



CITY COUNCIL AGENDA REGULAR MEETING

**Monday, February 10, 2020
7:00 P.M.**

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

Montrose Community Center
200 Center Avenue South
Montrose, Minnesota 55363

1. CALL TO ORDER

2. ROLL CALL

3. INVOCATION

A. Pastor Paul Baker – Montrose Methodist Church

4. PLEDGE OF ALLEGIANCE

5. OATH OF OFFICE

A. Ms. Nicole Andreoff

6. APPROVAL OF AGENDA

7. APPROVAL OF CONSENT AGENDA

A. Minutes

1. January 13, 2020 Regular City Council Meeting – prepared by D. Boelter
2. January 27, 2020 Special City Council Meeting – prepared by D. Boelter
3. February 3, 2020 Personnel Committee Meeting – prepared by H. Dahlin

B. Accounts Payable

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

- C. Monthly Utility Adjustments, January, 2019 - prepared by J. Bonniwell
- D. One (1) to Four (4) Day Temporary On-Sale Liquor License – Beyond the Yellow Ribbon of Montrose – April 25, 2020
- E. Year 2020 Wright County Maintenance Agreement – Snow and Ice Control
 - 1. Plan C – County State Aid Highway (CSAH) 60

8. OPEN FORUM

9. WRIGHT COUNTY SHERIFF'S OFFICE

- A. January, 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. January, 2020 Activity Report
 - 2. Approve an up to Six (6) Month Leave of Absence for Firefighter Mr. Jacob Moen effective February 2, 2020
 - 3. February 1, 2020 Annual Dinner – Year 2019 Firefighter Awards
- C. Park and Recreation Commission
 - 1. February 6, 2020 Park and Recreation Commission Meeting Minutes – *will be available the night of the City Council Meeting.*
- D. Planning and Zoning Commission
 - 1. January 8, 2020 Planning and Zoning Commission Meeting Minutes
- E. Economic Development Authority
 - 1. January 21, 2020 Economic Development Authority Meeting Minutes
 - 2. Resolution No. 2020-07 – Salaries for Economic Development Authority (EDA)
 - a) Resolution No. 2020-07 – *A Resolution Establishing Salaries for Commissioners of the Montrose Economic Development Authority*
- F. Public Works Department
 - 1. Updates

11. OLD BUSINESS

- A. City Clerk-Treasurer Salary Discussion

12. NEW BUSINESS

- A. Year 2020 Mayoral Appointments Discussion
- B. Administrative Assistant – Discussion to Establish Pay Range and Wage for International Union of Operating Engineers, Local No. 49 AFL-CIO Admission

13. UPCOMING MEETINGS

- A. Planning and Zoning Commission Meeting – Wednesday, February 12, 2020 at 7:00 p.m. in the Montrose Community Center
- B. Montrose Economic Development Authority – Tuesday, February 18, 2020 at 12:00 noon in the Montrose City Hall Conference Room.
- C. City Council Workshop – Monday, February 24, 2020 at 3:30 p.m. in the Montrose City Hall Conference Room.
- D. Presidential Primary Election – Tuesday, March 3, 2020 from 7:00 a.m. to 8:00 p.m. in the Montrose Community Center**
- E. Park and Recreation Commission Meeting – Thursday, March 5, 2020 at 5:30 p.m. in the Montrose City Hall Conference Room.
- F. Regular City Council Meeting – Monday, March 9, 2020 at 7:00 p.m. in the Montrose Community Center.
- G. Planning and Zoning Commission Meeting – Wednesday, March 11, 2020 at 7:00 p.m. in the Montrose Community Center.
- H. City Council Workshop – Monday, March 23, 2020 at 3:30 p.m. in the Montrose City Hall Conference Room

14. ACKNOWLEDGEMENTS

15. ADJOURNMENT

City of Montrose
 Regular City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, January 13, 2020
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, January 13, 2020 at 7:00 p.m.

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

2. ROLL CALL

Present: Mayor Michelle Otto
 Council Member Lloyd Johnson
 Council Member Kirby Moynagh

Absent: Council Member Tom Marszalek

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
 Mr. James Monge, City Attorney

3. INVOCATION

A. Pastor Cathy Jones – House of Grace

Pastor Jones 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 amended the Agenda adding:

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

D. Planning and Zoning Commission

2. Appoint Mr. Shawn Cuff to the Planning and Zoning Commission

Council Member Moynagh motioned to approve the January 13, 2020 Regular City Council Meeting Agenda as amended. Council Member Johnson seconded the motion. Motion carried 3-0.

6. APPROVAL OF THE CONSENT AGENDA

A. Minutes

1. Accepted the minutes of the December 4, 2019 Montrose Streetscape Committee Meeting.

2. Accepted the minutes of the December 9, 2019 Regular City Council Meeting.

B. Accounts Payable

1. Approved the December 31, 2019 Accounts Payable for the City of Montrose.
2. Approved the December 31, 2019 Accounts Payable for the Montrose Fire Department.
3. Approved the January 13, 2020 Accounts Payable for the City of Montrose.
4. Approved the January 13, 2020 Accounts Payable for the Montrose Fire Department.
5. Approved the January 13, 2020 Accounts Payable for the Economic Development Authority.

C. Approved the Monthly Utility Adjustments, December, 2019.

D. Resolution No. 2020-01 – Approve an Offsite Gambling License

1. Approved Resolution No. 2020-01 – *A Resolution Approving an Offsite Gambling License for the Montrose Lions Club.*

E. Resolution No. 2020-02 – Accepting Donations

1. Approved Resolution No. 2020-02 – *A Resolution Accepting Donations.*

F. Resolution 2020-03 – Year 2019 Budget Amendment

1. Approved Resolution 2020-03 – *A Resolution Amending the Year 2019 Budget.*

Council Member Moynagh motioned to approve the Consent Agenda as presented. Council Member Johnson seconded the motion. Motion carried 3-0.

7. **OPEN FORUM**

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

A. December, 2019 Monthly Report

Wright County Sheriff's Deputy Dylan Young referred to the December, 2019 Wright County Sheriff's Office Report found in the City Council Packet.

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

A. City Council

1. Monthly Activity Report

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

B. Montrose Fire Department

1. December, 2019 Activity Report

Mr. Kevin Triplett referenced the *Monthly Activity Report* for the month of December, 2019 that was found in the City Council Packet. Mr. Triplett also gave an overview of year end, 2019 Montrose Fire Department information.

2. Resignation of Mr. Joe Doyle – Effective December 10, 2019

- a) Mr. Triplett asked the City Council to accept the resignation of Mr. Joe Doyle from the Montrose Fire Department.

Council Member Moynagh motioned to accept the resignation of Mr. Joe Doyle from the Montrose Fire Department effective December 10, 2019. Council Member Johnson seconded the motion. Motion carried 3-0.

3. Hiring of Firefighters – Effective Start Date of December 17, 2019

a) Ms. Diane Holman

Council Member Moynagh motioned to hire Ms. Diane Holman as a Firefighter for the Montrose Fire Department with an effective start date of December 17, 2019. Council Member Johnson seconded the motion. Motion carried 3-0.

b) Mr. Joseph Theis

Council Member Moynagh motioned to hire Mr. Joseph Theis as a Firefighter for the Montrose Fire Department with an effective start date of December 17, 2019. Council Member Johnson seconded the motion. Motion carried 3-0.

c) Mr. Zachary Walters

Council Member Moynagh motioned to hire Mr. Zachary Walters as a Firefighter on the Montrose Fire Department with an effective start date of December 17, 2019. Council Member Johnson seconded the motion. Motion carried 3-0.

4. Year 2020 Montrose Fire Department Officers

Mr. Triplett introduced the year 2020 Montrose Fire Department Officers.

C. Park and Recreation Commission

1. January 2, 2020 Park and Recreation Commission Meeting Minutes

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

2. Accept Mr. Matthew Russell's resignation from the Park and Recreation Commission effective December 31, 2019

Council Member Moynagh motioned to accept the resignation of Mr. Matthew Russell from the Park and Recreation Commission effective December 31, 2019. Council Member Johnson seconded the motion. Motion carried 3-0.

D. Planning and Zoning Commission

1. Overview of the Wednesday, January 8, 2020 Planning and Zoning Commission Meeting

Ms. Boelter gave an overview of the items discussed at the Wednesday, January 8, 2020 Planning and Zoning Commission Meeting.

2. Appoint Mr. Shawn Cuff to the Planning and Zoning Commission

Mayor Otto motioned to appoint Mr. Shawn Cuff to the Planning and Zoning Commission. Council Member Moynagh seconded the motion. Motion carried. 2-1. Council Member Johnson opposed.

E. City Engineer

1. Introductions

Ms. Boelter introduced Mr. Jared Voge, the City of Montrose's new Engineer from Bolton and Menk, Incorporated.

2. Resolution No. 2020-04 – Administration of the Wetland Conservation Act

- a) Resolution No. 2020-04 – *A Resolution Regarding the Administration of the Wetland Conservation Act*

Mr. Voge introduced Resolution No. 2020-04.

Ms. Boelter stated that Bolton and Menk, Incorporated has administered the Wetland Conservation Act for the City of Montrose in the past. Ms. Boelter stated that Resolution No. 2020-04 allows the City Engineer, Bolton and Menk, Incorporated to administer the Wetland Conservation Act on behalf of the City of Montrose.

Council Member Moynagh motioned to adopt Resolution No. 2020-04 *A Resolution Regarding the Administration of the Wetland Conservation Act*. Council Member Johnson seconded the motion. Motion carried 3-0.

10. OLD BUSINESS

A. City Administrator Position Discussion

Mayor Otto stated that the City staff and City Council have agreed not to move forward with making Ms. Boelter the City Administrator and keep her title as City Clerk-Treasurer.

Mayor Otto motioned to not proceed with making Ms. Deborah Boelter the City Administrator and to keep her title as City Clerk-Treasurer. Council Member Moynagh seconded the motion. Motion carried 3-0.

11. NEW BUSINESS

A. Resignation of City Council Member Ben Kuehl

1. Resolution No. 2020-05 – *A Resolution Accepting Resignation and Declaring a Vacancy*

Ms. Boelter stated that Resolution No. 2020-05 accepts the resignation of Council Member Ben Kuehl and declares a vacancy on the Montrose City Council.

Council Member Moynagh motioned to adopt Resolution No. 2020-05 *A Resolution Accepting Resignation and Declaring a Vacancy*. Council Member Johnson seconded the motion. Motion carried 3-0.

2. Vacancy Discussion

Mayor Otto stated that the City Council should discuss how they would like to proceed with filling the vacant City Council seat.

She continued by stating that in the past, the City accepted applications from residents that were interested in serving on the City Council and then conducted interviews. Ms. Boelter referred to the *City Council Application Form* that was included in the Agenda Packet. Ms. Boelter stated that blank *Applications* are available on the entrance table.

Council Member Johnson asked why the City Council could not appoint someone to fill the vacancy. Mayor Otto stated that in the past the City took applications from residents interested in serving on the City Council and then conducted interviews. Mayor Otto continued by stating that she would like to continue with this same process.

The City Council discussed how long the City should accept applications. Council Member Moynagh recommended that the City take applications for two (2) weeks. Ms. Boelter recommended that the City accept applications for the City Council vacancy through Thursday, January 23, 2020 at 4:30 p.m.

The City Council discussed changing the Monday, January 27, 2020 City Council Workshop to a *Special City Council Meeting*.

