



CITY COUNCIL AGENDA REGULAR MEETING

**Monday, March 9, 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. February 10, 2020 Regular City Council Meeting – prepared by D. Boelter
2. February 25, 2020 Personnel Committee Meeting – prepared by D. Boelter
3. March 2, 2020 Personnel Committee Meeting – prepared by D. Boelter

B. Accounts Payable

1. City, March 9, 2020 – prepared by W. Manson
2. Fire Department, March 9, 2020 – prepared by W. Manson

C. Monthly Utility Adjustments, February, 2019 - prepared by J. Bonniwell

D. Approve Annual Donation of \$100.00 to the Year 2020 Buffalo High School's *All-Night Graduation Party*.

E. Credit Card Policy Amendment

1. Approve an amendment to the Credit Card Policy. Replace the wording “City Administrator” with “City Clerk-Treasurer.”

F. Electronic Funds Transfer Policy

1. Approve an Electronic Funds Transfer Policy

G. Resolution 2020-08 – Bank Signatures

1. Resolution 2020-08 – *A Resolution Authorizing A Change To The Bank Signature Cards*

7. OPEN FORUM

8. WRIGHT COUNTY SHERIFF’S OFFICE

- A. February, 2020 Monthly Report and Hours Report

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

A. City Council

1. Monthly Activity Report

B. Montrose Fire Department

1. February, 2020 Activity Report
2. Authorize Purchase and Signing of Purchase Documents – New Tender – Not to Exceed \$250,000.00

C. Park and Recreation Commission

1. March 5, 2020 Park and Recreation Commission Meeting Minutes – *will be available the night of the City Council Meeting.*
2. Presentation and Proposal by Eagle Scout Mason Splichal – Gaga Ball Pit

D. Planning and Zoning Commission

1. February 12, 2020 Planning and Zoning Commission Meeting Minutes
2. Ordinance No. 2020-02 – An Ordinance Amendment to Chapter 1003-9 of the Zoning Ordinance of the City of Montrose, Related to Administrative Fines and Abatements
3. Renewable Energy – Solar Farm Lease

E. Economic Development Authority

1. February 18, 2020 Economic Development Authority Meeting Minutes

F. City Engineer

1. Minnesota Department of Natural Resources Grant Application for Park Shelter at Regional Park
 - a. Resolution No. 2020-09 – A Resolution Allowing for a Minnesota Department of Natural Resources Grant – Regional Park Shelter
2. 2021 Downtown Improvement Project
 - b. Resolution No. 2020-10 – A Resolution Ordering Preparation of Report on Improvement

G. Personnel Committee

1. Personnel Committee Report and Discussion

- H. Public Works Department
 - 1. Updates
 - 2. Sidewalks – Snow Removal Policy

10. OLD BUSINESS

- A. Resolution No. 2020-11– Year 2020 Mayoral Appointments
 - 1. Resolution No. 2020-11 – *A Resolution Approving the Mayoral Appointments for the Year 2020*

11. NEW BUSINESS

- A. League of Minnesota Cities – 4M Investment Fund
 - 1. Resolution No. 2020-12 – *A Resolution Authorizing Membership in the 4M Fund*

12. UPCOMING MEETINGS

- A. Planning and Zoning Commission Meeting – Wednesday, March 11, 2020 at 7:00 p.m. in the Montrose Community Center.
- B. Montrose Economic Development Authority – Tuesday, March 17, 2020 at 12:00 noon in the Montrose City Hall Conference Room.
- C. City Council Workshop – Monday, March 23, 2020 at 3:30 p.m. in the Montrose City Hall Conference Room.
- D. Park and Recreation Commission Meeting – Thursday, April 2, 2020 at 5:30 p.m. in the Montrose City Hall Conference Room.
- E. Planning and Zoning Commission Meeting – Wednesday, April 8, 2020 at 7:00 p.m. in the Montrose Community Center.
- F. Regular City Council Meeting – Monday, April 13, 2020 at 7:00 p.m. in the Montrose Community Center.
- G. Montrose Economic Development Authority – Tuesday, April 21, 2020 at 12:00 noon in the Montrose City Hall Conference Room.
- H. City Council Workshop – Monday, April 27, 2020 at 3:30 p.m. in the Montrose City Hall Conference Room.

13. ACKNOWLEDGEMENTS

14. ADJOURNMENT

City of Montrose
 Regular City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, February 10, 2020
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, February 10, 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 – *sworn in at 7:02 p.m.*
 Council Member Tom Marszalek
 Council Member Kirby Moynagh

Absent: Council Member Lloyd Johnson

Staff Present: Ms. Deborah Boelter, City Clerk-Treasurer
 Ms. Wendy Manson, Deputy Clerk
 Mr. Wayne McCormick, Public Works Department Director

3. INVOCATION

A. An invocation was not administered.

4. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was taken.

5. OATH OF OFFICE

A. Ms. Nicole Andreoff

Mayor Otto administered the Montrose City Council Oath of Office to Ms. Nicole Andreoff.

6. APPROVAL OF THE AGENDA

A. Approval of the Agenda

Council Member Marszalek motioned to approve the February 10, 2020 Regular City Council Meeting Agenda as amended. Council Member Moynagh seconded the motion. Motion carried 4-0.

7. APPROVAL OF THE CONSENT AGENDA

A. Minutes

1. Accepted the minutes of the January 13, 2020 Regular City Council Meeting.
2. Accepted the minutes of the January 27, 2020 Special City Council Meeting.
3. Accepted the minutes of the February 3, 2020 Personnel Committee Meeting.

B. Accounts Payable

1. Approved the February 10, 2020 Accounts Payable for the City of Montrose.
2. Approved the February 10, 2020 Accounts Payable for the Montrose Fire Department.

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

Council Member Moynagh motioned to approve the Consent Agenda as presented. Council Member Marszalek seconded the motion. Motion carried 4-0.

8. OPEN FORUM

No one addressed the City Council during Open Forum.

9. WRIGHT COUNTY SHERIFF'S OFFICE

A. January, 2020 Monthly Report

Wright County Sheriff's Deputy Barrett referred to the January, 2020 Wright County Sheriff's Office Report found in the City Council Packet.

Mayor Otto asked for clarification on a fourth (4th) degree driving while intoxicated (DWI). Deputy Rudolph gave an explanation.

Ms. Boelter thanked the Wright County Sheriff's Office for working with City staff to address their concerns regarding vehicles that have been reported to City Hall that have been parked on City streets during the parking restrictions.

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

A. City Council

1. Monthly Activity Report

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

B. Montrose Fire Department

1. January, 2020 Activity Report

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

2. Leave of Absence for Mr. Jacob Moen – Effective February 2, 2020

- a) Mr. Triplett asked the City Council to approve an up to a six (6) month Leave of Absence for Mr. Jacob Moen from the Montrose Fire Department effective February 2, 2020.

Council Member Moynagh motioned to approve an up to a six (6) month Leave of Absence for Mr. Jacob Moen from the Montrose Fire Department effective February 2, 2020. Council Member Marszalek seconded the motion. Motion carried 4-0.

3. February 1, 2020 Annual Dinner – Year 2019 Firefighter Awards

Mr. Triplett gave an overview of the awards and recognitions given to the Montrose Fire Department Firefighters at their Annual Dinner on Saturday, February 1, 2020.

C. Park and Recreation Commission

1. February 6, 2020 Park and Recreation Commission Meeting Minutes

Mayor Otto gave an overview of the items discussed at the February 6, 2020 Park and Recreation Commission Meeting.

Mayor Otto stated that the Park and Recreation Commission is requesting approval from the City Council to purchase candy for the annual Easter Egg Hunt. Mayor Otto stated that the cost to purchase the candy would not exceed \$400.00 and has been budgeted in the year 2020 Budget.

Council Member Moynagh motioned to allow the Montrose Park and Recreation Commission to purchase candy for the Annual Easter Egg Hunt in an amount not to exceed \$400.00. Council Member Andreoff seconded the motion. Motion carried 4-0.

Mayor Otto stated that the Park and Recreation Commission is recommending that a VISA Gift Card in the amount of \$75.00 be purchased and given to Mr. Tom Weineck for his hard work in preparing and maintaining the ice-skating rink at Carver Field.

Mayor Otto motioned to purchase a \$75.00 VISA Gift Card for Mr. Tom Weineck for his hard work in preparing and maintaining the ice-skating rink at Carver Field. Council Member Andreoff seconded the motion. Motion carried 4-0.

D. Planning and Zoning Commission

1. January 8, 2020 Planning and Zoning Commission Meeting Minutes

Ms. Boelter gave an overview of the items discussed at the Wednesday, January 8, 2020 Planning and Zoning Commission Meeting and Agenda items for the Wednesday, February 12, 2020 Planning and Zoning Commission Meeting.

E. Economic Development Authority

1. January 21, 2020 Economic Development Authority Meeting Minutes

Council Member Marszalek gave an overview of the Tuesday, January 21, 2020 Economic Development Authority (EDA) Meeting.

2. Resolution No. 2020-07 – Salaries for Economic Development Authority

a) Resolution No. 2020-07 – *A Resolution Establishing Salaries for Commissioners of the Montrose Economic Development Authority*

Council Member Marszalek motioned to adopt Resolution No. 2020-74 A Resolution Establishing Salaries for Commissioners of the Montrose Economic Development Authority. Council Member Moynagh seconded the motion. Motion carried 4-0.

F. Public Works Department

1. City Buildings – Maintenance Agreement for Flat Roofs

Mr. Wayne McCormick stated that the City currently owns four (4) buildings that have flat roofs and the City does not have a *Maintenance Agreement* to have the roofs evaluated on an annual basis and repaired when necessary.

Mr. McCormick stated that he has contacted a company that will enter into a *Maintenance Agreement* for the amount of \$550.00 annually to inspect the four (4) flat roofs. If any of the roofs need to be repaired, there will be an additional minimal charge for the repair of the roof.

Mr. McCormick continued by stating that eventually the flat roof being constructed at the new well house will also need to be added to the *Maintenance Agreement*.

Mr. Kevin Triplett, Montrose Fire Department Chief, asked that the Montrose Fire Department's flat roof be added to the *Maintenance Agreement*. The City Council discussed and directed Mr. McCormick to add the Montrose Fire Department's flat roof to the *Agreement*.

Council Member Moynagh motioned to have the City enter into a Maintenance Agreement for the City's buildings that have flat roofs and to contact the Maintenance Company to add the Montrose Fire Department's flat roof to the Agreement. Council Member Marszalek seconded the motion. Motion carried 4-0.

2. City Lawnmowers

Mr. McCormick stated that the program that allowed the City to trade in their lawnmowers and utility tractors is no longer available.

He continued by asking the City Council to approve the purchase of lawn care equipment in an amount not to exceed \$18,000.00.

Ms. Manson stated that the purchase is included in the year 2020 Budget.

Mayor Otto motioned to approve the purchase of lawn care equipment for the City of Montrose's Public Works Department in an amount not to exceed \$18,000.00. Council Member Moynagh seconded the motion. Motion carried 4-0.

3. Seasonal Part-Time Summer Employees

Mr. McCormick asked the City Council for approval to advertise for seasonal part-time summer employees to work in the Public Works Department.

The City Council discussed and directed Mr. McCormick to advertise for seasonal part-time summer employees.

11. OLD BUSINESS

A. City Clerk-Treasurer Salary Discussion

Ms. Boelter stated that on Monday, February 3, 2020 the Personnel Committee met and during the Meeting discussed the wage for the City Clerk-Treasurer position.

Ms. Boelter presented information to the City Council detailing the past wages for the previous two (2) City Clerk-Treasurers in comparison to the current wage of the City Clerk-Treasurer.

Ms. Boelter stated that the \$37.00 per hour wage increase for the City Clerk-Treasurer position was included in the year 2020 Budget.

Ms. Boelter referenced the *City Administrator Pay in Cities of 2000 to 3999* report and stated that the \$37.00 per hour wage increase is still below the average pay that this same position receives in communities similar in population to Montrose.

Ms. Boelter stated that the aforementioned report is for *City Administrator Pay*; however, the job duties and responsibilities for the City Clerk-Treasurer position in the City of Montrose are those of a City Administrator position.

Mayor Otto stated that the Personnel Committee discussed the fact that Ms. Boelter already received a four percent (4%) increase on January 1, 2020 and she should have only received a two percent (2%) cost-of-living-adjustment (COLA); because, the other two percent (2%) is based on a successful performance evaluation.

Ms. Manson stated that the error was hers; because, the City's former Union Contract gave a straight four percent (4%) increase annually and was not based on a successful performance evaluation.

