



CITY COUNCIL AGENDA REGULAR MEETING

**Monday, December 14, 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. November 9, 2020 Regular City Council Meeting – prepared by D. Boelter
2. November 12, 2020 Canvassing Board Meeting – prepared by D. Boelter
3. November 30, 2020 Special City Council Meeting – prepared by D. Boelter

B. Accounts Payable

1. City, December 14, 2020 – prepared by W. Manson
2. Fire Department, December 14, 2020 – prepared by W. Manson

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

D. Resolution No. 2020-34 – Designating the Year 2021 Election Polling Location

1. Resolution No. 2020-34 *A Resolution Designating the 2021 Election Polling Location for the City of Montrose*

- E. Wright County Property Assessment Services Agreement
 - 1. Approve the Assessment Services Agreement Between Wright County and the City of Montrose
- F. Gambling Permit – Montrose Firefighters Relief Association
 - 1. Approve a Gambling Permit allowing the Montrose Relief Association to conduct a Raffle with the drawing to take place in the year 2021
- G. Resolution No. 2020-35 – Change to Bank Signature Cards
 - 1. Resolution No. 2020-35 *A Resolution Authorizing a Change to the Bank Signature Cards*

7. **OPEN FORUM**

8. **TRUTH-IN-TAXATION PUBLIC HEARING**

- A. Resolution No. 2020-36 – Authorizing Year 2021 Final Levy and Budget
 - 1. Resolution No. 2020-36 *A Resolution Authorizing the Year 2021 Final Property Tax Levy and Budget*

9. **WRIGHT COUNTY SHERIFF’S OFFICE**

- A. November, 2020 Monthly Report and Hours Report

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

- A. City Council
 - 1. Monthly Activity Report
- B. Montrose Fire Department
 - 1. November, 2020 Activity Report
 - 2. Discussion Regarding Additional Stipend for Firefighters in the Year 2020
 - a) Requesting a bonus stipend between \$250.00 to \$500.00 for firefighters who served all through the year 2020 and responded to an increased volume of emergency calls due to the COVID-19 Pandemic.
 - 3. Emergency Management Update – COVID-19 Pandemic
 - 4. Authorize Replacement of Large Diameter Check Valve in Fire Station
 - a) Initial Quote – Approximately \$9,000.00.
 - 5. Approve the Hiring of Firefighters to the Montrose Fire Department – Effective on December 3, 2020
 - a) Mr. Matthew Menard.
 - b) Mr. Cade Stuntebeck.
- C. Park and Recreation Commission
 - 1. Updates
- D. Planning and Zoning Commission
 - 1. January 13, 2021 Public Hearing
 - 2. Consider Application for Planning and Zoning Commission – Mr. Charles Smallwood
- E. Economic Development Authority
 - 1. Updates
- F. Public Works Department
 - 1. Updates

11. OLD BUSINESS

12. NEW BUSINESS

- A. Resolution No. 2020-37 *A Resolution Increasing the Montrose Water Access Charge*
- B. Resolution No. 2020-38 *A Resolution Increasing the Montrose Sewer Access Charge*

13. UPCOMING MEETINGS

- A. City Council Workshop – Monday, December 28, 2020 - CANCELLED
- B. Park and Recreation Commission Meeting – Thursday, January 7, 2021 at 5:30 p.m. in the Montrose Community Center.
- C. Regular City Council Meeting – Monday, January 11, 2021 at 7:00 p.m. in the Montrose Community Center.
- D. Planning and Zoning Commission Meeting – Wednesday, January 13, 2021 at 7:00 p.m. in the Montrose Community Center.
- E. Economic Development Authority Meeting – Tuesday, January 19, 2021 at 12:00 p.m. in the Montrose Community Center.
- F. City Council Workshop – Monday, January 25, 2021 at 4:00 p.m. in the Montrose Community Center.

14. ACKNOWLEDGEMENTS

15. CLOSED SESSION

- A. Closed Session – Consider Purchase of Property
 - 1. Closed Session of the City Council in accordance with Minnesota State Statute 13D.05 to Develop or Consider Offers, or Counteroffers, for the Purchase or Sale of Property

16. ADJOURNMENT



City of Montrose
 Regular City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, November 9, 2020
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, November 9, 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. Jared Voge, City Engineer

3. INVOCATION

A. Ms. Therese Marszalek, MA Divinity – Buffalo Covenant Church

Ms. Therese Marszalek administered the Invocation.

4. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was taken.

5. APPROVAL OF THE AGENDA

A. Approval of the Agenda

Mayor Otto added agenda item:

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

C. Park and Recreation Commission

2. Consider Ms. Katie Borrett's Application to be a Member of the Park and Recreation Commission

Council Member Marszalek motioned to approve the November 9, 2020 Regular City Council Meeting Agenda as amended. Council Member Moynagh seconded the motion. Motion carried 5-0.

6. APPROVAL OF THE CONSENT AGENDA

A. Minutes

1. Accepted the minutes of the October 12, 2020 Regular City Council Meeting.
 2. Accepted the minutes of the October 26, 2020 Special City Council Meeting.
- B. Accounts Payable
1. Approved the November 9, 2020 Accounts Payable for the City of Montrose.
 2. Approved the November 9, 2020 Accounts Payable for the Montrose Fire Department.
- C. Approved the Monthly Utility Adjustments, October, 2020.
- D. Year 2021 Liquor Licenses
1. Approved the Year 2021 Liquor Licenses.
- E. Monday, November 23, 2020 City Council Workshop – CANCEL
1. Approved the cancellation of the Monday, November 23, 2020 City Council Workshop.
- F. Schedule City Council Year 2021 Budget Workshop – Monday, November 30, 2020
1. Scheduled a City Council Year 2021 Budget Workshop for Monday, November 30, 2020 to be held at 4:00 p.m. in the Conference Room at City Hall to review the proposed year 2021 Final Budget and Levy.
- G. Schedule Canvassing Board Meeting – Thursday, November 12, 2020
1. Scheduled a Canvassing Board Meeting for Thursday, November 12, 2020 to be held at 4:00 p.m. in the Conference Room at City Hall.

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

7. PUBLIC HEARING

- A. Consider the Amended Area of the Year 2021 Downtown Improvement Project
1. Resolution No. 2020-31 – *A Resolution Ordering Improvement and Preparation of Plans*

Council Member Andreoff motioned to close the Regular City Council Meeting. Council Member Moynagh seconded the motion. Motion carried 5-0.

Council Member Marszalek motioned to open the Public Hearing. Council Member Moynagh seconded the motion. Motion carried 5-0.

Council Member Marszalek stated that the Public Hearing tonight is only for the discussion of the amended area of the *Year 2021 Downtown Improvement Project*. He continued by stating that the input received by City Council and staff was already incorporated into the amendment of the *Project* and the purpose of tonight's Public Hearing is to receive comment from residents who live in the *Project* area north of the railroad tracks. Council Member Marszalek stated that the residents who are allowed to speak at tonight's Public Hearing received letters in the mail inviting them to attend to give their input.

Council Member Marszalek stated that assessments for the *Project* will not be discussed at tonight's Public Hearing; because, the decision to assess the *Year 2021 Downtown Improvement Project* costs will be discussed and decided by the City Council in November of the year 2022.

Council Member Marszalek stated that anyone who wants to speak at the Public Hearing must come to the podium and state their name and address.

Mayor Otto asked if the decision for assessments is in the year 2022. Council Member Marszalek stated that according to the schedule it is decided in the year 2022.

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

- Mr. Ed Rothberg, 271 – 1st Street North addressed the City Council and thanked the City for giving him Notice of the Public Hearing and thanked the City Engineer, Mr. Jared Voge for his help in answering any questions Mr. Rothberg had regarding the *Year 2021 Downtown Improvement Project*. He continued by stating that Mr. Voge spent a great deal of time with him and was very helpful.

Mr. Rothberg asked when the decision is going to be made whether to assess property owners for the *Project* or put the costs on the property tax roll for all residents to pay. He continued by stating that the reason he is asking is because he was informed by Mr. Voge that if a property owner does have an assessment, there are deferment options available to residents who qualify. Mr. Rothberg stated that Mr. Voge indicated that some assessments can be deferred until the property is sold.

Council Member Marszalek reminded Mr. Rothberg that tonight's Public Hearing is not to comment on assessments. He continued by stating that the decision whether or not to assess the *Project* will be made in November of the year 2022.

Mr. Rothberg stated that interest rates are cheap right now and if something like assessments impact property owners so much, he would like to see a thirty (30) year Bond to allow a property owner to afford the assessment.

Mr. Rothberg stated that he believes in balancing all these different things to allow property owners to afford any assessments. He continued by stating that it does not benefit the City and/or residents to postpone the *Project* improvements; because, it will only cost more money in the future.

- Mr. Barrett Kirchenwitz, 521 – 1st Street North addressed the City Council and stated that the decision to assess property owners would not be until the year 2022; but, he asked if there will be any upfront costs or are the contractors not paid until the *Project* is done. He continued by asking how the initial costs for the *Project* will be paid.

Mr. Voge stated that before the City awards a contract, the funding mechanisms will be in place; because, the contractor gets paid each time a portion of the *Project* is completed.

Mr. Kirchenwitz asked where the City is going to get the money to pay the contractor if there are no assessments. Ms. Manson stated that the City will Bond for the *Project*. She continued by stating that the City will use the Bond funding to pay the contractor and the proposed future assessments would be to help pay for the annual Bond payment.

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

Council Member Moynagh motioned to adopt Resolution No. 2020-31 A Resolution Ordering Improvement and Preparation of Plans for the Year 2021 Downtown Improvement Project with the amendments to the scope of the *Project*. Council Member Marszalek seconded the motion. Motion carried 4-1. Council Member Johnson opposed.

8. OPEN FORUM

The following addressed the City Council during Open Forum:

- Mr. Barrett Kirchenwitz, 521 – 1st Street North stated that the culvert for storm sewer drainage located near his property is collapsing. He continued by stating that City staff and City officials came to the property and assessed that culvert and told Mr. Kirchenwitz that they had two (2) other culverts in the City to replace and the one located near his property would be added to the list for repair and/or replacement.

Mr. Kirchenwitz asked if the other two (2) culverts have been replaced. Mr. McCormick stated no.

Mr. Kirchenwitz stated that he understands that the culvert near his property is not a priority; but, the drain continues to collapse. He continued by stating that Mr. McCormick stated that the culvert would be placed on a schedule for replacement. Mr. Kirchenwitz stated that he is bringing up the collapsing culvert at the City Council Meeting to have documentation in the City's minutes that he brought the issue to the City staff and Council and that it will need to be addressed.

Mr. Kirchenwitz stated that he has brought the failing culvert to the attention of City staff repeatedly and asked at what point they decide that it is a serious enough issue to repair and/or replace it.

Mr. McCormick stated that the drainage pipe is wide open, it is the end that is bent.

Mr. Kirchenwitz stated that the water drain comes out of the hill and goes through an area that was dug out so that it flows into the pond. He continued by stating that the area just past where the drain is located is collapsing and filling up with dirt.

Mr. McCormick stated that he had the City's Engineer look at the area and it is the same as when it was put in. Mayor Otto stated that it is not the same and the pond screen and drain is mangled and as a result, every time it rains the water overflows. She continued by stating that the more it overflows, the more erosion there is.

Mayor Otto stated that when Mr. Kirchenwitz talked to City staff six (6) months ago, he was told that there were two (2) other culverts in the City that needed to be replaced and the one located near his property would be third on the list for replacement. Mayor Otto stated that in the spring of the year 2021 when all the snow is melting, the entire culvert will collapse.

Mr. McCormick stated that he has talked to contractors about replacing the culvert. Mr. Kirchenwitz asked if staff has obtained any bids to do the work. Mr. McCormick stated yes and that they will not have the time to come and replace the culvert until next year. Mr. Kirchenwitz stated that he understands; but, how does he make sure that it is on the schedule to be replaced. Mr. McCormick stated that it is on the schedule.

Mayor Otto asked Mr. McCormick how he plans to communicate with the residents who have asked for the culvert to be replaced. Mr. McCormick stated that he has contacted a contractor to replace the culvert.

Mr. Kirchenwitz stated that he just wants to make sure that it is in the minutes that he talked to the City Council and staff about replacing the culvert. He continued by stating that if it is in the minutes and the work is still not done in one (1) year from now, he can come back to the City Council and reference tonight's Meeting.

Mr. McCormick stated that the culvert replacement is not a priority right now. Mayor Otto asked how it becomes a priority; because, it has been six (6) months and when the snow melts in the spring of the year 2021, the pond is going to back up into Mr. Kirchenwitz's yard.