Council Member Moynagh motioned to change the Monday, January 27, 2020 City Council Workshop to a *Special City Council Meeting* starting at 6:00 p.m. for regular business and then start the City Council position immediately afterwards. Council Member Johnson seconded the motion. Motion carried 3-0.

Council Member Moynagh motioned to accept *City Council Application Forms* through 4:30 p.m. on Thursday, January 23, 2020 and to conduct interviews of the *Applicants* on Monday, January 27, 2020 immediately following the regular business at the *Special City Council Meeting*. Mayor Otto seconded the motion. Motion carried 3-0.

The City Council directed Ms. Boelter to prepare the *Special City Council Meeting* AGENDA Packet on Friday, January 24, 2020 and distribute to the City Council that same day. They continued by directing City staff to contact the *City Council Applicants* to inform them to be in attendance at the *Special City Council Meeting* on Monday, January 27, 2020 at 6:00 p.m.

B. Proclamation – Montrose School Choice Week

1. City Council Proclamation recognizing the week of January 26, 2020 through February 1, 2020 as School Choice Week in Montrose

Mayor Otto read the Proclamation recognizing the week of January 26, 2020 through February 1, 2020 as School Choice Week in Montrose.

C. Ordinance 2020-01 – Fee Schedule

1. Ordinance 2020-01 – *An Ordinance Setting Various Development and Administrative Fees*

Ms. Boelter gave an overview of the amendments made to the year 2020 Fee Schedule:

	Year 2019	Year 2020	Difference
Sewer Access Charge	\$5,300.00	\$5,400.00	+ \$100.00
Water Access Charge	\$2,500.00	\$2,600.00	+ \$100.00
Water Rate – Tier 1	\$5.35	\$5.55	+ \$0.20
Water Rate – Tier 2	\$5.89	\$6.10	+ \$0.21
Water Rate – Tier 3	\$6.48	\$6.72	+ \$0.24
Sewer Rate	\$5.10	\$5.30	+ \$0.20
Planning and Zoning - Type I Escrow	\$1,000.00	\$5,000.00	+ \$4,000.00
Planning and Zoning – Type II Escrow	\$2,500.00	\$10,000.00	+ \$7,500.00

Ms. Wendy Manson stated that there is also an increase to the sale of water meters. She continued by stating that the cost to purchase water meters has increased.

Ms. Manson presented the information on the increase to water meters in the year 2020 Fee Schedule:

	Year 2019	Year 2020	Difference
Water Meters	\$235.00	\$260.00	+ \$25.00

Ms. Boelter stated that the increases to the Sewer Access Charge (SAC), Water Access Charge (WAC), Water Rates and Sewer Rate were approved by Resolutions at the December 9, 2019 Regular City Council Meeting.

Ms. Boelter stated that the Planning and Zoning Escrow Fees were \$5,000.00 for a Type I Development Application and \$10,000.00 for a Type II Development Application in the past. She continued by stating

that in the year 2018, the former City Clerk-Treasurer lowered the Fees to \$1,000.00 for a Type I Development Application and \$2,500.00 for a Type II Development Application.

Ms. Boelter stated that the Escrow Fees are used to cover the expenses the City incurs when a developer has submitted an application for the development of property in the City of Montrose. The Escrow Fees cover the cost of the City Planner, City Engineer, City Attorney and any other expenses incurred during the reviewing stage of the application. Since the lowering of the Escrow Fees in the beginning of the year 2018, the City has not been able to cover the costs of expenses that were incurred by a developer who was interested in developing *The Preserve Housing Development*. The developer was invoiced for the balance of consulting fees that were their responsibility, and that were over the amount of their escrow payment, and the City has not received payment and likely will not.

Council Member Johnson asked what the City is going to do to avoid losing money in escrows in the future. Mayor Otto stated that the proposed year 2020 Fee Schedule has increased the escrow fees to avoid future deficits.

Council Member Moynagh motioned to adopt Ordinance 2020-01 An Ordinance Setting Various Development and Administrative Fees. Council Member Johnson seconded the motion. Motion carried 3-0.

2. Resolution 2020-06 - *A Resolution Authorizing Summary Publication of Ordinance 2020-01 An Ordinance Setting Various Development and Administrative Fees*

Ms. Boelter stated that Resolution 2020-06 allows the City to publish a summary of Ordinance 2020-01.

Council Member Moyunagh motioned to adopt Resolution 2020-06 A Resolution Authorizing Summary Publication of Ordinance 2020-01 An Ordinance Setting Various Development and Administrative Fees. Council Member Johnson seconded the motion. Motion carried 3-0.

12. UPCOMING MEETINGS

- A. Town Hall Meeting – Tuesday, January 14, 2020 at 7:00 p.m. in the Montrose Community Center.
- B. Montrose Economic Development Authority – Tuesday, January 21, 2020 at 12:00 noon in the Montrose City Hall Conference Room.
- C. Special City Council Meeting – Monday, January 27, 2020 starting at 6:00 p.m. in the Montrose Community Center.
- D. Park and Recreation Commission Meeting – Thursday, February 6, 2020 at 5:30 p.m. in the Montrose City Hall Conference Room.
- E. Regular City Council Meeting – Monday, February 10, 2020 at 7:00 p.m. in the Montrose Community Center.
- F. Planning and Zoning Commission Meeting – Wednesday, February 12, 2020 at 7:00 p.m. in the Montrose Community Center.
- G. City Council Workshop – Monday, February 24, 2020 at 3:30 p.m. in the Montrose City Hall Conference Room

13. ACKNOWLEDGEMENTS

- A. Mayor Otto
 - i. Mr. Ben Kuehl

Mayor Otto acknowledged Mr. Ben Kuehl for his work on the Montrose City Council and his contributions and work in the Montrose Community.

ii. Mr. Tom Weineck and the Public Works Department Employees

Mayor Otto acknowledged Mr. Tom Weineck and the Public Works Department Employees for their hard work in installing the Skating Rink at Carver Field.

iii. Mr. Matt Russell

Mayor Otto acknowledged Mr. Matt Russell for his work on the Park and Recreation Commission the past three (3) years.

iv. City Council and Staff

Mayor Otto acknowledged the City Council and City staff for working together through the year 2019.

B. Council Member Johnson

i. Montrose Fire Department

Council Member Johnson acknowledged the Montrose Fire Department for their fast response to a recent emergency.

14. ADJOURNMENT

Council Member Moynagh motioned to the adjourn the Regular City Council Meeting at 7:32 p.m. Council Member Johnson seconded the motion. Motion carried 3-0.

Michelle Otto
Mayor
City of Montrose

ATTEST:

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

City of Montrose
 City Council Special City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, January 27, 2020
 6:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in a Special City Council Meeting on Monday, January 27, 2020 at 6:00 p.m.

Mayor Otto called the meeting to order at 6:00 p.m.

2. ROLL CALL

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

Staff Present: Ms. Deborah Boelter, City Clerk-Treasurer
 Mr. Wayne McCormick, Public Works Director
 Mr. Jared Voge, City Engineer
 Mr. James Monge, City Attorney

3. BUSINESS

A. City Engineer

i. Assessment Policy Discussion

Mr. Jared Voge, City Engineer presented The City of Montrose Assessment Policy which provides guidelines for assessing public initiated improvements. The policy was most recently adopted in August 2011. Please find attached a copy of the Assessment Policy for your information. Assessments are one of multiple options for funding public infrastructure projects. Some communities assess costs to benefiting property owners, some do not. Historically, the City of Montrose has both assessed and not assessed projects. Based on the information available, the last assessment project was in approximately 2004 – TH 12 Improvements. Infrastructure projects between 2006 and 2019 were not assessed by the city. The city's Capital Improvement Plan identifies street and utility improvements planned for 2021. In order to initiate construction of the improvements in 2021, the planning process must begin soon. One of the initial planning steps is to identify anticipated revenue sources to fund the improvements. Since the city has an Assessment Policy and it has not been utilized on recent projects, city staff requests that council discuss whether assessments should be considered as a revenue source for the 2021 Improvements.

Council Member Johnson stated that he does not believe that we should assess if not needed. We should not assess the residents in the construction area when everyone uses the streets.

Council Member Marszalek stated we would be very specific on what is assessed and what is not assessed. It is a 70/30 split with the city paying 70% and the resident paying 30% of the increased value to the property.

Council Member Marszalek asked City Engineer Jared Voge what other cities generally do and he stated that approximately 60% of the cities assess and 40% do not.

The council agreed to have City Clerk Deb Boelter and City Engineer Jared Voge continue working on the assessment policy.

ii. Capital Improvement Plan and Pavement Management Plan Discussion

Mr. Jared Voge, City Engineer stated the City of Montrose has successfully utilized a Capital Improvement Plan (C.I.P.) to identify the future infrastructure, equipment, and building needs within the community. The last C.I.P update was completed in 2017 and several of the projects identified within it have been completed. Please find attached a map illustrating the C.I.P. projects.

City staff has noted that in addition to the projects identified in the 2017 C.I.P., the pavement on multiple streets within the city is deteriorating. Since many streets were constructed during the late 1990s and early 2000s, they are approaching the end of their useful pavement life and require pavement reconditioning to extend their longevity. As a result of the multiple miles of city streets and the potential impact pavement reconditioning can have on the city's budget, staff is recommending that a Pavement Management Plan (P.M.P) be completed to evaluate the pavement conditions throughout the city. A P.M.P consists of a condition evaluation of all city streets followed by analysis to determine the most cost-effective maintenance or reconditioning strategy. The goal of the P.M.P. is to document pavement conditions, recommend improvements to them, and identify a recommended timeline for the improvements. Ultimately, a P.M.P. is one component of a larger overall C.I.P.

Council Member Moynagh motioned to update the Capital Improvement Plan and include a Pavement Management Plan. Council Member Marszalek seconded the motion. Motion carried 3-1. Johnson opposed.

B. City Attorney

i. Discussion Regarding Attendance at City Council Meetings

Discussion was held regarding the City Attorney's attendance at all city council meetings. The general consensus of the council was to have the City Clerk Deb Boelter and City Attorney James Monge decide whether or not he needed to be present at the meeting.

ii. Discussion Regarding Billing Details

Council Member Marszalek requested that the Attorney Invoice be more specific, and to please indicate the Council Member or Staff Member that initiated the services.

City Attorney James Monge agreed to the billing clarification.

C. Other

Council Member Marszalek asked Wayne to do a report at all City Council Meetings.

Council Member Marszalek asked Wayne to attend Park and Recreation Commission Meetings quarterly.

4. CITY COUNCIL VACANCY – INTERVIEWS

A. Mr. Roy Henry

B. Ms. Nicole Andreoff

C. Ms. Bru Ploog

D. Mr. Evan Siljander

Council Member Moynagh motioned to appoint Ms. Nicole Andreoff to the City Council Vacancy. Council Member Marszalek seconded the motion. Motion carried 3-1. Johnson opposed.

5. UPCOMMING MEETINGS

- A. Park and Recreation Commission Meeting – Thursday, February 6, 2020 at 5:30 p.m. in the Montrose City Hall Conference Room.
- B. Regular City Council Meeting – Monday, February 10, 2020 at 7:00 p.m. in the Montrose Community Center.
- C. Planning and Zoning Commission Meeting – Wednesday, February 12, 2020 at 7:00 p.m. in the Montrose Community Center.
- D. City Council Workshop – Monday, February 24, 2020 at 3:30 p.m. in the Montrose City Hall Conference Room

6. ADJOURNMENT

Council Member Marszalek motioned to adjourn the Special City Council Meeting at 7:35 p.m. Council Member Moynagh seconded the motion. Motion carried 4-0.

