



## CITY COUNCIL AGENDA REGULAR MEETING

**Monday, July 13, 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. Ms. Therese Marszalek, MA Divinity – Buffalo Covenant Church

**4. PLEDGE OF ALLEGIANCE**

**5. APPROVAL OF AGENDA**

**6. APPROVAL OF CONSENT AGENDA**

**A. Minutes**

1. June 8, 2020 City Council Workshop – prepared by D. Boelter
1. June 8, 2020 Regular City Council Meeting – prepared by D. Boelter

**B. Accounts Payable**

1. City, July 13, 2020 – prepared by W. Manson
2. Fire Department, July 13, 2020 – prepared by W. Manson

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

**D. Appointment of Year 2020 Election Judges**

E. Approve the Year 2019 Annual Audit

**7. PUBLIC HEARING**

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

**8. OPEN FORUM**

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

- A. June, 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. June, 2020 Activity Report
  - 2. Resignation of Mr. Jacob Moen – Effective June 30, 2020
    - a) Mr. Jacob Moen was a member of the Montrose Fire Department for one (1) year, seven (7) months and nine (9) days.
  - 3. Authorization to conduct a controlled burn at the Compost Site, in cooperation with the Montrose Public Works Department, to eliminate the brush pile.
  - 4. Hiring Firefighters
- C. Emergency Management
  - 1. Issuance of Peddlers and Solicitors Permits
- D. Park and Recreation Commission
  - 1. July 2, 2020 Park and Recreation Commission Meeting Minutes
- E. Planning and Zoning Commission
  - 1. June 10, 2020 Planning and Zoning Commission Meeting Minutes
  - 2. July 8, 2020 Planning and Zoning Commission Meeting Overview
- F. Economic Development Authority
  - 1. June 16, 2020 Economic Development Authority Meeting Minutes
- G. Public Works Department
  - 1. Discussion About Waiving of Utility Billing Late Fees
  - 2. Discussion Regarding Shut-Offs – Past Due Utility Bills
  - 3. Minnesota Top Soil Invoice
  - 4. Compost Site Clean-Up
  - 5. Water Meters
  - 6. Rubber Roof Maintenance – All City Buildings
  - 7. Four (4) Way Stop Signs
  - 8. Sidewalk Repair
  - 9. Updates

**11. OLD BUSINESS**

**12. NEW BUSINESS**

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

**13. UPCOMING MEETINGS**

- A. City Council Workshop – Monday, July 27, 2020 at 4:000 p.m. in the Montrose Community Center.
- B. Park and Recreation Commission Meeting – Thursday, August 6, 2020 at 5:30 p.m. in the Montrose City Hall Conference Room.
- C. Regular City Council Meeting – Monday, August 10, 2020 at 7:00 p.m. in the Montrose Community Center.
- D. Primary Election – Tuesday, August 11, 2020 from 7:00 a.m. to 8:00 p.m. in the Montrose Community Center
- E. Planning and Zoning Commission Meeting – Wednesday, August 12, 2020 at 7:00 p.m. in the Montrose Community Center.
- F. Montrose Economic Development Authority – Tuesday, August 18, 2020 at 12:00 noon in the Montrose Community Center
- G. City Council Workshop – Monday, August 24, 2020 at 4:00 p.m. in the Montrose Community Center.

**14. ACKNOWLEDGEMENTS****15. ADJOURNMENT**

City of Montrose  
 City Council Workshop  
 Montrose Community Center  
 200 Center Avenue South  
 Monday, June 8, 2020  
 6:30 P.M.

# **1. CALL TO ORDER**

Pursuant to call and notice the Montrose City Council met in a Workshop on Monday, June 8, 2020 at 6:30 p.m. through a Teleconference.

Mayor Otto called the meeting to order at 6:30 p.m.

# **2. ROLL CALL**

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

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

Also Present: Mr. Doug Voerding, Wright County Journal Press  
 Ms. Greta Pudas, City Auditor – Abdo Eick and Meyers, Limited Liability Partnership

# **3. BUSINESS**

A. Presentation of Year 2019 Audit - **TABLED**

# **4. ADJOURNMENT**

**Council Member Moynagh motioned to adjourn the City Council Workshop at 6:50 p.m. Council Member Marszalek seconded the motion. Motion carried 5-0.**

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Michelle Otto  
 Mayor  
 City of Montrose

ATTEST:

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Deborah R. Boelter  
 City Clerk-Treasurer  
 City of Montrose

City of Montrose  
 Regular City Council Meeting  
 Montrose Community Center  
 200 Center Avenue South  
 Monday, June 8, 2020  
 7:00 P.M.

# **1. CALL TO ORDER**

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, June 8, 2020 at 7:00 p.m.

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

# **2. ROLL CALL**

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

Staff Present: Ms. Deborah Boelter, City Clerk-Treasurer  
 Ms. Wendy Manson, Deputy Clerk – *In attendance through teleconferencing*  
 Mr. Wayne McCormick, Public Works Department Director  
 Mr. Kevin Triplett, Montrose Fire Department Chief  
 Mr. Jared Voge, City Engineer  
 Mr. James Monge, City Attorney

# **3. INVOCATION**

A. Pastor Paul Baker – Montrose Methodist Church

Pastor. Baker administered the Invocation.

Pastor Baker asked the Emergency Management Director, Mr. Kevin Triplett, when the FEED Program can once again use the Community Center. Ms. Boelter directed Pastor Baker to discuss his request with the Emergency Management Director, Mr. Kevin Triplett.

# **4. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was taken.

# **5. APPROVAL OF THE AGENDA**

A. Approval of the Agenda

Mayor Otto removed item **6. APPROVAL OF THE CONSENT AGENDA, D. Year 2019 Audit,**  
 1. Approve the Year 2019 Audit.

**Council Member Moynagh motioned to approve the June 8, 2020 Regular City Council Meeting Agenda as amended. Council Member Marszalek seconded the motion. Motion carried 5-0.**

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

A. Minutes

1. Accepted the minutes of the March 9, 2020 Regular City Council Meeting.
2. Accepted the minutes of the April 27, 2020 Special City Council Meeting.

3. Accepted the minutes of the May 18, 2020 Special City Council Meeting.
- B. Accounts Payable
  1. Approved the June 8, 2020 Accounts Payable for the City of Montrose.
  2. Approved the June 8, 2020 Accounts Payable for the Montrose Fire Department.
- C. Approved the Monthly Utility Adjustments, May, 2020.
- ~~D. Year 2019 Audit - REMOVED~~
  - ~~1. Approved the Year 2019 Audit.~~
- E. Open House – Year 2021 Downtown Improvement Project
  1. Scheduled an Open House to Review the Year 2021 Downtown Improvement Project for Monday, June 29, 2020 from 5:30 p.m. to 7:30 p.m. to be held in the Montrose Community Center

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

## **7. OPEN FORUM**

Mr. Mike Kaczmarek, Candidate for Wight County Commissioner, District Five (5), addressed the City Council and introduced himself.

Mr. Kaczmarek stated that Wright County Commissioner, Mr. Charlie Borrell is retiring; so, he is a candidate running for Mr. Borrell's position as Wright County Commissioner for District Five (5).

He continued by stating that he lives in Woodland Township with his wife.

Mr. Kaczmarek stated that he is a Wright County Sheriff's Office Deputy.

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

- A. May, 2020 Monthly Report

## **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. March, 2020; April, 2020; and May, 2020 Activity Report

Mr. Kevin Triplett referenced the *Monthly Activity Report* for the months of March, 2020; April, 2020; and May, 2020 that were found in the City Council Packet.

2. Year 2019 Annual Report

Mr. Triplett gave an overview of the Montrose Fire Department's Year 2019 Annual Report.

**Council Member Marszalek motioned to accept the Montrose Fire Department's Year 2019 Annual Report. Council Member Johnson seconded the motion. Motion carried 5-0.**

3. Resignation of Mr. Keith Johnson – Effective May 20, 2020

- a) Mr. Keith Johnson was a member of the Montrose Fire Department for sixteen (16) years, seven (7) months and twenty-eight (28) days.

Mr. Triplett presented Mr. Johnson's resignation from the Montrose Fire Department. He continued by stating that Mr. Johnson was a member of the Montrose Fire Department for sixteen (16) years, seven (7) months and twenty-eight (28) days.

**Council Member Moynagh motioned to accept the resignation of Mr. Keith Johnson from the Montrose Fire Department effective May 20, 2020. Council Member Marszalek seconded the motion. Motion carried 5-0.**

Mayor Otto asked Mr. Triplett about Pastor Baker's request to use the Community Center for the FEED Program. Mr. Triplett stated that right now use of the Community Center for this type of activity does not comply with the Governor's orders and directives. He continued by stating that he is currently working on an *Assumption of Risk, Waiver of Liability and Indemnification Agreement* for the use of the Montrose Community Center. The *Agreement* would be signed by any individuals and/or groups who plan to use the Community Center. Mr. Triplett continued by stating that he will contact Pastor Baker and discuss the use of the Community Center for the FEED Program.

#### C. Park and Recreation Commission

##### 1. June 4, 2020 Park and Recreation Commission Meeting Minutes

Mayor Otto gave an overview of the items discussed at the June 4, 2020 Park and Recreation Commission Meeting.

##### 2. Regional Park – Wright County Lacrosse Team

Mayor Otto stated that due to the Buffalo-Hanover-Montrose Schools being shut down, the Wright County Lacrosse Team is not allowed to use the practice fields in Buffalo at the current time. She continued by stating that they have asked to use the City of Montrose's Regional Park for practice and the Park and Recreation Commission is recommending that the City Council approve that they allow the Wright County Lacrosse Team to use the Regional Park for practice.

Council Member Marszalek recommended that the Wright County Lacrosse Team sign a waiver indemnifying the City of Montrose from any liability in the event of an accident and/or injury.

Council Member Moynagh recommended that a *Park Sign* be displayed at the Regional Park that outlines the rules of park use. The City Council discussed and directed Mr. McCormick to have a *Sign* with the park rules installed at the Regional Park.

**Mayor Otto motioned to allow the Wright County Lacrosse Team to use the Regional Park Field for practice. Council Member Johnson seconded the motion. Motion carried 5-0.**

Council Member Marszalek referred to the June 4, 2020 Park and Recreation Commission Meeting minutes regarding Park and Recreation Commissioner, Ms. Sylvia Henry's concerns regarding a conflict-of-interest with Mayor Otto being the City Council liaison for the Park and Recreation Commission when her daughter, Ms. Ashlynn Otto, is a member of the Commission.

Mayor Otto stated that Commissioner Henry is angry with me and therefore questioning whether or not it is a conflict-of-interest for her to be the City Council liaison when her daughter is on the Park and Recreation Commission. Mayor Otto stated that the other members of the Park and Recreation Commission discussed Commissioner Henry's concern and agreed that she should remain as the City Council liaison.

#### D. Planning and Zoning Commission

1. March 10, 2020 Planning and Zoning Commission Meeting Minutes

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

E. City Engineer

1. Year 2021 Downtown Improvement Project

a) Preliminary Engineering Report

City Engineer, Mr. Jared Voge gave an overview of the Preliminary Engineering Report for the Year 2021 Downtown Improvement Project and it included:

- Project Area
- Project Considerations
  - Sanitary Sewer
  - Watermain
  - Streets
- Street Improvements
  - Total Reconstruction of Pavement Section
  - Concrete Curb and Gutter on All Streets
  - Sidewalk Locations
- Utility Improvements
  - Sanitary Sewer
  - Watermain
- Drainage Improvements
  - Storm Sewer
- Cost Participation on Wright County Roads
- Estimated Project Cost Summary
- Anticipated Project Funding Sources
- Assessments
- Project Schedule

Mayor Otto asked how the Project schedule will affect the Montrose Days Celebration in the year 2021. Mr. Voge stated that the Project schedule will be phased to avoid interruptions to the Montrose Days Celebration.

b) Resolution No. 2020-17 – A Resolution Receiving Feasibility Report and Calling Hearing on Improvement

City Engineer, Mr. Jared Voge stated that at the March 9, 2020 Regular City Council Meeting, the City Council authorized the preparation of a Preliminary Engineering Report for the above referenced Project. Since the Project funding includes assessments to private property owners, Minnesota State Statute Chapter 429 procedures must be followed. Chapter 429 requirements indicate that a Public Hearing is required to be held for the Project. Mr. Voge recommend that the City Council call for a Public Hearing on July 13, 2020 at 7:00 p.m. in the Montrose Community Center. Mr. Voge presented Resolution No. 2020-17 a Resolution calling for the Public Hearing; along with, a copy of the Public Hearing Notice.

Mr. Voge stated that as part of the project development process for previous projects, an Open House has been held for all project residents to view the proposed improvements. Mr. Voge recommend that an Open House be held on Monday, June 29, 2020 from 5:30 p.m. to 7:30 p.m. in the Community Center. He continued by stating that the Open House will provide an opportunity for the residents to ask questions regarding the proposed Year 2021 Downtown Improvements Project.

Mayor Otto asked if a letter will be sent to the residents whose property will be affected by the Improvements Project inviting them to the Public Hearing. Mr. Voge stated that information regarding the Open House and the Public Hearing will be sent to the property owners.



**Council Member Moynagh motioned to adopt Resolution No. 2020-17 A Resolution Receiving Feasibility Report and Calling Hearing on Improvement with the corrections. Council Member Marszalek seconded the motion. Motion carried 5-0.**

## 2. Montrose Biosolids

### Background

Mr. Voge stated that biosolids (also known as waste activated sludge) are the by-product of a biological wastewater treatment process. In the pre-year 2004 lagoon system at the Montrose Wastewater Treatment Plant, solids remained in the final polishing pond and were only removed as needed. In the year 2004, the Montrose Wastewater Treatment Plant was converted to a lagoon activated sludge system with continuous discharge including final clarifiers and a sludge storage tank. Excess biosolids are removed from an activated sludge system by the clarifiers and either returned to aeration or wasted to a concrete storage tank for later disposal. For many years after the year 2004 activated sludge system improvements, biosolids were returned to the aerated lagoons, biosolids volumes within the storage tank were decanted (excess liquid removed), and overall biosolids production rates were low. For these reasons, annual biosolids removal from the storage tank was not completed. Currently, the sludge storage tank is nearly full and too thick to easily pump and remove for disposal.

Mr. Voge stated that accumulated material, coupled with increased biomass production resulting from increased Minnesota Pollution Control Agency (MPCA) permit removal requirements issued in the year 2018, require a solids removal and disposal project in the year 2020 to provide storage for continued operation. The City has received a number of proposals to remove the biosolids from the tank. Fergus Pump and Power provided the most comprehensive and cost-effective proposal that includes transfer of all tank contents to on-site dewatering bags and cleaning of the sludge storage tank.

Mr. Voge provided a brief evaluation of the biosolids removal options.

### Storage Capacity, Biosolids Quantity and Quality

Mr. Voge stated that the biosolids storage tank is a covered, concrete storage tank 105-feet by 55-feet by 15-feet deep (3,200 cubic yards or 650,000 gallons). The tank was originally designed with mixers to provide a uniform product for sampling and loadout. Over time, the tank has been decanted and the material is currently too thick to mix and/or pump and cannot easily be removed. A typical 'wet' sludge that can easily be pumped contains approximately 2-4 percent solids, or 20-40,000 milligrams per liter. A full tank at 2 percent solids contains approximately 55 dry tons of material. As the sludge has aged, it thickened to its current state of approximately 7 percent solids content according to a sample taken by City staff. This equates to nearly 200 dry tons of material within the full tank. Additionally, volatile solids were stabilized as noted by the December 2014 sludge analysis showing less than 25 percent volatile content and less than 1 percent nitrogen. Typical municipal biosolids are expected in the range of 3-5 percent nitrogen; therefore, pound for pound, the material has less nutrient value.

Mr. Voge stated that whether dewatered by mechanical means or with a geotextile bag, 20 percent solids concentration is a reasonable estimate for the finished product. As discussed above, assuming 200 dry tons of material is currently present in the storage tank, an estimated 1,000 wet tons, or 1,200 cubic yards of material will be produced and require transportation and disposal by the City.

Mr. Voge stated that s a cross check, using the average influent Biological Oxygen Demands (BODs) load from February, 2004 to February, 2020 of 600 pounds per day and a typical biosolids production rate of 0.65 pound per pound BOD<sub>5</sub> results in a dry ton estimate of unstabilized solids of 70 dry tons per year. Assuming the biosolids were initially 70 percent volatile and the volatile fraction was further reduced to 25 percent volatile through long term storage, we still estimate nearly 30 dry tons per year indicating the previous 200 dry tons total for 15 years may be an underestimation of the tank contents. Material wasting in the treatment lagoons provides some explanation regarding the difference. Difficulty obtaining a representative sample of the tank contents also contributes to the uncertainty.

## **Biosolids Removal Options for Existing Material:**

### **1. Disposal at Buffalo Wastewater Treatment Plant:**

Mr. Voge stated that in the year 2015, the Montrose City Council approved a Regional Biosolids Treatment Agreement with the City of Buffalo for \$1,300 per dry ton (if delivered 'wet') for treatment and disposal of Class A, dry material. Montrose is responsible for transportation and analytical testing under this agreement. Due to the non-volatile nature of the biosolids because of its age, the City of Buffalo is not able to accept and process this material; therefore, this disposal option is not available for the current full biosolids tank but could still be an option for disposal of future biosolids.

### **2. On-site Dewatering with Drum Filter/Vacuum System:**

Mr. Voge stated that in the year 2019, the City evaluated a proposal from Wenck to dewater the material including options for a drum filter and/or vacuum system, vac box and guzzler, and mud pump and filter bags. The proposals were based on daily rates for equipment rental and operations of \$4,000-\$7,800 per day and estimated daily production rates of approximately 3,500 to 9,600 gallons per day. It was not clear what the daily production rate was based on; however, assuming the tank contents (without the addition of water of filtrate) of 650,000 gallons, the cost for dewatering is estimated at \$500,000 to \$750,000 and does not include disposal of the Class B product. Transportation and disposal costs at the Elk River Landfill are estimated at approximately \$5,000 to \$10,000. The proposal does not consider chemical and/or polymer use during the 2 to 6 month dewatering process, estimated final solids concentration, or storage of dewatered material. An estimated total cost for dewatering and disposal is estimated at approximately \$850,000 to \$1,250,000 assuming a 50 percent increase in volume to generate a pumpable product that can be removed from the storage tank.

### **3. On-site Dewatering with Dewatering Bags:**

Mr. Voge stated that most recently, in February 2020, Fergus Pump and Power provided an estimate of \$166,000 for labor and materials to clean the storage tank and dewater biosolids in a geotextile (dewatering) bag. This alternative provides a cover and containment area for dewatered biosolids. The material can most likely remain in the bag for one winter to take advantage of the freeze/thaw cycle. After that time, MPCA will likely require a long-term solution for removal of the product from the site.

The City of Montrose is responsible for transportation and disposal of the bags when full, providing water and electricity for operations (\$150-\$200 per day for 1 month~\$5,000), and constructing a containment area (~\$5,000) that drains back or can be pumped back to the headworks of the plant. Care should be taken to manage leachate return to the treatment process. Although there will still be a slug of filtrate as the dewatering bags are filled, the slower dewatering process to achieve 20 percent solids content provides an inherent dampening effect on the filtrate return. Excess polymer usage should also be monitored to prevent unintended impacts from return flow to the treatment process.

Land application is a common disposal alternative for waste treatment residuals; however, much of the nutrient value for this older material has been stabilized over time resulting in a more inert product that may be less desirable to local farmers. Therefore, land application may not be a viable option for this material. Landfilling is an acceptable alternative to land application of dewatered material that can pass a paint filter test to check for free draining water.

Regardless of which dewatering alternative is selected, multiple samples are recommended as the material is transferred from the storage tank. This will provide a more representative characterization to approach land-owners regarding possible land application.