- Ms. April Herzog, 4671 County Road 12 South addressed the City Council stating that when the City built the Regional Park adjacent to their property, they lost the ability to get rid of their compost materials because they can no longer burn on their property. She continued by stating that they came

to the Montrose City Council in the past, and even though they are not City residents, the City Council gave them permission to use the City's Compost Site. Ms. Herzog stated that with the change in the City Council positions in the year 2021, she is asking that the agreement to use the Compost Site be put in a written document.

Ms. Herzog then addressed the City Council to talk about the erosion that is happening underneath the fence that was installed by the City when the Regional Park was built. She requested that the City fix the erosion problem. She continued by stating that Mr. McCormick and the City Engineer, Mr. Justin Kannas came to the Herzog property two (2) months ago to evaluate the erosion and discuss it with Ms. Herzog. Ms. Herzog stated that just like Mr. Kirchenwitz stated, she wants to get it on record that the erosion issue has been brought to the attention of the City staff and that it needs to be fixed.

Mr. McCormick stated that two (2) landscapers have looked at the issue and he continued by stating that the cost of the repairs is approximately \$13,000.00 to \$14,000.00. Mr. McCormick asked if the City is going to benefit from such an expensive repair. Mr. McCormick stated that the City can landscape the area or put up a retaining wall. He continued by stating that the City Council will need to decide what they want to do.

Ms. Herzog stated that she had no decision-making on what the City did with the area next to the fence; and therefore, her yard should not be eroding into the Regional Park due to the severe angle of the dirt installed next to the fence. She continued by stating that she was promised a retaining wall and now that has been taken away.

Ms. Herzog stated that City staff did not think ahead of what was going to happen when they installed the fence and embankment along the fence. Mr. McCormick asked who discussed the retaining wall. Ms. Herzog stated that it was written in the plans for the Regional Park. Mr. McCormick stated that eventually there may have been a plan to build a retaining wall; but, not right away. Mr. McCormick stated that City staff has no recollection of a retaining wall.

Mayor Otto stated that what Mr. McCormick is saying is not true. Ms. Herzog stated that the City has videos from meetings where the retaining wall was discussed. Mr. McCormick stated that the City did not promise her a retaining wall. Ms. Herzog stated that she is not saying that she was promised a retaining wall; but, the land around the fence should not be eroding.

Mr. McCormick stated that City staff has been evaluating the issue and it will get taken care of.

Mayor Otto stated that this is another project that has not been communicated with the property owner. Mr. McCormick stated that the City cannot find a contractor to complete the project this year. He continued by stating that it will have to be done in the year 2021. Mr. McCormick stated that he has not spoken with Ms. Herzog; because, he does not know what process the City is going to take to remediate the issue. He continued by stating that once he knows what the City plans to do, he will let Ms. Herzog know.

Council Member Johnson asked Mr. McCormick how much a retaining wall would cost. Mr. McCormick reiterated that it was \$13,000.00 to \$14,000.00. Council Member Johnson stated that it is no big deal; because, the City can afford to overpay the staff. Mayor Otto stopped Council Member Johnson from making any more comments.

Mayor Otto motioned to allow the Herzogs to use the City of Montrose's Compost Site. Council Member Johnson seconded the motion. Motion carried 5-0.

9. WRIGHT COUNTY SHERIFF'S OFFICE

A. October, 2020 Monthly Report and Hours Report

Wright County Sheriff's Office Deputy, Mr. Eric Larson addressed the City Council and reviewed the October, 2020 Monthly Report and Hours Report. He continued by sharing some emergency calls he has responded to and arrests he has made in the Montrose Community.

Council Member Moynagh asked Deputy Larson if he is assigned to the City of Montrose. Deputy Larson stated that he works in the City from 10:00 a.m. to 8:00 p.m. and then another Deputy works in the City from 8:00 p.m. to 2:00 a.m.

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. October, 2020 Activity Report

Ms. Boelter referenced the *Monthly Activity Report* for the month of October, 2020 that was found in the City Council Packet.

2. Resignation of Mr. Vincent Mantz – Effective October 31, 2020

- a) Mr. Vincent Mantz was a member of the Montrose Fire Department for one (1) year, eleven (11) months and eleven (11) days.

Ms. Boelter presented Mr. Mantz's resignation from the Montrose Fire Department. She continued by stating that Mr. Mantz was a member of the Montrose Fire Department for one (1) year, eleven (11) months and eleven (11) days.

Council Member Moynagh motioned to accept the resignation of Mr. Vincent Mantz from the Montrose Fire Department effective October 31, 2020. Council Member Johnson seconded the motion. Motion carried 5-0.

C. Park and Recreation Commission

1. November 5, 2020 Park and Recreation Commission Meeting Minutes

Mayor Otto gave an overview of the items discussed at the November 5, 2020 Park and Recreation Commission Meeting.

Mayor Otto asked Mr. McCormick for an update on the Northridge Park ice-skating rink.

Mr. McCormick stated that the power source has been installed. He continued by stating that the light poles need to be installed and the ground needs to be leveled. Mayor Otto asked what the cost will be to hire someone to complete these jobs. Mr. McCormick stated that he has contacted three (3) contractors for an estimate to install the light poles and level the area and he has not received one. He continued by stating that the aforementioned work will only take approximately two (2) hours.

Mayor Otto asked if the Public Works Department can do the work to level the ground. Mr. McCormick stated that the City has a machine to level the ground; but, none of the current staff has operated it and they do not know how to. Ms. Manson stated that the machine was purchased by the City for work done at the Regional Park.

Mayor Otto stated that it is the middle of November, 2020 and the lighting and the ice-skating rink is not being installed. Mayor Otto asked Mr. McCormick why staff waited until November to prepare the Park for the ice-skating rink. Mr. McCormick stated that as soon as the City Council approved the installation of the ice-skating rink at Northridge Park, he contacted a contractor to come and level the ground and set the light poles; but, the contractor has not had time to do it. He continued by stating

that several of the other contractors they contacted are busy and cannot get to the City for two (2) to three (3) weeks.

Council Member Moynagh asked Mr. McCormick what the time table is for installing the ice-skating rink since it is starting to get colder. Mr. McCormick said approximately three (3) weeks. Ms. Manson stated that it will be at least three (3) weeks. She continued by stating that there needs to be four (4) to five (5) inches of frost in the ground to flood the rink with water.

Mayor Otto asked Mr. McCormick to at least put the boards up. He asked how long it would take to put the boards up. Mr. McCormick stated approximately three (3) days.

Mayor Otto stated that the total cost of the Northridge Park ice-skating rink is going to be approximately \$10,000.00. Ms. Manson stated yes; but, it will be a permanent rink.

2. Consider Ms. Katie Borrett's Application to be a Member of the Park and Recreation Commission

Mayor Otto presented Ms. Borrett's Application to be a member of the Park and Recreation Commission.

Council Member Marszalek asked if the intent of the Park and Recreation Commission is to do more than just offer events. Mayor Otto stated that the "recreation" part of the Park and Recreation Commission is events. She continued by stating that the Park and Recreation Commission offers approximately four (4) events annually.

Council Member Marszalek asked what contributions have been made by the Park and Recreation Commission as far as developing parks in the City of Montrose. Mayor Otto stated that the Commission does work on developing parks; such as, the Forest Creek Housing Development Park. She continued by stating that they also give input as to what improvements that they would like to see in existing parks. She continued by stating that they continue to update the Parks and Trails Plans.

Council Member Marszalek asked when the Park and Recreation Commission will start making recommendations to the City Council for park development. Mayor Otto stated that the Commission did make recommendations; but, the City Council did not approve them.

Mayor Otto stated that the Commission would also like to have a new survey done on the Regional Park; because, the original survey was done five (5) years ago.

Council Member Marszalek asked what recommendations the City Council did not approve. Mayor Otto stated that they did not approve keeping the ice-skating rink at Carver Field.

Mayor Otto asked Council Member Marszalek what he would like to see the Park and Recreation Commission do. Council Member Marszalek stated that he would like the Commission to be more involved in long-term planning for the City's park systems to make yearly improvements to parks.

Mayor Otto stated that anytime the Park and Recreation Commission tours the City's parks to evaluate them and make recommendations for improvements, they are told by the Public Works Department that it is not the Commission's job to evaluate the parks. Council Member Marszalek asked if the Public Works Department told the Commission this in regards to repairs. Mayor Otto stated that recommendations for repairs and adding equipment.

Ms. Manson stated that the Public Works Department have an annual schedule for evaluating parks.

Mayor Otto stated that Ms. Borrett asked the Park and Recreation Commission what is happening with the installation of the equipment at the Forest Creek Housing Development Park that the City received from the City of Delano. Mayor Otto stated that the City received park equipment from the City of Delano for the Forest Creek Housing Development Park with the help of residents in Forest Creek and it has been one (1) year and the equipment is still not in.

Mayor Otto stated that the Park and Recreation Commission asks the Public Works Department when some of these projects; like the Forest Creek Park, and they do not get a response back. Mayor Otto shared her concerns about poor communication between the Park and Recreation Commission and the Public Works Department.

Mr. McCormick stated that he is working with Forest Creek Housing Development Developer, R-Homes, to assist with costs associated with preparing for the improvements to the Forest Creek Park.

Mayor Otto stated that she wants the Forest Creek Park developed. She continued by stating that the City cannot wait on funding assistance from R-Homes. Mayor Otto stated that the Forest Creek residents who helped the City secure the free park equipment from the City of Delano, continue to attend the Park and Recreation Commission Meetings to find out why the equipment has not been installed.

Mr. McCormick stated that the Forest Creek Park will be developed in the year 2021.

Council Member Moynagh asked if Ms. Borrett has any conflicts with the Meeting times for the Park and Recreation Commission's monthly Meetings and/or will she be available if the City Council has a joint Meeting with the Park and Recreation Commission. Mayor Otto stated that Ms. Borrett will be available.

Council Member Moynagh motioned accept Ms. Katie Borrett's Application to be a Member of the Park and Recreation Commission. Council Member Marszalek seconded the motion. Motion carried 5-0.

D. Personnel Committee

1. International Union of Operating Engineers, Local No. 49 – AFL-CIO Agreement - January 1, 2021 through December 31, 2023

Mayor Otto stated that her, Council Member Marszalek and the City's Attorney attempted to negotiate the cost of Health insurance with the International Union of Operating Engineers, Local No. 49 (Union) representatives and it was decided that the current coverage will remain; however, in the year 2021 Health insurance costs will be re-negotiated to consider having the employees pay for a portion of their Health insurance premiums.

Mayor Otto asked Council Member Marszalek to clarify the five percent (5%) wage increase that was negotiated with the Union. Council Member Marszalek gave an overview of the negotiated wage increase.

Council Member Marszalek stated that during negotiations of salaries, salaries of the same positions in cities similar in size to Montrose were used for comparison purposes

Mayor Otto stated that she appreciates everything the Public Works Department staff does; but, she shared her concerns about the proposed wage increases for the years 2021 and 2022.

Council Member Marszalek stated that in the year 2022 there is a potential for a five percent (5%) increase to all the Public Works Department employee's salaries; plus, a two percent (2%) increase for the Cost-of-Living Adjustment (COLA) and a two percent (2%) increase for merit.

Mayor Otto stated that she wanted the new City Council Member to understand what the City is looking at for staff wage increases in the future and for the need for transparency.

Council Member Marszalek stated that he believes that it is more important to raise wages to be comparable with area cities; so, the City of Montrose keeps their employees and does not lose them to other cities.

Council Member Marszalek motioned to enter into an Agreement between the City of Montrose and International Union of Operating Engineers, Local No. 49. Council Member Andreoff seconded the motion. Motion carried 3-2. Mayor Otto and Council Member Johnson opposed.

E. Planning and Zoning Commission

1. October 14, 2020 Planning and Zoning Commission Meeting Minutes

Ms. Boelter gave an overview of the items discussed at the October 14, 2020 Planning and Zoning Commission Meeting.

F. Economic Development Authority

1. October 20, 2020 Economic Development Authority Meeting Minutes

Council Member Marszalek gave an overview of the items discussed at the October 20, 2020 Economic Development Authority Meeting.

G. Public Works Department

1. Updates

Mr. McCormick gave an update on the following items:

a) Compost Site

Mr. McCormick asked the City Council if staff should leave the Compost Site open for another two (2) weeks.

The City Council discussed and directed City staff to leave the Compost Site open until the first snowfall.

11. NO OLD BUSINESS.

12. NEW BUSINESS

A. Discussion Regarding the Live Streaming of City Council Meetings and Internet Options

Mr. Nick Kruchowski, 842 Aspen Lane, addressed the City Council regarding a demonstration for live streaming of Montrose City Council Meetings.

