



## CITY COUNCIL AGENDA REGULAR MEETING

Monday, August 10, 2020  
7:00 P.M.

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

Montrose Community Center  
200 Center Avenue South  
Montrose, Minnesota 55363

1. CALL TO ORDER

2. ROLL CALL

3. INVOCATION

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

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA

6. APPROVAL OF CONSENT AGENDA

A. Minutes

1. July 13, 2020 Regular City Council Meeting – prepared by D. Boelter

B. Accounts Payable

1. City, August 10, 2020 – prepared by W. Manson
2. Fire Department, August 10, 2020 – prepared by W. Manson

C. Monthly Utility Adjustments, July, 2020 - prepared by J. Bonniwell

D. Schedule City Council Workshop for Monday, August 31, 2020 at 4:00 p.m. to be held in the Montrose City Hall Conference Room.

7. OPEN FORUM

8. WRIGHT COUNTY SHERIFF'S OFFICE

- A. July, 2020 Monthly Report and Hours Report

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

A. City Council

1. Monthly Activity Report

B. Montrose Fire Department

1. July, 2020 Activity Report

C. Park and Recreation Commission

1. August 6, 2020 Park and Recreation Commission Meeting Minutes (to be distributed the night of the Council Meeting)

D. Planning and Zoning Commission

1. July 8, 2020 Planning and Zoning Commission Meeting Minutes
2. Ordinance No. 2020-04 *An Ordinance Amending Chapter 70: Peddlers and Solicitors to Establish Additional Standards for Mobile Food Units within the City.*
3. Resolution No. 2020-19 *A Resolution Authorizing Summary Publication of Ordinance No. 2020-04 An Ordinance Amendment to Chapter 70, Peddlers and Solicitors, of the City Code of the City of Montrose.*

E. City Engineer

1. Pavement Management Plan
  - a. Street Safety
2. Crystal Lane and Mindy Lane Street Improvements

F. Public Works Department

1. Updates
2. Ordinance No. 2020-05 *An Ordinance Amending Various Development and Administrative Fees for the City of Montrose*
2. Resolution No. 2020-20 *A Resolution Authorizing Summary Publication of Ordinance 2020-05 An Ordinance Amending Various Development and Administrative Fees for the City of Montrose.*

10. OLD BUSINESS

11. NEW BUSINESS

A. Request for Council Action

1. Future Resident Request to Temporarily House Three (3) Dogs

B. Discussion Regarding Data Request and Legal Expenditures

12. UPCOMING MEETINGS

- A. Primary Election – Tuesday, August 11, 2020 from 7:00 a.m. to 8:00 p.m. in the Montrose Community Center
- B. Planning and Zoning Commission Meeting – Wednesday, August 12, 2020 at 7:00 p.m. in the Montrose Community Center
- C. Montrose Economic Development Authority – Tuesday, August 25, 2020 at 12:00 noon in the Montrose City Hall Conference Room
- D. City Council Workshop – Monday, August 24, 2020 at 4:00 p.m. in the Montrose Community Center – CANCELLED
- E. City Council Workshop – Monday, August 31, 2020 at 4:00 p.m. in the Montrose City Hall Conference Room
- F. Park and Recreation Commission Meeting – Thursday, September 3, 2020 at 5:30 p.m. in the Montrose City Hall Conference Room
- G. Planning and Zoning Commission Meeting – Wednesday, September 9, 2020 at 7:00 p.m. in the Montrose Community Center
- H. Regular City Council Meeting – Monday, September 14, 2020 at 7:00 p.m. in the Montrose Community Center
- I. Montrose Economic Development Authority – Tuesday, September 15 2020 at 12:00 noon in the Montrose City Hall Conference Room
- J. City Council Workshop – Monday, September 28, 2020 at 4:00 p.m. in the Montrose City Hall Conference Room

13. ACKNOWLEDGEMENTS

14. CLOSED SESSION – HWY 25 RIGHT OF WAY

Closed Session Pursuant to the Attorney-Client Privilege and Minnesota Statutes Section 13D.05 subd. 3 (b) to discuss litigation strategy and settlement negotiations in the Highway 25 Right-of-Way Acquisition litigation.

15. ADJOURNMENT

**1. CALL TO ORDER**

**Pursuant** to call and notice the Montrose City Council met in Regular Session on Monday, July 13, 2020 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 Nicole Andreoff  
Council Member Lloyd Johnson  
Council Member Tom Marszalek  
Council Member Kirby Moynagh

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

**3. INVOCATION**

A. Pastor Paul Baker – Montrose Methodist Church

Pastor Baker administered the Invocation.

**4. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was taken.

**5. APPROVAL OF THE AGENDA**

A. Approval of the Agenda

Council Member Johnson amended the July 13, 2020 Agenda and added item 10. REPORTS AND RECOMMENDATIONS OF CITY DEPARTMENTS, CONSULTANTS, COMMISSIONS AND COMMITTEES, G. Public Works Department, 8. Trunk Highway Twenty-Five (TH 25) Trail Project.

**Council Member Moynagh motioned to approve the July 13, 2020 Regular City Council Meeting Agenda as amended. Council Member Marszalek seconded the motion. Motion carried 5-0.**

**6. APPROVAL OF THE CONSENT AGENDA**

Council Member Johnson asked about the payment for \$10,177.18 to WakeSun. Ms. Manson stated that the City pays WakeSun each month for the solar energy that they receive and then the City receives a monthly credit from Xcel Energy. Council Member Johnson asked why there were two (2) payments to WakeSun. Ms. Manson stated that one of the monthly invoices from WakeSun was delayed in getting to the City.

Council Member Johnson stated that the City was supposed to make money from the Solar Farm. Ms. Manson continued by stating that each year the City receives a credit from Xcel Energy. She continued by stating in the year 2019, the City received approximately \$16,000.00.

- A. Minutes
  - 1. Accepted the minutes of the June 8, 2020 City Council Workshop.
  - 2. Accepted the minutes of the June 8, 2020 Regular City Council Meeting.
- B. Accounts Payable
  - 1. Approved the July 13, 2020 Accounts Payable for the City of Montrose.
  - 2. Approved the July 13, 2020 Accounts Payable for the Montrose Fire Department.
- C. Approved the Monthly Utility Adjustments, June, 2020.
- D. Appointed the Year 2020 Election Judges.
- E. Year 2019 Audit
  - 1. Approved the Year 2019 Audit.

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

## **7. PUBLIC HEARING**

- A. Consider the Year 2021 Downtown Improvement Project
  - 1. Resolution No. 2020-18 – *A Resolution Ordering Improvement and Preparation of Plans*

City Engineer, Mr. Jared Voge stated that at the June 8, 2020 Council meeting, the City Council called for a Public Hearing for the *Year 2021 Downtown Improvement Project* to be held at the July 13, 2020 Regular Council Meeting.

Mr. Voge presented an overview of the proposed *Project*, the costs associated with the proposed *Project*, and the proposed *Project* schedule.

**Mayor Otto motioned to close the City Council Meeting and opened the Public Hearing. Council Member Moynagh seconded the motion. Motion carried 5-0.**

The following Montrose property owners addressed the City Council regarding the *Year 2021 Downtown Improvement Project*:

- Mr. Gerald Hunt, 140 Center Avenue North shared his concerns about the proposed assessment costs for his property and he stated that Minnesota State Statute says that the amount of the assessment cannot exceed the amount of the value that the improvement adds to the market value of the property. He continued by stating that he believes that the *Improvement Project* will add less value to his property than the amount of his proposed assessment. Mr. Hunt stated that he is not in favor of the *Improvement Project*; because, he sees very few people using Center Avenue.
- Mr. David Hausladen, 355 Emerson Avenue South asked the City Engineer about moving the sidewalk on 3<sup>rd</sup> Street South from the north side to the south side. He continued by stating that the Engineer discussed looping the water lines from Dakota Avenue to Emerson Avenue. Mr. Hausladen stated that he has lived at 355 Emerson Avenue South and he would like some input on the *Improvement Project* as the Engineer draws the plans and specifications. Mayor Otto stated that the City will absolutely be keeping the public informed as it progresses through the *Project*. He continued by stating that he has spent time with some of the younger Engineers walking the neighborhoods and he knows where everything is; such as, drainage problems and other issues. Mr. Hausladen asked if the storm sewer is going to be fixed.

Mr. Voge stated that the sidewalk is proposed for the north side of 3<sup>rd</sup> Street South and a watermain is proposed for Dakota Avenue, Emerson Avenue and 3<sup>rd</sup> Street South. Mr. Voge continued by stating that through the design process, City staff will evaluate the storm sewer. He continued by stating that during the design process, City staff will take all steps necessary to keep the public informed.

Mr. Hausladen asked if there will be lines installed for residents to plug into with their sump pumps. Mr. Voge stated that it is currently identified as an opportunity in the report and that City staff will be looking at storm sewer elevations during the design of the *Improvement Project* to determine if it will work.

- Mr. Terry Murphy, 281 Buffalo Avenue South stated that he just paid for water and sewer improvements along the front of his property during the County State Aid Highway Twelve (CSAH 12) *Improvement Project* and shared his concerns about having to pay for the water and sewer improvements on 3<sup>rd</sup> Street South after the City took eight (8) feet of his property to put the sidewalk in along CSAH 12. He continued by stating that he does not understand why the City wants him to fix the sidewalk on his property since it was installed incorrectly. He continued by stating that he does not understand and that he wants answers.
- Mr. Wayne Bauernschmitt, 331 – 2<sup>nd</sup> Street South spoke on behalf of his parents Mr. Wilburt and Mrs. Joan Bauernschmitt. Mr. Wayne Bauernschmitt distributed copies of a letter from his parents to the City Council and then he read the contents of the letter. He continued by stating that while his parents support keeping their water and sewer services in good working order, they oppose the amount of the assessment and the benefit value. The cost of the curb and gutter, along with having to be assessed for the water and sewer main seem to be contributing to the high cost of the assessment. Mr. Wayne Bauernschmitt shared several issues and concerns with how the *Improvement Project's* assessment is proposing to discriminate the citizens within the *Project* scope versus past Montrose improvement projects:
  - The proposed \$25,000.00 assessment on their modest \$150,000 property most likely will not pass the test of benefit versus market value improvement (Minnesota State Statute, Chapter 429).
  - Why is the City proposing to assess thirty percent (30%) of the cost of the improvements when Minnesota State Statute only requires twenty percent (20%)?
  - The cost per foot charges provided at the June 29, 2020 Open House appear to recover more than thirty percent (30%) of the assessment cost of the lot frontage. He continued by asking the City to provide a breakdown of the *Project* costs for assessments. For example: the estimated cost of curb and gutter is at around \$27.00 per foot yet the assessable cost is at \$15.00 per foot.
  - Many cities do not assess for existing water and sewer main replacement. Did not the regular water and sewer bill collect a portion for maintenance of facilities?
  - For fifty-three (53) years, the City has used the Bauernschmitt's westerly lot for storm water runoff. No drainage and utility easement were provided on the Montrose City original plat. How will this be addressed in the *Project* moves forward?
  - The Bauernschmitts are retired and have a limited income. If this financed over multiple years why would they be charged six percent (6%) interest over this time? What are the current City Improvement Bond interest rates?

Mr. Wayne Bauernschmitt stated that he believes that it is the City's responsibility to work for fair treatment for all Montrose citizens within the scope of the *Project*.

- Ms. Marie Bauman, 311 – 2<sup>nd</sup> Street South stated that she is a Certified Public Accountant (CPA) and discussed the amount of the proposed assessment for their property and stated that it will not pass the benefit versus market value improvement test found in Minnesota State Statute. She continued by sharing her concerns about the widening of the street to thirty-two (32) feet when little traffic travels on the street. Ms. Bauman stated that widening the street would take four (4) to five (5) feet of their yard; so, they vehemently object to the widening of the street. She continued by asking why the *Project* has to be done now when people have experienced hardships with the COVID-19 Pandemic. Ms. Bauman stated that the median income in their neighborhood is not very high. Ms. Bauman asked the City Council if any of them live in the *Project* area. The City Council stated no they did not live in the *Project* and Ms. Bauman said well then being assessed does not "hit home" with the City Council. She continued by stating that they love their neighbors; but, they are senior citizens, a single mom and a young family and they cannot afford the assessments. Ms. Bauman stated that they appreciate good streets and utility

services; however, she hopes the City Council does not "price out" residents with the costs of the assessments and they have to move.

- Ms. Sue Hyland, 330 Center Avenue South stated that she come from a fifth (5<sup>th</sup>) generation that comes from Montrose and she is the fourth (4<sup>th</sup>) generation to live in the house located next to the Montrose Post Office. She continued by stating that many of her relatives lived in close proximity. Ms. Hyland stated that it is important to her that Montrose keep the "small town" feel. She said she did attend the Open House on June 29, 2020; but, her first expression was "why now?" She said that she and her husband are senior citizens and her husband is disabled. Ms. Hyland continued by stating that she retired early to take care of her husband. She continued by stating that she loves living in Montrose and does not want to move anywhere else; but, she is uncertain as to how they are going to be able to afford the proposed assessment for their property. She stated that they she disagrees with the statement made earlier that there is very little traffic on Center Avenue South. She is concerned about where people are going to go during the construction of the *Project*. Ms. Hyland stated that she would like to be on record to the City Council that she would be willing to give an easement of her driveway for Post Office parking to help with the congestion during the construction. She continued by stating that she does not see how curb and gutter and a sidewalk are going to work with the drainage issues that they have on their property. She said that they have had flooding issues in the past. Ms. Hyland stated that she would like to see the *Project* tabled until the COVID-19 Pandemic issues are better.
- Mr. Greg Bauman, 311 – 2<sup>nd</sup> Street South stated that their house is one hundred, forty (140) years old and has a fieldstone foundation. He continued by asking Mr. Voge what the construction may do to an older foundation such as his and if anything happens to the foundation, who is responsible for the repairs? Secondly, who pays for the cost of rerouting the sewer lines.

Mr. Voge stated that cities do run into the issue of the integrity of older house foundations from time-to-time on street improvement projects and there are a variety of measures that are put in place. He continued by stating that most often the process of "vibration monitoring" is used that does a pre-inventory of the structure, monitors the structure during construction and does a post-inventory at the end of the improvement project. Mr. Voge stated that there are ways to ensure that if existing structures are damaged during construction, it can be determined if it was the result of the improvement project.

Mr. Voge continued by stating that in regards to the rerouting of the sewer line, the details about the removal of the old sewer line are to be determined. He stated that they may not need to be removed; but, left in place and filled in. Mr. Voge stated that property owners will be informed and included in discussions in the analysis of how to proceed with the rerouting of the sewer lines.

- Mr. Doug Voerding, 315 Dakota Avenue South and asked if the City has applied for any State or Federal money for the *Improvement Project*, is there money available through grants and/or loan interest loans; because, utilities are being updated? He continued by asking if Minnesota Pollution Control Agency (MPCA) has any type of monetary assistance available? Mr. Voerding stated that at a Special City Council Meeting on July 24, 2017 the City Council adopted a five (5) year Street Reconstruction Plan. That Plan showed two (2) reconstruction projects that were both approved by the City Council; as well as, the issuance of General Obligation Street Reconstruction Bonds to pay for the improvement projects. Mr. Voerding continued by stating that the property owners were not assessed for the two (2) reconstruction projects; but, the property owners for the *Year 2021 Downtown Improvement Project* will be assessed. He continued by stating that 3<sup>rd</sup> Street South is a collector street and heavily traveled. Mr. Voerding stated that the City Council should reconsider the widening of certain streets. He continued by stating that the assessment for his property is proposed to be approximately \$20,000.00 and he does not believe the market value of his house will increase by the same amount. Mr. Voerding stated that he does see the need to improve the water and sanitary systems to keep them operating effectively. He recommended that the City consider the need to widen the streets and also seek additional funding for the *Project*.
- Mr. Cal Rolfzen, 101 Center Avenue North asked if the City still plans to install a sidewalk along Center Avenue North and why?

Mr. Voge stated that the proposed *Project* plan does have a sidewalk on Center Avenue North to Carver Field. Mr. Rolfzen stated that there is no walking traffic along Center Avenue North; so,

there is no need for a sidewalk there. He continued by stating that he is not against the widening of the street and the installation of curb and gutter; however, he does not want to see a sidewalk installed.

Mayor Otto asked Mr. Voge what the reason is for the sidewalk. Mr. Voge stated that the sidewalk is a way to convey pedestrians from 1<sup>st</sup> Street North to Carver Field. He continued by stating that the City Council can remove the sidewalk from the *Project*. Mr. Voge stated that the *Project* report presented earlier is just a recommendation based on City standards and can definitely be amended. He continued by stating the City Council has the ability to modify anything in the *Project* – street width, installation of sidewalks, and etcetera.

- Mr. Rob Mrozek, 130 Center Avenue North stated that he is opposed to the *Project*. He continued by stating that he does not agree with the widening of the street; because, there are only three (3) properties on Center Avenue North. He continued by stating that there is a parking lot located at the north end of Carver Field that no one uses and you have people parking all along the street. He shared his concerns about people parking in the Carver Field parking lot overnight. He stated that there are signs in the parking lot that indicate that overnight parking is not allowed. Mr. Mrozek stated that the City has to keep the Carver Field parking lot open so people are not parking on his and his neighbor's yards. He continued by stating that the street is currently twenty-nine (29) feet wide and that is wide enough for only three (3) driveways on Center Avenue North. Mr. Mrozek stated that his proposed assessment of \$24,000.00 is a hardship for him and he cannot afford it. He continued by stating that with COVID-19 Pandemic the City Council should wait a few years and see how the economy improves.
- Ms. Gail Wright, 150 - 3<sup>rd</sup> Street South stated that she was representing Mr. Sid Chantland. She said that at the Open House it showed that 3<sup>rd</sup> Street South was going to be widened and there is only two (2) properties on 3<sup>rd</sup> Street South and very little traffic; so, she asked why the street needs to be widened to thirty-two (32) feet, curb and gutter and sidewalk? She continued by stating that they were told that they are widening the street to help the church with parking. Ms. Wright stated that she is trying to open a Coffee House on United States Highway Twelve (U.S. Highway 12) that has a parking lot and the City is refusing her a business permit. She continued by stating that she is currently licensed by the Minnesota Department of Health and it took two and a half (2-1/2) years to do because of all the jumping around. Ms. Wright continued by stating that the City's consultants are so highly paid and they have little to do with the City of Montrose and they tell people to do this and do not do that and back and forth. She said she finally gets licensed by the State of Minnesota and the City will not give her a business permit because there is not enough parking. She continued by stating that there was parking at that location when the Bed and Breakfast was in operation. Ms. Wright stated that Mr. Sid Chantland demolished the house located next door to the Coffee House and added base to the site for additional parking. She continued by stating that it had parking before when it was a commercial business and now the City will not allow her to open until the parking lot is paved and striped with twelve (12) parking spots. She asked how the Mexican Restaurant can share six (6) parking spaces with the nail salon and the City will not allow her to open. Ms. Wright stated that she thinks it is because she is involved with the Chantlands and the City has had a thirty (30) year disputes with the Chantlands. She told the City Council that they do not know what it is like to invest everything and risk everything for her dream and the City will not give her a business permit. Ms. Wright stated that you want her to pay to widen 3<sup>rd</sup> Street South to allow extra parking for the church and how is that right.

Ms. Boelter stated Mr. Sid Chantland was told a long time ago by the City Planner that he needs to follow the City's Zoning Ordinance and the proposed Coffee House has to have twelve (12) parking spots and one (1) has to be a handicap parking spot and they need to be marked. Ms. Wright asked how are you making Mr. Chantland have twelve (12) spaces and the Mexican Restaurant only have six (6) spots.

Ms. Boelter asked Ms. Manson if she knows the history of the building where the Mexican Restaurant is located. Ms. Manson stated that they were likely "grandfathered" in because they were operating before the parking standards were adopted in the Zoning Ordinance. Ms. Manson stated that they have been operating at the location for many years. Ms. Wright stated that the Bed and Breakfast was operating in the house where she wants to have the Coffee Shop.



Ms. Wright stated that when the new owner took over Red's Café, he was not required to mark the parking spots. She continued by asking how that is fair. Is it because I am associated with the Chantlands?

Ms. Boelter stated that her association with the Chantlands has nothing to do with it. She continued by stating that the City is following the Zoning Ordinance. Ms. Wright stated that she wants answers. Ms. Boelter stated that you have been given the answer, you need to pave the parking lot and mark twelve (12) parking spots and one (1) has to be a Handicap spot. Ms. Wright stated that property itself has a parking lot for the past commercial business that was located there. Ms. Boelter stated that she understands that there was another business there and you are a new business and you have to comply with the City's Zoning Ordinance.

Ms. Boelter asked the City Council if she could discuss the parking with Ms. Wright at another time; because, the Public Hearing is to discuss the *Year 2021 Downtown Improvement Project*. Ms. Wright stated that it all ties in together; because, the City wants 3<sup>rd</sup> Street South to be widened to accommodate parking for the church.

- Mr. Bob Chantland, 350 Buffalo Avenue South addressed the City Council and staff. Mayor Otto directed Mr. Chantland to be respectful. Mr. Chantland stated that half of the City's employees do not live in the City of Montrose and asked how many pay taxes or assessments. Council Member Marszalek asked Mr. Chantland to make his point. Mr. Chantland stated that the *Year 2021 Downtown Improvement Project* is a sale job by Bolton and Menk, Incorporated. He continued by stating that he calls them "Bolton and Milk." Mayor Otto directed Mr. Chantland to speak about the *Project*. Mr. Chantland said to Council Member Moynagh you want to be Governor of Minnesota some day? Council Member Moynagh stated that I would like to run some day; but, I do not know if I will be Governor. Council Member Moynagh stated that no one has asked the City Council about their opinion regarding the assessments and he continued by stating that some of us are clearly against the assessments for the proposed *Project*. Mr. Chantland stated that Bolton and Menk, Incorporated was sent down the road years ago and the City snuck them back in a very sneaky way. Council Member Marszalek asked Mr. Chantland to make his point or sit down please. Mr. Chantland said that the proposed assessments for the *Project* are going to put a hardship on some residents and possibly drive them out of their homes. He continued by stating that the stupid COVID-19 Pandemic is not a good time to do this *Project*. Mr. Chantland stated that the City Council is supposed to look out for the taxpayers of Montrose. He continued by saying that as far as he knows there is only one (1) City employee that is a resident of Montrose and that Montrose is an "easy lay" for what he calls "con"sultants. Mr. Chantland faced the audience and said that no one is minding the store and no one is going to City Council Meetings; so, we are getting what we deserve.
- Ms. Kelly Warner, 130 Buffalo Avenue South stated that she opposes the thirty-two (32) foot road increase. She said that when she went to the Open House for the *Project*, she was told by Bolton and Menk, Incorporated the widening of the road is for side street parking; but, Buffalo Avenue South that I live on is a bus route road; so, side street parking should not be allowed on that road and create even more conflict for the school children. Ms. Warner shared her concerns about the power lines. She continued by stating that if the road gets widened the power lines will need to be moved into the tree line and the mature trees will need to be removed and residents will be living next to an "open field" with no trees.

Mayor Otto asked Mr. Voge why the proposed *Project* includes widening so many of the streets. She continued by stating that many of the streets have zero (0) to no traffic; so, what is the purpose of widening the streets. Mr. Voge stated that the basis of the street widths is identified in the City's Development Standards; which identify the minimum width to be thirty-two (32) feet. Mr. Voge stated that the street widths can be looked at during the design process of the *Project* and can be reduced in width. The street width of thirty-two (32) feet allows for parking on one (1) side of the street and anything smaller than this does not permit on street parking. He continued by stating that the *Project Report* is based on the City's Development Standards for streets. Mr. Voge stated that any of the street widths can be modified with the exception of the Wright County roads.

- Mr. Rob Mrozek, 130 Center Avenue North asked if the street width requirements of thirty-two (32) feet are for the old part of the City or the new part of the City. He continued by stating that

the Standards should have gone by the majority of the street widths in the City; which is twenty-nine (29) feet.

- Mr. Andrew Zeisel, 320 Center Avenue South stated that he questions having a boulevard with sidewalks and knocking down at least two (2) of the beautiful, majestic trees; one (1) on his property and one (1) on his neighbor's property. He continued by sharing his concerns for snow removal and adding a sidewalk on the east side of the road. Mr. Zeisel stated that he understands that people are walking to the Post Office; but, there is not a lot of people walking on the east side of the road to the Post Office. He continued by stating that he also questions the timing of the *Project* with the COVID-19 Pandemic. Mr. Zeisel asked if any research has been done to compare the current water system to those of other cities to determine how long they have lasted in other cities and is this truly the lifespan of the Montrose system. He continued by stating that he wonders if the reconstruction of the street is necessary.
- Ms. Manson asked Mr. Voge to give an explanation on why the City decided to do the *Improvement Project* in the year 2021. Mr. Voge stated that there is a Wright County cost participation associated with the *Project* that Wright County has budgeted for the year 2021. He continued by stating that the County's participation is a large portion of the funding for the *Project* and they have approved it in their C.I.P. for the year 2021.
- Ms. Marie Bauman, 311 – 2<sup>nd</sup> Street South again addressed the City Council and asked them what their thoughts were on the proposed *Project*. Council Member Moynagh stated that he does not want to assess property owners. He continued by stating that he does not want to write a blank check for property owners. Council Member Johnson stated that he has felt the same way from the start and some of these people are changing their minds. Mayor Otto stated that she does not agree with assessing the property owners. Council Member Andreoff stated that she does not agree with assessing the property owners. Council Member Marszalek stated that he just wants to see things fair and it appears that in the past, residents have been assessed for some things and some have not. He continued by stating that the City needs to come up with a plan that is applicable to everybody. Ms. Bauman asked whose idea it was to assess for this *Project* and not for the Garfield Avenue Project. Council Member Marszalek stated that the decision has not been made by the City Council whether or not to assess for this *Project*. Mayor Otto stated that the decision whether or not to assess will not be made until the year 2022 when the *Project* is complete. She continued by stating that the assessment was not supposed to be part of the conversation at tonight's Public Hearing; but, the City Council knew if would be. Mayor Otto stated that it does not make sense to her that the City Council typically decides at the completion of a project whether or not to assess the property owners; so, that means that the City has to put the property owners on hold for a year and a half and she is not willing to do that. Mayor Otto continued by stating that the City needs to decide now what they want to do. Ms. Bauman stated just to be clear, she asked Mr. Voge if Wright County budgeted their cost participation in the *Project* for the year 2021 and it is not in the Montrose City's Budget. Mr. Voge stated that Wright County has funds allocated in the year 2021. Ms. Bauman stated that Wright County can potentially move those funds if the City does not use them in the year 2021. Mr. Voge stated that it would need to be a conversation with Wright County. Ms. Bauman stated that it is the same as any budgeting; if the funds are not used in a budgeted year, they can be moved to another year. Ms. Manson stated that Wright County originally wanted to do this *Project* in the year 2020; but, the City moved it out to the year 2021. She continued by stating that what they told the City they wanted to reconstruct the County roads and turn them over to the City; however, once they start doing the reconstruction there is a possibility that damage could occur to the water and sewer lines under the road. She continued by stating that she does not know if Wright County would be willing to move the *Project* to another year. Ms. Bauman stated that the City is impacting several other property owners; not just the ones on the County roads. Ms. Manson stated that the City Council and staff decided in the year 2017 to reconstruct the streets and replace the water and sewer lines in the downtown area; because, of the age of the existing utilities. Ms. Bauman again stated that a lot of other people's lives are being impacted by the proposed *Project* whose properties are not located on the County roads.
- Ms. Bunnie Reich, 361 – 2<sup>nd</sup> Street South addressed the City Council and stated that she has a petition from property owners in her neighborhood. She continued by stating that if the *Project* goes through, her and her husband are going to owe \$52,000.00 in assessments for their two (2) properties and her house is paid for. Ms. Reich continued by stating that she is on Social Security and her neighbors are on Social Security and she asked the City Council how they can put her in debt again with the proposed assessments for the *Project*.

- Mr. David Sartwell, 400 – 2<sup>nd</sup> Street South asked if anyone in the room is in favor of the *Project*. He continued by stating that his road is a dead end. He stated that the City should get everyone to agree on the *Project* before the City proceeds.
- Mr. Gerald Hunt, 140 Center Avenue North again addressed the City Council and quoted Minnesota State Statute, Chapter 429 about the assessed value versus the increase to the market value of the property.
- Mr. Jeff Wheeler, 155 – 3<sup>rd</sup> Street South addressed the City Council regarding the proposed width of the road. He continued by stating that there are only two (2) properties on his street and experience little traffic. He continued by stating that he did not hear anything about improving parking for the church; but, there is no issues for the church parking that he has seen. He said he understands the curb and gutter. Mr. Wheeler stated that he does not believe that curb and gutter and a nice tarred road are going to increase his property value. As far as the proposed interest rate of six percent (6%), he thinks is outrageous.
- Ms. Taylor Larson, 365 Emerson Avenue South addressed her concerns about installing curb and gutter to fix drainage issues. She continued by stating that she is not convinced that curb and gutter will fix the drainage issues at their house. Ms. Larson stated that she would prefer that they fix the ditch located adjacent to their property and put in a culvert. She continued by stating that the drainage on their property has been an issue for a while and she is not convinced that installing curb and gutter will fix that. She would like to see something done with the ditch drainage. Ms. Larson stated that the City has not been able to figure out their assessment. She continued by stating that they have an L-shaped lot and two (2) streets. Ms. Larson stated that it would have been nice if the City would have sent an invoice to property owners informing them of their proposed assessment. She continued by stating that the value of the properties on the north side of the City are different than the value of the properties on the south side of the City. Ms. Larson stated that curb and gutter are not going to impact the value of someone's property.