Mayor Otto stated that the reviews for Ms. Boelter and Mr. McCormick will be conducted by the Personnel Committee on Wednesday, February 12, 2020.

Ms. Boelter also referenced the report that she provided to the City Council that showed an adjustment to the City of Montrose's *Year 2015 Job Classification and Wage Range*. She continued by stating that the report provides updated information to the year 2020 for the Clerk 1 and City Clerk-Treasurer's salary range. Ms. Boelter stated that the City Clerk-Treasurer position salary range in the year 2020 should be Step One (1) - \$37.72 per hour to Step Five (5) at \$44.13 per hour. She continued by stating that the proposed \$37.00 per hour increase for the City Clerk-Treasurer position would be in line with the *Year 2020 Proposed Job Classification and Wage Range*.

Mayor Otto stated that she provided Ms. Boelter and Ms. Dahlin with wage and salary information from the League of Minnesota Cities for cities that are comparable to the same population as the City of Montrose and also surrounding cities. Mayor Otto stated that the City will be evaluating and updating the *Job Classification and Wage Range* for all of the City's employee positions.

Ms. Manson stated that at the Minnesota Municipal Clerks and Finance Officers Association's (MCFOA) Advanced Academy held in September, 2019, staff learned that Wright County is now considered a metro county. She continued by stating that Montrose's proximity to the metro area is also a factor to be considered when evaluating and updating the City staff's wages by doing comparisons with other area cities.

Council Member Marszalek stated that the *City Administrator Pay in Cities of 2000 to 3999* report was done in the fall of the year 2019 and at \$37.00 per hour for the City Clerk-Treasurer position, the City of Montrose is still at the bottom of the wage comparisons for the same position in other cities comparable to Montrose in population.

Ms. Boelter stated that the City Council could make a motion to approve an increase to \$37.00 per hour for the City Clerk-Treasurer position pending a successful performance evaluation. Ms. Boelter then recommended that the increase be effective on Monday, February 17, 2020 to make it easier for Ms. Manson when she is doing payroll.

Ms. Manson stated that the increase would be effective January 1, 2020 in compliance with the American Federation of State, County and Municipal Employees (AFSCME) Union Contract.

Council Member Marszalek motioned to increase the City Clerk-Treasurer position's per hour wage to \$37.00 pending a successful performance evaluation and effective January 1, 2020. Council Member Moynagh seconded the motion. Motion carried 4-0.

12. NEW BUSINESS

A. Year 2020 Mayoral Appointments Discussion

Ms. Boelter stated that a DRAFT *Year 2020 Mayoral Appointments Resolution* was included in the City Council Agenda Packet for review and discussion by the City Council.

Ms. Boelter did state that she did include known amendments to the *Year 2020 Mayoral Appointments Resolution*.

Ms. Boelter stated that she and Ms. Manson are working to update the City's Depositories found on page two (2) of the *Resolution*. She continued by stating that the City may be adding the League of Minnesota Cities 4M Fund as a depository. Staff will be meeting with a representative of the 4M Fund to discuss possible

Investments in the 4M Fund.

Council Member Moynagh agreed to be the City Council Liaison for the Montrose Fire Department meetings.

Council Member Moynagh stated that he believes that only one (1) person needs to attend the United States Highway Twelve (U.S. Highway 12) Safety Coalition Meetings. Ms. Boelter stated that she will continue to attend the Meetings. The City Council discussed and were in agreement that Mayor Otto and the City Clerk-Treasurer would be the liaisons on the U.S. Highway 12.

Ms. Boelter stated that the Montrose Streetscape Committee Members have agreed to meet as needed. Council Member Moynagh agreed to remain as the City Council Liaison on the Montrose Streetscape Committee.

Mayor Otto stated that Mr. McCormick has been directed to meet with the Park and Recreation Commission on a quarterly basis.

Mayor Otto stated that Council Member Andreoff has shown an interest in being on the Finance Committee. Mayor Otto asked if three (3) Council Members could be on the Finance Committee. Ms. Boelter stated that she would have to post for a City Council quorum each time the Finance Committee meets. Council Member Moynagh stated that he would be willing to be an alternate to the Finance Committee; so, Council Member Andreoff could be one of the liaisons for the Finance Committee.

Mayor Otto stated that the liaison for the Montrose Days Celebration Committee will be Council Member Andreoff since she is currently a Board Member.

Council Member Moynagh asked if Mayor Otto and Council Member Johnson could switch their liaison role on the Park and Recreation Commission and Planning and Zoning Commission. Council Member Moynagh shared his concerns about a conflict of interest with both Mayor Otto and her daughter being on the Park and Recreation Commission.

Mayor Otto stated that she will attend the Park and Recreation Commission Meetings whether she is the liaison or not; because, she does the planning and preparation for the events and activities that the Park and Recreation Commission offers.

Council Member Moynagh stated that he believes it would be good to have some new perspective and ideas for the Park and Recreation Commission and Planning and Zoning Commission.

Mayor Otto shared her concerns about how much participation Council Member Johnson would provide for the Park and Recreation Commission.

Council Member Moynagh shared his concerns about the number of events and activities that the Park and Recreation Commission offers and the burden it puts on the Commission Members.

Mayor Otto stated that the new Park and Recreation Commission Member wants to offer additional events; such as, concerts in the park.

The City Council discussed and decided to continue the discussion about the City Council liaison positions at the Monday, March 9, 2020 Regular City Council Meeting when Council Member Johnson is in attendance at the Meeting.

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

Ms. Boelter stated that the City's Administrative Assistant, Ms. Heidi Dahlin, has been accepted into the for International Union of Operating Engineers, Local No. 49 AFL-CIO (Local 49 Union). The Union Representative has recommended that Ms. Dahlin be given an increased per hour wage and would also like the City to establish an updated salary range.

Ms. Boelter again referenced the earlier report that she presented that shows an update to the City's *Year 2015 Job Classification and Wage Range* and the proposed starting salary and wage range from Step One (1) to Step Five (5). She continued by stating that the Union Representative recommended that Ms. Dahlin be increased to \$18.50 per hour since she came to the City of Montrose with experience for the work she did at the City of Saint Michael, Minnesota.

Ms. Manson stated that a decision on Ms. Dahlin's wage increase and salary range does not need to be made tonight; because, her increase would not be effective until April 1, 2020 in accordance with the Local 49 Union Contract. Ms. Manson recommended the Personnel Committee discuss it and bring a recommendation to the City Council at their Monday, March 9, 2020 Regular Meeting.

The City Council discussed and were in agreement that the Personnel Committee should bring a recommendation to the Monday, March 9, 2020 Regular City Council Meeting.

13. UPCOMING MEETINGS

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

14. ACKNOWLEDGEMENTS

A. Mayor Otto

- 1. Mr. Tom Weineck – Montrose Fire Department

Mayor Otto acknowledged Mr. Weineck for receiving Montrose Fire Department's *Firefighter of the Year* and also for his hard work and dedication in maintaining Carver Field's ice-skating rink.

- 2. Montrose Fire Department Firefighters

Mayor Otto acknowledged the Montrose Fire Department Firefighters who were recognized and awarded at the Saturday, February 1, 2020 Annual Fire Department Dinner for their dedication, officer positions, work, years of service and commitment to the Montrose Fire Department and Community.

B. Council Member Moynagh

- 1. Montrose Fire Department – Annual Dinner

Council Member Moynagh acknowledged the Hollywood Ranch House from New Germany, Minnesota for the delicious food that they catered at the Montrose Fire Department's Annual Dinner on February 1, 2020.

15. ADJOURNMENT

Council Member Moynagh motioned to the adjourn the Regular City Council Meeting at 8:00 p.m. Council Member Marszalek seconded the motion. Motion carried 4-0.

Michelle Otto
Mayor
City of Montrose

ATTEST:

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

City of Montrose
 Personnel Committee Meeting
 Montrose City Hall
 311 Buffalo Avenue South
 Tuesday, February 25, 2020
 3:30 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Personnel Committee met on February 25, 2020 at 3:30 p.m.

Mayor Otto called the meeting to order at 3:40 p.m.

2. ROLL CALL

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

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

3. BUSINESS

A. Administrative Assistant Position

The Personnel Committee discussed the proposed per hour wage increase for the City's Administrative Assistant, Ms. Heidi Dahlin; as well as, her job performance.

The Personnel Committee directed City staff to include discussion of the aforementioned items on the Monday, March 9, 2020 Regular City Council Meeting Agenda.

The Personnel Committee will be making a recommendation to the City Council for discussion and consideration.

B. Employee Peer Reviews

The Personnel Committee discussed the continued use of *Employee Peer Reviews* as part of the Employee Performance Evaluation process.

The Personnel Committee discussed and directed City staff to continue with the *Peer Reviews* for all City of Montrose employees as part of their Performance Evaluation.

4. ADJOURNMENT

The Personnel Committee Meeting was adjourned at 4:50 p.m.

Michelle Otto
 Mayor
 City of Montrose

ATTEST:

Deborah R. Boelter
 City Clerk-Treasurer
 City of Montrose

City of Montrose
 Personnel Committee Meeting
 Montrose City Hall
 311 Buffalo Avenue South
 Monday, March 2, 2020
 10:00 A.M.

1. CALL TO ORDER

Pursuant to call and notice the Personnel Committee met on March 2, 2020 at 10:00 a.m.

Mayor Otto called the meeting to order at 10:00 a.m.

2. ROLL CALL

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

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

3. BUSINESS

A. Leave of Absence Requests

Ms. Boelter presented the Personnel Committee with the days she is requesting to be out of the office.

Mayor Otto and Council Member Marszalek reviewed the *Leave of Absence Request Forms* and approved the days off.

B. Administrative Assistant Position

The Personnel Committee discussed the proposed per hour wage increase and the work days and hours for the City's Administrative Assistant, Ms. Heidi Dahlin.

The Personnel Committee directed City staff to include discussion of the aforementioned items on the Monday, March 9, 2020 Regular City Council Meeting Agenda.

The Personnel Committee will be making a recommendation to the City Council for discussion and consideration.

4. ADJOURNMENT

The Personnel Committee Meeting was adjourned at 10:40 a.m.

Michelle Otto
 Mayor
 City of Montrose

ATTEST:

Deborah R. Boelter
 City Clerk-Treasurer
 City of Montrose

ACCOUNTS PAYABLE LIST

MARCH 9, 2020

Payroll	2/10/20 Payroll	12670.91
Payroll	2/24/20 Payroll	14380.79
IRS-Federal Tax Payment	2/10/20 FED/FICA Tax	4439.52
IRS-Federal Tax Payment	2/24/20 FED/FICA Tax	5096.08
MN Dept. of Revenue	2/10/20 State Withholding	769.73
MN Dept. of Revenue	2/24/20 State Withholding	923.79
PERA	2/10/20 Payroll	2627.42
PERA	2/24/20 Payroll	2969.04
*Ameritas Life Ins.	Employee Optical Ins	54.52
MN Dept of Revenue	Jan Sales Tax	1613.00
Payment Service Network	February PSN/ACH	1042.17
*AFSCME #65	Feb. Union Dues	171.00
AmeriPride Services	Uniforms/Floor Mats	353.39
Braun Intertec Corp	Wellhouse Testing	749.75
Nicholas Busch	Utility Overpayment	107.60
Campbell Knutson	Legal Services	1284.50
Cardmember Service	Jetter Repair	161.75
Cardmember Service	C.H. Supplies/Clerks Conf	422.59
Cardmember Service	Otto Elected Official Hotel	117.20
*Citizens State Bank	Feb. H.S.A. Deposit	2553.00
Delta Dental	Mar. Dental Ins	699.60
Adam Glickman	Utility Overpayment	20.97
Health Partners	Mar. Health Ins	11715.06
Henning Prof. Services	TH 25 Easements	130.00
Roy Henry, Jr.	Clothing Allowance	89.98
*IUOE Local 49	Feb. Union Dues	175.00
Ben Kuehl	Utility Overpayment	42.72
Lincoln Nat'l Life Ins	Mar. Life Insurance	153.68
*Madison Nat'l Life Ins	Mar. Disability Ins	332.79
Menards	City Supplies	137.49
Mid-American Research	Weed Killer	1720.49
Milhausen Auto	PW Pickup Mtce/Repairs	460.48
MVTL Labs	WWTP Testing	381.30
NW Asocc Consultants	Planners Services	520.30
North Star Awards	Council Member Plate	9.50
Paumen Computers	Monthly IT/Backup Service	520.00
Pitney Bowes	Postage Machine Supplies	298.75
Pitney Bowes	Postage Base/Scale Rental	131.88
Rice Lake Constr.	Wellhouse Pay Request #2	72890.69
Riteway Business Forms	Utility Bill Cards	662.95
St. Louis MRO	Drug Testing	20.00
Wex Bank	Gas Charges	557.19

