



## **CITY COUNCIL AGENDA- REGULAR MEETING**

**Monday, January 13, 2020 7:00 PM**

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

Montrose Community Center  
200 Center Avenue South  
Montrose, Minnesota 55363

### **1. CALL TO ORDER**

### **2. ROLL CALL**

### **3. INVOCATION**

A. Pastor Cathy Jones – House of Grace

### **4. PLEDGE OF ALLEGIANCE**

### **5. APPROVAL OF AGENDA**

### **6. APPROVAL OF CONSENT AGENDA**

#### **A. Minutes**

1. December 4, 2019 Montrose Streetscape Committee Meeting – prepared by D. Boelter
2. December 9, 2019 Regular City Council Meeting – prepared by W. Manson

#### **B. Accounts Payable**

1. City, December 31, 2019 - prepared by W. Manson
2. Fire Department, December 31, 2019 - prepared by W. Manson
3. City, January 13, 2020 – prepared by W. Manson
4. Fire Department, January 13, 2020 – prepared by W. Manson
5. Economic Development Authority (EDA), January 13, 2020 – prepared by W. Manson

#### **C. Monthly Utility Adjustments, December, 2019 - prepared by J. Bonniwell**

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

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

#### **E. Resolution No. 2020-02 – Accepting Donations**

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

F. Resolution 2020-03 – Year 2019 Budget Amendment

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

**7. OPEN FORUM**

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

A. December, 2019 Monthly Report

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

A. City Council

1. Monthly Activity Report

B. Montrose Fire Department

1. December, 2019 Activity Report and Year End Information

2. Accept the resignation of Firefighter Mr. Joe Doyle effective December 10, 2019

3. Hiring of Firefighters – Effective start date of December 17, 2019

a) Ms. Diane Holman

b) Mr. Joseph Theis

c) Mr. Zachary Walters

4. Year 2020 Montrose Fire Department Officers

C. Park and Recreation Commission

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

2. Accept the Resignation of Park and Recreation Commission Chair, Mr. Matthew Russell, effective December 31, 2019

D. Planning and Zoning Commission

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

E. City Engineer

1. Introductions

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*

**10. OLD BUSINESS**

A. City Administrator Position Discussion

**11. NEW BUSINESS**

A. Resignation of City Council Member Ben Kuehl

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

2. Vacancy Discussion

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

**C. Ordinance 2020-01 – Fee Schedule**

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

**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. City Council Workshop – Monday, January 27, 2020 at 3:30 p.m. in the Montrose City Hall Conference Room.
- 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**

**14. ADJOURNMENT**

City of Montrose  
 Montrose Streetscape Committee Meeting  
 Montrose City Hall  
 311 Buffalo Avenue South  
 Wednesday, December 4, 2019  
 5:00 P.M.

## 1. CALL TO ORDER

Pursuant to call and notice the Montrose Streetscape Committee met on December 4, 2019 at 5:00 p.m.

Ms. Sylvia Henry, Committee Chair, called the meeting to order at 5:00 p.m.

## 2. ROLL CALL

Present: Ms. Sylvia Henry  
 Ms. Ellen Sones  
 Council Member Kirby Moynagh

Absent: Mr. Graham Sones

Also Present: Mayor Michelle Otto

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

## 3. APPROVAL OF MINUTES

A. August 21, 2019 Joint City Council and Montrose Streetscape Committee Meeting

**Ms. Ellen Sones motioned to approve the Joint City Council and Montrose Streetscape Committee Meeting minutes of August 21, 2019. Ms. Sylvia Henry seconded the motion. Motion carried 2-0.**

## 4. BUSINESS

A. Open Discussion

The Montrose Streetscape Committee had *Open Discussion* on the following items:

- The future of the Montrose Streetscape Committee. The Committee Members decided not to disband the Montrose Streetscape Committee. The Committee will continue to exist and will meet as needed.
- The Committee will work in conjunction with the reestablished Montrose Economic Development Authority (EDA) in regards to design standards, aesthetic improvements and etcetera.
- The Committee directed Ms. Boelter to contact Mr. Hal Gallus and ask him to again serve on the Montrose Streetscape Committee.
- Ms. Sones recommended that Ms. Boelter contact the Wright County Soil and Water Conservation District to inquire about gravel bed trees.
- The Montrose Streetscape Committee also discussed implementing an "Adopt-A-Tree" program and making it available to property owners.
- Mayor Otto and the Committee recommended that Ms. Boelter contact the Initiative Foundation to inquire about any grant programs that may be available for improvements to the U.S. Highway Twelve (12) corridor and/or other areas located in the City of Montrose.
- The Montrose Streetscape Committee and Mayor Otto directed Ms. Boelter to research available grant programs to help fund improvements along the U.S. Highway 12 corridor, parks and/or other areas located in the City of Montrose.

## 5. ADJOURNMENT

Ms. Sones motioned to adjourn the Montrose Streetscape Committee Meeting at 5:35 p.m. Ms. Henry seconded the motion. Motion carried 2-0.

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Sylvia Henry  
Chair  
Montrose Streetscape Committee

ATTEST:

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

City of Montrose  
 Regular City Council Meeting  
 Montrose Community Center  
 200 Center Avenue South  
 Monday, December 9, 2019  
 7:00 P.M.

**1. CALL TO ORDER**

**Pursuant** to call and notice the Montrose City Council met in Regular Session on Monday, December 9, 2019 at 7:00 p.m.

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

**2. ROLL CALL**

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

Staff Present: Ms. Wendy Manson, Deputy Clerk  
 Mr. Wayne McCormick, Public Works Director  
 Mr. Ryan Grittman, City Planner

Absent: Council Member Ben Kuehl

**3. INVOCATION**

A. Pastor Paul Baker – Montrose Methodist Church

Pastor Baker administered the Invocation.

**4. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was taken.

**5. APPROVAL OF THE AGENDA**

A. Approval of the Agenda

Mayor Otto asked to add Ashlyn Otto, Park and Recreation application to the agenda under Park and Recreation #2b. Council Member Johnson asked to have Resolution No. 2019-42 removed from the agenda under Planning & Zoning #2 and placed on the January Council Meeting agenda.

**Council Member Johnson motioned to approve the December 9, 2019 Regular City Council Meeting Agenda as amended. Council Member Marszalek seconded the motion. Motion carried 4-0.**

**6. APPROVAL OF THE CONSENT AGENDA**

A. Minutes

1. Accepted the minutes of the November 12, 2019 Regular City Council Meeting.
2. Accepted the minutes of the November 25, 2019 City Council Workshop.

B. Accounts Payable

1. Approved the December 9, 2019 Accounts Payable for the City of Montrose.
2. Approved the December 9, 2019 Accounts Payable for the Montrose Fire Department.

- C. Approved the Monthly Utility Adjustments for November, 2019.
- D. Year 2020 Animal Impound Agreement
  - 1. Approved the Year 2020 Animal Impound Agreement with Crossroads Animal Shelter.
- E. Approved a One-To-Four Day Temporary On-Sale Liquor License for Beyond the Yellow Ribbon of Montrose for January 25, 2020.
- F. Schedule a Special City Council Meeting – December 23, 2019
  - 1. Scheduled a Special City Council Meeting for Monday, December 23, 2019 at 3:30 p.m. to be held in the Montrose City Hall Conference Room.
- G. Cancel Planning and Zoning Commission Meeting – December 11, 2019
  - 1. Canceled the Planning and Zoning Commission Meeting scheduled for Wednesday, December 11, 2019 at 7:00 p.m. in the Montrose Community Center.
- H. Schedule a Public Hearing – January 8, 2020.
  - 1. Scheduled a Public Hearing to be held by the Montrose Planning and Zoning Commission at 7:00 p.m. or soon thereafter on Wednesday, January 8, 2020 at the Montrose Community Center, located at 200 Center Avenue South in the City of Montrose, for the purpose of considering a Zoning Ordinance amendment and City Code amendment related to Administrative Fines and Abatement of Nuisances.

**Council Member Moynagh motioned to approve the Consent Agenda as presented. Council Member Marszalek seconded the motion. Mayor Otto questioned the payment to Melchert, Hubert, Sjodin in the amount of \$630.00 for an employment contract. She was not in agreement with this payment. Motion carried 3-1 with Mayor Otto opposed.**

## **7. OPEN FORUM**

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

**Mayor Otto motioned to open the public hearing at 7:06 p.m. Council Member Marszalek seconded the motion. Motion carried 4-0.**

Ms. Manson presented the Year 2020 Final Levy and Budget for the City Council's consideration. Ms. Manson stated that there were no changes to the levy that was presented in September.

**Council Member Moynagh motioned to close the Public Hearing at 7:08 p.m. Mayor Otto seconded the motion. Motion carried 4-0.**

### **A. Year 2020 Final Levy and Budget**

- 1. Resolution 2019-41 *A Resolution Authorizing the Year 2020 Final Property Tax Levy and Budget.*

**Council Member Moynagh motioned to approve Resolution #2019-41 authorizing the 2020 Final Property Tax Levy and Budget. Mayor Otto seconded the motion. Motion carried 4-0.**

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

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

The area Deputy from the Wright County Sheriff's Office gave an update of activity for the month.