Council Member Moynagh stated that the assessment is in the proposal and Mr. Voge has indicated that the City Council does not have to assess the properties for the *Project*. He continued by stating that nothing is set in stone and it is just one of the possibilities for funding the improvements. Ms. Larson asked though if it is not a possibility since the assessment costs were put on a flyer and sent out to property owners inviting them to the Open House and Public Hearing? Council Member Moynagh stated that the City has to let property owners know so they are given an opportunity to voice their opinions. Ms. Larson asked if there is a possibility that no assessment will happen with this *Project*. Council Member Moynagh stated yes. Council Member Johnson stated that he would like the City Council decide on whether or not to assess property owners before the *Project* is completed. Mayor Otto and Council Member Andreoff agreed with Council Member Johnson's statement. Ms. Larson stated that the majority of the City Council agrees that there should be no assessment; so, she asked if there will be another meeting for property owners before the year 2022? Mayor Otto stated that there will be plenty more Public Hearings. Ms. Larson asked if property owners will be getting letters in the mail informing them of the Public Hearings? Mayor Otto stated that anyone who is in the *Project* area will get a letter. Ms. Larson asked if there is some place the City puts the assessment information for people to review that are unable to attend the Public Hearings. Mayor Otto stated that it is on the City's website.

- Mr. Ormon Rodningen, 111 Center Avenue South stated that a number of houses are rented and these people are temporary and if you hit the landlords with big assessments, what does that do to the rent? He continued by stating that the landlords will have to raise the rent and how long do you think those renters are going to stay?

**Council Member Marszalek motioned to close the Public Hearing and open the City Council Meeting. Council Member Moynagh seconded the motion. Motion carried 5-0.**

Mayor Otto stated that she does believe that the City needs to reassess this *Project*. I understand that the *Project* is part of Wright County and we need to move forward with it and the water and sewer needs to be looked at; but, listening to the property owners and understanding that a majority of the City Council Members do not want to assess the *Project*, the City Council needs to relook at this *Project*. She continued by stating that as I mentioned earlier, I understand that widening the streets is due to the City's guidelines; but, it does not seem to make sense to widen the streets and add sidewalks in certain

locations. She continued by stating that it seems like there are a lot of added expenses that are not needed. Mayor Otto stated that in her opinion the City Council needs to take a look at the *Project* again.

Council Member Johnson agreed with Mayor Otto's statement.

Council Member Moynagh asked if the City Council wants to table the discussion or do they want to have Mr. Voge look at the width of the roads and/or possibly just complete the reconstruction of the Wright County roads instead of the entire *Project*. Mayor Otto stated that the City Council should just look at doing the Wright County roads. Mayor Otto said that the City Council needs to decide if they really want to move forward with the entire *Downtown Project*.

Council Member Johnson stated that the City Council should just make a motion to just do the Wright County roads. Council Member Marszalek stated that the City does not know what the impact will be on the foundations of the houses along the County roads or on the infrastructure with the street reconstruction.

Council Member Johnson stated that as far as he is concerned, if the City Council decides to do the entire *Year 2021 Downtown Improvement Project*, there should be no assessments to property owners. He continued by saying that knowing a long time ago that this *Project* was going to be happening, the City should have been saving in the fund.

Council Member Marszalek stated that the City does not know what impact the reconstruction may have on the infrastructure; so, that piece has to be considered. Council Member Moynagh explained to Council Member Johnson that Council Member Marszalek is concerned about what impact the reconstruction of just the Wright County roads may have on the water and sewer lines and if they are damaged and need to be replaced, the City will want to replace the lines in the entire *Project* area.

Council Member Johnson stated that if the City Council decides to do the entire *Project*, the City should pay for it and not assess the property owners. He continued by stating that if the City would have not spent money foolishly for developments that did not happen, the City would have money for this *Project* and they would not have to assess residents. Council Member Marszalek stated that the City's taxpayers will end up paying for the *Project* one way or another. He continued by stating that if the failing infrastructure is not replaced now, it may end up costing the City more money in the future whether the decision is made to assess or not. Council Member Johnson stated that the City should bond for the *Project* just like most cities do. Mayor Otto stated that Council Member Marszalek is right, people are going to be paying for the *Project* either way.

Council Member Marszalek stated that in the past some projects were assessed and some were not and there seems to be no rhyme or reason. He continued by stating that the City Council needs to make a decision and stick to it.

Mayor Otto stated that the City Council needs to look at the entire *Project*, but, consider the Wright County roads since the County has agreed to a cost participation. She continued by stating that the City Council needs to look at the proposal to assess the property owners; because, the majority of City Council Members are not in favor of assessing the property owners.

Someone from the audience asked what the next step is. Mr. Voge stated that the next step in the process is to develop design details with the information that property owners have provided during the Public Hearing. Mr. Voge stated that in the event that the City Council wanted to assess the property owners, that option was presented for consideration. Mr. Voge stated that it was beneficial to get the input from the property owners during tonight's Public Hearing.

Mr. Voge stated that once the bids are received for the *Project*, the City Council could look at the costs associated with the *Project* at that time to determine if they want to assess the property owners or consider some other funding options.

Mr. Voge stated that if the City Council is interested in moving forward with the preparation of plans and specifications for the *Year 2021 Downtown Improvement Project*, they would order the preparation by

adopting Resolution No. 2020-18. He continued by stating that if the City Council does not want to proceed with the *Project*, then no action would be taken.

**Council Member Marszalek motioned to adopt Resolution No. 2020-18 A Resolution Ordering Improvement and Preparation of Plans for the Year 2021 Downtown Improvement Project with amendments to the scope of the Project. Council Member Moynagh seconded the motion. Motion carried 5-0.**

Mayor Otto thanked everyone for attending the Public Hearing and providing the City Council with their feedback on the proposed *Year 2021 Downtown Improvement Project*.

**8. OPEN FORUM**

No one addressed the City Council during Open Forum.

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

**A. June, 2020 Monthly Report**

Wright County Sheriff's Office Deputy Mr. Simon Willard addressed the City Council and reminded them; as well as, Montrose residents to keep the doors locked on their vehicles and their houses due to break-ins that have been happening throughout Wright County by gangs from the Twin Cities. He continued by stating that if you see something suspicious in your neighborhood, please contact the Wright County Sheriff's Office immediately.

The City Council and members of the audience asked questions about the break-ins. Deputy Willard and Deputy Kevin Triplett provided answers and details. Deputy Willard stated that there have not been any specific cases in the City of Montrose. Deputy Triplett stated that they have not been in Montrose. He continued by stating that they stay by major roadways for a fast and easy exit; so, United States Highway Twelve (U.S. Highway 12) would be an easy and quick exit for them. Deputy Triplett stated that in the past, the City of Montrose has had issues with this along the U.S. Highway 12 Corridor; so, the Wright County Sheriff's Office is trying to stay ahead of this. Deputy Triplett encouraged residents to contact the Wright County Sheriff's Office immediately if they see anything suspicious.

Mr. Steve Hayes asked Mr. Willard and Mr. Triplett to stop people from setting off fireworks in the City of Montrose. Mayor Otto asked Mr. Hayes how the City is going to prevent fireworks in Montrose. Deputy Triplett stated that it is difficult for the Wright County Sheriff's Office to dedicate a Deputy just to monitor fireworks. Council Member Moynagh asked Mr. Hayes if he knows what property is setting off the fireworks. Mr. Hayes stated that he did not know.

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

**A. City Council**

**1. Monthly Activity Report**

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

**B. Montrose Fire Department**

**1. June, 2020 Activity Report**

Mr. Kevin Triplett referenced the *Monthly Activity Report* for the month of June, 2020 that was found in the City Council Packet.

**2. Resignation of Mr. Jacob Moen – Effective June 30, 2020**

a) Mr. Jacob Moen was a member of the Montrose Fire Department for one (1) year, seven (7) months and

nine (9) days.

Mr. Triplett presented Mr. Moen's resignation from the Montrose Fire Department. He continued by stating that Mr. Moen was a member of the Montrose Fire Department for one (1) year, seven (7) months and nine (9) days.

**Council Member Moynagh motioned to accept the resignation of Mr. Jacob Moen from the Montrose Fire Department effective June 30, 2020. Council Member Johnson seconded the motion. Motion carried 5-0.**

Mayor Otto asked Mr. Triplett how many firefighters are currently on the Montrose Fire Department. Mr. Triplett stated nineteen (19).

3. Authorization to conduct a controlled burn at the Compost Site, in cooperation with the Montrose Public Works Department, to eliminate the brush pile.

**Council Member Moynagh motioned to authorize the Montrose Fire Department to conduct a controlled burn at the Compost Site, in cooperation with the Montrose Public Works Department, to eliminate the brush pile. Council Member Johnson seconded the motion. Motion carried 5-0.**

4. Hiring Firefighters

Mr. Triplett stated that the Montrose Fire Department is seeking dedicated volunteers to serve as firefighters. He encouraged residents to contact the City of Montrose for an Application and information if they are interested.

#### C. Emergency Management

1. Issuance of Peddler and Solicitor Permits

Ms. Boelter asked the City Council to consider discussion regarding the issuance of Peddler and Solicitor Permits during the COVID-19 Pandemic. The City has received concerned calls at City Hall from residents about Peddlers and Solicitors knocking on their door and they are especially concerned during the COVID-19 Pandemic. She continued by stating that City staff has learned that many cities have discontinued issuing Peddler and Solicitor Permits during the Pandemic.

Mr. Triplett recommended that the City Council consider putting a moratorium on Peddler and Solicitor Permits through December 31, 2020 and reevaluate at the beginning of the year 2021.

**Council Member Marszalek motioned to put a moratorium on issuing Peddler and Solicitor Permits through December 31, 2020 due to the COVID-19 Pandemic. Council Member Moynagh seconded the motion. Motion carried 5-0.**

Ms. Manson asked Mr. Triplett if a Peddler and/or Solicitor comes to the door of a resident, can they call Wright County Sheriff's Office to report them. Mr. Triplett stated yes, residents can contact the Sheriff's Office to report a Peddler and/or Solicitor coming to their door.

Council Member Moynagh recommended that City staff put information on the City's website and Facebook page informing the general public that the City is not issuing Peddler and Solicitor Permits through December 31, 2020 and if anyone comes to their door to peddle or solicit, they can report them to the Wright County Sheriff's Office. The City Council discussed and directed staff to put information on the City's website and Facebook page.

2. COVID-19 Pandemic Follow-Up City Council Workshop

Mr. Triplett stated that he will be scheduling a future Workshop with the City Council and staff to discuss the policies and procedures that were implemented by the City during the COVID-19 Pandemic. The discussion will be about what worked and what did not.

## C. Park and Recreation Commission

### 1. July 2, 2020 Park and Recreation Commission Meeting Minutes

Mayor Otto gave an overview of the items discussed at the July 2, 2020 Park and Recreation Commission Meeting.

Mayor Otto stated that the Park and Recreation Commission is recommending that the City Council approve the purchase of six (6) feather flags to be installed at Veteran's Park in an amount not to exceed \$600.00.

Mayor Otto stated that there will be six (6) flags for the various Military Services. The entire kit for the flag is \$58.00 per kit. If the flag has to be custom made, the kit is \$127.99 per kit. She continued by stating that a concrete base will need to be made for the installation of each flag. The Military Services will include: Army, Navy, United States Coast Guard, Marines, Air Force and National Guard.

**Council Member Moynagh motioned to approve that the Park and Recreation Commission purchase six (6) Military Flags and install them at Veteran's Park for an amount not to exceed \$600.00. Council Member Johnson seconded. Motion carried 5-0.**

Mayor Otto stated that the Park and Recreation Commission discussed the hoses that the City has at the Community Gardens. One (1) hose is cracked and the other hose is not long enough to reach all the garden plots. The Park and Recreation Commission would like the City to have new hose available that is long enough to reach all the garden plots. She continued by stating that the Park and Recreation Commission would also like to see something installed to store the hose on when it is not in use. Council Member Marszalek shared his concerns about the theft of the hose. Mayor Otto stated that no one has ever taken the hoses in the past.

Public Works Department Director, Mr. Wayne McCormick stated that the intention was always that if gardeners needed additional hose to connect to the City's hose, they would need to bring their own.

Mayor Otto also stated that the Park and Recreation Commission would like the Public Works Department to till the empty garden plots and plant pumpkins in them to be used for Park and Recreation events and activities. Mr. McCormick stated that it was decided by the City Council in the year 2019 not to have the Public Works Department till the unused gardens. Mr. McCormick asked who would be maintaining the pumpkin patch. Mayor Otto stated that the Park and Recreation Commissioners would maintain them.

Ms. Marie Bauman, 311 – 2<sup>nd</sup> Street South stated that her husband would be willing to till the unused garden plots for the City. Mayor Otto directed Ms. Bauman to contact Mr. McCormick to discuss the tilling of the garden plots.

## E. Planning and Zoning Commission

### 1. June 10, 2020 Planning and Zoning Commission Meeting Minutes

Ms. Boelter gave an overview of the June 10, 2020 Planning and Zoning Commission Meeting.

### 2. July 8, 2020 Planning and Zoning Commission Meeting Overview

Ms. Boelter gave an overview of the two (2) Public Hearings that were held at the Wednesday, July 8, 2020 Planning and Zoning Commission Meeting.

Ms. Boelter stated that the City Planner, Mr. Ryan Gritman will be bringing an Ordinance amendment in regards to Mobile Food Units to the City Council at their Monday, August 10, 2020 Regular City Council Meeting.

## F. Economic Development Authority

1. June 16, 2020 Economic Development Authority Meeting Minutes

Council Member Marszalek gave an overview of the Tuesday, June 16, 2020 Economic Development Authority (EDA) Meeting.

G. Public Works Department

1. Discussion About Waiving of Utility Billing Late Fees

Mr. McCormick asked the City Council to discuss whether or not to again implement utility billing late fees.

2. Discussion Regarding Shut-Offs – Past Due Utility Bills

Ms. Boelter stated that City staff is recommending that the City resume the practice of notifying residents with utility bill accounts that are delinquent for over three (3) months that their water will be shut-off if they do not make a payment and/or payment arrangement. Staff would like to resume the posting of shut-off notices in the month of August, 2020. The notices would be posted sometime around the date of August 10, 2020.

Ms. Boelter continued by stating that there are currently fifteen (15) delinquent accounts out of approximately 1,208 households that receive a utility bill from the City. Some of the accounts are repeat offenders who habitually are late on paying their utility bill. Others had water leaks and have made payment arrangements with City staff.

Ms. Boelter stated that City staff does send each household a letter asking them to contact City Hall to make a payment and/or a payment arrangement. The letter also provides the resident with the contact information for Wright County Human Services in the event that they made need assistance with paying their utility bill.

Ms. Boelter stated that City staff is asking the City Council to consider a motion authorizing them to implement the practice of water shut-off notices beginning in August, 2020. Staff will advertise on Social Media and the City's website that the shut-offs notices will again be posted started in August, 2020.

Council Member Moynagh asked if there were any large past due utility bills that are going to be difficult for a resident to pay due to a hardship that they may have experienced during the COVID-19 Pandemic. Ms. Boelter stated that City staff has not heard from anyone about their past due utility bill being due to a hardship from the COVID-19 Pandemic. She continued by stating that the largest past due utility bills are from repeat offenders who ignore what the City has shared with them in regards to payment arrangements, contacting Wright County Human Services for assistance and etcetera.

**Council Member Marszalek motioned to reinstate monthly utility billing late fees and resume the practice of posting shut-off notices for delinquent utility bills in the month of August, 2020. Council Member Andreoff seconded the motion. Motion carried -5-0.**

Council Member Moynagh shared his concerns about burdening someone with late fees and past due utility bills if they are experiencing a hardship due to the COVID-19 Pandemic. Mayor Otto stated that as Ms. Boelter indicated, the larger past due utility bills are from repeat offenders. Council Member Johnson stated that residents can come to City Hall at any time and set-up a payment plan.

3. Minnesota Top Soil Invoice – Compost Site Clean-Up

Mr. McCormick stated that the cost for cleaning up the Compost Site ended up being \$7,200.00, \$4,200.00 more than the City Council had approved. Mr. McCormick stated that it was due to more yardage of waste being removed than anticipated. Council Member Marszalek asked if Minnesota Top Soil contacted them regarding the increase in the bill. Mr. McCormick stated no. Mayor Otto asked where the additional expense will be paid from in the budget.

Ms. Manson stated that there is ample funding available in the City's Recycling and Refuse Fund. She continued by stating that the Compost Site has not been cleaned up for the past ten (10) years; so, it



is understandable that the cost to remove the waste was as much as it was. Mr. Triplett stated that it needed to be cleaned because the large amount of brush was becoming a burn hazard.

Mr. McCormick stated that now the Compost Site is clean and the City can move forward with maintaining it effectively.

#### 4. Water Meters

Mr. McCormick stated that staff went to order water meters and they do not make the same ones. The City will have to update our software to accommodate the new meters and it will cost \$4,000.00. The new meters will cost \$30.00 more per meter than what the City was paying and can be read cellular. Mayor Otto asked if the City has to install all new meters throughout the City. Mr. McCormick stated no, the original meters can still be read the same way as before. Mr. McCormick continued by stating that there will be an .89 cents per meter

Council Member Johnson asked what the cost will be per meter. Mr. McCormick stated they are \$280.00 per meter.

Mr. McCormick stated that each of the new meters will have an .89 cent monthly charge on the residents utility bill for cellular reading. Ms. Manson asked if the new meters are the only ones that have to pay the additional .89 cents. Mr. McCormick stated yes, the ones that will be read cellular. Mr. McCormick stated that the old meters will still be read by the Public Works Department driving around the City. Mr. McCormick stated that the City will no longer be charged an annual maintenance fee and will be required to pay the .89 cents per meter for the new meters only.

Ms. Manson stated that the cost of the meters does not matter. The City charges for the meters on the building permits. Mr. McCormick stated that the City will no longer have to pay for maintenance fees. Council Member Marszalek asked if there was a charge on the monthly utility bills to cover the cost of the maintenance fees. Ms. Manson stated no, the fee came from the Water Fund and customers were not billed for it. Council Member Andreoff asked if the maintenance fee was on the water meters. Ms. Manson stated no, it is an annual fee. She continued by stating that it was not an annual fee on the meters themselves, it was on the software system.

Council Member Moynagh asked if the City cannot purchase the old type of meter anymore. Mr. McCormick stated no and the City needs to purchase new water meters now. Council Member Moynagh asked if the City staff look into not charging the .89 cents per month. Ms. Manson stated yes, the current maintenance fee is built into the monthly water and sewer rates and we can do the same for the .89 cents per month. Mayor Otto stated that it would be a nightmare for City staff to have to bill certain residents with the .89 cents per month.

**Council Member Moynagh motioned to purchase the software update for the new water meters in the amount of \$4,000.00. Council Member Marszalek seconded the motion. Motion carried 5-0.**

#### 5. Rubber Roof Maintenance – All City Buildings

Mr. McCormick presented the graphs outlining the costs to initially repair and maintain the rubber roofs on all of the City's buildings and also the annual maintenance costs. The initial cost is \$14,894.00. Mr. McCormick stated that the bulk of the bill is for the Montrose Fire Department rubber roof costing \$10,206.00.

Mr. Triplett stated that the Montrose Fire Department has budgeted \$50,000.00 for building maintenance and the \$10,206.00 would be paid from the \$50,000.00.

Mr. McCormick stated that next year the company will come back and reassess the roofs.

**Council Member Moynagh motioned to approve the year 2020 repair and maintenance of the rubber roofs for all of the City's buildings at the cost of \$14,894.00. Mayor Otto seconded the motion. Motion carried 5-0.**

#### 6. Four (4) Way Stop Signs

Mr. McCormick stated that a resident sent an email about installing a Four (4)-Way Stop and *Children at Play* signs at Breckenridge Lane and Wyatt Circle.

Council Member Moynagh asked if there are any *Children at Play* signs now in the Forest Creek Housing Development. Mr. McCormick stated that there are *Children at Play* signs at the entrance of the Development.

Mr. Triplett stated that at he would caution putting Stop signs so close together. Mr. McCormick stated that he could install *Children at Play* signs on both sides of the street.

Mayor Otto asked if a Four (4)-Way stop was necessary. Council Member Marszalek stated that there is a Stop sign on Wyatt Circle.

Council Member Moynagh asked how the *Children at Play* signs helped with the issues on Crystal Lane. Mr. McCormick stated that once they were installed, the City did not hear anything back from residents.

Mr. Triplett stated that if the City Council authorizes a Four (4)-Way Stop sign at Breckenridge Lane and Wyatt Circle, you are going to set a precedence and receive several other requests. He continued by stating that the real issue is that children should not be playing in the streets.

Ms. Manson asked where the current Four (4)-Way stop sign is in the Forest Creek Housing Development. Mr. McCormick stated at the intersection of Breckenridge Lane and Cole Avenue.

The City Council discussed and directed City staff to install *Children at Play* signs on both sides of the street.

#### 7. Sidewalk Repair

Mr. McCormick stated that a resident on Buffalo Avenue would like the City to repair the sidewalk in front of his house and the City's Ordinance states that it is the responsibility of the homeowner to repair the sidewalk adjacent to their property.

Council Member Moynagh asked how bad the sidewalk is. Mr. McCormick stated that it is heaved up.

Mayor Otto asked what the City's liability is if we do not repair the sidewalk. Mr. McCormick stated that he did not know.

Council Member Moynagh asked if the damage is due to wear and tear, frost, bad drainage or some other factor. Mr. McCormick stated that he did not know. He continued by stating that the sidewalk was installed when the County State Aid Highway Twelve (CSAH 12) improvement project was done and the resident stated that he was assessed for the sidewalk; so, the City should pay to repair it.

Council Member Moynagh asked who paid for the CSAH 12 improvement project. Ms. Manson stated that the residents were assessed for the project.

Council Member Johnson asked what other cities do regarding sidewalk repairs; does the city pay for it or the homeowner? Mr. McCormick stated that it is usually the homeowner.

Council Member Moynagh asked when the sidewalk was replaced. Ms. Manson stated in the year 2003.

Mr. McCormick stated that some cities replace them and then assess them to the property owners' taxes.

Ms. Boelter stated that in her time with the City of Montrose, she did send one (1) letter to a homeowner informing them that they had to repair the sidewalk adjacent to their property and they did repair it.

Ms. Boelter stated that it does say in the City's Ordinance that the homeowner is responsible for repairing the sidewalk adjacent to their property. Ms. Boelter stated that if the City Council decides to repair the sidewalk in question, they are going to set a precedence and then the City will be responsible for repairing all sidewalks and you may as well change the Ordinance; because, the City is not following the Ordinance.

The City Council discussed and directed staff to inform the property owner on Buffalo Avenue that they are responsible for repairing the sidewalk adjacent to their property.

8. Trunk Highway Twenty-Five (TH 25) Trail Project

Council Member Johnson shared some concerns from residents along the new trail on TH 25. He continued by stating that when they replanted the grass on their property it did not grow and in some areas crabgrass has grown and it is difficult to get rid of it and it is spreading to their entire lawn and killing their grass.

Council Member Johnson stated that he still has the problem with the gravel on his property. Mayor Otto asked if the gravel issue should be forwarded to the Minnesota Department of Transportation (MN DOT).

Council Member Johnson asked if the contractor is going to have a checkout list to make sure everything is done. Mr. McCormick stated that he has not heard anything; but, he will contact Wenck,

Council Member Johnson stated that if the contractor can get away with something, that is what they will do.

Ms. Manson asked Council Member Johnson if he can still see the weeds and if the mesh is still there. Council Member Johnson stated yes and that the only thing that grew was crabgrass. Ms. Manson stated that Mr. McCormick should contact Wenck to have them look at it.

The City Council directed Mr. McCormick to reach out to Wenck.

11. NO OLD BUSINESS.

12. NEW BUSINESS

A. Discuss COVID-19 Pandemic Business Relief Proposal – Mayor Otto

Mayor Otto stated that on June 18, 2020, Mayor Otto requested that City staff look into two (2) COVID-19 Pandemic Business Relief items:

"Deb,

Good morning ,

A few things I would like to look into

1) Waiving/ staggering Liquor License fees for Ugly and Jaquie B

Due to the fact they are not able to fully utilize them

2) consider waiving water bills for a few months for businesses  
affected by COVID

I think it is important to help our small in these times to show that  
we support them as much as we can

Have a great day

Michelle"

Mayor Otto stated that she is only proposing that the City Council consider waiving a portion of the annual On-Sale Liquor License fee for the year 2020 for the Ugly Bar and Jacque B's Restaurant. She continued

by stating that she is no longer proposing to waive utility bills due to the COVID-19 Pandemic for Montrose Businesses.

Ms. Boelter stated that the waiving of Liquor License fees for the Ugly Bar and Jacque B's would be for the "On-Sale Liquor License" only due to the fact that restaurants were closed to the general public. Montrose liquor establishments that hold an "Off-Sale Liquor License" were still able to sell liquor during the Governor's COVID-19 Pandemic's mandated shut-down. The fee for an annual "On-Sale Liquor License" is \$3,900.00.

Ms. Boelter continued by stated that pro-rating the annual fee and issuing a refund for the months of March 1, 2020 (*when the Governor mandated restaurants to close*) through June 8, 2020 (*the date when restaurants were allowed to open again*) would be the following:

RESTAURANT – On-Sale Liquor License	REFUND – March 1 <sup>st</sup> to June 8 <sup>th</sup> , 2020
The Ugly Bar	\$ 975.00
Jacque B's	\$ 975.00
<b>TOTAL</b>	<b>\$ 1950.00</b>

Ms. Boelter stated that the City's budget would be able to fund the refund of \$ 1,950.00. City staff also plans to apply for the CARES Act Funding and will determine if this type of expense will be eligible for reimbursement.

Ms. Boelter stated that she did hear back from an Attorney in the League of Minnesota Cities' Legal Department and they stated that cities can only spend money on things that have a public purpose, and aid to businesses or families would not be allowed unless a specific Statute allows it. What is unclear is whether the CARES Act bypasses that requirement. The LMC Attorney recommended that the City render an opinion from the City's Attorney.

**Council Member Moynagh motioned to refund the Ugly Bar and Jacque B's \$975.00 each for their On-Sale Liquor License for lost revenue due to the Governor's COVID-19 Pandemic Shut-Down orders. Council Member Marszalek seconded the motion. Motion carried 5-0.**

### 13. UPCOMING MEETINGS

- A. City Council Workshop – Monday, July 27, 2020 at 4:00 p.m. in the Montrose Community Center.

Mayor Otto asked City staff if they have any business items for the July 27, 2020 City Council Workshop. Ms. Boelter stated not at this time. Mayor Otto directed City staff to cancel the Monday, July 27, 2020 City Council Workshop.

- B. Park and Recreation Commission Meeting – Thursday, August 6, 2020 at 5:30 p.m. in the Montrose City Hall Conference Room.
- C. Regular City Council Meeting – Monday, August 10, 2020 at 7:00 p.m. in the Montrose Community Center.
- D. Primary Election – Tuesday, August 11, 2020 from 7:00 a.m. to 8:00 p.m. in the Montrose Community Center
- E. Planning and Zoning Commission Meeting – Wednesday, August 12, 2020 at 7:00 p.m. in the Montrose Community Center.

Council Member Johnson asked Ms. Boelter if it was decided to cancel the August 12, 2020 Planning and Zoning Commission Meeting. Ms. Boelter stated that it cannot be cancelled; because, the Public Hearing for the Forest Creek Planned Unit Development (PUD) Amendment was tabled.

- F. Montrose Economic Development Authority – Tuesday, August 18, 2020 at 12:00 noon in the Montrose Community Center
- G. City Council Workshop – Monday, August 24, 2020 at 4:00 p.m. in the Montrose Community Center.

**14. ACKNOWLEDGEMENTS**

**A. Mayor Otto**

Mayor Otto acknowledged the City staff and Mr. Triplett for going through the COVID-19 Pandemic and especially Mr. Triplett for the phenomenal job in keeping everyone informed.

**B. Council Member Moynagh**

Council Member Moynagh acknowledged the residents who attended tonight's Public Hearing to give their opinions on the *Year 2021 Downtown Improvement Project*. He continued by stated that it is appreciated.

**C. Council Member Marszalek**

Council Member Marszalek acknowledged all Law Enforcement for the job they are doing in this difficult time.

**15. ADJOURNMENT**

Council Member Moynagh motioned to the adjourn the Regular City Council Meeting at 9:45 p.m. Council Member Andreoff seconded the motion. Motion carried 5-0.