March 9, 2020

Page 2

Windstream	Telephone Charges	114.44
Wright Cty Auditor	Feb Sheriff	23866.25
Wright-Hennepin CO-OP	Electric Charges	254.78
Xcel Energy	Electric & Gas Charges	6729.68

ACCOUNTS PAYABLE SUBTOTAL	175143.69
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Abdo, Eick & Meyers	2019 Audit	15000.00
Ameripride	Uniforms/Floor Mats	273.00
Joan Bauernschmitt	Election Judge Pay	160.00
BHS All Night Graduation	2020 Donation	100.00
Jessica Boniwell	Clothing Allowance	93.15
Centra Sota	Diesel Fuel	628.50
*Colonial Life Ins	Feb. Employee Insurance	74.52
Comcast	Internet Service	431.92
Culligan	City Hall Softener Servoce	66.10
Delano Auto Parts	Plow Truck/Jetter Repair	284.99
Gopher State One-Call	Water/Sewer Locates	8.10
Hawkins, Inc.	WWTP Chemicals	4740.39
Marie Jenson	Janitorial Service	430.00
League of MN Cities	Legislative Conf	109.00
Jim Lund	Utility Overpayment	38.06
Marco Tech	Printer Mtce Agreement	58.91
Menards	Elections/Lift Station	48.76
MN Computer Systems	Copier Mtce Agreement	234.00
MN Dept of Health	1 st Qtr State Connection Fee	2920.00
MN Pollution Control	2020 Annual WWTP Permit Fee	1450.00
Brittany Muscha	Utility Overpayment	96.91
MVTL Labs	Water Testing	48.20
MVTL Labs	WWTP Testing	400.00
Gloria Pageau	Election Judge Pay	190.00
Quill Corp.	Office Supplies	252.24
Randy's Eviro Services	Feb. Refuse/Recycle	17676.49
Riteway Business Forms	A/P Checks	209.74
Anthony Salazar	Utility Overpayment	5.57
Verizon	Cell Phones	347.33
Douglas Voerding	Election Judge Pay	160.00
WakeSun	Solar Energy	2642.54
Wal-Mart	City Hall Supplies	25.77
Wright Cty Hwy Dept	Road Salt	4866.06
Wright Cty Jrnl Press	Legal Notices	11.38
Bryan Zuccaro	Utility Overpayment	823.26

TOTAL ACCOUNTS PAYABLE	230048.58
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March 9, 2020
Page 3

OTTO	BOELTER	MARSZALEK
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JOHNSON	MOYNAGH	ANDREOFF
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* Appendix

Payments received to offset checks written

Payroll Deduction	Feb. Optical Ins.	54.52
Payroll Deduction	AFSCME-Feb. Union Dues	171.00
Payroll Deduction	Feb. H.S.A. Deposit	1153.00
Payroll Deduction	IUOE 49-Feb. Union Dues	175.00
Payroll Deduction	Mar. Disability Ins.	332.79
Payroll Deduction	Feb. Employee Ins.	74.52

FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

MARCH 9, 2020

Cardmember Services	Truck Wash	83.98
MN State Fire Chiefs Assn	2020 Membership Dues	340.00
MN Computer Systems	Copier Mtce Agreement	117.00
SYNCB/Amazon	Office Supplies	15.86
Wex Bank	Gas Charges	168.66
ACLS Company	EMR Refresher	1277.00
Alex Air Apparatus	Annual Compressor Mtce	721.00
Comcast	Internet Service	97.85
Delano CarQuest	Vehicle Mtce.	32.54
Verizon	FD I-Pad	40.01
TOTAL ACCOUNTS PAYABLE		2893.90

OTTO
BOELTER
MARSZALEK

JOHNSON
MOYNAGH
ANDREOFF

*APPENDIX

Payments received to offset checks written

CITY OF MONTROSE

Monthly Adjustments

02/28/20 7:53 AM

Page 1

Account	Tran Type	Charge Name	Charge Type	Amount	Date
01-00001144-00-	Adjustment	WWTP	Service	(\$88.10)	2/24/2020
00-00001931-06-	Adjustment	WWTP	Service	(\$38.17)	2/24/2020
00-00001931-06-	Adjustment	Sewer Collection	Service	(\$38.17)	2/24/2020
00-00001931-06-	Adjustment	R Water	Service	(\$38.16)	2/24/2020
01-00001928-00-	Adjustment	WWTP	Service	(\$157.50)	2/24/2020
01-00001928-00-	Adjustment	Sewer Collection	Service	(\$157.50)	2/24/2020
01-00001928-00-	Adjustment	R Water	Service	(\$157.51)	2/24/2020
00-00001848-01-	Adjustment	WWTP	Service	(\$25.00)	2/24/2020
00-00003048-01-	Adjustment		UR	(\$15.79)	2/10/2020
00-00001848-01-	Adjustment	R Water	Service	(\$25.00)	2/24/2020
00-00002607-00-	Adjustment	WWTP	Service	(\$42.57)	2/24/2020
01-00001144-00-	Adjustment	Sewer Collection	Service	(\$88.10)	2/24/2020
01-00001144-00-	Adjustment	R Water	Service	(\$88.11)	2/24/2020
01-00002704-00-	Adjustment	Hang Disconnect N	Service	\$25.00	2/11/2020
01-00001999-00-	Adjustment	Hang Disconnect N	Service	\$25.00	2/11/2020
01-00001906-00-	Adjustment	Hang Disconnect N	Service	\$25.00	2/11/2020
00-00001652-01-	Adjustment	Hang Disconnect N	Service	\$25.00	2/11/2020
01-00001016-00-	Adjustment	Hang Disconnect N	Service	\$25.00	2/11/2020
00-00002070-01-	Adjustment		UR	(\$81.41)	2/10/2020
00-00001848-01-	Adjustment	Sewer Collection	Service	(\$25.00)	2/24/2020
00-00001061-01-	Adjustment	Sewer Collection	Service	(\$95.22)	2/24/2020
00-00002586-00-	Adjustment		UR	(\$6.76)	2/25/2020
00-00002530-03-	Adjustment		UR	(\$5.35)	2/25/2020
00-00001679-01-	Adjustment		UR	(\$27.37)	2/25/2020
00-00001560-00-	Adjustment		UR	(\$20.97)	2/25/2020
00-00005015-01-	Adjustment		UR	(\$42.72)	2/25/2020
00-00002560-00-	Adjustment		UR	(\$107.60)	2/25/2020
00-00001671-02-	Adjustment		UR	(\$0.15)	2/25/2020
01-00004156-00-	Adjustment	WWTP	Service	(\$191.90)	2/25/2020
00-00002607-00-	Adjustment	R Water	Service	(\$42.57)	2/24/2020
00-00001061-01-	Adjustment	WWTP	Service	(\$95.22)	2/24/2020
00-00002607-00-	Adjustment	Sewer Collection	Service	(\$42.57)	2/24/2020
00-00001061-01-	Adjustment	R Water	Service	(\$95.23)	2/24/2020
00-00003130-03-	Adjustment	WWTP	Service	(\$137.00)	2/24/2020
00-00003130-03-	Adjustment	Sewer Collection	Service	(\$137.00)	2/24/2020
00-00003130-03-	Adjustment	R Water	Service	(\$137.00)	2/24/2020
00-00002607-02-	Adjustment	WWTP	Service	(\$78.15)	2/24/2020
00-00002607-02-	Adjustment	Sewer Collection	Service	(\$78.15)	2/24/2020
00-00002607-02-	Adjustment	R Water	Service	(\$78.14)	2/24/2020
00-00002666-01-	Adjustment		UR	(\$26.10)	2/25/2020
01-00004156-00-	Adjustment	Sewer Collection	Service	(\$201.40)	2/25/2020
				(\$2,587.66)	

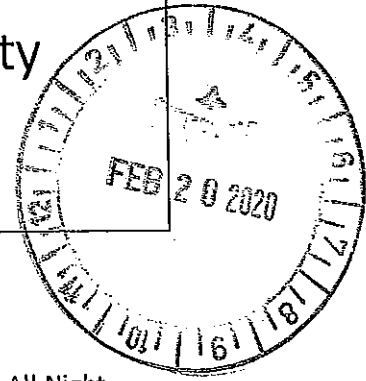
((Type="Adjustment")) AND ((Date Between [enter start date] And [enter stop date]))



2020 Buffalo High School All-Night Graduation Party

877 Bison Blvd, Buffalo MN 55313

Email: buffaloangp@hotmail.com



February 10th, 2020

Dear Manager,

The parents of Buffalo High School students are once again planning the 38th Annual All-Night Graduation Party for **Buffalo High School's 2020** graduating class. On June 5th, 2020, another group of graduates will leave BHS with memories of a fun-filled last "hurrah" celebration. It has been, and will continue to be a fun-filled, memorable, and safe party for the seniors to remember for years to come.

This chemical free party serves BHS graduating students from the communities of Buffalo, Hanover, Montrose & Corcoran. This event has proven to be a safe and fun environment for their graduation night following the commencement ceremony. Although each student must pay a registration fee, we depend on your generosity to make the full event happen.

Your sponsorship is a great way to support each student in the Class of 2020 or a perfect way to thank them, along with their families, for their patronage. There are many financial needs to make this year's event a success and your donation will be greatly appreciated and noted on the event program. If you would like to donate a specific item to be used for the event you may do that as well. Contact one of us to arrange for pick-up.

This event wouldn't be possible without your support. We are extremely grateful for your help in making this event a success. If you have any questions, please feel free to contact one of us.

Sincerely,

Tanya Marr (612) 269-5490 Sally O'Borsky (612) 240-1989 Carmen Wyatt (763) 229-3481
BHS All-Night Graduation Party Coordinators

Business / Organization Name: City of Montrose
Contact Name: Ms. Wendy Manson
Address: P.O. Box 25 311 Buffalo Avenue South Montrose, MN 55363
Phone: (763) 575-7422 Email: WManson@montrose-mn.com

☒ My Donation is Enclosed. Please make checks payable to BHS All Night Graduation Party

☐ I wish to donate merchandise or Gift Certificates. Please list the items you are donating:

Please make checks payable to BHS All Night Grad Party.
Mail to: BHS All Night Grad Party, 877 Bison Blvd, Buffalo MN 55313

CITY OF MONTROSE CREDIT CARD POLICY

City of Montrose may authorize the use of a credit card by any City employee otherwise authorized to make a purchase on behalf of the City as allowed in MN Statute 471.382. All purchases by credit card must otherwise comply with all statutes, rules and policies applicable to City purchases.

A receipt and/or invoice for items charged must be retained and attached to the credit card bill. The payment of the credit card will be approved by the city council along with the payment of other city claims.

Credit card use must comply with laws concerning borrowing. Credit cards will not be used for carrying debt. The entire card balance shall be paid in full each month. (*MN Stat Ch 475*)

Employees authorized to use the City of Montrose's fuel credit card(s) include employees or volunteers who are members of: Public Works Department and Fire Department. Purchases shall be for vehicle fuel, oil and other items related to the operation of the vehicle or that department.

City credit cards will be issued through the City Clerks' office. All cards must be returned to the City Clerk-Treasurer when renewed or upon leaving the employment of the City. A lost or stolen credit card must be reported immediately.

No employee will intentionally use a City of Montrose credit card for personal purchases. Unauthorized use or abuse of a city credit card will result in disciplinary action, up to and including termination of employment. All personal charges must be paid back to the City of Montrose immediately.

Supporting documents and/or invoices will be submitted to the City Clerk-Treasurer's Office to be reconciled with the credit card statement and attached to the claim for payment processing. Department Heads shall review all credit card purchases made on behalf of their department and recommend or deny approval for payment. A description of the purchase will be noted on the invoice and/or receipt.

The City Clerk's Office shall keep a record of all persons issued a credit card or having authorization to use a City credit card. Authorized persons will receive, sign and file an acknowledgment form regarding credit card use. See attached.

Dated: March 9, 2020

Michelle Otto, Mayor

Attest:

Deborah Boelter
City Clerk-Treasurer

CITY OF MONTROSE
CREDIT CARD POLICY

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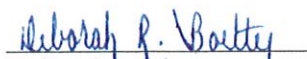
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The City Clerk's Office shall keep a record of all persons issued a credit card or having authorization to use a City credit card. Authorized persons will receive, sign and file an acknowledgment form regarding credit card use. See attached.