The total estimated cost for removing biosolids and cleaning the sludge storage tank using Fergus Pump and Power, including landfill disposal costs is estimated at \$250,000 to \$300,000.

Mr. Voge stated that upon removal of all biosolids from the storage tank, it is recommended that an evaluation of the tank and mixing systems be completed. Any maintenance and repairs to the tank and mixing systems should be completed based upon the evaluation. This is a good opportunity to complete

tank maintenance as ongoing biosolids waste can be discharged directly to the on-site dewatering bags while the tank is off-line for maintenance.

He continued by stating that upon completion of all tank maintenance, all future biosolids can be discharged into the tank. It is recommended that the biosolids be removed from the tank on a regular basis each year. The biosolids can be tested and transported by the City of Montrose to the City of Buffalo for disposal at the Buffalo Wastewater Treatment Plant according to the previously approved agreement. It is recommended that Montrose budget annually for biosolids disposal every year.

### **Summary and Considerations**

Mr. Voge stated that the on-site dewatering with a geotextile bag from Fergus Pump and Power is a straight-forward, cost-effective approach to dewatering. Additionally, Fergus Pump and Power scope also includes confined space entry for storage tank cleaning. A clean tank will allow the City to make any necessary mixing improvements and develop a future plan for biosolids management.

It is recommended that the City Council approve the biosolids removal project utilizing the attached quote from Fergus Power and Pump.

Council Member Johnson asked if Wenck had made a deal with the City of Buffalo to take the biosolids. Mr. McCormick stated that the City of Buffalo will only take fresh biosolids; not the old, thick biosolids that are currently in the tank. Council Member Johnson asked if the agreement with the City of Buffalo is null and void. Mr. McCormick stated that they do not want to take the current biosolids.

Council Member Moynagh asked if the on-site dewatering with a geotextile bag option done by Fergus Power and Pump will create any unpleasant odors for area residents. Mr. Voge stated that he is not anticipating significant odors; but, there may be a faint odor during the removal process. He continued by stating that the odor is more of an earthy smell.

Mr. Triplett asked how long the process will be if the City Council decides to move forward with Fergus Pump and Power's proposal. Mr. Voge stated that it will be approximately one (1) year.

**Council Member Marszalek motioned to accept the quote from Fergus Power and Pump, Incorporated in the amount of \$166,283.00. Council Member Andreoff seconded the motion. Motion carried 5-0.**

## **F. Public Works Department**

### **1. Updates**

#### **A. Gaga Ball Court**

Mr. McCormick stated that the Gaga Ball Court has been completed.

#### **B. Compost Site**

Mr. McCormick stated that people are still depositing items at the Compost site that are not in compliance with the rules of the Compost site.

He continued by stating that the Public Works Department was able to determine who some of the perpetrators were through the camera system at the Compost site. Mr. McCormick stated that he contacted the individuals and had them return to the site to remove the illegal items that they dumped.

Mr. McCormick stated that he would like to buy upgraded cameras to monitor the Compost site property.

Mr. McCormick stated that he has contacted Minnesota Compost to come and clean out the Compost site and haul away the materials. Mayor Otto asked what the cost would be to have them remove the materials at the Compost site. Mr. McCormick stated approximately \$3,000.00. Mayor Otto asked if there is money in the budget to remove the Compost site material. Ms. Manson stated yes.

**Mayo Otto motioned to approve the purchase of upgraded cameras for the Compost site and to have Minnesota Compost clean the site for a cost of approximately \$3,000.00. Council Member Marszalek seconded the motion. Motion carried 5-0.**

**C. Mosquito Spraying**

Mr. McCormick gave an update on mosquito control that is being done in the City of Montrose.

**D. Seal Coating – Breckenridge Lane**

Mr. McCormick stated that Breckenridge Lane will be seal coated on Friday, June 12, 2020.

**E. Well House**

Mayor Otto asked about the decommissioning of the Well House. Mr. McCormick stated that once the new Well House is constructed and running, the old Well House will be decommissioned. He continued by stating that they are anticipating sometime in August, 2020.

**F. First (1<sup>st</sup>) Street North**

Mayor Otto asked when 1<sup>st</sup> Street North is scheduled for repairs. Mr. Voge stated that it is included in the Capital Improvement Plan's (CIP) Street Maintenance Schedule. He continued by stating that the City of Montrose's streets have all been evaluated and he will be presenting the updated CIP Street Maintenance Schedule at the July 13, 2020 Regular City Council Meeting.

**G. Regional Park Road – Maintenance**

Mayor Otto asked about the maintenance of the Regional Park Road. Mr. McCormick stated that the Public Works Department sprays weed killer on the road; but, does not add gravel.

**H. Community Gardens**

Mayor Otto shared her concerns about the overgrowth of weeds and vegetation in the Community Gardens that were not leased by residents. Mr. McCormick stated that the Public Works Department can mow the weeds and vegetation down.

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

Mr. McCormick gave an update on the items that need to be completed on the TH 25 Trail Project.

**10. NO OLD BUSINESS.**

**11. NEW BUSINESS**

**A. American Tower – Lease Amendment, Original Agreement Dated August 2, 2000**

Ms. Boelter stated that on August 2, 2000, the City of Montrose entered into a *Ground Lease Agreement* with Qwest Wireless, Limited Liability Corporation (LLC) to lease City property to construct communication facilities at 400 Garfield Avenue.

She continued by stating that on June 28, 2005, the *Ground Lease Agreement* was amended due to Qwest Wireless, LLC assigning all of its leasehold interests, rights and obligations in the Agreement to Verizon Wireless, LLC.

On February 15, 2017, the *Ground Lease Agreement* with Verizon Wireless, LLC was amended due to "Verizon Communications, Incorporated, a Delaware Corporation, and other parties identified therein, entered into a Management Agreement and a Master Prepaid Lease, both with an effective date of March 27, 2015 and both with ATC Sequoia, LLC, a Delaware limited liability company ("**American Tower**") pursuant to

*which American Tower subleases, manages, operates and maintains, as applicable, the Leased Premises, all as more particularly described therein; and..."*

Ms. Boelter presented the letter from American Tower dated May 15, 2020 and asking for a Lease amendment to the Original Agreement dated August 2, 2000.

Ms. Boelter stated that City staff did review the amendment proposal with the City Attorney, Mr. James Monge. Mr. Monge has extensive experience in negotiating Telecommunication Agreements for cities. Below are some of the items that City staff discussed with Mr. Monge:

**Rent Change:**

Regarding the proposed rent change from \$2,078.91 per month to \$1,828.91 per month. This is a decrease of \$250.00 per month. \$2,078.91 is typical of the per month amount that other cities receive.

**Escalation Change:**

Most Telecommunication Agreements have an annual escalation rate of that year's consumer price index or five percent (5%); whichever one is higher. A two percent (2%) escalation rate is low in comparison to the typical rate for this type of Agreement.

**Signing Bonus and Revenue Share:**

While the \$15,000.00 Signing Bonus and \$200.00 per month Revenue Share may sound attractive, it's minimal when the City considers that they will be losing approximately \$140,000.00 over the course of the proposed Lease Agreement amendments.

Ms. Boelter stated that City staff spoke with Ms. Caroline Van Fleet and she indicated that American Tower is doing what it can to maximize profits to help fund infrastructure construction to update to 5G Network.

Mr. Monge stated that the Agreement amendments that American Tower is proposing are not favorable to the City of Montrose.

Mr. Monge gave his legal opinion on the proposed amendments.

The City Council discussed and were in agreement that they wanted to adhere to the existing Agreement.

**Council Member motioned to Marszalek to adhere to existing Agreement and not make any changes. Council Member Moynagh seconded the motion. Motion carried 5-0.**

## 12. UPCOMING MEETINGS

- A. Planning and Zoning Commission Meeting – Wednesday, June 10, 2020 at 7:00 p.m. in the Montrose Community Center.
- B. Montrose Economic Development Authority – Tuesday, June 16, 2020 at 12:00 noon in the Montrose Community Center.
- C. City Council Workshop – Monday, June 22, 2020 at 4:00 p.m. in the Montrose Community Center.

Ms. Boelter stated that with the Year 2021 Downtown Improvement Project Open House being held on Monday, June 29, 2020, and with no Agenda items at the present time, City staff does not anticipate having a City Council Workshop on Monday, June 22, 2020.

- D. Year 2021 Downtown Improvement Project Open House – Monday, June 29, 2020 from 5:30 p.m. to 7:30 p.m. in the Montrose Community Center.
- E. Park and Recreation Commission Meeting – Thursday, July 2, 2020 at 5:30 p.m. in the Montrose City Hall Conference Room.
- F. Planning and Zoning Commission Meeting – Wednesday, July 8, 2020 at 7:00 p.m. in the Montrose Community Center.

- G. Regular City Council Meeting – Monday, July 13, 2020 at 7:00 p.m. in the Montrose Community Center.
- H. Public Hearing on Year 2021 Downtown Improvement Project – Monday, July 13, 2020 at 7:00 p.m. in the Montrose Community Center
- I. Montrose Economic Development Authority – Tuesday, July 21, 2020 at 12:00 noon in the Montrose Community Center.
- J. City Council Workshop – Monday, July 27, 2020 at 4:00 p.m. in the Montrose Community Center.

### 13. ACKNOWLEDGEMENTS

#### A. Mayor Otto

##### i. Montrose Fire Department – Birthday Parades

Mayor Otto acknowledged the Montrose Fire Department for the Birthday Parades they conducted for residents during the Governor's Stay-At-Home Orders and Directives.

##### ii. City of Montrose Staff – COVID-19 Stay-At-Home Orders

Mayor Otto acknowledged the City staff for their successful continuation of City operations during the Governor's COVID-19 Stay-At-Home Orders.

### 14. ADJOURNMENT

**Council Member Marszalek motioned to the adjourn the Regular City Council Meeting at 8:25 p.m. Council Member Andreoff seconded the motion. Motion carried 5-0.**

---

Michelle Otto  
Mayor  
City of Montrose

ATTEST:

---

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

# ACCOUNTS PAYABLE LIST

JULY 13, 2020

Payroll	6/15/20 Payroll	13069.83
Payroll	6/29/20 Payroll	12333.94
IRS-Federal Tax Payment	6/15/20 FED/FICA Tax	4614.86
IRS-Federal Tax Payment	6/29/20 FED/FICA Tax	4131.90
MN Dept. of Revenue	6/15/20 State Withholding	815.98
MN Dept. of Revenue	6/29/20 State Withholding	727.67
PERA	6/15/20 Payroll	2721.00
PERA	6/29/20 Payroll	2385.09
*Ameritas Life Ins.	Employee Optical Ins	54.52
MN Dept of Revenue	May Sales Tax	1621.00
MN Dept of Revenue	June Sales Tax	1643.00
Payment Service Network	May PSN/ACH	1105.44
*AFSCME #65	June Union Dues	171.00
Allina Health Systems	City Hall/Comm Ctr AED's	2705.86
Ameripride Services	Uniforms/Floor Mats	218.40
*Bolton & Menk	Engineering Services	9923.75
*Citizens State Bank	June H.S.A. Deposit	2788.00
Health Partners	July Health Ins	11715.06
*IUOE Local 49	June Union Dues	210.00
Lincoln Nat'l Life Ins	July Life Ins	153.68
M&M Express Sales	Weed Trimmer/Chain Saw	88.90
*Madison Nat'l Life	June/July Disability Ins	665.58
MCFOA	2020-21 Membership Dues	150.00
MN Rural Water Assn.	2020-21 Membership Dues	1114.20
MVTL Labs	WWTP Testing	254.20
OPG-3, Inc.	2020-21 Mtce. Agreement	1424.00
Paumen Computers	Monthly IT/Backup Service	510.00
Pearson Bros.	Seal Coating	36359.26
Pitney Bowes	Postage Machine Rent	180.00
Purchase Power	Postae Refill	2020.99
Quill Corp.	Office Supplies	170.53
WakeSun	Solar Energy	10177.18
Wal-Mart Comm.	City Hall/PW/WWTP Supplies	110.28
Windstream	Telephone Charges	114.04
Wright-Hennepin CO-OP	Electric Charges	264.12
Xcel Energy	Electric & Gas Charges	1298.49

ACCOUNTS PAYABLE SUBTOTAL

128011.75

July 13, 2020

Page 2

Abdo, Eick & Meyers	2019 Audit	775.00
Ameripride	Uniforms/Floor Mats	218.40
Ralph Brown	Utility Overpayment	59.01
Centra Sota	Diesel Fuel	634.90
*Colonial Life Ins	June Employee Insurance	74.52
Comcast	Internet Service	536.77
CR Electric	City Hall Repair	190.00
CR Electric	WWTP Generator Repair	317.00
Culligan	City Hall Softener	66.10
Michael Ennis	Utility Overpayment	179.91
Evoqua Water Tech	WWTP Mtce.	686.75
Gopher State One-Call	Water/Sewer Locates	109.35
Henning Prof Services	TH 25 Easements	286.00
Marie Jensen	Janitorial Service	260.00
Marco Tech	Printer Mtce Agreement	62.67
Tom Marszalek	Council Mtg Conference Calls	62.68
Menards	PW/Water/WWTP Supplies	162.30
Menards	Compost	144.96
Menards	Community Center	30.98
*Metro West Inspect.	Bldg Permits/Inspect.	11060.63
Milhausen Auto Repair	Chevy Colorado Repair	685.90
Mini Biff	Park Biffs	434.52
MN Computer Systems	Copier Mtce Agreement	392.57
MN PFA	WWTP Bond	383549.50
MN PFA	Water Tower/Wellhouse Bond	27157.01
MN Topsoil	Compost Clean-Up	7259.00
MVTL Labs	Water Testing	48.20
MVTL Labs	WWTP Testing	477.40
*NW Assoc. Consultants	Planners Services	1764.50
NEC Cloud Comm.	Telephone Charges	182.19
Nelson Electric Repair	Life Station Repair	350.00
Nystrom Publishing	Summer Newsletter	1165.92
Randy's Enviro Services	June Refuse/Recycle	16304.08
Jennifer Schlosser	Utility Overpayment	48.09
Natane Sisneros	Community Ctr Rent Refund	400.00
Eric Sundby	Utility Overpayment	130.34
Team Lab	WWTP Weed Killer	2507.65
Total Printing	Business Cards/Labels	440.00
Utility Consultants	WWTP Testing	107.50
U.S. Bank	CSAH 12 Bond	8167.50
U.S. Bank	Clementa/Watermain Bond	13011.25
USA BlueBook	Water/WWTP Supplies	296.85
Verizon	Cell Phones	346.43
WakeSun	Solar Energy	10648.27
Wendell Warren	Utility Overpayment	36.94
Wenck Engineering	TH 25 Engineering Services	3895.95
Wex Bank	Gas Charges	476.13
Wright Cty Auditor	July Patrol Services	23866.25



July 13, 2020

Page 3

Wright County IT	Emerg Mgmt 800 MHz Radio	100.00
Wright Cty Jrnl Press	Legal Notices	1184.64
Xcel Energy	Electric & Gas Charges	152.49

TOTAL ACCOUNTS PAYABLE	649516.75
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OTTO	BOELTER	MARSZALEK
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JOHNSON	MOYNAGH	ANDREOFF
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## \* Appendix

Payments received to offset checks written

Payroll Deduction	May Optical Ins.	54.52
Payroll Deduction	AFSCME-June Union Dues	171.00
Payroll Deduction	June H.S.A. Deposit	1388.00
Payroll Deduction	IUOE 49-June Union Dues	210.00
Payroll Deduction	June/July Disability Ins	665.58
Payroll Deduction	June Employee Ins.	74.52
Building Permits	Metro West	11060.63
Developer Expenses	Bolton & Menk	350.00
Developer Expenses	NW Assoc Consultants	1074.40

# FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

JULY 13, 2020

Allina Health Systems	Fire Dept. AED's	5411.73
Cardmmember Services	Small Engine Fuel	79.99
M&M Express Sales	Extrication Tool Repairs	110.03
Marketon's Body Shop	Rescue 11 Repairs	100.00
SYNCB/Amazon	Station Supplies	380.52
Varner Mobile Services	Truck Mtce.	1505.88
Comcast	Internet Service	97.85
Customized Fire Training	FF Training	1050.00
Delano CarQuest	Utility 11 Mtce	135.96
Menards	Bottled Water	134.00
Pro Hydro-Testing	SCBA Cylinders	840.00
Verizon	FD I-Pad	40.01
Wex Bank	Gas Charges	133.56
Wright Cty IT	800 MHz Radio Fee	2500.00
TOTAL ACCOUNTS PAYABLE		12519.53

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OTTO

BOELTER

MARSZALEK

---

JOHNSON

MOYNAGH

ANDREOFF

**\*APPENDIX**

Payments received to offset checks written

# CITY OF MONTROSE

## Monthly Adjustments

06/30/20 10:02 AM

Page 1

Account	Tran Type	Charge Name	Charge Type	Amount	Date
01-00001621-00-	Adjustment	Recycle-90	Service	(\$2.00)	6/29/2020
01-00001621-00-	Adjustment	Garbage Tax	Surcharge	(\$1.66)	6/29/2020
01-00001621-00-	Adjustment	Garbage- 90 GAL	Service	(\$17.00)	6/29/2020
00-00004046-00-	Adjustment		UR	(\$92.81)	6/16/2020
00-00002076-00-	Adjustment		UR	(\$122.58)	6/16/2020
00-00005164-01-	Adjustment		UR	(\$22.72)	6/16/2020
00-00003058-04-	Adjustment		UR	(\$91.25)	6/16/2020
00-00001523-00-	Adjustment		UR	(\$13.70)	6/16/2020
00-00001981-01-	Adjustment		UR	(\$168.13)	6/16/2020
00-00002071-01-	Adjustment		UR	(\$18.75)	6/16/2020
01-00001621-00-	Adjustment	Recycle-90	Service	(\$2.27)	6/2/2020
01-00001621-00-	Adjustment	Garbage Tax	Surcharge	(\$1.88)	6/2/2020
01-00001621-00-	Adjustment	Garbage- 90 GAL	Service	(\$19.27)	6/2/2020
				(\$574.02)	

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

## 2020 ELECTION JUDGES

Please appoint the following election judges and/or alternates for the August 11, 2020 Primary Election and the November 3, 2020 General Election.