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Michelle Otto  
Mayor  
City of Montrose

ATTEST:

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

# ACCOUNTS PAYABLE LIST

AUGUST 10, 2020

Payroll	7/13/20 Payroll	12063.35
Payroll	7/27/20 Payroll	12848.93
Council Payroll	2 <sup>nd</sup> Qtr Payroll	3694.00
IRS-Federal Tax Payment	7/13/20 FED/FICA Tax	4708.60
IRS-Federal Tax Payment	7/27/20 FED/FICA Tax	4433.37
MN Dept. of Revenue	7/13/20 State Withholding	713.41
MN Dept. of Revenue	7/27/20 State Withholding	789.00
PERA	7/13/20 Payroll	2502.98
PERA	7/27/20 Payroll	2661.58
*Ameritas Life Ins.	Employee Optical Ins	54.52
MN dept of Revenue	July Sales Tax	1652.00
Payment Service Network	June PSN/ACH	1162.69
*AFSCME #65	July Union Dues	171.00
Ameripride Services	Uniforms/Floor Mats	423.09
*Bolton & Menk	Engineering Services	12928.75
Campbell Knutson	Legal Services	2623.97
Cardmember Services	Parks/PW/Water	374.30
Cardmember Services	Office Printer	128.72
*Citizens State Bank	July H.S.A. Deposit	2788.00
Citizens State Bank	Montrose Meadows Bond	3375.00
Delano Auto Parts	Mower/Mosquito Sprayer	88.62
Delta Dental	July & Aug Dental Ins.	1399.20
Dog Waste Depot	Dog Station Bags	434.48
Hawkins	Water Chemicals	1827.00
Hawkins	WWTP Chemicals	4561.20
Health Partners	Aug Health Ins	11715.06
Hecksel Machine	Trailer Repair	90.00
*IUOE Local 49	July Union Dues	210.00
LGI Homes	Driveway/Grading Escrow	54000.00
Lincoln Nat'l Life Ins	Aug Life Ins	153.68
*Madison Nat'l Life	Aug. Disability Ins	348.91
Marco Tech	Printer Mtce Agreement	61.52
Marketon's Body Shop	F350 Window Repair	589.74
Menards	PW/Parks Supplies	319.81
Metering & Tech Solutions	Water Meters	7247.59
Mini Biff	Park Biffs	434.52
MN Dept of Labor/Ind	2 <sup>nd</sup> Qtr Bldg Permit Surcharge	864.28
Munson Lakes Nutrition	Parks Week Killer	97.90
MVTL Labs	Water Testing	48.20
MVTL Labs	WWTP Testing	508.40
NEC Cloud Comm.	Telephone Charges	186.89
Paumen Computers	Monthly IT/Backup Service	480.00

August 10, 2020

Page 2

Paumen Computers	Back Up Server Repair	305.11
Quill Corp.	Council Chairs	938.88
Randy's Enviro Services	July Refuse/Recycle	16361.55
R-Home	Grading/Driveway Escrow	3000.00
Schwickerts Tecta	Annual Roof Inspections	325.00
Sentry Alarm Systems	City Hall Alarm	294.76
SYNCB/Amazon	Micropohe Extension Cables	39.50
Toll Gas & Welding	Tank Lease	135.00
Wal-Mart Comm.	City Hall Supplies	35.86
Wenck Assoc.	Engineering-Emerson Ave N	527.90
Windstream	Telephone Charges	115.82
Wright-Hennepin CO-OP	Electric Charges	264.12
Xcel Energy	Electric & Gas Charges	1465.68

ACCOUNTS PAYABLE SUBTOTAL 179573.44

Ameripride	Uniforms/Floor Mats	183.12
*Bolton & Menk	Engineering Services	12915.50
*Colonial Life Ins	July Employee Insurance	111.78
Comcast	Internet Service	431.92
Creative Real Estate	Utility Overpayment	15.46
Leah Custer	Utility Overpayment	260.96
Gopher State One-Call	Water/Sewer Locates	98.55
Home Depot Pro	Comm Ctr/Park Supplies	318.38
Marie Jenson	Janitorial Service	260.00
June LaFond	Utility Overpayment	100.77
LGI Homes	Landscape Escrow Refund	25500.00
Joseph Liljedahl	Utility Overpayment	106.02
Mark Millard	Utility Overpayment	66.14
Munson Lakes Nutrition	Weed Killer	195.80
MVTL Labs	WWTP Testing	145.80
R-Home	Landscape Escrow Refund	12000.00
Rice Lake Construction	Wellhouse Pay Request #5	114522.00
Team Lab	WWTP Weed Killer	1671.93
Total Printing	Disconnect Notices	75.00
Utility Consultants	WWTP Testing	86.00
Verizon	Cell Phones	351.35
Wright Cty Auditor	July Patrol Services	23866.25
Wright Cty Auditor	2020 Special Assess Fee	15.05
Wright Cty Jrnl Press	Legal Notices	198.38
Wright Cty Treasurer	May/June County Fines	401.61
Xcel Energy	Electric & Gas Charges	26.72

TOTAL ACCOUNTS PAYABLE 373497.93

OTTO	BOELTER	MARSZALEK
JOHNSON	MOYNAGH	ANDREOFF

\* Appendix

Payments received to offset checks written

Payroll Deduction	July Optical Ins.	54.52
Payroll Deduction	AFSCME-July Union Dues	171.00
Payroll Deduction	July H.S.A. Deposit	1388.00
Payroll Deduction	IUOE 49-July Union Dues	210.00
Payroll Deduction	Aug Disability Ins	348.91
Payroll Deduction	July Employee Ins.	111.78
Developer Expenses	Bolton & Menk	1147.50



# FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

AUGUST 10, 2020

Cardmember Services	Postage	20.10
Central Fire Protection	Fire Extinguisher	9.00
Emerg Apparatus Mtce.	Engine 11 Pump Test	157.41
Precision Prints	Patient Reports	125.63
Schwickerts Tecta	Annual Roof Inspec/Repair	1725.00
Comcast	Internet Service	97.85
Menards	Engine 11 & 12 Mtce.	3.99
Verizon	FD I-Pad	40.01
TOTAL ACCOUNTS PAYABLE		2178.99

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OTTO

BOELTER

MARSZALEK

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JOHNSON

MOYNAGH

ANDREOFF

## \*APPENDIX

Payments received to offset checks written

# CITY OF MONTROSE

## Monthly Adjustments

07/31/20 9:43 AM  
Page 1

Account	Tran Type	Charge Name	Charge Type	Amount	Date
00-00001188-02-	Adjustment		UR	(\$36.94)	7/16/2020
00-00001966-00-	Adjustment		UR	(\$59.01)	7/16/2020
00-00001996-01-	Adjustment		UR	(\$48.09)	7/16/2020
00-00002613-00-	Adjustment		UR	(\$179.91)	7/16/2020
00-00004042-03-	Adjustment		UR	(\$130.34)	7/16/2020
				(\$454.29)	

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

## Montrose/Waverly Patrol Hour Summary

Hours Purchased Per 2020 Contract:	5,856.00
Starting Hours (beginning of month):	2,938.00
M-T-D (detailed below):	521.00
Balance going forward (to next month):	2,417.00
Y-T-D:	3,439.00

### Shift Start

Date	Shift Start Time	Shift Stop Date	Shift Stop Time	Schedule	Position	Time Type	Regular Hours
1-Jul-20	0:00	1-Jul-20	2:00	Montrose/Wave	4630	Regular	2.00
1-Jul-20	10:00	1-Jul-20	20:00	Montrose/Wave	4620	Regular	10.00
1-Jul-20	20:00	2-Jul-20	2:00	Montrose/Wave	4630	Regular	6.00
2-Jul-20	10:00	2-Jul-20	20:00	Montrose/Wave	4620	Regular	10.00
2-Jul-20	20:00	3-Jul-20	2:00	Montrose/Wave	4630	Regular	6.00
3-Jul-20	10:00	3-Jul-20	20:00	Montrose/Wave	4620	Regular	10.00
3-Jul-20	20:00	4-Jul-20	2:00	Montrose/Wave	4630	Regular	6.00
4-Jul-20	10:00	4-Jul-20	20:00	Montrose/Wave	4620	Regular	10.00
4-Jul-20	20:00	5-Jul-20	2:00	Montrose/Wave	4630	Regular	6.00
5-Jul-20	10:00	5-Jul-20	20:00	Montrose/Wave	4620	Regular	10.00
5-Jul-20	20:00	6-Jul-20	2:00	Montrose/Wave	4630	Regular	6.00
6-Jul-20	7:00	6-Jul-20	11:00	Montrose/Wave	4610	Regular	4.00
6-Jul-20	10:00	6-Jul-20	20:00	Montrose/Wave	4620	Regular	10.00
6-Jul-20	20:00	7-Jul-20	2:00	Montrose/Wave	4630	Regular	6.00
7-Jul-20	10:00	7-Jul-20	20:00	Montrose/Wave	4620	Regular	10.00
7-Jul-20	16:00	8-Jul-20	2:00	Montrose/Wave	4630	Regular	10.00
7-Jul-20	20:00	7-Jul-20	21:30	Montrose/Wave	4620	OT - Regular	1.50
8-Jul-20	10:00	8-Jul-20	20:00	Montrose/Wave	4620	Regular	10.00
8-Jul-20	20:00	9-Jul-20	2:00	Montrose/Wave	4630	Regular	6.00
9-Jul-20	10:00	9-Jul-20	20:00	Montrose/Wave	4620	Regular	10.00
9-Jul-20	20:00	10-Jul-20	2:00	Montrose/Wave	4630	Regular	6.00
10-Jul-20	10:00	10-Jul-20	20:00	Montrose/Wave	4620	Regular	10.00
10-Jul-20	20:00	11-Jul-20	2:00	Montrose/Wave	4630	Regular	6.00
11-Jul-20	10:00	11-Jul-20	20:00	Montrose/Wave	4620	Regular	10.00
11-Jul-20	20:00	12-Jul-20	2:00	Montrose/Wave	4630	Regular	6.00
12-Jul-20	10:00	12-Jul-20	20:00	Montrose/Wave	4620	Regular	10.00
12-Jul-20	20:00	12-Jul-20	22:30	Montrose/Wave	4620	OT - Regular	2.50
12-Jul-20	20:00	13-Jul-20	2:00	Montrose/Wave	4630	Regular	6.00
13-Jul-20	10:00	13-Jul-20	20:00	Montrose/Wave	4620	Regular	10.00
13-Jul-20	20:00	14-Jul-20	2:00	Montrose/Wave	4630	Regular	6.00
14-Jul-20	10:00	14-Jul-20	20:00	Montrose/Wave	4620	Regular	10.00
14-Jul-20	16:00	15-Jul-20	2:00	Montrose/Wave	4630	Regular	10.00

15-Jul-20	10:00	15-Jul-20	20:00 Montrose/Wave	4620 Regular	10.00
15-Jul-20	20:00	15-Jul-20	21:00 Montrose/Wave	4620 OT - Regular	1.00
15-Jul-20	20:30	16-Jul-20	2:00 Montrose/Wave	4630 Regular	5.50
16-Jul-20	10:00	16-Jul-20	20:00 Montrose/Wave	4620 Regular	10.00
16-Jul-20	20:00	17-Jul-20	2:00 Montrose/Wave	4630 Regular	6.00
17-Jul-20	10:00	17-Jul-20	20:00 Montrose/Wave	4620 Regular	10.00
17-Jul-20	20:00	18-Jul-20	2:00 Montrose/Wave	4630 Regular	6.00
18-Jul-20	10:00	18-Jul-20	20:00 Montrose/Wave	4620 Regular	10.00
18-Jul-20	20:00	19-Jul-20	2:00 Montrose/Wave	4630 Regular	6.00
19-Jul-20	10:00	19-Jul-20	20:00 Montrose/Wave	4620 Regular	10.00
19-Jul-20	20:00	20-Jul-20	2:00 Montrose/Wave	4630 Regular	6.00
20-Jul-20	0:00	20-Jul-20	2:00 Montrose/Wave	4640 Regular	2.00
20-Jul-20	2:00	20-Jul-20	5:15 Montrose/Wave	4640 OT - Regular	3.25
20-Jul-20	2:00	20-Jul-20	5:15 Montrose/Wave	4630 OT - Regular	3.25
20-Jul-20	10:00	20-Jul-20	20:00 Montrose/Wave	4620 Regular	10.00
20-Jul-20	20:00	21-Jul-20	2:00 Montrose/Wave	4630 Regular	6.00
21-Jul-20	10:00	21-Jul-20	20:00 Montrose/Wave	4620 Regular	10.00
21-Jul-20	20:00	22-Jul-20	2:00 Montrose/Wave	4630 Regular	6.00
22-Jul-20	10:00	22-Jul-20	20:00 Montrose/Wave	4620 Regular	10.00
22-Jul-20	20:00	23-Jul-20	2:00 Montrose/Wave	4630 Regular	6.00
23-Jul-20	10:00	23-Jul-20	20:00 Montrose/Wave	4620 Regular	10.00
23-Jul-20	20:00	24-Jul-20	2:00 Montrose/Wave	4630 Regular	6.00
24-Jul-20	10:00	24-Jul-20	20:00 Montrose/Wave	4620 Regular	10.00
24-Jul-20	20:00	25-Jul-20	2:00 Montrose/Wave	4630 Regular	6.00
25-Jul-20	10:00	25-Jul-20	20:00 Montrose/Wave	4620 Regular	10.00
25-Jul-20	20:00	26-Jul-20	2:00 Montrose/Wave	4630 Regular	6.00
26-Jul-20	10:00	26-Jul-20	20:00 Montrose/Wave	4620 Regular	10.00
26-Jul-20	20:00	27-Jul-20	2:00 Montrose/Wave	4630 Regular	6.00
27-Jul-20	10:00	27-Jul-20	20:00 Montrose/Wave	4620 Regular	10.00
27-Jul-20	20:00	28-Jul-20	2:00 Montrose/Wave	4630 Regular	6.00
28-Jul-20	10:00	28-Jul-20	20:00 Montrose/Wave	4620 Regular	10.00
28-Jul-20	20:00	29-Jul-20	2:00 Montrose/Wave	4630 Regular	6.00
29-Jul-20	10:00	29-Jul-20	20:00 Montrose/Wave	4620 Regular	10.00
29-Jul-20	20:00	30-Jul-20	2:00 Montrose/Wave	4630 Regular	6.00
30-Jul-20	10:00	30-Jul-20	20:00 Montrose/Wave	4620 Regular	10.00
30-Jul-20	20:00	31-Jul-20	2:00 Montrose/Wave	4630 Regular	6.00
31-Jul-20	10:00	31-Jul-20	20:00 Montrose/Wave	4620 Regular	10.00
31-Jul-20	20:00	1-Aug-20	0:00 Montrose/Wave	4630 Regular	4.00

TOTAL:	<u>521.00</u>
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# 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 2020

Printed on August 4, 2020

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>911 Abandoned Total: 2</b>					
07/03/20 18:28	911 Abandoned	2020050109			911
07/28/20 19:34	911 Abandoned	2020058275			911
<b>911 Hang-up Total: 3</b>					
07/09/20 17:39	911 Hang-up	2020052248			911
07/19/20 15:37	911 Hang-up	2020055562			911
07/31/20 22:12	911 Hang-up	2020059267			911
<b>911 Open Line Total: 12</b>					
07/09/20 01:51	911 Open Line	2020052041			911
07/10/20 17:50	911 Open Line	2020052641			911
07/11/20 09:42	911 Open Line	2020052807			911
07/12/20 15:27	911 Open Line	2020053267			911
07/15/20 18:59	911 Open Line	2020054277			911
07/17/20 06:32	911 Open Line	2020054733			911
07/25/20 16:50	911 Open Line	2020057330			911
07/26/20 08:25	911 Open Line	2020057494			911
07/26/20 23:09	911 Open Line	2020057729			911
07/28/20 09:37	911 Open Line	2020058109			911
07/29/20 12:12	911 Open Line	2020058443			911
07/31/20 15:25	911 Open Line	2020059135			911
<b>911 Open Line; Check Welfare Total: 1</b>					
07/08/20 01:12	911 Open Line; Check	2020051676			911
<b>Animal Total: 2</b>					
07/13/20 07:01	Animal	2020053407	Animal	WP20019261	Phone
07/15/20 17:40	Animal	2020054260	Animal	WP20019554	Phone
<b>Check Welfare Total: 6</b>					
07/08/20 13:17	Check Welfare	2020051830	Check Welfare	WP20018733	Phone
07/09/20 08:03	Check Welfare	2020052073	Check Welfare	WP20018810	Phone
07/11/20 23:56	Check Welfare	2020053095	Check Welfare	WP20019154	Phone
07/17/20 01:28	Check Welfare	2020054722	Check Welfare	WP20019718	911
07/21/20 09:59	Check Welfare	2020056043	Check Welfare	WP20020170	Phone
07/26/20 22:22	Check Welfare	2020057721	Check Welfare	WP20020740	Phone
<b>Citizen Aid Total: 2</b>					
07/02/20 10:18	Citizen Aid	2020049569	Citizen Aid	WP20018030	Phone
07/13/20 21:50	Citizen Aid	2020053682	Citizen Aid	WP20019354	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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### Civil Complaint Total: 6

07/02/20 14:41	Civil Complaint	2020049665	Civil Complaint	WP20018061	Phone
07/03/20 14:43	Civil Complaint	2020050011	Civil Complaint	WP20018157	Phone
07/07/20 10:15	Civil Complaint	2020051383	Civil Complaint	WP20018607	Phone
07/08/20 17:06	Civil Complaint	2020051908	Civil Complaint	WP20018764	Phone
07/26/20 16:16	Civil Complaint	2020057623	Civil Complaint	WP20020703	Phone
07/26/20 20:01	Civil Complaint	2020057679	Civil Complaint	WP20020719	Phone

### Civil Complaint; Theft Total: 1

07/29/20 19:47	Civil Complaint; Theft	2020058594	Theft	WP20021063	Phone
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### Civil Process Total: 19

07/07/20 09:45	Civil Process	2020051375			Officer
07/13/20 10:09	Civil Process	2020053455			Officer
07/13/20 14:24	Civil Process	2020053549			Officer
07/14/20 08:17	Civil Process	2020053748			Officer
07/14/20 11:40	Civil Process	2020053801			
07/15/20 11:26	Civil Process	2020054119			Officer
07/17/20 08:28	Civil Process	2020054759			Officer
07/20/20 12:37	Civil Process	2020055815			Officer
07/20/20 12:46	Civil Process	2020055818			Officer
07/21/20 13:49	Civil Process	2020056096			Officer
07/23/20 13:11	Civil Process	2020056710			Officer
07/23/20 13:20	Civil Process	2020056713			Officer
07/23/20 17:04	Civil Process	2020056785			Officer
07/29/20 09:37	Civil Process	2020058402			Officer
07/29/20 17:00	Civil Process	2020058527			Officer
07/29/20 17:16	Civil Process	2020058531			Officer
07/29/20 19:15	Civil Process	2020058582			Officer
07/31/20 15:53	Civil Process	2020059145			Officer
07/31/20 16:02	Civil Process	2020059148			Officer

### Commercial General Alarm Total: 4

07/03/20 16:07	Commercial General	2020050043	Commercial General Alarm	WP20018166	Phone
07/08/20 17:24	Commercial General	2020051916	Commercial General Alarm	WP20018763	Phone
07/10/20 08:14	Commercial General	2020052422	Commercial General Alarm	WP20018914	Phone
07/29/20 22:07	Commercial General	2020058638	Commercial General Alarm	WP20021074	Phone

### Compliance Check - Tobacco Total: 4

07/10/20 15:09	Compliance Check -	2020052571			Officer
07/10/20 15:11	Compliance Check -	2020052572			Officer
07/10/20 15:11	Compliance Check -	2020052573			Officer
07/10/20 15:12	Compliance Check -	2020052574			Officer

### Court Order Violation Total: 1

07/31/20 17:49	Court Order Violation	2020059182	Court Order Violation	WP20021243	Phone
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### Criminal Damage to Property Total: 1

07/05/20 10:24	Criminal Damage to	2020050724	Criminal Damage to Property	WP20018392	Phone
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Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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### Domestic Disturbance Total: 8

07/04/20 01:20	Domestic Disturbance	2020050265	Domestic Disturbance	WP20018232	911
07/06/20 22:35	Domestic Disturbance	2020051271	Domestic Disturbance	WP20018571	911
07/10/20 07:00	Domestic Disturbance	2020052411	Domestic Disturbance	WP20018908	911
07/11/20 22:15	Domestic Disturbance	2020053054	Threats	WP20019136	911
07/11/20 23:47	Domestic Disturbance	2020053089	Domestic Disturbance	WP20019152	Phone
07/15/20 00:43	Domestic Disturbance	2020054037	Domestic Disturbance	WP20019474	911
07/26/20 19:03	Domestic Disturbance	2020057665	Domestic Disturbance	WP20020713	911
07/28/20 12:15	Domestic Disturbance	2020058153	Domestic Disturbance	WP20020904	911

### Drugs Total: 1

07/18/20 23:34	Drugs	2020055376	Drugs	WP20019943	Phone
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### Dumping Total: 1

07/20/20 14:58	Dumping	2020055851	Dumping	WP20020110	Phone
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### Fire - Burn Permit Total: 1

07/28/20 07:47	Fire - Burn Permit	2020058085			Phone
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### Fire - Grass Total: 1

07/29/20 04:45	Fire - Grass	2020058358	Fire - Grass	WP20020982	Phone
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### Fireworks Total: 6

07/03/20 22:02	Fireworks	2020050202	Fireworks	WP20018215	Phone
07/04/20 00:05	Fireworks	2020050251	Fireworks	WP20018225	Phone
07/04/20 21:25	Fireworks	2020050570	Fireworks	WP20018333	Phone
07/04/20 21:36	Fireworks	2020050579	Fireworks	WP20018340	911
07/10/20 22:30	Fireworks	2020052722	Fireworks	WP20019018	Phone
07/19/20 04:12	Fireworks	2020055417	Fireworks	WP20019954	Phone

### Fraud - Checks - Cards Total: 1

07/21/20 17:20	Fraud - Checks - Cards	2020056143	Fraud - Checks - Cards	WP20020207	911
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### Gun Incident; Fireworks Total: 1

07/11/20 22:36	Gun Incident; Fireworks	2020053068	Fireworks	WP20019142	911
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### Harassment Total: 1

07/18/20 18:59	Harassment	2020055301	Harassment	WP20019922	Phone
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### Juvenile - Complaint Total: 3

07/17/20 12:07	Juvenile - Complaint	2020054811	Juvenile - Complaint	WP20019750	Phone
07/19/20 17:28	Juvenile - Complaint	2020055611	Juvenile - Complaint	WP20020023	Phone
07/20/20 23:45	Juvenile - Complaint	2020055995	Juvenile - Complaint	WP20020148	Phone

### Lock Out - Lock In Total: 1

07/14/20 11:20	Lock Out - Lock In	2020053794	Lock Out - Lock In	WP20019387	
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### Medical - Breathing Problems Total: 2

07/11/20 11:31	Medical - Breathing	2020052843			911
07/15/20 05:47	Medical - Breathing	2020054055			911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>Medical - Burns Total: 1</b>					
07/12/20 13:20	Medical - Burns	2020053226	Medical - Burns	WP20019198	911
<b>Medical - Carbon Monoxide Inhalation Total: 1</b>					
07/29/20 23:27	Medical - Carbon	2020058655			911
<b>Medical - Fall Under 6 Feet Total: 3</b>					
07/08/20 19:46	Medical - Fall Under 6	2020051958			Phone
07/09/20 13:23	Medical - Fall Under 6	2020052160			911
07/13/20 09:00	Medical - Fall Under 6	2020053427			911
<b>Medical - Overdose - Poisoning Total: 1</b>					
07/26/20 22:11	Medical - Overdose -	2020057717	Medical - Overdose - Poisoning	WP20020741	911
<b>Medical - Psychiatric - Behavioral Total: 2</b>					
07/08/20 13:20	Medical - Psychiatric -	2020051831	Medical - Psychiatric -	WP20018730	911
07/13/20 23:24	Medical - Psychiatric -	2020053704	Medical - Psychiatric -	WP20019360	911
<b>Medical - Sick Total: 1</b>					
07/28/20 11:05	Medical - Sick	2020058133			911
<b>Medical - Unknown Total: 1</b>					
07/20/20 08:53	Medical - Unknown	2020055751			911
<b>Missing Person Total: 1</b>					
07/12/20 18:36	Missing Person	2020053306	Check Welfare	WP20019227	Phone
<b>Motorist Aid Total: 1</b>					
07/03/20 19:23	Motorist Aid	2020050133			Officer
<b>MVA - Injuries Total: 1</b>					
07/21/20 17:27	MVA - Injuries	2020056146	MVA - Injuries	WP20020205	
<b>Noise Total: 4</b>					
07/12/20 02:23	Noise	2020053128	Fireworks	WP20019162	911
07/13/20 16:11	Noise	2020053581	Noise	WP20019326	
07/24/20 05:16	Noise	2020056913	Noise	WP20020466	
07/31/20 23:28	Noise	2020059284	Noise	WP20021281	
<b>Off-Road Vehicle Complaint Total: 2</b>					
07/02/20 21:24	Off-Road Vehicle	2020049808	Off-Road Vehicle Complaint	WP20018111	Phone
07/14/20 13:29	Off-Road Vehicle	2020053844	Off-Road Vehicle Complaint	WP20019405	Phone
<b>Parking Total: 3</b>					
07/12/20 10:02	Parking	2020053165	Parking	WP20019175	Phone
07/18/20 18:31	Parking	2020055287	Parking	WP20019917	
07/27/20 08:03	Parking	2020057778	Parking	WP20020765	
<b>Phone Call Total: 1</b>					
07/12/20 07:30	Phone Call	2020053144			Phone



Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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### Residential General Alarm Total: 1

07/25/20 14:16	Residential General	2020057285	Residential General Alarm	WP20020591	Phone
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### Residential Medical Alarm Total: 1

07/18/20 17:20	Residential Medical	2020055265	Medical - Psychiatric -	WP20019911	Phone
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### SIA Area Watch Total: 4

07/22/20 11:47	SIA Area Watch	2020056354			
07/22/20 18:35	SIA Area Watch	2020056483			
07/23/20 18:58	SIA Area Watch	2020056820			
07/29/20 06:19	SIA Area Watch	2020058365			

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

07/13/20 17:59	SIA City Council - City	2020053611			Officer
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### SIA Community Presentation Total: 1

07/01/20 18:59	SIA Community	2020049405			
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### SIA Foot Patrol Total: 1

07/18/20 14:36	SIA Foot Patrol	2020055200			
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### SIA Parks Total: 1

07/04/20 12:10	SIA Parks	2020050351			
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### Soliciting Total: 2

07/14/20 21:10	Soliciting	2020053992	Citizen Aid	WP20019457	Phone
07/28/20 17:47	Soliciting	2020058240	Soliciting	WP20020937	Phone

### Stolen - Property Total: 1

07/12/20 15:37	Stolen - Property	2020053269	Stolen - Property	WP20019218	Phone
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### Suspicious - Circumstances Total: 10

07/05/20 10:21	Suspicious -	2020050721	Suspicious - Circumstances	WP20018388	Phone
07/10/20 23:07	Suspicious -	2020052730	Suspicious - Circumstances	WP20019022	911
07/11/20 13:06	Suspicious -	2020052881	Suspicious - Circumstances	WP20019073	
07/12/20 13:16	Suspicious -	2020053225	Suspicious - Circumstances	WP20019193	Phone
07/22/20 20:33	Suspicious -	2020056513	Suspicious - Circumstances	WP20020328	Phone
07/26/20 22:01	Suspicious -	2020057715	Suspicious - Circumstances	WP20020737	911
07/28/20 08:04	Suspicious -	2020058091	Suspicious - Circumstances	WP20020880	Phone
07/28/20 12:12	Suspicious -	2020058152	Fraud - Forgery	WP20020903	Phone
07/28/20 20:15	Suspicious -	2020058288	Suspicious - Circumstances	WP20020953	Phone
07/31/20 19:44	Suspicious -	2020059217	Suspicious - Circumstances	WP20021259	Phone