Michelle Otto
Mayor
City of Montrose

ATTEST:

Deborah R. Boelter
City Clerk-Treasurer
City of Montrose

City of Montrose
 Personnel Committee Meeting
 Montrose City Hall
 311 Buffalo Avenue South
 Monday, February 3, 2020
 1:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Personnel Committee met on February 3, 2020 at 1:00 p.m.

Mayor Otto called the meeting to order at 1:00 p.m.

2. ROLL CALL

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

Staff Present: Ms. Deborah Boelter, City Administrator
 Mr. Wayne McCormick, Public Works Department Director
 Ms. Heidi Dahlin, Administrative Assistant

3. APPROVAL OF AGENDA

Council Member Tom Marszalek motioned to approve the February 3, 2020 Personnel Committee Meeting agenda, Mayor Michelle Otto seconded the motion. Motion carried 4-0.

4. BUSINESS

1. **Performance Reviews / Peer Reviews** - Mayor Otto and Council Member Marszalek agreed to proceed with the Peer Performance Reviews, starting with the reviews of Mr. Wayne McCormick / Public Works Director and Ms. Deb Boelter / City Clerk- Treasurer and following with the remainder of the City Staff and Public Works department.
2. **Job Description Amendments** - Cross Training was discussed and was determined that Cross Training will be added to all job descriptions and is very important to job development and department function.
3. **International Union of Operating Engineers, Local No. 49 AFL- CIO Negotiations** - Ms. Heidi Dahlin was accepted into the Local No. 49 Union on January 24, 2020.
4. **Economic Development Authority (EDA) Per Meeting Wage** - It was determined that each member of the EDA committee for the City of Montrose, would receive \$25.00 per meeting as compensation for attending said EDA Meeting at City Hall. Ms. Boelter stated that a Resolution has been drafted approving the \$25.00 per meeting compensation and will be presented to the City Council at the Monday, February 10, 2020 Regular City Council Meeting.
5. **Administrative Assistant Hourly Wage** - A list of surrounding cities pay scales was submitted to the Personnel Committee for review and discussion and was determined that any wage increase will need City Council approval at the Monday, February 10, 2020 Regular City Council Meeting. A pay scale needs to be established as part of the Union Contract.
6. **City Clerk – Treasurer Wage Increase** – The proposed wage of \$37.00 per hour for the City Clerk – Treasurer was discussed. Ms. Boelter presented a report that detailed where the current wage for the City Clerk-Treasurer position should be. Ms. Boelter stated that the \$37.00 per hour was budgeted for in the year 2020. Council Member Marszalek and Mayor Otto stated they support the increase to \$37.00 per hour. They directed Ms. Boelter to include it on the Monday, February 10, 2020 Regular City Council Meeting for discussion.

7. Other Business

- Reviews for Ms. Deb Boelter and Mr. Wayne McCormick will take place on February 12, 2020 starting at 3:30 p.m.
- Skate Day, scheduled for Saturday, February 8, 2020 might not take place if the warmer weather continues and ice conditions are poor, Mayor Otto and Mr. McCormick will be monitoring the situation.
- Miscellaneous plowing complaints were discussed.

5. ADJOURNMENT

The Personnel Committee Meeting was adjourned at 1:50 p.m.

Michelle Otto
Mayor
City of Montrose

ATTEST:

Heidi Dahlin
Administrative Assistant
City of Montrose

ACCOUNTS PAYABLE LIST

FEBRUARY 10, 2020

Payroll	1/13/20 Payroll	12418.44
Payroll	1/27/20 Payroll	13224.96
IRS-Federal Tax Payment	1/13/20 FED/FICA Tax	4335.89
IRS-Federal Tax Payment	1/27/20 FED/FICA Tax	4664.94
MN Dept. of Revenue	1/13/20 State Withholding	748.67
MN Dept. of Revenue	1/27/20 State Withholding	815.60
PERA	1/13/20 Payroll	2578.04
PERA	1/27/20 Payroll	2732.01
Payment Service Network	December PSN/ACH	1179.92
Payment Service Network	January PSN/ACH	1092.22
Abdo, Eick & Meyers	2019 Audit Services	8000.00
*AFSCME #65	Jan. Union Dues	171.00
AmeriPride Services	Uniforms/Floor Mats	127.89
Maddie Anderson	Utility Overpayment	105.15
Campbell Knutson	Legal Services	1466.45
Cardmember Service	WWTP Printer	118.09
Cardmember Service	Public Works/Water/WW	73.11
Central Telephone	Phone Relocation	256.57
*Citizens State Bank	Jan. H.S.A. Deposit	2658.00
Andrea Cogley	Utility Overpayment	51.28
*Colonial Life	Jan Employee Ins	111.78
Delano Auto Parts	Plow Truck Mtce.	39.96
Delta Dental	Feb Dental Ins	699.60
Joseph Doyle	Utility Overpayment	93.52
Equipment Blades, Inc.	Plow Blades	853.10
Hawkins, Inc.	WWTP Chemicals	4740.39
Health Partners	Feb. Health Ins	11715.06
*IUOE Local 49	Jan. Union Dues	175.00
Luke Lametti	Utility Overpayment	20.45
Lincoln Nat'l Life Ins	Feb Life Insurance	153.68
Scot Long	Utility Overpayment	518.47
*Madison Nat'l Life Ins	Feb Disability Ins	332.79
Metering & Tech Solutions	Water Meters	5772.18
MN Dept of Labor/Ind	4 th Qtr Permit Surcharge	1469.29
MN DNR Waters	2019 Water Usage Fees	390.75
Darren Morrow	Utility Overpayment	171.60
MVTL Labs	WWTP Testing	127.10
NEC Cloud Comm.	Telephone Charges	183.27
NW Asocc Consultants	Planners Services	1178.70
Northland Securities	2019 Continuing Disclosure	435.00
WakeSun	Solar Energy	3596.89
WalMart Community	City Hall Supplies	88.40

February 10, 2020

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Cori Wayman	Utility Overpayment	60.19
Wenck Assoc.	Engineering Services	3313.60
Windstream	Telephone Charges	114.44
Wright-Hennepin CO-OP	Electric Charges	256.78
Xcel Energy	Electric & Gas Charges	6338.88

ACCOUNTS PAYABLE SUBTOTAL	99769.10
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Ameripride	Uniforms/Floor Mats	323.11
Bolton & Menk	Engineering Services	2487.38
Centra Sota	Diesel Fuel	1477.00
Centra Sota	Diesel Tank Lease	50.00
Comcast	Internet Service	536.66
CR Electric	Street Light Repair	677.41
Dave's Handyman Services	City Hall Water Heater	895.00
Delano Auto Parts	Plow Truck Repair	8.41
Gopher State One-Call	Water/Sewer Locates	28.35
Gopher State One-Call	2020 Annual Fee	50.00
Home Depot Pro	Comm. Center Supplies	65.79
Marie Jensen	Janitorial Service	507.50
Trent Jones	Utility Overpayment	81.41
League of MN Cities	Elected Officials Conf	550.00
Marco Tech	Printer Mtce Agreement	62.13
Jaylon Menard	Utility Overpayment	15.79
*Metro West	Bldg Permits/Inspect	9495.97
Midwest Machinery	JD Utility Tractor Mtce.	143.69
MN Computer Systems	Copier Mtce Agreement	271.13
MN Dept of Public Safety	2020 Water HAZMAT Fee	125.00
MN Muni Utilities Assoc	2020 Water Membership Dues	332.00
MVTL Labs	Water Testing	48.20
MVTL Labs	WWTP Testing	400.00
North Star Awards	Name Plates/Trophy Plates	26.00
Paumen Computer Services	Monthly IT//Backup Service	420.00
Paumen Computer Services	Symantec Renewal	420.00
Paumen Computer Services	New Office/WWTP Computers	6159.73
Quill Corp.	Office Supplies	166.62
Randy's Eviro Services	Jan. Refuse/Recycle	16037.85
Russell Security	Repair Comm Ctr Lock	104.00
Sentry Systems	City Hall Alarm	147.38
Synergy Electric	Comm Ctr Outside Lights	1020.00
Total Printing	Receipt Books	155.00
U.S. Bank	2012A Bond Agent Fees	500.00
USA BlueBook	Water/WWTP/PW Supplies	443.14
Verizon	Cell Phones	347.33
WakeSun	Solar Energy	1920.97
Wright Cty Jrnl Press	Legal Notices	19.50
Wright Cty Treasurer	Dec. County Fines	863.26
Xcel Energy	Electric & Gas Charges	292.07

February 10, 2020
Page 3

TOTAL ACCOUNTS PAYABLE

147443.88

OTTO

BOELTER

MARSZALEK

JOHNSON

MOYNAGH

ANDREOFF

* Appendix

Payments received to offset checks written

Payroll Deduction	AFSCME-Jan. Union Dues	171.00
Payroll Deduction	Jan. H.S.A. Deposit	1258.00
Payroll Deduction	IUOE 49-Jan. Union Dues	175.00
Payroll Deduction	Feb. Disability Ins.	332.79
Payroll Deduction	Jan. Employee Ins.	111.78
Building Permits	Metro West	9495.97

FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

FEBRUARY 10, 2020

Cardmember Services	FD Equipment	1109.45
Streichers, Inc.	Uniforms	75.91
SYNCB/Amazon	Office Supplies	31.88
Volunteer FF Benefit	2020 Life Insurance	147.00
 Comcast	 Internet Service	 97.85
Emerg Medical Training	EMR Course	4050.00
Emerg Response Solutions	FF Helmet Fronts	97.42
Marketon's Body Shop	Station Supplies	134.00
Menards	Water	40.95
Noble Ind. Supply	Cleaning Wipes	1310.82
North Star Awards	Name Plates/FF Plaque	43.50
Performance Plus, LLC	New FF Medical Exam	230.00
Streicher's	Uniforms	357.96
Verizon	FD I-Pad	40.01
TOTAL ACCOUNTS PAYABLE		7766.75

OTTO
BOELTER
MARSZALEK

JOHNSON
MOYNAGH
ANDREOFF

***APPENDIX**

Payments received to offset checks written

CITY OF MONTROSE
Monthly Adjustments

02/03/20 9:11 AM
Page 1

Account	Tran Type	Charge Name	Charge Type	Amount	Date
01-00005166-00-	Adjustment	Hang Disconnect N	Service	\$25.00	1/9/2020
01-00001142-00-	Adjustment	Hang Disconnect N	Service	\$25.00	1/9/2020
01-00001202-00-	Adjustment	Hang Disconnect N	Service	\$25.00	1/9/2020
01-00001652-00-	Adjustment	Hang Disconnect N	Service	\$25.00	1/9/2020
01-00001862-00-	Adjustment	Hang Disconnect N	Service	\$25.00	1/9/2020
01-00001061-00-	Adjustment	Hang Disconnect N	Service	\$25.00	1/9/2020
01-00001119-00-	Adjustment	Hang Disconnect N	Service	\$25.00	1/9/2020
02-00001076-00-	Adjustment	NSF	Service	\$30.00	1/7/2020
01-00002704-00-	Adjustment	Hang Disconnect N	Service	\$25.00	1/9/2020
00-00002538-01-	Adjustment		UR	(\$171.60)	1/15/2020
00-00004060-01-	Adjustment		UR	(\$51.28)	1/15/2020
00-00002542-01-	Adjustment		UR	(\$93.52)	1/15/2020
00-00002010-03-	Adjustment		UR	(\$105.15)	1/15/2020
00-00005896-01-	Adjustment		UR	(\$60.19)	1/15/2020
00-00004004-02-	Adjustment		UR	(\$518.47)	1/15/2020
00-00002564-01-	Adjustment		UR	(\$20.45)	1/15/2020
01-00005017-00-	Adjustment	Hang Disconnect N	Service	\$25.00	1/9/2020
				(\$765.66)	

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



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101
 651-201-7513 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date organized	Tax exempt number
Beyond the Yellow Ribbon of Montrose		July 28, 2014	47-3525122
Address	City	State	Zip Code
PO BX 144	Montrose	Minnesota	55363
Name of person making application		Business phone	Home phone
Lori Wilhelm		612-759-1288	
Date(s) of event	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer		
April 25, 2020	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Evelyn Hernandez	Montrose	Minnesota	55363
Organization officer's name	City	State	Zip Code
Armando Hernandez	Montrose	Minnesota	55363
Organization officer's name	City	State	Zip Code
Lori Wilhelm	Montrose	Minnesota	55363

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

Montrose Community Center 200 Center Ave, Montrose MN 55363

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

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 MJUA 1M/2M Coverage

APPROVAL

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

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

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

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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

MAINTENANCE AGREEMENT – 2020

THIS AGREEMENT made and entered into by and between the City of Montrose hereinafter referred to as the "City" and the County of Wright hereinafter referred to as the "County".