Wendy Manson  
Deborah Boelter  
Gloria Pageau  
Joleen Luhman  
Joan Bauernschmitt  
Jessica Bonniwell  
Amanda Anjorin  
Vicky Knop  
Kayla McCluskey  
Douglas Voerding  
Denise Burke

ABDO  
FICK &  
MEYERS<sup>®</sup> LLP  
*Certified Public Accountants & Consultants*

City of Montrose  
2019 Financial  
Statement Audit

# Introduction

ABDO  
FICK &  
MEYERS LLP  
*Certified Public Accountants & Consultants*

Audit Opinion and Responsibility

General Fund Results

Other Governmental Funds

Enterprise Funds

Ratios



# Audit Results

**ABDO  
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MEYERS LLP**  
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## Auditor's Opinion



## Minnesota Legal Compliance



# Audit Results

## 2019 Audit Findings

ABDO  
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MEYERS  
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**Preparation  
of Financial  
Statements**

- Internal Control Finding

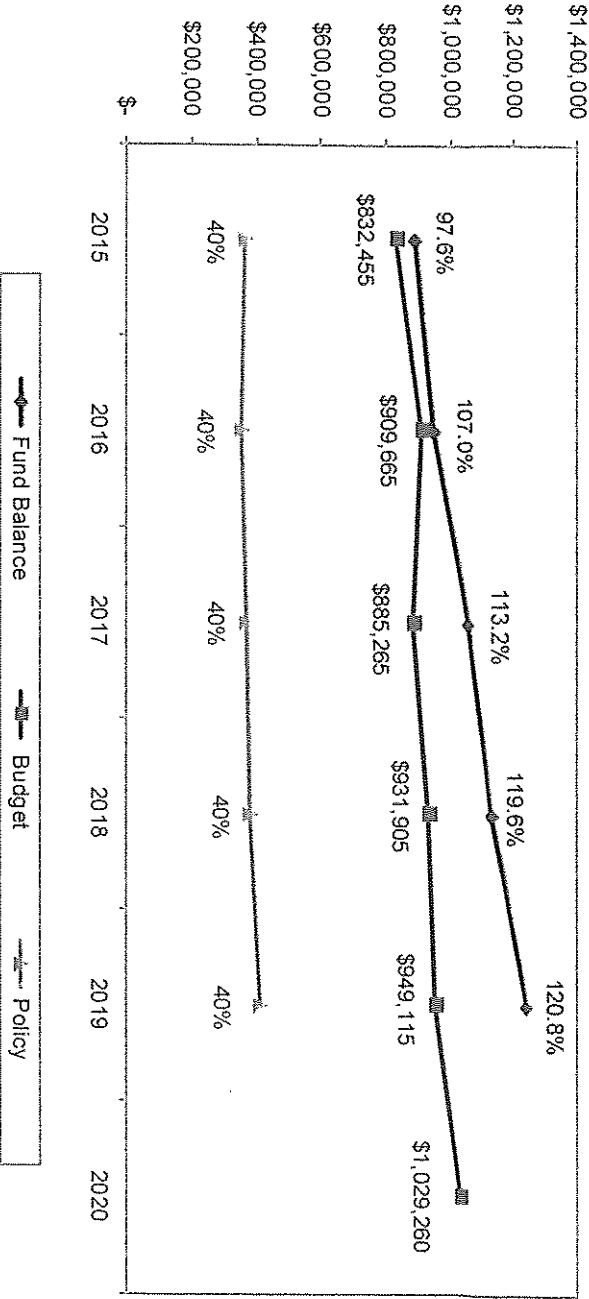
**Limited  
Segregation  
of Duties**

- Internal Control Finding



# General Fund - Fund Balances

**ABDO  
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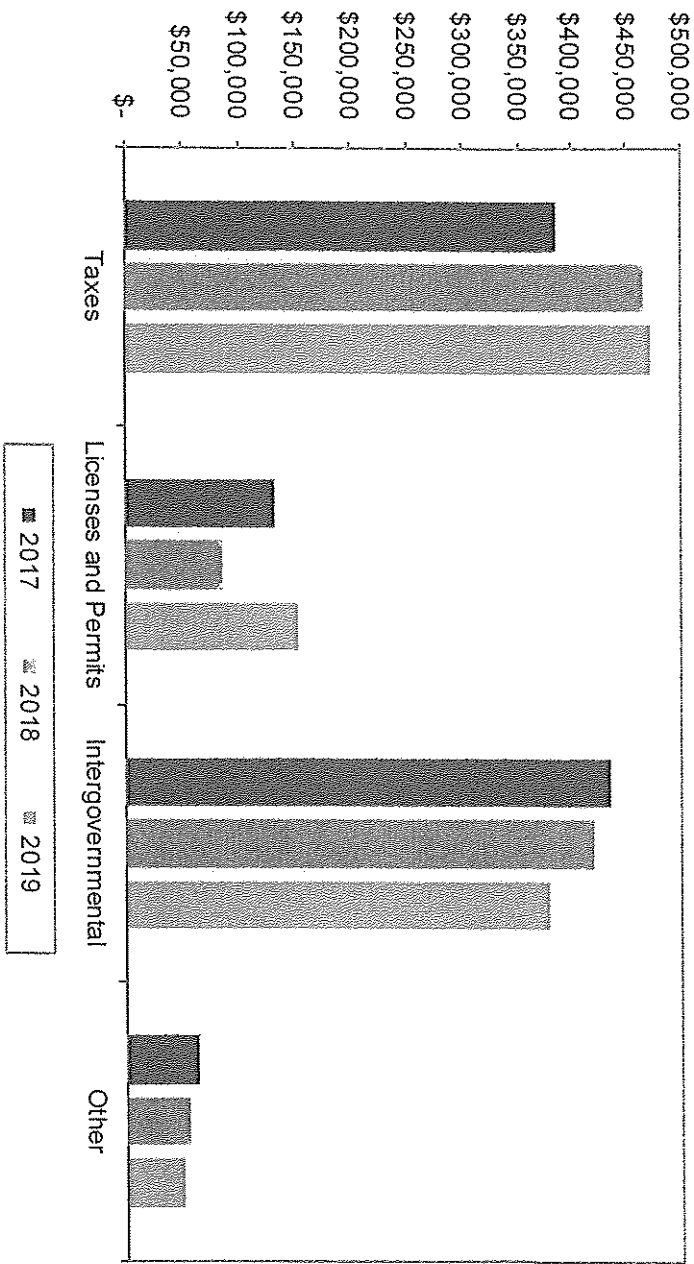
**General Fund  
Budget to  
Actual**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
Revenues	\$ 941,415	\$ 948,690	\$ 1,053,602	\$ 104,912
Expenditures	949,115	1,038,784	947,937	90,847
Excess of Revenues Over Expenditures	(7,700)	(90,094)	105,665	195,759
Other Financing Sources				
Transfers in	7,700	2,500	2,500	-
Net Change in Fund Balances	-	(87,594)	108,165	195,759
Fund Balances, January 1	1,135,326	1,135,326	1,135,326	-
Fund Balances, December 31	<u>\$ 1,135,326</u>	<u>\$ 1,047,732</u>	<u>\$ 1,243,491</u>	<u>\$ 195,759</u>

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MEYERS LLP  
*Certified Public Accountants & Consultants*

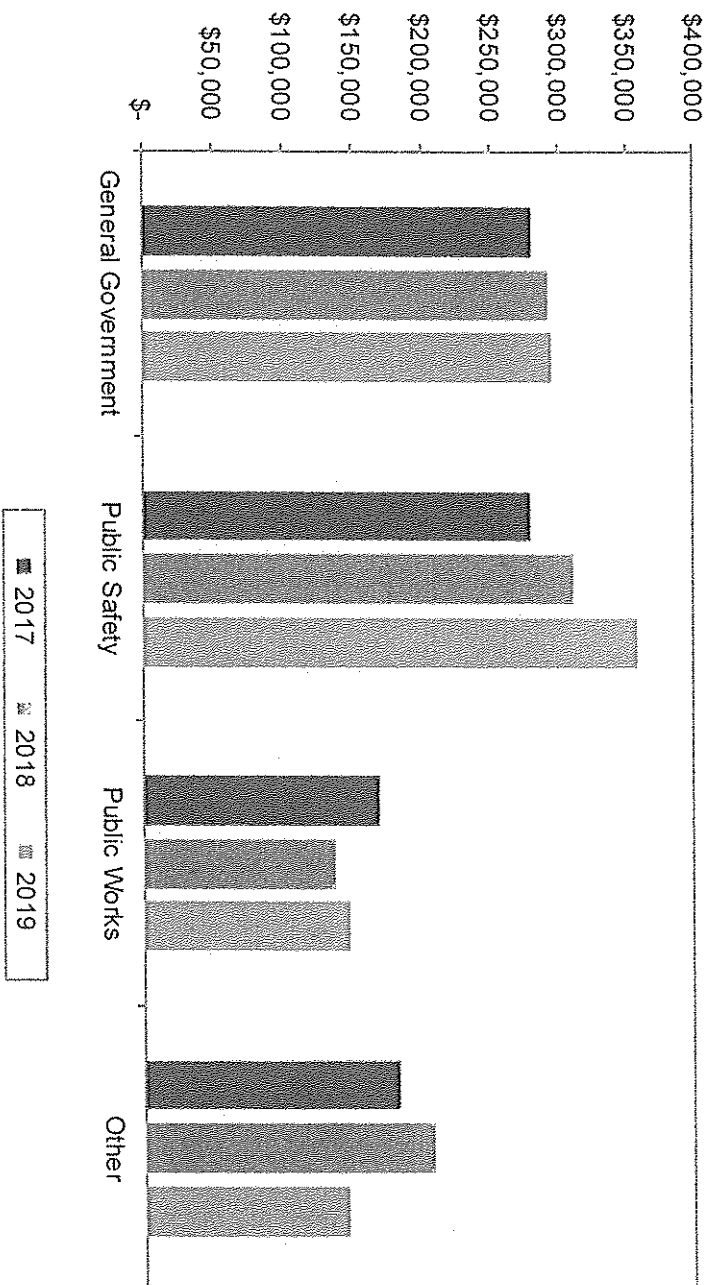
# General Fund Revenues by Type and Source

**ABDO  
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MEYERS LLP**  
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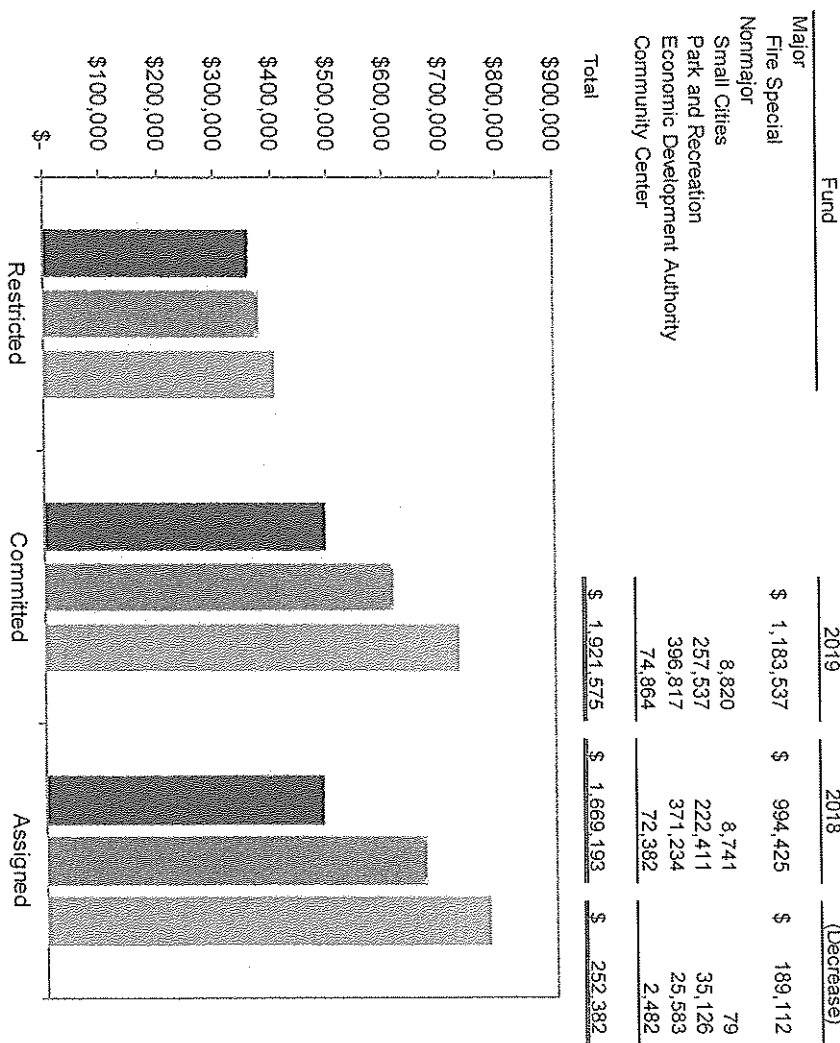
# General Fund Expenditures by Type and Program

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MEYERS LLP**  
*Certified Public Accountants & Consultants*



# Special Revenue Fund Balances

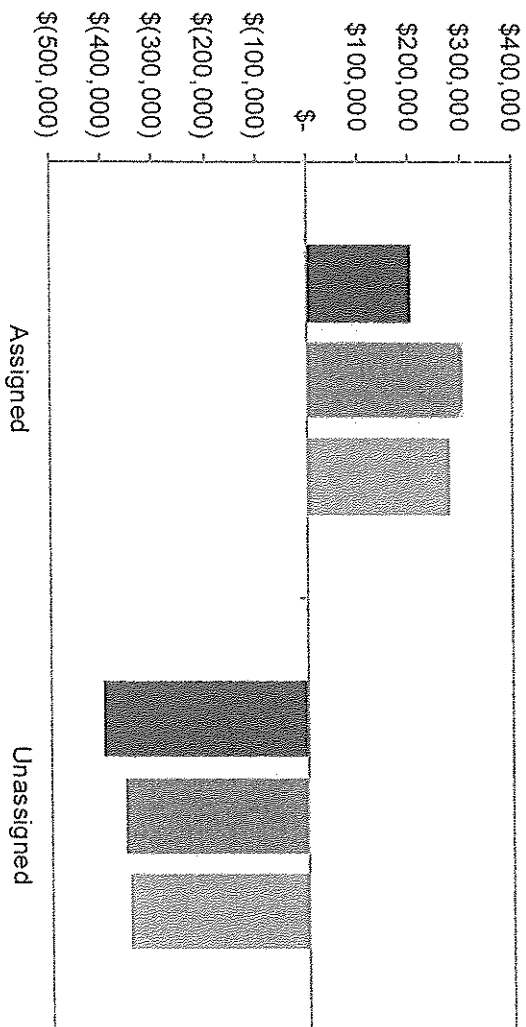
**ABDO  
FICK &  
MEYERS LLP**  
*Certified Public Accountants & Consultants*



# Capital Projects Fund Balances

**ABDO  
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MEYERS LLP**  
*Certified Public Accountants & Consultants*

Fund	Fund Balances December 31,		
	2019	2018	Increase (Decrease)
Major			
Hwy 25 Improvements	\$ (76,817)	\$ (91,714)	\$ 14,897
Nonmajor			
General Capital Projects	280,719	336,052	(55,333)
A.U.A.R	(266,671)	(266,671)	-
Emerson Avenue	(6,619)	-	(6,619)
Total	<u>\$ (69,388)</u>	<u>\$ (22,333)</u>	<u>\$ (47,055)</u>

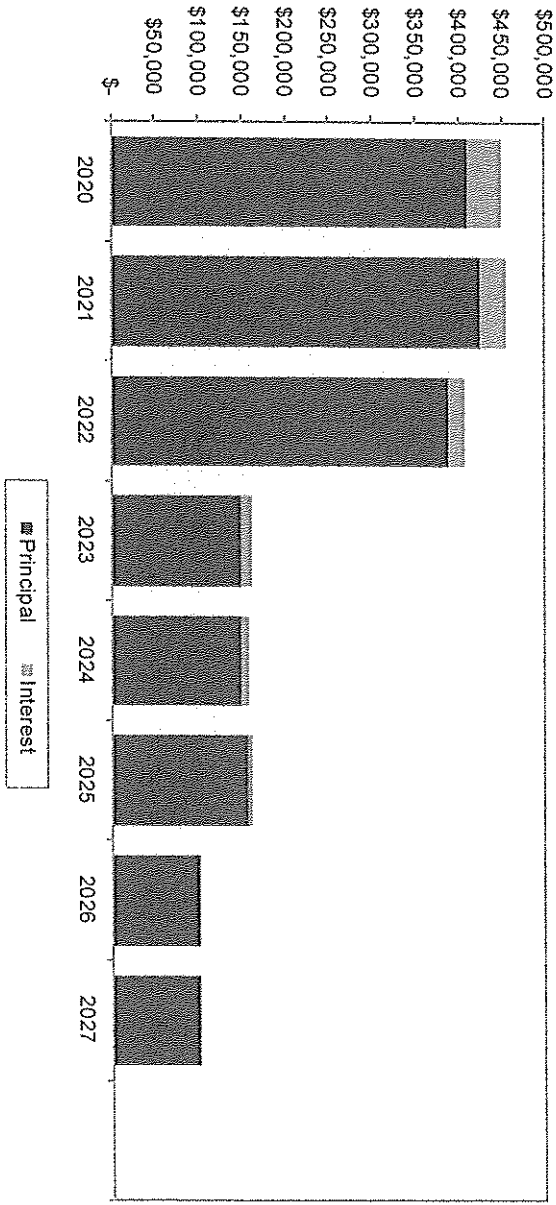




# Debt Service Funds

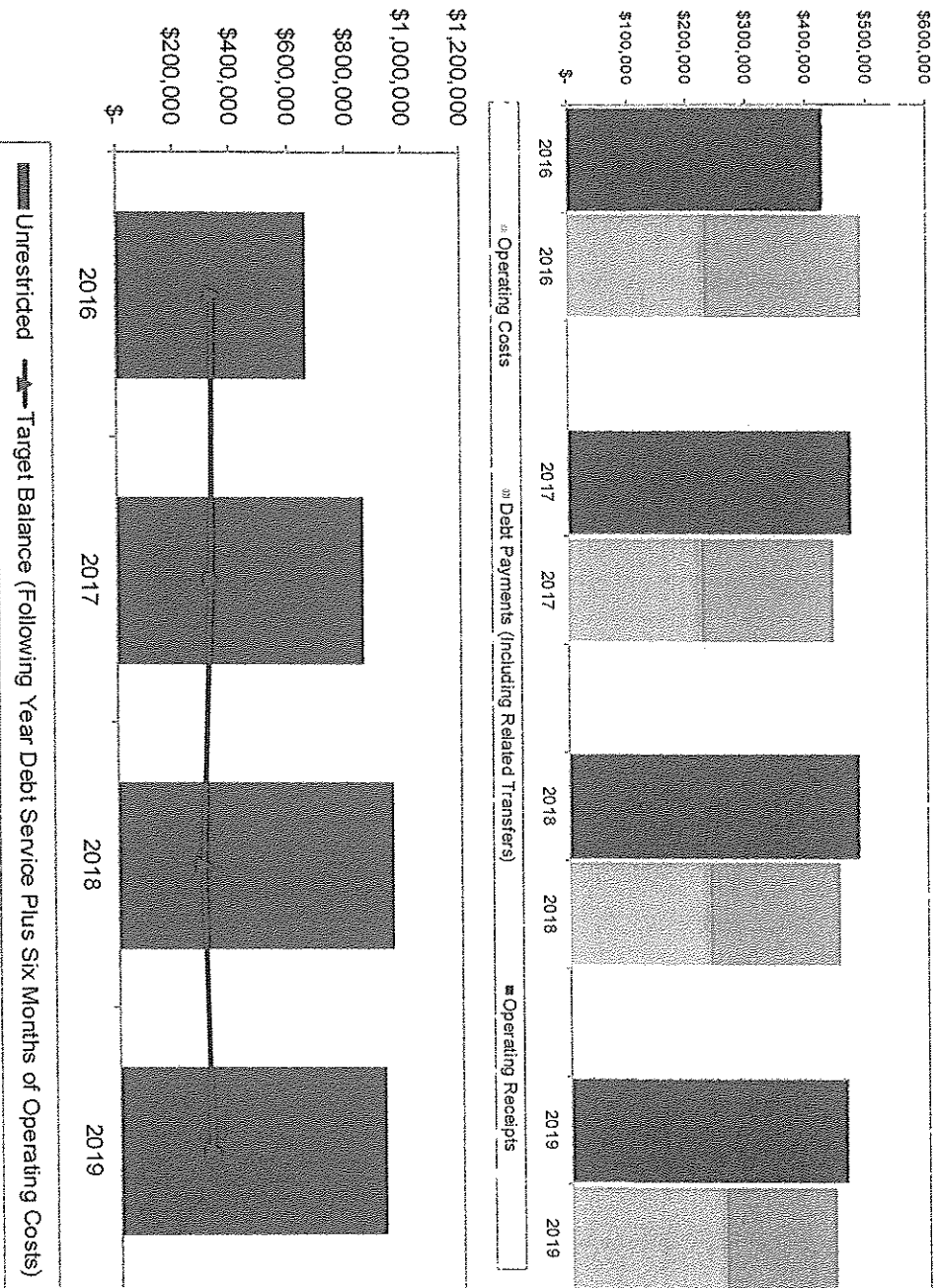
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MEYERS LLP  
*Certified Public Accountants & Consultants*