Ms. Boelter stated that staff has hired a contractor to make upgrades to the audio and video systems in the Community Center and asked if Mr. Kruchowski would be willing to wait do a demonstration after all the new equipment is in. Mr. Kruchowski agreed to wait. Ms. Boelter stated that City staff will keep in touch with Mr. Kruchowski and let him know when the new audio and video equipment is installed.

B. Master Joint Powers Agreement and Court Amendment

Ms. Boelter stated that the City of Montrose received an email from Mr. Karen Roatch, Bureau of Criminal Apprehension asking the City to renew its Master Joint Powers Agreement (JPA). The JPA would be approved through a Resolution. Ms. Roatch also indicated that the City's Court Amendment is expiring; so, a new Court Amendment will need to be executed as well.

Ms. Boelter continued by stating that the City's Attorney, Mr. James Monge reviewed the three (3) documents-Master Joint Powers Agreement, DRAFT Resolution and Court Amendment and his questions were forwarded to Ms. Roatch. Upon clarification from Ms. Roatch, Mr. Monge recommended that the City Council move forward with adopting the Resolution and entering into the JPA; as well as, the Court Amendment.

Ms. Boelter stated that Resolution No. 2020-32 is before the City Council for consideration and adoption.

1. Resolution No. 2020 – 32 *A Resolution Approving State of Minnesota Joint Powers Agreements with The City of Montrose on Behalf of Its City Attorney*

Council Member Marszalek motioned to adopt Resolution No. 2020-32 A Resolution Approving State of Minnesota Joint Powers Agreements with The City of Montrose on Behalf of Its City Attorney. Council Member Moynagh seconded the motion. Motion carried 5-0.

13. UPCOMING MEETINGS

- A. Canvassing Board Meeting – Thursday, November 12, 2020 at 4:00 p.m. in the Montrose City Hall Conference Room.
- B. Economic Development Authority Meeting – Tuesday, November 17, 2020 at 12:00 p.m. in the Montrose City Hall Conference Room.
- C. City Council Year 2021 Budget Workshop – Monday, November 30, 2020 at 4:00 p.m. in the Montrose City Hall Conference Room.
- D. Park and Recreation Commission Meeting – Thursday, December 3, 2020 at 5:30 p.m. in the Montrose City Hall Conference Room.
- E. Planning and Zoning Commission Meeting – Wednesday, December 9, 2020 at 7:00 p.m. in the Montrose Community Center.
- F. Regular City Council Meeting – Monday, December 14, 2020 at 7:00 p.m. in the Montrose Community Center.
- G. Economic Development Authority Meeting – December, 2020 Meeting – CANCELLED.
- H. City Council Workshop – Monday, December 28, 2020 at 4:00 p.m. in the Montrose City Hall Conference Room.

14. ACKNOWLEDGEMENTS

A. Mayor Otto

1. The Year 2020 Election Judges and Ms. Wendy Manson

Mayor Otto acknowledged the Election Judges that worked for the year 2020 Elections and Ms. Wendy Manson for the good job that she and her Judges did in running the Election process.

2. Public Works Department Employee – Mr. Roy Henry, Junior and Mr. John Kurkosky

Mayor Otto acknowledged Mr. Roy Henry, Junior and Mr. John Kurkosky for their hard-work in cleaning up the vegetation around City Hall and other areas of the City.

B. Council Member Marszalek

1. Public Works Department Employee – Mr. John Kurkosky

Council Member Marszalek acknowledged the great job that the Public Works Department employee, Mr. John Kurkosky did while sweeping streets in the Forest Creek Housing Development and his willingness to go above and beyond.

15. ADJOURNMENT

Council Member Marszalek motioned to the adjourn the Regular City Council Meeting at 8:17 p.m.
Council Member Andreoff seconded the motion. Motion carried 5-0.

Michelle Otto
Mayor
City of Montrose

ATTEST:

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

City of Montrose
 Canvassing Board Meeting
 Montrose City Hall
 Conference Room
 311 Buffalo Avenue South
 Thursday, November 12, 2020
 4:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose Canvassing Board met on Thursday, November 12, 2020 at 4:00 p.m.

Council Member Marszalek called the meeting to order at 4:00 p.m.

Council Member Marszalek stated that the Emergency Management Director, Mr. Kevin Triplett was in attendance at the Canvassing Board Meeting to discuss immediate issues related to the rapid increase of COVID-19 Pandemic cases in Wright County and the Montrose Community.

2. ROLL CALL

Present: Council Member Nicole Andreoff
 Council Member Tom Marszalek
 Council Member Kirby Moynagh

Absent: Mayor Michelle Otto
 Council Member Lloyd Johnson

Staff Present: Ms. Deborah Boelter, City Clerk-Treasurer
 Mr. Kevin Triplett, Montrose Emergency Management Director

3. CERTIFY YEAR 2020 GENERAL ELECTION RESULTS

Ms. Boelter administered the Oath of Office to the three (3) Canvassing Board Members in attendance at the Meeting – Council Member Nicole Andreoff, Council Member Tom Marszalek and Council Member Moynagh.

Ms. Boelter presented Resolution No. 2020-33 *A Resolution Canvassing the November 3, 2020 Municipal Election Returns and Declaring Results* for the positions of Mayor and two (2) City Council Members.

A. Resolution No. 2020-33 *A Resolution Canvassing the November 3, 2020 Municipal Election Returns and Declaring Results*

Council Member Moynagh motioned to adopt Resolution No. 2020-33 *A Resolution Canvassing the November 3, 2020 Municipal Election Returns and Declaring Results*. Council Member Andreoff seconded the motion. Motion carried 3-0.

4. MONTROSE EMERGENCY MANAGEMENT DIRECTOR – COVID-19 PANDEMIC DISCUSSION

Montrose Emergency Management Director, Mr. Kevin Triplett reviewed an email that he had staff forward to the City Council Members and staff.

Mr. Triplett stated that Wright County has experienced a significant rise in COVID-19 cases; including the Montrose Community. He continued to state that it is imperative for the City of Montrose to protect staff and City infrastructure in the coming weeks. Mr. Triplett stated that he discussed the issue with the Public Works Department Director, Mr. Wayne McCormick and City Clerk-Treasurer, Ms. Deb Boelter and all were in agreement that due to the rise in COVID-19 cases in Wright County and the Montrose Community, the City needs to make changes in regards to staffing, operations and infrastructure.

Mr. Triplett stated that starting on Monday, November 16, 2020 the following emergency orders will go into effect until the City Council's *Special City Council Meeting* to be held on Monday, November 30, 2020. He continued by stating that at the *Special City Council Meeting*, the City Council and staff can discuss the following recommendations and make an official decision and/or direction for staff to follow:

- City Hall will close the doors to the general public starting Monday, November 16, 2020. A box will be set out at the front door for items to be dropped off and returned to citizens. If an individual needs to see someone at City Hall, they must call City Hall and make an appointment to take care of business in other ways if possible or special accommodations can be made in some situations for in-person meetings.
- City Council Members should not go to City Hall to speak with staff at this time. Mr. Triplett encouraged City Council Members to use other means to communicate with staff; such as, telephone, email, texts and etcetera.
- The Public Works Department will be switching to an every other week rotation; much like we did earlier this year. There will be one (1) street employee and one (1) water employee on each week and then they will rotate with the ones that were off the previous week. In the event of snowfall; which would constitute an emergency, all Public Works Department staff will need to come in to assist with snow removal. When all Public Works Department employees are working, they must remain socially distant from one another.
- Non-essential Public Works Department Projects will be put on hold due to limited staff at work and winter always causing additional and unforeseen work. Unfortunately, this will cause a delay in installing the ice-skating rink at Northridge Park.
- Mr. Triplett stated that it is his recommendation, and it can be discussed further at the November 30, 2020 *Special City Council Meeting*, that the ice-skating rink not be installed this year. He continued by stating that the City needs to limit City liability and not encourage people to gather; whether it be indoors and/or outdoors. Mr. Triplett stated that ice-skating can; and likely will be, difficult for the City to ensure that skaters are socially distanced. Mr. Triplett stated that the City cannot control the numbers who utilize such facilities. With limited staff to install the ice-skating rink, and no one to supervise the participants using the rink, this project will be next to impossible to complete in the year 2020 or 2021.
- The Parks and Recreation Commission's annual Christmas tree lighting and caroling event; as well as the "Breakfast with Santa" event needs to be cancelled. Again, the City cannot prevent the number of participants at these events. Also, with the limited Public Works Department staff the tree may not get the lights on. Mr. Triplett stated that tree lights is not an essential service that the City staff needs to focus on at this time and with the event being sponsored by the Park and Recreation Commission; which is a Commission of the City, we need to take the event seriously and postpone and/or cancel the event to prevent the spread of COVID 19 in the Montrose Community.
- Mr. Triplett stated that at the November 30, 2020 *Special City Council Meeting*, the City Council will need to discuss future in person meetings of City Council and Commissions. He continued by stating the City will likely have to change to ZOOM meetings for Council and Commission Meetings moving forward to prevent the spread of COVID-19 in the Montrose Community.
- City staff will be keeping the Montrose Community Center closed from the beginning of December, 2020 and moving forward until we see a decrease in the number of COVID-19 cases. No more reservations will be taken until the situation can be more closely evaluated.

Mr. Triplett stated that his position with the increase in COVID-19 cases in Wright County and the Montrose Community is to protect the City staff, the City Council, the residents and the City's liability.

Mr. Triplett stated that all of this will put a significant burden on the City Council and staff; however, whether individuals believe in the COVID-19 Pandemic or not, as City officials we need to put that aside and take the situation seriously and do everything in our power to prevent a significant outbreak from occurring in the Montrose Community. He continued by stating that all of the aforementioned items, and more, will be more closely discussed at the upcoming *Special City Council Meeting* on Monday, November 30, 2020 at 4:00 p.m. Mr. Triplett stated that the location of that *Meeting* will also need to be changed from the City Hall Conference Room to the Community Center; so, participants can more appropriately socially distance from one another. In addition, masks will be required to be worn by everyone in attendance at the *Meeting*.

Mr. Triplett stated that Mr. McCormick has informed him that he does have resources available to assist the Montrose Public Works Department in the event that several of the employees would test positive to COVID-19. He continued by stating that the Montrose Fire Department also has other resources available to assist in emergency situations.

Council Member Marszalek asked if the November 30, 2020 *Special City Council Meeting* will still be in person. Mr. Triplett stated yes; however, it will be held at the Community Center to ensure proper social distancing.

Ms. Boelter stated that Mr. Triplett is an exceptional Emergency Management Director who works hand-in-hand with City staff and the City Council to make sure that the City is following the mandates and regulations of both Wright County and the State of Minnesota to keep the Montrose Community safe and healthy.

5. ADJOURNMENT

Council Member Moynagh motioned to adjourn the Canvassing Board Meeting at 4:15 p.m. Council Member Andreoff seconded the motion. Motion carried 3-0.

Council Member Marszalek
City Council Member
City of Montrose

ATTEST:

Deborah R. Boelter
City Clerk-Treasurer
City of Montrose

City of Montrose
 City Council Special City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, November 30, 2020
 4:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in a Special City Council Meeting on Monday, November 30, 2020 at 4:00 p.m.

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

2. ROLL CALL

Present: Mayor Michelle Otto
 Council Member Nicole Andreoff
 Council Member Lloyd Johnson
 Council Member Tom Marszalek
 Council Member Kirby Moynagh

Staff Present: Ms. Wendy Manson, Deputy Clerk
 Mr. Wayne McCormick, Public Works Director
 Mr. Kevin Triplett, Montrose Fire Department Chief

3. BUSINESS

A. COVID-19 Pandemic – Emergency Management Update and Discussion

Mr. Triplett stated that the City of Montrose has had staff members test positive to COVID-19 and the City Council needs to discuss how they want to proceed.

Mr. Triplett presented the following information:

- The City Hall office is currently closed to the general public.
- The Public Works Department employees are on a rotating schedule.

Mr. McCormick stated that the schedule is working well and everything is getting done.

Ms. Manson stated that she will be returning to work; so, she and Ms. Bonniwell will work together and Ms. Boelter and Ms. Dahlin will work together on the days that Ms. Manson and Ms. Bonniwell are not in the office.

Mr. Triplett recommended that the City Hall Administration staff and the Public Works Department staff continue to rotate their schedules to the end of December, 2020 and possibly into the New Year, 2021. He continued by stating that Health professionals have predicted that there will be another surge of the coronavirus after the Holidays. Mr. Triplett stated that in discussions with other Emergency Management personnel, many of the area cities are going to have their employees work from home and/or rotating schedules through the end of January, 2021.

