	\$3,191.74	70.98%
Active	E 101-43100-214 Uniforms	\$1,000.00	\$399.05	\$54.20	\$0.00	\$600.95	39.91%
Active	E 101-43100-215 Shop Supplies	\$1,500.00	\$1,387.97	\$399.52	\$0.00	\$112.03	92.53%
Active	E 101-43100-221 Equipment repair/	\$6,000.00	\$1,395.02	\$0.00	\$0.00	\$4,604.98	23.25%
Active	E 101-43100-222 Vehicle repair/mtc	\$10,000.00	\$5,733.46	\$0.00	\$0.00	\$4,266.54	57.33%
Active	E 101-43100-224 Street Maint Mate	\$20,000.00	\$11,796.15	\$584.84	\$0.00	\$8,203.85	58.98%
Active	E 101-43100-226 Street Signs	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	E 101-43100-228 Electrical Repairs	\$1,000.00	\$576.52	\$0.00	\$0.00	\$423.48	57.65%
Active	E 101-43100-240 Small Tools and	\$1,000.00	\$245.88	\$0.00	\$0.00	\$754.12	24.59%
Active	E 101-43100-303 Engineering Fees	\$6,000.00	\$1,376.56	\$0.00	\$0.00	\$4,623.44	22.94%
Active	E 101-43100-309 Maintenance Con	\$400.00	\$158.22	\$0.00	\$0.00	\$241.78	39.56%
Active	E 101-43100-313 Street Sweeping/	\$5,000.00	\$3,150.00	\$0.00	\$0.00	\$1,850.00	63.00%
Active	E 101-43100-314 Street Repair/Mtc	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	0.00%
Active	E 101-43100-321 Telephone	\$1,800.00	\$939.49	\$105.78	\$0.00	\$860.51	52.19%
Active	E 101-43100-331 Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-381 Electric Utilities	\$37,000.00	\$16,224.70	\$2,718.04	\$0.00	\$20,775.30	43.85%
Active	E 101-43100-382 Water Utilities	\$100.00	\$52.22	\$7.67	\$0.00	\$47.78	52.22%
Active	E 101-43100-383 Gas Utilities	\$2,500.00	\$1,162.13	\$21.39	\$0.00	\$1,337.87	46.49%
Active	E 101-43100-385 Sewer Utilities	\$150.00	\$84.63	\$14.87	\$0.00	\$65.37	56.42%
Active	E 101-43100-401 Rep/Maint Buildin	\$5,000.00	\$478.96	\$0.00	\$0.00	\$4,521.04	9.58%
Active	E 101-43100-415 Equipment Lease	\$2,000.00	\$50.00	\$0.00	\$0.00	\$1,950.00	2.50%
Active	E 101-43100-433 Dues and Subscri	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
Active	E 101-43100-435 License/Renewal	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-43100-499 Miscellaneous	\$200.00	\$40.00	\$0.00	\$0.00	\$160.00	20.00%
Active	E 101-43100-530 Improvements Ot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-540 Heavy Machinery	\$10,000.00	\$2,355.80	\$0.00	\$0.00	\$7,644.20	23.56%

Renewable Properties, LLC

655 Montgomery, Suite 1430

San Francisco, CA 94111

www.renewprop.com

September 5, 2019

City of Montrose
311 Buffalo Ave S
Montrose Mn 55363

Re: Your land parcel number 112500013100

Dear Landowner,

Renewable Properties, a solar energy development company, is currently seeking to lease or purchase land in your area for small-scale solar development projects. The power produced will be sold to Xcel Energy. If you have 5-20 acres available in the Xcel service area we are interested in talking to you about leasing or purchasing that portion of your property. Because these projects are small we do not have to acquire your neighbor's land to make them work.

The Renewable Properties development team has over 40 years of combined solar project development experience with over 1,000 MWs of solar development throughout the country including several projects in the Midwest. I am the Land Agent on this project and I am able to meet with you personally to discuss this opportunity with you.

Solar energy projects are silent, have a low profile, and have a minimal impact on your property as there will be no substations or transmission lines. Leasing your property for a solar energy project is an excellent source of passive income requiring no financial investment, management, or operating expenses on your part. A solar lease will provide you with a guaranteed long-term income that does not depend on the weather or crop prices. If you would prefer to sell the land we can do that too.

Your land has the proper zoning and appears to have power lines available for us to upload the power onto. We do not need to lease or buy your neighbor's land to have a viable project. Your land alone should suffice. In this era of "robocalls", it is getting harder to get a hold of people by phone so I am asking you to reach out to me by calling me at the number below or by emailing me at the address below, whichever way is most convenient. I appreciate your time and look forward to hearing from you.

Sincerely,

RENEWABLE PROPERTIES

Ken Kuszpit, Land Agent

616-813-5861

ken@renewprop.comwww.renewprop.com