### Suspicious - Person - Vehicle Total: 7

07/10/20 00:21	Suspicious - Person -	2020052380	Suspicious - Person - Vehicle	WP20018894	Phone
07/11/20 16:53	Suspicious - Person -	2020052947	Suspicious - Person - Vehicle	WP20019098	Phone
07/15/20 14:11	Suspicious - Person -	2020054179	Suspicious - Person - Vehicle	WP20019519	Phone
07/16/20 19:31	Suspicious - Person -	2020054657	Suspicious - Person - Vehicle	WP20019691	Phone
07/16/20 23:15	Suspicious - Person -	2020054699	Suspicious - Person - Vehicle	WP20019708	Phone
07/22/20 02:42	Suspicious - Person -	2020056276	Suspicious - Person - Vehicle	WP20020242	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
07/26/20 08:34	Suspicious - Person -	2020057496	DUI	WP20020657	911
<b>Theft Total: 3</b>					
07/10/20 14:43	Theft	2020052547	Theft	WP20018958	911
07/17/20 17:15	Theft	2020054926	Court Order Violation	WP20019799	Phone
07/28/20 09:26	Theft	2020058107	Theft	WP20020884	
<b>Theft - From Vehicle Total: 1</b>					
07/16/20 10:03	Theft - From Vehicle	2020054417	Theft - From Vehicle	WP20019617	Phone
<b>Threats Total: 3</b>					
07/03/20 21:22	Threats	2020050171	Threats	WP20018202	Phone
07/20/20 13:08	Threats	2020055823	Threats	WP20020096	Phone
07/27/20 18:43	Threats	2020057960	Threats	WP20020837	Phone
<b>Traffic - Complaint Total: 7</b>					
07/02/20 21:13	Traffic - Complaint	2020049805	DUI	WP20018102	911
07/03/20 07:14	Traffic - Complaint	2020049897	Traffic - Complaint	WP20018129	911
07/03/20 17:35	Traffic - Complaint	2020050087	Traffic - Complaint	WP20018178	911
07/09/20 19:04	Traffic - Complaint	2020052293	Traffic - Complaint	WP20018872	911
07/17/20 12:25	Traffic - Complaint	2020054823	Traffic - Complaint	WP20019754	911
07/24/20 20:54	Traffic - Complaint	2020057124			911
07/27/20 03:06	Traffic - Complaint	2020057760	Traffic - Complaint	WP20020756	Phone
<b>Traffic Stop Total: 47</b>					
07/01/20 22:43	Traffic Stop	2020049465			Officer
07/02/20 00:56	Traffic Stop	2020049485	Traffic Stop	WP20018001	Officer
07/02/20 01:09	Traffic Stop	2020049488			Officer
07/03/20 12:50	Traffic Stop	2020049977			Officer
07/04/20 10:31	Traffic Stop	2020050324	Traffic Stop	WP20018259	Officer
07/04/20 11:36	Traffic Stop	2020050340			Officer
07/04/20 12:00	Traffic Stop	2020050349			Officer
07/04/20 13:51	Traffic Stop	2020050381			Officer
07/05/20 05:22	Traffic Stop	2020050686			Officer
07/06/20 22:56	Traffic Stop	2020051277			Officer
07/10/20 08:13	Traffic Stop	2020052421			Officer
07/10/20 12:23	Traffic Stop	2020052500			
07/10/20 20:51	Traffic Stop	2020052692	Traffic Stop	WP20019011	Officer
07/11/20 01:15	Traffic Stop	2020052755			Officer
07/11/20 14:03	Traffic Stop	2020052896			Officer
07/11/20 14:56	Traffic Stop	2020052917			Officer
07/11/20 15:12	Traffic Stop	2020052921			Officer
07/11/20 19:15	Traffic Stop	2020052992			Officer
07/11/20 22:07	Traffic Stop	2020053050			Officer
07/11/20 23:06	Traffic Stop	2020053079			Officer
07/12/20 10:46	Traffic Stop	2020053180	Traffic Stop	WP20019183	Officer
07/13/20 12:32	Traffic Stop	2020053506			Officer
07/14/20 11:16	Traffic Stop	2020053792			Officer
07/14/20 18:22	Traffic Stop	2020053934			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
07/15/20 00:13	Traffic Stop	2020054035			Officer
07/15/20 12:37	Traffic Stop	2020054143			Officer
07/18/20 17:08	Traffic Stop	2020055258			Officer
07/19/20 13:52	Traffic Stop	2020055533			
07/21/20 23:13	Traffic Stop	2020056252			Officer
07/21/20 23:40	Traffic Stop	2020056255			Officer
07/22/20 00:12	Traffic Stop	2020056259			Officer
07/22/20 01:34	Traffic Stop	2020056268			Officer
07/22/20 01:47	Traffic Stop	2020056269			Officer
07/22/20 02:16	Traffic Stop	2020056272			Officer
07/22/20 09:57	Traffic Stop	2020056318			Officer
07/22/20 16:05	Traffic Stop	2020056429			Officer
07/22/20 18:04	Traffic Stop	2020056476			Officer
07/23/20 18:52	Traffic Stop	2020056818			Officer
07/25/20 12:48	Traffic Stop	2020057260	Traffic Stop	WP20020583	
07/25/20 18:22	Traffic Stop	2020057355			Officer
07/26/20 21:33	Traffic Stop	2020057706			Officer
07/27/20 21:05	Traffic Stop	2020058004			Officer
07/29/20 18:50	Traffic Stop	2020058566			Officer
07/29/20 22:52	Traffic Stop	2020058646			Officer
07/30/20 01:18	Traffic Stop	2020058681			Officer
07/30/20 10:24	Traffic Stop	2020058751			Officer
07/31/20 00:22	Traffic Stop	2020058997			Officer

#### Unwanted Person Total: 4

07/09/20 10:36	Unwanted Person	2020052104	Unwanted Person	WP20018821	911
07/10/20 13:08	Unwanted Person	2020052520	Unwanted Person	WP20018949	Phone
07/24/20 00:34	Unwanted Person	2020056897	Unwanted Person	WP20020459	911
07/30/20 01:39	Unwanted Person	2020058683	Unwanted Person	WP20021085	Phone

**Total Records: 209**



# Monthly Activity Report Montrose Fire Department

Prepared and Presented by  
Kevin Triplett – Fire Chief



**Period: 07/01/2020 thru 07/31/2020 (JULY)**

## **CALLS**

Total Calls: 18

EMS Calls: 13

Other Calls:

# of Calls JULY 2019 = 23

2019 vs 2020 (2020 = -5)

- 07/31 - #20143 – Veh Accident w/ injuries & Extrication – Marysville Twsp
- 07/29 - #20142 – CO Alarm/Investigation/Mitigation – Montrose City
- 07/29 - #20140 – Possible Grass Fire (City Brush Pile) – Montrose City
- 07/21 - #20136 – Veh Accident w/ injuries – Montrose City
- 07/04 - #20126 – Mutual Aid to Waverly Fire – Waverly City
- Set up landing zone following medical/trauma

Total calls to Date 2020 – 143

Total calls this time in 2019 - 125

2019 vs 2020 (2020 = +18)

## **Call Districts**

Montrose City: 12

Franklin Township: 0

Marysville Township: 4

Woodland Township: 1

Other: 1 (Waverly City)

## **TRAINING:**

- 07/07/2020 – Truck Maintenance/Meeting
- 07/14/2020 – Pump Training
- 07/21/2020 – Hose Testing
- 07/25/2020 – Pump Training

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

07/13/2020 – City Council Meeting (Triplett)

## **SPECIAL INFO**

- Birthday drive by events throughout the month
- 07/24/2020 – Mike Marketon responded to grain bin incident in Maple Lake to assist as an expert in grain bin rescue & recovery

## **Acknowledgments**

- All the firefighters who were in attendance for hose testing – this takes over 8 hours to complete and save the city approximately \$5000 compared to if we had a company come and test all of our hoses. We have close to 8750 feet of hose which all needs to be tested annually.

**1. CALL TO ORDER**

Pursuant to call and notice the Montrose Planning and Zoning Commission met in Regular Session on Wednesday, July 8, 2020 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 Justin Emery  
Commissioner Sylvia Henry  
Commissioner Mike Scanlon  
City Council Liaison Lloyd Johnson

Absent: Commissioner Shawn Cuff

Staff Present: Ms. Deborah Boelter, City Clerk-Treasurer  
Mr. Ryan Grittman, City Planner

**3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was taken.

**4. APPROVAL OF THE AGENDA**

Commissioner Emery motioned to approve the July 8, 2020 Planning and Zoning Commission Meeting Agenda. Commissioner Scanlon seconded the motion. Motion carried 4-0.

**5. APPROVAL OF THE MINUTES**

A. June 10, 2020 Planning and Zoning Commission Meeting

Commissioner Henry motioned to approve the Planning and Zoning Commission Meeting minutes of June 10, 2020. Commissioner Emery seconded the motion. Motion carried 4-0.

**6. PUBLIC HEARINGS**

A. Consider A Planned Unit Development Amendment – Forest Creek – R Homes

Commissioner Gurneau closed the Planning and Zoning Commission Meeting at 7:05 p.m. and opened the Public Hearings.

**BACKGROUND**

Mr. Grittman stated that R Homes has submitted an application for a Planned Unit Development (PUD) Amendment for property located along Breckenridge Lane. The proposed amendment is for ten (10) lots on the north side of the Forest Creek Plat. The applicants have submitted design changes to the approved homes and changes to the setbacks.

The PUD was originally approved in the year 2004. At the time, five (5) twin homes were approved for construction on ten (10) lots. The PUD was later updated in the year 2016 with the approval of ten (10) single-family homes in lieu of the five (5) twin homes. No changes to the lot configurations were proposed at that time. The applicant is now proposing to build a different home model on these lots that are different than the ones that were approved in the year 2016. An amendment to the PUD is necessary to accommodate the change. It should be noted that no changes to the plat or lot configuration is being proposed with this application.

The site is zoned R-1 Single-Family Residence District with Planned Unit Development District Overlay. Under the R-1 zoning district, single family homes are an allowed use. The subject sites are currently platted but are all vacant lots. The site is adjacent to R-1 Single Family Residence District on all sides.

Mr. Gritman referenced the following attachments:

- Exhibit A: Applicant Narrative
- Exhibit B: "St. Joseph" Building Plan (Previously Approved Plan)
- Exhibit C: "St. Charles" Building Plan (Proposed Plan)
- Exhibit D: Approved Site Plan from 2016
- Exhibit E: Proposed Site Plans / Surveys

## ISSUES ANALYSIS

Mr. Gritman presented the following *Issues Analysis*:

**Zoning.** The subject site is zoned R-1 Single-Family Residence. Within the R-1 district, single-family homes are an allowed use. The proposed single-family homes are an allowed use within the R-1 zoning district.

**Existing Adjacent Uses.** The site is surrounded by other single-family uses on the east, south, and west sides. The north side has a stormwater holding pond (Outlot B) and agricultural uses to the north of Outlot B.

**Lot Area, Width, and Depth.** The ten (10) lots all measure 52.50 feet in width by 92.50 feet in depth for a square footage of 4,856.25 square feet. These are all existing dimensions from the original PUD approval. The applicants are not proposing any changes to the plat, only the approved setbacks and home design.

**Setbacks.** The previous approval from the year 2016 had side yard setbacks of 13 feet and 7.5 feet. The new design will reduce these setbacks to 7.5 feet and 5 feet. The reduced setbacks are to accommodate the new rambler home design that is proposed rather than the two-story home that was previously approved. It should be noted that these setbacks do not meet the City's requirements for the R-1 district; but, the PUD application can allow flexibility in allowing reduced setbacks without the processing of a variance.

**Easements.** The wetland area behind the subject sites (Outlot B) contains a drainage and utility easement over the wetland area. Further, lots 36 and 37 contain drainage and utility easements as well. These easements are intended to provide access to the wetland area. No changes to the easements are proposed.

**Maximum Building Height.** The maximum building height in the R-1 district is 2 ½ stories or 35 feet. Building height is calculated as the average elevation as measured at the building's corners prior to construction to the top of the highest peak. The following table shows that each building's height will be compliant with the City's requirements:

Lot	Building Height	Compliant
Lot 29	24.1 feet	Yes
Lot 30	23.8 feet	Yes
Lot 31	22.9 feet	Yes
Lot 32	22.9 feet	Yes
Lot 33	21.4 feet	Yes
Lot 34	21.3 feet	Yes
Lot 35	21.6 feet	Yes

Lot 36	21.5 feet	Yes
Lot 37	22.8 feet	Yes
Lot 38	20.5 feet	Yes

**Building Type and Design.** The original plat that was approved in the year 2004 for this site contained five (5) twin homes with PUD zoning. The approved PUD was later updated in the year 2016 to construct ten (10) single-family homes with no changes to the lots. The applicants are now proposing a second amendment to the approved PUD for a different home design. Since the new home design contains a different footprint, a PUD amendment is necessary.

**Site Lighting.** The submitted plans do not show driveway lights or front porch lights. As a condition of approval, all lighting must comply with Section 1016-8 of the Zoning Ordinance related to exterior lighting.

**Parking.** By code, single-family lots must provide space to park at least two (2) vehicles off-street. The proposed homes with attached garages and driveway will meet this requirement.

**Curb Cut Access.** The applicant is proposing ten (10) new curb cuts (one per home). Each curb cut is approximately 18 feet in width, which meets code. Each curb cut is required to be five (5) feet off the property line; the site plan shows the curb cuts will be at least 7 ½ feet from the property line, which meets code.

**Landscaping.** By code, the area that remains after construction of the homes and driveway areas are completed shall be landscaped with grass, shrubs, trees, or other ornamental landscape materials. As a condition of approval, the applicant shall be responsible for fulfilling this requirement. It should be noted that the developer's agreement states that each lot shall have one tree planted on it unless the lot already has an existing tree.

**Grading and Drainage Plan.** The approved grading and drainage plans from the year 2016 for the site directed stormwater to the street, and to Outlot B. The City Engineer is recommending that the applicant submit a revised grading and drainage plan as a condition of approval. While no significant changes are expected in regards to the grading and drainage, a revised plan will be necessary.

**Outlot Protection / Wetland Mitigation.** The existing outlot to the north of the project, noted as Outlot B, is intended to hold stormwater from this project. The site has an existing silt fence that runs between the project area and the wetland. This silt fence will be required to be maintained throughout the project as well as any other runoff protection. As a condition of approval, the applicants shall work with the City Engineer to ensure compliance throughout the project.

**Pedestrian Access.** The area is served by a sidewalk on the south side of Breckenridge Lane. No new sidewalk is proposed for the north side (project side).

**Park Dedication.** Since the plat was previously approved in the year 2004, no new park dedication fee is required as part of this project.

**Tree Preservation, Removal and Replacement.** The site does not contain any trees; therefore, a tree preservation, removal, and replacement plan are not required.

**Neighboring Property Notifications.** A notification of the Public Hearing went out to all property owners within 350 feet of the subject area. The City heard from several property owners who requested more information about the project. In addition, one (1) property owner expressed concern about the proximity of the homes to Outlot B and the reduced distance between homes.

**Planned Unit Development Requirements.** Mr. Gritman stated that the City of Montrose lays out thirteen (13) requirements for a planned unit development. He continued by presenting the requirements along with Staff comment:

- a) **Ownership:** An application for PUD approval shall be filed by the landowner or jointly by all landowners of the property included in a project. The application and all submissions must be directed to the

development of the property as a unified whole. In the case of multiple ownership, the approved final plan shall be binding on all owners.

Staff Comment: In this case, the PUD is an amendment that was filed by the property owner. This requirement has been satisfied.

- b) Comprehensive Plan Consistency: The proposed PUD shall be consistent with the City Comprehensive Plan.

Staff Comment: The Comprehensive Plan notes the need for "infill development". By developing these lots that were platted in the year 2004, the project is consistent with the Comprehensive Plan's goals.

- c) Utility Plan Consistency: The proposed PUD shall be consistent with the City's utility (sewer and water) plans.

Staff Comment: The site has utility access that was installed as part of the original plat and approval. The project is consistent with the City's utility plans.

- d) Common Open Space: Common open space at least sufficient to meet the minimum requirements established in the Comprehensive Plan and such complementary structures and improvements as are necessary and appropriate for the benefit and enjoyment of the residents of the PUD shall be provided within the area of the PUD development.

Staff Comment: The open space in this development was approved in the year 2004. No changes to this layout are being proposed at this time.

- e) Operating and Maintenance Requirements for PUD Common Open Space and/or Facilities: Whenever common open space or service facilities are provided within the PUD, the PUD plan shall contain provisions to assure the continued operation and maintenance of such open space and service facilities to a predetermined reasonable standard.

Staff Comment: The operating and maintenance requirements will be performed by the Homeowners Association (HOA). This is an approved entity to handle the operating and maintenance requirements.

- f) Staging of Public and Common Open Space: When a PUD provides for common or public open space, and is planned as a staged development over a period of time, the total area of common or public open space or land escrow security in any stage of development shall, at a minimum, bear the same relationship to the total open space to be provided in the entire PUD as the stages or units completed or under development bear to the entire PUD.

Staff Comment: The PUD does not have staging of public or common open space

- g) Density: The maximum allowable density variation in a PUD shall be determined by standards negotiated and agreed upon between the applicant and the City. In all cases, the negotiated standards shall be consistent with the development policies as contained in the Montrose Comprehensive Plan. Whenever any PUD is to be developed in stages, no such stage shall, when averaged with all previously completed stages, have a residential density that exceeds one hundred twenty-five percent (125%) of the proposed residential density of the entire PUD.

Staff Comment: The proposed amendment does not change the density of PUD.

- h) Utilities: In any PUD, all utilities, including telephone, electricity, gas and tele-cable shall be installed underground.

Staff Comment: This requirement has been met.

- i) Utility Connections:



- i. Water Connections: Where more than one property is served from the same service line, individual unit shut off valves shall be provided as required by the City Engineer.
- ii. Sewer Connections: Where more than one unit is served by a sanitary sewer lateral which exceeds four hundred (400) feet in length, provision must be made for a manhole to allow adequate cleaning and maintenance of the lateral. All maintenance and cleaning shall be the responsibility of the property owner's association or owner.

Staff Comment: Each unit will have their own sewer and water connection. This is subject to review by the City Engineer.

- j) Roadways: All streets shall conform to the design standards contained in the Montrose Subdivision Ordinance, unless otherwise approved by the City Council.

Staff Comment: No changes to the roadways are being proposed.

- k) Landscaping: In any PUD, landscaping shall be provided according to a plan approved by the City Council, assessing the landscaping plan, the City Council shall consider the natural features of the particular site, the architectural characteristics of the proposed structures and the overall scheme of the PUD plan.

Staff Comment: The landscaping plan was included in the Developer's Agreement from 2004 and shall be adhered to for this project. This will be a condition of approval.

- l) Servicing Requirements: All development will be carefully phased so as to ensure that all developable land will be accorded to a present vested right to develop at such time as services and facilities are available. Lands which have the necessary available municipal facilities and services will be granted approval in accordance with existing ordinances and development techniques. Lands which lack the available public facilities and services may be granted approval for development, provided that all applicable provisions of this Ordinance, the City Code, and State regulations are complied with.

Staff Comment: The servicing requirement has been met.

- m) Setbacks:

- i. The front and side yard restrictions of the periphery of the planned unit development site at a minimum shall be the same as imposed in the respective districts.
- ii. No building shall be located less than fifteen (15) feet from the back of the curb line along those roadways which are part of the internal street pattern.
- iii. No building within the project shall be nearer to another building than one-half (1/2) the sum of the building heights of the two (2) buildings.

Staff Comment: These conditions are not met with the exception of number two. As part of the PUD approval, the City will need to approve the reduced setbacks. It should be noted that the previous plan did not meet these requirements either.

## SUMMARY AND RECOMMENDATION

Mr. Grittmann stated that the applicants are proposing to amend an existing Planning Unit Development (PUD) in the Forest Creek neighborhood. The existing approved plan is for ten (10) single-family homes with common area between each home. The applicants are requesting an amendment to this plan to change the home design from a two (2)-story home to a rambler style home. The change in home design requires an amendment to the approved PUD as the setbacks will change.

Mr. Grittmann stated that based on review of the proposed PUD amendment submitted on behalf of R Home, LLC dated June 4, 2020, Staff recommends approval of the PUD amendment with the following conditions:

- 1) All lighting must comply with Section 1016-8 of the Zoning Ordinance related to exterior lighting.
- 2) The area that remains after construction of the homes and driveway areas are completed shall be landscaped according to the Developer's Agreement dated September 15, 2004.
- 3) The applicant submits a revised grading and drainage plan that meets the City's requirements for grading and drainage.
- 4) The applicants shall work with the City Engineer and adhere to any follow-up recommendations made by the City Engineer.
- 5) The applicants shall adhere to any and all applicable requirements of the Developer's Agreement dated September 15, 2004.
- 6) The City Council approves the reduced setbacks and waives requirement 1010-2-M.-1. and 1010-2-M.-3.
- 7) Other comments by Staff.

Commissioner Scanlon stated that as far as building goes, if the Planning and Zoning Commission recommends City Council approval of the PUD, is the City going to set a precedence when it comes to setbacks for future development. Mr. Gritman stated that the intent of a PUD is that this type of housing project will not be repeated anywhere else in the City. Rather than creating a new zoning district for these lots, you create a PUD and this is the only location in the City that would follow these setbacks.

Commissioner Scanlon asked about the design of the house. Mr. Gritman stated that he can see the design of the house being used in a typical housing district; however, the proposed lot size and having the common area would be unique to this project.

Commissioner Scanlon asked if the reduced lot size would be similar to what is being proposed in *The Preserve Housing Development*. Mr. Gritman stated that he has reviewed the proposed plans for *The Preserve Housing Development* for a while.

Commissioner Scanlon again shared his concerns about setting a precedence for future housing developments if the Planning and Zoning Commission recommends approval of the PUD for the smaller lot size in Forest Creek. Mr. Gritman stated that *The Preserve Housing Development* is platted differently than the lots that are proposed in the Forest Creek Housing Development.

Commissioner Scanlon stated that this is the third (3<sup>rd</sup>) time that R-Homes has asked for an amendment to the PUD in Forest Creek. Mr. Gritman stated that if the Planning and Zoning Commission would not recommend approval of the PUD, then R-Homes could just go back to the approved PUD amendment from the year 2016 and build a taller home that is two (2) story.

Commissioner Scanlon stated that he is concerned that if the PUD amendment is approved, then a precedence will be set for future housing developments. Mr. Gritman stated that he does not think so; because, the PUD is unique to this project. He continued by stating that the intent of the PUD is that it will not be repeated anywhere else.

Commissioner Emery shared the same concerns as Commissioner Scanlon.

Council Member Johnson asked if the City has an Ordinance specifying the lot sizes. He continued by stating that if the City is not going to follow their Ordinances, then why have them. Commissioner Scanlon stated that the size of the lots in this development have already been changed from what the Ordinance says through the PUD. Commissioner Scanlon shared his concerns about what future Planning and Zoning Commission Members and/or City Council Members may have to deal with if they approve the proposed PUD amendment now. Mr. Gritman stated that he does not think so; because, typically Planning and Zoning issues are dealt with on an individual basis, not an established precedence.

Commissioner Scanlon asked Mr. Gritman to do some more research on this; because, he is not interested in setting a precedence that allows the Planning and Zoning Commission to have the smaller lots.

Council Member Johnson stated that another thing that the Planning and Zoning Commission has to think about is the residents already living out there. He continued by stating that they are going to put these shacks in and then it will devalue the existing properties located near them. Council Member Johnson stated that he does not understand why they do not build twin homes similar to the ones across the street. He continued by stating that they look nice and there is a lot of greenspace.

Mr. Steve McCann of R-Homes stated that there is more of a demand for the rambler style single homes than the twin homes.

Council Member Johnson shared his concerns about the residents not being able to park their boats and campers on the driveways of the proposed smaller lots and then there would also not be enough room for the installation of a parking pad to park their recreational vehicles.

Commissioner Scanlon stated that his issue is not with what R-Homes wants to build; but, with changing the setbacks.

Council Member Johnson asked if the City heard from any of the residents in the area of the proposed PUD amendment. Mr. Grittmann stated that he took some phone calls and most of them were just gathering information. He continued by stating that he had one (1) resident who was concerned about protecting the outlot to the north and he assured the resident that silt fencing would be installed during the construction.

Mr. Grittmann stated that he did receive a letter from Ms. Barbara Riddle, 956 Breckenridge Lane. Council Member Johnson asked Ms. Boelter to read the letter. He continued by stating that Ms. Boelter should have a copy of the letter; because, Ms. Riddle just dropped it off at City Hall today. Ms. Boelter stated that yes, she has a copy of the letter and she gave it to Mr. Grittmann for his review.

Mr. Grittmann read the letter. Ms. Riddle shared her opposition to the proposed PUD amendment request from R-Homes. Her concerns included:

- ✓ The amendment will involve a much denser build in this development, moving from the five (5) buildings originally approved to ten (10) buildings in the same space.
- ✓ She strongly believes that denser building is not good for communities. It does not allow much people space.
- ✓ There are no plans to include space for children to play and no safe access to walkways for older people who will buy these properties as there are no crosswalks.
- ✓ Safety is an issue as many kids are riding their bikes on the sidewalk.
- ✓ There will be some hazards to the people who live in these homes:
  - Increased street parking with no extra room.
  - Increased fire hazard when buildings are placed so closely together.
  - Density concerns as we live in an age of pandemics.
- ✓ Dense building is not aesthetically pleasing if one values green spaces.

Council Member Johnson stated that he talked to Ms. Riddle and another neighbor and they are concerned about safety for children with more residents in Forest Creek and no crosswalks painted.

Mr. Grittmann stated that when he spoke to some of the residents, he had the impression that they were not understanding that it will be the same number of houses. He continued by stating that instead of five (5) twin homes, it will be ten (10) single homes.

Commissioner Henry stated that if the PUD amendment is approved, there should be some type of stipulation that the houses have fireproofing in the house and garage walls that are facing the adjoining houses.

Commissioner Scanlon stated that he wants to table for more information; because he does not want to set a precedence.

Ms. Angela Salonek-Tormanen, 946 Breckenridge Lane addressed the Planning and Zoning Commission and asked what the benefit of the proposed housing is to the City of Montrose. Commissioner Scanlon stated the benefit is to provide additional housing; but, he wants more information regarding the setbacks.

Council Member Johnson asked about the size of the driveways. Mr. Grittmann stated in the range of thirty-five (35) feet. He continued by stating that they vary with each lot. Council Member Johnson stated that he would like the size of the driveways to be looked at to make sure there is ample parking space available.

- Ms. Angela Salonek-Tormanen, 946 Breckenridge Lane addressed the Planning and Zoning Commission;
- ✓ Does not believe that the City should be packing more people into the area.
  - ✓ She said she moved to the area because of the density and now there are more and more houses being built and more and more people being added.
  - ✓ She is concerned for her safety and now has to lock her doors.
  - ✓ She feels that packing more people in makes it difficult to know her neighbors.
  - ✓ She is concerned that the new houses will decrease the value of her home.

Mr. Grittmann stated that the density is not changing. It was planned for five (5) twin homes and now is proposed to be ten (10) single-family homes. Ms. Tormanen asked what is changing then. Mr. Grittmann stated that the PUD amendment proposal is to change the setbacks. Commissioner Gurneau stated that it is the same number of homes, just going from twin homes to single-family homes. Commissioner Scanlon stated that they are proposing to change the setbacks and build the homes closer together.

Mr. McCann stated that the construction of the proposed single-family homes will not decrease the value of the existing homes.

Council Member Johnson asked Ms. Tormanen what her neighbors have said about it. Ms. Boelter stated that unless an individual comes to speak at the Public Hearing personally, the Planning and Zoning Commission cannot take comments from someone else.

Commissioner Scanlon stated that the Planning and Zoning Commission does not care about the design of the homes. He continued by stating that the setbacks do not match the Ordinance and so the Commission needs to deal with that.

#### B. Consider An Ordinance Amendment Related to Mobile Food Units

##### **BACKGROUND**

Mr. Grittmann stated that at the June 10, 2020 Planning and Zoning Commission meeting, the Commission reviewed a draft Ordinance amendment related to food trucks. The intent of the meeting was to have a discussion on food trucks, a food truck Ordinance amendment, and what regulations (if any) should be imposed on food trucks. The purpose of the meeting was to have a discussion and prepare for a Public Hearing at the July 8, 2020 Planning and Zoning Commission Meeting.

He continued by stating that staff has reviewed the comments and concerns that the Planning and Zoning Commission discussed at the June 10, 2020 Planning and Zoning Commission Meeting and has prepared an updated draft for a Public Hearing at tonight's Commission Meeting. Mr. Grittmann presented the updates in the draft Ordinance and stated that they are in red for reference.

##### **ORDINANCE UPDATES**

Mr. Grittmann stated that the Planning and Zoning Commission reviewed the draft Ordinance that was prepared by staff and recommended the following changes:

##### ❖ Distance from Restaurants

The Planning Commission recommended that food trucks must stay 500 feet away from restaurants and coffee shops as measured from the property line of the food service business. This is a change from the original draft which stated food trucks must be 200 feet away from the food service building.

##### ❖ Proof of Insurance

The Planning Commission recommended that food truck operators must provide proof of insurance with their application for a food truck license. This is an addition to the requirement that food trucks must provide a copy of their license from the Minnesota Department of Health.

❖ No Fee During Montrose Days

The Planning Commission recommended that food trucks that operate during Montrose Days be exempt from the annual license fee that food trucks would otherwise pay throughout the year.

❖ Trash Hauling

The Planning Commission recommended that any food trucks operating on public property be responsible for trash hauling at the end of the day. The City's waste containers that are placed at parks are not to be used by food trucks.

Mr. Gritman stated that the updates to the Ordinance are highlighted in red on the draft Ordinance that he presented. He continued by stating that tonight's Public Hearing is to hear public testimony regarding the Ordinance.

## RECOMMENDATION

Mr. Gritman stated that Planning Staff recommends approval of the draft Ordinance with any changes that come out of the Public Hearing after hearing public testimony and any final changes that the Planning and Zoning Commission would like to see. If the Commission is satisfied, they can recommend approval of the Ordinance to the City Council, or table action for further discussion at the August, 2020 Planning and Zoning Commission Meeting.

Commissioner Scanlon asked if a background check will need to be done on food truck applicants. Commissioner Gurneau stated that the Planning and Zoning Commission discussed the need for a background check and since the Food Truck already has to go through a background check to obtain their Minnesota Department of Health certification, which they have to supply the City with a copy, the Commission did not feel it was necessary to do another background check.