Mr. Triplett stated that it is possible for someone who has already had the coronavirus to get another strain of it in the future.

Mr. McCormick stated that he would like to keep his Public Works Department employees on a rotating schedule with one (1) street employee and one (1) water employee on at a time. Mr. Triplett stated that it is important for the Public Works Department to have the employees continue rotating their schedule as mentioned to protect the City's infrastructure.

Mr. Triplett stated that they have one (1) firefighter who has tested positive to the coronavirus and is quarantining.

Mr. Triplett asked the City Council how they want to conduct future City Council Meetings. Ms. Manson stated that the December 14, 2020 Regular City Council Meeting has the Truth-in-Taxation Public Hearing; so, she would like to meet in person for that Meeting. Mr. Triplett recommended that the room be set-up for the December 14, 2020 Regular City Council Meeting the same as this afternoon's *Special City Council Meeting*. Mr. Triplett stated that in the Minnesota Governor's mandates, government meetings are exempt from the restrictions for conducting public meetings.

Mr. Triplett stated that the January 11, 2021 Regular City Council Meeting will also have to be an in-person Meeting to swear in the new Mayor and City Council Members. Mr. Triplett stated that if the Community Center is set-up properly, it will meet the social distancing requirements.

Mr. Triplett stated that other City meetings; such as, Commission meetings should be postponed if possible. Ms. Manson stated that the December, 2020 Park and Recreation Commission Meeting and Planning and Zoning Commission Meeting have been cancelled. Council Member Marszalek stated that the December, 2020 Economic Development Authority Meeting has been cancelled.

Mr. Triplett recommended that the City start researching the use of ZOOM or some other type of video conferencing program.

Ms. Manson stated that she is currently in the process of obtaining I-Pads or some type of tablet for the City Council and staff to use in the New Year, 2021. She continued by stating that they could be programmed for video conferencing. Ms. Manson stated that the City budgeted in the year 2020 for tablets.

Council Member Marszalek asked the City Council Members if they have the capability of using ZOOM. Council Member Johnson stated no. Ms. Manson stated that if they purchase the tablets for City Council and staff, they will have cameras and the capability to do video conferencing.

Mayor Otto asked what is happening with Mr. Nick Kruchowski regarding his demonstration to live stream City Council Meetings. Mr. Triplett stated that in conversations regarding Mr. Kruchowski's proposal, it will not work with the new audio and video equipment that is being installed. He continued by stating that the City would have to invest a large sum of money for much better technology and a highly secured network.

Council Member Marszalek motioned adopting the recommendations of the Emergency Management Director to continue to keep City staff on a rotation schedule through the end of January, 2021 and reevaluate it at that time. Council Member Johnson seconded the motion. Motion carried 5-0.

Mr. Triplett stated that he will continue to keep the City Council and staff updated on any information and/or changes in regards to the COVID-19 Pandemic.

Mr. Triplett thanked the City Council and staff for their cooperation in working with him and each other through the mandates and issues that have happened due to the COVID-19 Pandemic.

Mayor Otto stated that she understands why the Tree Lighting Ceremony has been cancelled; but, she asked if the lights could at least be installed on the tree. Mr. McCormick stated that the Public Works Department will put the lights on the tree.

Mayor Otto asked about the ice-skating rink being installed in Northridge Park. Ms. Manson asked Mayor Otto how the Public Works Department employees are going to social distance while installing the ice-skating rink. Mr. McCormick stated that with only two (2) employees on each week, there will not be time for them to install the rink.

Mayor Otto stated that area cities have installed their ice-skating rinks. She continued by stating that it is a way for people to get out and do something. Ms. Manson stated that if the ice-skating rink would have been approved to put in Northridge Park in the year 2019, it would be in place. Mayor Otto stated that it should have been installed in October of 2020; but, the lighting improvements were not done then. Mr. McCormick stated that everything was put on hold with the Public Works Department employee's rotating schedules.

Mr. Triplett stated that the thing to remember about the ice-skating rink is that the Fire Department will not have the time to be flooding the rink.

Mr. Triplett stated that the City does not want a COVID-19 case to be traced back to exposure at the ice-skating rink. He continued by stating that it is more important for the Public Works Department to worry about the City's essential infrastructure.

Mr. Triplett stated that it is sad that the ice-skating rink may not be installed; but, as Emergency Management Director the safety of staff and the City's essential infrastructure must be a priority. He continued by stating that it is Mr. McCormick's decision what projects the Public Works Department employees can complete while maintaining their health and safety.

Council Member Marszalek stated that if the ice-skating rink is installed, how is the City going to be able to maintain the State of Minnesota's mandate of only three (3) families and/or no more than ten (10) people.

Ms. Manson asked how the Public Works Department employees are going to maintain social distancing requirements as they install the ice-skating rink. She continued by stating that they have to be right next to each other to install the boards.

Mayor Otto stated that many area cities are still holding their Holiday events. Mr. McCormick stated that in many of those cities, the events are not sponsored by the City; but, other organizations.

Mayor Otto stated that she does not understand how other cities are able to continue with their Holiday events. Mr. McCormick stated that they are conducting the events in a different way that allows for social distancing and in compliance with the State of Minnesota's mandates. Mr. Triplett stated that the City cannot control what other civic organizations do, the City can only control how they are going to handle events and activities. Mr. Triplett stated that some of the smaller cities do not have an Emergency Management Director; so, everything they do is under the direction of their county.

Mr. Triplett stated that the concern is for liability issues. If someone would contract the coronavirus while attending a City sponsored event or activity, they could find the City liable. Mr. Triplett stated that it is his responsibility as Emergency Management Director to protect the liability of the City and its staff.

Mr. Triplett stated that the City's Fire Truck is not going to ride up and down the streets with Santa in it; because, if they miss a street, they will never hear the end of it. He continued by stating that the Birthday drive-by is different; because, the Fire Truck drives by a certain property and not up and down every street.

Mayor Otto asked what happens if Santa is willing to come to the City of Montrose and ride in a truck; but, it is not a City or Fire Department truck. Mr. Triplett stated that it is his recommendation that the City does not endorse the event and/or publicize it on any of its Social Media sites. He continued by stating that the City cannot control what individuals or organizations do.

B. Year 2021 Final Levy and Budget

Ms. Manson presented the year 2021 Final Levy and Budget.

Ms. Manson stated that the revenues exceed the expenditures. She continued by stating that this is the result of some of the City's Bonds being paid off.

Mayor Otto asked what happens to the budget of the Park Fund when the entire budgeted amount was not spent in the year 2020. Ms. Manson stated that it stays in the Park Fund.

Mayor Otto asked if the Economic Development Authority (EDA) Fund monies will stay in the EDA Fund even though Aldi's Grocery Store decided not to come to Montrose. Council Member Marszalek stated that just because Aldi's decided not to come to Montrose, does not mean that the EDA will stop pursuing other business development.

Mayor Otto asked if there is a budget for the maintenance and improvement of the plantings along United States Highway Twelve (U.S. Highway 12). Mr. McCormick stated that there is always funding to maintain the plantings along U.S. Highway 12.

Ms. Manson stated that when she evaluated random properties in the City of Montrose; based on the City's proposed Levy for the year 2021, most property owners should not see an increase in the City's portion of their property taxes. If there would be an increase, it will be a minimal one.

Council Member Moynagh asked if the Final Levy has changed from the Preliminary Levy that was approved in September, 2020. Ms. Manson stated no; but, approval of the Final Levy and Budget will include all of the City's Funds.

Ms. Manson stated that if the City Council is in agreement with the year 2021 Final Levy and Budget, it will be presented at the December 14, 2020 Truth-in-Taxation Public Hearing.

Ms. Manson encouraged the City Council to contact her before the December 14, 2020 Regular City Council Meeting if they have any questions about the year 2021 Final Levy and Budget.

Council Member Johnson asked if funding for the *Year 2021 Downtown Improvement Project* was included in the year 2021 Final Levy and Budget. Ms. Manson stated no; because, the City will Bond for the *Project* and there will be no Bond payments until the year 2022.

C. Year 2021 Downtown Improvement Project Discussion

Mayor Otto stated that there were some people who had questions about the *Year 2021 Downtown Improvement Project*. She continued by stating that she would like to know how the letters went out to residents for the Open House and Public Hearing; because, the City received approximately six (6) letters back and they did not go to the property owners. Mayor Otto asked how the City keeps property owners informed if the letters are coming back to the City.

Ms. Manson stated that she can contact the City Engineer, Mr. Jared Voge and ask how the City handles the situation of letters being returned to the City.

Council Member Johnson asked how it happened that not everyone received a letter for the Open House and Public Hearing. Mr. McCormick stated that the property owners that are in the area of the mill and overlay portion of the *Project* did not receive a letter; because, mill and overlay is not assessed.

Ms. Manson stated that the letters were addressed to "Current Resident" and then the street address. She continued by stating that the only reason that they would be returned to the City is because the property owner has a post office box number.

The City Council discussed the proposed street widths of the *Year 2021 Downtown Improvement Project*.

4. NO OTHER.

5. ADJOURNMENT

Council Member Marszalek motioned to adjourn the Special City Council Meeting at 4:55 p.m. Council Member Moynagh seconded the motion. Motion carried 5-0.

Michelle Otto
Mayor
City of Montrose

ATTEST:

Deborah R. Boelter
City Clerk-Treasurer
City of Montrose

ACCOUNTS PAYABLE LIST

DECEMBER 14, 2020

Payroll	11/16/20 Payroll	14160.54
Payroll	11/30/20 Payroll	14398.12
IRS-Federal Tax Payment	11/16/20 FED/FICA Tax	5035.17
IRS-Federal Tax Payment	11/30/20 FED/FICA Tax	5079.51
MN Dept. of Revenue	11/16/20 State Withholding	905.62
MN Dept. of Revenue	11/30/20 State Withholding	912.93
PERA	11/16/20 Payroll	2961.39
PERA	11/30/20 Payroll	2827.57
*Ameritas Life Ins.	Employee Optical Ins	54.52
MN Dept of Revenue	Oct. Sales Tax	1667.00
Payment Service Network	Nov. PSN/ACH	1183.11
*AFSCME #65	Nov. Union Dues	171.00
Aramark	Uniforms/Floor Mats	352.45
Badger Meter	Monthly Hosting Fee	81.93
Bolton & Menk	Engineering Services	10575.00
Campbell Knutson	Legal Services	4904.18
Cardmember Services	Postage/Comm Ctr	96.89
*Citizens State Bank	Nov. H.S.A. Deposit	2788.00
Comcast	WWTP Internet	165.47
Equipment Blades	Snow Plow Cutting Blades	1532.72
Health Partners	Dec. Health Ins	9427.27
Sylvia Henry	Hwy 12 Pots	241.59
*IUOE Local 49	Nov. Union Dues	210.00
Lincoln Nat'l Life Ins	Dec. Life Ins	173.21
*Madison Nat'l Life	Dec. Disability Ins	387.53
Maraco Tech	Monthly Printer Agreement	60.37
Milhausen Auto	PW Pickup Mtce.	90.00
Mini Biff	Park Biffs	124.98
MN Computer Systems	Monthly Copier Agreement	253.06
MVTL Labs	WWTP Testing	527.10
NW Assoc. Consultants	Planners Services	1120.25
NEC Cloud Communications	Telephone Charges	187.47
Paumen Computers	Monthly Backup/IT Service	570.00
Randy's Enviro Services	Nov Refuse/Recycle	16507.43
Varner Mobile Service	Orange Plow Truck Repair	192.46
Vessco, Inc.	Wellhouse Repairs	1056.62
Wal-Mart	Election/2021 St Imp	126.14
Wenck Assoc.	Engineering-TH 25 Improv	1085.50
Wex Bank	Gas Charges	479.49
Windstream	Telephone Charges	115.96
Wright Cty Hwy Dept	Road Salt	3964.92
Wright Cty Auditor	Nov. Patrol Services	23866.25

December 14, 2020

Page 2

Wright-Hennepin CO-OP	Electric Charges	255.36
Xcel Energy	Electric/Gas Charges	1544.38