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

A. City Council

1. Monthly Activity Report

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

B. Montrose Fire Department

1. November, 2019 Activity Report

Fire Chief Triplett gave an update of the fire activities for the month of November. He stated that the department has taken on 3 new Firefighters that will begin effective January 1, 2020 and that they are still accepting applications for new firefighters.

C. Park and Recreation Commission

1. December 2, 2019 Park and Recreation Commission Meeting Minutes

Mayor Otto gave an overview of the items discussed at the December 2, 2019 Park and Recreation Commission Meeting.

2. Park and Recreation Commission Application Appointment

a. Appoint Ms. Sue Saman to the Park and Recreation Commission.

**Council Member Moynagh motioned to appoint Ms. Sue Saman to the Park and Recreation Commission. Council Member Marszalek seconded the motion. Motion carried 4-0.**

b. Appoint Ms. Ashlyn Otto to the Park and Recreation Commission.

Council Member Moynagh questioned Mayor Otto being the Park and Recreation Commission liaison if Ashlyn Otto was appointed. It was a concern when he joined the council that he could not be the liaison for Planning and Zoning due to a relative being on the Commission.

Mayor Otto stated that this was different because it is Park and Recreation and that she can still be the liaison.

**Council Member Moynagh motioned to appoint Ms. Ashlyn Otto to the Park and Recreation Commission. Council Member Johnson seconded the motion. Motion carried 3-0-1. Mayor Otto abstained.**

D. Planning and Zoning Commission

1. November 13, 2019 Planning and Zoning Commission Meeting Minutes

Mr. Ryan Grittman gave an overview of the items discussed at the November 13, 2019 Planning and Zoning Commission Meeting. Mr. Grittman stated the Planning and Zoning Commission held a Public Hearing in regards to the Interim Use Permit for the solar farm at the Wastewater Treatment Plant. The approval of this Interim Use Permit was recommended to the City Council.

Council Member Johnson had this removed from the agenda until some further information is received. He wants to see where the solar panels will actually be placed and how much the city will receive in rent.

**This item was tabled until the January 13, 2020 City Council Meeting for further information.**



**11. NO OLD BUSINESS.**

**12. NEW BUSINESS**

A. Resolution No. 2019-37 *A Resolution Increasing the Montrose Water Access Charge*

**Council Member Moynagh motioned to adopt Resolution No. 2019-37 A Resolution Increasing the Montrose Water Access Charge. Council Member Johnson seconded the motion. Motion carried 4-0.**

B. Resolution No. 2019-38 *A Resolution Increasing the Montrose Sewer Access Charge*

**Council Member Marszalek motion to adopt Resolution No. 2019-38 A Resolution Increasing the Montrose Sewer Access Charge. Council Member Moynagh seconded the motion. Motion carried 4-0.**

C. Resolution No. 2019-39 *A Resolution Increasing the Montrose Water System Rates*

**Council Member Moynagh motioned to adopt Resolution No. 2019-39 A Resolution Increasing the Montrose Water System Rates. Council Member Marszalek seconded the motion. Motion carried 4-0.**

D. Resolution No. 2019-40 *A Resolution Increasing the Montrose Sewer System Rates*

**Council Member Moynagh motioned to adopt Resolution No. 2019-40 A Resolution Increasing the Montrose Sewer System Rates. Council Member Marszalek seconded the motion. Motion carried 4-0.**

**13. UPCOMING MEETINGS**

A. Special City Council Meeting – Monday, December 23, 2019 at 3:30 p.m. in the Montrose City Hall Conference Room.

B. Park and Recreation Commission Meeting – Monday, January 6, 2020 at 5:30 p.m. in the Montrose City Hall Conference Room.

C. Planning and Zoning Commission Meeting – Wednesday, January 8, 2019 at 7:00 p.m. in the Montrose Community Center.

D. Planning and Zoning Commission Public Hearing – Wednesday, January 8, 2019 at 7:00 p.m. in the Montrose Community Center.

E. Regular City Council Meeting – Monday, January 13, 2020 at 7:00 p.m. in the Montrose Community Center.

F. City Council Workshop – Monday, January 27, 2020 at 3:30 p.m. in the Montrose City Hall Conference Room.

**14. ACKNOWLEDGEMENTS**

A. Mayor Otto

1. Sue Samen, Morgan Otto and Roy Henry

Mayor Otto acknowledged Sue Samen, Morgan Otto and Roy Henry for helping with the Park and Recreation Crafts at the Breakfast with Santa event.

2. Terry Vanderbeek, Tom Weineck and Matt Russell

Mayor Otto acknowledged Terry Vanderbeek and Tom Weineck for their assistance with the tree lighting in Veterans Park and Matt Russell for organizing the event.

3. Montrose Lions, Methodist Church, Organization that hosts the community dinner, Montrose Days and all others

Mayor Otto acknowledged these organizations for everything they do throughout the year..

**B. Council Member Moynagh**

1. Public Works Department

Council Member Moynagh acknowledged the Public Works Department for the clearing of the snow. Council Member Moynagh also mentioned the City of Montrose Snow Plow Policy and the fact that the City plows when there is 2" of snow or more.

**C. Council Member Marszalek**

1. Council Member Marszalek acknowledged "the hard-working and dedicated members of our city staff. They continue to serve the community as well as the demands of the city council , despite the continued efforts by some council members to cause disruption and manipulate the outcome of staff reorganization plans through fear and intimidation. I am appalled at the behavior and extend my apologies to all staff members on behalf of the entire city council."

**15. ADJOURNMENT**

**Council Member Moynagh motioned to the adjourn the Regular City Council Meeting at 7:32 p.m. Council Member Marszalek seconded the motion. Motion carried 4-0.**

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Michelle Otto  
Mayor  
City of Montrose

ATTEST:

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Wendy Manson  
Deputy Clerk  
City of Montrose

# ACCOUNTS PAYABLE LIST

DECEMBER 31, 2019

Payroll	12/16/19 Payroll	12490.34
Payroll	12/30/19 Payroll	13049.55
Council Payroll	4 <sup>th</sup> Qtr Payroll	3370.77
Commission Payaroll	2019 Payroll	1639.21
IRS-Federal Tax Payment	12/16/19 FED/FICA Tax	4628.97
IRS-Federal Tax Payment	12/30/19 FED/FICA Tax	5079.87
MN Dept. of Revenue	12/16/19 State Withholding	755.60
MN Dept. of Revenue	12/30/19 State Withholding	791.77
PERA	12/16/19 Payroll	2546.89
PERA	12/30/19 Payroll	2584.70
MN Dept. of Revenue	Nov. Sales Tax	1614.00
MN Dept. of Revenue	Dec. Sales Tax	1608.00
Office of Admin Hearings	Herzog Annexation	25.00
Office of Admin Hearings	Epple Annexation	25.00
Payment Service Network	Nov. PSN/ACH	1319.29
*AFSCME #65	Dec. Union Dues	171.00
AmeriPride Services	Uniforms/Floor Mats	323.11
Bolton & Menk	Well/Wellhouse Engineering	16296.40
Braun Intertec	Wellhouse Testing	1868.75
Campbell Knutson	Legal Services	2425.20
Cardmember Service	Breakfast/Santa Supplies	296.00
Cardmember Service	Public Works/Parks	88.09
Centra Sota	Diesel Fuel	726.00
*Citizens State Bank	Dec. H.S.A. Deposit	2658.00
Cole Paper	Copy Paper	486.00
Comcast	WWTP Internet Service	104.85
Ryan Eischens	Safety Boots	100.00
ESS Brothers	Manhole Covers	165.00
Haugo GeoTech Services	Emerson Ave Testing	632.00
Haugo GeoTech Services	TH 25 Testing	5965.00
Hillyard	Comm Ctr Scrubber Soap	67.63
*IUOE Local 49	Dec. Union Dues	175.00
Key Govt. Finance	Plow Truck Payment	29955.67
League of MN Cities	Marszalek Elected Official Conf	275.00
Marco Tech.	Printer Mtce. Agreement	58.44
Tom Marszalek	Mileage Reimbursement	110.20
Melchert, Hubert, Sjodin	Legal Serv-Employ Contract	1737.00
Menards	PW/WWTP/City Hall/Water	219.63
Milhausen Auto	PW F-150 Service	40.00
Mn Computer Systems	Copier Mtce. Agreement	256.17
MVTL Labs	Water Testing	48.20
MVTL Labs	WWTP Testing	1151.90