Council Member Johnson asked what happens if like an ice cream truck hits someone. Commissioner Gurneau stated that it would be their liability insurance that covers the accident. Council Member Johnson stated is the City sure; because a lot of people like to sue. Ms. Boelter stated that all food truck vendors have to supply the City of Montrose with a Certificate of Insurance.

Commissioner Gurneau asked for public comment.

Mayor Otto asked if ice cream trucks will be required to apply for a mobile food unit permit. Commissioner Gurneau stated yes. Mayor Otto asked how they will know that they need to get a permit from the City. Ms. Boelter stated that it will be on the City's website, information in the newsletter and on social media.

Commissioner Gurneau closed the Public Hearings at 7:35 p.m. and opened the Planning and Zoning Commission Meeting.

**Commissioner Scanlon motioned to table the Public Hearing for the Forest Creek proposed PUD Amendment presented by R-Homes. Commissioner Henry seconded the motion. Motion carried 4-0.**

Ms. Boelter stated that she would like the Planning and Zoning Commission to make a decision on how much they would like to charge annually for the Mobile Food Unit Permit. Commissioner Gurneau presented the information that Ms. Boelter put together from other cities regarding fees for Mobile Food Unit Permits. Ms. Boelter stated that staff is recommending that there be one (1) annual fee. She continued by stating that it would be too burdensome for City staff to maintain separate fees associated with a certain number of days.

Commissioner Scanlon asked Ms. Boelter if she had a recommendation on an annual fee amount. Ms. Boelter recommended \$200.00 for a Permit from January 1<sup>st</sup> to December 31<sup>st</sup> each year. Commissioner Henry stated that the fee should be \$500.00. The Commission discussed and felt that \$500.00 was too high.

They also agreed that if the City of Montrose would have a large interest in Mobile Food Units in the City, the fee can be reevaluated in the future.

**Commissioner Scanlon motioned to establish the annual fee for the Mobile Food Unit Permit at \$200.00 for the time period of January 1<sup>st</sup> to December 31<sup>st</sup>. Commissioner Emery seconded the motion. Motion carried 4-0.**

**7. NO OLD BUSINESS.**

**8. NEW BUSINESS.**

**A. City Planner Updates**

**1. Preserve Housing Development**

Mr. Grittmann gave an update on the proposed *Preserve Housing Development*.

**2. Old Casey's Building**

Commissioner Gurneau asked for an update. Mr. Grittmann and Ms. Boelter stated that the owner of the building has been contacted on several occasions and he does not get back to staff.

**9. NEXT MEETING**

**A. Wednesday, August 12, 2020 to be held at the Montrose Community Center – 7:00 p.m.**

**10. ADJOURNMENT**

**Commissioner Henry motioned to the adjourn the Planning and Zoning Commission Meeting at 7:46 p.m. Commissioner Scanlon 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 Clerk-Treasurer  
City of Montrose

CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

ORDINANCE NO. 2020-04

AN ORDINANCE AMENDING CHAPTER 70: PEDDLERS AND SOLICITORS TO  
ESTABLISH ADDITIONAL STANDARDS FOR MOBILE FOOD UNITS WITHIN THE  
CITY.

THE CITY COUNCIL OF THE CITY OF MONTROSE ORDAINS:

**Section 1.** Chapter 70 of the City of Montrose City Code is hereby amended to read as follows:

CHAPTER 70: PEDDLES, TRANSIENT MERCHANTS, MOBILE FOOD UNITS, AND SOLICITORS

70.01. DEFINITIONS.

- A) Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.
- 1) "Mobile Food Unit" means a food and beverage service establishment that is a vehicle mounted unit, such as:
    - a) Motorized or trailered, operating no more than twenty-one (21) days annually at any one place, or operating more than twenty-one (21) days annually at any one place with the approval of the regulatory authority as defined in Minnesota Rules, part 4626.0020, subpart 70; and a self-contained unit, in which food is stored, cooked, and prepared for direct sale to the consumer.
    - b) Operated in conjunction with a permanent business licensed under Chapter 157 or Chapter 128A of the Minnesota State Statutes at the site of the permanent business by the same individual or company, and readily movable, without disassembling, for transport to another location; and a self-contained unit, in which food is stored, cooked, and prepared for direct sale to the consumer.
    - c) Food Cart: A food and beverage service establishment that is a non-motorized vehicle self-propelled by the operator.

- d) Ice Cream Truck: A motor vehicle utilized as the point of retail sales of pre -wrapped or prepackaged ice cream, frozen yogurt, frozen custard, flavored frozen water or similar frozen dessert products.
- 2) PEDDLER.
  - a) A person who goes from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place-to-place, for the purpose of offering for sale, displaying or exposing for sale, selling or attempting to sell, and delivering immediately upon sale, the goods, wares, products, merchandise or other personnel property that the person is carrying or otherwise transporting.
  - b) The term PEDDLER shall mean the same as the term HAWKER.
- 3) PERSON. Any natural individual, group, organization, corporation, partnership or association. As applied to groups, organizations, corporations, partnerships and associations, the term shall include each member, officer, partner, associate, agent or employee.
- 4) REGULAR BUSINESS DAY.
  - a) Any day during which the City Hall is normally open for the purpose of conducting public business.
  - b) Holidays, defined by state law, shall not be counted as REGULAR BUSINESS DAYS.
- 5) SOLICITOR.
  - a) A person who goes from house-to-house, door-to-door, business-to-business, street-to-street or any other type of place-to-place, for the purpose of obtaining or attempting to obtain orders for goods, wares, products, merchandise, other personal property or services of which he or she may be carrying or transporting samples, or that may be described in a catalog or by other means, and for which delivery or performance shall occur at a later time.
  - b) The absence of samples or catalogs shall not remove a person from the scope of this provision if the actual purpose of the person's activity is to obtain or attempt to obtain orders as discussed above. The term shall mean the same as the term CANVASSER.
- 6) TRANSIENT MERCHANT. A person who temporarily sets up business out of a vehicle, trailer, boxcar, tent, other portable shelter or empty store front for the purpose of exposing or displaying for sale, selling or attempting to



sell, and delivering, goods, wares, products, merchandise or other personal property and who does not remain or intend to remain in any one location for more than 14 consecutive days.

#### 70.02. EXCEPTIONS TO DEFINITIONS.

- A) For the purpose of the requirements of this chapter, the terms PEDDLER, SOLICITOR and TRANSIENT MERCHANT shall not apply to any person selling or attempting to sell at wholesale any goods, wares, products, merchandise or other personal property to a retailer of the items being sold by the wholesaler. The terms also shall not apply to any person who makes initial contacts with other people for the purpose of establishing or trying to establish a regular customer delivery route for the delivery of perishable food and dairy products such as baked goods and milk, nor shall they apply to any person making deliveries of perishable food and dairy products to the customers on his or her established regular delivery route.
- B) In addition, persons conducting the type of sales commonly known as garage sales, rummage sales or estate sales, as well as those persons participating in an organized multi-person bazaar or flea market, shall be exempt from the definitions of PEDDLERS, SOLICITORS and TRANSIENT MERCHANTS, as shall be anyone conducting an auction as a properly licensed auctioneer, or any officer of the court conducting a court-ordered sale. Exemption from the definitions for the scope of this chapter shall not excuse any person from complying with any other applicable statutory provision or local ordinance.

#### 70.03. LICENSING; EXEMPTIONS.

- A) County license authorized. No person shall conduct business as a peddler, solicitor mobile food unit or transient merchant within the City limits without first having obtained the appropriate license from the county, if the county licenses peddlers, solicitors or transient merchants, as authorized by M.S. Ch. 329 as it may be amended from time to time.
- B) City license required. Except as otherwise provided for by this chapter, no person shall conduct business as either a peddler mobile food unit, or a transient merchant without first having obtained a license from the City. Solicitors need not be licensed, but are still required to register pursuant to this Chapter.
- C) Application. Application for a City license to conduct business as a peddler, mobile food unit, or transient merchant shall be made at least 14 regular business days before the applicant desires to begin conducting business. Application for a license shall be made on a form approved by the City Council and available from the office of the City Administrator/Clerk-Treasurer. All applications shall be signed by the applicant. All applications shall include the following information.

- 1) Applicant's full legal name;
- 2) All other names under which the applicant conducts business or to which applicant officially answers;
- 3) A physical description of the applicant, such as hair color, eye color, height, weight, distinguishing marks and features and the like;
- 4) Full address of applicant's permanent residence;
- 5) Telephone number of applicant's permanent residence;
- 6) Full legal name of any and all business operations owned, managed or operated by applicant, or for which the applicant is an employee or agent;
- 7) Full address of applicant's regular place of business, if any;
- 8) Any and all business related telephone numbers of the applicant;
- 9) The type of business for which the applicant is applying for a license;
- 10) Whether the applicant is applying for an annual or daily license;
- 11) The dates during which the applicant intends to conduct business, and if the applicant is applying for a daily license, the number of days he or she will be conducting business in the City, maximum 14 consecutive days for peddler or transient merchant;
- 12) Any and all addresses and telephone numbers where the applicant can be reached while conducting business within the City, including the location where a transient merchant intends to set up business;
- 13) A statement as to whether or not the applicant has been convicted within the last five years of any felony, gross misdemeanor, or misdemeanor for violation of any state or federal statute or any local ordinance, other than traffic offenses;
- 14) A list of the three most recent locations where the applicant has conducted business as a peddler or transient merchant;
- 15) Proof of any requested county license;
- 16) Written permission of the property owner or the property owner's agent for any property to be used by a transient merchant;
- 17) A general description of the items to be sold or services to be provided;

- 18) All additional information deemed necessary by the City Council;
  - 19) The applicant's driver's license number or other acceptable form of identification; and
  - 20) The license plate number, registration information and vehicle identification number for any vehicle to be used in conjunction with the licensed business and a description of the vehicle.
- D) Fee. All applications for a license under this chapter shall be accompanied by the fee established by the Council. Mobile food units conducting business during Montrose Days are exempt from this fee.
- E) Procedure.
- 1) Upon receipt of the completed application and payment of the license fee, the City Administrator/Clerk-Treasurer, within two regular business days, must determine if the application is complete. An application is determined to be complete only if all required information is provided.
  - 2) If the City Administrator/Clerk-Treasurer determines that the application is incomplete, the City Administrator/Clerk-Treasurer must inform the applicant of the required necessary information that is missing. If the application is complete, the City Administrator/Clerk-Treasurer must order any investigation, including background checks, necessary to verify the information provided with the application.
  - 3) Within ten regular business days of receiving a complete application, the City Administrator/Clerk-Treasurer must issue the license unless there exist grounds for denying the license under this Chapter, in which case the Administrator/ Clerk-Treasurer must deny the license. If the City Administrator/Clerk-Treasurer denies the license, the applicant must be notified in writing of the decision, the reason for denial, and of the applicant's right to appeal the denial by requesting, within 20 days of receiving notice of rejection, a public hearing before the City Council.
  - 4) The City Council shall hear the appeal within 20 days of the date of the request. The decision of the City Council following the public hearing can be appealed by petitioning the State Court of Appeals for a writ of certiorari.
- F) Duration.
- 1) An annual license granted under this chapter shall be valid for one calendar year from the date of issue.

- 2) All other licenses granted under this chapter shall be valid only during the time period indicated on the license.

G) License exemptions.

- 1) No license shall be required for any person to sell or attempt to sell, or to take or attempt to take orders for, any product grown, produced, cultivated or raised on any farm.
- 2) No license shall be required of any person going from house-to-house, door-to-door, business-to-business, street-to-street, or other type of place-to-place when the activity is for the purpose of exercising that person's state or federal Constitutional rights such as the freedom of speech, press, religion and the like, except that this exemption may be lost if the person's exercise of Constitutional rights is merely incidental to a commercial activity.
- 3) Professional fund-raisers working on behalf of an otherwise exempt person or group shall not be exempt from the licensing requirements of this chapter.

70.04. LICENSE INELIGIBILITY.

A) The following shall be grounds for denying a license under this chapter.

- 1) The failure of the applicant to obtain and show proof of having obtained any required county license;
- 2) The failure of the applicant to truthfully provide any of the information requested by the City as a part of the application, or the failure to sign the application, or the failure to pay the required fee at the time of application;
- 3) The conviction of the applicant within the past five years from the date of application for any violation of any federal or state statute or regulation, or of any local ordinance, which adversely reflects on the person's ability to conduct the business for which the license is being sought in an honest and legal manner; (Those violations shall include but not be limited to burglary, theft, larceny, swindling, fraud, unlawful business practices and any form of actual or threatened physical harm against another person.)
- 4) The revocation within the past five years of any license issued to the applicant for the purpose of conducting business as a peddler, solicitor or transient merchant; and/or
- 5) The applicant is found to have a bad business reputation. Evidence of a bad business reputation shall include, but not be limited to the existence of more than three complaints against the applicant with the Better Business Bureau, the Attorney General's Office or other similar business or consumer

rights office or agency, within the preceding 12 months, or three complaints filed against the applicant within the preceding five years.

#### 70.05. LICENSE TRANSFERABILITY.

- A) No license issued under this chapter shall be transferred to any person other than the person to whom the license was issued.

#### 70.06. REGISTRATION.

- A) All solicitors, and any person exempt from the licensing requirements of this chapter, shall be required to register with the City. Registration shall be made on the same form required for a license application, but no fee shall be required.
- B) Immediately upon completion of the registration form, the City Administrator/Clerk-Treasurer shall issue to the registrant a certificate of registration as proof of the registration. Certificates of registration shall be non-transferable.

#### 70.07. RESTRICTIONS.

- A) No peddler, solicitor or transient merchant shall conduct business in any of the following manners.
  - 1) Calling attention to his or her business or items to be sold by means of blowing any horn or whistle, ringing any bell, crying out or by any other noise, so as to be unreasonably audible within an enclosed structure;
  - 2) Obstructing the free flow of either vehicular or pedestrian traffic on any street, alley, sidewalk or other public right-of-way;
  - 3) Conducting business in a way as to create a threat to the health, safety and welfare of any individual or the general public;
  - 4) Conducting business before 7:00 a.m. or after 9:00 p.m.;
  - 5) Failing to provide proof of license or registration, and identification, when requested, or using the license or registration of another person;
  - 6) Making any false or misleading statements about the product or service being sold, including untrue statements of endorsement; and (No peddler, solicitor or transient merchant shall claim to have the endorsement of the City solely based on the City having issued a license or certificate of registration to that person.)

- 7) Remaining on the property of another when requested to leave, or to otherwise conduct business in a manner a reasonable person would find obscene, threatening, intimidating or abusive.
- B) Mobile Food Units (MFUs). Mobile food units (MFUs) are required to meet the additional following standards:
1. MFU licenses issued are issued by the City Administrator / Clerk-Treasurer or a designee under the City Administrator / Clerk-Treasurer. Licenses are issued on an annual basis, and permit MFUs to operate at up to four locations in the community during the course of the year, not to exceed 21 days per location.
  2. MFUs must be licensed by the Minnesota Health Department, and must adhere to State regulations for food trucks as provided in Food Code Chapter 4626.1860 Mobile Food Establishments; Seasonal Temporary Food Stands; Seasonal Permanent Food Stands. Evidence of the State license and proof of insurance must be provided to the City as part of the local license application.
  3. With the exception of MFUs serving special events for public or institutional uses in residential districts, MFUs operations are limited to the business and industrial districts. Ice cream truck vendors may operate in all zoning districts.
  4. MFUs must be located on private property, and the applicant must provide written consent from the property owner. However, MFUs may be located in a public park with approval from the City, and ice cream trucks are allowed to operate within the public right-of-way in residential districts.
  5. Private properties may host no more than four MFUs over the course of the year.
  6. MFU sites shall be kept in a neat and orderly manner, and shall adhere to the following site and operational requirements:
    - a. Trash and/or recycling collection and cleanup must be provided. If the MFU is on public property, the trash and recycling that is generated by the MFU must be hauled off by the MFU operator.
    - b. MFUs must provide independent power supply which is screened from view. Generators are permitted.
    - c. MFUs may not maintain or use outside sound amplifying equipment, televisions or other similar visual entertainment devices, or noisemakers such as bells, horns or whistles. Ice cream trucks

traveling through a residential district may have outdoor music or noise-making devices to announce their presence.

- d. MFUs cannot obstruct the movement of pedestrians or vehicles or pose a hazard to public safety.
  - e. MFUs shall be located on an asphalt or concrete surface.
  - f. MFUs may not be located within 500 feet of existing restaurants or coffee shops, as measured from the MFU to the property line of the food service building.
  - g. MFUs must close during adverse weather conditions when shelter is not provided.
  - h. MFUs are not permitted to operate between the hours of ten o'clock (10:00) P.M. and eight o'clock (8:00) A.M.
7. Ice cream truck vendors are required to undergo a criminal background check prior to operating in the community, at the cost of the applicant.
8. If MFU sites are found to be in non-compliance with any conditions as provided in Chapter 70 of this Ordinance, the City reserves the right to revoke the MFU transient merchant license.

#### 70.08. EXCLUSION BY PLACARD.

- A) No peddler, solicitor or transient merchant, unless invited to do so by the property owner or tenant, shall enter the property of another for the purpose of conducting business as a peddler, solicitor or transient merchant when the property is marked with a sign or placard at least four inches long and four inches wide with print of at least 48 point in size stating "No Peddlers, Solicitors or Transient Merchants," or "Peddlers, Solicitors and Transient Merchants Prohibited," or other comparable statement. No person other than the property owner or tenant shall remove, deface or otherwise tamper with any sign or placard under this section.

**Section 2.** This ordinance shall take effect and be in full force after its passage and publication.

ADOPTED this 10<sup>th</sup> day of August, 2020 by the City Council of the City of Montrose.

CITY OF MONTROSE

By: \_\_\_\_\_  
Michelle Otto, Mayor

ATTEST:

By: \_\_\_\_\_  
Wendy Manson, Deputy Clerk



CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

RESOLUTION 2020-19

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE No. 2020-04 AN  
ORDINANCE AMENDMENT TO CHAPTER 70, PEDDLERS AND SOLICITORS, OF THE CITY  
CODE OF THE CITY OF MONTROSE**

WHEREAS, The City Council of the City of Montrose has determined the publication of the title and a summary of "Ordinance No. 2020-04 AN ORDINANCE AMENDMENT TO CHAPTER 70, PEDDLERS AND SOLICITORS, OF THE CITY CODE OF THE CITY OF MONTROSE", 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 City 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 City 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 of "Ordinance No. 2020-04 AN ORDINANCE AMENDMENT TO CHAPTER 70, PEDDLERS AND SOLICITORS, OF THE CITY CODE OF THE CITY OF MONTROSE" be published with notice that a printed copy of Ordinance No. 2020-4 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 August 10, 2020 the Montrose City Council approved the reading of Ordinance No. 2020-04 AN ORDINANCE AMENDMENT TO CHAPTER 70, PEDDLERS AND SOLICITORS, OF THE CITY CODE OF THE CITY OF MONTROSE."

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.

Ordinance No. 2020-04 shall be in full force and effect from and after the date of its passage (August 10, 2020) 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 10<sup>th</sup> day of August, 2020.

\_\_\_\_\_  
Michelle Otto  
Mayor  
City of Montrose

ATTEST:

\_\_\_\_\_  
Wendy Manson  
Deputy Clerk  
City of Montrose

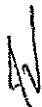


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2040 Highway 12 East  
Willmar, MN 56201-5818

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Bolton-Menk.com

## MEMORANDUM

**Date:** August 3, 2020  
**To:** Honorable Mayor Otto  
City Council Members  
City of Montrose  
**From:**  Jared Voge, P.E.  
City Engineer  
**Subject:** Pavement Management Plan Report  
City of Montrose, Minnesota  
Project No.: W18.120917

---

At the January 27, 2020 City Council meeting, council authorized the preparation of a Pavement Management Plan (PMP) as part of the City's Capital Improvement Plan (CIP) update.

In May 2020, a field survey of all paved streets within the city was completed using a machine-based technology called RoadBotics. The total length of paved streets within the city is approximately 15.5 miles. Based on the RoadBotics ratings, 2% (0.30 mi.) of the paved city streets are not in need of immediate maintenance or are adequate, 50% (7.83 mi) require seal coating, 36% (5.58 mi) are in need of a mill or overlay, and 12% (1.85 mi.) require reconstruction. It is important to note that existing utility conditions have not been factored into the street ratings.

A 10-year Pavement Management Plan has been developed based on the analysis completed. The Pavement Management Plan is focused on maintaining the streets with existing life remaining by sealcoating and then incorporating the other streets requiring mill and overlay or reconstruction into a 10-year schedule. Over the next 10-years, a total investment, in 2020 dollars, of approximately \$6,242,406, not considering utility improvements, is required to bring the city system into an adequate condition. When incorporating inflation, the total investment is approximately \$6,767,000. The breakdown by improvement method and the corresponding year is included in Table 4 on page 18 of the enclosed Pavement Management Report. Maps associated with the existing RoadBotics ratings as well as the recommended maintenance and improvements are included in Appendix A of the report.

We recommend that council adopt the Pavement Management System Report as a framework for the future maintenance of city streets. We further recommend that approximately every three years, the street conditions be re-evaluated to ensure that resources are appropriately allocated to the street system.

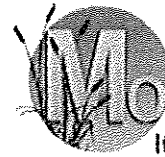
If you have any questions on the above, please call.

JAV/sjj



**BOLTON  
& MENK**

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**MONTROSE**

It's good to be home.

---

# **COMPREHENSIVE PAVEMENT MANAGEMENT SYSTEM REPORT**

City of Montrose, MN

July 31, 2020

Submitted by:  
Bolton & Menk, Inc.  
2040 Highway 12 East  
Willmar, MN 56201-5818  
P: 320-231-3956  
F: 320-231-9710

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# CERTIFICATION

## Pavement Management System Report

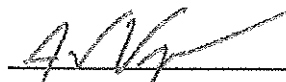
For

City of Montrose, Minnesota

Bolton & Menk Project No. W18.120917

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By:



Jared A. Voge, P.E.

License No. 45063

Signed Date: July 31, 2020

## INTRODUCTION

Street maintenance and rehabilitation actions when completed timely is the most effective and cost efficient approach to extend the overall life of pavements. In general, once a pavement needs treatment, the sooner maintenance or rehabilitation activity is undertaken, the more cost-effective it will be. Montrose has nearly 15.5 miles of paved streets, which represent a significant capital investment that needs to be well managed.

The purpose of this report is to assist the City with understanding its current street system condition, assist with the management of the system, and provide recommendations for pavement management during the next 10 years.

In May 2020, Bolton & Menk staff conducted a field survey of all the paved City streets. This process was undertaken to determine the current street conditions and rate their condition relative to each other. The City can use this baseline data for determining the appropriate timing of cost effective street improvements.

The conditions were evaluated and rated using RoadBotics, a software that objectively analyzes the roadway conditions. Numerical ratings were given to each segment of roadway and are used to identify locations of need and to prioritize those needs through comparative analysis of segment rating values. This information, coupled with pavement deterioration projections, provides the mechanism for the City of Montrose to analyze pavement condition in the future with and without management.

Total reconstruction of a street is a very costly procedure. Research has made known that periodic maintenance projects on streets in good condition can extend their service life at a reduced cost. Maintenance of streets after reconstruction is more cost effective than undergoing multiple reconstructions without maintenance.

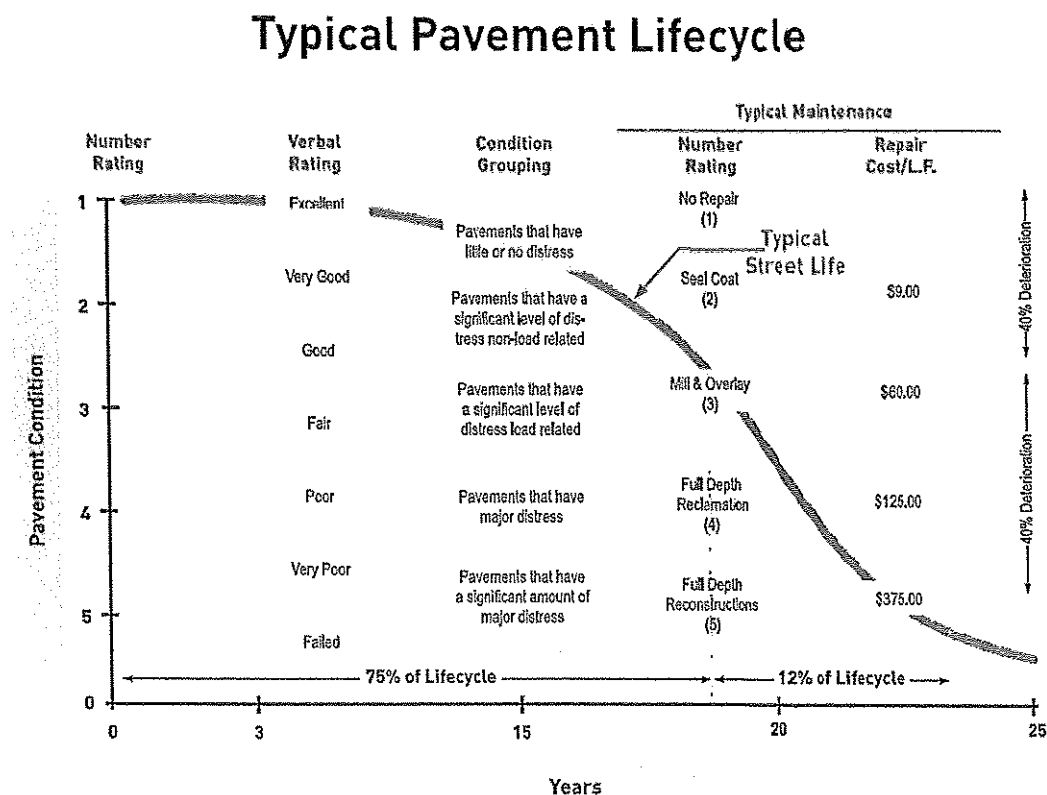


## STREET LIFECYCLE

Asphalt pavements perform well, deteriorating slowly during the first ten years of the pavement lifecycle, and then tend to deteriorate more rapidly. Proactive maintenance in the early years of a pavement lifecycle such as, repairing cracks and seal coating is recommended as a cost effective maintenance practice. As the pavement condition deteriorates and surface observations indicate a significant level of stress due to traffic loading, seal coat applications are no longer recommended as the most cost effective maintenance. This condition is illustrated in Figure 1, when pavement condition ratings are greater than or equal to a condition rating of 3.

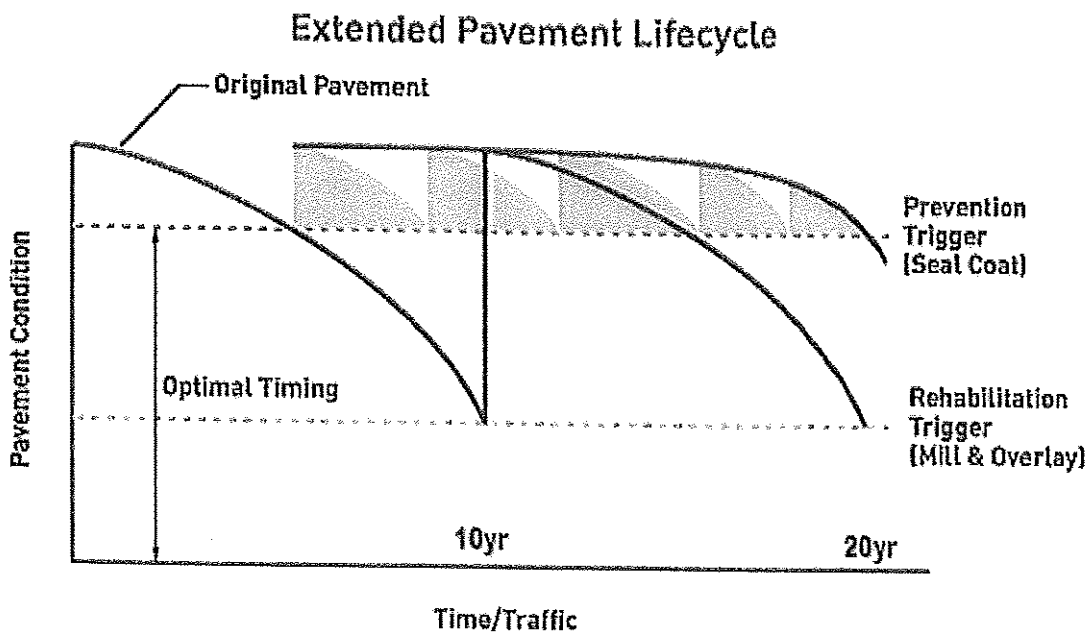
Figure 1 generally illustrates how the typical asphalt pavement condition will deteriorate 40% during the first 75% of its life, and another 40% during the next 12% of its life. The street condition will deteriorate quickly beyond 75% of its life, which typically occurs 15 to 20 years after a street is constructed.

Figure 1: Typical Pavement Lifecycle (Graph Basis – 35-Foot Wide Urban Section)



Preventative maintenance during the early stages of a pavement's lifecycle can be the most cost effective method for extending the life of a pavement, as shown in Figure 2. By protecting the asphalt pavement subgrade from the negative effects of water intrusion with crack sealing or pavement replacement, return on investment can be realized in future lower cost reconstruction methods.