ACCOUNTS PAYABLE SUBTOTAL	132420.46
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Aramark	Uniforms/Floor Mats	180.62
Jane Arndt	Comm. Ctr Refund-COVID	125.00
Badger Meter	Monthly Hosting Fee	96.56
Heather Brookbank	Comm. Ctr Refund-COVID	300.00
*Colonial Life	Nov. Employee Ins.	74.52
Comcast	Internet Service	541.77
Delano Auto Parts	Plow Trucks Repairs/WWTP	473.30
Delano True Value	Water/WWTP/PW Supplies	49.53
Delta Dental	Dec Dental Ins.	789.60
Gopher State One-Call	Water/Sewer Locates	51.30
Hawkins	WWTP Chemicals	4909.81
Marie Jenson	Janitorial Services	440.00
John Kurkosky	Clothing/Shoe Allowance	186.22
Joleen Luhman	Election Judge Pay	78.00
MN Computer Systems	Monthly Copier Agreement	234.00
MN Dept of Health	Qtrly Water Connection Fee	3005.00
MVTL Labs	Water Testing	48.20
MVTL Labs	WWTP Testing	400.00
NW Assoc Consultants	Planners Services	956.45
Gloria Pageau	election Judge Pay	78.00
Randy's Enviro Services	Public Works Dumpster	29.25
Rice Lake Constr.	Wellhouse Pay #8	89127.04
St. Louis MRO	PW Drug Testing	20.00
USA Blue Book	Water/WW Testing Supplies	515.99
Utility Consultants	WWTP Testing	21.50
Verizon	Cell Phones	337.49
Vessco, Inc.	Wellhouse #2 Repairs	133.10
Wenck	TH 25 Engineering Services	2048.20
Wex Bank	Gas Charges	315.49
Windstream	telephone Charges	115.96
Wright Cty Auditor	Election Equip Mtce	377.50
Wright Cty Jrnl Press	Legal Notices	170.75
Xcel Energy	Electric & Gas Charges	757.90

TOTAL ACCOUNTS PAYABLE	239408.51
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December 14, 2020
Page 3

OTTO	BOELTER	MARSZALEK
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JOHNSON	MOYNAGH	ANDREOFF
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* Appendix

Payments received to offset checks written

Payroll Deduction	Nov. Optical Ins.	54.52
Payroll Deduction	AFSCME-Nov. Union Dues	171.00
Payroll Deduction	Nov. H.S.A. Deposit	1388.00
Payroll Deduction	IUOE 49-Nov. Union Dues	210.00
Payroll Deduction	Dec. Disability Ins	387.53
Payroll Deduction	Nov. Employee Ins.	74.52
Developer Expenses	NW Assoc Consultants	92.20

FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

DECEMBER 14, 2020

Ancom Tech Center	Radio Programming	360.00
Cardmember Services	Equipment	533.47
Municipal Emerg Services	PPE Equipment	499.06
Performance Plus	New FF Physical	230.00
Russell Security	Station Inside Door	4035.00
SYNCB/Amazon	Office Supplies/Safety Equip	314.44
Volunteer FF Benefit	New FF Life Insurance	22.00
Wex Bank	Gas Charges	84.73
Ancom Communications	Radio Cases	570.35
Bound Tree	Medical Supplies	28.58
Comcast	Internet Service	97.85
Cottens Buffalo	Grass 13 Repairs	8.04
MN Computer Systems	Copier Agreement	117.00
Performance Plus	New FF Physical	230.00
Russell Security	Station Exterior Doors	9214.00
Russell Security	Door Locking System	8594.00
Verizon	FD I-Pad	40.01
Wex Bank	Gas Charges	53.53
Wright Cty Human Services	FF Flu Shots	990.00
TOTAL ACCOUNTS PAYABLE		26022.06

OTTO
BOELTER
MARSZALEK

JOHNSON
MOYNAGH
ANDREOFF

*APPENDIX

Payments received to offset checks written

CITY OF MONTROSE

Monthly Adjustments

11/29/20 12:36 PM

Page 1

Account	Tran Type	Charge Name	Charge Type	Amount	Date
00-00002610-01-	Adjustment		UR	(\$170.64)	11/12/2020
00-00001061-03-	Adjustment		UR	(\$99.78)	11/12/2020
00-00006013-00-	Adjustment		UR	(\$40.11)	11/12/2020
00-00002079-01-	Adjustment		UR	(\$32.34)	11/12/2020
00-00001854-00-	Adjustment		UR	(\$152.48)	11/12/2020
00-00001242-00-	Adjustment		UR	(\$95.90)	11/12/2020
00-00001181-00-	Adjustment		UR	(\$282.44)	11/12/2020
00-00006018-00-	Adjustment		UR	(\$21.06)	11/12/2020
				(\$894.75)	

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

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

RESOLUTION NO. 2020-34

**A RESOLUTION DESIGNATING THE 2021 ELECTION POLLING
LOCATION FOR THE CITY OF MONTROSE**

WHEREAS, the City Council of the City of Montrose, pursuant to Minnesota State Statute §204B.16, is required to designate an election polling location by resolution or ordinance within the municipality by December 31st of each year; and

WHEREAS, the polling place designated in the resolution applies to the following calendar year; and

WHEREAS, if the situation arises in the following year that the City of Montrose needs to change its polling place location in the event of an emergency or if the polling place becomes unavailable, MN State Statute §204B.16, subdivision. 1 allows the city to change a polling place following the required process to do so.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Montrose does hereby designate the 2021 Polling Location as:

**Montrose Community Center
200 Center Avenue South
Montrose, MN 55363**

ADOPTED by the City Council of the City of Montrose this 14th day of December, 2020.

Michelle Otto
Mayor

ATTEST:

Deborah R. Boelter
City Clerk-Treasurer



MEMORANDUM REGARDING PROPERTY ASSESSMENT CONTRACTS

November 2, 2020

In October of 2020, the county board reviewed the costs associated with performing the property assessment and the revenue received by the jurisdictions that employ the services of the Wright County Assessor's Office. The Board ratified the contract rates at the October 20th meeting. I have enclosed a copy of the assessment contract for the 2022 and 2023 assessment years, feel free to contact me if you have any questions. If you plan to renew your contract with our office, please send a signed copy by January 15, 2021.

Findings by the Board included:

- Local assessors have been retiring, districts that were under contract with local assessors haven't been able to find replacements, requiring the County to hire appraisers to perform the assessment for those districts thereby increasing costs to the County.
- Legislation requires all assessor's to be accredited within four years of hire, resulting in higher up-front expenses for training. Additional continuing education for all assessors is also being mandated by law.

Items ratified by the County Board (changes to the previous contract):

- Our office will not be adjusting our rate for the 2022 assessment of \$14 per parcel from the previous assessment year.
- The fee is to be increased to \$15 per parcel for the 2023 assessment. This fee is to be charged on all parcels within each jurisdiction.

In addition, for districts that issue their own building permits:

- The fee for the assessment of any new construction or addition to a residential/commercial/industrial/apartment with a permit value of \$499,999 and under will be increased from \$50 to \$60 per new building/addition.
- The fee for the assessment of any new construction or addition to a commercial/industrial/apartment with a permit value of \$500,000 and greater will be increased from \$150 to \$160.
- Note that most jurisdictions pass these costs on to the property owner as part of the permitting process
- This fee change is in effect for both the 2022 and 2023 assessments.

If you have any questions regarding the contract or these changes, please contact me via email at Tony.Rasmuson@co.wright.mn.us or via phone at 763-682-7372.

Sincerely,

Tony Rasmuson, SAMA
 Wright County Assessor



ASSESSMENT SERVICES AGREEMENT

THIS AGREEMENT, made and entered into by and between the County of Wright, a political subdivision of the State of Minnesota, hereinafter referred to as the "County" and the City of Montrose a political subdivision of the State of Minnesota, hereinafter referred to as "City/Township";

WHEREAS, said City/Township lies either wholly or partially within the County and constitutes a separate assessment district; and

WHEREAS, under such circumstances the provision of the Minnesota Statutes, Sections 273.072 and 471.59 permit the County Assessor to provide for the assessment of property; and

WHEREAS, said City/Township desires the County to perform certain assessments on behalf of said City/Township; and

WHEREAS, the County is willing to cooperate with said City/Township by completing the assessment in a proper manner;

NOW, THEREFORE, in consideration of the mutual covenants contained herein it is agreed as follows:

1. The County shall perform the 2022 and 2023 property assessment for the City/Township in accordance with the property assessment procedures and practices established and observed by the County, the validity and reasonableness of which are hereby acknowledged and approved by the City/Township. The property assessment by the County shall be composed of those assessment services which are set forth in Exhibit A, attached hereto and made a part hereof by reference.

2. All information, records, data, reports, and the like that are necessary to allow the County to carry out its responsibilities under this Agreement shall be furnished to the County without charge by the City/Township and the City/Township agrees to cooperate in good faith with the County in carrying out the work under this Agreement.

3. The City/Township agrees to furnish, without charge, work space, if needed, for an appraiser to perform such tasks as document review, with such tasks to be performed during normal business hours for the City/Township.

4. The County agrees to indemnify and hold harmless the City/Township and all of its agents and employees against any and all claims, demands, actions or causes of action arising out of or by reason of the performance of work provided for herein to be performed by the County. It is further agreed that any and all full time employees of the County engaged in the performance of any work or services required or provided for herein shall be considered employees of the County only and not of the City/Township and that any and all claims that may arise under the Workman's Compensation Act of the State of Minnesota and any and all claims made by any third parties as a consequence of any act or omission on the part of said County employees shall be the sole obligation and responsibility of the County.

5. This Agreement shall commence on January 2, 2021 and shall terminate on June 30, 2023. Either party may initiate an extension of this Agreement for a term of two years by giving the other party written notice of its intent to extend no less than 120 days prior to the termination of this Agreement. If the party who receives said notice of intent to extend gives written notice

to the other party of its desire not to extend the Agreement at least 60 days prior to the termination of this Agreement, this Agreement shall terminate on June 30, 2023.

6. In consideration of said assessment services, the City/Township agrees to pay the County a fee of \$14.00 per parcel for the 2022 and \$15.00 per parcel for the 2023 assessment. In addition, there will be an additional fee of \$60.00 for each new construction residential or commercial/industrial building permit with an estimated construction cost of \$499,999.00 or less. There will also be an additional fee of \$160.00 per parcel for each new construction residential or commercial/industrial building permit with an estimated construction cost of \$500,000.00 or more. These additional fees shall be only applicable in those cities or townships which issue their own building permits.

7. Any notice which may be given or made by a party hereto under the terms of this Agreement shall be in writing and shall be sent by United States Mail or personally delivered to the other party addressed as follows:

To City: City of Montrose
 311 Buffalo Ave S, PO Box 25
 Montrose, MN 55363

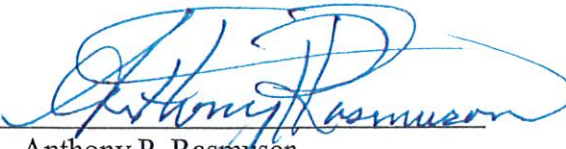
To County: Anthony P. Rasmuson, Wright County Assessor
 Wright County Government Center
 10 2nd Street NW, Room 100
 Buffalo, MN 55313

8. The Agreement may be amended or modified only by written agreement signed by authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by its
duly authorized officers and delivered on its behalf, this 2nd day of Nov., 2020.

WRIGHT COUNTY

Dated: 11/2/2020

By 
Anthony P. Rasmuson
Wright County Assessor

City of Montrose

Dated: _____

By _____

Dated: _____

By _____

EXHIBIT A

During the term of this Agreement, the County shall:

1. Physically inspect and value and classify real property, in accordance with State statutes.
2. Physically inspect and value all new construction, additions and renovations.
3. Conduct valuation reviews prior to Board of Review or Open Book Meeting.
4. Attend Board of Review or Open Book Meetings either in person or virtually. Per Board request, make all necessary review appraisals.
5. Keep updated property records including physical characteristics, sales data, current values and classifications.
6. Administer all State mandated property tax programs and maintain proper documentation.
7. Print and mail valuation and classification notices.
8. Respond to taxpayers regarding assessment or appraisal inquiries and concerns.
9. Process all divisions, combinations, new plats, and annexations including revaluation and reclassification of affected parcels.
10. Administer the abatement process pursuant to Minn.Stat. § 375.192 and county abatement policy.
11. Make appraisals for, testify and/or negotiate all District Court and Tax Court filings.
12. Adjust estimated market values on all property annually based upon the market analysis of existing real estate market conditions.

CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA

RESOLUTION NO. 2020-35

RESOLUTION AUTHORIZING A CHANGE TO THE BANK SIGNATURE CARDS

WHEREAS, Banking Standards require all changes to signature cards be submitted in writing, and

WHEREAS, the City of Montrose has had a change in administration;

NOW THEREFORE, BE IT RESOLVED; that the City Council authorizes the removal of Michelle Otto from all city accounts and that Deborah Boelter, Wayne McCormick, Robert Moynagh III and Thomas Marszalek be signers on the city accounts (General Checking Account, EDA Account and Money Market and Safe Deposit Box), that Deborah Boelter and Wendy Manson be able to make deposits, electronic funds transfers and manage investments (ie CD's, etc.) effective January 1, 2021.