December 31, 2019

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NW Asocc Consultants	Planners Services	1419.10
NEC Cloud Communication	Telephone Charges	195.44
Nystrom Publishing	Winter Newsletter/Postage	1595.25
Paumen Computer Serv	Monthly IT/Backup	360.00
Pitney Bowes	Qtrly Postage Machine Rent	180.00
Purchase Power	Postage Refill	2020.99
R&R Excavating	TH 25 Pay Request #2	487067.41
Randy's Enviro Services	Dec Refuse/Recycle	16006.63
Snowplows Plus	F350 Cutting Edge Blade	463.87
Utility Consultants	WWTP Testing	43.00
Volco Co., Inc.	WWTP Thermostat	294.05
Wenck Assoc	Engineering Services	10864.14
Wex Bank	Gas Charges	575.68
Windstream	Telephone Charges	115.42
Wright Cty Mayors Assn	2019 Membership Dues	200.00
Wright Cty Recorder	Recording Fees	46.00
Wright Cty Treasurer	Nov. County Fines	688.25
Wright Cty Auditor	Dec. Patrol	22660.42
Wright-Hennepin CO-OP	Electric Charges	172.51
Xcel Energy	Electric & Gas Charges	2435.69
	<b>TOTAL ACCOUNTS PAYABLE</b>	<b>665333.05</b>

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 OTTO

BOELTER

MARSZALEK

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 JOHNSON

MOYNAGH

## \* Appendix

Payments received to offset checks written

Payroll Deduction	AFSCME-Dec. Union Dues	171.00
Payroll Deduction	Dec. H.S.A. Deposit	1258.00
Payroll Deduction	IUOE 49-Dec. Union Dues	175.00

# FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

## DECEMBER 31, 2019

Bound Tree Medical	Medical Supplies	50.99
Cottens Buffalo	T-11 Batteries	460.61
Delano Carquest	G-12 Mtce.	11.07
Emerg Response Solutions	SCBA Repairs	12.93
Marketon's Body Shop	Truck Mtce.	102.41
Performance Plus	New FF Physicals	460.00
Volunteer FF Benefits	New FF Life Insurance	33.00
Wex Bank	Gas Charges	94.89
TOTAL ACCOUNTS PAYABLE		1225.90

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 OTTO

BOELTER

MARSZALEK

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 JOHNSON

MOYNAGH

### \*APPENDIX

Payments received to offset checks written

# ACCOUNTS PAYABLE LIST

JANUARY 13, 2020

Ameripride	Uniforms/Floor Mats	225.50
Bolton & Menk	Engineering Services	7176.00
Citizens State Bank	Montrose Meadows Bond	54000.00
*Colonial Life Ins	Dec. Employee Insurance	74.52
Comcast	Internet Service	536.66
Culligan	City Hall Softener	66.10
Delta Dental	Jan Dental Ins	699.60
DVS Renewal	PW Vehicles License Renewal	269.50
Gopher State One-Call	Water/Sewer Locates	10.80
GovOffice	Annual Website Hosting	3370.00
Hawkins	Water Chemicals	1863.16
Health Partners	Jan Health Ins	11715.06
Marie Jenson	Janitorial Service	500.00
League of MN Cities	Otto Elected Official Conf	275.00
Lincoln Nat'l Life Ins	Jan Life Ins	153.68
Madison National Life	Jan Disability Ins	332.79
Menards	Public Works Repairs	116.06
*Metro West	Bldg Permits/Inspect	6860.87
MN Computer Systems	Copier Mtce Agreement	240.71
MN Public Facilities Auth	Water Tower/WWTP Bond	17411.35
MN Rural Water Assn	McCormick-MRWA Conf.	250.00
MN Rural Water Assn	Remer-MRWA Conf.	250.00
MVTL Labs	WWTP Testing	254.20
Safety Train	2020 Safety Training	1500.00
SnowPlows Plus	Snow Plow Mtce	19.49
U.S. Bank	Clementa Ave/Watermain Bond	194181.25
U.S. Bank	CSAH 12/Wells/Wellhouse Bond	337375.00
U.S. Bank	Bond Agent Fees	500.00
Verizon	Cell Phones	349.19
Wex Bank	Gas Charges	487.90
Wright Cty Auditor	2020 Truth in Tax Notices	238.35
Wright Cty Auditor	Jan Patrol Services	23866.25
Wright Cty Jrnl Press	Legal Notices	53.81

TOTAL ACCOUNTS PAYABLE

665222.80

January 13, 2020  
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OTTO	BOELTER	MARSZALEK
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JOHNSON	MOYNAGH
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\* Appendix

Payments received to offset checks written

Payroll Deduction	Dec. Employee Ins.	74.52
Building Permits	Metro West	6860.87

# FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

## JANUARY 13, 2020

Payroll	2019 Annual Payroll	37536.66
Internal Revenue Service	2019 FED/FICA Tax	8387.91
MN Dept of Revenue	2019 State Withholding	910.77
 Comcast	 Internet Service	 97.85
Emerg Response Solutions	Fire Helmet	313.90
MN State Fire Dept Assn	2020 Membership Dues	175.00
Verizon	FD I-Pad	40.01
Wex Bank	Gas Charges	130.75
TOTAL ACCOUNTS PAYABLE		47592.85

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**OTTO**
**BOELTER**
**MARSZALEK**


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**JOHNSON**
**MOYNAGH**

### \*APPENDIX

Payments received to offset checks written



## EDA ACCOUNTS PAYABLE LIST

JANUARY 13, 2020

CAN Surety	2020 Surety Bond	100.00
Initiative Foundation	2020 Contribution	260.00
ACCOUNTS PAYABLE		360.00

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OTTO

BOELTER

MARSZALEK

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JOHNSON

MOYNAGH

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**CITY OF MONTROSE**  
**Monthly Adjustments**

12/31/19 1:43 PM

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Account	Tran Type	Charge Name	Charge Type	Amount	Date
01-00001202-00-	Adjustment	Hang Disconnect N	Service	\$25.00	12/12/2019
00-00001869-00-	Adjustment		UR	(\$127.82)	12/20/2019
01-00001878-00-	Adjustment	R Water	Service	(\$1.27)	12/2/2019
01-00001878-00-	Adjustment	Garbage- 90 GAL	Service	(\$0.87)	12/2/2019
01-00001878-00-	Adjustment	Garbage Tax	Surcharge	(\$0.09)	12/2/2019
01-00001878-00-	Adjustment	Sewer Collection	Service	(\$1.16)	12/2/2019
01-00001878-00-	Adjustment	WWTP	Service	(\$1.26)	12/2/2019
01-00001878-00-	Adjustment	Storm Water	Service	(\$0.23)	12/2/2019
00-00005077-00-	Adjustment		UR	(\$31.41)	12/9/2019
00-00001536-04-	Adjustment		UR	(\$89.84)	12/20/2019
01-00001862-00-	Adjustment	Hang Disconnect N	Service	\$25.00	12/12/2019
01-00001084-00-	Adjustment	Storm Water	Service	(\$0.23)	12/26/2019
01-00001906-00-	Adjustment	Hang Disconnect N	Service	\$25.00	12/12/2019
00-00001193-00-	Adjustment		UR	(\$60.26)	12/20/2019
01-00001084-00-	Adjustment	R Water	Service	(\$1.11)	12/26/2019
01-00001084-00-	Adjustment	Garbage-60 GAL	Service	(\$0.65)	12/26/2019
01-00001084-00-	Adjustment	Garbage Tax	Surcharge	(\$0.06)	12/26/2019
01-00001084-00-	Adjustment	Sewer Collection	Service	(\$1.02)	12/26/2019
01-00001084-00-	Adjustment	WWTP	Service	(\$1.11)	12/26/2019
01-00001084-00-	Adjustment	Recycle-60	Service	(\$0.10)	12/26/2019
01-00005077-00-	Adjustment		UR	\$31.41	12/9/2019
				<u>(\$212.08)</u>	

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

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

**RESOLUTION 2020-01**

**A RESOLUTION APPROVING AN OFFSITE GAMBLING LICENSE FOR THE  
MONTROSE LIONS CLUB**

Upon motion duly made, seconded and carried, it was:

**RESOLVED:** that the City of Montrose approves the issuance of a Minnesota Lawful Gambling License for the Montrose Lions Club to Conduct Off-Site Gambling in the Montrose Community Center at 200 Center Avenue South, Montrose, Minnesota.

Adopted this 13<sup>th</sup> day of January, 2020 by the Montrose City Council.

In Favor:

Opposed:

Dated : \_\_\_\_\_ Signed: \_\_\_\_\_  
Michele Otto, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Boelter, City Clerk-Treasurer

## MINNESOTA LAWFUL GAMBLING

6/15 Page 1 of 2

**LG230 Application to Conduct Off-Site Gambling****No Fee****ORGANIZATION INFORMATION**

Organization Name: Montrose Lions Club License Number: 01174

Address: P.O. Box 221 City: Montrose, MN Zip: 55363

Chief Executive Officer (CEO) Name: Burton Ramthun Daytime Phone: 763-682-3124

Gambling Manager Name: Dean Bartosch Daytime Phone: 612-720-3104

**GAMBLING ACTIVITY**

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 01 / 25 / 2020 to 01 / 25 / 2020

Check the type of games that will be conducted:

☐ Raffle ☐ Pull-Tabs ☒ Bingo ☐ Tipboards ☐ Paddlewheel

**GAMBLING PREMISES**

Name of location where gambling activity will be conducted: Montrose Community Center

Street address and City (or township): 200 Center Ave. South Zip: 55349 County: wright

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

☒ **Yes** If yes, a lease is not required.