Debt Description	December 31, 2019			
	Cash and Temporary Investments	Total Assets	Bonds Outstanding Source of Payment City	Final Maturity Date
CSAH 12 Wells/Lift	\$ 1,112	\$ 1,112	\$ 600,000	2022
Buffalo Avenue	367,746	367,865	195,000	2021
Clementia Avenue	427,008	427,008	765,000	2027
Montrose Meadows	33,419	33,419	320,000	2025
Capital Lease	-	-	173,021	2026
Total	\$ 829,285	\$ 829,404	\$ 2,053,021	
Total Remaining Interest Payments \$ 120,778				



# Water Fund - Cash Flows from Operations and Cash Balances

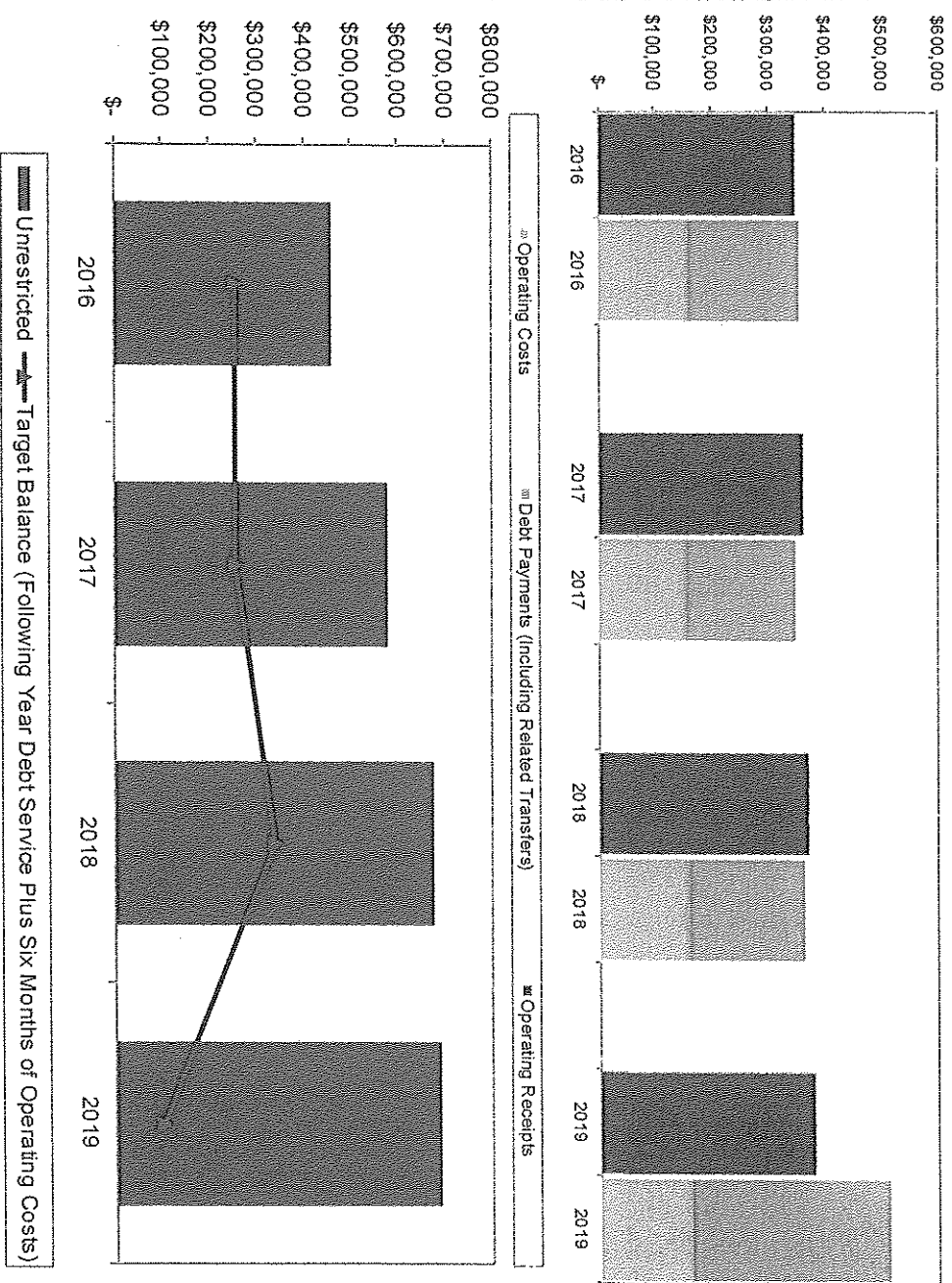
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*Certified Public Accountants & Consultants*





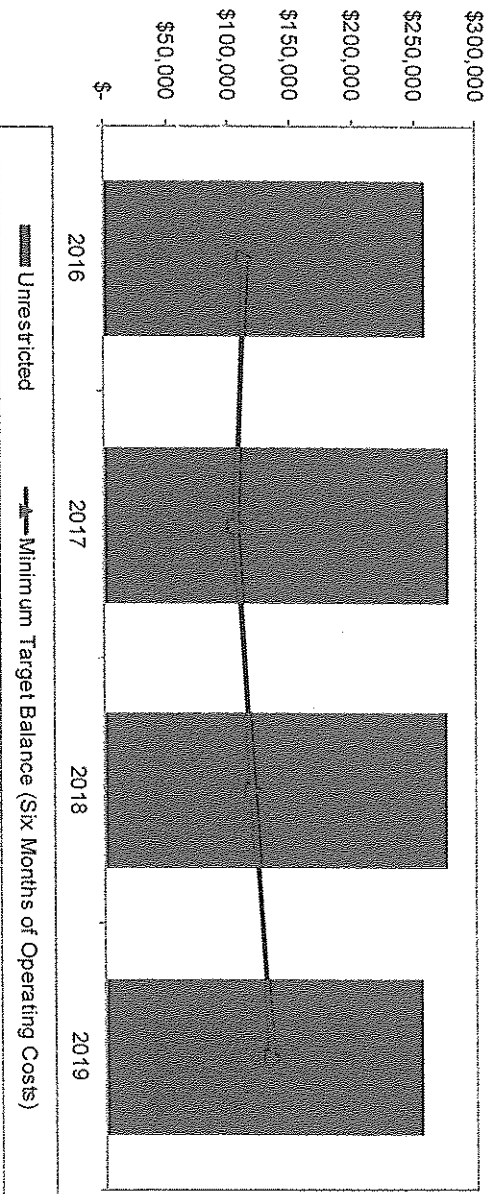
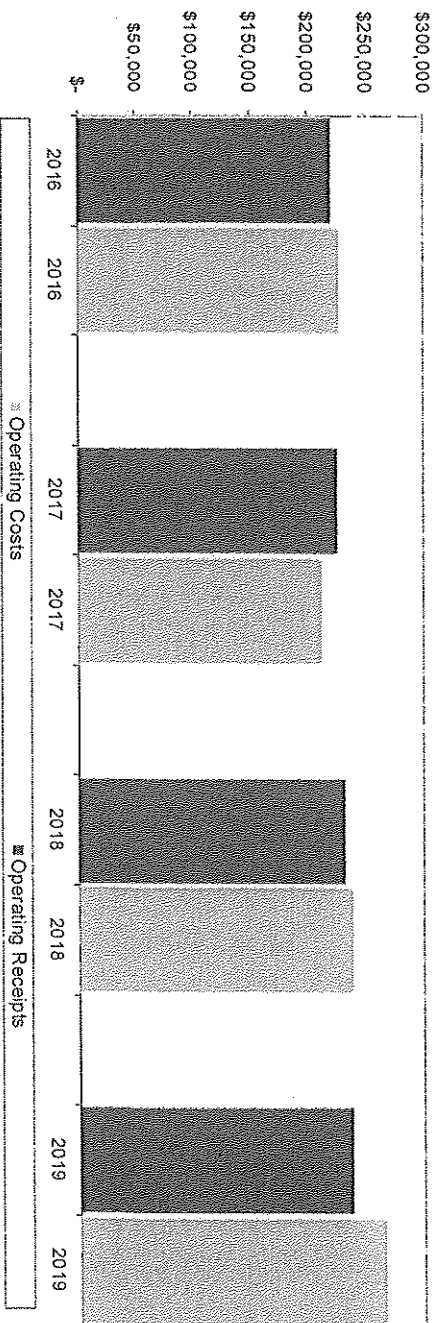
# Sewer Fund - Cash Flows from Operations and Cash Balances

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*Certified Public Accountants & Consultants*



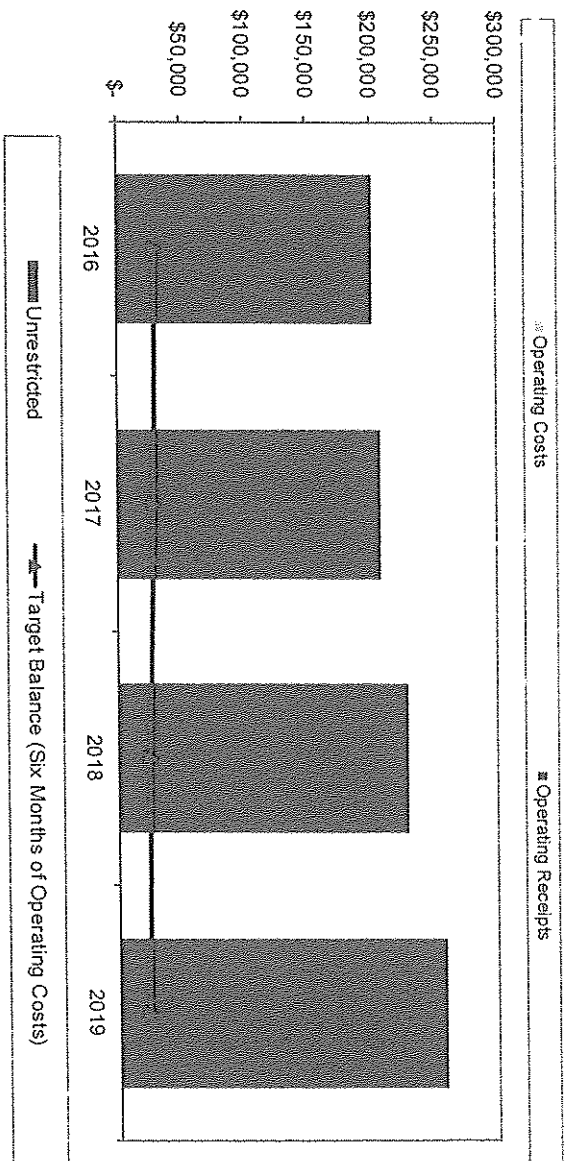
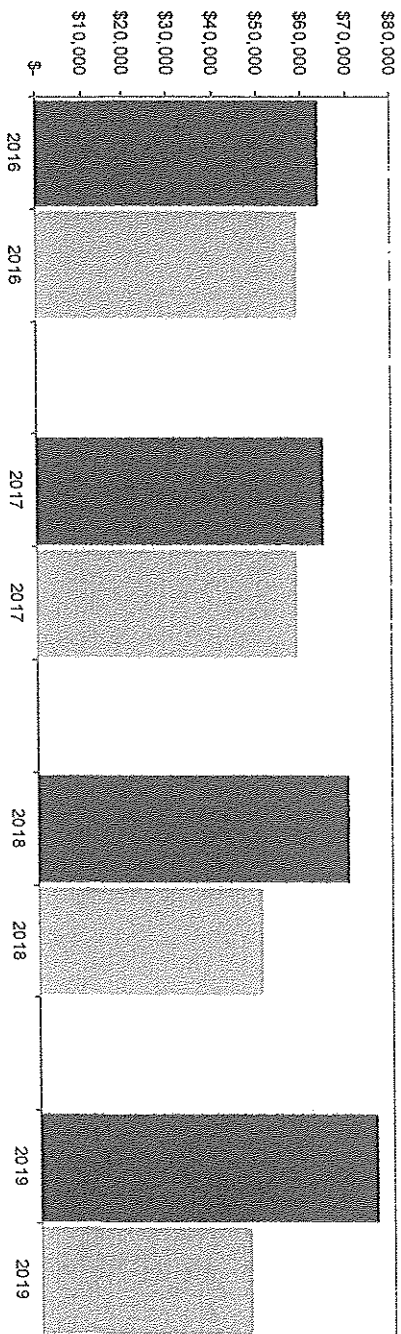
# Refuse Fund - Cash Flows from Operations and Cash Balances

ABDO  
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MEYERS LLP  
*Certified Public Accountants & Consultants*



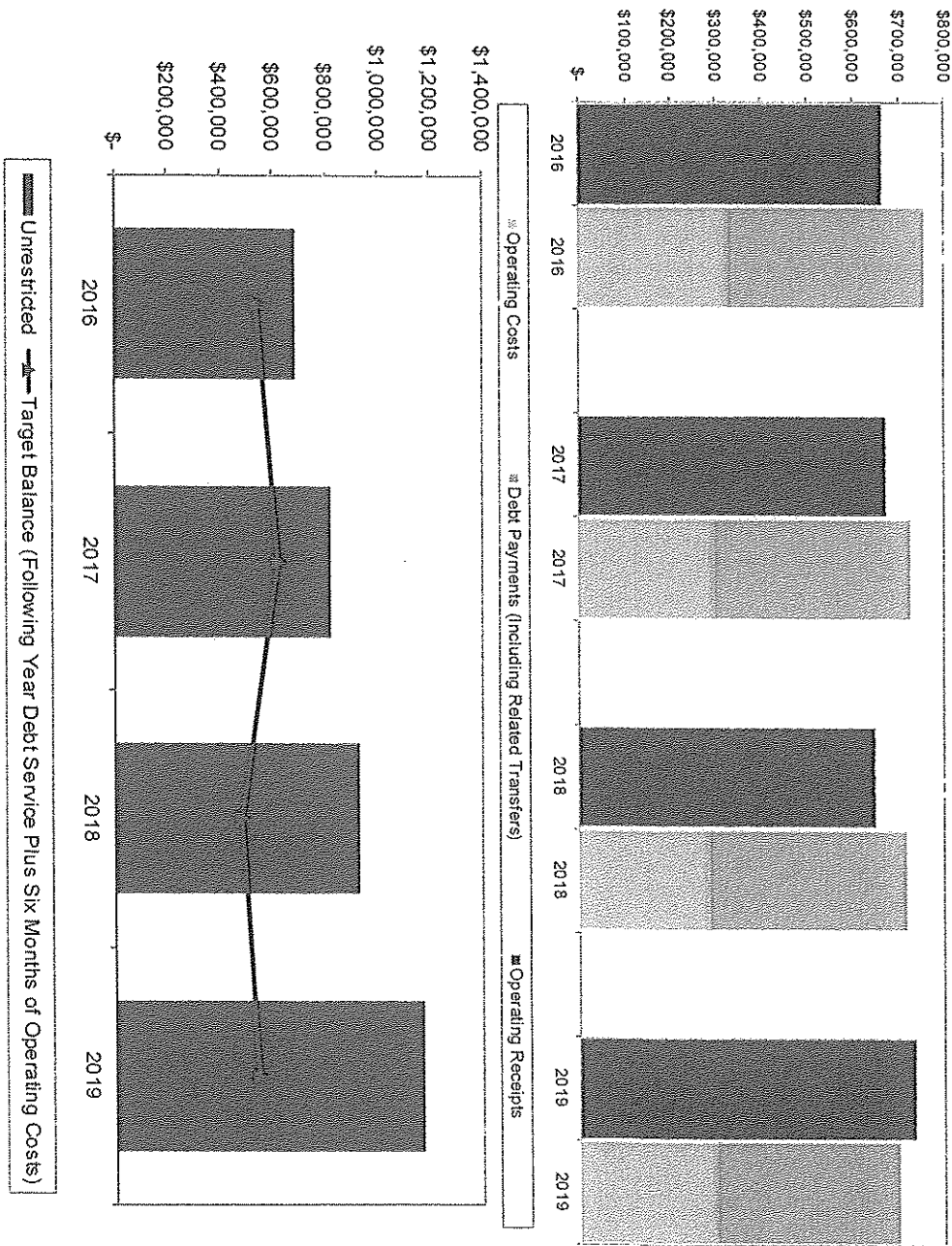
# Storm Water Fund - Cash Flows from Operations and Cash Balances

**ABDO  
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MEYERS LLP**  
*Certified Public Accountants & Consultants*



# Wastewater Fund - Cash Flows from Operations and Cash Balances

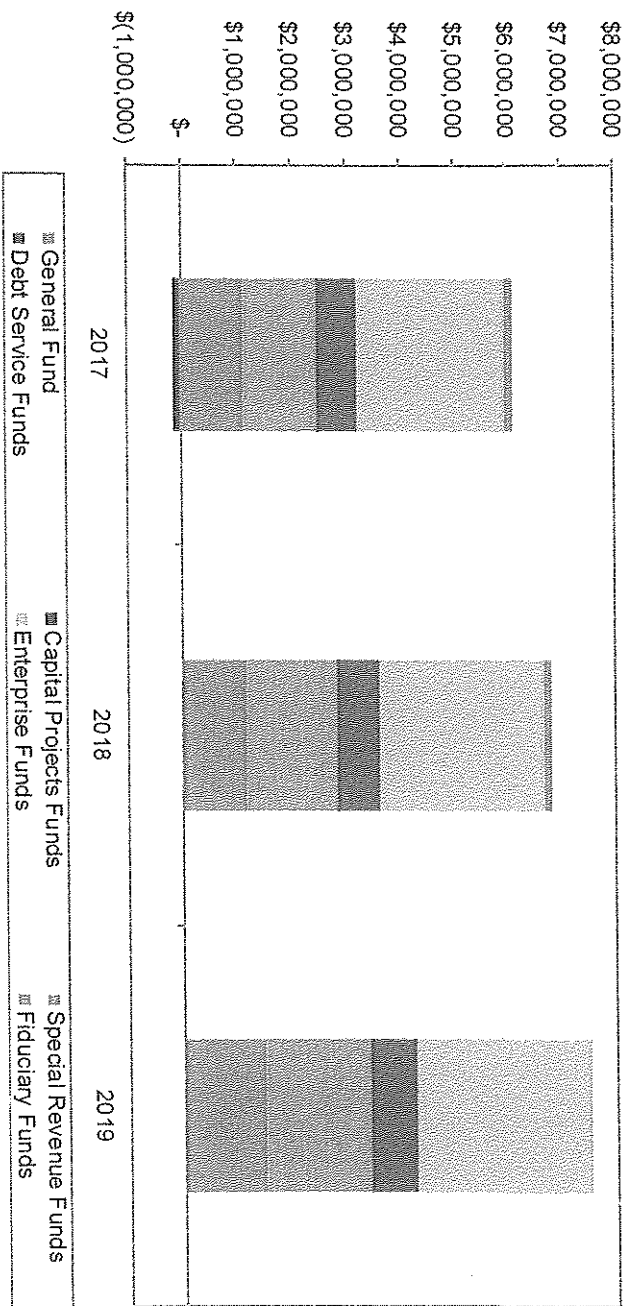
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MEYERS LLP  
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# Cash and Investments Balances by Fund Type