Adopted by the Montrose City Council on December 14, 2020.

Michelle Otto, Mayor

Deborah Boelter, City Clerk-Treasurer

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

RESOLUTION NO. 2020-36

**A RESOLUTION AUTHORIZING THE YEAR 2021 FINAL PROPERTY TAX LEVY
AND BUDGET**

WHEREAS, the City of Montrose is required by State Law to approve a Resolution setting forth the annual Tax Levy to the Wright County Auditor-Treasurer; and

WHEREAS, Minnesota State Statutes currently in force require approval of a Property Tax Levy in December of each year; and

WHEREAS, the City Council of the City of Montrose, Wright County, Minnesota has received the proposed 2021 City Budget Document.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Montrose, Wright County, Minnesota that the following sum of money be levied in the year 2020, collectible in the year 2021 upon the taxable property in said City of Montrose for the following purposes, as shown in the attached Exhibit "A" to this Resolution; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Montrose, Wright County, Minnesota that the proposed year 2021 City Budget Document attached to this Resolution as Exhibit "B" is hereby approved; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Clerk-Treasurer or designee is hereby instructed to transmit a certified copy of this Resolution to the Wright County Auditor-Treasurer.

ADOPTED by the City Council of the City of Montrose this 14th day of December, 2020.

Michelle Otto, Mayor

ATTEST:

Deborah R. Boelter, City Clerk-Treasurer

EXHIBIT A

Proposed Levy Certification

Return by: September 30, 2020
City Taxes Voted

STATE of MINNESOTA
COUNTY of WRIGHT
CITY of MONTROSE

To the AUDITOR of Wright County: I hereby certify that the Council for the City of Montrose, County of Wright, Minnesota, did at a meeting on September 14, 2020 levy the following amount to be raised by taxation for the City of Montrose for the payable year 2021.

2020 Final					2021 Proposed			
A	B	C	D (A-B-C=D)		A	B	C	D (A-B-C=D)
2020 Budget Requirement	2020 LGA	2020 Other Resources	2020 Tax Levy	#	2021 Budget Requirement	2021 LGA	2021 Other Resources	2021 Certified Levy
1,029,260	363,500	145,900	519,860	5 Revenue	1,027,308	202,828	267,300	557,180
246,975	100,000		146,975	11 Parks	306,175	150,000		156,175
325,000			325,000	19 Debt Service	283,310			283,310
355,000	155,000		200,000	26 Capital Imp	533,940	280,000		253,940
33,800		3,000	30,800	27 Comm Center	33,640		3,000	30,640
30,000			30,000	32 EDA	50,000			50,000
60,000			60,000	45 HWY	60,000			60,000
					</			

* Do not include any Disparity Reduction Aid or Fiscal Disparity taxes.

Deborah R. Boelter
Deborah Boelter, Clerk/Treasurer

Dated this 14th day of September, 2020.

EXHIBIT B

2021 BUDGET COMPARISON

General Fund	2021	2020
Council	\$30,880.00	\$31,350.00
Elections	\$3,000.00	\$6,000.00
Administration	\$225,150.00	\$209,275.00
Assessing	\$27,000.00	\$27,000.00
Legal	\$30,000.00	\$35,000.00
P&Z	\$84,250.00	\$93,100.00
Buildings	\$11,500.00	\$11,500.00
Police	\$298,388.00	\$286,395.00
Building Inspect/Permits	\$35,000.00	\$56,000.00
Emergency Mgmt.	\$12,440.00	\$12,440.00
Animals	\$300.00	\$300.00
Public Works/Streets	\$269,400.00	\$260,900.00
General Fund Total	\$1,027,308.00	\$1,029,260.00
 Park & Rec (General)	 \$156,175.00	 \$146,975.00
Park Development	\$150,000.00	\$100,000.00
EDA	\$41,270.00	\$30,000.00
Community Center	\$33,640.00	\$33,800.00
Debt Service	\$580,257.00	\$554,904.00
Capital Projects	\$65,000.00	\$355,000.00
Utility Expansion Funds	\$80,000.00	\$80,000.00
Water Fund	\$515,842.00	\$441,111.00
Sewer Fund	\$222,810.00	\$214,590.00
Garbage/Recycle	\$281,490.00	\$268,600.00
Storm Water Fund	\$76,845.00	\$71,500.00
WWTP Fund	\$792,141.00	\$796,119.00
Fire Department	\$318,900.00	\$319,250.00
 Total Budget	 \$4,341,678.00	 \$4,441,109.00

November 30, 2020

The levy for the City of Montrose for 2021 that is being considered is \$1,391,245. This is a 6% increase or \$78,610 over 2020.

The estimated tax capacity for 2021 is \$2,885,350 compared to \$2,576,199 for 2020. With the estimated increase in the tax capacity the tax rate will actually decrease 2.73% which means there should be little or no impact on the 2021 taxes.

Property tax is calculated as follows:

Tax Capacity (1% of your property value as shown on your tax statement) x Tax Rate

Tax Rate calculation is:

Proposed Levy divided by the total city Tax Capacity

Below is an estimate of property tax based on value:

<u>2020 Property Value</u>	<u>\$125,000</u>	<u>\$175,000</u>	<u>\$200,000</u>
Tax Amount	\$637	\$892	\$1,019
<u>2021 Property Value</u>	<u>\$125,000</u>	<u>\$175,000</u>	<u>\$200,000</u>
Estimated Tax	\$603	\$844	\$964

Actual Property Comparisons:

	2020	2021	Difference
Taxable Market Value	\$154,800	\$155,100	
Tax Amount	\$788.71	\$747.89	-\$40.82
Taxable Market Value	\$366,500	\$356,900	
Tax Amount	\$1,867.32	\$1,720.97	-\$146.36



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 December 1, 2020

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
911 Abandoned Total: 1					
11/26/20 18:56	911 Abandoned	2020094678			911
911 Hang-up Total: 4					
11/06/20 16:59	911 Hang-up	2020089012			911
11/13/20 16:47	911 Hang-up	2020090884			911
11/15/20 17:28	911 Hang-up	2020091507			911
11/26/20 18:57	911 Hang-up	2020094679			911
911 Open Line Total: 9					
11/02/20 14:23	911 Open Line	2020087815			911
11/02/20 16:38	911 Open Line	2020087855			911
11/05/20 07:13	911 Open Line	2020088582			911
11/06/20 04:44	911 Open Line	2020088865			911
11/08/20 11:18	911 Open Line	2020089480			911
11/15/20 17:15	911 Open Line	2020091501			911
11/21/20 13:54	911 Open Line	2020093226			911
11/24/20 12:35	911 Open Line	2020094074			911
11/27/20 11:16	911 Open Line	2020094828			911
Abandoned Vehicle Total: 1					
11/23/20 14:12	Abandoned Vehicle	2020093824	Parking	WP20032938	Phone
Agency Assist Total: 2					
11/02/20 12:47	Agency Assist	2020087795	Agency Assist	WP20030942	Phone
11/02/20 15:12	Agency Assist	2020087828	Agency Assist	WP20030982	Phone
Alarm Total: 1					
11/26/20 17:32	Alarm	2020094661	Alarm	WP20033206	911
Animal Total: 2					
11/20/20 06:49	Animal	2020092807			Phone
11/21/20 16:45	Animal	2020093272			Phone
Animal - Abuse Total: 1					
11/25/20 16:30	Animal - Abuse	2020094422	Animal - Abuse	WP20033140	Phone
Animal - Barking Dog Total: 1					
11/13/20 09:23	Animal - Barking Dog	2020090762	Animal - Barking Dog	WP20032043	Phone
Burglary Total: 1					
11/03/20 16:05	Burglary	2020088123	Burglary	WP20031077	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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Check Welfare Total: 5

11/15/20 20:34	Check Welfare	2020091548	Check Welfare	WP20032270	Phone
11/17/20 07:41	Check Welfare	2020091937	Check Welfare	WP20032385	Phone
11/17/20 15:56	Check Welfare	2020092056	Check Welfare	WP20032427	Phone
11/24/20 09:37	Check Welfare	2020094019	Check Welfare	WP20032997	911
11/28/20 15:44	Check Welfare	2020095191	Check Welfare	WP20033371	Phone

Citizen Aid; Off-Road Vehicle Complaint Total: 1

11/19/20 09:18	Citizen Aid; Off-Road	2020092522	Citizen Aid	WREC20032563	Phone
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Civil Complaint Total: 8

11/04/20 17:48	Civil Complaint	2020088464	Civil Complaint	WP20031204	Phone
11/06/20 13:58	Civil Complaint	2020088972	Civil Complaint	WP20031410	Phone
11/10/20 09:33	Civil Complaint	2020089940	Civil Complaint	WP20031766	Phone
11/11/20 09:16	Civil Complaint	2020090181	Civil Complaint	WP20031854	Phone
11/22/20 09:09	Civil Complaint	2020093479	Civil Child Custody	WP20032830	Phone
11/22/20 17:23	Civil Complaint	2020093574			911
11/28/20 10:23	Civil Complaint	2020095113	Civil Complaint	WP20033347	Phone
11/30/20 09:39	Civil Complaint	2020095671	Civil Complaint	WP20033515	Phone

Civil Process Total: 3

11/02/20 16:41	Civil Process	2020087856	Civil Process	WP20030979	
11/09/20 15:27	Civil Process	2020089786			Officer
11/19/20 14:11	Civil Process	2020092583			Officer

Court Order Violation Total: 3

11/14/20 21:41	Court Order Violation	2020091244	Court Order Violation	WP20032178	Phone
11/16/20 16:28	Court Order Violation	2020091779	Court Order Violation	WP20032344	Phone
11/20/20 21:52	Court Order Violation	2020093054	Court Order Violation	WP20032716	Phone

Criminal Damage to Property Total: 3

11/01/20 17:54	Criminal Damage to	2020087624	Criminal Damage to Property	WP20030879	Phone
11/02/20 06:29	Criminal Damage to	2020087722	Criminal Damage to Property	WP20030916	Phone
11/12/20 09:42	Criminal Damage to	2020090458	MVA - Hit & Run	WP20031939	Phone

Disabled Vehicle Total: 1

11/14/20 16:25	Disabled Vehicle	2020091172			Phone
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Domestic Disturbance Total: 6

11/01/20 14:41	Domestic Disturbance	2020087577	Domestic Disturbance	WP20030862	911
11/06/20 20:27	Domestic Disturbance	2020089074	Domestic Disturbance	WP20031453	911
11/06/20 22:59	Domestic Disturbance	2020089108	Domestic Disturbance	WP20031468	911
11/08/20 21:56	Domestic Disturbance	2020089643	Domestic Disturbance	WP20031652	Phone
11/22/20 09:58	Domestic Disturbance	2020093484	Domestic Disturbance	WP20032833	911
11/28/20 21:09	Domestic Disturbance	2020095301	Disorderly	WP20033403	911