Dated: February 11, 2019


 Michelle Otto, Mayor

Attest:


 Deborah Boelter
 City Clerk-Treasurer

Adopted: _____

Reviewed: _____

Revised: _____

CITY OF MONTROSE ELECTRONIC FUNDS TRANSFER

I. Purpose

The purpose of this policy is to set forth the circumstances in which the City of Montrose may make electronic funds transfers.

II. Policy

It is the policy of the City of Montrose to abide by Minnesota Statute § 471.38 when making an electronic funds transfer.

III. Transfers Allowed for Certain Purposes

The City of Montrose may make an electronic funds transfer for the following:

1. For a claim for a payment from an imprest payroll bank account or investment of excess money;
2. For a payment of tax or aid anticipation certificates;
3. For a payment of contributions to pension or retirement funds; and
4. For vendor payments;
5. For payment of bond principal, bond interest, and a fiscal agent service charge from the debt redemption fund.

IV. Policy Controls

The City of Montrose will only make payments via electronic funds if the following policy controls are met:

1. The City Council must delegate the authority to make electronic fund transfers to a designated business administrator or the administrator's designee;
2. The disbursing bank must keep on file a certified copy of the delegation of authority;

Adopted: _____

Reviewed: _____

Revised: _____

3. The initiator of the electronic transfer must be identified;
4. The initiator must document the request and obtain an approval from the city clerk before initiating the transfer;
5. A written confirmation of the transaction within one business day
6. A list of all transactions made by electronic funds transfer must be submitted to the City Council at the next regular meeting after the transaction.

V. Delegation of Authority

The City Clerk-Treasurer of the City is designated as the business administrator of the City and is responsible for electronic funds transfers and activities under the direction of this policy. The City Clerk-Treasurer may delegate certain duties to appropriate staff, but shall remain responsible for the operation of the transfer program.

Legal References: Minnesota Statute § 124E.16, subd. 1
Minnesota Statute § 471.38, subds. 3 and 3a

CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA

RESOLUTION NO. 2020-08

RESOLUTION AUTHORIZING A CHANGE TO THE BANK SIGNATURE CARDS

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

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

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

Adopted by the Montrose City Council on March 9, 2020.

Michelle Otto, Mayor

Deborah Boelter, City Clerk-Treasurer



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 March 2, 2020

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
911 Hang-up Total: 5					
02/01/20 03:16	911 Hang-up	2020008608			911
02/08/20 09:16	911 Hang-up	2020010627			911
02/08/20 17:52	911 Hang-up	2020010758			911
02/14/20 21:40	911 Hang-up	2020012462			911
02/24/20 07:32	911 Hang-up	2020015237			911
911 Open Line Total: 3					
02/02/20 00:44	911 Open Line	2020008915			911
02/14/20 07:14	911 Open Line	2020012199			911
02/28/20 14:48	911 Open Line	2020016638			911
911 Open Line; Public Disturbance Total: 1					
02/18/20 00:32	911 Open Line; Public	2020013455	911 Open Line	WP20005097	911
Agency Assist Total: 2					
02/20/20 16:59	Agency Assist	2020014202	Agency Assist	WP20005424	Phone
02/21/20 23:27	Agency Assist	2020014546	Agency Assist	WP20005554	Phone
Animal - Abuse Total: 1					
02/12/20 11:46	Animal - Abuse	2020011756	Animal - Abuse	WP20004541	Phone
Assault Total: 1					
02/07/20 22:04	Assault	2020010505	Disorderly	WP20004118	Phone
Burglary Total: 1					
02/08/20 19:26	Burglary	2020010792	Burglary	WP20004202	Phone
Check Welfare Total: 4					
02/10/20 13:42	Check Welfare	2020011198	Check Welfare	WP20004333	Phone
02/16/20 23:16	Check Welfare	2020013181	Check Welfare	WP20005002	Phone
02/18/20 13:08	Check Welfare	2020013572	Check Welfare	BP20001611	911
02/25/20 07:07	Check Welfare	2020015583	Check Welfare	WP20005899	Phone
Citizen Aid Total: 2					
02/17/20 00:35	Citizen Aid	2020013193	Citizen Aid	WP20005008	911
02/21/20 17:38	Citizen Aid	2020014464	Citizen Aid	WP20005530	Phone
Civil Complaint Total: 7					
02/02/20 13:08	Civil Complaint	2020009028	Civil Complaint	WP20003549	Phone
02/06/20 18:17	Civil Complaint	2020010144	Civil Complaint	WP20003991	Phone
02/09/20 19:45	Civil Complaint	2020011018	Civil Complaint	WP20004278	Phone
02/10/20 21:00	Civil Complaint	2020011314	Civil Complaint	WP20004385	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
02/18/20 07:23	Civil Complaint	2020013486	Civil Complaint	WP20005111	Phone
02/18/20 13:24	Civil Complaint	2020013578	Civil Complaint	WP20005148	Phone
02/28/20 18:25	Civil Complaint	2020016714	Civil Child Custody	WP20006305	Phone
Civil Process Total: 3					
02/05/20 14:51	Civil Process	2020009843			Officer
02/06/20 15:55	Civil Process	2020010091			Officer
02/11/20 17:11	Civil Process	2020011547			Officer
Commercial General Alarm Total: 1					
02/11/20 06:46	Commercial General	2020011377	Commercial General Alarm	WP20004402	Phone
Court Order Violation Total: 2					
02/27/20 18:22	Court Order Violation	2020016393	Court Order Violation	WP20006191	Phone
02/28/20 20:49	Court Order Violation	2020016754	Court Order Violation	WP20006315	
Criminal Damage to Property Total: 1					
02/29/20 14:58	Criminal Damage to	2020016979	Criminal Damage to Property	WP20006398	Phone
Disorderly Total: 1					
02/20/20 16:26	Disorderly	2020014186	Domestic Disturbance	WP20005414	911
Domestic Disturbance Total: 3					
02/15/20 06:27	Domestic Disturbance	2020012553	Domestic Disturbance	WP20004832	911
02/15/20 17:39	Domestic Disturbance	2020012718	Domestic Disturbance	WP20004887	911
02/19/20 22:59	Domestic Disturbance	2020014012	Noise	WP20005330	911
Drugs Total: 1					
02/16/20 11:53	Drugs	2020012991	Drugs	WP20004963	911
Fire - Burn Permit Total: 1					
02/25/20 10:36	Fire - Burn Permit	2020015635			Phone
Fire - Grass Total: 1					
02/25/20 19:37	Fire - Grass	2020015793	Fire - Grass	WP20005975	911
Fire - Structure Total: 2					
02/19/20 07:37	Fire - Structure	2020013772	Fire - Structure	WP20005229	911
02/25/20 17:08	Fire - Structure	2020015751	Fire - Structure	WP20005962	911
Fraud - Checks - Cards Total: 1					
02/19/20 09:42	Fraud - Checks - Cards	2020013801	Civil Complaint	WP20005248	Phone
Intoxicated Person; Medical - Sick Total: 1					
02/11/20 19:07	Intoxicated Person;	2020011581	Intoxicated Person	WP20004481	Phone
Juvenile - Complaint Total: 1					
02/06/20 11:48	Juvenile - Complaint	2020010034	Juvenile - Complaint	WP20003954	Phone
Lock Out - Lock In Total: 1					
02/27/20 08:37	Lock Out - Lock In	2020016228	Lock Out - Lock In	WP20006122	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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Lost - Found Property Total: 2

02/19/20 07:15	Lost - Found Property	2020013768	Lost - Found Property	WP20005227	
02/20/20 10:49	Lost - Found Property	2020014122	Lost - Found Property	WP20005382	

Medical - Back Pain Total: 1

02/11/20 02:09	Medical - Back Pain	2020011368	Medical - Back Pain	WP20004399	911
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Medical - Bleeding - Lacerations Total: 2

02/04/20 17:02	Medical - Bleeding -	2020009644	Medical - Bleeding -	WP20003791	Phone
02/18/20 08:51	Medical - Bleeding -	2020013511	Medical - Bleeding -	WP20005122	Phone

Medical - Breathing Problems; Medical - Seizure Total: 1

02/24/20 17:16	Medical - Breathing	2020015416	Medical - Breathing Problems	WP20005844	911
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Medical - Carbon Monoxide Inhalation Total: 1

02/15/20 04:41	Medical - Carbon	2020012548	Medical - Carbon Monoxide	WP20004831	911
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Medical - Fall Under 6 Feet Total: 2

02/01/20 22:45	Medical - Fall Under 6	2020008886	Medical - Fall Under 6 Feet	WP20003497	Phone
02/10/20 13:40	Medical - Fall Under 6	2020011197	Medical - Fall Under 6 Feet	WP20004330	911

Medical - Psychiatric - Behavioral Total: 1

02/21/20 05:40	Medical - Psychiatric -	2020014323	Medical - Psychiatric -	WP20005459	911
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Medical - Sick Total: 4

02/06/20 14:24	Medical - Sick	2020010070	Medical - Sick	WP20003965	911
02/13/20 11:44	Medical - Sick	2020012020	Medical - Sick	WP20004637	911
02/17/20 10:37	Medical - Sick	2020013249	Medical - Sick	WP20005032	911
02/19/20 21:44	Medical - Sick	2020013998	Medical - Sick	WP20005325	911

Medical - Sick; Dispatch - CAD - Addressing Problems Total: 1

02/11/20 16:10	Medical - Sick; Dispatch	2020011525	Medical - Sick	WP20004466	911
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Missing Person Total: 1

02/19/20 06:41	Missing Person	2020013757	Check Welfare	WP20005223	911
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Motorist Aid Total: 1

02/13/20 07:44	Motorist Aid	2020011978			Phone
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MVA - Hit & Run Total: 1

02/24/20 12:36	MVA - Hit & Run	2020015327	MVA - Hit & Run	WP20005799	
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MVA - No Injuries Total: 6

02/17/20 14:58	MVA - No Injuries	2020013303	MVA - No Injuries	WP20005050	
02/17/20 17:30	MVA - No Injuries	2020013359	MVA - No Injuries	WP20005068	
02/22/20 14:48	MVA - No Injuries	2020014737	MVA - No Injuries	WP20005627	911
02/27/20 07:37	MVA - No Injuries	2020016215	Agency Assist	WP20006116	911
02/27/20 17:55	MVA - No Injuries	2020016386	MVA - No Injuries	WP20006186	
02/28/20 12:50	MVA - No Injuries	2020016610	MVA - No Injuries	WP20006263	

Neighborhood Dispute Total: 1

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
02/06/20 20:12	Neighborhood Dispute	2020010180	Neighborhood Dispute	WP20004001	
Noise Total: 3					
02/11/20 21:13	Noise	2020011610	Noise	WP20004500	
02/17/20 13:41	Noise	2020013286	Noise	WP20005043	
02/21/20 23:14	Noise	2020014541	Noise	WP20005552	911
Parking Total: 2					
02/04/20 15:39	Parking	2020009627	Parking	WP20003782	
02/19/20 13:50	Parking	2020013868	Parking	WP20005277	
Probation Check Total: 2					
02/13/20 17:04	Probation Check	2020012095			Officer
02/13/20 17:24	Probation Check	2020012102			Officer
Prowler Total: 1					
02/21/20 02:52	Prowler	2020014311	Suspicious - Circumstances	WP20005455	911
Repossession Total: 1					
02/12/20 14:04	Repossession	2020011793			Phone
Residential General Alarm Total: 3					
02/01/20 00:53	Residential General	2020008587	Residential General Alarm	WP20003399	Phone
02/14/20 14:10	Residential General	2020012326	Residential General Alarm	WP20004757	Phone
02/15/20 14:24	Residential General	2020012646	Residential General Alarm	WP20004861	Phone
Residential Medical Alarm Total: 2					
02/04/20 04:16	Residential Medical	2020009490	Residential Medical Alarm	WP20003715	Phone
02/22/20 10:47	Residential Medical	2020014653	Residential Medical Alarm	WP20005599	Phone
SIA Area Watch Total: 1					
02/24/20 06:19	SIA Area Watch	2020015223			
SIA Business Walk Through Total: 4					
02/02/20 06:17	SIA Business Walk	2020008953			
02/02/20 17:09	SIA Business Walk	2020009107			
02/08/20 09:41	SIA Business Walk	2020010637			
02/19/20 08:30	SIA Business Walk	2020013784			
SIA City Council - City Hall Total: 1					
02/10/20 17:59	SIA City Council - City	2020011279			Officer
SIA House Check Total: 1					
02/02/20 15:21	SIA House Check	2020009064			
SIA Other Total: 2					
02/02/20 17:48	SIA Other	2020009110			Officer
02/22/20 00:58	SIA Other	2020014561			
Snowbird Total: 3					
02/13/20 01:16	Snowbird	2020011950	Snowbird	WP20004611	