Figure 2: Extended Pavement Lifecycle



The maintenance and rehabilitation options listed below are considered for maintaining asphalt pavements within this report.

- Crack Rout & Seal
- Sealcoating
- Mill & Overlay
- Full Depth Reclamation

## **EXISTING CONDITIONS**

### **STREET CONDITION**

The condition of a street is affected by a number of factors, including:

- Surface condition (roughness, cracking)
- Drainage (street profile, cross section, storm sewer)
- Street section (bituminous and gravel base thickness)
- Subgrade soil (sand, clay, silt)
- Traffic characteristics and loading
- Age
- Maintenance program (seal coating, mill & overlay, reclamation)

Each of the above listed items contributes to the overall condition and lifecycle of a public street. It is not uncommon for streets in the same area, constructed at the same time, to vary in condition. This makes it difficult to develop an efficient street rehabilitation program that can be applied uniformly to adjacent areas. The majority of the streets in the City follow the typical pavement lifecycle curve.

The pavement system for the City of Montrose was largely expanded through development of new roadways during the early 2000's . Pavement conditions in Montrose are impacted by typical seasonal temperature extreme fluctuations associated with a northern climate and increased seasonal traffic flow.

The streets constructed in Montrose generally do not have a consistent pavement section. The bituminous and gravel thickness vary greatly throughout the City. Current practice is to install roads comprised of a 12-inch sand subgrade, 9-inch class 5 aggregate base, 2-inch bituminous base course, and a 1 ½-inch bituminous wearing course.

The City currently performs crack filling and seal coating maintenance. Reconstruction projects have been completed as needed.

## **PAVEMENT EVALUATION**

### **SURFACE EVALUATION**

The streets in Montrose were evaluated using a GPS based picture survey that observed the condition of the pavement surface. The pavement was rated using the RoadBotics System. The methodology is based on a consistent numeric rating scale ranging from 1 for a newly surfaced street to 5 for a failed surface. A copy of the RoadBotics *Distresses We See & Ratings* documents are included in Appendix B.

## EXECUTION

The data for the entire road network within the City of Montrose was collected in May of 2020 utilizing a standard passenger vehicle with image collection technology to take pictures in 10-foot increments along the roadway surface. The data was then rated by RoadBotics, a computer-based software that objectively analyzes the data for each pavement segment and documents pavement segment condition extents by assigning a numerical rating. The results were then uploaded to a GIS based street mapping system and analyzed by Bolton & Menk staff.

After review of the snapshots of the City streets from RoadBotics, repetitive deterioration conditions were noted. In addition to surface cracking, the RoadBotics software considers numerous pavement defects including rutting, corrugations, raveling, shoving, and pot holes. The following is a description of each of these defects:

- Rutting: Surface depression of the asphalt in the wheel path.
- Corrugations: A form of movement typified by ripples (corrugations) of the asphalt across the pavement surface. Occurs typically at areas where traffic starts and stops.
- Raveling: The disintegration of an asphalt layer from the surface downward as a result of the removal of aggregate particles.
- Shoving or Pushing: This is the longitudinal or vertical displacement of a localized area of the pavement, which is similar to corrugations but without the multiple corrugations as a washboard.
- Pot Holes: A portion of the pavement surface that has broken away leaving a hole in the asphalt.

To better understand the associated RoadBotics rating with the street condition, a series of photos collected from the city streets have been provided below, which correspond with the associated RoadBotics rating.

**RoadBotics Rating: Level 1**

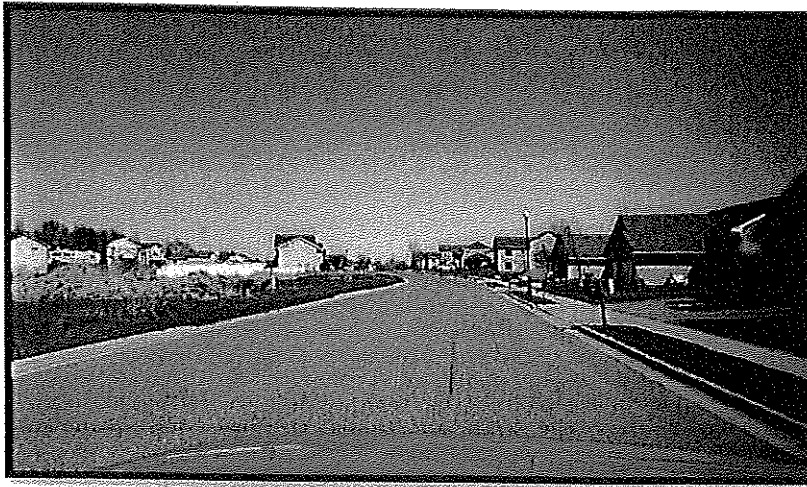


*Photo 1: Emerson Avenue N – Crystal Lane to Mindy Lane*

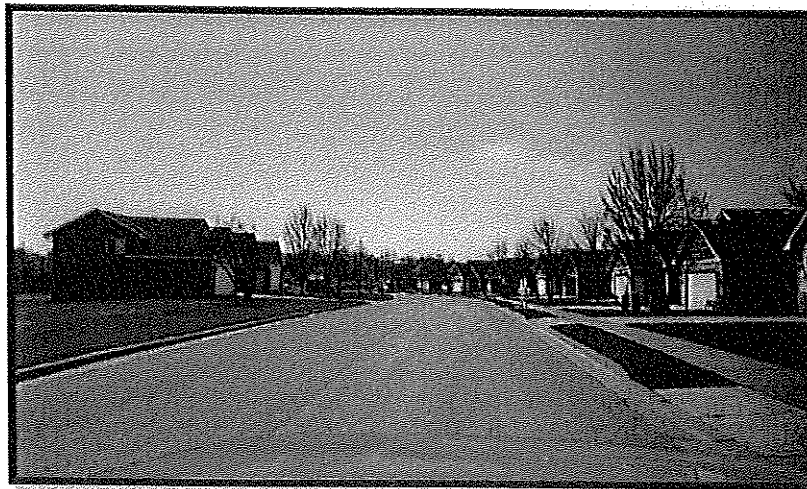


*Photo 2: Sunset Avenue – White Tail Lane to Foede Circle*

RoadBotics Rating: Level 2



*Photo 3: Breckenridge Lane – Clementa Avenue to east end of road*



*Photo 4: White Tail Lane – Clementa Avenue to Sunset Avenue*

**RoadBotics Rating: Level 3**



*Photo 5: Aspen Lane – County Road 12 to Emerson Avenue N*

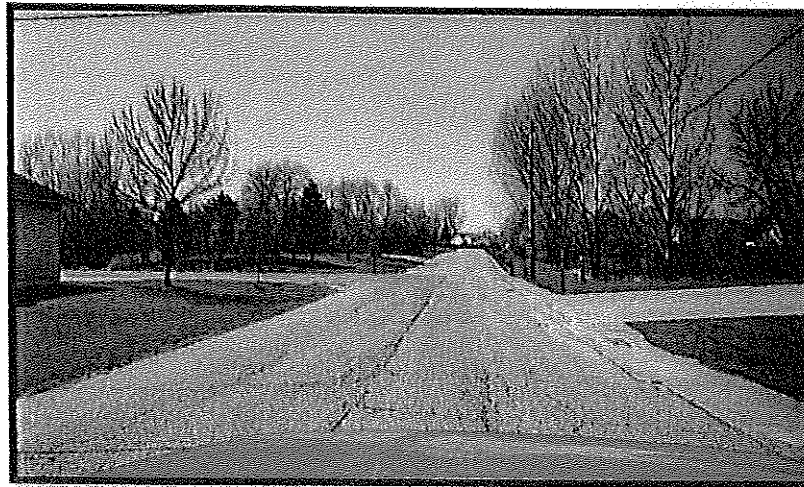


*Photo 6: Clementa Avenue SW -- White Tail Lane to 1900 ft south of Breckenridge Lane*

RoadBotics Rating: Level 4



*Photo 7: 2<sup>nd</sup> Street N – Center Avenue N to Emerson Avenue N*



*Photo 8: 3<sup>rd</sup> Street S – Dakota Avenue S to Emerson Avenue S*



RoadBotics Rating: Level 5



*Photo 9: 1<sup>st</sup> Street N – Buffalo Avenue N to Center Avenue N*



*Photo 10: Emerson Avenue N – 1<sup>st</sup> Street N to 2<sup>nd</sup> Street N*

## RATING RESULTS

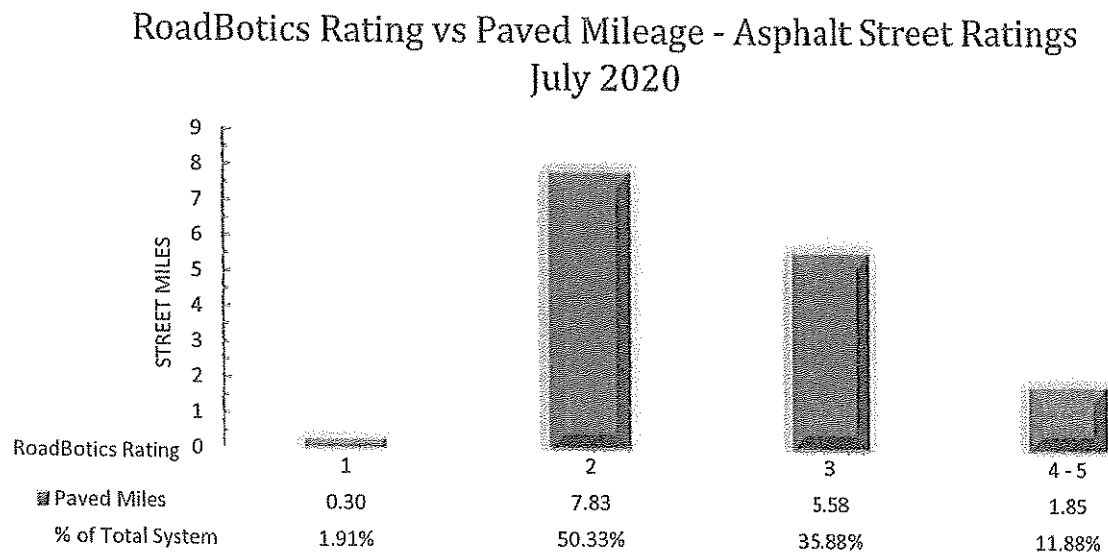
The results of the pavement condition survey are shown in Appendix A, Figure 1. Table 1 below includes a summary of typical recommended maintenance and rehabilitation options based on the current pavement condition rating.

*Table 1: Typical Asphalt Pavement Condition Ranking*

Pavement Rating Condition	Typical Recommended Maintenance
1	Adequate, Do Nothing
2	Crack Rout & Seal, Seal Coat, Patching
3	Mill & Overlay
4 - 5	Full Depth Reclamation & Paving or Reconstruction

Chart 1 below illustrates the observed RoadBotics Rating versus the total street miles within the City. A majority of the streets, over 88%, have a condition rating of 3 or better and about 52% of the streets have a condition rating 2 or better. These figures indicate that the vast majority of City streets have pavement life remaining and can be preserved or extended.

*Chart 1: RoadBotics Rating vs. Paved Mileage -- Asphalt Street Ratings*



## ROADBOTICS VALUES

Figure 1 in Appendix A includes a map of the observed RoadBotics values. Generally, the segments with ratings of 4 and 5 could have some form of maintenance or rehabilitation at this time to preserve and extend useful life. While a high percentage of streets are in good condition at this time, forecasted RoadBotics values indicate a significant amount of these roadways are expected to deteriorate to a level requiring increased rehabilitation and reconstruction in 5 years if a do nothing approach is taken.

The most common pavement distress defects noted for the City streets were raveling, pothole distresses, and transverse and longitudinal cracking. During the RoadBotics survey, there were limited areas of rutting and block cracking. Many of the old transverse and longitudinal road cracks have been maintained with routine crack sealing.

## PAVEMENT MANAGEMENT

### BITUMINOUS PAVEMENT TREATMENT OPTIONS

Depending on the goals and budget of the City, various approaches can be taken dependent upon the rating evaluation results. Most recently, the approach has been rehabilitation and reconstruction to address the poorest condition road segments first with less attention paid to preventative maintenance. The approach advocated by many pavement experts is that more attention be placed on preventative maintenance and preserving pavement condition to extend the useful life of the pavement.

This report analyzes the combined use of Reconstruction, Mill & Overlay, and Sealcoat as options for pavement management for the next 10 years.

The following is a description of each proposed maintenance method and the potential benefits of each.

**Seal Coat** – First, the cracks are routed to create a 1" x 1" reservoir which is filled with a hot sealant. This procedure reduces the amount of moisture and debris entering the pavement sub-grade through surface cracks. Then, an application of bituminous material is sprayed on the roadway followed by a coating of fine aggregate. The aggregate (or "chip") is typically left on the roadway for a short period of time to allow for traffic to drive on it before a road sweeper is used to remove any excess and loose aggregate. A fog seal would then be sprayed on the aggregate to seal the aggregate in place, provide a smoother ride, and minimize tracking and aggregate discharge onto adjacent yards and driveways. This treatment method is used to waterproof the surface, reduce surface oxidation, and potentially improve skid resistance/surface roughness of the pavement. This treatment provides for an extension of the pavement surface life by minimizing the effects of the sun and weather on the existing bituminous material and re-establishing a wearing surface with a desired level of friction. This approach will not prevent ultimate pavement failure due to age or poor sub-grade conditions.

The life expectancy of a seal coat is approximately five to seven years but often times it is extended eight to ten years.

Disadvantages of sealcoating include:

- Nuisance to adjacent residents from occasional tracking of the oil and rock into driveways, garages and homes
- Nuisance to adjacent residents from small rocks being dislodged off of the sealcoat materials and into adjacent yards and driveways
- A rougher street surface for pedestrians, bikes, roller blades and other similar activities
- The fog sealing requires the road to be closed to all vehicle and pedestrian traffic for several hours (one to four hours depending upon weather conditions) to allow the fog seal to cure

**Patching** – Patching would be used in conjunction with the sealcoat and mill and overlay maintenance options. Patching provides for the correction of localized pavement deterioration. Street patching is generally cost effective on small isolated failures prior to placement of a sealcoat or mill & overlay. A roadway's need for patching generally increases each year and therefore is not cost effective once a large portion of the road segment has failed.

**Mill and Overlay** – A mill and overlay is where the upper 1.5 inches of pavement are milled (ground up and removed), and a new layer of asphalt pavement is applied with matching thickness. In urban sections, edge milling is done adjacent to the curb and gutter only to maintain the current surface elevations at the curb while raising the center of the road by 1.5 inches, which increases the cross slope of the roadway.

Mill and overlay treatments extend the life of the roadway by adding additional material to the surface, re-establishing the cross slope of the road to promote drainage, and creating a smooth driving surface. A mill and overlay does not address existing pavement cracking in the underlying pavement. Generally, these cracks will propagate through (reflective cracking) the new overlay pavement appearing in the new surface in as soon as 6 months but more typically within 1 to 3 years, at which point crack sealing would be necessary. The life expectancy of a mill and overlay is approximately 10-15 years before the pavement has reached the same deficient condition again. Multiple mill and overlays on the same street are generally less successful due to the deterioration of underlying base material.

**Pavement Reclamation** – Reclamation is the process of grinding up the entire pavement thickness and underlying aggregate base up to a maximum depth of about 12 inches. The process effectively removes all existing cracking in the pavement and improves the upper portions of the pavement base by combining the existing aggregate base and pavement into a new aggregate base. This process blends the existing pavement into the aggregate base, grades the blended surface to restore cross slope, provides a new bituminous surface, and typically provides for a stronger roadway section. This method can be a cost effective means to replace the pavement and strengthen the road by reusing the existing pavement instead of removing the pavement and hauling it away. This process provides for an entirely new roadway surface

with a stronger base and is cheaper than full-depth reconstruction. Reclamation is not used as effectively when the existing pavement width or surface elevations must be modified, or utility work must be done under the roadway. The life expectancy of this type of procedure can range from 20-30 years, dependent on the condition of the existing aggregate base and subsequent pavement maintenance that is completed on the new bituminous surface.

Proposed utility improvements are not analyzed in this report. If pavement reclamation or full reconstruction of a street is considered, the street segment should be reviewed further for necessary storm drain improvements or other potential utility improvements that are needed at that time, or in the near future. If utility improvements are needed, a full street and utility reconstruction project should be planned instead of a pavement reclamation project.

**Street Reconstruction** – The life cycle of bituminous pavement is partially dependent on a series of maintenance strategies. At a certain level of deterioration, pavement can be protected with a seal coat or renewed with an overlay. These operations represent the two most widely used maintenance activities. However, if the level of pavement deterioration or structural condition of the street is past a certain point, an overlay or seal coat represents a costly cosmetic response or delaying tactic with a devastating budgetary impact. In these cases the most cost effective measure is complete street reconstruction. The proposed street reconstruction method consists of the removal of the entire existing pavement section and the construction of a new pavement structure including bituminous surfacing, aggregate base, geotextile fabric and curb where necessary.

The reconstruction of the streets in the proposed plan utilize the City Standard Pavement Section. This section consists of 3.5 inches of bituminous pavement, 9 inches of aggregate base, 12 inches of select granular borrow, geotextile fabric, and daintile. In addition to the recommended section, poor soils encountered during the design or construction phase of a project may result in the need to increase the pavement or aggregate section, add a layer of select granular borrow, or a combination of these items.

When a street is designated for reconstruction there is also a need to evaluate the utility infrastructure under the roadway for deficiencies. This evaluation of the utility conditions will need to be done on a case by case basis, but some common guidelines can be followed:

**Sanitary Sewer:**

- Evaluate all mainline pipe, manholes, and services on a per project basis.
- Replace all adjusting rings and castings.

**Watermain:**

- Replace all cast-iron pipe within the project area.
- Evaluate watermain system to loop any locations that are currently dead ends.
- Replace all watermain in locations that experience a high number of breaks.

- Evaluate hydrant and gate valve locations and add / relocate as necessary.

#### Storm Sewer:

- Evaluate all mainline pipe, manholes, and catchbasins on a per project basis.
- Replace all adjusting rings and castings.
- Evaluate the need to add sump pump service connections.

In general, all street segments with a pavement rating of 4-5 were deemed in need of a reconstruction. Figure 3 in Appendix A shows the location of each street proposed to be reconstructed.

### PAVEMENT TREATMENT COST ESTIMATING

The costs associated with street preventative maintenance will vary depending on the process required. The costs to remove and reconstruct the existing bituminous and gravel base surfaces will be much greater than seal coating or milling and overlaying streets. In addition, streets with existing curb and gutter and/or storm sewer will include additional costs for improvement or replacement of these features.

The following tables summarize the unit costs associated with each treatment option for an example width and section typical within the City, using 2020 dollars. The unit costs were developed based on local and statewide experience with similar type improvements and reflect input from local construction industry contacts.

*Table 2: Street Unit Cost (2020 Dollars)*

Cost Per Foot	
Maintenance Treatment	36-foot Urban Street
Seal Coat	\$ 9.00
1.5" Mill & Overlay	\$ 60.00
Reclamation	\$125.00
Full Reconstruction	\$ 375.00
New Street Construction*	\$ 410.00

\*Shown for informational purposes. Not included in the following sections of the report, as this report is focused on maintenance of existing paved streets.

### FULL RECONSTRUCTION, MILL & OVERLAY, SEALCOAT

This method would perform maintenance on all roads rated at 4 to 5. These roads would benefit from pavement treatment to extend their useful life. Sealcoat would be applied to 7.37 miles of roadway over the 10 year period. A mill and overlay would be applied to 6.20 miles and full reconstruction would be completed on 1.98 miles of roadway. Based on the unit costs developed for each maintenance type in the City, a cost estimate was completed for the full reconstruction, mill & overlay, and seal coat treatment methods by multiplying each rated segment length by the identified pavement treatment.

With this approach, the priority would be to perform sealcoating on the streets rated 2 within the first 3 years to preserve the value of those pavements. It is recommended that streets rated 4-5 undergo a full reconstruction within the first 5 years as these roads will not benefit from a seal coat or mill & overlay. The next priority would be to address roads currently rated 3 by completing a mill & overlay, and these projects are able to be spread out over 5 years during the next 10 years. Once a road has been sealcoated the first time, it is recommended that it be re-sealcoated 7 years later to continue to preserve the pavement value.

Based on this computation, the costs associated with this pavement management plan option over the next 10 years are summarized in Table 3.

Table 3: City Street Cost Summary (2020-2029)

Improvement	Miles		Total*
Reconstruction	1.98	\$	3,927,000.00
1.5" Mill & Overlay	6.20	\$	1,965,360.00
Sealcoat	7.37	\$	350,046.00
Total		\$	6,242,406.00

\*Costs are in 2020 dollars.

## **BUDGET ANALYSIS**

### **BACKGROUND**

The City of Montrose is a community rich with history dating back to when it was established along the Railroad. As a result, the City's pavement system was developed over time, and has most recently been expanded during the late 1990's and early 2000's. The streets other than those recently constructed do not have a consistent pavement section.

### **MAINTENANCE & BUDGET**

The City primarily performs crack sealing as their main form of street maintenance, and completes this crack sealing as required. Due to this method of maintenance, the City does not have a set yearly budget for street maintenance. A large focus of this report is to assist the City in determining a yearly budget for street maintenance that will help preserve the life and value of the existing street system within the City of Montrose.

#### **Pavement Management Program**

In analyzing the best pavement management option for the City of Montrose, the present street condition and preferred maintenance strategies were considered. The goal of this analysis is to find the most cost effective method for the City to use in managing its pavement in the future and maximize the return on investment for the City.

Several factors can be considered in the development of the pavement management plan. In recent history due to tight budgets, a common focus of pavement management has been to address the worst segments first. What research has shown is that focusing funding on streets that are in the worst condition can often times be the least cost effective option. The best paradigm is to prioritize and maintain the City's best streets to extend the lifecycle of the street and slow deterioration to a condition that requires much more costly rehabilitation. An approach such as this helps ensure the system as a whole is in the best possible condition and that maintenance funds are being maximized.

#### **Pavement Management 10-Year Budget Scenario**

A pavement management budget scenario was developed to better understand the cost of pavement maintenance strategies on the City system as a whole. This scenario represents a 10-year pavement management budget with a 3 percent annual inflation rate for the following years. This budgetary approach is recommended as it places priority toward preserving existing bituminous pavement life in a timely manner. It is anticipated that this budget scenario will get ahead of deterioration and will result in an improvement of the City's overall pavement system condition rating.

This pavement management scenario includes three pavement maintenance types: sealcoat, mill & overlay, and full reconstruction. This option includes performing maintenance on all



road segments rated at a 2 and above. A large emphasis is placed on sealcoating to maintain a higher pavement rating in this scenario.

The pavement sections that are rated at a 4-5 are included in the annual maintenance cost and are proposed to be reconstructed in the first 5 years of the maintenance program.

*Table 4: 10-year Plan Budget Scenario (2020-2029)*

Year	Annual Inflation Rate	1.5" Mill & Overlay	Sealcoat	Full Reconstruction*	Annual Maintenance
2020		\$ 225,000.00	\$ -	\$ -	\$ 225,000.00
2021	3%	\$ -	\$ -	\$ 4,045,000.00	\$ 4,045,000.00
2022	3%	\$ -	\$ 76,000.00	\$ -	\$ 76,000.00
2023	3%	\$ 433,000.00	\$ -	\$ -	\$ 433,000.00
2024	3%	\$ -	\$ 114,000.00	\$ -	\$ 114,000.00
2025	3%	\$ 505,000.00	\$ -	\$ -	\$ 505,000.00
2026	3%	\$ -	\$ 135,000.00	\$ -	\$ 135,000.00
2027	3%	\$ 600,000.00	\$ -	\$ -	\$ 600,000.00
2028	3%	\$ -	\$ 83,000.00	\$ -	\$ 83,000.00
2029	3%	\$ 551,000.00	\$ -	\$ -	\$ 551,000.00
<b>Total</b>		<b>\$ 2,314,000.00</b>	<b>\$ 408,000.00</b>	<b>\$ 4,045,000.00</b>	<b>\$ 6,767,000.00</b>

\*Utility reconstruction costs are not included in this table.

The combined total budget of this method of maintenance considering an average historic inflation rate of 3 percent is \$6,767,000.

Figures 2-11 in Appendix A show the 10-Year maintenance plan option that includes sealcoat, mill & overlay, and full reconstruction that would address the pavement needs of the city.

#### **Long-Term Annual Maintenance Program:**

Following the City's completion of the 10-year maintenance scenario which will address the current pavement maintenance needs, an ongoing program is necessary to ensure timely maintenance continues into the future. A long-term program has been developed, and can be implemented interdependent of the 10-year budget scenario. The long-term annual maintenance program will utilize reclamation, mill & overlay, and sealcoat treatment options. In this program, once a roadway has been reclaimed or reconstructed it will receive a sealcoat on year 10 after its construction. Another sealcoat would be done by year 20, and a mill &

overlay would be completed by year 30. A second mill & overlay would be completed by year 45, and finally a full depth pavement reclamation would be completed by year 60, as summarized in Table 5.

*Table 5: Long-Term Annual Maintenance*

**Sealcoat Annual Maintenance Only:**

<b>Total Length (Miles) * (2/60):</b>	0.51
<b>2020 Dollars/Mile:</b>	\$ 47,520.00
<b>2029 Dollars/Mile:</b>	\$ 62,002.82
<b>Annual Maintenance Cost (2020):</b>	\$ 25,000.00
<b>Annual Maintenance Cost (2029):</b>	\$ 32,000.00

**Mill & Overlay Annual Maintenance Only:**

<b>Total Length (Miles) * (2/60):</b>	0.51
<b>2020 Dollars/Mile:</b>	\$ 316,800.00
<b>2029 Dollars/Mile:</b>	\$ 413,352.14
<b>Annual Maintenance Cost (2020):</b>	\$ 164,000.00
<b>Annual Maintenance Cost (2029):</b>	\$ 213,000.00

**Reclamation Annual Maintenance Only:**

<b>Total Length (Miles) * (1/60):</b>	0.26
<b>2020 Dollars/Mile:</b>	\$ 660,000.00
<b>2029 Dollars/Mile:</b>	\$ 861,150.30
<b>Annual Maintenance Cost (2020):</b>	\$ 170,000.00
<b>Annual Maintenance Cost (2029):</b>	\$ 222,000.00

<b>Total Annual Maintenance Cost (2020):</b>	\$ 359,000.00
<b>Total Annual Maintenance Cost (2029):</b>	\$ 467,000.00

## RECOMMENDATIONS

### **POLICY DECISIONS AND RECOMMENDATIONS**

This report provides information to be used in determining an annual maintenance budget for the City and can be used as a policy for the future maintenance of the City paved surfaces. The results of this plan provide a summary of the potential costs and a budgetary scenario that can be used as a model for the City system.

The City of Montrose has an opportunity to maintain and rehabilitate streets since many of the streets have not deteriorated to a point where complete pavement reconstruction is required.

If utility replacement or other factors necessitate that reconstructions will occur, rehabilitation options such as mill/overlay and reclaim/replace bituminous may not be cost effective. Instead complete reconstruction when utilities are extended or replaced should be considered.