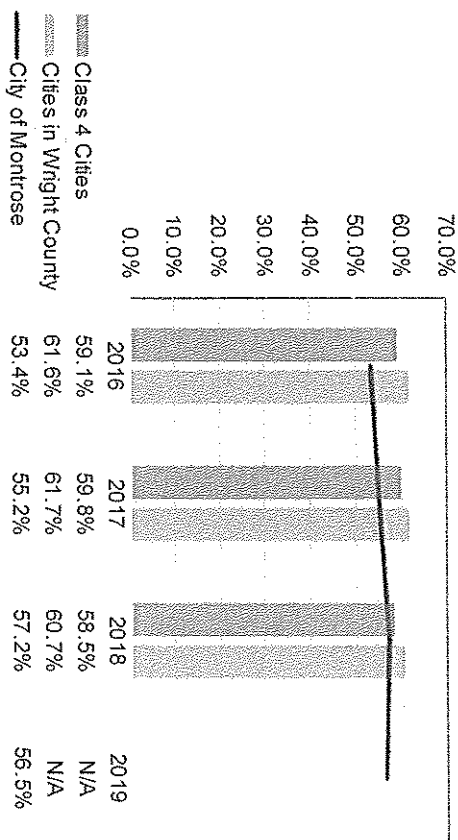
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EICK &  
MEYERS LLP**  
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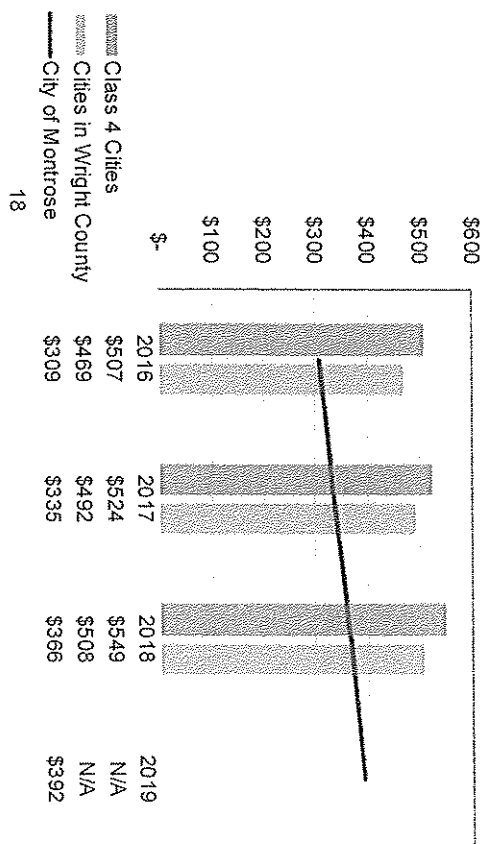
# Key City Ratios

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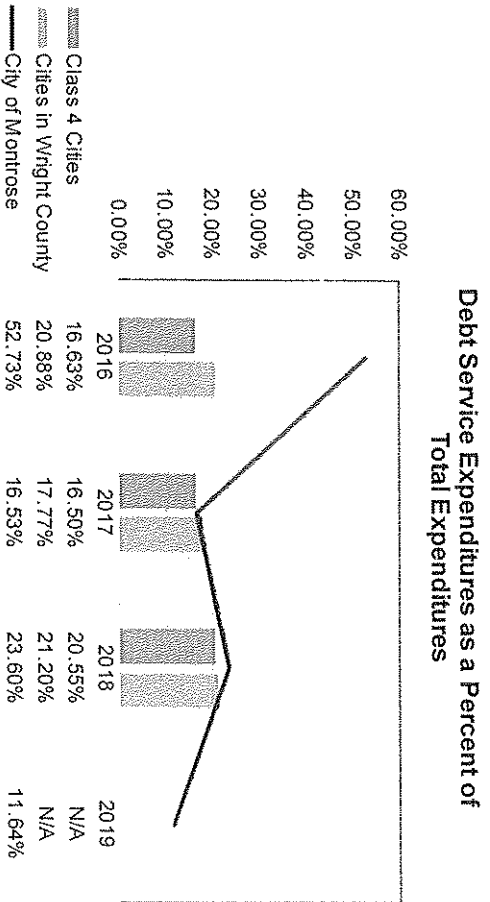
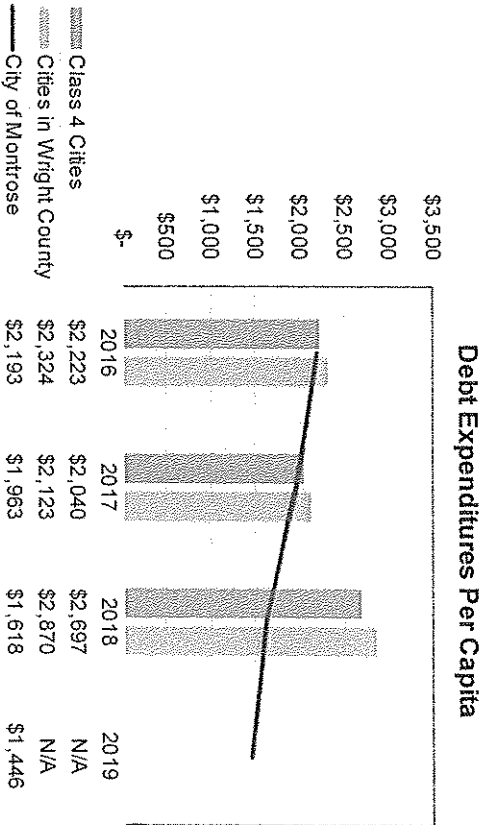
## Tax Rates



## Taxes - Per Capita



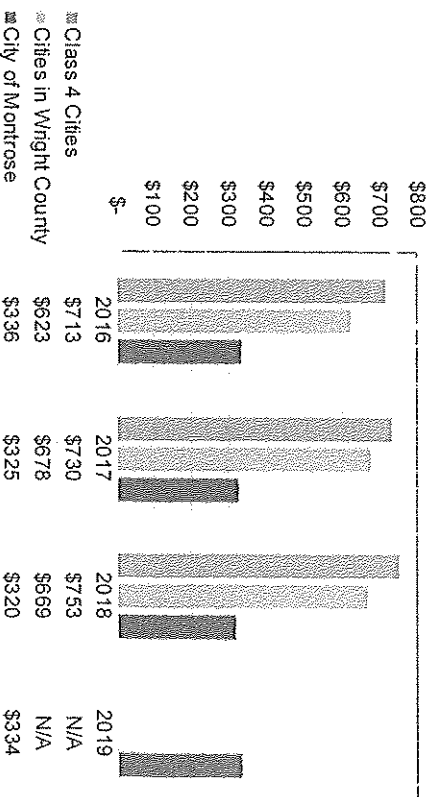
# Key City Ratios



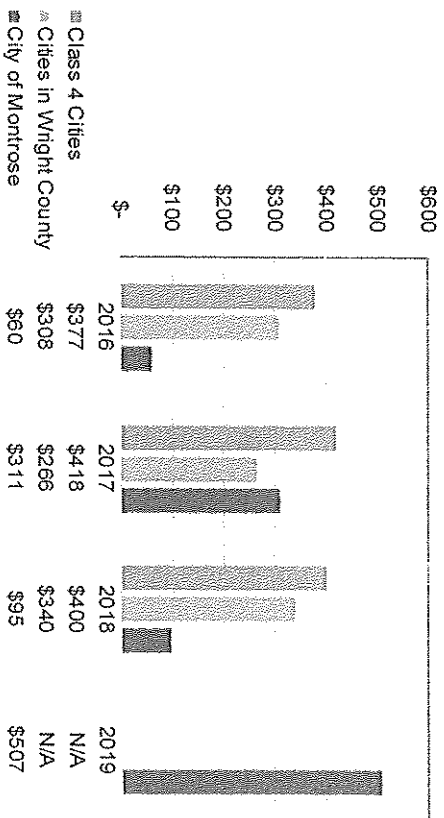
# Key City Ratios

**ABDO  
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*Certified Public Accountants & Consultants*

Current Expenditures Per Capita



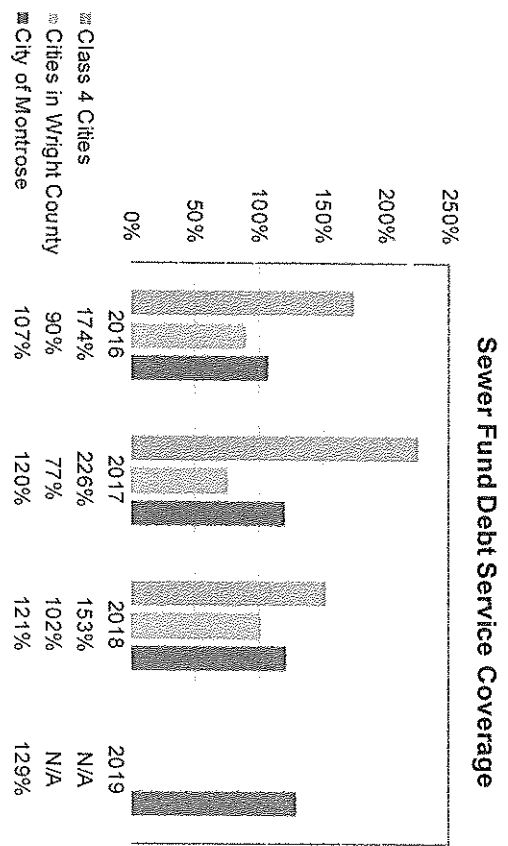
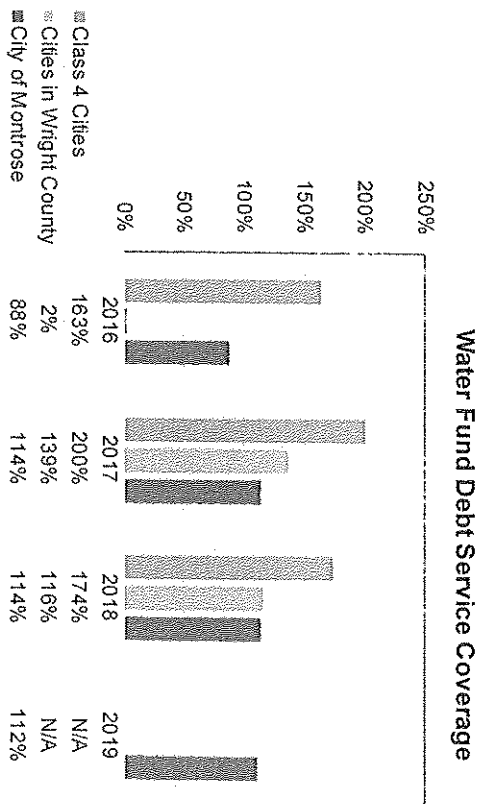
Capital Expenditures Per Capita





# Key City Ratios

**ABDO  
EICK &  
MEYERS LLP**  
*Certified Public Accountants & Consultants*



# Questions?

**ABDO  
FICK &  
MEYERS LLP**  
*Certified Public Accountants & Consultants*

**Audit Team**  
Andy Berg  
Greta Pudas  
Jeff Hines  
MaryEllen Stuk  
Tomi McDonald




Real People. Real Solutions.

2040 Highway 12 East  
Willmar, MN 56201-5818

Ph: (320) 231-3956  
Fax: (320) 231-9710  
Bolton-Menk.com

## MEMORANDUM

**Date:** July 7, 2020  
**To:** Honorable Mayor Otto  
Members of the City Council  
**From:**  Jared Voge, P.E.  
City Engineer  
Justin Kannas, P.E.  
Assistant City Engineer  
**Subject:** 2021 Downtown Improvement Project  
Montrose, Minnesota  
Project No.: W13.120514

---

At the June 8, 2020 Council meeting, the City Council called for a Public Hearing for the 2021 Downtown Improvement Project to be held at the July 13, 2020 Council Meeting. Prior to receiving public comment, I will present an overview of the proposed project, the costs associated with the proposed project, and the proposed project schedule. Following the presentation, those in attendance wishing to comment regarding the project will be provided an opportunity to do so. Following the receipt of the public's comments, we recommend that the Public Hearing be closed.

If Council desires to proceed with the project, we recommend that after public testimony has been received and the Public Hearing has been closed, Council adopt the enclosed resolution authorizing the preparation of plans and specifications for the project.

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

JAV/sjj

Enclosures

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

**EXTRACT OF MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY  
OF MONTROSE, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Montrose, Wright County, Minnesota, was duly held in the Council Chambers of Montrose in said City on the 13<sup>th</sup> day of July, 2020, at 7:00 o'clock p.m.

The following members were present: \_\_\_\_\_ and the following were absent: \_\_\_\_\_. Member \_\_\_\_\_ introduced the following resolution and moved its adoption.

**RESOLUTION NO. 2020 - 18  
RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS**

WHEREAS, a resolution of the city council adopted the 8<sup>th</sup> day of June, 2020, fixed a date for a council hearing on the 2021 Downtown Improvement Project, the proposed improvement of Emerson Avenue South between the north line of US Highway 12 (Nelson Boulevard) and the south line of 3rd Street South, Emerson Avenue South between the north line of 2nd Street South and the south line of 1st Street South, Dakota Avenue South between the north line of 4th Street South and the south line of 3rd Street South, Center Avenue South between the north line of US Highway 12 (Nelson Boulevard) and the north line of First Street South, Center Avenue North between the north line of 1st Street North and the north line of 2nd Street North/Charity Lane North, Charity Lane North from the east line of Center Avenue North to a point approximately 65 feet east of Center Avenue North, 4th Street South between the east line of Emerson Avenue South and the east line of Dakota Avenue south, 3rd Street South between the west line of Emerson Avenue South and the west line of Center Avenue South, 3rd Street South between the east line of Center Avenue South and the west line of County Road 12 South (Buffalo Avenue South), 3rd Street South between the east line of County Road 12 South (Buffalo Avenue South) and a point approximately 345 feet east of County Road 12 South (Buffalo Avenue South), 2nd Street South between the west line of Emerson Avenue South and the west line of County Road 12 South (Buffalo Avenue South), 2nd Street South between the east line of County Road 12 South (Buffalo Avenue South) and a point approximately 365 feet east of County Road 12 South (Buffalo Avenue South), and 1st Street South between the west line of Emerson Avenue South and the west line of County Road 12 South (Buffalo Avenue South) by the construction of pavement, concrete curb and gutter, concrete sidewalk, storm sewer, sanitary sewer, and watermain, and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 13<sup>th</sup> day of July, 2020, at which time all persons desiring to be heard were given an opportunity to be heard thereon,

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the City Council Resolution adopted the 8<sup>th</sup> day of June, 2020.

3. Bolton and Menk, Incorporated is hereby designated as the Engineer for this improvement. The Engineer shall prepare plans and specifications for the making of such improvement.
4. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax exempt bonds.

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

---

Michelle Otto  
Mayor  
City of Montrose

ATTEST:

---

Deborah Boelter  
City Clerk-Treasurer  
City of Montrose

STATE OF MINNESOTA  
CITY OF MONTROSE  
COUNTY OF WRIGHT

I, the undersigned, being the duly qualified and acting Clerk of the City of Montrose, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes ordering improvement and preparation of plans on said improvement.

WITNESS my hand and the seal of said City this 13th day of July, 2020.

\_\_\_\_\_  
City Clerk-Treasurer

(SEAL)



# 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 July 1, 2020

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>911 Hang-up Total: 7</b>					
06/01/20 18:48	911 Hang-up	2020039868			911
06/05/20 08:21	911 Hang-up	2020040985			911
06/06/20 20:21	911 Hang-up	2020041541			911
06/08/20 16:44	911 Hang-up	2020042088			911
06/19/20 15:31	911 Hang-up	2020045407			911
06/25/20 10:17	911 Hang-up	2020047205			911
06/26/20 17:51	911 Hang-up	2020047746			911
<b>911 Open Line Total: 4</b>					
06/13/20 15:29	911 Open Line	2020043680			911
06/25/20 18:02	911 Open Line	2020047392			911
06/27/20 20:13	911 Open Line	2020048152			911
06/29/20 16:54	911 Open Line	2020048701			911
<b>Abandoned Vehicle Total: 1</b>					
06/11/20 10:18	Abandoned Vehicle	2020042849	Abandoned Vehicle	WP20015749	911
<b>Agency Assist Total: 3</b>					
06/06/20 01:53	Agency Assist	2020041291	Agency Assist	WP20015190	Phone
06/11/20 12:51	Agency Assist	2020042901	Agency Assist	WP20015770	Phone
06/15/20 18:22	Agency Assist	2020044320	Agency Assist	WP20016271	Phone
<b>Alarm Total: 1</b>					
06/21/20 23:05	Alarm	2020046211	Alarm	WP20016931	911
<b>Animal Total: 2</b>					
06/10/20 14:02	Animal	2020042615	Animal	WP20015661	Phone
06/20/20 15:51	Animal	2020045774	Animal	WP20016777	Phone
<b>Animal - Barking Dog Total: 1</b>					
06/23/20 10:06	Animal - Barking Dog	2020046585	Animal - Barking Dog	WP20017071	Phone
<b>Animal - Bites - Attacks Total: 1</b>					
06/14/20 17:14	Animal - Bites - Attacks	2020044023	Animal - Bites - Attacks	WP20016158	Phone
<b>Assault Total: 1</b>					
06/06/20 09:24	Assault	2020041334	Assault	WP20015204	Phone
<b>Check Welfare Total: 9</b>					
06/02/20 19:46	Check Welfare	2020040242	Check Welfare	WP20014802	Phone
06/04/20 12:06	Check Welfare	2020040725	Check Welfare	WP20014970	Phone
06/08/20 08:53	Check Welfare	2020041923	Check Welfare	WP20015430	Phone



Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
06/15/20 15:27	Check Welfare	2020044255	Check Welfare	WP20016244	Phone
06/16/20 13:04	Check Welfare	2020044516	Check Welfare	WP20016344	Phone
06/20/20 14:35	Check Welfare	2020045749	Check Welfare	WP20016769	Phone
06/20/20 17:57	Check Welfare	2020045819	Check Welfare	WP20016797	Phone
06/20/20 23:58	Check Welfare	2020045938	Check Welfare	WP20016840	Phone
06/29/20 16:05	Check Welfare	2020048692	Check Welfare	WP20017746	Phone

### Citizen Aid Total: 3

06/13/20 13:41	Citizen Aid	2020043647	Citizen Aid	WP20016012	Phone
06/18/20 20:24	Citizen Aid	2020045210	Citizen Aid	WP20016584	Phone
06/19/20 16:39	Citizen Aid	2020045435	Citizen Aid	WP20016670	Phone

### Civil Complaint Total: 9

06/01/20 08:27	Civil Complaint	2020039663	Civil Complaint	WP20014603	Phone
06/01/20 14:06	Civil Complaint	2020039751	Civil Complaint	WP20014637	Phone
06/12/20 13:12	Civil Complaint	2020043258	Civil Complaint	WP20015894	Phone
06/15/20 17:03	Civil Complaint	2020044297	Civil Complaint	WP20016261	Phone
06/16/20 11:41	Civil Complaint	2020044493	Civil Complaint	WP20016336	Phone
06/16/20 12:26	Civil Complaint	2020044505	Civil Complaint	WP20016342	Phone
06/20/20 00:13	Civil Complaint	2020045623	Civil Complaint	WP20016725	911
06/22/20 10:34	Civil Complaint	2020046286	Civil Complaint	WP20016960	Phone
06/27/20 01:28	Civil Complaint	2020047895	Civil Complaint	WP20017491	911

### Civil Process Total: 3

06/08/20 17:17	Civil Process	2020042104			Officer
06/08/20 20:58	Civil Process	2020042166			Officer
06/23/20 17:48	Civil Process	2020046728			Officer

### Court Order Violation Total: 2

06/11/20 16:43	Court Order Violation	2020042984	Court Order Violation	WP20015799	Phone
06/27/20 11:56	Court Order Violation	2020047983	Court Order Violation	WP20017527	Phone

### Domestic Disturbance Total: 9

06/01/20 15:52	Domestic Disturbance	2020039796	Domestic Disturbance	WP20014656	911
06/04/20 03:33	Domestic Disturbance	2020040642	Domestic Disturbance	WP20014945	Phone
06/04/20 22:47	Domestic Disturbance	2020040936	Domestic Disturbance	WP20015048	911
06/06/20 07:23	Domestic Disturbance	2020041317	Domestic Disturbance	WP20015198	Phone
06/08/20 19:29	Domestic Disturbance	2020042143	Domestic Disturbance	WP20015512	Phone
06/12/20 00:02	Domestic Disturbance	2020043122	Domestic Disturbance	WP20015840	911
06/18/20 17:09	Domestic Disturbance	2020045160	Domestic Disturbance	WP20016573	911
06/23/20 12:36	Domestic Disturbance	2020046637	Domestic Disturbance	WP20017092	Phone
06/29/20 22:09	Domestic Disturbance	2020048803	Domestic Disturbance	WP20017783	Phone