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
02/13/20 01:40	Snowbird	2020011952	Snowbird	WP20004612	
02/13/20 01:51	Snowbird	2020011955	Snowbird	WP20004613	

Surveillance Total: 2

02/06/20 11:10	Surveillance	2020010022			
02/06/20 12:52	Surveillance	2020010049	Drugs	WP20003997	

Suspicious - Circumstances Total: 1

02/18/20 20:24	Suspicious -	2020013696	Suspicious - Circumstances	WP20005196	Phone
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Suspicious - Person - Vehicle Total: 1

02/11/20 16:50	Suspicious - Person -	2020011542	Suspicious - Person - Vehicle	WP20004471	Phone
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Theft Total: 2

02/11/20 07:14	Theft	2020011381	Theft	WP20004405	Phone
02/22/20 16:57	Theft	2020014777	Theft	WP20005638	Phone

Theft - From Vehicle Total: 2

02/27/20 06:05	Theft - From Vehicle	2020016200	Theft - From Vehicle	WP20006108	Phone
02/29/20 11:58	Theft - From Vehicle	2020016921	Theft - From Vehicle	WP20006378	

Traffic - Complaint Total: 3

02/06/20 00:29	Traffic - Complaint	2020009949	Traffic - Complaint	WP20003911	Phone
02/26/20 08:58	Traffic - Complaint	2020015909	Traffic - Complaint	WP20006012	911
02/29/20 17:15	Traffic - Complaint	2020017031	Traffic - Complaint	WP20006416	911

Traffic Stop Total: 52

02/01/20 00:53	Traffic Stop	2020008586			Officer
02/01/20 11:53	Traffic Stop	2020008680	Traffic Stop	WP20003436	Officer
02/01/20 16:38	Traffic Stop	2020008764	Traffic Stop	WP20003461	Officer
02/01/20 21:31	Traffic Stop	2020008858			Officer
02/04/20 19:34	Traffic Stop	2020009671			Officer
02/06/20 11:13	Traffic Stop	2020010023	Drugs	WP20003942	Officer
02/06/20 23:44	Traffic Stop	2020010224			Officer
02/07/20 16:17	Traffic Stop	2020010391			Officer
02/07/20 17:35	Traffic Stop	2020010411			Officer
02/07/20 21:04	Traffic Stop	2020010481			Officer
02/07/20 21:29	Traffic Stop	2020010490			Officer
02/08/20 16:02	Traffic Stop	2020010723			Officer
02/08/20 18:20	Traffic Stop	2020010768			Officer
02/10/20 16:48	Traffic Stop	2020011249			Officer
02/10/20 19:45	Traffic Stop	2020011301			Officer
02/10/20 20:23	Traffic Stop	2020011306	Traffic Stop	WP20004382	Officer
02/11/20 06:23	Traffic Stop	2020011373			Officer
02/12/20 04:55	Traffic Stop	2020011668			Officer
02/12/20 11:29	Traffic Stop	2020011750	Traffic Stop	WP20004539	Officer
02/13/20 21:28	Traffic Stop	2020012155			Officer
02/14/20 22:27	Traffic Stop	2020012474	Traffic Stop	WP20004799	Officer
02/15/20 11:09	Traffic Stop	2020012597			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
02/15/20 14:58	Traffic Stop	2020012658			Officer
02/15/20 16:37	Traffic Stop	2020012693			Officer
02/15/20 20:34	Traffic Stop	2020012778			Officer
02/15/20 20:35	Traffic Stop	2020012779			
02/15/20 20:50	Traffic Stop	2020012785			Officer
02/15/20 22:07	Traffic Stop	2020012821			Officer
02/15/20 22:10	Traffic Stop	2020012822			Officer
02/15/20 23:00	Traffic Stop	2020012844			Officer
02/15/20 23:35	Traffic Stop	2020012858			Officer
02/16/20 09:23	Traffic Stop	2020012941	Traffic Stop	WP20004945	Officer
02/16/20 16:52	Traffic Stop	2020013083			Officer
02/16/20 19:07	Traffic Stop	2020013119			Officer
02/17/20 00:12	Traffic Stop	2020013192			Officer
02/17/20 01:36	Traffic Stop	2020013201	Traffic Stop	WP20005012	Officer
02/17/20 20:42	Traffic Stop	2020013415			Officer
02/17/20 21:14	Traffic Stop	2020013424	Traffic Stop	BP20001585	Officer
02/20/20 21:44	Traffic Stop	2020014273			Officer
02/22/20 22:28	Traffic Stop	2020014888			Officer
02/24/20 06:24	Traffic Stop	2020015226			Officer
02/24/20 06:37	Traffic Stop	2020015231			Officer
02/24/20 06:48	Traffic Stop	2020015232			Officer
02/24/20 06:57	Traffic Stop	2020015234			Officer
02/24/20 13:30	Traffic Stop	2020015347			Officer
02/26/20 01:18	Traffic Stop	2020015859			Officer
02/26/20 01:45	Traffic Stop	2020015864			Officer
02/26/20 19:39	Traffic Stop	2020016098			Officer
02/28/20 04:42	Traffic Stop	2020016497	Traffic Stop	WP20006217	Officer
02/28/20 08:07	Traffic Stop	2020016520	Traffic Stop	WP20006224	Officer
02/28/20 22:39	Traffic Stop	2020016780			Officer
02/29/20 01:47	Traffic Stop	2020016820			Officer

Unwanted Person Total: 1

02/15/20 20:54	Unwanted Person	2020012788	Unwanted Person	WP20004903	Phone
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Vehicle Off Road Total: 1

02/17/20 18:04	Vehicle Off Road	2020013377			Phone
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Warrant - Attempt Total: 2

02/04/20 11:44	Warrant - Attempt	2020009580			
02/09/20 21:32	Warrant - Attempt	2020011035			

Total Records: 165



Monthly Activity Report Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief



Period: 02/01/2020 thru 02/29/2020 (FEBRUARY)

CALLS

Total Calls: 21

of Calls FEBRUARY 2019 = 19
2019 vs 2020 (2020 = + 2)

EMS Calls: 16

Other Calls:

- 02/24 - #20035 – Oven Fire – City of Montrose
- 02/19 - #20031 – Structure Fire – City of Montrose
- 02/19 - #20030 – Recycling Yard Fire – Becker – Provide Tender Support
- 02/13 - #20026 – Motor Vehicle Accident – Woodland Township
- 02/06 - #20019 – Lift Assist – Woodland Township

Total calls to Date 2020 – 036

2019 vs 2020 (2020 = - 4)

Total calls this time in 2019 - 040

Call Districts

Montrose City: 13 Franklin Township: 1 Marysville Township: 0
Woodland Township: 6 Other: 1 – Becker, MN

TRAINING:

- 02/04/2020 – Staff Meeting & Truck Maintenance
- 02/11/2020 – Emergency Medical Responder (EMR) refresher – ACLS Co.
- 02/18/2020 – Emergency Medical Responder (EMR) refresher – ACLS Co.

Other Activities, Special Mention, Etc.

- 02/01/2020 – 2020 Firefighter Dinner & Raffle
- 02/06/2020 – Assist with cleanup of bloodmobile @ Community Center
- 02/25/2020 – FE+ED Support
- 02/25/2020 – New Tender Truck Committee Meeting w/ Midwest Fire
- Throughout Month – Assist w/ ice rink flooding & upkeep

SPECIAL INFO

- Firefighter Jacob Moen takes leave of absence effective 02/02/2020

Acknowledgments

- All who attended our 2020 Firefighter Dinner & Gun Raffle
- Firefighter of the year (2019) Tom Weineck
- 2019 Top responders (over 60% response Rate)
Mike Marketon & Willie Bauernschmitt
- Pinning of Eddie Andreoff & Jeff Holt @ Dinner



Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: "... to help other people at all times." Each year tens of thousands of young men strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to *plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community*. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the *impact* or *benefit* the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. If your Scout is to fulfill the requirement, *he* must be the one to lead the project. It is important you work with him and not with his parents or leaders.

Project Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service a Scout may provide as part of his daily life such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout's proposal. Regular communications can make this quick and easy, but be sure you have discussed and considered all aspects of the project with him and that he has a clear understanding of your expectations and limitations. Keep in mind his proposal is merely an overview—not a comprehensive project plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18th birthday.

Approving Project Plans

After his proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Project Plan" form in your Scout's *Eagle Scout Service Project Workbook*, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements *before* work begins.

Permits, Permissions, and Authorizations

- If the project requires building permits, etc., your Scout needs to know about them for his planning. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if he is to assist with this.

Funding the Project

Eagle service projects often require fundraising. Donations of any money, materials, or services must be preapproved by the BSA unless provided by your organization; by the Scout, his parents, or relatives; or by his troop or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

Supervision

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's troop must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, *must* provide the leadership necessary for project completion without adult interference.

Safety

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, *cannot be held responsible for safety*. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and his leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

Project Execution and Approval

After the project has been carried out, your Scout will ask for your approval on his project report. The report will be used in the final review of his qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if he has not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young man's growth.

Navigating the Eagle Scout Service Project is also available for download at: <http://www.scouting.org/advancement>.

Gaga Ball Pit

Importance:

Gaga ball is a game played in an octagonal arena. It is a great sport and can provide hours of fun. I think it would work great in Lions park being it'd be located at the center of town. The gaga ball pit would be great for events in the park for example montrose days and could be used by all montrosian residents.

Cost:

- 420\$ for 12 boards. Each board is 2in x 12in x 16ft pressure treated boards. 35\$ for 1 board. Note: boards will be cut in half for 24 boards for the sides.
- 35\$ for 24 hinges
- 60\$ for 6 boards. Each board is 1in x 6in x 12ft pressure treated boards. 10\$ for 1 board. Note: boards will be cut into smaller size for the side supports of the walls.
- 15\$ for a 5lb pack of 2in deck screws.
- Tamping machines are 86\$ per day as well as a 150\$ deposit on the Tamping machine.
- TOTAL Cost = 766~

Plan:

Requesting for 850\$ for Funding for the Gaga ball pit materials and tools needed to build the pit. All overflow funding would be returned to the city. Boy Scouts would provide the needed labor to build the Gaga ball pit.

The 850\$ for funding does not include class 5 which would go below the Gaga ball pit to provide a base. I also request that the city pay for the class 5 to go below the Gaga ball walls.

Also requesting to make a rule sign. Preferably the same type of sign that the city uses for parks. This sign could be posted near the Gaga ball pit. I've stated the rules below which would be used for the sign.

Rules:

1. All players start with one hand touching the walls of the pit.
2. The game begins with a referee throwing the ball into the center of the pit.
3. When the ball enters the pit players yell "ga" on the balls first bounce and "ga" on the second bounce. The ball would now be in play.
4. Once the ball is in play players can hit the ball with an open or closed fist.

5. If the ball touches a player below the knee he or she is out. (that includes if the player hits him or herself) the out player would then leave the pit. If the player is hit above the knee the player is still in.
6. If a player catches the ball before it bounces, the player who had the last contact with the ball is eliminated.
7. Players cannot hold the ball
8. If the ball goes out of the pit, then the last player to touch it is out.
9. Once the player hits the ball, he or she must wait until the ball touches someone else before hitting it again (no double touches).
10. If there are only two players remaining, a player may hit the ball up to 3 times in a row. The ball is "rejuvenated" by contact with the wall, and the hit count resets.
11. Last player standing is considered the winner of the round.

Examples:





City of Montrose
 Planning and Zoning Commission Meeting
 Montrose Community Center
 200 Center Avenue South
 Wednesday, February 12, 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, February 12, 2020 at 7:00 p.m.

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

2. OATH OF OFFICE

A. Mr. Shawn Cuff

Ms. Deborah Boelter, City Clerk-Treasurer, administered the Planning and Zoning Oath of Office to Mr. Shawn Cuff.

3. ROLL CALL

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

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

4. PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was taken.

5. APPROVAL OF THE AGENDA

Commissioner Henry motioned to approve the February 12, 2020 Planning and Zoning Commission Meeting Agenda. Commissioner Scanlon seconded the motion. Motion carried 5-0.

6. APPROVAL OF THE MINUTES

A. January 8, 2020 Planning and Zoning Commission Meeting

Commissioner Henry motioned to approve the Planning and Zoning Commission Meeting minutes of January 8, 2020. Commissioner Scanlon seconded the motion. Motion carried 5-0.