WHEREAS, Chapter 162, Minnesota Statutes, permits the County to designate certain roads and streets within the City as County State Aid Highways, and

WHEREAS, the City has concurred in the designation of the County State Aid Highway within its limits as identified in County Board's resolutions of August 28, October 8, November 5, December 3, December 27, 1957 and January 7, 1958, and

WHEREAS, it is deemed to be the best interest of all parties that the duties and responsibilities of both the City and the County as to maintenance on said County State Aid Highways to be clearly defined,

NOW THEREFORE, IT IS AGREED with regard to said County State Aid Highway maintenance:

That the City will be responsible for routine maintenance of the following highways:

MAINT.

PLAN	ROAD	SEGMENT	MILES	COST/MI*	TOTAL COST
C	CSAH60	From TH12 to Buffalo St.	0.32	\$3,889.80	\$1,244.74
		ESTIMATED TOTAL =	0.32		\$1,244.74

That routine maintenance shall consist of the following: (Maintenance Plan)

C. Snow and Ice Control

*Based on the average annual cost of years 2016, 2017, and 2018

That when the City deems it desirable to remove snow by hauling, it shall do so at its own expense. Snow and ice removal on sidewalks and other boulevard related maintenance outside the curb or street area is governed by City Ordinance.

That the County will be responsible for all other maintenance.

That in December of 2020, the City shall receive payment from the County for their work. This amount shall be based on the average annual cost per mile for the years 2017, 2018, and 2019 for routine maintenance on Municipal County State Aid Highways. The average annual cost per mile will reflect only those costs associated with the areas of routine maintenance for which the city is responsible.

ADOPTED:

ATTEST:

_____, 2020

City Clerk

Mayor

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution duly passed, adopted and approved by the City Council of said City on _____, 2020.

APPROVED AND ACCEPTED:

COUNTY OF WRIGHT

City Clerk

Name of City

Chairman of the Board

Date

ATTEST:

County Coordinator

Date



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 February 3, 2020

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
911 Abandoned Total: 1					
01/13/20 23:18	911 Abandoned	2020003451	911 Abandoned	WP20001381	911
911 Hang-up Total: 6					
01/06/20 14:27	911 Hang-up	2020001509			911
01/06/20 14:39	911 Hang-up	2020001514			911
01/10/20 23:46	911 Hang-up	2020002751	911 Hang-up	WP20001099	911
01/16/20 00:04	911 Hang-up	2020003987			911
01/17/20 07:31	911 Hang-up	2020004314			911
01/19/20 20:21	911 Hang-up	2020005029			911
911 Open Line Total: 5					
01/04/20 18:45	911 Open Line	2020001032			911
01/11/20 21:40	911 Open Line	2020002952			911
01/12/20 09:06	911 Open Line	2020003034			911
01/15/20 07:44	911 Open Line	2020003758			911
01/23/20 18:54	911 Open Line	2020006186			911
Agency Assist Total: 3					
01/01/20 15:26	Agency Assist	2020000153	Death Investigation - Homicide	WP20000075	Phone
01/21/20 22:34	Agency Assist	2020005661	Agency Assist	WP20002285	Other
01/23/20 11:40	Agency Assist	2020006085	Agency Assist	WP20002453	Phone
Alarm Total: 1					
01/20/20 21:59	Alarm	2020005367	Alarm	WP20002151	Phone
Animal Total: 1					
01/04/20 15:37	Animal	2020000992	Animal	WP20000409	Phone
Animal - Bites - Attacks Total: 1					
01/03/20 20:52	Animal - Bites - Attacks	2020000811	Animal	WP20000327	Phone
Check Welfare Total: 6					
01/14/20 11:23	Check Welfare	2020003540	Death Investigation -	WP20001418	Phone
01/21/20 15:22	Check Welfare	2020005557	Check Welfare	WP20002238	Phone
01/24/20 10:50	Check Welfare	2020006314	Check Welfare	WP20002555	Phone
01/27/20 11:29	Check Welfare	2020007211	Check Welfare	WP20002863	Phone
01/27/20 19:31	Check Welfare	2020007383	Check Welfare	WP20002926	Phone
01/29/20 15:43	Check Welfare	2020007866	Check Welfare	WP20003106	Phone
Citizen Aid Total: 1					
01/24/20 09:40	Citizen Aid	2020006295			Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Civil Complaint Total: 3					
01/06/20 15:47	Civil Complaint	2020001539	Citizen Aid	WP20000612	Phone
01/18/20 12:44	Civil Complaint	2020004644	Suspicious - Circumstances	WP20001896	911
01/25/20 11:17	Civil Complaint	2020006619	Civil Complaint	WP20002657	Phone
Civil Process Total: 12					
01/02/20 12:32	Civil Process	2020000402			Officer
01/07/20 11:40	Civil Process	2020001750			Officer
01/08/20 11:35	Civil Process	2020002034			Officer
01/10/20 14:02	Civil Process	2020002581			Officer
01/17/20 11:08	Civil Process	2020004375			Officer
01/23/20 15:23	Civil Process	2020006136			Officer
01/23/20 16:06	Civil Process	2020006147			Officer
01/24/20 11:29	Civil Process	2020006326			Officer
01/24/20 15:31	Civil Process	2020006389			Officer
01/27/20 12:40	Civil Process	2020007248			Officer
01/31/20 13:23	Civil Process	2020008387			Officer
01/31/20 13:47	Civil Process	2020008392			Officer
Commercial Fire Alarm Total: 1					
01/31/20 16:22	Commercial Fire Alarm	2020008435	Commercial Fire Alarm	WP20003343	Phone
Commercial General Alarm Total: 2					
01/22/20 16:46	Commercial General	2020005889	Commercial General Alarm	WP20002371	Phone
01/26/20 03:41	Commercial General	2020006840	Commercial General Alarm	WP20002730	Phone
Criminal Damage to Property Total: 1					
01/14/20 10:19	Criminal Damage to	2020003526	Criminal Damage to Property	WP20001411	Phone
Disabled Vehicle Total: 2					
01/08/20 19:37	Disabled Vehicle	2020002148	Disabled Vehicle	WP20000850	Phone
01/17/20 14:34	Disabled Vehicle	2020004434	Tow	WP20001797	Phone
Domestic Disturbance Total: 6					
01/01/20 01:46	Domestic Disturbance	2020000029	Domestic Disturbance	WP20000016	911
01/01/20 12:00	Domestic Disturbance	2020000090	Domestic Disturbance	WP20000051	Phone
01/19/20 01:29	Domestic Disturbance	2020004816	Assault	WP20001950	911
01/22/20 17:09	Domestic Disturbance	2020005892	Domestic Disturbance	WP20002374	911
01/25/20 11:58	Domestic Disturbance	2020006632	Domestic Disturbance	WP20002663	Phone
01/30/20 07:23	Domestic Disturbance	2020008025	Domestic Disturbance	WP20003164	Phone
Drugs Total: 1					
01/27/20 18:38	Drugs	2020007373	Unwanted Person	WP20002920	Phone
Dumping Total: 1					
01/21/20 12:05	Dumping	2020005505	Dumping	WP20002209	
Fraud - Internet Total: 1					
01/11/20 10:12	Fraud - Internet	2020002820	Fraud - Internet	WP20001139	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Intoxicated Person Total: 1					
01/01/20 23:07	Intoxicated Person	2020000247	Intoxicated Person	WP20000104	911
Juvenile - Complaint Total: 2					
01/03/20 19:43	Juvenile - Complaint	2020000790	Juvenile - Complaint	WP20000323	911
01/07/20 16:18	Juvenile - Complaint	2020001833	Juvenile - Complaint	WP20000728	Phone
Lost - Found Property Total: 1					
01/17/20 13:24	Lost - Found Property	2020004415	Lost - Found Property	WP20001792	
Medical - Breathing Problems Total: 2					
01/01/20 10:13	Medical - Breathing	2020000063	Medical - Breathing Problems	WP20000040	911
01/13/20 19:26	Medical - Breathing	2020003408	Medical - Breathing Problems	WP20001367	911
Medical - Chest Pain Total: 2					
01/21/20 14:35	Medical - Chest Pain	2020005540	Medical - Chest Pain	WP20002229	911
01/24/20 13:24	Medical - Chest Pain	2020006359	Medical - Chest Pain	WP20002571	911
Medical - Choking Total: 1					
01/03/20 12:42	Medical - Choking	2020000699	Medical - Choking	WP20000280	911
Medical - Psychiatric - Behavioral Total: 1					
01/09/20 22:04	Medical - Psychiatric -	2020002445	Domestic Disturbance	WP20000984	911
Medical - Seizure Total: 2					
01/05/20 11:03	Medical - Seizure	2020001175	Medical - Seizure	WP20000478	911
01/31/20 09:31	Medical - Seizure	2020008327	Medical - Seizure	WP20003291	911
Medical - Sick Total: 1					
01/06/20 06:46	Medical - Sick	2020001411	Medical - Sick	WP20000564	911
Medical - Stroke Total: 1					
01/03/20 21:56	Medical - Stroke	2020000837	Agency Assist	WP20000337	911
Medical - Unconscious - Fainting Total: 2					
01/01/20 20:41	Medical - Unconscious -	2020000213	Medical - Unconscious -	WP20000096	911
01/04/20 19:33	Medical - Unconscious -	2020001043	Medical - Unconscious -	WP20000431	911
Medical - Unknown Total: 1					
01/01/20 04:28	Medical - Unknown	2020000039	Intoxicated Person	WP20000025	911
Motorist Aid Total: 1					
01/23/20 19:45	Motorist Aid	2020006200			Phone
MVA - No Injuries Total: 1					
01/18/20 08:09	MVA - No Injuries	2020004586	MVA - No Injuries	WP20001866	
Noise Total: 1					
01/09/20 18:08	Noise	2020002374	Noise	WP20000958	911
Parking Total: 1					
01/28/20 10:31	Parking	2020007523	Parking	WP20002994	