### Drugs Total: 1

06/20/20 13:35	Drugs	2020045732	Drugs	WP20016765	Phone
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### Executive Order Total: 3

06/06/20 15:16	Executive Order	2020041456			Phone
06/06/20 20:35	Executive Order	2020041544			Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
06/06/20 22:47	Executive Order	2020041577			Phone
<b>Fight Total: 1</b>					
06/20/20 23:05	Fight	2020045922	CSC Sex Offense	WP20016835	911
<b>Fire - Other Total: 1</b>					
06/04/20 19:11	Fire - Other	2020040888	Fire - Other	WP20015027	911
<b>Fire - Smoke - Odor Total: 1</b>					
06/27/20 19:41	Fire - Smoke - Odor	2020048141	Fire - Smoke - Odor	WP20017568	911
<b>Fireworks Total: 2</b>					
06/19/20 22:51	Fireworks	2020045604	Fireworks	WP20016712	Phone
06/28/20 20:55	Fireworks	2020048522	Fireworks	WP20017689	Phone
<b>Fraud - Checks - Cards Total: 2</b>					
06/08/20 16:43	Fraud - Checks - Cards	2020042086	Fraud - Checks - Cards	WP20015499	Phone
06/28/20 14:34	Fraud - Checks - Cards	2020048411	Fraud - Checks - Cards	WP20017660	Phone
<b>Fraud - Forgery Total: 1</b>					
06/22/20 12:03	Fraud - Forgery	2020046322	Fraud - Forgery	WP20016972	Phone
<b>Fraud - Internet Total: 2</b>					
06/15/20 11:12	Fraud - Internet	2020044178	Fraud - Internet	WP20016215	Phone
06/16/20 14:10	Fraud - Internet	2020044530	Fraud - Internet	WP20016353	Phone
<b>Harassment Total: 2</b>					
06/02/20 16:59	Harassment	2020040185	Harassment	WP20014796	Phone
06/10/20 15:31	Harassment	2020042655	Harassment	WP20015683	Phone
<b>Intoxicated Person Total: 3</b>					
06/14/20 14:06	Intoxicated Person	2020043962	Intoxicated Person	WP20016128	911
06/17/20 23:43	Intoxicated Person	2020044973	Civil Complaint	WP20016505	911
06/26/20 18:51	Intoxicated Person	2020047776	Intoxicated Person	WP20017443	911
<b>Juvenile - Complaint Total: 2</b>					
06/15/20 16:39	Juvenile - Complaint	2020044288	Juvenile - Complaint	WP20016258	
06/28/20 14:12	Juvenile - Complaint	2020048403	Juvenile - Complaint	WP20017658	Phone
<b>Juvenile - Curfew Violation Total: 1</b>					
06/22/20 22:00	Juvenile - Curfew	2020046506	Juvenile - Curfew Violation	WP20017043	911
<b>Juvenile - Runaway Total: 1</b>					
06/10/20 14:57	Juvenile - Runaway	2020042636	Juvenile - Runaway	WP20015668	911
<b>Lost - Found Property Total: 1</b>					
06/12/20 18:30	Lost - Found Property	2020043385	Lost - Found Property	WP20015936	
<b>Medical - Breathing Problems Total: 2</b>					
06/29/20 21:35	Medical - Breathing	2020048792			911
06/30/20 09:12	Medical - Breathing	2020048871			911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>Medical - Diabetic Total: 1</b>					
06/22/20 16:47	Medical - Diabetic	2020046429	Medical - Diabetic	WP20017019	Phone
<b>Medical - Psychiatric - Behavioral Total: 3</b>					
06/03/20 02:50	Medical - Psychiatric -	2020040310	Medical - Psychiatric -	WP20014821	911
06/11/20 11:09	Medical - Psychiatric -	2020042867	Medical - Psychiatric -	WP20015755	Phone
06/30/20 09:36	Medical - Psychiatric -	2020048877	Medical - Psychiatric -	WP20017806	911
<b>Medical - Unconscious - Fainting Total: 1</b>					
06/17/20 16:49	Medical - Unconscious -	2020044859	Death Investigation -	WP20016459	911
<b>Medical - Unknown Total: 2</b>					
06/13/20 21:29	Medical - Unknown	2020043796			911
06/28/20 15:24	Medical - Unknown	2020048423			Phone
<b>Missing Person Total: 1</b>					
06/09/20 13:02	Missing Person	2020042334	Missing Person	WP20015570	Phone
<b>Motorist Aid Total: 2</b>					
06/15/20 18:40	Motorist Aid	2020044325			Officer
06/29/20 16:25	Motorist Aid	2020048696			Phone
<b>MVA - Hit &amp; Run Total: 1</b>					
06/04/20 18:52	MVA - Hit & Run	2020040883	MVA - Hit & Run	WP20015025	
<b>MVA - Injuries Total: 1</b>					
06/10/20 05:34	MVA - Injuries	2020042518	Agency Assist	WP20015628	911
<b>MVA - No Injuries Total: 2</b>					
06/08/20 16:35	MVA - No Injuries	2020042078	MVA - No Injuries	WP20015493	911
06/12/20 11:52	MVA - No Injuries	2020043222	MVA - No Injuries	WP20015878	
<b>Neighborhood Dispute Total: 2</b>					
06/08/20 12:12	Neighborhood Dispute	2020041994	Neighborhood Dispute	WP20015463	
06/13/20 15:49	Neighborhood Dispute	2020043689	Neighborhood Dispute	WP20016029	
<b>Noise Total: 2</b>					
06/12/20 23:39	Noise	2020043512	Noise	WP20015966	
06/20/20 13:02	Noise	2020045723	Noise	WP20016758	
<b>Obscene - Threatening Call Total: 1</b>					
06/21/20 18:46	Obscene - Threatening	2020046138	Obscene - Threatening Call	WP20016905	Phone
<b>Off-Road Vehicle Complaint Total: 1</b>					
06/09/20 10:26	Off-Road Vehicle	2020042293	Off-Road Vehicle Complaint	WP20015559	Phone
<b>Open Door - Window Total: 1</b>					
06/24/20 12:52	Open Door - Window	2020046921	Open Door - Window	WP20017185	
<b>Parking Total: 3</b>					
06/04/20 15:53	Parking	2020040810	Parking	WP20015001	
06/19/20 10:47	Parking	2020045319	Parking	WP20016626	

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
06/28/20 11:55	Parking	2020048367	Parking	WP20017644	
<b>Phone Call Total: 2</b>					
06/08/20 13:33	Phone Call	2020042021			Other
06/28/20 14:38	Phone Call	2020048412			Other
<b>Residential Fire Alarm Total: 1</b>					
06/16/20 09:42	Residential Fire Alarm	2020044453	Residential Fire Alarm	WP20016322	Phone
<b>Residential General Alarm Total: 2</b>					
06/22/20 09:20	Residential General	2020046273	Residential General Alarm	WP20016950	Phone
06/28/20 09:20	Residential General	2020048313	Residential General Alarm	WP20017629	Phone
<b>Residential Medical Alarm Total: 1</b>					
06/06/20 17:21	Residential Medical	2020041490	Residential Medical Alarm	WP20015257	Phone
<b>SIA City Council - City Hall Total: 1</b>					
06/08/20 18:00	SIA City Council - City	2020042123			Officer
<b>SIA Community Presentation Total: 2</b>					
06/14/20 13:58	SIA Community	2020043960			
06/22/20 18:56	SIA Community	2020046466			
<b>SIA Door Check Total: 1</b>					
06/28/20 13:57	SIA Door Check	2020048396			
<b>SIA Foot Patrol Total: 1</b>					
06/11/20 10:13	SIA Foot Patrol	2020042848			
<b>SIA Other Total: 1</b>					
06/17/20 14:35	SIA Other	2020044817			
<b>Sign - Signal Repair Total: 1</b>					
06/28/20 18:55	Sign - Signal Repair	2020048493			Phone
<b>Stolen - Vehicle Total: 1</b>					
06/23/20 05:37	Stolen - Vehicle	2020046543	Stolen - Vehicle	WP20017056	911
<b>Suspicious - Circumstances Total: 4</b>					
06/03/20 03:45	Suspicious -	2020040317	Suspicious - Circumstances	WP20014824	Phone
06/11/20 22:16	Suspicious -	2020043096	Suspicious - Circumstances	WP20015833	Phone
06/16/20 20:29	Suspicious -	2020044645	Suspicious - Circumstances	WP20016385	911
06/24/20 17:16	Suspicious -	2020047012	Suspicious - Circumstances	WP20017209	Phone
<b>Suspicious - Person - Vehicle Total: 8</b>					
06/01/20 23:33	Suspicious - Person -	2020039954	Suspicious - Person - Vehicle	WP20014700	911
06/03/20 20:58	Suspicious - Person -	2020040564	Suspicious - Person - Vehicle	WP20014918	Phone
06/03/20 21:19	Suspicious - Person -	2020040575	Suspicious - Person - Vehicle	WP20014922	Phone
06/05/20 12:14	Suspicious - Person -	2020041051	Suspicious - Person - Vehicle	WP20015093	Phone
06/05/20 13:19	Suspicious - Person -	2020041073	Suspicious - Person - Vehicle	WP20015099	911
06/12/20 09:21	Suspicious - Person -	2020043178	Court Order Violation	WP20015854	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
06/16/20 00:09	Suspicious - Person -	2020044398	Suspicious - Person - Vehicle	WP20016305	Phone
06/30/20 08:23	Suspicious - Person -	2020048864	Suspicious - Person - Vehicle	WP20017800	Phone
<b>Theft Total: 2</b>					
06/23/20 19:43	Theft	2020046760	Theft	WP20017128	Phone
06/27/20 01:54	Theft	2020047899	Civil Complaint	WP20017494	Phone
<b>Theft - From Vehicle Total: 1</b>					
06/17/20 06:03	Theft - From Vehicle	2020044710	Theft - From Vehicle	WP20016411	Phone
<b>Theft - Identity Theft Total: 1</b>					
06/11/20 15:44	Theft - Identity Theft	2020042959	Theft - Identity Theft	WP20015793	Phone
<b>Threats Total: 3</b>					
06/02/20 16:23	Threats	2020040177	Threats	WP20014782	Phone
06/22/20 16:54	Threats	2020046435	Threats	WP20017020	Phone
06/30/20 02:02	Threats	2020048824	Threats	WP20017789	Phone
<b>Traffic - Complaint Total: 3</b>					
06/05/20 11:26	Traffic - Complaint	2020041034	Traffic - Complaint	WP20015086	Phone
06/07/20 20:45	Traffic - Complaint	2020041823	Traffic - Complaint	WP20015386	911
06/19/20 12:52	Traffic - Complaint	2020045365	Traffic - Complaint	WP20016643	Phone
<b>Traffic Stop Total: 33</b>					
06/01/20 20:21	Traffic Stop	2020039896	Traffic Stop	WP20014684	Officer
06/01/20 21:10	Traffic Stop	2020039912			Officer
06/02/20 13:01	Traffic Stop	2020040114			Officer
06/02/20 16:54	Traffic Stop	2020040182	Traffic Stop	WP20014784	Officer
06/03/20 01:55	Traffic Stop	2020040306			Officer
06/03/20 19:19	Traffic Stop	2020040535			Officer
06/05/20 18:20	Traffic Stop	2020041167	Traffic Stop	WP20015141	Officer
06/07/20 00:28	Traffic Stop	2020041593			Officer
06/07/20 00:57	Traffic Stop	2020041597			Officer
06/07/20 21:21	Traffic Stop	2020041832			Officer
06/08/20 01:34	Traffic Stop	2020041875			Officer
06/08/20 16:53	Traffic Stop	2020042092			Officer
06/08/20 21:30	Traffic Stop	2020042178			Officer
06/10/20 18:38	Traffic Stop	2020042726			Officer
06/10/20 22:23	Traffic Stop	2020042785			Officer
06/16/20 16:30	Traffic Stop	2020044572	Traffic Stop	WP20016365	Officer
06/18/20 19:43	Traffic Stop	2020045205			Officer
06/19/20 20:45	Traffic Stop	2020045551			Officer
06/20/20 21:22	Traffic Stop	2020045892	Drugs	WP20016823	Officer
06/21/20 23:43	Traffic Stop	2020046217			Officer
06/23/20 18:22	Traffic Stop	2020046739			
06/24/20 16:47	Traffic Stop	2020047001			
06/24/20 21:59	Traffic Stop	2020047102			Officer
06/25/20 22:41	Traffic Stop	2020047481			Officer
06/26/20 05:09	Traffic Stop	2020047539			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
06/26/20 22:04	Traffic Stop	2020047834			Officer
06/27/20 21:26	Traffic Stop	2020048181			Officer
06/28/20 19:40	Traffic Stop	2020048503			Officer
06/28/20 20:34	Traffic Stop	2020048518	Traffic Stop	WP20017686	Officer
06/29/20 18:46	Traffic Stop	2020048734			Officer
06/29/20 19:31	Traffic Stop	2020048746			Officer
06/29/20 21:07	Traffic Stop	2020048780			Officer
06/29/20 21:27	Traffic Stop	2020048791			Officer

### Trespass Total: 1

06/01/20 16:52	Trespass	2020039822	Trespass	WP20014675	911
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### Unwanted Person Total: 1

06/03/20 21:58	Unwanted Person	2020040590	Unwanted Person	WP20014925	911
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### Warrant - Attempt Total: 2

06/02/20 09:05	Warrant - Attempt	2020040032			Officer
06/26/20 14:00	Warrant - Attempt	2020047658			

**Total Records: 179**

## Montrose/Waverly Patrol Hour Summary

Hours Purchased Per 2020 Contract:	5,856.00
Starting Hours (beginning of month):	3,429.00
M-T-D (detailed below):	491.00
Balance going forward (to next month):	2,938.00
Y-T-D:	2,918.00

### Shift Start

Date	Shift Start Time	Shift Stop Date	Shift Stop Time	Schedule	Position	Time Type	Regular Hours
1-Jun-20	0:00	1-Jun-20	2:00	Montrose/Wave	4630	Regular	2.00
1-Jun-20	10:00	1-Jun-20	20:00	Montrose/Wave	4620	Regular	10.00
1-Jun-20	20:00	2-Jun-20	2:00	Montrose/Wave	4630	Regular	6.00
2-Jun-20	10:00	2-Jun-20	20:00	Montrose/Wave	4620	Regular	10.00
2-Jun-20	20:00	3-Jun-20	2:00	Montrose/Wave	4630	Regular	6.00
3-Jun-20	10:00	3-Jun-20	20:00	Montrose/Wave	4620	Regular	10.00
3-Jun-20	20:00	4-Jun-20	2:00	Montrose/Wave	4630	Regular	6.00
4-Jun-20	10:00	4-Jun-20	20:00	Montrose/Wave	4620	Regular	10.00
4-Jun-20	20:00	5-Jun-20	2:00	Montrose/Wave	4630	Regular	6.00
5-Jun-20	10:00	5-Jun-20	20:00	Montrose/Wave	4620	Regular	10.00
5-Jun-20	20:00	6-Jun-20	2:00	Montrose/Wave	4630	Regular	6.00
6-Jun-20	10:00	6-Jun-20	20:00	Montrose/Wave	4620	Regular	10.00
6-Jun-20	20:00	7-Jun-20	2:00	Montrose/Wave	4630	Regular	6.00
7-Jun-20	10:00	7-Jun-20	20:00	Montrose/Wave	4620	Regular	10.00
7-Jun-20	20:00	8-Jun-20	2:00	Montrose/Wave	4630	Regular	6.00
8-Jun-20	10:00	8-Jun-20	20:00	Montrose/Wave	4620	Regular	10.00
8-Jun-20	20:00	9-Jun-20	2:00	Montrose/Wave	4630	Regular	6.00
9-Jun-20	10:00	9-Jun-20	20:00	Montrose/Wave	4620	Regular	10.00
9-Jun-20	20:00	10-Jun-20	2:00	Montrose/Wave	4630	Regular	6.00
10-Jun-20	10:00	10-Jun-20	20:00	Montrose/Wave	4620	Regular	10.00
10-Jun-20	20:00	11-Jun-20	2:00	Montrose/Wave	4630	Regular	6.00
11-Jun-20	10:00	11-Jun-20	20:00	Montrose/Wave	4620	Regular	10.00
11-Jun-20	20:00	12-Jun-20	2:00	Montrose/Wave	4630	Regular	6.00
12-Jun-20	10:00	12-Jun-20	20:00	Montrose/Wave	4620	Regular	10.00
12-Jun-20	20:00	13-Jun-20	2:00	Montrose/Wave	4630	Regular	6.00
13-Jun-20	10:00	13-Jun-20	20:00	Montrose/Wave	4620	Regular	10.00
13-Jun-20	20:00	14-Jun-20	2:00	Montrose/Wave	4630	Regular	6.00
14-Jun-20	10:00	14-Jun-20	20:00	Montrose/Wave	4620	Regular	10.00
14-Jun-20	20:00	15-Jun-20	2:00	Montrose/Wave	4630	Regular	6.00
15-Jun-20	10:00	15-Jun-20	20:00	Montrose/Wave	4620	Regular	10.00
15-Jun-20	20:00	16-Jun-20	2:00	Montrose/Wave	4630	Regular	6.00
16-Jun-20	10:00	16-Jun-20	20:00	Montrose/Wave	4620	Regular	10.00



16-Jun-20	20:00	17-Jun-20	2:00 Montrose/Wave	4630 Regular	6.00
17-Jun-20	10:00	17-Jun-20	18:00 Montrose/Wave	4620 Regular	8.00
17-Jun-20	17:00	17-Jun-20	19:00 Montrose/Wave	4640 Regular	2.00
17-Jun-20	17:00	18-Jun-20	2:00 Montrose/Wave	4630 Regular	9.00
17-Jun-20	18:00	17-Jun-20	20:00 Montrose/Wave	4620 Regular	2.00
17-Jun-20	19:00	17-Jun-20	21:00 Montrose/Wave	4640 Regular	2.00
18-Jun-20	10:00	18-Jun-20	16:00 Montrose/Wave	4620 Regular	6.00
18-Jun-20	16:00	18-Jun-20	20:00 Montrose/Wave	4620 Regular	4.00
18-Jun-20	20:00	19-Jun-20	2:00 Montrose/Wave	4630 Regular	6.00
19-Jun-20	10:00	19-Jun-20	20:00 Montrose/Wave	4620 Regular	10.00
19-Jun-20	20:00	20-Jun-20	2:00 Montrose/Wave	4630 Regular	6.00
20-Jun-20	10:00	20-Jun-20	20:00 Montrose/Wave	4620 Regular	10.00
20-Jun-20	20:00	21-Jun-20	2:00 Montrose/Wave	4630 Regular	6.00
21-Jun-20	10:00	21-Jun-20	16:00 Montrose/Wave	4620 Regular	6.00
21-Jun-20	16:00	22-Jun-20	2:00 Montrose/Wave	4630 Regular	10.00
22-Jun-20	10:00	22-Jun-20	20:00 Montrose/Wave	4620 Regular	10.00
22-Jun-20	20:00	23-Jun-20	2:00 Montrose/Wave	4630 Regular	6.00
23-Jun-20	6:00	23-Jun-20	7:00 Montrose/Wave	4610 OT - Regular	1.00
23-Jun-20	10:00	23-Jun-20	20:00 Montrose/Wave	4620 Regular	10.00
23-Jun-20	20:00	24-Jun-20	2:00 Montrose/Wave	4630 Regular	6.00
24-Jun-20	10:00	24-Jun-20	20:00 Montrose/Wave	4620 Regular	10.00
24-Jun-20	20:00	25-Jun-20	1:00 Montrose/Wave	4630 Regular	5.00
25-Jun-20	10:00	25-Jun-20	20:00 Montrose/Wave	4620 Regular	10.00
25-Jun-20	20:00	26-Jun-20	2:00 Montrose/Wave	4630 Regular	6.00
26-Jun-20	10:00	26-Jun-20	16:00 Montrose/Wave	4620 Regular	6.00
26-Jun-20	16:00	26-Jun-20	20:00 Montrose/Wave	4620 Regular	4.00
26-Jun-20	20:00	27-Jun-20	2:00 Montrose/Wave	4630 Regular	6.00
27-Jun-20	10:00	27-Jun-20	20:00 Montrose/Wave	4620 Regular	10.00
27-Jun-20	20:00	28-Jun-20	2:00 Montrose/Wave	4630 Regular	6.00
28-Jun-20	10:00	28-Jun-20	20:00 Montrose/Wave	4620 Regular	10.00
28-Jun-20	20:00	29-Jun-20	2:00 Montrose/Wave	4630 Regular	6.00
29-Jun-20	10:00	29-Jun-20	20:00 Montrose/Wave	4620 Regular	10.00
29-Jun-20	16:00	30-Jun-20	2:00 Montrose/Wave	4630 Regular	10.00
30-Jun-20	10:00	30-Jun-20	20:00 Montrose/Wave	4620 Regular	10.00
30-Jun-20	20:00	1-Jul-20	0:00 Montrose/Wave	4630 Regular	4.00