7. OLD BUSINESS

A. Consider Administrative Fines and Abatement Process Ordinance Updates

Mr. Ryan Grittmann, City Planner stated that at the January 8, 2020 Planning and Zoning Commission Meeting, the Commission held a Public Hearing related to administrative fines and the abatement process. The Planning and Zoning Commission tabled action on the Ordinance updates and directed staff to do the following:

- Create a definition for "Hearing Officer".
- Provide a specific number of days to correct a violation.
- Provide a specific outline for a code enforcement procedure.
- Provide samples of ordinances from other communities.

Mr. Grittmann stated that the he Ordinance changes that occurred after the January 8, 2020 Planning and Zoning Commission Meeting are in red text on the DRAFT documents presented to the Commission for tonight's Meeting.

Mr. Grittmann gave an overview of the amendments to the Ordinances:

Hearing Officer Definition. Staff has created a definition of Hearing Officer and placed it in the definitions section of the Ordinance. "Land Use Attorney" and "neutral third party" have been included in the definition. The definition is provided in the general City Code, as that is where the enforcement and appeal process is described. The Zoning regulations refer to the City Code process.

Timeline to Correct Violation. The Planning and Zoning Commission requested that the Ordinance layout a specific timeframe for compliance. Staff has rewritten Section 1003-9-B.-7 and 1003-9-B.8 to create a more specific outline. The timeline is determined by the Zoning Administrator, unless otherwise stated by Ordinance, and in general cases would be expected to be thirty (30) days. The Zoning Administrator would have the ability to shorten the timeline for compliance – this would typically be in the case of a significant emergency, or where appeal timing would be better served by some other specific requirement.

Provide a Specific Outline for Code Enforcement Procedure. Section 1003.-9-B.7 has been revised to provide a more specific code enforcement procedure that includes the City Attorney sending a notice by certified mail requesting a correction to the violation.

Sample Community Ordinances. Staff has provided samples from the cities of Otsego, Minnesota and St. Francis, Minnesota. These examples are most typical of the ordinances relating to administrative fines and enforcement. The primary difference between these two (2) examples is due to different codifiers. Most codes, where they have been adopted, follow these examples. Albertville, Minnesota's code; as an example, is nearly identical to the Otsego, Minnesota example, and as such, staff did not reproduce it for tonight's Meeting.

Mr. Grittmann stated that the proposed Ordinance amendments for the City of Montrose draw from these and other examples, fitting the material into the City's current code format.

Mr. Grittmann stated that staff has assembled the additional materials requested by the Planning and Zoning Commission. Hopefully, the revised DRAFTS (for both the Zoning and City Code) reflect the direction of the Commission, and staff believes that the proposed language will serve the City well in this regard. As noted in previous correspondence, remedying code violations can be a difficult (and sometimes unpopular) function of City government. This can be particularly so when the violations that are discovered are important; but, don't rise to the level of requiring the extraordinary measures that result in a misdemeanor charge or an abatement action.

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

Commissioner Scanlon asked about the language that states, "In no case shall the deadline be longer than thirty (30) days from the date of first notice is mailed." Commissioner Scanlon asked if it should state, "thirty (30) days from the date of the last letter sent to the property owner." Mr. Grittmann stated that he would make the change. He continued by stating that typically a property owner does remediate the code violation within the thirty (30) days of the first letter that they receive.

Commissioner Gurneau asked if the Hearing Officer has to be a Land Use Attorney. She continued by asking if there are any Land Use Attorneys in the area. Mr. Grittmann stated that staff will compile a list of eligible Land Use Attorneys.

Commissioner Gurneau asked the Planning and Zoning Commission Members if they were comfortable with moving the Zoning Ordinance and City Code amendments forward to the City Council for their consideration.

The Planning and Zoning Commission Members discussed and were in agreement that they would like to recommend that the City Council consider and approve the aforementioned Zoning Ordinance and City Code amendments in regards to administrative fines and the abatement process.

Commissioner Emery motioned to recommend that the City Council consider and approve the proposed amendments to the Zoning Ordinance and City Code in regards to administrative fines and the abatement process. Commissioner Henry seconded the motion. Motion carried 5-0.

8. NEW BUSINESS.

A. City Planner Updates

1. Preserve Housing Development

Mr. Grittmann gave an update on the proposed *Preserve Housing Development*. He continued by stating that the developer is still working on finding a contractor to test the function of the utilities at the *Preserve* site.

2. Former Casey's Building

Mr. Grittmann stated that he has not been able to get in touch with the owner of the former Casey's Building. He will continue to contact the owner to get a meeting scheduled.

Commissioner Henry stated that someone should be monitoring the property; because, residents are allowing their dogs to relieve themselves in the parking lot and are not picking up the excrement deposits.

Mr. Grittmann stated that City staff can forward the information to the Wright County Sheriff's Office and ask their Deputies to keep an eye on the property.

Mr. Grittmann stated that the property is private property.

Ms. Boelter stated that the City Planner has informed the property owner what steps he is required to fulfill to be able to operate his business at the former Casey's Building; however, the owner has not responded back to the City.

Ms. Boelter also stated that the City's Economic Development Authority (EDA) wants to meet with the property owner to determine if there is any financing assistance that they can offer the property owner to assist him in getting his business started.

3. Renewable Energy – Proposed Solar Farm

Mr. Grittmann stated that the Solar Farm developer has provided updated plans in response to some questions that the City Council had at their December 9, 2019 Regular City Council Meeting. The updated information will be presented to the City Council at their Monday, March 9, 2020 Regular City Council Meeting.

4. Economic Development Authority – Business and Housing Development Informational Brochure

Ms. Boelter stated that City staff is working with the City Planner, City Engineer, Council Member Marszalek and the City's Economic Development Authority (EDA) to develop a *Business and Housing Development Informational Brochure* for potential developers interested in locating to the City of Montrose.

9. NEXT MEETING

Commissioner Gurneau asked staff what Ordinance amendments that they would like the Planning and Zoning Commission to evaluate at their March 11, 2020 Meeting. Ms. Boelter and Mr. Gritman stated that they have a list of Zoning Ordinances that need to be amended and they will bring something to the Planning and Zoning Commission at their March 11, 2020 Meeting.

A. Wednesday, March 11, 2020 to be held at the Montrose Community Center – 7:00 p.m.

10. ADJOURNMENT

Commissioner Henry motioned to the adjourn the Planning and Zoning Commission Meeting at 7:27 p.m. Commissioner Cuff seconded the motion. Motion carried 5-0.

Tracy Gurneau
Chair
City of Montrose

ATTEST:

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

**ORDINANCE NO. 2020-02
CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA**

**AN ORDINANCE AMENDMENT TO CHAPTER 1003-9 OF THE ZONING ORDINANCE
OF THE CITY OF MONTROSE, RELATED TO ADMINISTRATIVE FINES AND
ABATEMENTS**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONTROSE THAT THE
FOLLOWING CHAPTER AND SECTIONS OF THE ZONING ORDINANCE ARE
AMENDED TO READ AS FOLLOWS:**

Section 1. Chapter 1003-9 Enforcement is amended as follows:

1003-9: ENFORCEMENT: This Ordinance shall be administered and enforced by the Zoning Administrator. The Zoning Administrator may institute in the name of the City of Montrose any appropriate actions or proceedings against a violator. Whenever a violation of this Ordinance occurs, or is alleged to have occurred, any person may file a written complaint. Such complaint shall state fully the causes and basis thereof and shall be filed with the Zoning Administrator. That person shall record properly such complaint, immediately investigate, and take action thereon as provided by this Ordinance and any other applicable sections of the City Code or City's Zoning Ordinance.

- A. Violation. Any person who violates any provisions of the Montrose Zoning Ordinance shall be found guilty of a misdemeanor and shall, upon conviction, be charged pursuant to Sections 10 or 25 of the City Code, or other section as applicable. Each day that a violation exists shall constitute a separate offense.
- B. Enforcement Procedure: For the enforcement of the provisions of the Zoning Ordinance, the first zoning violation notice shall be sent by regular mail, and the second notice will be sent by certified mail to the property owner of which the violation is taking place. If necessary, a third letter shall be sent by the City Attorney by Certified Mail. A copy of the zoning violation notice shall be sent to the City Council, Planning Commission, Police Chief, and City Attorney. The zoning violation notice shall contain the following information:
 - 1. A description of the violation which is taking place.
 - 2. A picture (if possible) of the violation which is taking place.
 - 3. Location and/or address of the property at which the violation is taking place.
Montrose Zoning Ordinance 1003-8
 - 4. Identification of the section of the Zoning Ordinance which is being violated.

5. Date the violation was discovered.
 6. Steps necessary to correct the violation.
 7. Unless the deadline for compliance is specifically noted by ordinance, the deadline in which the violation must be corrected, will be at the discretion of the Zoning Administrator. In no case shall the deadline be longer than thirty (30) days from the date the first notice is mailed.
 8. If the subject site contains more than one violation, each violation shall be noted in each letter. In some cases, separate violations may be allotted a different amount of time for compliance. In no case, shall a violation be allotted more than thirty 30 days to comply.
- C. Correction of the Zoning Violation: Correction of the violation in the manner stipulated by the zoning notice violation, at any point during this enforcement process, shall deem the zoning violation notice null and void, and enforcement activity shall cease.
- D. Failure to Correct Zoning Violation – Enforcement Remedies: Failure to correct the zoning violation shall result in the City pursuing enforcement action following notification to the property owner, with the City having the authority to carry out the following enforcement remedies:
1. Withhold Permits: The City shall have the authority to withhold any permits or City approvals which are necessary until the violation is corrected to the City's satisfaction.
 2. Stop Work Order: The City shall have the authority to issue a stop work order on the subject violation.
 3. Administrative Fine. The City shall have to authority to impose an administrative fine to the owner of record where the violation exists. The fine shall be in accordance with Chapter 25 of the City Code.
 4. Abatement: The City shall have the authority to require that the violation be abated by completely removing or stopping the item or use which has been identified in the zoning violation notice in accordance with Section 10.22 of the City Code.
 5. Injunctive Relief: The City shall have the authority to seek an injunction in court to stop any violation of this Ordinance.
 6. Civic Remedies: The City shall have the authority to institute appropriate civil action to enforce the provisions of this Ordinance, and shall recover reasonable court costs and attorney's fees which are incurred due to the enforcement of the subject violation, at the discretion of the court.

7. **Assessment:** The City shall have the authority to use the provisions of Minnesota State Statutes 429, assess any charge against the property benefited, and any such assessment shall, at the time at which taxes are certified to the County Auditor, be certified for collection in the manner that other special assessments are so certified. Montrose Zoning Ordinance 1003-9.
8. **Criminal Remedies:** The City shall have the authority to institute appropriate misdemeanor criminal action for a violation of this Ordinance. Upon conviction, a fine of not less than two hundred dollars (\$200.00) shall be imposed for each day or part of a day that the violation occurs, starting ten (10) days from the date the Zoning Administrator placed in the custody of the U.S. Postal Service, the zoning violation notice, certified or return receipt requested. It shall be unlawful to violate a provision of this Ordinance.
9. **Cumulative Remedies:** The powers and remedies of this section shall not be individually limited and are not exclusive. The powers and remedies of this section are cumulative and all power and remedies may apply, as well as any other remedies allowed under State law.

Section 2. Chapter 1016 is amended as follows:

1016-1: **PURPOSE:** The purpose of this Chapter is to establish general development performance standards. These standards are intended and designed to assure compatibility of uses; to prevent urban blight, deterioration and decay; and to enhance the health, safety and general welfare of the residents of the community.

1016-9: **SMOKE:** The emission of smoke by any use shall be in compliance with and regulated by the State of Minnesota Pollution Control Standards, Minnesota Regulations APC 7017, as may be amended.

1016-10: **DUST AND OTHER PARTICULATE MATTER:** The emission of dust, fly ash or other particulate matter by any use shall be in compliance with and regulated by the State of Minnesota Pollution Control Standards, Minnesota Regulations APC 7011, as may be amended.

1016-11: **AIR POLLUTION:** The emission of air pollution, including potentially hazardous emissions, by any use shall be in compliance with and regulated by Minnesota Statutes 116, as may be amended.

1016-12: **NOISE:** Noises emanating from any use shall be in compliance with and regulated by the State of Minnesota Pollution Control Standards, Minnesota Regulations NCP 7010, as may be amended. In no case shall noise emanations constitute a nuisance as defined and regulated by this Code.

Section 3. This ordinance shall be effective immediately upon its passage and publication.