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Phone Call Total: 1					
01/04/20 14:36	Phone Call	2020000983			Other
POR Check Total: 3					
01/02/20 10:49	POR Check	2020000363			Officer
01/02/20 10:58	POR Check	2020000365			Officer
01/02/20 11:10	POR Check	2020000367			Officer
Probation Check Total: 1					
01/23/20 18:29	Probation Check	2020006180			Officer
Repossession Total: 3					
01/05/20 10:49	Repossession	2020001169			
01/25/20 17:45	Repossession	2020006720			
01/28/20 19:49	Repossession	2020007661			
Residential General Alarm Total: 5					
01/02/20 07:35	Residential General	2020000308	Residential General Alarm	WP20000126	Phone
01/07/20 17:30	Residential General	2020001853	Residential General Alarm	WP20000736	Phone
01/21/20 15:45	Residential General	2020005561			Phone
01/28/20 09:30	Residential General	2020007506	Residential General Alarm	WP20002971	Phone
01/29/20 13:49	Residential General	2020007825	Residential General Alarm	WP20003093	Phone
Search Warrant Total: 1					
01/16/20 15:40	Search Warrant	2020004127	Warrant - Arrest	WSIU20001684	Officer
SIA Area Watch Total: 1					
01/01/20 10:37	SIA Area Watch	2020000069			
SIA Business Walk Through Total: 3					
01/19/20 07:05	SIA Business Walk	2020004876			
01/27/20 06:32	SIA Business Walk	2020007134			
01/31/20 07:14	SIA Business Walk	2020008298			
SIA City Council - City Hall Total: 1					
01/13/20 18:00	SIA City Council - City	2020003380			Officer
Snowbird Total: 11					
01/06/20 01:34	Snowbird	2020001384	Snowbird	WP20000549	
01/07/20 01:18	Snowbird	2020001662	Snowbird	WP20000653	
01/07/20 01:26	Snowbird	2020001665	Snowbird	WP20000655	
01/07/20 01:39	Snowbird	2020001667	Snowbird	WP20000656	
01/21/20 01:09	Snowbird	2020005397	Snowbird	WP20002158	
01/21/20 01:16	Snowbird	2020005399	Snowbird	WP20002159	
01/21/20 01:26	Snowbird	2020005400	Snowbird	WP20002160	
01/21/20 01:36	Snowbird	2020005402	Snowbird	WP20002161	
01/30/20 01:07	Snowbird	2020007997	Snowbird	WP20003146	
01/30/20 01:16	Snowbird	2020007999	Snowbird	WP20003147	
01/30/20 01:26	Snowbird	2020008001	Snowbird	WP20003148	

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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Suspicious - Circumstances Total: 2

01/06/20 22:47	Suspicious -	2020001646	Suspicious - Circumstances	WP20000645	Phone
01/07/20 02:09	Suspicious -	2020001670	Suspicious - Circumstances	WP20000659	Phone

Suspicious - Person - Vehicle Total: 6

01/07/20 11:37	Suspicious - Person -	2020001748	Suspicious - Person - Vehicle	WP20000689	Phone
01/07/20 11:42	Suspicious - Person -	2020001751	Suspicious - Person - Vehicle	WP20000690	Phone
01/19/20 00:32	Suspicious - Person -	2020004806	Suspicious - Person - Vehicle	WP20001946	
01/20/20 07:15	Suspicious - Person -	2020005112	Suspicious - Person - Vehicle	WP20002081	Phone
01/27/20 12:06	Suspicious - Person -	2020007227	Suspicious - Person - Vehicle	WP20002878	Phone
01/27/20 19:48	Suspicious - Person -	2020007391	Suspicious - Person - Vehicle	WP20002928	Phone

Theft Total: 1

01/20/20 16:34	Theft	2020005277	Theft	WP20002130	Phone
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Theft - From Vehicle Total: 1

01/14/20 06:51	Theft - From Vehicle	2020003487	Theft - From Vehicle	WP20001396	Phone
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Threats Total: 1

01/29/20 20:25	Threats	2020007934	Domestic Disturbance	WP20003130	911
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Traffic - Complaint Total: 6

01/04/20 11:02	Traffic - Complaint	2020000934	Traffic - Complaint	WP20000379	Phone
01/11/20 14:38	Traffic - Complaint	2020002862	Traffic - Complaint	WP20001155	911
01/17/20 11:26	Traffic - Complaint	2020004382	Traffic - Complaint	WP20001779	Phone
01/24/20 12:10	Traffic - Complaint	2020006338	Traffic - Complaint	WP20002567	Phone
01/27/20 13:47	Traffic - Complaint	2020007276	Traffic - Complaint	WP20002888	Phone
01/28/20 23:40	Traffic - Complaint	2020007713			911

Traffic Stop Total: 49

01/02/20 06:10	Traffic Stop	2020000284			Officer
01/02/20 19:05	Traffic Stop	2020000501			Officer
01/03/20 00:30	Traffic Stop	2020000589			Officer
01/03/20 11:06	Traffic Stop	2020000683			
01/03/20 21:57	Traffic Stop	2020000838			Officer
01/03/20 22:07	Traffic Stop	2020000842			Officer
01/06/20 11:51	Traffic Stop	2020001473			Officer
01/06/20 14:39	Traffic Stop	2020001515			Officer
01/06/20 15:06	Traffic Stop	2020001526			Officer
01/06/20 19:15	Traffic Stop	2020001600			Officer
01/09/20 17:57	Traffic Stop	2020002371			Officer
01/09/20 21:43	Traffic Stop	2020002435			Officer
01/10/20 14:00	Traffic Stop	2020002579	Traffic Stop	WP20001041	
01/10/20 14:36	Traffic Stop	2020002590			
01/10/20 17:13	Traffic Stop	2020002635			
01/10/20 17:30	Traffic Stop	2020002644			
01/11/20 10:03	Traffic Stop	2020002818			
01/11/20 20:25	Traffic Stop	2020002933			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
01/12/20 11:38	Traffic Stop	2020003050			Officer
01/12/20 17:02	Traffic Stop	2020003088			
01/14/20 22:52	Traffic Stop	2020003692			Officer
01/14/20 23:49	Traffic Stop	2020003702	Traffic Stop	WP20001480	Officer
01/16/20 18:29	Traffic Stop	2020004188			Officer
01/17/20 10:18	Traffic Stop	2020004353			Officer
01/17/20 13:16	Traffic Stop	2020004410			Officer
01/17/20 16:03	Traffic Stop	2020004462			Officer
01/18/20 16:14	Traffic Stop	2020004687			
01/19/20 12:28	Traffic Stop	2020004924			
01/19/20 18:04	Traffic Stop	2020005007			Officer
01/21/20 12:53	Traffic Stop	2020005521			
01/21/20 14:14	Traffic Stop	2020005535			
01/21/20 20:44	Traffic Stop	2020005643	Traffic Stop	WP20002279	Officer
01/24/20 19:01	Traffic Stop	2020006460	Traffic Stop	WP20002606	Officer
01/25/20 15:59	Traffic Stop	2020006689			Officer
01/25/20 20:34	Traffic Stop	2020006772			Officer
01/25/20 20:50	Traffic Stop	2020006776			Officer
01/25/20 21:04	Traffic Stop	2020006780			Officer
01/26/20 17:35	Traffic Stop	2020007013	Traffic Stop	WP20002782	Officer
01/27/20 18:54	Traffic Stop	2020007376			Officer
01/27/20 21:28	Traffic Stop	2020007415			Officer
01/28/20 19:49	Traffic Stop	2020007660			
01/29/20 12:17	Traffic Stop	2020007802			Officer
01/30/20 19:12	Traffic Stop	2020008198			Officer
01/30/20 20:28	Traffic Stop	2020008221			Officer
01/30/20 22:01	Traffic Stop	2020008247	Traffic Stop	WP20003257	Officer
01/31/20 17:56	Traffic Stop	2020008468	Traffic Stop	WP20003362	Officer
01/31/20 18:45	Traffic Stop	2020008484			Officer
01/31/20 19:58	Traffic Stop	2020008506			Officer
01/31/20 21:32	Traffic Stop	2020008540			Officer

Vehicle Off Road Total: 1

01/15/20 11:58	Vehicle Off Road	2020003822			Phone
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Warrant - Arrest Total: 1

01/15/20 19:02	Warrant - Arrest	2020003938	Warrant - Arrest	WP20001579	Officer
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Total Records: 174

Shift Start Date	Shift Start Time	Shift Stop Date	Shift Stop Time	Schedule	Position	Time Type	Regular Hours
1-Jan-20	0:00	1-Jan-20	2:00	Montrose/Waverly (16)	4630	Regular	2.00
1-Jan-20	2:00	1-Jan-20	4:00	Montrose/Waverly (16)	4640	OT - Regular	2.00
1-Jan-20	10:00	1-Jan-20	20:00	Montrose/Waverly (16)	4620	Regular	10.00
1-Jan-20	17:00	1-Jan-20	21:00	Montrose/Waverly (16)	4640	Regular	4.00
1-Jan-20	17:30	1-Jan-20	20:00	Montrose/Waverly (16)	4630	Regular	2.50
1-Jan-20	20:00	1-Jan-20	21:00	Montrose/Waverly (16)	4620	OT - Regular	1.00
1-Jan-20	20:00	2-Jan-20	2:00	Montrose/Waverly (16)	4630	Regular	6.00
1-Jan-20	21:00	2-Jan-20	6:00	Montrose/Waverly (16)	4640	Regular	9.00
1-Jan-20	21:00	1-Jan-20	23:00	Montrose/Waverly (16)	4620	Regular	2.00
2-Jan-20	10:00	2-Jan-20	20:00	Montrose/Waverly (16)	4620	Regular	10.00
2-Jan-20	20:00	2-Jan-20	23:30	Montrose/Waverly (16)	4620	OT - Regular	3.50
3-Jan-20	10:00	3-Jan-20	20:00	Montrose/Waverly (16)	4620	Regular	10.00
3-Jan-20	20:00	4-Jan-20	2:00	Montrose/Waverly (16)	4630	Regular	6.00
4-Jan-20	20:00	5-Jan-20	2:00	Montrose/Waverly (16)	4630	Regular	6.00
5-Jan-20	10:00	5-Jan-20	20:00	Montrose/Waverly (16)	4620	Regular	10.00
5-Jan-20	20:00	6-Jan-20	2:00	Montrose/Waverly (16)	4630	Regular	6.00
6-Jan-20	10:00	6-Jan-20	20:00	Montrose/Waverly (16)	4620	Regular	10.00
6-Jan-20	20:00	7-Jan-20	2:00	Montrose/Waverly (16)	4630	Regular	6.00
7-Jan-20	10:00	7-Jan-20	20:00	Montrose/Waverly (16)	4620	Regular	10.00
7-Jan-20	20:00	8-Jan-20	2:00	Montrose/Waverly (16)	4630	Regular	6.00
8-Jan-20	10:00	8-Jan-20	16:00	Montrose/Waverly (16)	4620	Regular	6.00
8-Jan-20	16:00	9-Jan-20	2:00	Montrose/Waverly (16)	4630	Regular	10.00
9-Jan-20	10:00	9-Jan-20	20:00	Montrose/Waverly (16)	4620	Regular	10.00
9-Jan-20	20:00	10-Jan-20	2:00	Montrose/Waverly (16)	4630	Regular	6.00
10-Jan-20	10:00	10-Jan-20	20:00	Montrose/Waverly (16)	4620	Regular	10.00
10-Jan-20	20:00	11-Jan-20	2:00	Montrose/Waverly (16)	4630	Regular	6.00
11-Jan-20	4:00	11-Jan-20	6:00	Montrose/Waverly (16)	4640	Regular	2.00
11-Jan-20	10:00	11-Jan-20	20:00	Montrose/Waverly (16)	4620	Regular	10.00
11-Jan-20	23:00	12-Jan-20	2:00	Montrose/Waverly (16)	4630	Regular	3.00
12-Jan-20	10:00	12-Jan-20	20:00	Montrose/Waverly (16)	4620	Regular	10.00
12-Jan-20	20:00	13-Jan-20	2:00	Montrose/Waverly (16)	4630	Regular	6.00
13-Jan-20	20:00	14-Jan-20	2:00	Montrose/Waverly (16)	4630	Regular	6.00
14-Jan-20	10:00	14-Jan-20	16:00	Montrose/Waverly (16)	4620	Regular	6.00
14-Jan-20	12:00	14-Jan-20	14:00	Montrose/Waverly (16)	4630	Regular	2.00
14-Jan-20	16:00	15-Jan-20	2:00	Montrose/Waverly (16)	4630	Regular	10.00
15-Jan-20	10:00	15-Jan-20	16:00	Montrose/Waverly (16)	4620	Regular	6.00
15-Jan-20	16:00	16-Jan-20	2:00	Montrose/Waverly (16)	4630	Regular	10.00
16-Jan-20	10:00	16-Jan-20	16:00	Montrose/Waverly (16)	4620	Regular	6.00
16-Jan-20	16:00	17-Jan-20	2:00	Montrose/Waverly (16)	4630	Regular	10.00
17-Jan-20	10:00	17-Jan-20	16:00	Montrose/Waverly (16)	4620	Regular	6.00
18-Jan-20	10:00	18-Jan-20	20:00	Montrose/Waverly (16)	4620	Regular	10.00
18-Jan-20	16:00	19-Jan-20	0:00	Montrose/Waverly (16)	4630	Regular	8.00
19-Jan-20	2:00	19-Jan-20	6:00	Montrose/Waverly (16)	4640	Regular	4.00
19-Jan-20	10:00	19-Jan-20	20:00	Montrose/Waverly (16)	4620	Regular	10.00
19-Jan-20	20:00	20-Jan-20	2:00	Montrose/Waverly (16)	4630	Regular	6.00