☐ **No** If no, the lease agreement below must be completed, and signed by the lessor.

**LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)**

Rent to be paid for the leased area: \$ \_\_\_\_\_ (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Lessor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Lessor's Name: \_\_\_\_\_

**CONTINUE TO PAGE 2**

## LG230 Application to Conduct Off-Site Gambling

6/15 Page 2 of 2

**Acknowledgment by Local Unit of Government: Approval by Resolution**

<b>CITY APPROVAL</b> for a gambling premises located within city limits	<b>COUNTY APPROVAL</b> for a gambling premises located in a township
City Name: <u>City of Montrose</u>	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <b>Local unit of government must sign.</b> </div>	TOWNSHIP NAME: _____
	<b>Complete below only if required by the county.</b> On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)
	Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date Signed: _____

**CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT**

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.



Signature of CEO (must be CEO's signature; designee may not sign)

11-18-19  
Date

**Mail or fax to:**

Minnesota Gambling Control Board  
Suite 300 South  
1711 West County Road B  
Roseville, MN 55113  
Fax: 651-639-4032

**No attachments required.**

Questions? Contact a Licensing Specialist at 651-539-1900.

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

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

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

**RESOLUTION ACCEPTING DONATIONS**

**RESOLUTION 2020-02**

**WHEREAS**, the City of Montrose is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

**WHEREAS**, the following persons and entities have offered to contribute the cash amounts set forth to the city in 2019:

<u>Name of Donor</u>	<u>Amount</u>
Montrose Lions	\$1,500.00
Lloyd Johnson	\$ 100.00
Montrose Boy Scouts	\$ 100.00

**WHEREAS**, the City Council finds it appropriate to accept the donations offered.

**NOW THEREFORE, BE IT RESOLVED;** that the donations listed above are accepted and shall be used to benefit the citizens of Montrose as allowed by law.

Adopted this 13<sup>th</sup> day of January, 2020 by the City Council of the City of Montrose.

Signed: \_\_\_\_\_  
Michelle Otto, Mayor

Attest: \_\_\_\_\_  
Deborah Boelter, Clerk-Treasurer

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

**A RESOLUTION AMENDING THE 2019 BUDGET**

**RESOLUTION 2020-03**

**Whereas**, the City of Montrose allows for the amendment of the City's annual budget by the City Council, provided the amendment so made does not cause total appropriations to exceed the estimated revenue and cash fund balances,

**Now Therefore, Be It Resolved** by the City Council of the City of Montrose, Minnesota, that this amendment to the 2019 budget, as attached, be applied to the appropriations and estimated revenue accounts of the City's funds.

Adopted by the City Council this 13<sup>th</sup> day of January, 2020.

Signed: \_\_\_\_\_  
Michelle Otto, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Boelter  
City Clerk-Treasurer

See Exhibit A dated January 13, 2020

**EXHIBIT A**  
January 13, 2020  
**2019 BUDGET AMENDMENTS**

Fund	Amendments	Explanation	Reimbursement
Treasurer			
101-41510-331	\$465.00	Code Enforcement Mileage	From Fund Balance
101-41510-350	\$360.00	Newsletter Printing	From Fund Balance
101-41510-499	\$384.00	Part-Time Employee Ad	From Fund Balance
101-41510-570	\$7,645.00	New Phone System	From Fund Balance
101-33422	\$5,500.00	State Grants - Snow Removal	
101-36200	\$1,775.00	LMCIT Reimb - Truck Damage	
101-39203	-\$5,200.00	Trfr - EDA Fund Trfr Not Done	
Planning & Zoning			
101-41910-101	\$2,900.00	Part-Time Employee	From Fund Balance
101-41910-121	\$230.00	Part-Time Employee	From Fund Balance
101-41910-302	\$11,500.00	Planners Fees	From Fund Balance
101-41910-499	\$135.00	Miscellaneous - Preserve County Ditch Assessment	From Sale of Land
Govt Bldgs/Grounds			
101-41940-520	\$61,950.00	Purchase 230 3rd Street	From Fund Balance
Public Works			
101-43100-131	\$4,100.00	Health Insurance-New Employees	From Fund Balance
101-43100-222	\$3,500.00	Vehicle Repair-Plow Truck	From Equipment Repair
101-43100-221	-\$3,500.00	Equip Repair Trfr to Vehicle Repair	
101-43100-540	\$65,000.00	Heavy Machinery - Street Sweeper	From Street Repairs
101-43100-314	-\$65,000.00	Street Repair/Mtce Trfr to Heavy Machinery	



Fire Dept.					
220-42220-208	\$10,000.00	Training		From State Grants	
220-33422	\$25,000.00	Additional Training Grants			
Park & Recreation					
230-41510-131	\$5,900.00	Health Insurance-New Employees		From Fund Balance	
230-45100-530	\$9,400.00	Improvements-Tennis Court Repaint		From Fund Balance	
Community Center					
290-41940-321	\$250.00	New Phone Service		From Fund Balance	
290-41940-520	\$5,570.00	Buildings/Structures - New Doors		From Fund Balance	
290-41940-580	\$150.00	New Phone System		From Fund Balance	
Capital Projects					
401-41940-401	\$33,000.00	Emerson Ave N. Street Imp		From Fund Balance	
TH 25 S Improvement					
504-33400	\$526,507.00	State Portion-TH 25 Project			
Wellhouse #3					
505-39310	\$419,370.00	Bond Proceeds			
Water Fund					
601-49350-530	\$105,160.00	Improvements-Well/Wellhouse Land Purchase		From Fund Balance	
601-49350-700	\$161,195.00	Transfer To TH 25 Improv. Per CIP		From Fund Balance	
Sewer Fund					
602-49350-700	\$163,125.00	Transfer to TH 25 Improv. Per CIP		From Fund Balance	
602-36200	\$10,876.00	LMCIT Reimb.-Lift Station Lightning Damage			

Refuse Fund				
603-49350-319	\$1,050.00	Recycling		From Utility Collections
603-49350-320	\$1,900.00	Refuse Contract		From Utility Collections
603-49350-437	\$325.00	Sales Tax Remitted		From Utility Collections
Storm Water Fund				
604-49350-101	\$1,115.00	Employment - Part Time Employee		From Fund Balance
Wastewater Fund				
605-49350-208	\$315.00	Training - License Renewal Training		From Fund Balance
605-49350-216	\$9,500.00	Chemicals		From Fund Balance
605-49350-321	\$150.00	New Phone Service		From Fund Balance
605-49350-382	\$700.00	Water Utilities		From Fund Balance
605-49350-383	\$600.00	Gas Utilities		From Electric Utilities
605-49350-540	\$325.00	Heavy Machinery-Lawnmower Upgrade		From Fund Balance
605-49350-570	\$150.00	Office Equip. - New Phone System		From Fund Balance



# Wright County Sheriff's Office

Sheriff Sean Deringer

3800 Braddock Ave. NE, Buffalo, MN 55313  
1-800-362-3667 Fax: 763-682-7610



Montrose Monthly Report 2019

Printed on January 3, 2020

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>911 Abandoned Total: 1</b>					
12/13/19 19:16	911 Abandoned	2019104467			911
<b>911 Hang-up Total: 6</b>					
12/06/19 16:13	911 Hang-up	2019102426			911
12/10/19 12:04	911 Hang-up	2019103492			911
12/14/19 09:27	911 Hang-up	2019104629			911
12/18/19 15:47	911 Hang-up	2019105709			911
12/28/19 16:03	911 Hang-up	2019108518			911
12/31/19 18:48	911 Hang-up	2019109346			911
<b>911 Open Line Total: 5</b>					
12/06/19 13:34	911 Open Line	2019102394			911
12/07/19 15:23	911 Open Line	2019102727			911
12/14/19 09:20	911 Open Line	2019104625			911
12/23/19 18:38	911 Open Line	2019107252			911
12/25/19 10:20	911 Open Line	2019107619			911
<b>Agency Assist Total: 2</b>					
12/02/19 13:13	Agency Assist	2019101261	Agency Assist	WP19038740	Phone
12/06/19 21:16	Agency Assist	2019102522	Agency Assist	WP19039247	Phone
<b>Animal - Abuse Total: 2</b>					
12/10/19 19:02	Animal - Abuse	2019103613	Animal - Abuse	WP19039677	Phone
12/16/19 15:49	Animal - Abuse	2019105169	Animal - Abuse	WP19040309	Phone
<b>Animal - Bites - Attacks Total: 1</b>					
12/16/19 13:55	Animal - Bites - Attacks	2019105140	Animal - Bites - Attacks	WP19040295	Phone
<b>Check Welfare Total: 2</b>					
12/01/19 08:40	Check Welfare	2019100997	Check Welfare	WP19038617	Phone
12/06/19 20:50	Check Welfare	2019102509	Check Welfare	WP19039245	911
<b>Citizen Aid Total: 2</b>					
12/10/19 19:12	Citizen Aid	2019103617	Citizen Aid	WP19039678	911
12/16/19 08:22	Citizen Aid	2019105075	Citizen Aid	WP19040261	Phone
<b>Civil Complaint Total: 6</b>					
12/01/19 16:21	Civil Complaint	2019101067	Civil Complaint	WP19038646	911
12/13/19 13:49	Civil Complaint	2019104375	Fire - Other	WP19040003	Phone
12/16/19 09:29	Civil Complaint	2019105085	Parking	WP19040267	Phone
12/23/19 16:12	Civil Complaint	2019107195	Civil Complaint	WP19041078	Phone
12/31/19 10:05	Civil Complaint	2019109213	Civil Complaint	WP19041845	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
12/31/19 12:03	Civil Complaint	2019109243	Civil Complaint	WP19041858	Phone