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

Michelle Otto, Mayor

ATTEST:

Moved by:
Seconded by:

Deb Boelter, City Clerk

Published:
Zoning Ordinance Updated:

ORDINANCE NO. 2020 _____
CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA

AN ORDINANCE AMENDMENT TO CHAPTER 1003-9 OF THE ZONING ORDINANCE
OF THE CITY OF MONTROSE, RELATED TO ADMINISTRATIVE FINES AND
ABATEMENTS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONTROSE THAT THE
FOLLOWING CHAPTER AND SECTIONS OF THE ZONING ORDINANCE ARE
AMENDED TO READ AS FOLLOWS:

Section 1. Chapter 1003-9 Enforcement is amended as follows:

1003-9: ENFORCEMENT: This Ordinance shall be administered and enforced by the Zoning Administrator. The Zoning Administrator may institute in the name of the City of Montrose any appropriate actions or proceedings against a violator. Whenever a violation of this Ordinance occurs, or is alleged to have occurred, any person may file a written complaint. Such complaint shall state fully the causes and basis thereof and shall be filed with the Zoning Administrator. That person shall record properly such complaint, immediately investigate, and take action thereon as provided by this Ordinance and any other applicable sections of the City Code or City's Zoning Ordinance.

A. Violation. Any person who violates any provisions of the Montrose Zoning Ordinance shall be found guilty of a misdemeanor and shall, upon conviction, be charged pursuant to Sections 10 or 25 of the City Code, or other section as applicable. Each day that a violation exists shall constitute a separate offense.

A.B. Enforcement Procedure: For the enforcement of the provisions of the Zoning Ordinance, the first zoning violation notice shall be sent by regular mail, and the second notice will be sent by certified mail ~~or return receipt requested~~ to the property owner of which the violation is taking place. If necessary, a third letter shall be sent by the City Attorney by Certified Mail. A copy of the zoning violation notice shall be sent to the City Council, Planning Commission, Police Chief, and City Attorney. The zoning violation notice shall contain the following information:

1. A description of the violation which is taking place.
2. A picture (if possible) of the violation which is taking place.
3. Location and/or address of the property at which the violation is taking place.
Montrose Zoning Ordinance 1003-8
4. Identification of the section of the Zoning Ordinance which is being violated.

5. Date the violation was discovered.
6. Steps necessary to correct the violation.
7. Unless the deadline for compliance is specifically noted by ordinance, the deadline in which the violation must be corrected, will be at which is at the discretion of the Zoning Administrator. but which In no case may shall the deadline be longer than thirty (30) days from the date the first notice is mailed.
8. If the subject site contains more than one violation, each violation shall be noted in each letter. In some cases, separate violations may be allotted a different amount of time for compliance. In no case, shall a violation be allotted more than thirty 30 days to comply.

B.C. Correction of the Zoning Violation: Correction of the violation in the manner stipulated by the zoning notice violation, at any point during this enforcement process, shall deem the zoning violation notice null and void, and enforcement activity shall cease.

C.D. Failure to Correct Zoning Violation – Enforcement Remedies: Failure to correct the zoning violation shall result in the City pursuing enforcement action following notification to the property owner, with the City having the authority to carry out the following enforcement remedies:

1. Withhold Permits: The City shall have the authority to withhold any permits or City approvals which are necessary until the violation is corrected to the City's satisfaction.
2. Stop Work Order: The City shall have the authority to issue a stop work order on the subject violation.
3. Administrative Fine. The City shall have to authority to impose an administrative fine to the owner of record where the violation exists. The fine shall be in accordance with Chapter 25 of the City Code.
- ~~3.~~ 4. Abatement: The City shall have the authority to require that the violation be abated by completely removing or stopping the item or use which has been identified in the zoning violation notice in accordance with Section 10.22 of the City Code.
- ~~4.~~ 5. Injunctive Relief: The City shall have the authority to seek an injunction in court to stop any violation of this Ordinance.
- ~~5.~~ 6. Civic Remedies: The City shall have the authority to institute appropriate civil action to enforce the provisions of this Ordinance, and shall recover reasonable court costs and attorney's fees which are incurred due to the enforcement of the subject violation, at the discretion of the court.

- ~~6- 7.~~ 7. **Assessment:** The City shall have the authority to use the provisions of Minnesota State Statutes 429, assess any charge against the property benefited, and any such assessment shall, at the time at which taxes are certified to the County Auditor, be certified for collection in the manner that other special assessments are so certified. Montrose Zoning Ordinance 1003-9.
- ~~7- 8.~~ 8. **Criminal Remedies:** The City shall have the authority to institute appropriate misdemeanor criminal action for a violation of this Ordinance. Upon conviction, a fine of not less than two hundred dollars (\$200.00) shall be imposed for each day or part of a day that the violation occurs, starting ten (10) days from the date the Zoning Administrator placed in the custody of the U.S. Postal Service, the zoning violation notice, certified or return receipt requested. It shall be unlawful to violate a provision of this Ordinance.
- ~~8- 9.~~ 9. **Cumulative Remedies:** The powers and remedies of this section shall not be individually limited and are not exclusive. The powers and remedies of this section are cumulative and all power and remedies may apply, as well as any other remedies allowed under State law.

Section 2. Chapter 1016 is amended as follows:

1016-1: **PURPOSE:** The purpose of this Chapter is to establish general development performance standards. These standards are intended and designed to assure compatibility of uses; to prevent urban blight, deterioration and decay; and to enhance the health, safety and general welfare of the residents of the community.

1016-9: **SMOKE:** The emission of smoke by any use shall be in compliance with and regulated by the State of Minnesota Pollution Control Standards, Minnesota Regulations APC 7017, as may be amended.

1016-10: **DUST AND OTHER PARTICULATE MATTER:** The emission of dust, fly ash or other particulate matter by any use shall be in compliance with and regulated by the State of Minnesota Pollution Control Standards, Minnesota Regulations APC 7011, as may be amended.

1016-11: **AIR POLLUTION:** The emission of air pollution, including potentially hazardous emissions, by any use shall be in compliance with and regulated by Minnesota Statutes 116, as may be amended.

1016-12: **NOISE:** Noises emanating from any use shall be in compliance with and regulated by the State of Minnesota Pollution Control Standards, Minnesota Regulations NCP 7010, as may be amended. In no case shall noise emanations constitute a nuisance as defined and regulated by this Code.

Section 3. This ordinance shall be effective immediately upon its passage and publication.

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

Michelle Otto, Mayor

Moved by:
Seconded by:

ATTEST:

Deb Boelter, City Clerk

Published:
Zoning Ordinance Updated:



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
 Telephone: 763.957.1100 Website: www.nacplanning.com

MEMORANDUM

TO: Deb Boelter, City Administrator
 Mayor Otto and Montrose City Council

FROM: Ryan Grittmann/Stephen Grittmann

DATE: March 5, 2020

RE: Montrose – Solar Farm Lease/Status

FILE NO: 273.02

Attached please find the Letter of Intent to lease the City's property for a Solar Farm development with Renewable Properties, LLC. The site location is just east of Highway 25, along the extension of 7th Street, shown on the site plan, also attached to this memorandum. The City Attorney has reviewed the proposal, made comments, and those comments have been incorporated into the Letter of Intent (LOI).

Renewable Properties has executed the LOI, and it awaits the City's signature. The terms of the LOI provide that there may be supplemental documents necessary to finalize details of the agreement. Those supplemental documents would be incorporated into this agreement, if required.

Proposed Council Action:

If the Council believes everything is otherwise in order, staff would recommend Council action to authorize City execution of the agreement. Staff will follow up on the City's behalf as necessary.

LETTER OF INTENT TO LEASE REAL ESTATE (LOI)

The purpose of this letter of intent (“**Letter of Intent**”) is to set forth the basic terms and conditions upon which City of Montrose (“**Lessor**”) and Renewable Properties, LLC (“**Lessee**”) have agreed to enter into an exclusive thirty (30) days negotiating period, for the preparation of a final lease agreement (the “**Lease**”) for the property described on Exhibit A hereto (the “**Property**”). Other than the provisions of Paragraphs 1 and 3, each of which are expressly intended by the parties hereto to be binding, this Letter of Intent is intended to be a non-binding agreement, and shall be superseded by execution and delivery of the Lease and Definitive Agreements (as defined below), unless earlier terminated.

1. **Good Faith Negotiation; Definitive Agreements.** Promptly after the full execution of this Letter of Intent, the parties hereto shall enter into a thirty (30) days exclusive negotiation period (“**Negotiation Period**”) with respect to (a) the preparation and execution of the Lease and, (b) any other document that may be appropriate or necessary in connection with execution and delivery of the Lease (together, the “**Definitive Agreements**”), and (c) a Due Diligence Investigation (defined below) by Lessee. The Lease and Definitive Agreements shall contain representations, warranties, indemnities and covenants that are customary for transactions of this kind. The parties hereto agree to cooperate fully with each other and use commercially reasonable and good faith efforts to negotiate, execute and deliver the Lease and the Definitive Agreements within thirty (30) days after the full execution of this Letter of Intent. The Lease and Definitive Agreements shall be drafted by counsel to Lessee subject to review and modification by the Lessor.

2. **Terms of Lease.** The Lease will include the following terms and conditions:

(a) **Lease.** Lessor will lease the Property to Lessee or its assignee for the purposes of constructing, operating, repairing, replacing, accessing, and maintaining solar facilities, energy storage equipment, transmission lines and all related appurtenances (the “**Project**”).

(b) **Rent.** Upon execution of the Definitive Agreements (the “**Effective Date**”), during the Development Period (as hereinafter defined), Lessee will make a rent payment of One Thousand Dollars (\$1,000.00) per year, payable yearly in advance. During the Extended Term (defined below), Lessee will make a rent payment of One Thousand Dollars (\$1,000.00) per acre per year, payable quarterly in advance. During the Extended Term of the Lease, the rent amount shall escalate annually by 1.5%.

(c) **Lease Period.** The Lease will have an initial “**Development Period**” commencing on the Effective Date and expiring on the twelve (12) months thereafter, as such period may be extended by Lessee for an additional twelve (12) months upon written extension notice by Lessee to Lessor given within the Development Period. Lessee will have the option to terminate the Lease at any time during the Development Period with thirty (30) days written notice to Lessor. The Lease will have a twenty (20) year extended term (the “**Extended Term**”) commencing upon the earlier of (i) the date the Project begins commercial operation or (ii) the expiration of the Development Period. The Lessee will have the right to three (3) extension options, each for a period of five (5) years (each a “**Renewal Term**”), which it may exercise in its sole discretion.

(d) Due Diligence Investigation. During the Negotiation Period and the Development Period, Lessor shall provide Lessee and its employees, agents, representatives and contractors full and complete access to the Property, and all records, surveys, reports, documents and information pertaining to the Property that is in the possession or control of Lessor (collectively, "**Property Information**") so that Lessee may conduct a due diligence investigation of the Property ("**Due Diligence Investigation**"). During the Negotiation Period and the Development Period, Lessee shall identify all acreage to be leased during the Extended Term. Only acreage identified as solar viable and elected by the Lessee to be leased shall be covered under the Extended Term.

(e) Condition of Title. Lessee will obtain, at its own expense, a preliminary report of the condition of title to the Property (the "**Title Report**"), as well as copies of each document underlying any exceptions set forth in said report (each exception, an "**Encumbrance**"), from a title company of Lessee's choosing. If Lessee determines that the existence, use, operation, implementation or exercise of any Encumbrance could delay, interfere with, impair or prevent Lessee's development, operation or financing of the Project, Lessee will notify Lessor of such issue and Lessor shall seek to obtain a release, subordination, non-disturbance agreement, consent or other agreement (in a form and containing provisions reasonably acceptable to Lessee) (together the "**Cure Document**") from the holder of such Encumbrance that will eliminate such issue for the benefit of Lessee. If Lessor is unable to deliver the Cure Document on or before the expiration of the Development Period, at Lessee's option and upon written notice to Lessor on or before the expiration of the Development Period, the Development Period will be extended thirty (30) days for the purpose of Lessor obtaining a Cure Document and delivering the Cure Document to Lessee.

(f) Cooperation. During the Negotiation Period and Development Period and thereafter, Lessor will cooperate in good faith with Lessee, and otherwise provide reasonable assistance, in obtaining all governmental approvals necessary or desirable for development of the Project. In connection with the foregoing, Lessee shall reimburse Lessor for all governmental fees and expenses for permits and licenses incurred by Lessor within thirty (30) days after written demand therefor.

(g) Right to Lease. Lessor represents and warrants to Lessee that it has the legal authority and power to enter into this Letter of Intent and the contemplated Lease and Definitive Agreements and that such actions have been duly authorized by all action necessary on the part of Lessor. The Lease and Definitive Agreements shall contain similar representations and warranties.