TOTAL	477.50
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Monthly Activity Report Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief



Period: 01/01/2020 thru 01/31/2020 (JANUARY)

CALLS

Total Calls: 15

of Calls JANUARY 2019 = 21
2019 vs 2020 (2020 = - 5)

EMS Calls: 12

Other Calls:

01/31 - #20015 – Mutual aid to Delano FD – Garage/Shed Fire
(Independence)

01/31 - #20014 – Fire Alarm – Montrose City

01/03 - #20003 – Mutual aid to Waverly FD - Odor/Smoke Investigation –
(Waverly City)

Total calls to Date 2020 – 015

2019 vs 2020 (2020 = - 5)

Total calls this time in 2019 - 021

Call Districts

Montrose City: 11

Franklin Township: 1

Marysville Township: 0

Woodland Township: 1

Other: 2 (1=Waverly | 1 = Independence)

TRAINING:

01/07/2020 – Staff Meeting / Truck maintenance

01/14/2020 – Blood Borne Pathogens & Right to Know

01/21/2020 – Station cleaning and organization

Other Activities, Special Mention, Etc.

01/25/2020 – Cover Delano Fire Coverage Area 17:30-21:00 (Stoll, Weineck, S. Mortensen)

01/25/2020 – Allow use of station for bean bag tournament for Montrose Days

01/28/2020 – FE+ED Support @ station

Throughout month – fill and work on ice rinks (Weineck & Vanderbeek)

01/31/2020 – Boot Hockey Tournament – Long Lake

SPECIAL INFO

- Andreoff, Holt, Holman, Grave, Walters & Theis attending Emergency Medical
Responder throughout month (40 hours course)

Acknowledgments

City of Montrose
 Planning and Zoning Commission Meeting
 Montrose Community Center
 200 Center Avenue South
 Wednesday, January 8, 2020
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose Planning and Zoning Commission met in Regular Session on Wednesday, January 8, 2020 at 7:00 p.m.

Planning and Zoning Commission Chair, Ms. Tracy Gurneau, called the meeting to order at 7:00 p.m.

2. ROLL CALL

Present: Commissioner Tracy Gurneau
 Commissioner Justin Emery
 Commissioner Sylvia Henry
 Commissioner Mike Scanlon
 City Council Liaison Lloyd Johnson

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

3. PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was taken.

4. APPROVAL OF THE AGENDA

Commissioner Gurneau amended the Agenda to add item:

6. APPOINT OFFICERS

A. Chair

B. Vice-Chair

Commissioner Henry motioned to approve the January 8, 2020 Planning and Zoning Commission Meeting Agenda as amended. Commissioner Scanlon seconded the motion. Motion carried 4-0.

5. APPROVAL OF THE MINUTES

A. November 13, 2019 Planning and Zoning Commission Meeting

Commissioner Scanlon motioned to approve the Planning and Zoning Commission Meeting minutes of November 13, 2019. Commissioner Henry seconded the motion. Motion carried 4-0.

6. APPOINT OFFICERS

A. Chair

**Commissioner Scanlon motioned to make Commissioner Gurneau Planning and Zoning Commission Chair. Commissioner Emery seconded.
 Commissioner Henry motioned to make Commissioner Scanlon Planning and Zoning Commission Chair. The motion was not seconded. The motion failed.**

Ms. Boelter took a vote on the motion to make Commissioner Gurneau Planning and Zoning Commission Chair.

Motion carried 2-1-1. Commissioner Gurneau abstained. Commissioner Henry opposed.

B. Vice-Chair

Commissioner Emery motioned to make Commissioner Scanlon the Planning and Zoning Commission Vice-Chair. Commissioner Henry seconded the motion. Motion carried 3-1-0. Commissioner Scanlon abstained.

7. PUBLIC HEARING

A. Consider A Zoning Ordinance Amendment and City Code Amendment – Administrative Fines and Abatement of Nuisances

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

Mr. Ryan Grittmann, City Planner, stated that at the request of the City Clerk-Treasurer, staff has been working to put together an Ordinance update related to administrative fines and the City's abatement process. The City currently has these Ordinances in place, however, in review of these Ordinances they are due for an update to make the language stronger.

Mr. Grittmann gave an overview of the proposed Ordinance updates:

Zoning Ordinance Update. Mr. Grittmann stated that staff is recommending that the Zoning Ordinance, Chapter 1003-9, have a section that states a violation of the Zoning Ordinance shall be considered a misdemeanor. This is the traditional method of dealing with zoning violations, and is specifically provided for in Minnesota State Statutes.

The issue with the misdemeanor process is that it is; essentially, a criminal procedure that requires a significant amount of investment on the part of the City, and which often results in difficulty in gaining long-term compliance. It is a critical aspect of the City's enforcement authority; but, is expensive, cumbersome, and requires a substantial amount of time.

Mr. Grittmann continued by stating that as a result, the City most often works to negotiate compliance through informal and formal notice of violations. Because of the difficulty of the formal charging process, it can be frustrating for the Community when waiting for the process to play itself out. While the City needs the force of the misdemeanor process to address significant issues or uncooperative violators, a simpler process is often preferred – at least to start. As such, the Administrative Fine process suggested in the proposed Ordinance drafts is being considered as an additional enforcement option.

Abatement Process. Mr. Grittmann stated that the City has an existing abatement process. Abatement is an effort of the City to correct a violation when the violator is resisting clean-up of a zoning violation. Examples might include ordering the mowing of unkempt weeds and grass, or removal of an abandoned junk vehicle. This remedy is included as an option for situations when the violation is time-sensitive, or it has a particular impact on the neighborhood in which it is located.

However, abatement can be complicated – especially when it requires entering private property to accomplish. Just as with the misdemeanor charge, abatement is an important aspect of the City's ability to address zoning violations; but, its cumbersome process can be difficult to address certain types of conditions.

Administrative Fines – an Interim Remedy.

Mr. Grittmann stated that staff is recommending that the City should impose an administrative citation first before an abatement occurs. The purpose of this format is to hopefully gain compliance without a drawn-out process of abatement or a court hearing.

As with most zoning violations, the City notifies the property owner of the violation, and seeks the owner's compliance in cleaning up the issue. This is typically done by verbal, and often written, notice. If compliance is not achieved following a reasonable time period, the Administrative fine process authorizes the City's designated official to issue an administrative citation. This citation includes a fine for failure to comply with the request for compliance.

Mr. Grittmann stated that as with any remedy, the property owner retains the right to appeal the citation to the City officials – in this case, the City Council.

If, however, an administrative citation is not enough to gain compliance, the City may move to abate the violation. The money gained from the previous citations is intended to help cover some of the costs of abatement.

Fine Schedule. Mr. Grittmann stated that the current Fee Schedule has zoning violations, nuisance violations, and similar offenses at \$100.00. It also notes that each day the violation remains is a new violation and fine.

City Code Violation. Mr. Grittmann stated that because the Administrative Fine method may be utilized for a variety of City Code issues, it is included in an amendment to both the Zoning Ordinance and the general City Code. The Zoning Ordinance reference merely identifies the use of administrative fines as a potential remedy option for zoning violations. The City Code amendment lays out the process to use in levying the citations and fines, including the appeal provisions noted above. Mr. Grittmann continued by stating that the Draft ordinances set up the structure and requirements of both amendments.

Mr. Grittmann stated that remedying code violations can be a difficult (and sometimes unpopular) function of City government. This can be particularly so when the violations that are discovered are important; but, don't rise to the level of requiring the extraordinary measures that result in a misdemeanor charge or an abatement action.

Mr. Grittmann stated that by adding the option for administrative citation and fine to the City's ordinances, the City gains the ability to work more expeditiously with certain types of code violation issues. It is the experience of several other communities that this process enables a more efficient code enforcement process.

Mr. Grittmann presented the Ordinance amendments.

Ms. Boelter asked Mr. Grittmann how other cities deal with entering properties to abate code violations. She continued by stating that the City of Montrose's Ordinance requires permission from the property owner to abate the property. Ms. Boelter stated that typically a property owner is not going to give the City permission to enter their property.

Mr. Grittmann stated that the proposed Ordinance amendments lay out the appeal process. He continued by stating that there are two (2) processes that can be taken to abate the property. One (1) would be a criminal charge and one (1) would be a civil charge.

Mr. Grittmann continued by stating that the criminal charge is a little bit cheaper. The City would charge them with a misdemeanor violation and take them to court. What typically happens is the property owner understands that they are likely going to lose the case and they do not want a misdemeanor criminal charge on their record. The problem with this process is that the City may not get any remediation results and the process has to start over again.

Mr. Grittmann stated that the civil route tends to cost the City more money. The City would sue the property owner for being in violation of the City's Code and/or Ordinances and ask a judge to direct them to clean-up the violation. The court will also tell the property owner that if they do not clean-up the violation, the City has the right to enter their property to abate the violation and all expenses to do so are the responsibility of the property owner.