**Civil Process Total: 20**

12/02/19 09:39	Civil Process	2019101224			Officer
12/02/19 09:55	Civil Process	2019101228			Officer
12/05/19 10:02	Civil Process	2019102050			Officer
12/13/19 10:00	Civil Process	2019104318			Officer
12/13/19 10:34	Civil Process	2019104330			Officer
12/16/19 11:03	Civil Process	2019105104			Officer
12/16/19 11:18	Civil Process	2019105108			Officer
12/16/19 20:36	Civil Process	2019105251			Officer
12/18/19 12:06	Civil Process	2019105662			Officer
12/18/19 12:55	Civil Process	2019105675			Officer
12/19/19 16:02	Civil Process	2019106051			Officer
12/19/19 16:28	Civil Process	2019106061			Officer
12/19/19 18:26	Civil Process	2019106103			
12/26/19 13:09	Civil Process	2019107861			Officer
12/26/19 15:49	Civil Process	2019107908			Officer
12/26/19 16:02	Civil Process	2019107917			Officer
12/30/19 16:57	Civil Process	2019109041			Officer
12/30/19 17:16	Civil Process	2019109045			Officer
12/30/19 17:53	Civil Process	2019109062			Officer
12/30/19 19:09	Civil Process	2019109075			Officer

**Court Order Violation Total: 2**

12/06/19 21:28	Court Order Violation	2019102526	Court Order Violation	WP19039250	Phone
12/14/19 11:12	Court Order Violation	2019104656	Court Order Violation	WP19040100	Phone

**Criminal Damage to Property Total: 1**

12/09/19 09:43	Criminal Damage to	2019103213	Criminal Damage to Property	WP19039503	Phone
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**Disorderly Total: 1**

12/03/19 05:14	Disorderly	2019101442	Disorderly	WP19038808	911
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**Drugs Total: 1**

12/16/19 15:50	Drugs	2019105170	Drugs	WP19040311	Officer
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**Fraud - Checks - Cards Total: 1**

12/03/19 20:31	Fraud - Checks - Cards	2019101642	Fraud - Checks - Cards	WP19038892	Phone
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**Harassment Total: 1**

12/14/19 10:03	Harassment	2019104642	Harassment	WP19040094	Phone
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**Intoxicated Person Total: 1**

12/31/19 18:03	Intoxicated Person	2019109336	DUI	WP19041895	911
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**Medical - Bleeding - Lacerations Total: 1**

12/25/19 13:57	Medical - Bleeding -	2019107650	Medical - Bleeding -	WP19041234	Phone
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**Medical - Chest Pain Total: 1**

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
12/18/19 23:29	Medical - Chest Pain	2019105842	Medical - Chest Pain	WP19040567	911
<b>Medical - Fall Under 6 Feet Total: 1</b>					
12/28/19 12:58	Medical - Fall Under 6	2019108481	Medical - Fall Under 6 Feet	WP19041541	911
<b>Medical - Heart Problems Total: 1</b>					
12/13/19 06:08	Medical - Heart	2019104276	Medical - Heart Problems	WP19039962	Phone
<b>Medical - Sick Total: 3</b>					
12/04/19 10:00	Medical - Sick	2019101764	Medical - Sick	WP19038926	911
12/06/19 08:02	Medical - Sick	2019102328	Medical - Sick	WP19039184	911
12/24/19 10:35	Medical - Sick	2019107380	Medical - Sick	WP19041144	911
<b>Medical - Trauma Total: 2</b>					
12/29/19 05:35	Medical - Trauma	2019108650	Medical - Trauma	WP19041606	911
12/29/19 20:40	Medical - Trauma	2019108812	Medical - Trauma	WP19041675	911
<b>Medical - Unconscious - Fainting Total: 2</b>					
12/05/19 05:38	Medical - Unconscious -	2019102009	Death Investigation -	WP19039038	911
12/25/19 10:17	Medical - Unconscious -	2019107618	Medical - Unconscious -	WP19041221	911
<b>Missing Person Total: 1</b>					
12/06/19 07:01	Missing Person	2019102312	Missing Person	WP19039176	Phone
<b>MVA - Hit &amp; Run Total: 1</b>					
12/31/19 17:04	MVA - Hit & Run	2019109319	MVA - Hit & Run	WP19041890	
<b>Parking Total: 1</b>					
12/13/19 13:15	Parking	2019104366	Parking	WP19040001	
<b>POR Check Total: 4</b>					
12/27/19 11:27	POR Check	2019108149			Officer
12/27/19 11:37	POR Check	2019108153			Officer
12/31/19 09:00	POR Check	2019109177			Officer
12/31/19 09:26	POR Check	2019109194			Officer
<b>Probation Check Total: 1</b>					
12/04/19 16:31	Probation Check	2019101856			Officer
<b>Residential General Alarm Total: 4</b>					
12/03/19 11:16	Residential General	2019101501	Residential General Alarm	WP19038837	Phone
12/04/19 02:22	Residential General	2019101712	Residential General Alarm	WP19038911	Phone
12/04/19 16:01	Residential General	2019101843	Residential General Alarm	WP19038962	Phone
12/20/19 02:25	Residential General	2019106212	Residential General Alarm	WP19040711	Phone
<b>SIA Area Watch Total: 4</b>					
12/11/19 07:33	SIA Area Watch	2019103739			
12/27/19 06:36	SIA Area Watch	2019108092			
12/27/19 06:37	SIA Area Watch	2019108093			
12/31/19 14:52	SIA Area Watch	2019109281			

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
SIA City Council - City Hall Total: 2					
12/09/19 18:00	SIA City Council - City	2019103345			Officer
12/10/19 18:05	SIA City Council - City	2019103600			
SIA School Check Total: 1					
12/04/19 07:35	SIA School Check	2019101738			
SIA Winter Parking Warning Total: 1					
12/03/19 01:17	SIA Winter Parking	2019101419			
Snowbird Total: 9					
12/02/19 01:07	Snowbird	2019101145	Snowbird	WP19038674	
12/02/19 01:16	Snowbird	2019101147	Snowbird	WP19038676	
12/02/19 01:21	Snowbird	2019101148	Snowbird	WP19038677	
12/02/19 01:34	Snowbird	2019101149	Snowbird	WP19038678	
12/14/19 01:07	Snowbird	2019104557	Snowbird	WP19040049	
12/14/19 01:10	Snowbird	2019104559	Snowbird	WP19040051	
12/14/19 01:17	Snowbird	2019104561	Snowbird	WP19040053	
12/14/19 01:26	Snowbird	2019104563	Snowbird	WP19040054	
12/15/19 05:08	Snowbird	2019104834	Snowbird	WP19040163	
Snowmobile Complaint Total: 1					
12/16/19 10:06	Snowmobile Complaint	2019105094	Snowmobile Complaint	WP19040274	
Stolen - Vehicle Total: 1					
12/03/19 16:13	Stolen - Vehicle	2019101571	Civil Complaint	WP19038871	Phone
Suspicious - Circumstances Total: 5					
12/05/19 10:02	Suspicious -	2019102051	Fraud - Internet	WP19039065	911
12/06/19 12:21	Suspicious -	2019102379	Suspicious - Circumstances	WP19039202	Phone
12/16/19 22:40	Suspicious -	2019105285	Suspicious - Circumstances	WP19040342	Phone
12/18/19 14:52	Suspicious -	2019105697	Suspicious - Circumstances	WP19040521	Phone
12/23/19 11:56	Suspicious -	2019107132	Suspicious - Circumstances	WP19041053	Phone
Suspicious - Person - Vehicle Total: 2					
12/03/19 08:29	Suspicious - Person -	2019101467	Suspicious - Person - Vehicle	WP19038818	Phone
12/18/19 20:10	Suspicious - Person -	2019105783	Suspicious - Person - Vehicle	WP19040555	Phone
Theft Total: 1					
12/06/19 07:56	Theft	2019102325	Suspicious - Circumstances	WP19039182	
Theft - From Vehicle Total: 1					
12/29/19 11:27	Theft - From Vehicle	2019108692	Theft - From Vehicle	WP19041623	
Theft - Identity Theft Total: 1					
12/02/19 18:11	Theft - Identity Theft	2019101340	Theft - Identity Theft	WP19038772	Phone
Threats Total: 1					
12/11/19 16:56	Threats	2019103867	Threats	WP19039794	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>Traffic - Complaint Total: 10</b>					
12/06/19 13:25	Traffic - Complaint	2019102391	Traffic - Complaint	WP19039203	Phone
12/10/19 08:37	Traffic - Complaint	2019103450	Traffic - Complaint	WP19039603	Phone
12/11/19 09:40	Traffic - Complaint	2019103765	Traffic - Complaint	WP19039743	911
12/14/19 21:03	Traffic - Complaint	2019104769	Traffic - Complaint	WP19040138	911
12/16/19 22:31	Traffic - Complaint	2019105280	Traffic - Complaint	WP19040358	Phone
12/21/19 13:34	Traffic - Complaint	2019106603	Traffic - Complaint	WP19040889	Phone
12/21/19 16:59	Traffic - Complaint	2019106655	Traffic - Complaint	WP19040899	911
12/21/19 21:06	Traffic - Complaint	2019106709	Traffic - Complaint	WP19040916	911
12/25/19 23:27	Traffic - Complaint	2019107763	Traffic - Complaint	WP19041269	Phone
12/29/19 19:01	Traffic - Complaint	2019108786	Traffic - Complaint	WP19041664	911