TOTAL: 491.00



# Monthly Activity Report Montrose Fire Department

Prepared and Presented by  
Kevin Triplett – Fire Chief



**Period: 06/01/2020 thru 06/30/2020 (JUNE)**

## **CALLS**

Total Calls: 19

EMS Calls: 11

Other Calls:

# of Calls JUNE 2019 = 16  
2019 vs 2020 (2020 = +3)

06/28 – #20122 – Commercial Fire Alarm – Franklin Twsp  
06/27 – #20121 – Smoke investigation in residence – Montrose City  
06/24 – #20120 – Mutual Aid to Waverly – Grass Fire – Marysville Twsp  
06/21 – #20118 – Residential Fire Alarm – Montrose City  
06/16 – #20116 – Residential Fire Alarm – Montrose City  
06/10 – #20110 – Motor Vehicle Accident w/ Injuries – Montrose City  
06/06 – #20109 – Citizen Aid/Lift Assist – Montrose City  
06/04 – #20108 – Fire/Smoke investigation – Montrose City

Total calls to Date 2020 – 125

Total calls this time in 2019 - 103

2019 vs 2020 ( 2020 = + 22)

## **Call Districts**

Montrose City: 14

Franklin Township: 1

Marysville Township: 3

Woodland Township: 1

Other: 0

(1 Marysville twsp call = Waverly Mutual Aid – In their area)

## **TRAINING:**

06/02/2020 – Staff Meeting/Truck Maintenance

06/09/2020 – Auto extrication Training – CFRT

06/16/2020 – Search & Rescue Scenario – In House

06/30/2020 – Equipment location & use – In House

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

Throughout the Month – Various Birthday Drive by events

## **SPECIAL INFO**

Firefighter Jacob Moen resigned effective 06/30/2020 – he served for 1 year, 7 months and 9 days. Moving out of town for his new job

## **Acknowledgments**

- Thank you to Jacob Moen for his 1 year, 7 months & 9 days of service to the Montrose Fire Department

City of Montrose  
Park & Recreation Commission  
Minutes

July 2, 2020

Pursuant to call and notice the Park & Recreation Commission met on July 2, 2020 at 5:30 p.m. at Montrose Community Center (200 Center Ave S, Montrose, MN 55363). Those present were Commission Members Sylvia Henry, Sue Saman, and Ashlyn Otto, City Council Liaison Michelle Otto, Public Works Director Wayne McCormick, and Jessica Bonniwell from Public Works. Also present were Abby Myers with her son, and Kayla McCluskey - residents from the Forest Creek Development

**Call to Order**

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

**Approval of Meeting Agenda**

Motion was made by Commission Member Saman to approve the agenda with the addition of item "B" under New Business to discuss the Community Gardens, second by Commission Member Henry.

Motion carried 3-0

**Approval of June 4, 2020 Meeting Minutes**

Motion was made by Commission Member Henry to approve June 4, 2020 meeting minutes with typo under "Park and Recreation City Council Liaison" corrected, second by Commission Member Otto.

Motion carried 3-0

**OLD BUSINESS:**

**Forest Creek Development Playground**

Residents from the Forest Creek Development came to ask for an update on the playground installation. The City is waiting for R Homes, Inc. to be available to help with grading and/or concrete work for the base of the playground before installation can commence. The Public Works Department is also still working on prepping the used equipment to be put back up after it was taken out from Delano in 2019. There are concrete bits and some damaged poles that need to be worked on and Public Works will need to do a complete inventory of the set to see which parts they need to order to complete set up. With the setbacks that were unavoidable due to the COVID-19 pandemic, the City will likely not be able to work with R Homes, Inc. on a base until Fall 2020 at the earliest.

**Parks and Trails Plan**

Brief discussion was had regarding continuing to work on the Parks and Trails plan recommendation section. Commission members were asked to keep making notes regarding recommendations of things they may like to see at the City Parks in the future.

**2020 Events**

Calendar dates were set for all upcoming Park and Recreation Events for 2020, they are as follows:

Skate Day: Cancelled due to weather

Egg Hunt: Cancelled due to COVID-19

Summer Splash: Cancelled due to COVID-19

Halloween Decorating Contest: October 29, 2020 at 6:00 p.m.

Tree Lighting/Breakfast with Santa/Ornament Decorating: Tentatively December 5, 2020, depending on Montrose Days Celebration Committee

Holiday Decorating Contest: December 22, 2020 at 6:00 p.m.

Tentative event: National Night Out on delayed date (due to COVID-19) of October 6, 2020. The commission members

discussed possibly holding an event that night since all other events so far this year have been cancelled due to various circumstances.

### **National Night Out**

The Park and Recreation Commission would like to see an event that would likely take place October 6, 2020, pending any further COVID-19 shut downs or government recommendations. The Commission discussed the possibility of getting some food trucks out for the event, or having something to bring the community together, if allowed at that point in October.

### **Flag Attractions at Vets Park**

Further discussion was had regarding getting Flag Attractions for the various Military Service lines installed at Veterans Park. The Commission was shown photos of the flags along with the price – the entire kit for the flag is \$58.00, unless it has to be custom made and then is \$127.99 per flag kit. The Commission would like to get kits for the following service lines: Army, Navy, U.S. Coast Guard, Marines, Air Force, and National Guard (likely have to be a custom flag for this). These would need to have a concrete base, which would add some to the cost as well.

**Motion was made by Commission Member Otto to purchase six feather flags for Veterans Park in an amount not to exceed \$600.00 for all flags and shipping, second by Commission Member Saman.**

**Motion carried 2-1 with Commission Member Henry opposed**

### **NEW BUSINESS:**

#### **Grant for Regional Park Application Result**

The Fiscal Year 2021 Outdoor Recreation Grant Program applied for by City Clerk Boelter did not get approved for funds for the City of Montrose Regional Park. The City will keep applying for this grant in order to secure some money to be used to develop the Regional Park.

#### **Community Garden**

Discussion was had regarding the current state of the Community Garden located off of Aspen Lane within the Regional Park land. The Commission members discussed the fact that the blue hose left down there for water is cracked, and the other available hose is not long enough to reach all plots. The Commission would like Public Works to maintain any empty/unoccupied lots, which are currently lots 1, 2, and 6. The Commission also discussed going back to having Public Works maintain the plots and till them before and after the garden season, while also maintaining any empty plots.

**Motion made by Commission Member Henry to recommend to City Council to have the Public Works Department maintain any unoccupied plots and have a working hose at a proper length to reach all plots with a place to wind and store the hose when not in use, second by Commission Member Saman.**

**Motion carried 3-0**

### **Adjourn**

**Motion to adjourn made by Commission Member Henry at 6:25 p.m., second by Commission Member Otto.**

**Motion carried 3-0**



Army Feather Flag

~~\$29.99~~ **\$14.99** after 50% off .



Navy Feather Flag

~~\$29.99~~ **\$14.99** after 50% off .



Marines Feather Flag

~~\$29.99~~ **\$14.99** after 50% off .



Coast Guard Feather Flag

~~\$29.99~~ **\$14.99** after 50% off .



Air Force Feather Flag

~~\$29.99~~ **\$14.99** after 50% off .

City of Montrose  
 Planning and Zoning Commission Meeting  
 Montrose Community Center  
 200 Center Avenue South  
 Wednesday, June 10, 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, June 10, 2020 at 7:00 p.m.

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

**2. ROLL CALL**

Present: Commissioner Tracy Gurneau  
 Commissioner Sylvia Henry  
 Commissioner Shawn Cuff  
 Commissioner Justin Emery  
 City Council Liaison Lloyd Johnson

Absent: Commissioner Mike Scanlon

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

**3. PLEDGE OF ALLEGIENCE**

The Pledge of Allegiance was taken.

**4. APPROVAL OF THE AGENDA**

Commissioner Gurneau stated that 6. OLD BUSINESS, A. Renewable Properties, Limited Liability Corporation (LLC) – Solar Farm Lease, needs to be removed from the Agenda.

City Planner, Mr. Ryan Grittmann, stated that the Montrose Public Works Department needed to retain more of the property than previously thought at the proposed Solar Farm site for future right-of-way and expansion; so, Renewable Properties, LLC decided the available property was too minimal to build a Solar Farm and withdrew their proposal.

**Commissioner Henry motioned to approve the June 10, 2020 Planning and Zoning Commission Meeting Agenda with the amendment to remove 6. OLD BUSINESS, A. Renewable Properties, Limited Liability Corporation (LLC) – Solar Farm Lease from the Agenda. Commissioner Emery seconded the motion. Motion carried 4-0.**

**5. APPROVAL OF THE MINUTES**

A. March 11, 2020 Planning and Zoning Commission Meeting

**Commissioner Henry motioned to approve the Planning and Zoning Commission Meeting minutes of March 11, 2020. Commissioner Emery seconded the motion. Motion carried 4-0.**

**6. OLD BUSINESS**

~~A. Renewable Properties, Limited Liability Corporation (LLC) – Solar Farm Lease – REMOVED~~



- ~~i. Planning and Zoning Resolution No. 2020-01 – A Resolution Approving a Letter of Intent for a Solar Farm Located at Parcel Identification (PID) 142-500-012302 Within the City of Montrose~~

## 7. NEW BUSINESS.

### A. Food Truck Regulations and Ordinance

Ms. Boelter stated that City staff asked the City Planner, Mr. Grittmann to prepare an ordinance amendment for the regulation of food trucks within the City of Montrose. She continued by stating that the City has had food trucks selling within the City and there have been some issues and there is no ordinance in place to regulate them.

Council Member Johnson shared his concerns about food trucks operating and competing with the City's organizations while they are selling food for fundraisers. He continued by stating that food trucks should not be allowed in the City. Council Member Johnson also shared his concerns about charging food trucks and/or food booths that are operating in conjunction with a City event. Ms. Boelter stated that exception can be made in the ordinance to operate free of charge for organizations and/or food trucks that are operating in conjunction with a City event or fundraiser.

Commissioner Cuff shared his concerns about food trucks operating in the City of Montrose and competing against the City's few restaurants. Ms. Boelter stated that staff would not like to eliminate food trucks from the City; however, they would like to have an ordinance in place that regulates their operation. She continued by stating that staff is seeking input from the Planning and Zoning Commission on what regulations they would like to see.

Commissioner Gurneau directed Mr. Grittmann to provide the Planning and Zoning Commission with some guidance on what regulations they should consider.

### **BACKGROUND:**

Mr. Grittmann stated that the City of Montrose has expressed an interest in pursuing regulations to permit the operation of food truck vendors in the Community, a use which is not currently addressed in the City Ordinance. Food trucks are a transient business that may operate in a variety of zoning districts and at different times of the year. In other communities, food trucks have served food in commercial areas where there is a demand for additional food options. Food trucks may also serve public and semi-public events; such as, farmers markets or City festivals, or may be connected with an established restaurant business.

Mr. Grittmann stated that the operation of food trucks in the community raises some questions. The transient nature of food trucks poses concerns with regards to potential impacts on other local food related businesses. Food trucks are not required to rent or purchase property to conduct their sales but will compete against established taxpaying restaurants that have invested in real estate. Should the City deem this kind of competition appropriate, they will need to establish regulations for the unique style of operation associated with mobile food vendors.

Mr. Grittmann stated that the rest of his memorandum further defines food trucks; details applicable state and regional regulation of food trucks; reviews topics or concerns to be addressed with food truck licensure and regulation; and identifies how to integrate food truck licensure and regulation in the Montrose Ordinance. He continued by presenting a draft ordinance amendment establishing food truck regulations for consideration by the Planning and Zoning Commission. It should be noted that the City has not yet called for a public hearing on this ordinance amendment, this draft ordinance is presented for preliminary comment and review at this time.

## **ISSUES AND ANALYSIS:**

### **State Regulation of Mobile Food Trucks.**

#### *Minnesota State Statutes Chapter 157 Food, Beverage, and Lodging Establishments*

Mr. Grittmann stated that according to Minnesota State Statutes *Chapter 157 Food, Beverage, and Lodging Establishments*, a license is required annually for anyone engaged in the business of conducting a food and beverage service establishment. To acquire a license, applicants must make application, pay the required licensure fee, and receive approval for their operation, including plan review approval. Food truck licensure in Wright County is provided by the Minnesota Department of Health.

He continued by stating that State Statutes directly address regulation of mobile food trucks, which the State refers to as "mobile food units," or MFUs. MN Statutes Chapter 157 provides the following definition for food establishments of a temporary or mobile nature, from *Section 157.15 Definitions*:

*Food cart.* A food and beverage service establishment that is a non-motorized vehicle self-propelled by the operator.

*Mobile food unit.* A food and beverage service establishment that is a vehicle mounted unit, either:

- 1) Motorized or trailered, operating no more than twenty-one (21) days annually at any one place, or operating more than twenty-one (21) days annually at any one place with the approval of the regulatory authority as defined in Minnesota Rules, part 4626.0020, subpart 70; or
- 2) Operated in conjunction with a permanent business licensed under this chapter or chapter 28A at the site of the permanent business by the same individual or company, and readily movable, without disassembling, for transport to another location.

*Seasonal permanent food stand.* A food and beverage service establishment which is a permanent food service stand or building, but which operates no more than 21 days annually.

*Seasonal temporary food stand.* A food and beverage service establishment that is a food stand which is disassembled and moved from location to location, but which operates no more than 21 days annually at any one location.

#### *Minnesota Food Code, from Minnesota Rules Chapter 4626*

Mr. Grittmann stated that the Minnesota Food Code contains the minimum design, installation, construction, operation and maintenance requirements for all food establishments in Minnesota. These rules are the standards with which food establishments must comply in the handling, storing, preparation, and service of food to the retail food consumer. Chapter 4626 defines a "food establishment" as including an operation that is conducted in a "mobile, stationary, temporary, or permanent facility, location, or cart, regardless of whether consumption is on or off the premises."

He continued by stating that Minnesota Food Code Chapter 4626 provides very specific regulation of mobile food establishments, as described in *Section 4626.1860 Mobile Food Establishments; Seasonal Temporary Food Stands; and Seasonal Permanent Food Stands*. This section of State code regulates different aspects of food truck operation, including mechanical systems, water supply and disposal, washing and sanitation facilities, waste disposal, food preparation and cooking areas, and food preservation/refrigeration. A complete list of state standards can be found in Section 4626.1860.

#### *Minnesota Department of Health*

Mr. Grittmann stated as indicated earlier, the Minnesota Department of Health (MDH) is the agency responsible for plan review and licensing for mobile food units in Wright County. The MDH enforces regulations provided for Mobile Food Units (MFUs) in MN Statutes Chapter 157 and MN Food Code Chapter 4626. The MDH requires individuals or groups interested in operating an MFU to submit a "Temporary/Seasonal Plan Review Application" and required fees at least thirty (30) days prior to beginning new construction or remodeling of an MFU.

A plan review submission must include the following:

- ✓ A completed plan review application with the required fees.
- ✓ Intended menu.
- ✓ Description of how food will be prepared.
- ✓ Easily readable floor plan layout indicating the location of all equipment (for example, cooking equipment, hood, refrigerators, food prep counters, hand washing sink(s), three-compartment sink, and food prep sink).
- ✓ Finish schedule for floors, walls and ceilings.
- ✓ Manufacturer's equipment specifications sheets for all equipment, including sinks.
- ✓ Size of water heater, and fresh water and wastewater holding tanks.
- ✓ Finishes for counters and cabinetry.
- ✓ Commissary agreement, if required.
- ✓ List of intended, scheduled events or areas of operation if known.

Mr. Grittmann stated that once plans are approved by the Minnesota Department of Health (MDH) and construction or renovation of the mobile food unit is completed, applicants need to follow additional steps to get licensed, including submitting a license application; having the mobile food unit inspected; and posting the permit during operations. The MDH license is valid for one (1) calendar year (January 1 through December 31), and must be renewed annually.

The MHD publication "Mobile Food Unit and Seasonal Temporary Food Stand Construction Guide" provides specific information on equipment and operations regulations for MFUs, which are in line with requirements as provided in MN Food Code Chapter 4626, described earlier in the report.

**Local Regulation of Mobile Food Units.** Mr. Grittmann stated that the City of Montrose does not currently define food trucks or provide licensing and regulation of the use; however, City Code Chapter 70 "Peddlers and Solicitors," provides a definition for transient merchants as follows:

"A person who temporarily sets up business out of a vehicle, trailer, boxcar, tent, other portable shelter or empty store front for the purpose of exposing or displaying for sale, selling or attempting to sell, and delivering, goods, wares, products, merchandise or other personal property and who does not remain or intend to remain in any one location for more than 14 consecutive days."

Mr. Grittmann stated that mobile food unit vendors engage in temporary and transient selling of goods and hence fall within the purview of this transient merchant definition. Section 70.03 requires transient merchants to attain a license for operating in the City. General requirements for this license require the applicants to furnish background information and details pertaining to the proposed sales activity (including proposed time or duration of sales).

He continued by stating that the existing Ordinance addresses the transient or temporary nature of operations in a general way. The State regulates mobile food units in a specific way, with special attention to managing the health and sanitation aspects of the use in line with how a restaurant would be regulated. It would be difficult for Montrose to incorporate detailed food regulations in the licensure for transient merchants because not all transient merchants have food operations; however, the City Ordinance can be updated to define and identify mobile food units as a separate transient use requiring licensure from the City. The City may wish to group other food related transient uses (for example - food carts, ice cream trucks) in with the mobile food unit transient use license as well. This will allow the City to provide additional regulations specific to these uses in the Ordinance. In addition, once mobile food units have been clearly defined as a transient use in the Ordinance, the requirement for State licensure and regulation can be directly referenced in the City's licensure requirements.

**Mobile Food Unit Land Use Considerations.** Mr. Grittmann stated that several land use concerns should be addressed in considering an amendment to Chapter 70 of City Code for mobile food unit (MFU) licensure. They include:

*License Limitations.* A mobile food unit (MFU) ordinance should require that applicants verify MFU licensure through the MN Health Department. As described, the State license requires a detailed plan review process to verify that food sanitation and safety conditions have been met.

Mr. Grittmann stated that the State permits licensed mobile food units (MFUs) to operate up to twenty-one (21) days at any one place but doesn't otherwise limit the extent of MFU operations over the course of the annual permit. The City may consider further limiting MFU operations by identifying the number of locations at which an MFU may operate over the course of an annual license and the number of MFUs that a private property may host over the course of an annual license. Appropriate limitations are open for discussion; but, the draft ordinance provides the following potential limitations:

- 1) An annual City granted MFU license will allow vendors to operate at four (4) locations during the course of an annual permit, and no more than twenty-one (21) days at a time.
- 2) A private property may host no more than four (4) MFUs over the course of the year, non-consecutively and for no more than twenty-one (21) days at a time.