Mr. Grittmann stated that in both cases, the majority of time the property owner does abate the violation and when this happens in civil cases, the City does not receive reimbursement for their attorney fees and other similar fees.

Commissioner Scanlon stated that the City has to prioritize. A swimming violation is much more egregious than junk cars in the yard.

Commissioner Scanlon stated that the Ordinances and Code need to be changed so that City staff does have something to fall back on and also gives them the tools to abate violations.

Commissioner Scanlon asked Mr. Grittmann if the Planning and Zoning Commission could get examples of other cities abatement and fining ordinances to review. Mr. Grittmann stated that he can bring some examples from other cities for the next Planning and Zoning Commission Meeting.

Commissioner Gurneau shared her concerns about notifying residents when they are in violation of the City's Zoning Ordinance and/or other City Code. Commissioner Gurneau recommended that the City staff send a letter once a week for three (3) weeks in a row and if the resident still does not comply with the City's request, the fourth letter should be sent by certified mail. After the fourth letter is sent and if the violation is not resolved, then it should be brought to the City Council.

Mr. Grittmann stated that the way a violation is addressed is going to depend on what type of violation it is and how immediately it needs to be abated.

Ms. Boelter stated that this would be too long of a period of time if there is an emergency violation that needs to be addressed immediately.

Commissioner Gurneau stated that she would like to see all violators be given the same amount of time to abate certain blighting conditions. Ms. Boelter stated that there is a set period of time for the remediation of tall grass and weeds and a longer period of time for junk, abandoned vehicles and etcetera. Ms. Boelter continued by stating that she lets residents know in the letters that are sent by the City, that if they need to discuss a remediation plan, they can contact the City and staff will work with them to develop a reasonable schedule that brings their property into compliance. Ms. Boelter stated that some residents do face financial and other hardships that may require them to take additional time to bring their property into compliance.

Commissioner Gurneau recommended that the number of days for remediation for each particular Code violation should be centralized in one (1) location in the Zoning Ordinance. Mr. Grittmann stated that the required number of days for each type of violation can be consolidated into one (1) location in the Ordinance.

Commissioner Scanlon stated that each situation may be different and the timeframe that they are allowed to remediate the violation may be determined by each individual situation.

Council Member Johnson asked if the violator will be fined \$100.00 per day for each day that they are over the deadline to bring their property into compliance.

Mr. Grittmann stated that the goal is to work with residents to help them bring their property into compliance before fining them and moving into the court process.

Mr. Grittmann stated that in his experience, most residents will clean-up their property when they receive a letter from the City.

Ms. Boelter stated that the City is taking efforts to help better educate residents on the Zoning Ordinance by providing information in the quarterly newsletter and on social media.

Commissioner Gurneau asked for clarification on who the "Code Compliance Officer" for the City would be and asked if it should be more specific; for example, should it say the City Clerk-Treasurer. Ms. Boelter stated that the City Attorney has asked that specific names and titles not be inserted into the City's Ordinances and Codes. He requested that it be a generic title; otherwise, the Ordinance needs to be amended every time an employee leaves the City.

Council Member Johnson asked if it should state Ms. Heidi Dahlin as the "Code Compliance Officer." Ms. Boelter stated no, that the City Clerk-Treasurer is the "Code Enforcement Officer." Council Member Johnson stated that the City hired Ms. Dahlin to do code enforcement. Ms. Boelter stated that Ms. Dahlin was hired to write the code enforcement letters and ride along with the City Clerk-Treasurer to help take pictures of blighting properties.

Commissioner Gurneau and Commissioner Scanlon asked about what individuals would be appointed to be the "Hearing Officer." Mr. Grittmann stated that the City Council would come up with a list of "Hearing Officers" that would serve as an arbitrator during a code enforcement hearing. Commissioner Scanlon asked for clarification on who has the qualifications to serve as a "Hearing Officer." Mr. Grittmann stated that it is typically a land use Attorney and they would not be affiliated with the City of Montrose. Commissioner Gurneau and Commissioner Scanlon recommended that the language be more specific and state a land use Attorney.

Commissioner Gurneau stated that at the February 12, 2020 Planning and Zoning Commission Meeting, the Commission will evaluate the information from other cities and work on amending the City of Montrose's Zoning Ordinance and Code to be brought to the City Council at a later date for their consideration.

Commissioner Henry stated that Mr. Dale Powers was working on a document that clearly defined who the Code Enforcement Officer was and what their roles and responsibilities were. Ms. Boelter stated that the document was never approved because there were some items that the City Council did not agree with.

Commissioner Gurneau asked for public comment.

Mr. Roy Henry, 600 Nelson Boulevard, addressed the Planning and Zoning Commission and shared his concerns regarding the upkeep of the buildings and grounds in the Montrose Homes Trailer Park.

Commissioner Gurneau closed the Public Hearing at 7:37 p.m. and opened the Planning and Commission Meeting at 7:37 p.m.

8. NO OLD BUSINESS.

9. NEW BUSINESS.

A. City Planner Updates

1. Preserve Housing Development

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

B. Renewable Energy – Proposed Solar Farm

10. NEXT MEETING

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

11. ADJOURNMENT

Commissioner Henry motioned to the adjourn the Planning and Zoning Commission Meeting at 7:46 p.m. Commissioner Scanlon seconded the motion. Motion carried 4-0.

Tracy Gurneau
Chair
City of Montrose

ATTEST:

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

City of Montrose
 Economic Development Authority Meeting
 Montrose City Hall
 Conference Room
 311 Buffalo Avenue South
 Tuesday, January 21, 2020
 12:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose Economic Development Authority (EDA) met in Regular Session on Tuesday, January 21, 2020 at 12:00 p.m.

Council Member Moynagh called the meeting to order at 12:00 p.m.

2. ROLL CALL

Council Member Moynagh asked the EDA Members to introduce themselves.

Present: Council Member Kirby Moynagh
 EDA Member Patrick Baumgard
 EDA Member Joe Rasmussen
 EDA Member Sonya Tourville

Absent: Council Member Tom Marszalek

Staff Present: Ms. Deborah Boelter, City Clerk-Treasurer

3. ELECTION OF OFFICERS

The EDA Members discussed and appointed the following as Officers of the EDA:

A. President

Council Member Moynagh motioned to appoint Council Member Marszalek as the Montrose Economic Development Authority President. Mr. Baumgard seconded the motion. Motion carried 4-0.

B. Vice-President

Council Member Moynagh motioned to appoint Ms. Sonya Tourville as the Montrose Economic Development Authority Vice-President. Mr. Baumgard seconded the motion. Motion carried 3-1-0. Ms. Tourville abstained.

C. Treasurer

Council Member Moynagh motioned to appoint Mr. Patrick Baumgard as the Montrose Economic Development Authority Treasurer. Mr. Rasmussen seconded the motion. Motion carried 3-1-0. Mr. Baumgard abstained.

D. Assistant Treasurer

Council Member Moynagh motioned to appoint Ms. Deb Boelter as the Montrose Economic Development Authority Assistant Treasurer. Mr. Baumgard seconded the motion. Motion carried 4-0.

E. Secretary

Council Member Moynagh motioned to appoint Ms. Deb Boelter as the Montrose Economic Development Authority Secretary. Mr. Baumgard seconded the motion. Motion carried 4-0.

4. APPROVAL OF AGENDA

Mr. Baumgard motioned to approve the Tuesday, January 21, 2020 Economic Development Authority Agenda. Ms. Tourville seconded the motion. Motion carried 4-0.

5. TREASURER'S REPORT

A. Economic Development Authority Fund

Ms. Boelter reviewed the EDA Fund. She presented the City's EDA Fund and then gave an overview of the EDA's Minnesota Investment Fund.

Ms. Boelter stated that the EDA will be considering incentives and financing programs that the City's EDA can make available for existing businesses and/or new businesses that are interested in locating to the City of Montrose. The EDA will also consider funding incentives and/or financing for developers who may be interested in coming to the City of Montrose.

Ms. Boelter stated that there are some restrictions on the Minnesota Investment Fund dollars; but, the City's Finance Consultant, Mr. Shannon Sweeney will work with the EDA to determine how the money can be used for incentives and/or financing programs.

B. Compensation for Meeting Attendance

Ms. Boelter stated to compensate EDA Members for the meetings they attend, a Resolution has to be adopted by the Montrose City Council.

Ms. Boelter stated that the members of the Park and Recreation Commission and the Planning and Zoning Commission receive \$25.00 for each meeting that they attend. She continued by asking the EDA Members if \$25.00 per meeting was a fair amount.

The EDA discussed and were in agreement that \$25.00 per meeting was fair compensation.

Council Member Moynagh motioned to set the compensation for attending the Economic Development Authority Meetings at \$25.00 per meeting. Mr. Baumgard seconded the motion. Motion carried 4-0.

6. OLD BUSINESS

7. NEW BUSINESS

A. Resolution No. 2019-20 and Past Resolutions

Ms. Boelter stated that staff provided copies of the current and past EDA Resolutions for review. She continued by asking if they had any questions about the Resolutions.

Ms. Boelter stated that Resolution No. 92-15 is the most important Resolution; because, it outlines the roles and responsibilities of the EDA.

She continued by stating that today's Meeting is more of an informative meeting. It is a time for clarification and understanding on what role the EDA plays in the Montrose Community.

Mr. Rasmussen asked if the EDA plans to go out and actively seek businesses or just help businesses that inquire about locating to the City of Montrose.

Ms. Boelter stated that the EDA will be actively seeking businesses. She continued by stating that staff has been working with the City Planner to prepare some type of literature that informs potential businesses about what is available in the City of Montrose.

Ms. Boelter stated that the EDA will also work to acquire property for future business development.

Mr. Rasmussen asked if there is a particular type of business that the City is seeking. Ms. Boelter stated that the City is interested in any type of business.

Ms. Boelter gave an overview of the former Casey's Building and its future. She continued by stating that the plan is to schedule a meeting with the gentleman that purchased the building to discuss if there is anyway the City can help him to move forward with locating his business in Montrose.

Ms. Boelter gave an overview of potential businesses that have shown an interest in locating to the City of Montrose.

Ms. Boelter stated that she believes that housing development will increase in the City of Montrose in the future.

Council Member Moynagh asked if there are locations that the City can advertise to potential businesses. Ms. Boelter stated yes. She continued by stating that the Wright County Economic Development Authority Partnership also sends out notices regularly about businesses that are looking for a place to locate. The City's Planner has responded to some of these requests in the past.

Ms. Boelter encouraged the EDA Members to contact her at any time if they have any questions and/or need clarification about the information found in the current and past Resolutions.

B. Establish Meeting Day and Time

Ms. Boelter asked the EDA Members if they would like to establish the third (3rd) Tuesday of each month from 12:00 noon to 1:00 p.m. for the regular EDA Meetings. She continued by stating that lunch will be provided.

The EDA Members discussed and agreed that the third (3rd) Tuesday of each month worked well.

Ms. Boelter stated that if there is ever a reason that a person cannot make the Regularly scheduled EDA Meeting, it can be rescheduled.

Ms. Boelter stated that right now the plan is for the EDA to meet monthly. In the future, the EDA may meet bi-monthly or quarterly. There may also special meetings scheduled if there is a decision that needs to be made by the EDA.

Mr. Baumgard motioned to establish the third (3rd) Tuesday of each month from 12:00 noon to 1:00 p.m. as the Regular Economic Development Authority Meeting. Ms. Tourville seconded the motion. Motion carried 4-0.