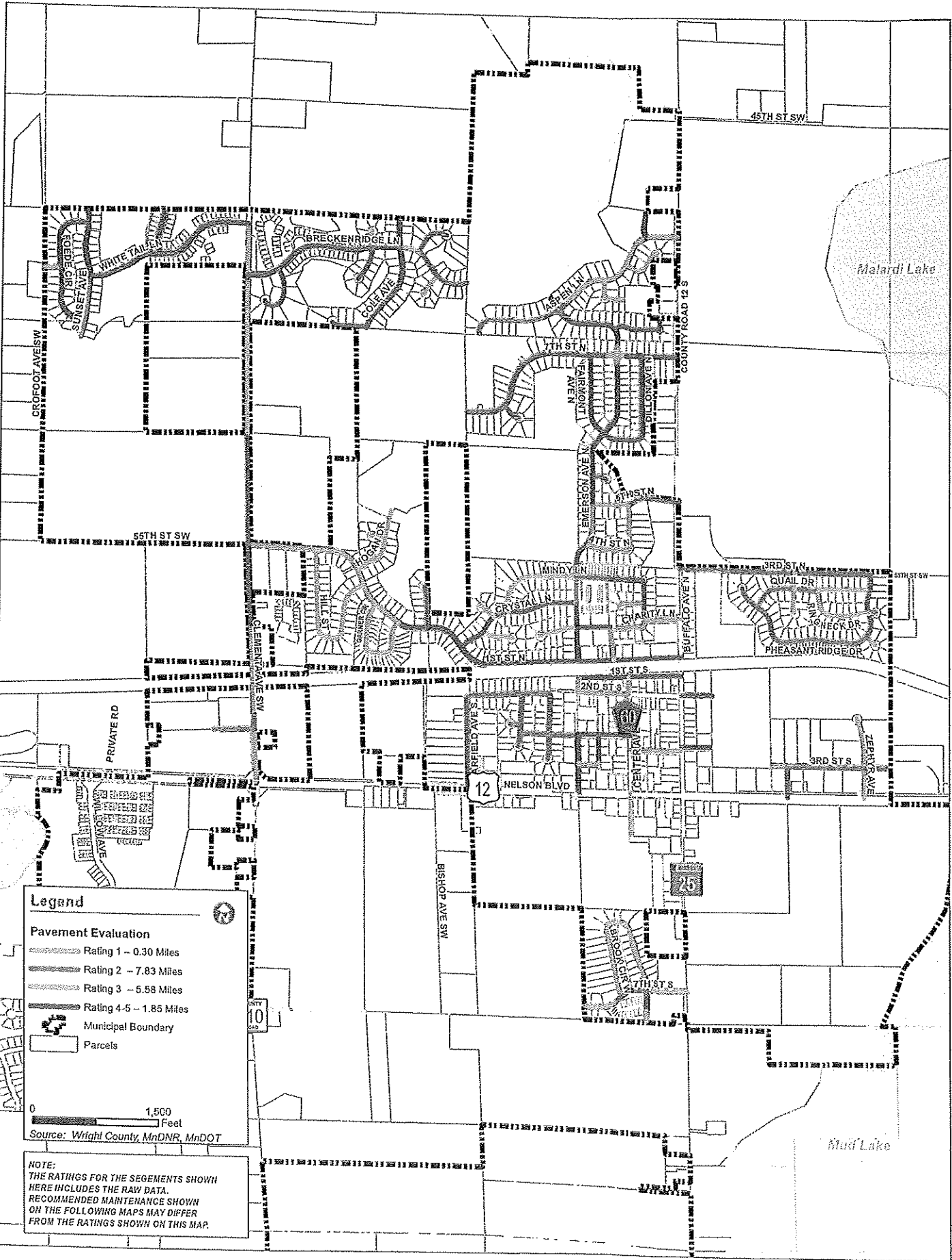
Recommendations are noted below:

- Adopt this plan as a framework for future maintenance of City streets.
- The City should implement a 10-year Pavement Preservation Plan.
- Although there are many budgeting options that can be developed, it is important that the budget plan optimize the remaining pavement life by aggressively targeting preservation improvements first.
- The City should use the information provided within this report as part of the comprehensive Capital Improvement Planning process.
- Annual segment evaluations and management plan updates are recommended for pavement sections that receive heavier traffic volumes or that are currently rated in the 3 condition rating. Segments that have lighter traffic volumes are recommended to be inspected on a three year rotation to update the RoadBotics values in this report.

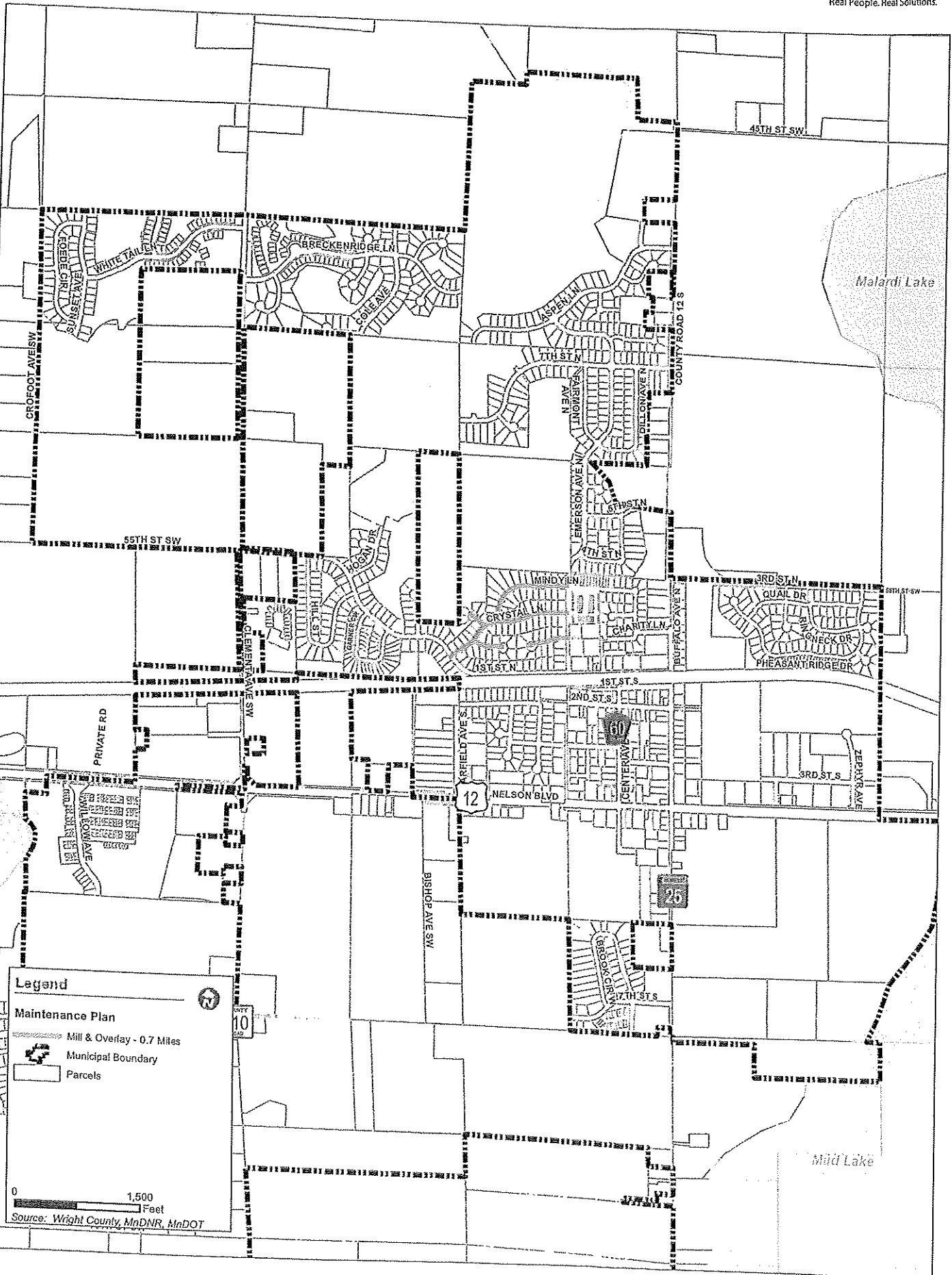
Forecasting RoadBotics values is an inexact science as the environment and varying uses of roadways present numerous variables that will ultimately determine a future roadway condition. Through repetition of the surface evaluation, the City will be able to establish their own deterioration curves and better predict the pavement lifecycle for Montrose streets.

## APPENDIX A

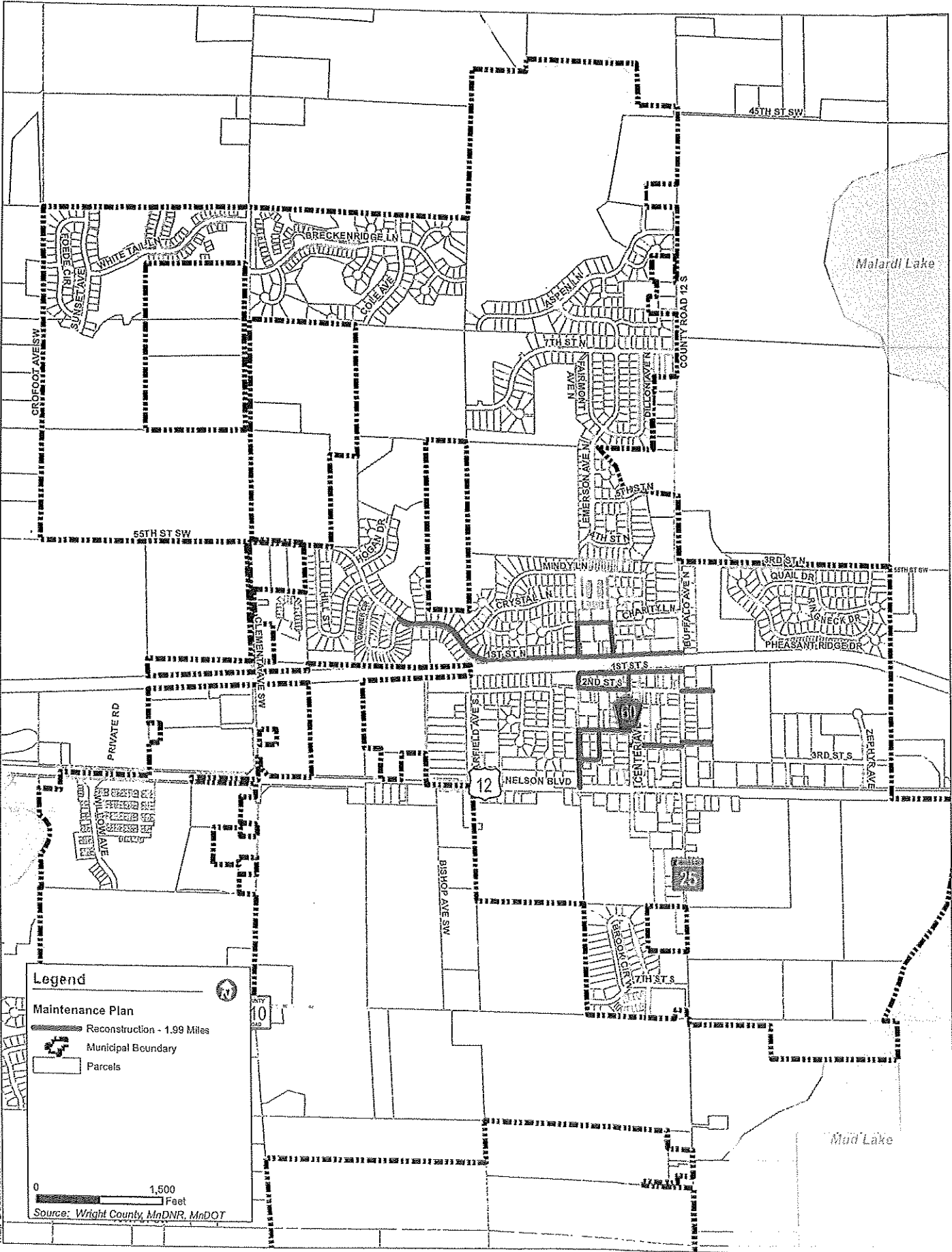
*Figure 1: 2020 Pavement Evaluation Map – Asphalt Road Rating  
Figures 2-11: 10-YR Road Maintenance*



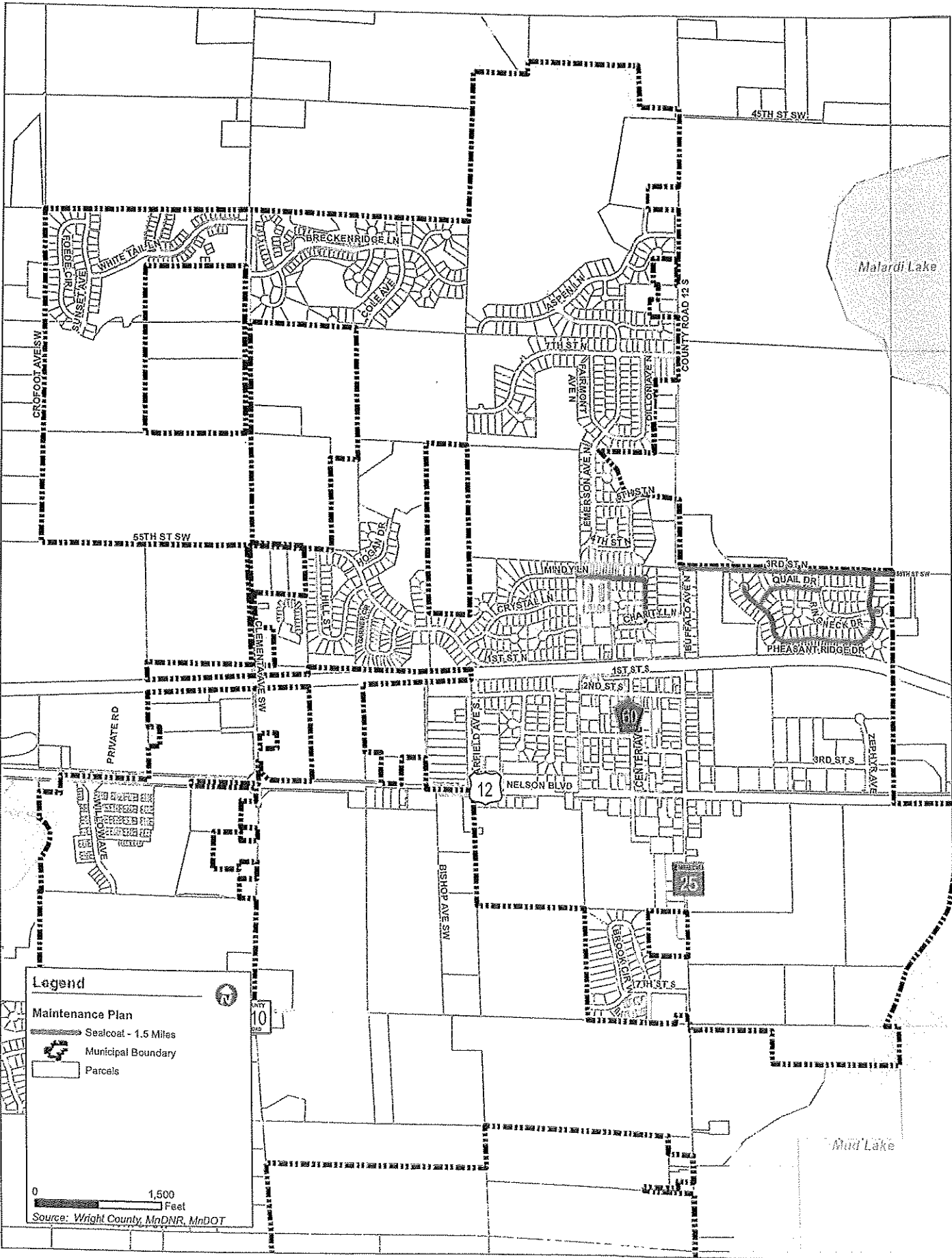
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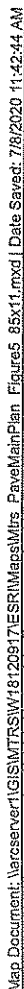
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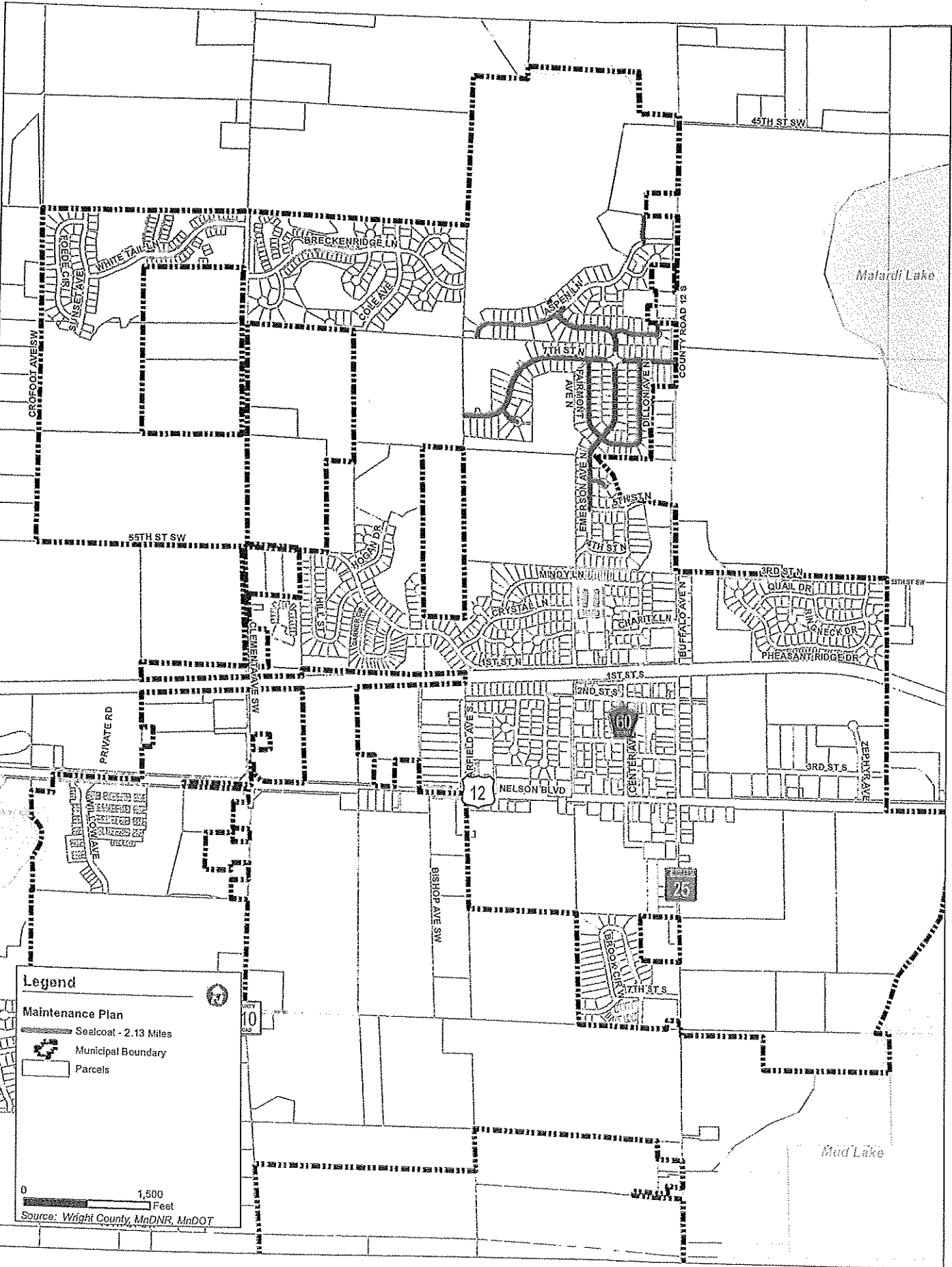


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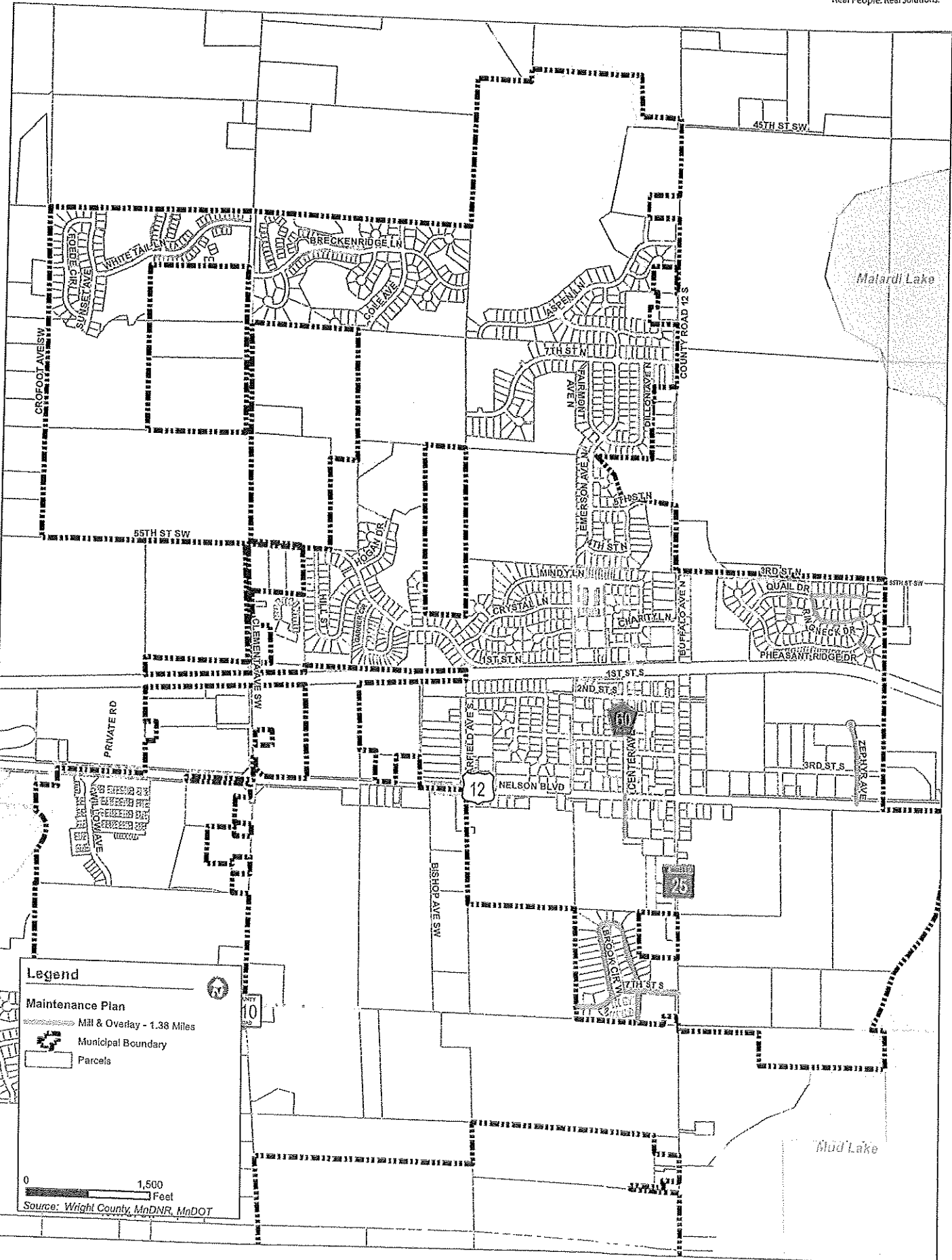




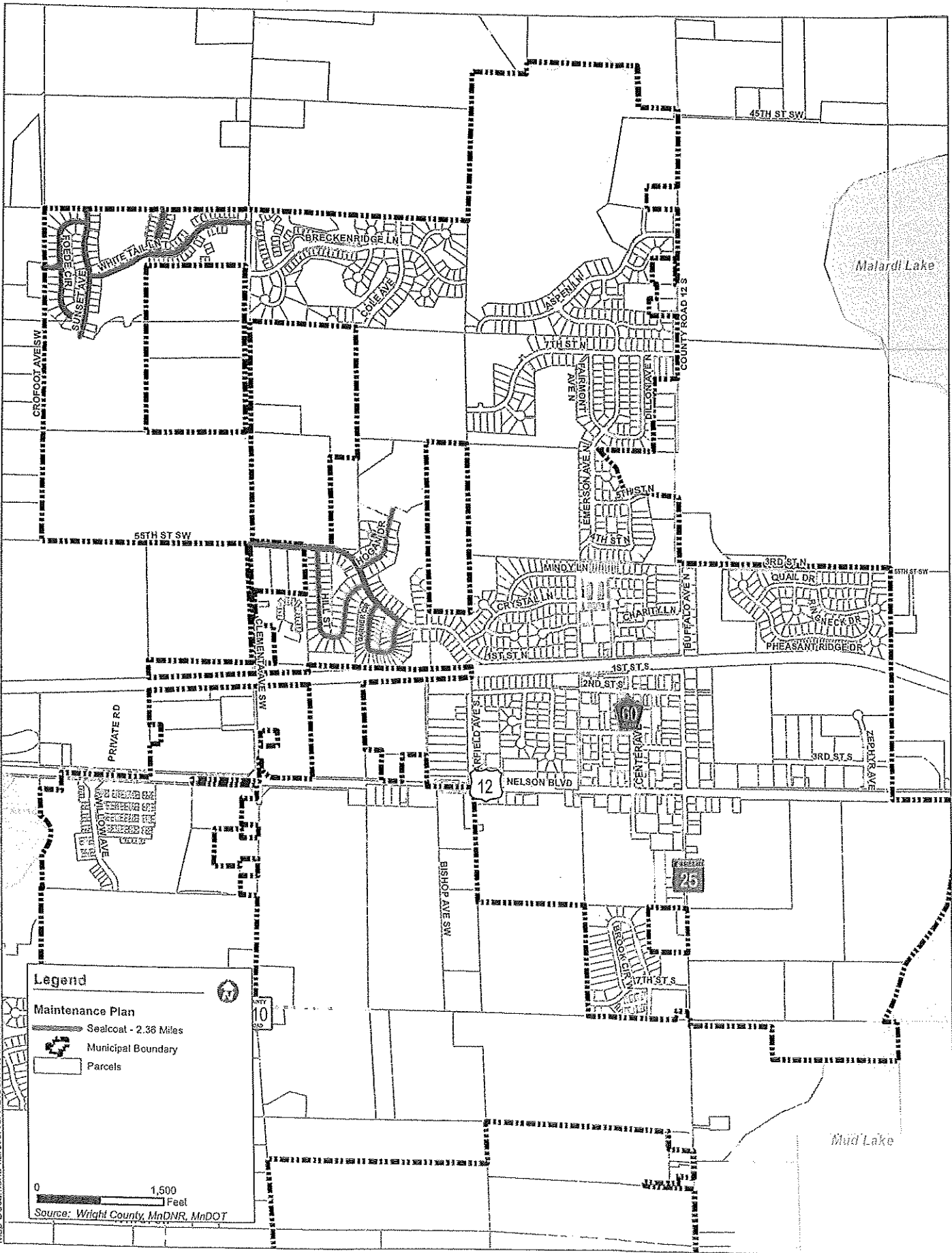




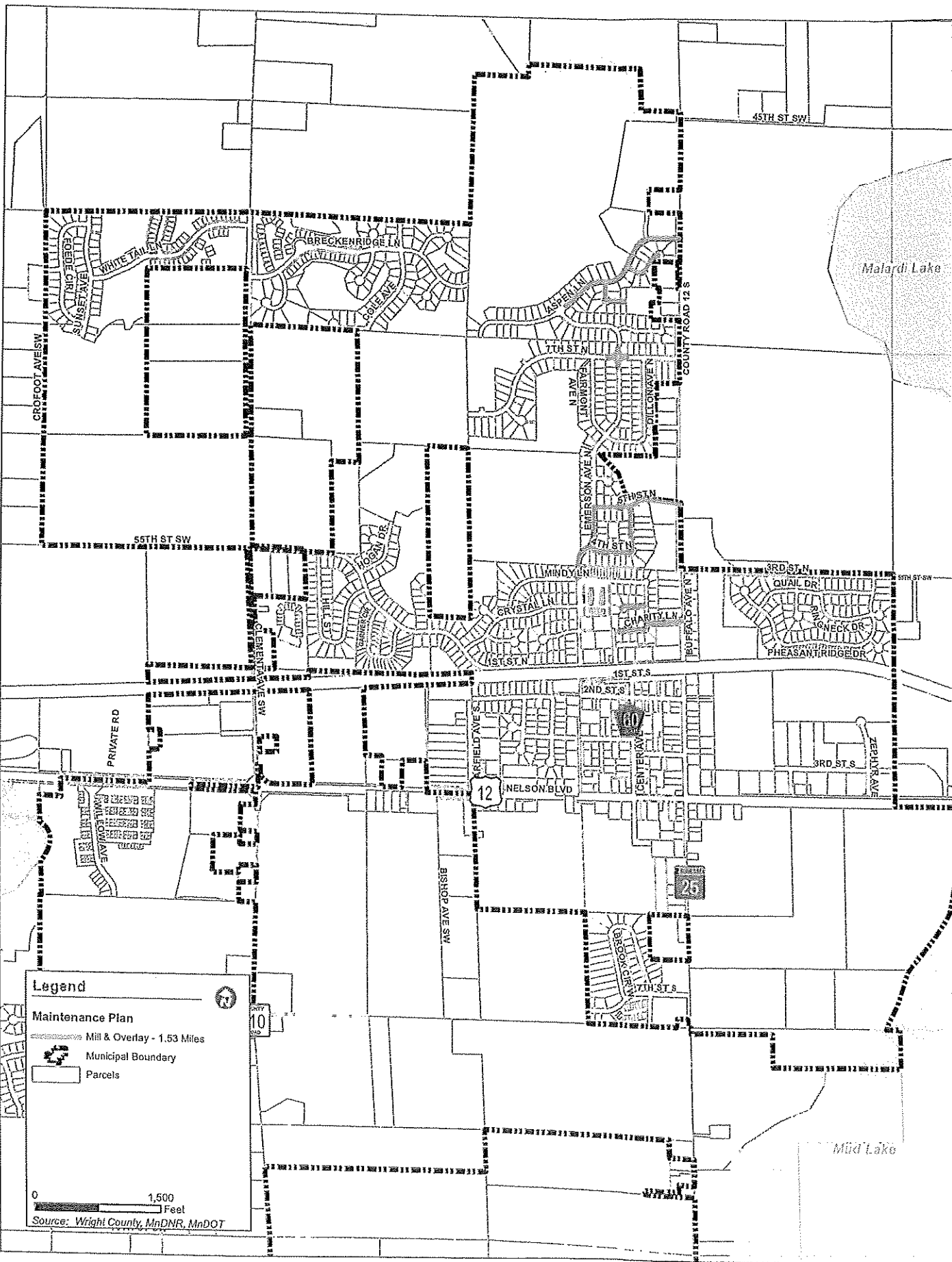
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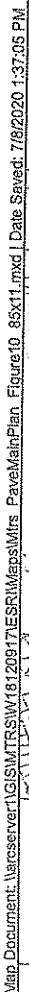