### Traffic - Complaint; Sign - Signal Repair Total: 1

12/06/19 22:13	Traffic - Complaint; Sign	2019102538	Domestic Disturbance	WP19039251	Phone
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### Traffic Stop Total: 55

12/01/19 15:40	Traffic Stop	2019101055	Traffic Stop	WP19038640	Officer
12/01/19 17:46	Traffic Stop	2019101079			Officer
12/03/19 18:22	Traffic Stop	2019101603			Officer
12/04/19 00:07	Traffic Stop	2019101685	Traffic Stop	WP19038898	Officer
12/04/19 18:21	Traffic Stop	2019101889			Officer
12/04/19 21:01	Traffic Stop	2019101934			Officer
12/04/19 23:24	Traffic Stop	2019101958			Officer
12/04/19 23:29	Traffic Stop	2019101960			Officer
12/05/19 00:23	Traffic Stop	2019101968			Officer
12/05/19 18:32	Traffic Stop	2019102175			Officer
12/05/19 21:58	Traffic Stop	2019102232			Officer
12/05/19 23:05	Traffic Stop	2019102259			Officer
12/07/19 01:10	Traffic Stop	2019102588			Officer
12/07/19 10:01	Traffic Stop	2019102652			Officer
12/07/19 10:10	Traffic Stop	2019102656			Officer
12/08/19 00:45	Traffic Stop	2019102891			Officer
12/08/19 02:26	Traffic Stop	2019102907			Officer
12/08/19 15:40	Traffic Stop	2019103029			Officer
12/09/19 21:22	Traffic Stop	2019103386	Traffic Stop	WP19039576	Officer
12/10/19 21:19	Traffic Stop	2019103646			Officer
12/10/19 21:41	Traffic Stop	2019103649	Traffic Stop	WP19039689	Officer
12/10/19 21:55	Traffic Stop	2019103654			Officer
12/11/19 14:25	Traffic Stop	2019103820			Officer
12/14/19 21:50	Traffic Stop	2019104776			Officer
12/15/19 00:38	Traffic Stop	2019104814			Officer
12/16/19 23:00	Traffic Stop	2019105289			Officer
12/18/19 19:41	Traffic Stop	2019105771			Officer
12/18/19 20:07	Traffic Stop	2019105781			Officer
12/18/19 21:48	Traffic Stop	2019105814			Officer
12/19/19 00:07	Traffic Stop	2019105852			Officer
12/19/19 00:26	Traffic Stop	2019105856			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
12/19/19 11:13	Traffic Stop	2019105973			
12/19/19 12:17	Traffic Stop	2019105989			Officer
12/19/19 18:16	Traffic Stop	2019106099			Officer
12/19/19 18:43	Traffic Stop	2019106111			Officer
12/20/19 12:19	Traffic Stop	2019106306			
12/21/19 01:32	Traffic Stop	2019106493			Officer
12/22/19 16:17	Traffic Stop	2019106909			Officer
12/24/19 16:12	Traffic Stop	2019107456			Officer
12/25/19 19:44	Traffic Stop	2019107715			Officer
12/26/19 23:58	Traffic Stop	2019108037			Officer
12/27/19 00:00	Traffic Stop	2019108038	Traffic Stop	WP19041368	Officer
12/27/19 00:22	Traffic Stop	2019108042			Officer
12/27/19 11:29	Traffic Stop	2019108151			Officer
12/27/19 15:25	Traffic Stop	2019108215			Officer
12/27/19 15:27	Traffic Stop	2019108216			Officer
12/27/19 22:16	Traffic Stop	2019108353			Officer
12/28/19 00:17	Traffic Stop	2019108384			Officer
12/28/19 16:07	Traffic Stop	2019108519			Officer
12/28/19 16:13	Traffic Stop	2019108521			Officer
12/28/19 18:28	Traffic Stop	2019108544			Officer
12/28/19 20:59	Traffic Stop	2019108592			Officer
12/28/19 21:49	Traffic Stop	2019108605			Officer
12/29/19 19:22	Traffic Stop	2019108791			Officer
12/29/19 22:24	Traffic Stop	2019108835			Officer

### Vehicle Off Road Total: 1

12/28/19 08:25	Vehicle Off Road	2019108450			911
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### Warrant - Attempt Total: 3

12/07/19 11:53	Warrant - Attempt	2019102674			
12/07/19 12:06	Warrant - Attempt	2019102677			
12/17/19 11:23	Warrant - Attempt	2019105401			

**Total Records: 178**





# Monthly Activity Report Montrose Fire Department

Prepared and Presented by  
Kevin Triplett – Fire Chief



**Period: 12/01/2019 thru 12/31/2019 (DECEMBER)**

## **CALLS**

Total Calls: 18

EMS Calls: 18

Other Calls:

NO OTHER CALLS – ALL MEDICALS

# of Calls DECEMBER 2018 = 24

2018 vs 2019 (2019 = - 6)

Total calls to Date 2019 – 228

2018 vs 2019 ( 2019 = + 14)

Total calls this time in 2018 - 214

## **Call Districts**

Montrose City: 10

Franklin Township: 1

Marysville Township: 4

Woodland Township: 3

Other: 0

## **TRAINING:**

12/03/2019 – Staff Meeting/Truck Maintenance

12/07/2019 – MFRA Calendar Handout (Maps, Driving, addresses, etc)

12/10/2019 – Equipment familiarization & truck detail cleaning

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

12/07/2019 – Winsted Winter parade (Von Thoma, Andreoff, Manz)

12/07/2019 – Montrose Christmas Tree lighting (Vanderbeek & Weineck)

Throughout the Month – Assist City with filling ice rinks (Staff, specifically Weineck)

## **SPECIAL INFO**

- 2019 Year End calls for service = 228 up 14 from 2018

- Joseph Doyle Resigned Effective 12/10/2019 – served for 4 years with the MFD

- 3 New hires start with the Fire Department effective 12/17/2019; Zack Walters, Joey Theis & Diane Holman. They will begin responding to calls on 01/01/2019

## **Acknowledgments**

- All staff for their hard work during 2019 and the great number of hours dedicated to this community both in emergency response and community relations activities.

- Joseph Doyle for his 4 years of service with the Montrose Fire Department

City of Montrose  
Park & Recreation Commission  
Minutes  
January 2, 2020

Pursuant to call and notice the Park & Recreation Commission met on January 2, 2020 at 5:30 pm at Montrose City Hall. Those present were Commission Members Sylvia Henry, Sue Saman, Ashlyn Otto, City Council Liaison Michelle Otto, resident Roy Henry and Jessica Bonniwell from Public Works.

**Call to Order**

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

**Approval of Meeting Agenda**

Motion made by Commission Member Henry to approve agenda as updated to include under New Business: e. 2020 Appointments, second by Commission Member Saman.

Motion carried 2-0

**Approval of December 2, 2019 Meeting Minutes - Discussion**

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

Motion carried 2-0-1 with Commission Member Otto abstaining as was not present at December 2, 2019 meeting

**Oath of Office**

Mayor Otto performed Oath of Office for new Commission Member Sue Saman and Ashlyn Otto.