C. Future Training

Ms. Boelter stated that there are organizations that provide EDA training. She continued by stating that if this type of training becomes available, she will forward it to membership and if anyone is interested in attending, they just have to contact her and she will take care of the registration and accommodations.

D. Wright County Economic Development Authority Partnership

Ms. Boelter stated that staff will schedule to have someone from the Wright County Economic Development Authority Partnership attend a future EDA Meeting to talk about how their organization works with the City's EDA.

E. Other

The EDA Members discussed the following items:

1. Traffic control at the intersection of U.S. Highway Twelve (12) and Zephyr Avenue. Mr. Rasmussen stated that it is difficult for his employees to get on U.S. Highway 12 at the end of their shift. The EDA discussed the possibility of a round-about at this intersection. Ms. Boelter stated that the Minnesota Department of Transportation (MN DOT) is planning to install a turn lane at the Zephyr Avenue

intersection. Ms. Boelter stated that she would have the MN DOT Engineer contact Mr. Rasmussen to discuss his concerns regarding traffic control at the Zephyr Avenue intersection.

2. Mr. Rasmussen asked about the status of the City's infrastructure in regards to future development and growth. Public Works Department Director, Mr. Wayne McCormick attended the EDA Meeting to give an overview of the City's infrastructure.
3. Mr. Tourville stated that she would like to see the EDA work on bringing a Childcare Center to the City of Montrose.

8. ADJOURNMENT

Council Member Moynagh motioned to the adjourn the Economic Development Authority Meeting at 12:45 p.m. Mr. Baumgard seconded the motion. Motion carried 4-0.

Ms. Sonya Tourville
Vice-President
City of Montrose

ATTEST:

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

CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA

RESOLUTION NO. 2020-07

RESOLUTION ESTABLISHING SALARIES FOR COMMISSIONERS OF
THE MONTROSE ECONOMIC DEVELOPMENT AUTHORITY

WHEREAS, the City Council of the City of Montrose has duly established an Economic Development Authority by resolution passed on the 9th day of November, 1992; and

WHEREAS, the Montrose City Council has adopted Resolution Number 2019-20 a Resolution Amending Resolution Number 92-15 Establishing the Economic Development Authority For The City Of Montrose.

WHEREAS, the City of Montrose Economic Development Authority must meet and establish bylaws, a depository, a budget and address various other matters; and

WHEREAS, the time required of the Commissioners in performing their duties the Montrose City Council has been considered; and

WHEREAS, the Montrose City Council has considered the salary level that would represent fair compensation for that time and meet the budgetary restraints of the city;

NOW, THEREFORE, BE IT RESOLVED that the salary for the Commissioners of the Montrose Economic Development Authority be:

1. \$25.00 per meeting and all justifiable and necessary expenses incurred performing the business of the Authority.

BE IT FURTHER RESOLVED that the Montrose City Council shall set the salary to be paid to the Economic Development Authority Commissioners for the performance of their duties and subject to approval by the City Council.

Passed this 10th day of February, 2020 by the Montrose City Council.

CITY OF MONTROSE

Michelle Otto, Mayor

ATTEST:

Deb Boelter, City Clerk-Treasurer

Meeting Date: February 10, 2020

Submitted By: Deb Boelter
City Clerk-Treasurer



City Council Request

Subject: City Clerk-Treasurer Salary Discussion

BACKGROUND:

At the Monday, February 3, 2020 Personnel Committee Meeting, discussions took place regarding the wage for the City Clerk-Treasurer position.

City staff provided the following information for consideration:

EMPLOYEE	Ms. Margaret McCallum	Mr. Dale Powers	Ms. Deb Boelter
DATES OF EMPLOYMENT	11/30/2015 to 08/17/2017	10/09/2017 to 04/19/2018	05/14/2018 to Present
STARTING WAGE (per Hour)	\$33.08	\$32.31	\$29.00
SIX (6) MONTHS			\$30.00
ONE (1) YEAR		\$33.60	\$30.60
YEAR 2018 (4% Increase)	\$34.40		
YEAR 2019 (4% Increase)	\$35.78	\$34.94	
YEAR 2020 (4% Increase)	\$37.21	\$36.34	\$31.82

The salary range for the City Clerk-Treasurer position is detailed in the graph above. With the annual two percent (2%) cost-of-living increase and two percent (2%) annual salary increase, the hourly wage for the City Clerk-Treasurer position should be at \$37.00 per hour.

The Personnel Committee directed City staff to include discussion of the City Clerk-Treasurer salary at tonight's Regular City Council Meeting.

FINANCIAL/BUDGET:

After previous discussions with the Personnel Committee in meetings in the year 2019, City staff was directed to budget for an increase to \$37.00 per hour for the City Clerk-Treasurer position in the year 2020 Budget. The \$37.00 increase has been included in the year 2020 Final Budget and Levy that was approved by the City Council at their December 9, 2019 Regular City Council Meeting.

The Job Description for the City of Montrose's Clerk-Treasurer position is similar to that of a City Administrator position.

Currently, the City Clerk-Treasurer position is an average of thirty-six hours (36) hours per week and is paid at an hourly rate of \$31.82 per hour. This equates to \$59,567.04 annually.

With the proposed increase to \$37.00 per hour, it would be \$69,264.00 annually.

The attached report titled *City Administrator Pay in Cities of 2000 to 3999*, provides you with a comparison of wages for cities similar in size to Montrose and for the same job duties and responsibilities as the Montrose City Clerk-Treasurer position. Please note that the majority of cities listed are considered out-state (meaning

they are not metro cities nor in the vicinity of the metro area). Wright County and Montrose are now considered part of the metro area.

OPTIONS:

1. Discuss the proposed wage increase for the City Clerk-Treasurer position.

RECOMMENDATION:

Discuss the proposed wage increase for the City Clerk-Treasurer position.

COUNCIL ACTION:

Discuss the proposed wage increase for the City Clerk-Treasurer position and give a directive to City staff on how to proceed.

ATTACHMENTS:

1. City Administrator Pay in Cities of 2000 to 3999 Report

City Administrator Pay in Cities of 2000 to 3999

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

CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA

RESOLUTION NO. 2020-XX

A RESOLUTION APPROVING THE MAYORAL APPOINTMENTS FOR THE YEAR 2020

Acting Mayor:	Council Member Lloyd Johnson
Chamber of Commerce Representative:	City Clerk-Treasurer Council Member Tom Marszalek
Community Education Representative:	Mayor Michelle Otto
Economic Development Authority:	Council Member Tom Marszalek Council Member Kirby Moynagh Dr. Sonya Tourville, Montrose Family Chiropractic Mr. Patrick Baumgard, Citizens State Bank Mr. Joe Rasmussen, Carpentry Contractors City Clerk-Treasurer
Fire Department/Emergency Management Chief/Emergency Management Director:	Fire Chief
Assistant Fire Chief/Emergency Management Director:	Assistant Fire Chief and/or Fire Department Captains
Fire Department Council Liaison:	Council Member Ben Kuehl
U.S. Highway 12 Safety Coalition	Mayor Michelle Otto Council Member Kirby Moynagh City Clerk-Treasurer
Montrose Streetscape Committee Members:	Sylvia Henry, Chair Graham Sones, Vice-Chair Ellen Sones Sylvia Henry 1 Vacancy Council Member Kirby Moynagh City Clerk-Treasurer
Personnel Committee:	Mayor Council Member Tom Marszalek Public Works Director City Clerk-Treasurer
Park and Recreation Commission Members:	Matt Russell , Chair Sylvia Henry Sue Saman Ashlyn Otto Barry Rhineberger 4 Vacancies
Park and Recreation Commission Council Liaison:	Mayor Michelle Otto
Park and Recreation Commission Alternate Council Liaison:	Council Member Kirby Moynagh

Park and Recreation Commission Staff Coordinator:

Utility Billing Clerk

Planning and Zoning Commission Members:

Tracy Gurneau, Chair
~~Barry Rhineberger,~~
 Mike Scanlon, Vice-Chair
 Sylvia Henry
 Tracy Gurneau
 Mike Scanlon
 Justin Emery
 Shawn Cuff
 2 Vacancies

Planning and Zoning Commission Council Liaison:

Council Member Lloyd Johnson

Planning and Zoning Commission Planner:

Myles Campbell Ryan Gritman
 Northwest Associated Consultants

Planning and Zoning Commission Staff Coordinator:

City Clerk-Treasurer

Finance Committee:

Council Member Tom Marszalek
 Council Member Kirby Moynagh
 Deputy Clerk

Finance Committee Alternate:

City Clerk-Treasurer
 Council Member Ben Kuehl

Utility Emergency Board:

Mayor
 Public Works Director

Montrose Days Celebration Committee Council Liaison:

Council Member Ben Kuehl

Wright County Area Transportation:

Deputy Clerk

Wright County Board of Commissioners Meetings:

Council Member Tom Marszalek

Official Depositories:

Citizens State Bank of Waverly
 Klein Bank of Buffalo
 Wells Fargo of Buffalo
 Northland Securities

Official Newspaper:

Wright County Journal Press

City Meetings:

Regular City Council Meeting	Community Center	Monthly - Second Monday	7:00 p.m.
City Council Workshop	City Hall	Monthly - Fourth Monday	3:30 p.m.
Economic Development Authority	Community Center	Monthly - Third Tuesday	12:00 p.m.
Finance Committee	City Hall	Quarterly - Fourth Thursday	9:00 a.m.
Montrose Streetscape Committee	City Hall	Quarterly - Third Wednesday	5:00 p.m.
Park and Recreation Commission	City Hall	Monthly - First Thursday	5:30 p.m.
Planning and Zoning Commission	Community Center	Monthly - Second Wednesday	7:00 p.m.

Adopted by the City Council of Montrose, Minnesota this ____ day of _____, 2020.

Michelle Otto
Mayor
City of Montrose

Attested:

Deborah R. Boelter
City Clerk-Treasurer
City of Montrose

DRAFT

Administrative Assistant Wage Scale

CITY	POPULATION	LOW WAGE	NO EXPIRE	HOURLY RATE	HIGH WAGE	HOURLY RATE	HOURS WORKED
St. Michael	17,536	\$40,414.00		\$19.42	\$55,744.00	\$26.80	
Buffalo	16,033	\$47,444.00		\$22.81	\$56,680.00	\$27.25	
Monticello	13,553	\$42,036.80		\$20.21	\$54,662.40	\$26.28	
Delano	6,059	\$34,964.80		\$16.81	\$47,860.80	\$23.01	
Rockford	4,488	\$44,990.40		\$21.63	\$54,995.20	\$26.44	
Watertown	4,386	\$39,386.00		\$18.93	\$49,188.00	\$23.64	
Mora	3,470	\$40,872.00		\$19.65	\$45,073.60	\$21.67	
Annandale	3,370	\$39,062.39		\$17.54	\$47,584.80	\$24.93	
Hanover	3,300	\$39,062.39		\$18.77	\$55,000.00	\$26.44	
Cokato	2,739	\$38,480.00		\$18.50	\$51,480.00	\$24.75	
Winsted	2,296	\$16,120.00		\$15.50	????		Part time 20 hrs +/-
Maple Lake	2,109	\$33,529.00		\$16.12	\$46,446.40	\$22.33	
Waverly	1,450	\$33,280.00		\$16.00	\$66,560.00	\$32.00	
Dassel	1,419	\$27,040.00		\$13.00	\$31,678.00	\$15.23	