Drugs Total: 1

11/13/20 13:42	Drugs	2020090841	Drugs	WP20032071	911
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Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Dumping Total: 1					
11/01/20 16:09	Dumping	2020087604	Dumping	WP20030874	Phone
Extra Patrol Total: 1					
11/23/20 15:21	Extra Patrol	2020093844	Extra Patrol	WP20032947	Phone
Fire - Electrical Total: 2					
11/13/20 13:02	Fire - Electrical	2020090831	Fire - Electrical	WP20032069	911
11/16/20 09:33	Fire - Electrical	2020091669	Fire - Electrical	WP20032300	Phone
Fire - Gas Leak Total: 1					
11/26/20 19:36	Fire - Gas Leak	2020094686	Fire - Gas Leak	WP20033209	
Fireworks Total: 3					
11/03/20 19:33	Fireworks	2020088207			Phone
11/25/20 21:03	Fireworks	2020094494	Fireworks	WP20033160	Phone
11/25/20 21:04	Fireworks	2020094495			Phone
Fraud - Checks - Cards Total: 2					
11/04/20 14:05	Fraud - Checks - Cards	2020088381	Fraud - Checks - Cards	WP20031170	Phone
11/21/20 09:09	Fraud - Checks - Cards	2020093159	Fraud - Checks - Cards	WP20032750	Phone
Gun Incident Total: 1					
11/28/20 21:08	Gun Incident	2020095300	DUI	WP20033404	Phone
Harassment Total: 2					
11/29/20 13:59	Harassment	2020095464	Harassment	WP20033463	911
11/29/20 17:34	Harassment	2020095507	Harassment	WP20033479	911
Info Total: 1					
11/20/20 20:06	Info	2020093018	Medical - Psychiatric -	WP20032715	Phone
Lock Out - Lock In Total: 1					
11/28/20 22:36	Lock Out - Lock In	2020095323	Lock Out - Lock In	WP20033409	911
Lost - Found Property Total: 1					
11/27/20 14:16	Lost - Found Property	2020094869	Lost - Found Property	WP20033272	
Medical - Abdominal Pain Total: 1					
11/24/20 22:58	Medical - Abdominal	2020094226			911
Medical - Breathing Problems Total: 2					
11/01/20 10:19	Medical - Breathing	2020087526			911
11/28/20 12:36	Medical - Breathing	2020095138			911
Medical - Carbon Monoxide Inhalation Total: 1					
11/27/20 21:04	Medical - Carbon	2020095004			Phone
Medical - Chest Pain Total: 1					
11/29/20 19:41	Medical - Chest Pain	2020095543			911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Medical - Fall Under 6 Feet Total: 2					
11/07/20 23:23	Medical - Fall Under 6	2020089392			Phone
11/19/20 21:10	Medical - Fall Under 6	2020092721			911
Medical - Overdose - Poisoning Total: 1					
11/15/20 01:55	Medical - Overdose -	2020091300	Medical - Overdose - Poisoning	WP20032198	911
Medical - Sick Total: 5					
11/09/20 15:24	Medical - Sick	2020089784			911
11/22/20 18:46	Medical - Sick	2020093596			911
11/23/20 11:00	Medical - Sick	2020093775			911
11/24/20 20:25	Medical - Sick	2020094190			911
11/30/20 22:35	Medical - Sick	2020095869			911
Motorist Aid Total: 1					
11/03/20 10:57	Motorist Aid	2020088045			
MVA - No Injuries Total: 2					
11/07/20 16:36	MVA - No Injuries	2020089290	MVA - No Injuries	WP20031524	
11/30/20 17:10	MVA - No Injuries	2020095784	MVA - No Injuries	WP20033552	
MVA - No Injuries; Criminal Damage to Property Total: 1					
11/13/20 16:09	MVA - No Injuries;	2020090874	Civil Complaint	WP20032085	
Off-Road Vehicle Complaint Total: 1					
11/13/20 10:24	Off-Road Vehicle	2020090783	Off-Road Vehicle Complaint	WP20032052	911
Ordinance Violation Total: 1					
11/07/20 06:34	Ordinance Violation	2020089146	Ordinance Violation	WP20031482	911
Parking Total: 4					
11/02/20 14:09	Parking	2020087811	Parking	WP20030956	
11/08/20 20:47	Parking	2020089630	Parking	WP20031647	
11/19/20 18:35	Parking	2020092670	Parking	WP20032618	
11/22/20 09:40	Parking	2020093481	Parking	WP20032831	
Repossession Total: 1					
11/15/20 13:30	Repossession	2020091421			
Residential Fire Alarm Total: 1					
11/20/20 02:27	Residential Fire Alarm	2020092784	Residential Fire Alarm	WP20032647	Phone
Residential Medical Alarm Total: 1					
11/24/20 17:37	Residential Medical	2020094159	Residential Medical Alarm	WP20033050	Phone
SIA Area Watch Total: 3					
11/13/20 19:31	SIA Area Watch	2020090927			
11/21/20 06:32	SIA Area Watch	2020093143			
11/30/20 22:46	SIA Area Watch	2020095871			
SIA City Council - City Hall Total: 1					

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/09/20 17:59	SIA City Council - City	2020089821			Officer

SIA Other Total: 1

11/19/20 00:25	SIA Other	2020092464			Officer
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SIA Winter Parking Warning Total: 16

11/25/20 01:45	SIA Winter Parking	2020094241			
11/25/20 01:50	SIA Winter Parking	2020094242			
11/25/20 01:54	SIA Winter Parking	2020094243			
11/25/20 01:58	SIA Winter Parking	2020094244			
11/25/20 02:04	SIA Winter Parking	2020094246			
11/25/20 02:10	SIA Winter Parking	2020094247			
11/25/20 02:12	SIA Winter Parking	2020094248			
11/25/20 02:15	SIA Winter Parking	2020094251			
11/30/20 01:24	SIA Winter Parking	2020095609			
11/30/20 01:30	SIA Winter Parking	2020095610			
11/30/20 01:36	SIA Winter Parking	2020095613			
11/30/20 01:41	SIA Winter Parking	2020095614			
11/30/20 01:47	SIA Winter Parking	2020095615			
11/30/20 01:51	SIA Winter Parking	2020095617			
11/30/20 01:54	SIA Winter Parking	2020095618			
11/30/20 01:58	SIA Winter Parking	2020095620			

Suspicious - Circumstances Total: 7

11/03/20 08:27	Suspicious -	2020088005	Suspicious - Circumstances	WP20031027	Phone
11/03/20 14:52	Suspicious -	2020088103	Suspicious - Circumstances	WP20031070	Phone
11/03/20 18:12	Suspicious -	2020088189	Suspicious - Circumstances	WP20031102	Phone
11/03/20 19:32	Suspicious -	2020088206	Fireworks	WP20031109	911
11/15/20 22:41	Suspicious -	2020091574	Suspicious - Circumstances	WP20032277	Phone
11/20/20 23:06	Suspicious -	2020093078	Suspicious - Circumstances	WP20032730	Phone
11/22/20 00:35	Suspicious -	2020093377	Suspicious - Circumstances	WP20032814	Phone

Suspicious - Person - Vehicle Total: 6

11/04/20 15:29	Suspicious - Person -	2020088408	Suspicious - Person - Vehicle	WP20031179	Phone
11/04/20 17:16	Suspicious - Person -	2020088447	Suspicious - Person - Vehicle	WP20031196	Phone
11/05/20 21:37	Suspicious - Person -	2020088826	Suspicious - Person - Vehicle	WP20031353	Phone
11/08/20 20:02	Suspicious - Person -	2020089616	Suspicious - Person - Vehicle	WP20031642	Phone
11/09/20 04:22	Suspicious - Person -	2020089683	Suspicious - Person - Vehicle	WP20031670	Phone
11/19/20 08:53	Suspicious - Person -	2020092516	Suspicious - Person - Vehicle	WP20032562	Phone

Theft Total: 2

11/01/20 15:16	Theft	2020087584	Theft	WP20030867	911
11/27/20 14:53	Theft	2020094879	Burglary	WP20033275	Phone

Threats Total: 2

11/02/20 22:56	Threats	2020087944	Threats	WP20031002	Phone
11/10/20 10:55	Threats	2020089959	Threats	WP20031775	Phone

Traffic - Complaint Total: 7

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/01/20 16:36	Traffic - Complaint	2020087612	Traffic - Complaint	WP20030873	Phone
11/05/20 09:45	Traffic - Complaint	2020088623	Citizen Aid	WP20031262	Phone
11/12/20 20:41	Traffic - Complaint	2020090637			Phone
11/17/20 23:20	Traffic - Complaint	2020092175	Noise	WP20032466	Phone
11/27/20 17:09	Traffic - Complaint	2020094913	Traffic - Complaint	WP20033291	Phone
11/28/20 19:46	Traffic - Complaint	2020095275	Traffic - Complaint	WP20033402	Phone
11/30/20 18:10	Traffic - Complaint	2020095801			911

Traffic Stop Total: 57

11/02/20 18:29	Traffic Stop	2020087888			Officer
11/03/20 15:40	Traffic Stop	2020088116			Officer
11/03/20 16:40	Traffic Stop	2020088145	Traffic Stop	WP20031083	Officer
11/03/20 20:18	Traffic Stop	2020088215			Officer
11/03/20 23:19	Traffic Stop	2020088246			Officer
11/04/20 00:03	Traffic Stop	2020088254			Officer
11/04/20 00:30	Traffic Stop	2020088258			Officer
11/04/20 20:22	Traffic Stop	2020088491			Officer
11/04/20 20:56	Traffic Stop	2020088500			Officer
11/04/20 23:56	Traffic Stop	2020088550	Court Order Violation	WP20031237	Officer
11/05/20 01:05	Traffic Stop	2020088556			Officer
11/05/20 01:31	Traffic Stop	2020088559			Officer
11/05/20 12:50	Traffic Stop	2020088665			Officer
11/05/20 18:30	Traffic Stop	2020088780			Officer
11/09/20 22:06	Traffic Stop	2020089868			Officer
11/12/20 00:12	Traffic Stop	2020090378			Officer
11/12/20 00:23	Traffic Stop	2020090382			Officer
11/12/20 00:51	Traffic Stop	2020090390			Officer
11/12/20 01:22	Traffic Stop	2020090392			Officer
11/13/20 11:04	Traffic Stop	2020090801			Officer
11/13/20 11:15	Traffic Stop	2020090808	Traffic Stop	WP20032060	Officer
11/13/20 21:20	Traffic Stop	2020090956	Agency Assist	WP20032107	Phone
11/14/20 11:55	Traffic Stop	2020091108			Officer
11/15/20 11:28	Traffic Stop	2020091379			Officer
11/15/20 11:58	Traffic Stop	2020091389			Officer
11/15/20 15:26	Traffic Stop	2020091469	Traffic Stop	WP20032249	Officer
11/15/20 16:05	Traffic Stop	2020091477			Officer
11/15/20 16:26	Traffic Stop	2020091484			Officer
11/15/20 16:35	Traffic Stop	2020091486			Officer
11/16/20 10:10	Traffic Stop	2020091678	Traffic Stop	WP20032302	Officer
11/16/20 12:20	Traffic Stop	2020091719	Traffic Stop	WP20032322	Officer
11/16/20 23:33	Traffic Stop	2020091894			Officer
11/18/20 11:40	Traffic Stop	2020092279			
11/18/20 13:46	Traffic Stop	2020092316			
11/18/20 23:08	Traffic Stop	2020092453			Officer
11/19/20 14:36	Traffic Stop	2020092589			Officer
11/19/20 23:02	Traffic Stop	2020092752	Warrant - Arrest	WP20032641	Officer
11/20/20 11:52	Traffic Stop	2020092858			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/20/20 19:47	Traffic Stop	2020093011			Officer
11/21/20 16:37	Traffic Stop	2020093268			Officer
11/21/20 17:56	Traffic Stop	2020093285			Officer
11/21/20 19:38	Traffic Stop	2020093306	Traffic Stop	WP20032790	Officer
11/22/20 23:18	Traffic Stop	2020093650			Officer
11/23/20 00:51	Traffic Stop	2020093662	Traffic Stop	WP20032882	Officer
11/23/20 01:58	Traffic Stop	2020093670	Traffic Stop	WP20032885	Officer
11/23/20 14:16	Traffic Stop	2020093825	Traffic Stop	WP20032939	Officer
11/23/20 17:22	Traffic Stop	2020093869			Officer
11/24/20 09:28	Traffic Stop	2020094017			Officer
11/26/20 18:33	Traffic Stop	2020094674			Officer
11/26/20 19:29	Traffic Stop	2020094684			Officer
11/26/20 19:38	Traffic Stop	2020094687			Officer
11/27/20 13:31	Traffic Stop	2020094861			Officer
11/27/20 14:41	Traffic Stop	2020094875			Officer
11/28/20 17:00	Traffic Stop	2020095216			Officer
11/29/20 13:55	Traffic Stop	2020095463			Officer
11/30/20 16:24	Traffic Stop	2020095774			Officer
11/30/20 23:31	Traffic Stop	2020095878	Traffic Stop	WP20033580	Officer

Training Total: 2

11/05/20 09:25	Training	2020088616
11/23/20 15:41	Training	2020093851

Warrant - Arrest Total: 1

11/13/20 12:21	Warrant - Arrest	2020090822	Warrant - Arrest	WP20032068	Officer
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Warrant - Attempt Total: 2

11/08/20 13:15	Warrant - Attempt	2020089514	Agency Assist	WP20031605
11/29/20 23:29	Warrant - Attempt	2020095593	Warrant - Attempt	WP20033502

Total Records: 203

Montrose/Waverly Patrol Hour Summary

Hours Purchased Per 2020 Contract:	5,856.00
Starting Hours (beginning of month):	919.75
M-T-D (detailed below):	473.00
Balance going forward (to next month):	446.75
Y-T-D:	5,409.25