Mr. Grittmann stated that these additional limitations are intended to manage land use impacts from MFUs, and decrease potential impacts to established food businesses within the City at any one location.

*Competition with Established Restaurants.* Mr. Grittmann continued by stating that Montrose has several existing independent restaurant and coffee shop establishments that have the potential to be impacted by mobile food unit (MFU) competition. These establishments are limited to one location and have financial obligations for their business location, such as paying property taxes or rent. Mobile food units, which require an initial vehicle and equipment investment but have no ongoing local tax responsibilities, have a financial advantage over established restaurant and coffee shop businesses. For this reason, the City should consider the following:

- Whether it is appropriate to permit MFUs given this concern
- If the City decides to permit MFUs, where to allow them

Mr. Grittmann stated that Planning and Zoning staff recommends implementing a setback requirement from existing restaurants and coffee shops. A minimum distance of two hundred (200) feet may reduce proximity completion between MFUs and other establishments, which will result in a more level playing field for the two (2) business types despite the tax disparity described.

*Location in Community.* Mr. Grittmann stated that as with other restaurants, mobile food units (MFUs) should be limited to commercial or industrial zoning districts. An exception may be made for MFUs serving festivals or events at parks (a land uses which can be found in residential districts). If the City decides on implementing a mobile food unit (MFU), ordinance zoning districts within which MFUs may operate should be identified in Chapter 70.07 Licensing Restrictions for MFUs. Ice cream trucks, which are considered an MFU, serve pre-packaged food products as opposed to prepared food, and are typically drawn to residential neighborhoods to sell their products to families with children. Therefore, the City may consider an exception to allow ice cream trucks within residential zoning districts, subject to certain additional conditions meant to mitigate issues specific to ice cream truck operations. For example, because ice cream trucks serve children, a background check for truck operators may be useful.

Mr. Grittmann continued by stating that the actual location of mobile food units (MFUs) within commercial and industrial zoning districts should be limited to private properties, so as not to create obstacles within public areas or right of ways. Further, on private properties MFUs should be required to stay clear of pedestrian ways; should maintain traffic circulation; and may not reduce required parking. Permission from private property owners must be required for approval of an MFU license; however, ice cream trucks operating in residential districts will need to be permitted to temporarily rest in public right of ways in order to operate, but are not expected to linger at any one (1) location for extended periods of time.

*Hours of Operation.* Mr. Grittmann stated that the existing ordinance prohibits operation between 9:00 pm and 7:00 am. The City may consider specifying specific hours of operations for mobile food units (MFUs), which should be flexible enough to permit the sale of food around meal hours but restrictive enough to prevent mobile vendors from operating too early in the morning or too late into the evening. Exceptions could be considered

for MFUs serving special events or festivals operating during atypical business hours. The draft ordinance prohibits mobile food unit operations between the hours of 10:00 pm and 8:00 am.

*Setup and Maintenance of Mobile Food Unit Sites.* Mr. Grittmann stated that the City should consider establishing guidelines for appropriate setup and maintenance of mobile food unit (MFU) sites. In the draft Ordinance presented several items address this issue, including:

- ❖ Requiring that trash and recycling collection and clean-up be provided to prevent food trash from littering surrounding property.
- ❖ Requiring that MFUs provide an independent power supply, screened from view, to avoid burdening private property owners with energy needs. Generators should be permitted in this regard.
- ❖ Noise and visual interference associated with MFUs should be managed to avoid impacts to surrounding businesses. Mobile food units should not maintain or use outside sound amplifying equipment; televisions or other similar visual entertainment devices; or noisemakers such as bells, horns, or whistles. However, ice cream trucks traveling through residential districts may have outdoor music or noise making devices to announce their presence.
- ❖ Mobile food units (MFUs) should be required to be located on paved hard surfaced areas to provide for easier clean-up and maintenance of the MFU site.
- ❖ Mobile food units (MFUs) must close down during adverse weather conditions, unless additional shelter has been provided for patrons.

#### **RECOMMENDATION:**

Mr. Grittmann stated that Planning and Zoning staff is not making a specific recommendation on the question of whether to permit mobile food units (MFUs) in the Montrose Community or not. Other communities have permitted MFUs; but, have required them to attain a license and have limited their location and operations according to additional MFU regulations. It is recommended that the City of Montrose require the same steps if it is determined that MFUs should be permitted in the City. The potential competition of MFUs with established, tax paying restaurant and coffee shop businesses is a significant area of concern in deciding whether to permit MFUs in the Community. If the City determines that MFUs and established food service businesses can co-exist in the Community, additional regulations should be required of MFUs as pertains to their location relative to established businesses.

An ordinance amendment to permit mobile food units to operate in the Community needs to include an amendment to Montrose City Code Chapter 70 "Peddlers and Solicitors" to provide a definition for mobile food units (under 70.01 Definitions), and to establish specific regulations for mobile food units applying for a transient merchant license (under 70.07 Restrictions). Mobile food units should also adhere to all general transient merchant regulations provided in Chapter 70.

After discussing the proposed draft ordinance amendment, the Planning and Zoning Commission Members in were in agreement that the following should be included in the ordinance in regards to mobile food units:

- An annual fee to operate in the City of Montrose. (Ms. Boelter was directed to research what other communities charge MFUs to operate within their city limits.)
- Food truck vendors will be responsible for filling out an Administrative Permit and provide the City of Montrose with a copy of their Department of Health License and also a Certificate of Insurance.
- Food trucks and/or vendors that are part of a Community event or fundraiser will not be charged a fee while operating during the event or fundraiser.
- Food truck vendors will be required to get permission to operate on private property from the property owner and permission from the City to operate on City-owned property.
- Food trucks will not be allowed to operate within five hundred (500) feet from the property line of a "brick and mortar" restaurant.
- Remove the restriction of "*operating no more twenty-one (21) days annually at any one place.*"
- Remove the restriction of only allowing four (4) food trucks annually and leave it open.
- The City is not required to conduct a criminal background check on food truck vendors; because, one is completed by the Department of Health when they obtain their food license.

- Have more specific language in the ordinance that requires the food vendor to remove their garbage off-site and not dispose of it in public and private garbage containers.

Commissioner Gurneau stated that at the July 8, 2020 Planning and Zoning Commission Meeting, a Public Hearing will be held to consider an ordinance amendment related to mobile food units (food trucks).

## B. City Planner Updates

### i. Forest Creek Housing Development – R Homes Planned Unit Development (PUD) Public Hearing

Mr. Gritman gave an overview of the Public Hearing to be held at the Wednesday, July 8, 2020 Planning and Zoning Commission Meeting for consideration of a Planned Unit Development (PUD) Amendment for the Forest Creek Plat for R Homes.

### ii. The Preserve Housing Development

Mr. Gritman gave a brief overview of the status of *The Preserve Housing Development*.

### iii. Maintenance of Tree Overgrowth

Commissioner Emery requested that the City staff evaluate the clearance of the sidewalk at the corner of Seventh Street North and Emerson Avenue North. He continued by stating that there are tree branches that hang over the sidewalk at the aforementioned corner, making it difficult for pedestrians to walk on the sidewalk.

Commissioner Emery also stated that the trees are overgrown on the City property located across the street from Aspen Lane by Arapaho Lane.

### iv. Vehicle Parking Over Sidewalks

Commissioner Emery shared his concerns about vehicles that are parked in the driveways of certain properties and park across the sidewalk making it difficult for residents to walk on the sidewalk.

Ms. Boelter stated that City staff does evaluate properties and if a vehicle is parked across the sidewalk, staff does site them for the violation.

### v. Mindy Lane

Commissioner Gurneau shared her concerns about the large number of vehicles that are parking on the south side of Mindy Lane in front of the Townhomes.

Ms. Boelter stated that this section of Mindy Lane is not posted with *No Parking Signs*; so, vehicles cannot be cited for a parking violation during the months that the winter parking restrictions are not in place.

## 8. NEXT MEETING

A. Wednesday, July 8, 2020 to be held at the Montrose Community Center – 7:00 p.m.

## 9. ADJOURNMENT

Commissioner Emery motioned to the adjourn the Planning and Zoning Commission Meeting at 8:00 p.m. Commissioner Henry seconded the motion. Motion carried 4-0.

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Tracy Gurneau  
Chair  
City of Montrose

ATTEST:

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



City of Montrose  
 Economic Development Authority Meeting  
 Montrose Community Center  
 200 Center Avenue South  
 Tuesday, June 16, 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, June 16, 2020 at 12:00 p.m.

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

# **2. ROLL CALL**

Present: Council Member Tom Marszalek  
 Council Member Kirby Moynagh  
 EDA Member Patrick Baumgard  
 EDA Member Sonya Tourville

Absent: EDA Member Joe Rasmussen

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

Also Present: Mr. Shannon Sweeney, David Drown and Associates

# **3. APPROVAL OF AGENDA**

**Mr. Baumgard motioned to approve the Tuesday, June 16, 2020 Economic Development Authority Agenda. Council Member Moynagh seconded the motion. Motion carried 4-0.**

# **4. APPROVAL OF MINUTES**

A. February 18, 2020 Economic Development Authority Meeting Minutes

**Ms. Tourville motioned to approve the Tuesday, February 18, 2020 Economic Development Authority Meeting minutes. Mr. Baumgard seconded the motion. Motion carried 4-0.**

# **5. TREASURER'S REPORT**

A. Account Payable – Economic Development Authority – March 17, 2020

**Council Member Moynagh motioned to approve the March 17, 2020 Accounts Payable for the Economic Development Authority. Council Member Marszalek seconded the motion. Motion carried 4-0.**

B. Economic Development Authority Fund

Ms. Boelter reviewed the EDA Fund.

# **6. OLD BUSINESS**

A. Montrose Economic Development Authority Informational Brochure and Website

Council Member Marszalek stated that with the Governor's COVID-19 Stay-At-Home orders and directives, the development of an Economic Development Authority internship to create an EDA Informational Brochure and update the City of Montrose's Website was put on hold.

Ms. Boelter stated that City staff will prepare a Job Description for the internship and advertise for the position.

Mr. Shannon Sweeney recommended that City staff contact the Economic Development Association of Minnesota to inquire about an internship grant. He continued by recommending that the City advertise for the internship position at Hamline University, Saint Cloud State University and Minnesota State University, Mankato.

Ms. Boelter stated that she will also advertise the internship on the League of Minnesota Cities website.

**B. Business Listing of Available Properties**

Council Member Marszalek stated that City staff continues to put together a listing of available commercial and industrial properties in Montrose.

**7. NEW BUSINESS**

**A. Mr. Shannon Sweeney – David Drown and Associates – Alternative Financing Plans**

Mr. Shannon Sweeney gave a presentation on Tax Increment Financing (TIF) and Tax Abatement Financing.

Mr. Sweeney stated that TIF is a financing tool which captures and redirects new property taxes paid by new private development which would not occur "but for" assistance.

He continued by stating that Tax Abatement does not reduce a property's tax liability or payments. Abatement provides a mechanism for each taxing jurisdiction to rebate its share of a parcel's property taxes back to the parcel owner in exchange for a commitment on construction, jobs and etcetera.

**B. Updates**

**i. The Preserve Housing Development**

Ms. Boelter gave an update on *The Preserve Housing Development*.

**ii. Possible Developments**

Ms. Boelter provided information on possible future developments that have been proposed to the City of Montrose.

**8. NEXT MEETING**

**A. Tuesday, July 21, 2020 at 12:00 noon**

The EDA Members discussed and were in agreement to cancel the Tuesday, July 21, 2020 Meeting.

**9. ADJOURNMENT**

**Council Member Moynagh motioned to the adjourn the Economic Development Authority Meeting at 1:15 p.m. Ms. Tourville seconded the motion. Motion carried 4-0.**

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Council Member Tom Marszalek  
President  
City of Montrose Economic Development Authority

ATTEST:

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



17455 Kelly Lake Road  
Carver, MN 55315  
952-217-8143

June 17, 2020

Invoice No. 2020001

City of Montrose  
Public Works Department  
ATTN: Wayne McCormick  
311 Buffalo Ave. S. P.O. Box 25  
Montrose, MN 55363

Job #2020134

Date	Description	Quantity	Cost/Unit	Total
<b>Site Audit:</b>	Green Waste	440 Yards		
	Compost	560 Yards		
	Stumps/Dirt/Rock/Burn Debris	220 Yards		
6/10/2020	Mobilization	1	N/C	N/C
6/10/2020	Yard Waste Haulout	420.0	\$ 5.95	\$ 2,499.00
6/11/2020	Yard Waste Haulout	740.0	\$ 5.95	\$ 4,403.00
6/12/2020	Yard Waste Haulout	60.0	\$ 5.95	\$ 357.00
6/12/2020	Mobilization	1	N/C	N/C
Material Total:		1220.0	\$ 5.95	\$ 7,259.00

Total Invoice Amount: \$ 7,259.00

Email: minnesotatopsoil@gmail.com

Account balance is due net 15 days. Finance charge of 1.5% per month  
or 18% per year will be assessed to any unpaid balance.

## CoM Utilities

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**From:** Joe Mereness <joem@metertechsolutions.com>  
**Sent:** Friday, June 26, 2020 1:57 PM  
**To:** CoM Utilities  
**Cc:** Wayne McCormick  
**Subject:** Re: City of Montrose Meter Order  
**Attachments:** PastedGraphic-1.tiff; ATT00001.htm; Why Cellular.pdf; ATT00002.htm; E-Series Ultrasonic Cold Water SS DN15, DN20, DN25, DN32, DN40, DN50 Data Sheet.pdf; ATT00003.htm; BEACON.pdf; ATT00004.htm

Good Afternoon and Happy Friday!

Here is the pricing breakdown for the Cellular System we discussed last week.

### Cellular Based Fixed Network

\$4,000 - BEACON Software, replaces Connect

\$0.89/meter/month - Cellular fees and monthly hosting fees for radios and BEACON, replaces annual maintenance agreements on Connect

All meters currently installed will continue to be read with the Black and Gray Handheld you currently own. These reads will go into BEACON.

Plastic Ultrasonic Meter with Cellular Radio - \$280

Stainless Steel Ultrasonic Meter with Cellular Radio - \$330

Bronze Disc Meter with Cellular Radio - \$240

I have included a few brochures with some more information.

Please let me know if you need any additional information, or would like me to attend the Council meeting. Thank you.

Thank you-

Joe Mereness

Hall		04/06/2020				Pending Repairs			Financial Forecast										
Section	Installed	Expiry	Roof Type	Sq Ft	RAP	EESL	Priority A	Priority B	Priority C	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
ion A	01/01/2000		EPDM	6,375	27	4-6 Years	\$10,206.00	\$1,569.00	\$305.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$57,375.00	\$0.00	\$0.00	\$0.00
Capital Totals																			
Safety Improvements																			
Annual Program Fees																			
Additional Service Estimate																			
Facility Totals							\$10,206.00	\$1,569.00	\$305.00	\$2,885.00	\$2,985.00	\$3,085.00	\$3,185.00	\$3,285.00	\$3,385.00	\$60,860.00	\$3,585.00	\$3,685.00	\$3,785.00

Tower Bldg						04/06/2020			Pending Repairs			Financial Forecast								
Section	Installed	Expiry	Roof Type	Sq Ft	RAP	ESL	Priority A	Priority B	Priority C	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
ion A	01/01/2002		EPDM	576	26	4-6 Years	\$1,139.00	\$2,795.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,368.00	\$0.00	\$0.00	\$0.00	
Capital Totals																				
Safety Improvements																				
Annual Program Fees																				
Additional Service Estimate																				
Facility Totals							\$1,139.00	\$2,795.00	\$0.00	\$1,525.00	\$1,625.00	\$1,725.00	\$1,825.00	\$1,925.00	\$2,025.00	\$12,493.00	\$2,225.00	\$2,325.00	\$2,425.00	

Treatment Plan					04/06/2020	Pending Repairs			Financial Forecast									
Section	Installed	Expiry	Roof Type	Sq Ft RAP	ERSL	Priority A	Priority B	Priority C	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Wing #1	01/01/2005		EPDM	1,311	27	4-6 Years	\$1,337.00	\$2,195.00	\$795.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,598.00	\$0.00	\$0.00	\$0.00
Wing #2	01/01/2005		EPDM	420	32	7-9 Years	\$1,073.00	\$1,895.00	\$550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,560.00
Wing #3	01/01/2005		EPDM	1,112	26	4-6 Years	\$1,139.00	\$2,795.00	\$3,950.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,016.00	\$0.00	\$0.00	\$0.00
Capital Totals									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,614.00	\$0.00	\$0.00	\$7,560.00
Safety Improvements									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Annual Program Fees									\$140.00	\$140.00	\$140.00	\$140.00	\$140.00	\$140.00	\$140.00	\$140.00	\$140.00	\$140.00
Additional Service Estimate									\$2,500.00	\$2,600.00	\$2,700.00	\$2,800.00	\$2,900.00	\$3,000.00	\$3,100.00	\$3,200.00	\$3,300.00	\$3,400.00
Facility Totals						\$3,549.00	\$6,885.00	\$5,295.00	\$2,640.00	\$2,740.00	\$2,840.00	\$2,940.00	\$3,040.00	\$3,140.00	\$46,854.00	\$3,340.00	\$3,440.00	\$11,100.00
Capital Grand Totals									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$111,357.00	\$0.00	\$0.00	\$7,560.00
Grand Totals						\$14,894.00	\$11,249.00	\$5,600.00	\$7,050.00	\$7,350.00	\$7,650.00	\$7,950.00	\$8,250.00	\$8,550.00	\$120,207.00	\$9,150.00	\$9,450.00	\$17,310.00

**Meeting Date:** July 13, 2020

**Submitted By:** Deb Boelter  
City Clerk-Treasurer



## **City Council Request**

**Subject:** Discuss COVID-19 Pandemic Business Relief Proposal –  
Mayor Otto

### **ACTION REQUESTED:**

Mayor Otto is recommending that the City Council consider the following action at the Monday, July 13, 2020 Regular City Council Meeting.

1. Discuss Mayor Otto's COVID-19 Pandemic Business Relief Proposal.

### **BACKGROUND:**

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

"Deb,

Good morning ,

A few things I would like to look into

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

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

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

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

Have a great day

Michelle"

### **FINANCIAL/BUDGET:**

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

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



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

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

2. There are a number of issues to discuss and consider in regards to Mayor Otto's request to "*waiving water bills for a few months for businesses affected by COVID*" and include the following:
- ❖ The majority of businesses in Montrose did not shut-down and/or experience a disruption in their services.
  - ❖ The City Council would have to establish very thorough guidelines that would outline what would qualify the business to have their utility bill waived during the COVID-19 Pandemic.
  - ❖ If a business was not operating at full capacity during the COVID-19 Pandemic, they would have used less water and therefore their utility bill would have been decreased.
  - ❖ City staff has not received any complaints from the businesses regarding their utility bills nor have any businesses asked to establish a payment plan to pay their utility bills.
  - ❖ If you allow businesses to waive a portion of their utility bill, it may open a huge "can of worms" if residents start asking for the same type of assistance.
  - ❖ In consideration of the future year 2021 Downtown Improvement Project, the City does not want to be depleting the Water and Sewer Funds. The goal is to be increasing the Funds to help pay for the Project.

#### ATTACHMENTS:

- Mayor Otto's Email

**Deb Boelter**

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**From:** [REDACTED]  
**Sent:** Thursday, June 18, 2020 7:19 AM  
**To:** Deb Boelter  
**Cc:** Wayne McCormick  
**Subject:** Things to look into

Deb,

Good morning ,

A few things I would like to look into

- 1) Waiving/ staggering Liquor License fees for Ugly and Jaquie B  
Due to the fact they are not able to fully utilize them
- 2) consider waiving water bills for a few months for businesses  
affected by COVID

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

Have a great day  
Michelle