**OLD BUSINESS:**

**Skate Day 2020**

Brief discussion regarding Skate Day – there is currently no active ice rink in Montrose due to the warmer than usual weather. The Commission decided to attempt to reschedule the Skate Day for February 8<sup>th</sup>, weather dependent. We will re-advertise event on social media outlets once we find out if characters can be rescheduled for the later date.

**NEW BUSINESS:**

**Capital Improvement Plan**

The Commission was provided the Capital Improvement Plan (CIP) Summaries for 2019 and 2020 to see what items were potentially scheduled for Park and Recreation. The Commission was reminded that the CIP is not the budget and items still need to be budgeted for in the current year regardless if they are listed on the CIP.

**Parks and Trails Plan**

The Commission was provided with the current Parks and Trails Plan from 2015. The report may need to be updated in the upcoming year or so, and the Park and Recreation Commission will go through the plan and see what changes need to be made.

**Meeting Date Change for By-Laws**

Motion was made by Commission Member Henry to change Article IV, Section 1 of the current By-Laws for the Parks and Recreation Commission to state that the annual meeting for the organization will be held on the first Thursday in January at 5:30 p.m., second by Commission Member Otto.

Motion carried 3-0

**Holiday Decorating Contest Judging**

Voting took place amongst the Commission Members and the consensus on winners is as follows: 1<sup>st</sup> Place goes to 159 Park Place Circle. Thank you to all who participated this year.

**2020 Appointments**

Appointment nominations were made for 2020 positions within the Park and Recreation Commission:

Commission Member Otto nominated Commission Member Henry for Commission Chair, second by Sue Saman. Nomination accepted by Commission Member Henry, nomination carried 2-0-1 with Commission Member Henry abstaining.

Commission Member Otto nominated Commission Member Saman for Vice Chair, second by Commission Member Henry. Nomination accepted by Commission Member Saman, nomination carried 2-0-1 with Commission Member Saman abstaining.

Commission Member Saman nominated Commission Member Otto for Secretary, second by Commission Member Henry. Nomination accepted by Commission Member Otto, nomination carried 2-0-1 with Commission Member Otto abstaining.

**Adjourn**

Motion to adjourn was made by Commission Member Saman at 6:13 p.m., second by Commission Member Henry.

Motion carried 3-0

Matthew Russell  
128 Pheasant Ridge Drive  
Montrose, MN 55363  
12/31/2019

City of Montrose  
311 Buffalo Avenue South  
Montrose, MN 55363

Dear City Staff / Council:

It is with regret that I tender my resignation from the Montrose Park and Rec Commission effective after the 2019 calendar year, in conjunction with my term as Chair.

I am grateful for having had the opportunity to serve on the board of this fine organization for the past three years, and I offer my best wishes for its continued success.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew Russell", written over a horizontal line.

Matthew Russell  
Park and Recreation Chairperson

**BOLTON  
& MENK**

Real People. Real Solutions.

2040 Highway 12 East  
Willmar, MN 56201-5818Ph: (320) 231-3956  
Fax: (320) 231-9710  
Bolton-Menk.com**MEMORANDUM**

**Date:** January 6, 2020

**To:** Honorable Mayor Michelle Otto and Members of the City Council  
City of Montrose, Minnesota

**From:** Jared Voge, P.E.  
Justin Kannas, P.E.  
City Engineer

**Subject:** Wetland Conservation Act (WCA)  
City of Montrose  
Project No.: W13.120188

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In accordance with Minnesota Rules, Chapter 8420 the City of Montrose has previously accepted the authority and administrative responsibility for the Wetland Conservation Act (WCA) within the City of Montrose.

To allow Bolton and Menk staff to perform certain functions with regard to implementation of the WCA on behalf of the City of Montrose, a City Council resolution is required to be on file with the Board of Water and Soil Resources (BWSR). A resolution has been prepared and is attached for your approval for the City of Montrose to delegate such authority to the City Engineer or their authorized representative. I would recommend approval of the resolution.

JLK/kg

CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

RESOLUTION NO. 2020-04

**A RESOLUTION REGARDING THE ADMINISTRATION OF THE  
WETLAND CONSERVATION ACT**

**WHEREAS**, the City of Montrose has accepted the authority and administrative responsibility to implement the Wetland Conservation Act (WCA) within the legal boundaries of the City of Montrose in accordance with Minnesota Rules, Chapter 8420; and

**WHEREAS**, the City of Montrose is authorized by Minnesota Administrative Rules Part 8420.0200, Subpart 2, Item C, to delegate certain functions with regard to implementation of the WCA, which includes decision authority for exemption, no loss, wetland boundary and type, sequencing, replacement plan and wetland banking applications with its staff.

**THEREFORE; BE IT RESOLVED** by the City of Montrose that decision making authority for WCA, which includes decision authority for exemption, no loss, wetland boundary and type, sequencing, replacement plan and wetland banking applications are placed with the City Engineer, or their authorized representative.

Adopted this 13<sup>th</sup> day of January, 2020.

By: \_\_\_\_\_  
Mayor

Resolution No. 2020-04: Offered by Council Member \_\_\_\_\_,  
seconded by Council Member \_\_\_\_\_,  
adopted by a vote of \_\_\_\_\_ at the regular meeting of the City Council of the City of  
Montrose on Monday, January 13, 2020.

ATTEST:

\_\_\_\_\_  
Deborah Boelter, City Clerk-Treasurer

CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

RESOLUTION NO. 2020-05

**RESOLUTION ACCEPTING RESIGNATION AND DECLARING A VACANCY**

WHEREAS, the Montrose City Council has received the written resignation of Mr. Ben Kuehl, effective on December 30, 2019.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MONTROSE, MINNESOTA AS FOLLOWS:

1. The City Council accepts Mr. Ben Kuehl's resignation as described above.

The City Council declares that a vacancy exists on the Council effective on December 30, 2019.

Passed by the City Council of Montrose, Minnesota this 13<sup>th</sup> day of January, 2020.

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Michelle Otto  
Mayor  
City of Montrose

ATTEST:

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Deborah R. Boelter  
City Clerk-Treasurer  
City of Montrose

12/30/2019

To: Whom It May Concern

Please accept this notice as my official resignation from the city council for the city of Montrose, Minnesota, effective immediately. Over the past 8 years, I have dedicated many hours to our community to strive for a better tomorrow, 5 of them on City Council. With creating uniformity among our residents and most importantly open the lines of communication between staff, residents and council alike. During my time I have worked with the Fire Department, Montrose Days Celebration, Beyond The Yellow Ribbon, City Staff and our local EDA to promote our community. I hope the citizens of Montrose are able to continue to move in a positive direction.

This time has been a great experience but like all great things they come to an end. I look forward to seeing many of you throughout our community

Thanks,

Ben Kuehl

A handwritten signature in black ink, appearing to read "Ben Kuehl", with a long, sweeping horizontal line extending to the right.



# City of Montrose

## City Council Application Form

***\*\* Please type or print clearly in ink. \*\****

Name \_\_\_\_\_

Date \_\_\_\_\_

To help the Mayor and City Council Members have a better understanding of your background and interests, please provide the following information and attach extra sheets if necessary and/or a resume:

Home Address: \_\_\_\_\_

Best Telephone Number To Contact You At: (\_\_\_\_) \_\_\_\_\_

How long have you lived in Montrose? \_\_\_\_\_ years

Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Work Telephone Number: (\_\_\_\_) \_\_\_\_\_

Prior experience on City Commissions, Government Boards/Committees, and etcetera:

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Explain what you consider the roles and responsibilities of being a City Council Member:

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Provide a short paragraph summarizing why you are seeking an appointment to the Montrose City Council:

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List what you consider the three (3) major problems confronted by the City of Montrose:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Indicate what you consider to be the major assets of the City of Montrose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly describe your background, experience and any other information not previously given which you believe should be considered regarding the appointment you are seeking as a City Council Member:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Return to:**

City of Montrose  
311 Buffalo Avenue South  
P.O. Box 25  
Montrose, Minnesota 55363-0025

Telephone: (763) 575-7422  
Fax: (763) 675-3032

*(For Office Use Only)*

Date Received: \_\_\_\_\_  
City of Montrose

Received By: \_\_\_\_\_

## **CITY OF MONTROSE**

### **CITY COUNCIL APPLICANTS DATA PRACTICES ADVISORY FOR PROTECTED INFORMATION FORM**

(READ THIS ADVISORY BEFORE COMPLETING THIS FORM)

The Minnesota Government Data Practices Act requires you to be informed that the following information which you have been asked to provide on the attached form is considered private data:

1. Your full name. \*
2. Any and all previous names by which you are known, regardless of whether or not they were your legal names.
3. Your date of birth.
4. Your sex.
5. Your criminal history data maintained by agencies, political subdivisions and statewide systems.

\*It shall be noted that if you are appointed to the City Council, your name and home address become public information.