Shift Start

Date	Shift Start Time	Shift Stop Date	Shift Stop Time	Schedule	Position	Time Type	Regular Hours
1-Nov-20	0:00	1-Nov-20	2:00	Montrose/Wave	4630	Regular	3.00
1-Nov-20	10:00	1-Nov-20	20:00	Montrose/Wave	4620	Regular	10.00
1-Nov-20	20:00	2-Nov-20	2:00	Montrose/Wave	4630	Regular	6.00
2-Nov-20	10:00	2-Nov-20	20:00	Montrose/Wave	4620	Regular	10.00
2-Nov-20	20:00	3-Nov-20	2:00	Montrose/Wave	4630	Regular	6.00
3-Nov-20	10:00	3-Nov-20	20:00	Montrose/Wave	4620	Regular	10.00
3-Nov-20	20:00	4-Nov-20	2:00	Montrose/Wave	4630	Regular	6.00
4-Nov-20	10:00	4-Nov-20	20:00	Montrose/Wave	4620	Regular	10.00
4-Nov-20	20:00	5-Nov-20	2:00	Montrose/Wave	4630	Regular	6.00
5-Nov-20	10:00	5-Nov-20	20:00	Montrose/Wave	4620	Regular	10.00
5-Nov-20	20:00	6-Nov-20	2:00	Montrose/Wave	4630	Regular	6.00
6-Nov-20	12:00	6-Nov-20	22:00	Montrose/Wave	4620	Regular	10.00
7-Nov-20	10:00	7-Nov-20	20:00	Montrose/Wave	4620	Regular	10.00
8-Nov-20	10:00	8-Nov-20	20:00	Montrose/Wave	4620	Regular	10.00
9-Nov-20	10:00	9-Nov-20	20:00	Montrose/Wave	4620	Regular	10.00
10-Nov-20	10:00	10-Nov-20	20:00	Montrose/Wave	4620	Regular	10.00
10-Nov-20	20:00	11-Nov-20	2:00	Montrose/Wave	4630	Regular	6.00
11-Nov-20	10:00	11-Nov-20	20:00	Montrose/Wave	4620	Regular	10.00
11-Nov-20	20:00	12-Nov-20	2:00	Montrose/Wave	4630	Regular	6.00
12-Nov-20	10:00	12-Nov-20	20:00	Montrose/Wave	4620	Regular	10.00
12-Nov-20	20:00	13-Nov-20	2:00	Montrose/Wave	4630	Regular	6.00
13-Nov-20	10:00	13-Nov-20	20:00	Montrose/Wave	4620	Regular	10.00
13-Nov-20	16:00	13-Nov-20	20:00	Montrose/Wave	4630	Regular	4.00
13-Nov-20	20:00	14-Nov-20	2:00	Montrose/Wave	4630	Regular	6.00
14-Nov-20	10:00	14-Nov-20	20:00	Montrose/Wave	4620	Regular	10.00
14-Nov-20	16:00	14-Nov-20	20:00	Montrose/Wave	4630	Regular	4.00
14-Nov-20	20:00	15-Nov-20	2:00	Montrose/Wave	4630	Regular	6.00
15-Nov-20	10:00	15-Nov-20	20:00	Montrose/Wave	4620	Regular	10.00
15-Nov-20	20:00	16-Nov-20	2:00	Montrose/Wave	4630	Regular	6.00
16-Nov-20	10:00	16-Nov-20	20:00	Montrose/Wave	4620	Regular	10.00
16-Nov-20	16:00	16-Nov-20	20:00	Montrose/Wave	4630	Regular	4.00
16-Nov-20	20:00	17-Nov-20	2:00	Montrose/Wave	4630	Regular	6.00

17-Nov-20	10:00	17-Nov-20	20:00 Montrose/Wave	4620 Regular	10.00
17-Nov-20	20:00	18-Nov-20	2:00 Montrose/Wave	4630 Regular	6.00
18-Nov-20	10:00	18-Nov-20	20:00 Montrose/Wave	4620 Regular	10.00
18-Nov-20	20:00	19-Nov-20	2:00 Montrose/Wave	4630 Regular	6.00
19-Nov-20	10:00	19-Nov-20	20:00 Montrose/Wave	4620 Regular	10.00
19-Nov-20	20:00	20-Nov-20	2:00 Montrose/Wave	4630 Regular	6.00
20-Nov-20	10:00	20-Nov-20	20:00 Montrose/Wave	4620 Regular	10.00
20-Nov-20	16:00	21-Nov-20	2:00 Montrose/Wave	4630 Regular	10.00
21-Nov-20	10:00	21-Nov-20	20:00 Montrose/Wave	4620 Regular	10.00
21-Nov-20	20:00	22-Nov-20	2:00 Montrose/Wave	4630 Regular	6.00
22-Nov-20	10:00	22-Nov-20	20:00 Montrose/Wave	4620 Regular	10.00
22-Nov-20	20:00	23-Nov-20	2:00 Montrose/Wave	4630 Regular	6.00
23-Nov-20	10:00	23-Nov-20	20:00 Montrose/Wave	4620 Regular	10.00
23-Nov-20	20:00	24-Nov-20	2:00 Montrose/Wave	4630 Regular	6.00
24-Nov-20	10:00	24-Nov-20	20:00 Montrose/Wave	4620 Regular	10.00
24-Nov-20	20:00	25-Nov-20	2:00 Montrose/Wave	4630 Regular	6.00
25-Nov-20	10:00	25-Nov-20	20:00 Montrose/Wave	4620 Regular	10.00
25-Nov-20	20:00	26-Nov-20	2:00 Montrose/Wave	4630 Regular	6.00
26-Nov-20	12:00	26-Nov-20	16:00 Montrose/Wave	4620 Regular	4.00
26-Nov-20	14:00	26-Nov-20	20:00 Montrose/Wave	4630 Regular	6.00
26-Nov-20	20:00	27-Nov-20	2:00 Montrose/Wave	4630 Regular	6.00
27-Nov-20	10:00	27-Nov-20	20:00 Montrose/Wave	4620 Regular	10.00
27-Nov-20	20:00	28-Nov-20	2:00 Montrose/Wave	4630 Regular	6.00
28-Nov-20	10:00	28-Nov-20	20:00 Montrose/Wave	4620 Regular	10.00
28-Nov-20	20:00	29-Nov-20	2:00 Montrose/Wave	4630 Regular	6.00
29-Nov-20	10:00	29-Nov-20	20:00 Montrose/Wave	4620 Regular	10.00
29-Nov-20	20:00	30-Nov-20	2:00 Montrose/Wave	4630 Regular	6.00
30-Nov-20	10:00	30-Nov-20	20:00 Montrose/Wave	4620 Regular	10.00
30-Nov-20	20:00	1-Dec-20	0:00 Montrose/Wave	4630 Regular	4.00

TOTAL:	473.00
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Monthly Activity Report Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief

Period: 11/01/2020 thru 11/30/2020 (NOVEMBER)

CALLS

Total Calls: 28

of Calls NOVEMBER 2019 = 17
2019 vs 2020 (2020 = + 11)

EMS Calls: 20

Other Calls:

- 11/26 - #20248 – Odor Investigation – Montrose City
- 11/26 - #20247 – CO Alarm – Montrose City
- 11/20 - #20238 – Residential Fire Alarm – Montrose City
- 11/16 - #20234 – Gas Leak – Montrose City
- 11/13 - #20232 – Motor Vehicle Accident – Marysville Township
- 11/13 - #20231 – Electric Water Heater Fire – Montrose City
- 11/11 - #20230 – Motor Vehicle Accident – Montrose City
- 11/08 - #20229 – Mutual Aid to Waverly Fire – Grass/Swamp Fire – Woodland Township

Total calls to Date 2020 – 252

2019 vs 2020 (2020 = + 42)

Total calls this time in 2019 - 210

Call Districts

Montrose City: 17	Franklin Township: 1	Marysville Township: 8
Woodland Township: 2	Other: 0	

TRAINING:

11/03/2020 – Staff Meeting

11/17/2020 – Pride & Ownership presentation – CFRT

Other Activities, Special Mention, Etc.

11/12/2020 – Emergency Management Meeting

11/30/2020 – Special Council Meeting – Emergency Management

SPECIAL INFO

Acknowledgments

- Another busy Month for the Montrose Fire Department – Thank you to all the firefighters and the families of the Firefighters
- Various organizations donated candy to the Montrose Fire Department through Operation Gratitude (Parkview Dental (Hutchinson), Hanover Dental (Hanover))

CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Montrose Planning and Zoning Commission will hold a Public Hearing at 7:00 p.m. or soon thereafter on Wednesday, January 13, 2021 at the Montrose Community Center, located at 200 Center Avenue South in the City of Montrose, for the purpose of considering a Conditional Use Permit for the property located at 345 Garfield Avenue South in Montrose, Minnesota to allow the construction of an accessory building.

The property is legally described as:

Sect-35 Twp-119 Range-026 UNPLATTED LAND MONTROSE
N100FT OF S500FT OF TH PRT OF SE1/4OF SW 1/4TH LIES1)E OF
LN DRWN NLY AT R AGL TO S LN FR PT

With PID: 112500353411

The purpose of the Conditional Use Permit request is to allow the construction of an accessory building on the property located at 345 Garfield Avenue South. Notice is further given that any written or oral comments from citizens regarding the requested Conditional Use Permit will be heard at the Public Hearing. All interested persons are invited to attend the meeting and will be afforded the opportunity to speak on the application during the Public Hearing. If you wish to provide written comment, please send correspondence to delder@nacplanning.com. If you wish to receive more information on the application, please call Mr. Daniel Elder, City Planner, at (651) 726-7295.

Deb Boelter
Montrose City Clerk-Treasurer

Date of Publication: December 24, 2020



CITY OF MONTROSE
Commissions Application

This application is designed to help us obtain information about your interests and qualifications for serving on a Montrose Commission. Please submit your completed application to Montrose City Hall, located at 311 Buffalo Avenue South, PO Box 25, Montrose, MN 55363. The submission of this application does not obligate you to volunteer for any City service. We appreciate your time and interest in serving our community. If you have any questions, please contact City Hall at 763-575-7422.

Name: CHARLES J. SMALLWOOD
 Address: [REDACTED]
 Phone: [REDACTED] Other: _____
 E-mail: N/A
 Please indicate your preferred form of communication: Phone
 How long have you lived in Montrose? 20+ years

The City of Montrose currently maintains four Commissions/Authorities upon which volunteers may serve. Please indicate your interest in serving on the following Commissions. If you are interested in multiple commissions, please rank your preference from 1 to 4.

<u>Interested (Y/N)</u>	<u>Rank</u>	<u>Commission List</u>
<u>YES</u>	<u>1</u>	Planning & Zoning Commission
<u>YES</u>	<u>2</u>	Park & Recreation Commission
<u>NO</u>	<u>-</u>	Economic Development Authority
<u>NO</u>	<u>-</u>	Highway 12 Redevelopment

BACKGROUND: Please explain your career, education, or other special talents that would be valuable to the Commission/Authority you are interested in:

CONSTRUCTION & INSPECTION

Do you have prior experience volunteering or serving on any Boards or Commissions within the City of Montrose or other municipalities? If yes, please explain:

P&Z and P&R

Please provide any goals or objectives you wish to accomplish if chosen to serve on a Montrose Commission/Authority:

To accomplish forward movement with new mayor's council

Signature: [Signature]

Date: 11/16/2020

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

RESOLUTION NO. 2020-37

**A RESOLUTION INCREASING THE MONTROSE
WATER ACCESS CHARGE**

WHEREAS, the City of Montrose annually reviews the water rates to ensure adequate funds to operate the Montrose Water System, and;

WHEREAS, the cost of system operation including debt service has increased, and;

WHEREAS, the State of Minnesota requires that all Enterprise Funds are self-supporting,

NOW THEREFORE BE IT RESOLVED by the City Council of Montrose, Minnesota to increase the water access charge from \$2,600.00 to \$2,700.00 effective January 1, 2021.

Adopted by the Montrose City Council on December 14, 2020.

Michelle Otto, Mayor

Deborah Boelter, City Clerk-Treasurer

CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA

RESOLUTION NO. 2020-38

A RESOLUTION INCREASING THE MONTROSE
SEWER ACCESS CHARGE

WHEREAS, the City of Montrose annually reviews the sanitary sewer rates to ensure adequate funds to operate the Montrose Sewer System inclusive of the wastewater treatment plant and sanitary sewer system, and;

WHEREAS, the cost of system operation including debt service has increased, and;

WHEREAS, the State of Minnesota requires that all Enterprise Funds are self-supporting,

NOW THEREFORE BE IT RESOLVED by the City Council of Montrose, Minnesota to increase the sewer access charge from \$5,400.00 to \$5,500.00 effective January 1, 2020, and:

BE IT FURTHER RESOLVED to distribute the sewer access charge as follows:

\$1,600.00 to the Wastewater Treatment Plant

\$3,900.00 to the Sanitary Sewer System

Adopted by the Montrose City Council on December 14, 2020.

Michelle Otto, Mayor

Deborah Boelter, City Clerk-Treasurer