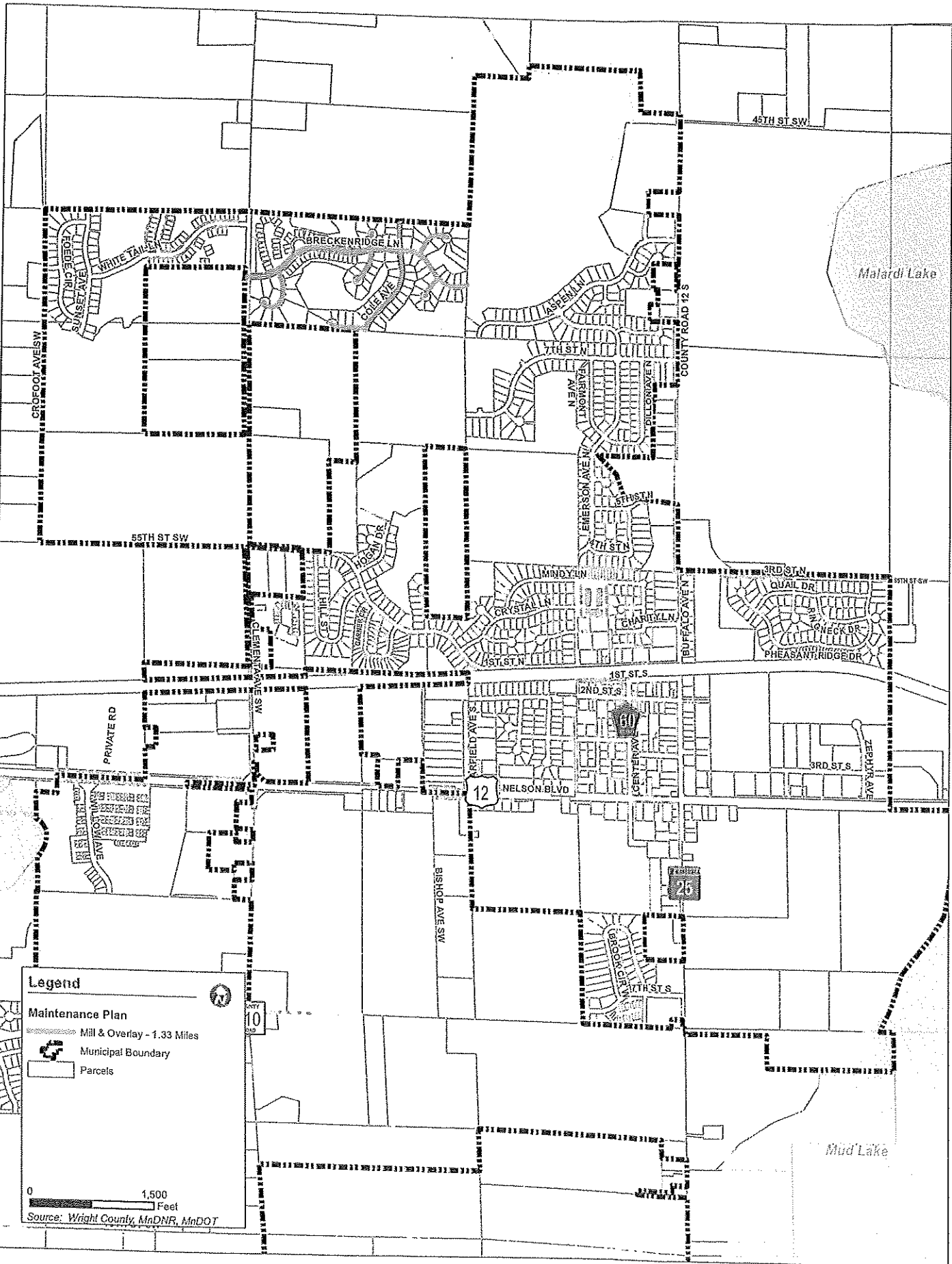
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Map Document: \\arcserver1\GIS\MTFS\18120917\ESRI\Map\Mrs PavelMainPlan\_Figure9\_85x11.mxd Date Saved: 7/28/2020 10:08:46 AM



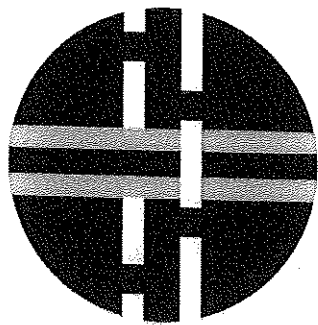




## APPENDIX B

### *RoadBotics Distresses We See & Ratings*





# RoadBotics

## Road Distresses We See

# Road Distresses

## Potholes

Potholes are depressions or hollows of various sizes in the road surface. Potholes occur when a small failure in the pavement is left unrepaired.



Photo Credit: Strutmasters

## Raveling

Raveling is the disintegration of an asphalt road surface due to the dislodgement of the aggregate materials (gravel, sand and crushed stone). It reduces skid resistance, makes the road surface rough and exposes the layers underneath to further deterioration. It also results in loose gravel that can be dangerous for vehicles.



Photo Credit: University of Minnesota Duluth

## Rutting

Rutting is a linear, surface depression formed on the road along the wheel path. Ruts, due to their shape, hold water and can cause hydroplaning leading to safety problems. Severe ruts can lock vehicles in the rutted path and create difficulties for drivers from steering out of them (e.g. when trying to switch lanes). Rutting can occur on asphalt, gravel and dirt roads.

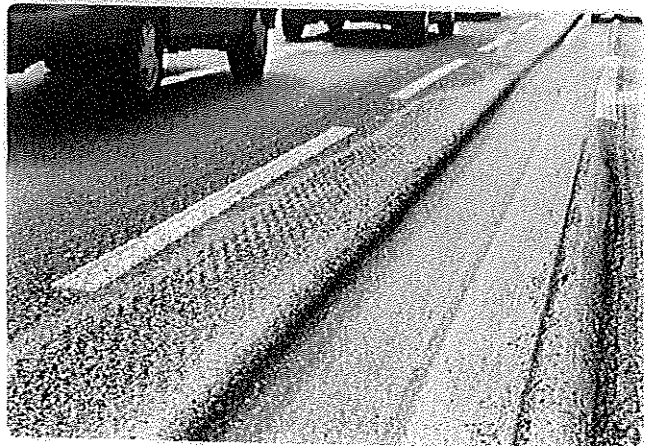


Photo Credit: Burda on Wikipedia



## Block Cracking

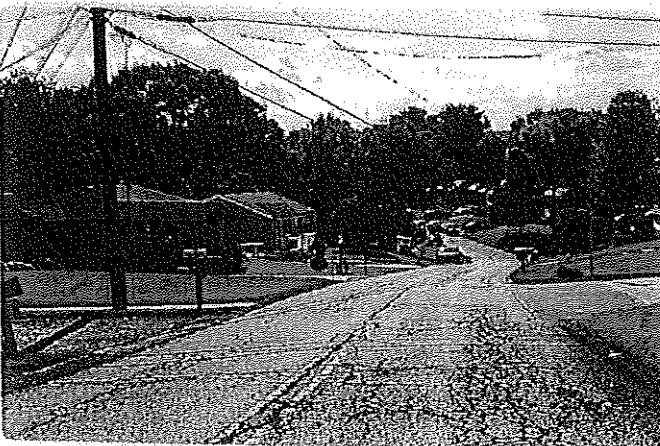
Block cracks are a form of interconnected cracks that occur on asphalt pavements. They are called block cracks as the patterns are rectangular, with the area they surround typically being over 1 sq ft.



## Reflective Cracking

Reflective Cracking (or Reflection Cracking) is a form of distress that occurs on asphalt pavement overlays that have been laid over jointed rigid pavements or severely cracked flexible pavements.

*Photo Credit: Colorado DOT - Lajunta Airport*



## Alligator Cracking

Alligator cracks are a form of interconnected cracks that commonly occur on asphalt pavements. They are called alligator cracks as the cracking pattern resembles the scales of an alligator.

## Edge Cracking

Edge cracks are continuous cracks that are located within 2 feet of the pavement edge and typically occurs along unpaved shoulders. As cracks worsen, they start from the edge and spread towards the center. Severe edge cracks tend to look like alligator cracks, however, note that they have a crescent-shaped pattern.



Photo Credit: Arnold Asphalt

## Longitudinal Cracking

Cracks formed parallel to the pavement centerline are called longitudinal cracks. Longitudinal cracks can occur on both asphalt and concrete pavements. They indicate the onset of alligator cracks (in the case of asphalt pavements) and possible structural failure.



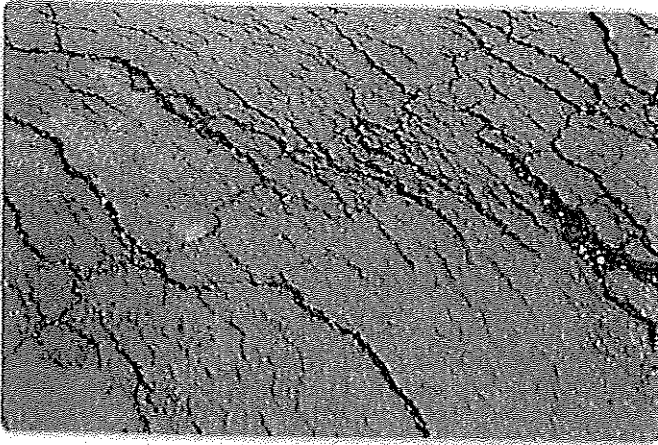
Photo Credit: Arnold Asphalt

## Transverse Cracking

Unconnected cracks that run across a pavement, perpendicular to the direction of the road are called transverse cracks. They are also known as intralaminar cracks or thermal cracks. Transverse cracks can occur on both asphalt and concrete pavements.



Photo Credit: LGAM



## Slippage Cracking

Slippage cracks are crescent or half-moon shaped cracks, usually transverse to the direction of travel.



## Bleeding (Flushing)

Bleeding is the movement of the asphalt binder in the asphalt pavement to its surface. A thin shiny and reflective film of asphalt binder is formed reducing skid resistance and affecting the visibility of the road. Typically the binder is almost in liquid form. Bleeding is also referred to as flushing.



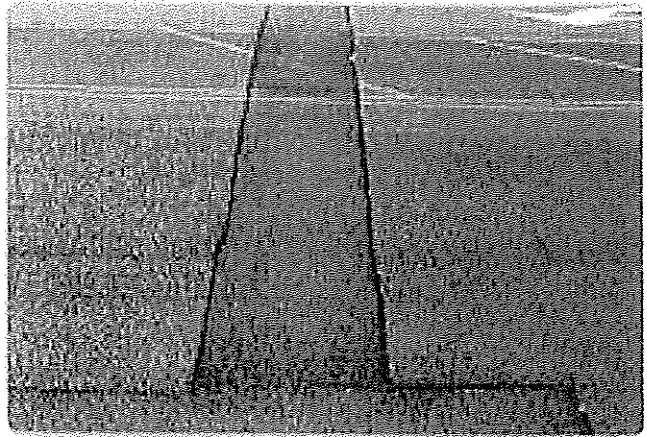
## Water Bleeding

Water bleeding occurs in fixed and rigid pavements when water seeps through cracks or joints to the surface. In the case of asphalt pavements, this can also occur when the asphalt surface is very porous.



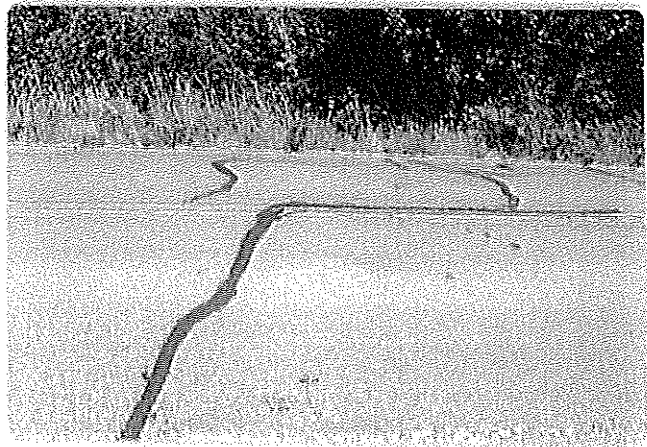
## Patches and Utility Cracks

A patch is an area of pavement that has been removed and replaced with new material. A patch is considered a defect no matter how well it performs.



## Sealed Cracks

Sealed Cracks are locations where individual pavement cracks were filled to prevent any further damage to the road surface. The reported average performance life of crack sealant ranges from about 3-8 years.



## Shoving

Shoving is the deflection and bulging of the road surface due to traffic loads. Typically, it occurs parallel to the direction of traffic.

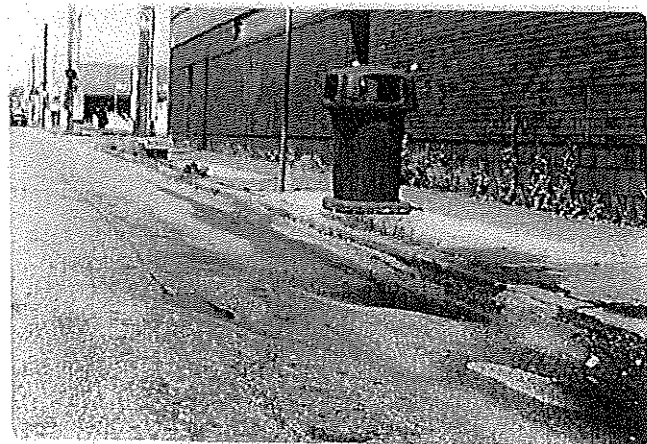


Photo Credit: Paveman Pro

## Spalling

Spalling is the cracking, breaking, chipping, or fraying of concrete slab edges at joints and cracks. This is a common distress in jointed concrete pavements. Spalling reduces pavement serviceability, and if left unrepaired, it can become hazardous to highway users.

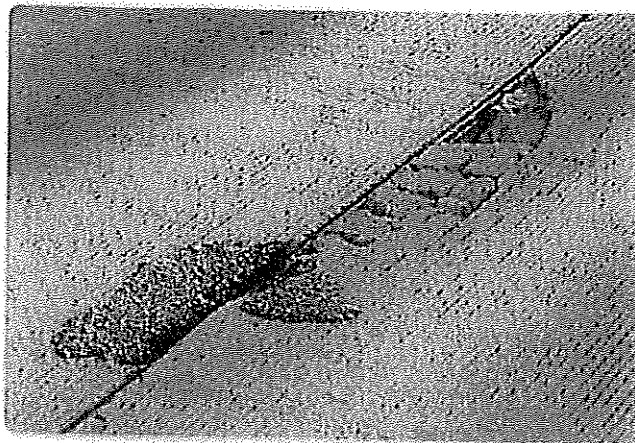


Photo Credit: NCDOT

## Scaling

Scaling is the local flaking or peeling away of the near-surface portion of hardened concrete or mortar. The aggregate is usually clearly exposed and often stands out from the concrete.

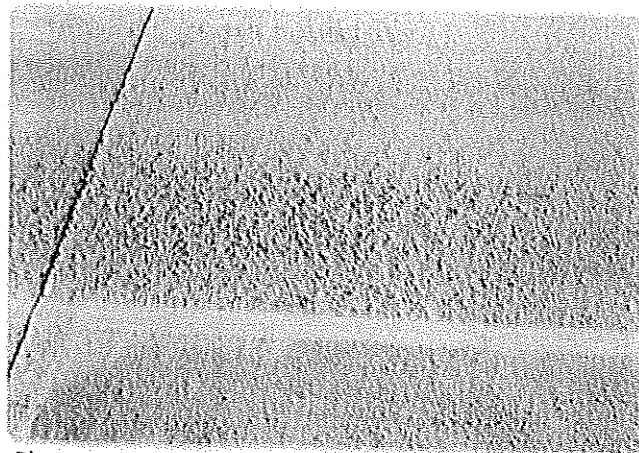


Photo Credit: CTRE and Iowa State University

## Corner Breaks

A corner break is a crack near the corner of a concrete slab. "Near the corner" is defined as less than or equal to  $\frac{1}{2}$  of the slab length on both sides, measured from the corner of the slab.



# RATINGS

RoadBotics' Machine Learning assesses your roads based on the presence, quantity, and severity of distresses.

After identifying the road surface distresses in an image, RoadBotics' algorithms automatically generate a 1-5 score (1=High Quality, 5=Very Poor Quality) for that particular image, which represents approximately a 3-meter (10-foot) section of a roadway. This condition rating is generated based on the type, frequency, and density of distresses.

RATING

**1**

**No or minor surface distress**

RATING

**2**

**Minor surface damage,  
no critical issues**

RATING

**3**

**Appearance of pervasive  
distresses**

RATING

**4**

**Significant damage or  
emerging critical failures**

RATING

**5**

**Major surface damage  
and/or critical fatigue issues**






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## MEMORANDUM

**Date:** August 3, 2020  
**To:** Honorable Mayor Otto  
City Council Members  
City of Montrose  
**From:**  Jared Voge, P.E.  
City Engineer  
**Subject:** 2020 Street Maintenance  
City of Montrose, Minnesota  
BMI Proj. No.: W13.120188

The city's 2020 budget includes funds for street maintenance. The Pavement Management Plan recently completed identifies Crystal Lane, Mindy Lane, Charity Circle, Crystal Circle, and Park Place Circle as streets to be improved during 2020. Please see the attached map. The improvements consist of milling the top 1.5 inches of bituminous from the street surfaces and replacing it with a new bituminous surface. In addition to the streets mentioned above, city staff has identified two additional areas that require street patching to improve drainage and reduce maintenance. One of the locations is near the west end of Crystal Circle and the other is at the intersection of Pheasant Ridge Drive and Quail Drive.

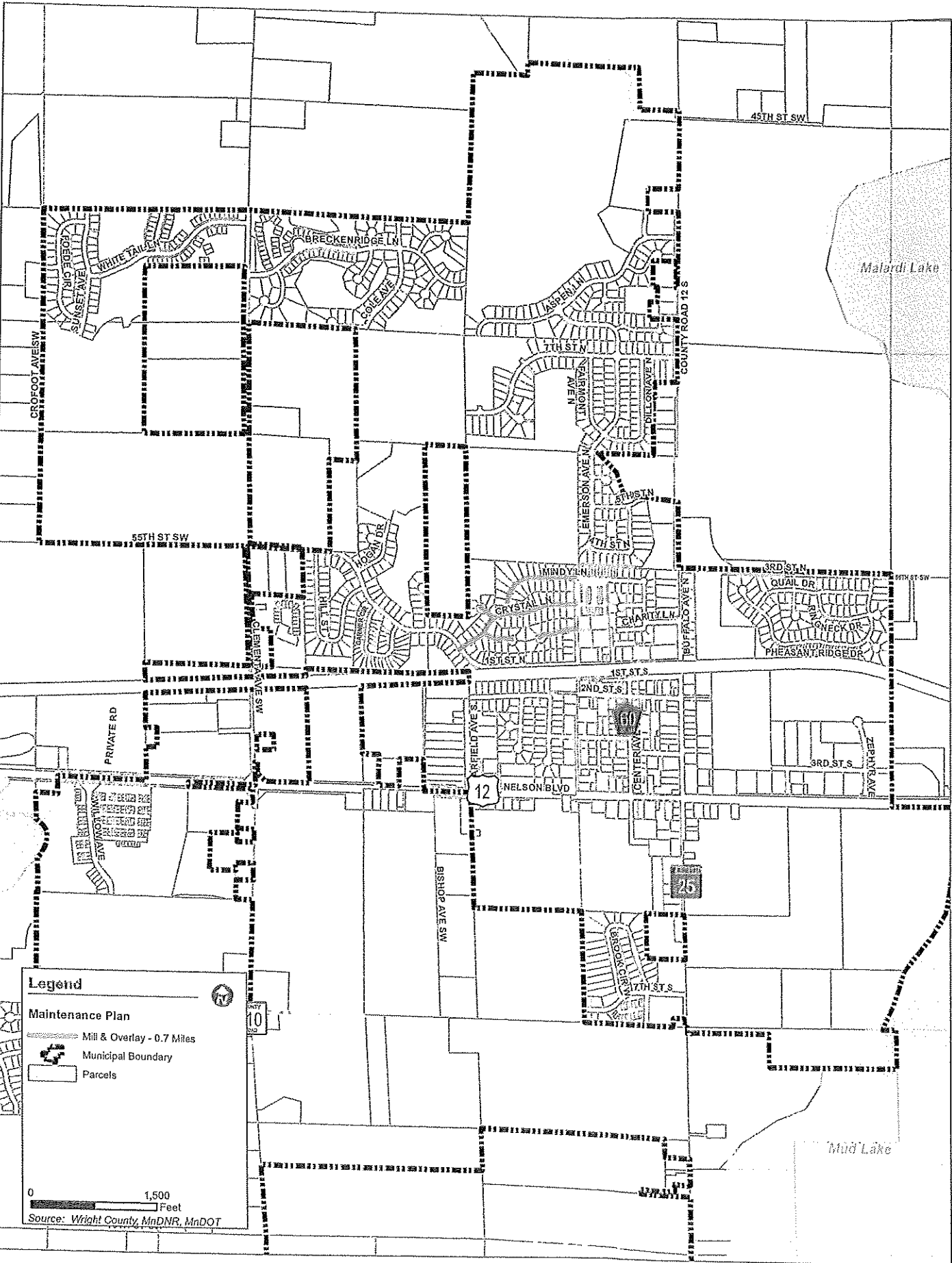
To complete the improvements described above during the 2020 construction season, we recommend the following schedule:

Authorize preparation of plans and specifications	August 13, 2020
Authorize advertisement for bids	August 13, 2020
Open bid	September 8, 2020
Award contract	September 14, 2020
Begin construction	September/October 2020
Complete construction	October 2020

If the City Council desires to proceed with the street maintenance budgeted for 2020 and described above, we recommend that a motion authorizing the City Engineer to prepare plans and specifications and authorize advertisement for bids be adopted.

If you have any questions, please call.

Map Document: \\arcserver1\GIS\MTSP\181209\7\ESRI\Map\MTSP\_PaveMainPlan\_Figure2\_85x11.mxd | Date Saved: 7/28/2020 10:00:34 AM



**Legend**

**Maintenance Plan**

- Mill & Overlay - 0.7 Miles
- Municipal Boundary
- Parcels

0 1,500  
Feet

Source: Wright County, MnDNR, MnDOT

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

**ORDINANCE 2020-05**

**AN ORDINANCE AMENDING VARIOUS DEVELOPMENT AND  
ADMINISTRATIVE FEES FOR THE CITY OF MONTROSE**

**THE CITY COUNCIL OF THE CITY OF MONTROSE ORDAINS** the following development and administrative related fees are hereby amended in the City of Montrose, as indicated on the attached Exhibit A, effective August 10, 2020.

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

**IT IS FURTHER ORDAINED THAT** this Ordinance supersedes, in all aspects, Ordinance 2020-01.

**PASSED, ADOPTED AND APPROVED** by the Montrose City Council, Wright County, Minnesota this 10<sup>th</sup> day of August, 2020.

**BY:**

---

Michelle Otto  
Mayor

**ATTEST:**

---

Wendy Manson  
Deputy Clerk

## CITY OF MONTROSE

## 2020 FEE SCHEDULE

<u>Administrative</u>		<u>Utility</u>	
Animal License (bi-annual)	FREE	Sewer Access Charge	\$5,400.00
Animal Fines - 1st offense	\$100.00	Water Access Charge	\$2,600.00
Subsequent	\$200.00	Water Disconnect/Reconnect Charge	\$50.00
Excavation Permit/Small Utility	\$150.00	Meter Testing Fee	\$50.00
Sign Permit	\$50.00	Meter Repair Fine - if not fixed	\$50.00
NSF Check Service Fee	\$30.00	in 30 days, plus \$1.00 per day	
FAX per page - USA only	\$1.00	Water Meter Purchase	\$300.00
Notary	\$1.00	Water Rate	Base \$5.10
Special Assessment Search	\$20.00	*Tier 1: 0-5999 gallons (per 1000 gals)	\$5.55
Copy of City Code	\$25.00	*Tier 2: 6000-11999 gallons (per 1000 gals)	\$6.10
Copy of Zoning Ordinance	\$25.00	*Tier 3: over 11999 gallons (per 1000 gals)	\$6.72
Copy of Subdivision Ordinance	\$15.00	*Outside City Limits (per 1000 gals)	\$10.00
Copy of Comprehensive Plan	\$25.00	Bulk Water Users (0-2000 gals)	\$22.00
Charitable Gambling Permit	\$100.00	*Over 2000 gallons (per 1000 gals)	\$10
City Consultants (NOT at City request)		Sewer Rate	Base \$3.95
*their hourly rate*		*Per 1000 gallon Rate	\$5.30
Special Council Meeting	\$600.00	WWTP Rate	Base \$6.05
City Personnel - Public Works	\$100.00/hr	*Per 1000 gallon Rate	\$5.05
Property Maintenance Fee	\$100.00 plus	Non-Metered Sewer Service	
Public Works Hourly Rate	\$100.00/hr	*Based on 12,000 gals at Rate Plus Base	
Administration	\$50.00/hr	Storm Water Fee	\$4.50
Copies - Black and White	\$0.25/page	Late Payment Fee (utilities - % of balance)	5%
Color	\$2.00/page	Meter back plate replacement	\$10.00
CD's	\$5.00	<u>Fire Department</u>	
Pavilion/Park Rental Reservation	\$25.00/day	Emergency Calls	\$300.00
Damage Deposit	\$300.00	Accident Reports	\$50.00
Community Garden Plot	\$20.00/year	Major Incident Fee - 1st 6 Hours (per vehicle)	\$300.00
Community Garden Deposit	\$100.00	*Over 6 Hours (per hour fee)	
<u>Administrative Permits</u>		*Per Firefighter on scene or standby	\$7.00
General	\$50.00	Fire Inspections Fees - under 2,000 sq ft	\$100.00
Fireworks-Inside Sales	\$50.00	*2,000 - 5,000 square feet	\$200.00
Outside Sales	\$250.00	*over 5,000 square feet	\$300.00
Amusement Centers & Devices	\$100.00	<u>Garbage</u>	
*over 4 machines, add per machine	\$5.00	30 gallon per month	\$9.00
Junkyard or junk business	\$1,000.00	60 gallon per month	\$13.00
Pawnbroker/Secondhand Dealer	\$500.00	90 gallon per month	\$17.00
*Multiple	\$1,000.00	Recycling per month	\$2.00
*Investigation Fee	\$750.00	Recycling Bin to purchase	\$5.00
Adult Use License	\$1,600.00	Garbage stickers	\$3.00
*Investigation Fee	\$1,600.00	<u>Community Center (No Charge for Nonprofit Use)</u>	
Driveway Inspection Engineer	\$50.00	Friday & Saturday Rental	\$400.00
<u>Trunk Area Charge</u>		Friday OR Saturday Rental	\$300.00

# EXHIBIT A

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

Value of \$500,000.00 or more	\$150.00
Engineer Review Fee	\$125.00
Grading Escrow	\$1,500.00
Driveway Escrow (ind contr only)	\$2,500.00
Building Permit Fee Schedule	see attached

**Parking Pad Permit (RV/Vehicle)**

Pre-Approved Surface	\$15.00
Engineer Review Surface	\$50.00

# CITY OF MONTROSE

## 1997 STATE BUILDING CODE BUILDING PERMIT FEE SCHEDULE

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

In addition:

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

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

CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

RESOLUTION 2020-20

A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE No. 2020-05 AN  
ORDINANCE AMENDING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES FOR  
THE CITY OF MONTROSE

WHEREAS, The City Council of the City of Montrose has determined the publication of the title and a summary of "Ordinance No. 2020-05 AN ORDINANCE AMENDING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES FOR THE CITY OF MONTROSE", 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 City 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 City 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 of "Ordinance No. 2020-05 AN ORDINANCE AMENDING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES FOR THE CITY OF MONTROSE, be published with notice that a printed copy of Ordinance No. 2020-05 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 August 10, 2020 the Montrose City Council approved the reading of Ordinance No. 2020-05 AN ORDINANCE AMENDING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES FOR THE CITY OF MONTROSE."

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.

Ordinance No. 2020-05 shall be in full force and effect from and after the date of its passage (August 10, 2020) 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 10<sup>th</sup> day of August, 2020.



Michelle Otto  
Mayor  
City of Montrose

ATTEST:

Wendy Manson  
Deputy Clerk  
City of Montrose

REQUEST FOR COUNCIL ACTION  
 Submittal deadline is Tuesday prior to the council meeting  
 MEETING DATE 8/10/2020

NAME: GEORGE AND JENNIFER TEETER  
 ADDRESS: 565 WASHINGTON CT SHAKOPEE

Please write a brief paragraph listing the item you wish to present to the council:

MOVING TO MONTROSE, MN ON OR  
 AROUND 8/21/2020.

CURRENTLY HAVE 3 DOGS AND NEED  
 COUNCIL CLEARANCE.

17 y/o Pug mix- MALE NEUTERED

9 y/o Basset mix- MALE NEUTERED

5 y/o DOBERMAN MIX- FEMALE SPAYED.

NO PLANS TO GET MORE AND  
 UNDERSTAND 2 PET MAXIMUM IN  
 MONTROSE CITY LIMITS

Council Action: Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_ To: \_\_\_\_\_