The purpose and intended use of this data is to conduct the background inquiries which this City uses to establish your eligibility to be appointed to the City Council. The specific use for each category of data is described below:

1. To conduct a thorough and complete criminal history and felony background check, all names by which an applicant is or has been known must be listed.
2. In order to access driver's license data, date of birth must be supplied.
3. In order to access criminal history data, date of birth, and sex must be supplied.
4. A complete criminal history and driver's license check are conducted to determine whether there are any job-related factors which affect your suitability for employment. Driver's license checks only affect those positions which require that the employee drive during the performance of a job.

This data will be used solely for the above-mentioned purposes. This data will not be made available to the appointing authority unless a criminal conviction record is discovered. In that case, information gained by use of previous names, date of birth, or race, will be forwarded to the appropriate authority without reference to date of birth, age or race.

The existence of a criminal conviction record will not automatically disqualify you from serving as a Council Member with the City of Montrose. Before any applicant is rejected on the basis of a criminal conviction, he/she will be notified in writing and will be given any rights to processing of complaints or grievances afforded by Minnesota Statute Ch. 364.

You are not legally required to provide the requested information. However, if you do not, the City will be unable to conduct the required background inquiries and will not be able to process your application and the City will not be able to consider you for a position as a Council Member.

I have read and understand the information stated above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# PROTECTED INFORMATION FORM

FULL NAME: \_\_\_\_\_  
Last First Middle

DATE OF BIRTH: \_\_\_\_\_

SEX: \_\_\_\_\_

DRIVERS LICENSE STATE AND NUMBER:

.....

POSITION APPLIED FOR: \_\_\_\_\_

List any and all other names by which you are or have been known:

Figure 1. Schematic representation of the experimental design. The figure shows a timeline of the experiment. The timeline starts with a 10-minute rest period, followed by a 10-minute rest period, and then a 10-minute rest period. The timeline ends with a 10-minute rest period.

Have you ever been convicted as an adult for a crime which has not been annulled, expunged, set aside, purged or sealed by a court?

Yes                      No                      (circle one)

If yes, give date and place, nature of offense and disposition:

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I certify that all statements by me, on this form, are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any false information on this form may be cause for rejection, or dismissal if appointed to the Montrose City Council.

Signature of Applicant

Date \_\_\_\_\_



# PROCLAMATION

**WHEREAS:** all children in the City of Montrose should have access to the highest-quality education possible; and,

**WHEREAS:** the City of Montrose recognizes the important role that an effective education plays in preparing all students in the Montrose Community to be successful adults; and,

**WHEREAS:** quality education is critically important to the economic vitality of the Montrose Community; and,

**WHEREAS:** the City of Montrose is home to a multitude of high quality public and nonpublic schools from which parents can choose for their children, in addition to families who educate their children in the home; and,

**WHEREAS:** educational variety not only helps to diversify our economy; but, also enhances the vibrancy of our Community; and,

**WHEREAS:** the City of Montrose has high-quality teaching professionals in all types of school settings who are committed to educating our children; and,

**WHEREAS:** School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

**NOW, THEREFORE,** the Montrose City Council does hereby recognize January 26, 2020 through February 1, 2020 as Montrose School Choice Week, and call this observance to the attention of all of our citizens.

---

Michelle Otto  
Mayor

**ATTEST:**

---

Deborah R. Boelter  
City Clerk-Treasurer

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

**ORDINANCE 2020-01**

**AN ORDINANCE SETTING VARIOUS DEVELOPMENT AND  
ADMINISTRATIVE FEES**

**THE CITY COUNCIL OF THE CITY OF MONTROSE ORDAINS** the following development and administrative related fees are hereby established in the City of Montrose, as indicated on the attached Exhibit A, effective January 13, 2020.

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

**IT IS FURTHER ORDAINED THAT** this Ordinance supersedes, in all aspects, Ordinance 2019-06.

**PASSED, ADOPTED AND APPROVED** by the Montrose City Council, Wright County, Minnesota this 13<sup>th</sup> day of January, 2020.

**BY:**

---

Michelle Otto  
Mayor

**ATTEST:**

---

Deborah R. Boelter  
City Clerk-Treasurer

## CITY OF MONTROSE

## 2020 FEE SCHEDULE

<u>Administrative</u>		<u>Utility</u>	
Animal License (bi-annual)	FREE	Sewer Access Charge	\$5,400.00
Animal Fines - 1st offense	\$100.00	Water Access Charge	\$2,600.00
Subsequent	\$200.00	Water Disconnect/Reconnect Charge	\$50.00
Excavation Permit/Small Utility	\$150.00	Meter Testing Fee	\$50.00
Sign Permit	\$50.00	Meter Repair Fine - if not fixed	\$50.00
NSF Check Service Fee	\$30.00	in 30 days, plus \$1.00 per day	
FAX per page - USA only	\$1.00	Water Meter Purchase	\$260.00
Notary	\$1.00	Water Rate	Base \$5.10
Special Assessment Search	\$20.00	*Tier 1: 0-5999 gallons (per 1000 gals)	\$5.55
Copy of City Code	\$25.00	*Tier 2: 6000-11999 gallons (per 1000 gals)	\$6.10
Copy of Zoning Ordinance	\$25.00	*Tier 3: over 11999 gallons (per 1000 gals)	\$6.72
Copy of Subdivision Ordinance	\$15.00	*Outside City Limits (per 1000 gals)	\$10.00
Copy of Comprehensive Plan	\$25.00	Bulk Water Users (0-2000 gals)	\$22.00
Charitable Gambling Permit	\$100.00	*Over 2000 gallons (per 1000 gals)	\$10
City Consultants (NOT at City request)		Sewer Rate	Base \$3.95
*their hourly rate*		*Per 1000 gallon Rate	\$5.30
Special Council Meeting	\$600.00	WWTP Rate	Base \$6.05
City Personnel - Public Works	\$100.00/hr	*Per 1000 gallon Rate	\$5.05
Property Maintenance Fee	\$100.00 plus	Non-Metered Sewer Service	
Public Works Hourly Rate	\$100.00/hr	*Based on 12,000 gals at Rate Plus Base	
Administration	\$50.00/hr	Storm Water Fee	\$4.50
Copies - Black and White	\$0.25/page	Late Payment Fee (utilities - % of balance)	5%
Color	\$2.00/page	Meter back plate replacement	\$10.00
CD's	\$5.00	<u>Fire Department</u>	
Pavilion/Park Rental Reservation	\$25.00/day	Emergency Calls	\$300.00
Damage Deposit	\$300.00	Accident Reports	\$50.00
Community Garden Plot	\$20.00/year	Major Incident Fee - 1st 6 Hours (per vehicle)	\$300.00
Community Garden Deposit	\$100.00	*Over 6 Hours (per hour fee)	
<u>Administrative Permits</u>		*Per Firefighter on scene or standby	\$7.00
General	\$50.00	Fire Inspections Fees - under 2,000 sq ft	\$100.00
Fireworks-Inside Sales	\$50.00	*2,000 - 5,000 square feet	\$200.00
Outside Sales	\$250.00	*over 5,000 square feet	\$300.00
Amusement Centers & Devices	\$100.00	<u>Garbage</u>	
*over 4 machines, add per machine	\$5.00	30 gallon per month	\$9.00
Junkyard or junk business	\$1,000.00	60 gallon per month	\$13.00
Pawnbroker/Secondhand Dealer	\$500.00	90 gallon per month	\$17.00
*Multiple	\$1,000.00	Recycling per month	\$2.00
*Investigation Fee	\$750.00	Recycling Bin to purchase	\$5.00
Adult Use License	\$1,600.00	Garbage stickers	\$3.00
*Investigation Fee	\$1,600.00	<u>Community Center (No Charge for Nonprofit Use)</u>	
Driveway Inspection Engineer	\$50.00	Friday & Saturday Rental	\$400.00
<u>Trunk Area Charge</u>		Friday OR Saturday Rental	\$300.00



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

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

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

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

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

**RESOLUTION 2020-06**

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 2020-01 AN  
ORDINANCE SETTING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES**

WHEREAS, The City Council of the City of Montrose has determined the publication of the title and a summary of "Ordinance 2020-01 AN ORDINANCE SETTING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES", finding a summary publication would clearly inform the public of the intent and effect of the Ordinance; and

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

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

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Montrose, Minnesota that the title and summary of "Ordinance 2020-01 AN ORDINANCE SETTING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES" be published with notice that a printed copy of Ordinance 2020-01 is available in its entirety for inspection by any person during regular office hours at the City Offices.

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

"On January 13, 2020 the Montrose City Council approved the reading of Ordinance 2020-01 "AN ORDINANCE SETTING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES".

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

Ordinance 2020-01 shall be in full force and effect from and after the date of its passage (January 13, 2020) and this summary publication according to law."

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

And the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted this 13<sup>th</sup> day of January, 2020.

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Michelle Otto  
Mayor  
City of Montrose

ATTEST:

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Deborah R. Boelter  
City Clerk-Treasurer  
City of Montrose