(h) Assignment. Lessee will not have the right to assign any of its rights, duties or obligations under the Lease without the prior consent of Lessor, which consent will not be unreasonably withheld, conditioned or delayed. Notwithstanding the foregoing, Lessee will have the right, without consent from Lessor, to assign any of its rights, duties or obligations under the Lease: (i) to a financing party, (ii) to one or more of its affiliates of equal or greater creditworthiness as Lessee, (iii) to one or more third parties in connection with a collateral assignment of rights, mortgage, pledge or otherwise, (iv) to any person or entity succeeding to all or substantially all of the stock or assets of Lessee, or (v) to a successor entity in a merger or

acquisition transaction.

(i) Memorandum of Lease. Upon execution of the Lease, the parties will execute, acknowledge, deliver and record a Memorandum of Lease with respect to the Lease, upon execution of the Lease.

(j) Grant of Security Interest. Lessee will be permitted to grant one or more security interests in the Lease and the improvements and equipment thereon to financing parties and others for purposes of obtaining financing, and the Lease shall contain such provisions protecting the financing parties as are customarily required by lenders providing financing secured by such types of assets.

(k) Taxes. Lessee will be responsible for personal property taxes and any and all franchise fees or similar fees assessed against it due to its ownership of the Project. Lessor shall be responsible for real property taxes and any taxes payable by or assessed against Lessor based on or related to Lessor's overall income or revenues.

3. Data Practices. This Letter of Intent, the Lease and the Project is subject to the Minnesota Government Data Practices Act, Minnesota Statutes Ch. 13 (Data Practices Act). Access to all government data created, collected, received, stored, maintained, or disseminated by the Lessor pursuant to this Letter of Intent, the Lease, or the Project is governed by the Data Practices Act.

4. Legal Counsel and Financial Advice. Prior to fully executing and delivering this Letter of Intent, each party has had the opportunity to consult with its legal counsel and financial advisors in connection with this Letter of Intent. All parties shall be responsible for their own costs and expenses, including costs of legal counsel, in connection with this Letter of Intent.

5. Termination. Except as otherwise agreed to in writing by the parties, if a Lease is not entered into between the parties on or before the expiration of the Negotiation Period, this Letter of Intent will have no further force and effect, except for Paragraphs 3 and 6 which will survive any expiration or termination, and neither party will have any further obligations hereunder other than liability for a breach of the binding provisions noted above.

6. Miscellaneous. If any legal action or other proceeding is commenced to enforce or interpret any provision of this Letter of Intent, the prevailing party shall be entitled to an award of its actual expenses, including (without limitation) reasonable attorney's fees and disbursements. The phrase "prevailing party" shall include a party who receives substantially the relief desired, whether by settlement, dismissal, summary judgment, judgment or otherwise.

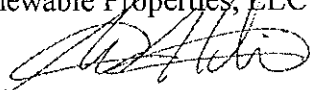
This Letter of Intent dated September 23, 2019 contains the entire agreement between the parties in connection with the subject matter hereof as of the date of this Letter of Intent and supersedes all prior agreements, whether written or oral, between the parties hereto regarding the same subject. This Letter of Intent may only be modified by subsequent written agreement signed by both parties.

Letter of Intent
September 23, 2019
Page 4 of 5

This Letter of Intent shall be governed by and construed in accordance with the laws of the State of Minnesota. All proceedings related to this Letter of Intent shall be venued in Wright County, Minnesota. This Letter of Intent may be executed in any number of counterparts, all of which together shall constitute one agreement.

The parties hereby agree to the forgoing terms and conditions of this Letter of Intent.

Renewable Properties, LLC



By: _____ Date: 10/23/19

Name: Aaron Halimi

Its: President

City of Montrose

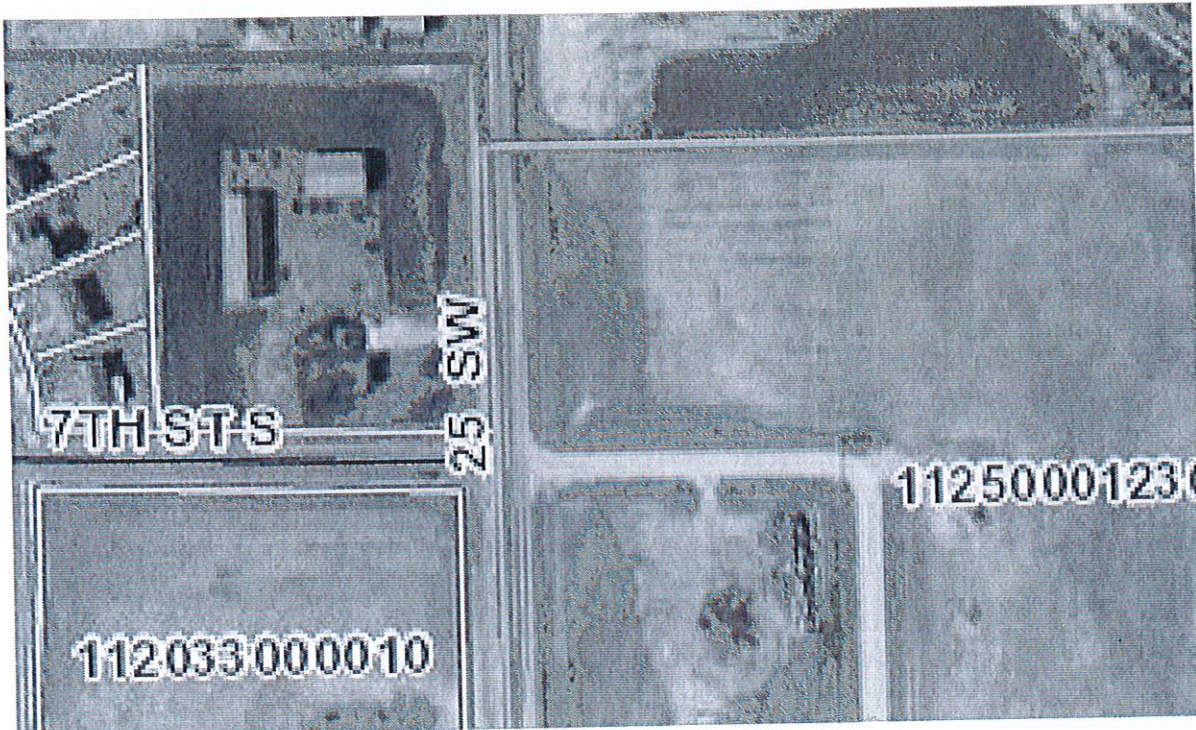
By: _____ Date: _____

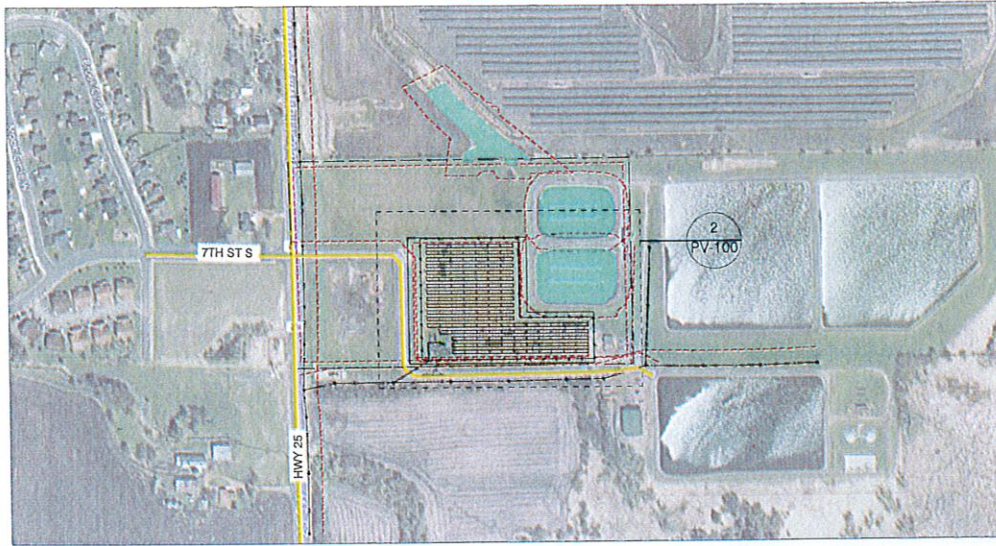
Print Name: _____

Its: _____

Exhibit A

Property Description: Land in Section 1, Township 118N, Range 26W, County of Wright and State of Minnesota described as SECT-01 TWP-118 RANGE-026 UNPLATTED LAND MONTROSE 19.13 AC TH PRT OF SW1/4 OF NW1/4 DES BEG SW COR TH N89D41'0"E ALG S LN 1176.05FT TH N0D19'0"W 708.50FT TH S89D41'0"W1189.19 FT TO W LN TH S01D22'47"E 708.62FT TO POB commonly known as 311 BUFFALO AVE S, MONTROSE MN 55363 containing 19.13 acres more or less Parcel ID: 112500012302





1 ARRAY LOCATION
SCALE: 1"=150'



SYSTEM SPECIFICATIONS	
SYSTEM SIZE DC	1,432.88 kW
SYSTEM SIZE AC	1,300.00 kW
DC/AC RATIO	1.10
MODULE MANUFACTURER	JANCO SOLAR
MODULE MODEL	JANCO 330W
MODULE RATING	330 W
TOTAL MODULES	1,888
MODULES PER STRING	24
TOTAL NO OF STRINGS	79
INVERTER RATING	125 kW
INVERTER MODEL	SP-125000-100000
INVERTER TYPE	1
STEP-UP TRANSFORMER	(1) 15,000/240V, 1000VA
RACKING	GROUND MOUNT FIXED TILT
# OF SP125 MODULE RACKS	142
TILT ANGLE	30°
INTER-ROW SPACING	11.3'
ROW	33.7'
DCR	50%
SITE AREA INSIDE FENCE	4.57 AC

LEGEND	
	240V SP125 MODULES GROUND MOUNT FIXED TILT RACK
	POWER STATION (1) 15,000/240V, 1000VA
	WEATHER STATION (TYP. OF 3)
	SINGLE ROW 180W STRINGS INVERTER (TYP. OF 8)
	20' WIDE SITE ACCESS GRAVEL ROAD
	WETLAND
	PUBLIC ROAD
	PROPERTY LINE
	PROJECT SITE SECURITY FENCE
	SETBACK
	60' OH LINES
	MV CABLE

GENERAL NOTES	
1.	REFER TO SINGLE LINE DIAGRAM FOR DETAILS.
2.	INSTALLATION TO COMPLY WITH NEC 2017 ARTICLE 685 AND ALL APPLICABLE LOCAL, STATE AND NATIONAL CODES OR REGULATIONS.
3.	EQUIPMENT SHALL BE LABELED PER NEC 685 AND UTILITY REGULATIONS.
4.	20' ACCESS ROADS SHALL BE DESIGNED TO ACCOMMODATE ALL CONSTRUCTION, OPERATIONS, MAINTENANCE AND UTILITY TRAFFIC THROUGHOUT THE SITE.
5.	DISCREPANCIES TO PROPERTY LINES AND EXISTING FEATURES ARE APPROXIMATE. FENCING SURVEY.



I HEREBY CERTIFY THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY OR UNDER MY DIRECTION, SUPERVISION AND SEAL BY A duly REGISTERED PROFESSIONAL ENGINEER UNDER THE SEAL OF THE STATE OF MINNESOTA.

BUFFALO AVENUE SOLAR

MINN. REG.
MONTROSE, MN 55363, USA
LAT: 45.057789°
LON: -93.908321°

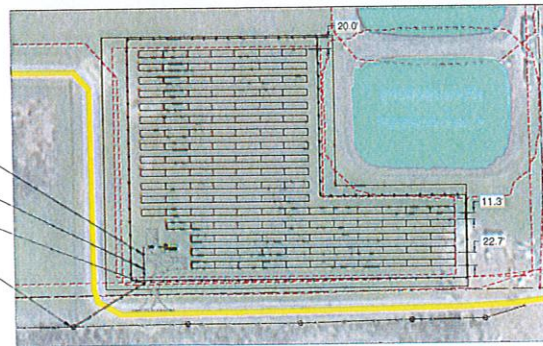
NO.	DESCRIPTION	DATE
1	FOR UTILITY APPLICATION - 10/20/19	

SHEET TITLE
SITE PLAN

DRAWING NO.:
PV-100

DRAWN BY:	LR
REVIEWED BY:	
DATE:	12/27/19
SCALE:	AS SHOWN
PROJECT NO.:	

- (N) PROJECT RISER POLE (PROJECT GOAB & FUSED CUTOUTS)
- (N) UTILITY POLE (UTILITY MAIN SERVICE METER)
- (N) UTILITY POLE (UTILITY GOAB - TBD)
- (E) UTILITY POLE (POI)



2 ARRAY PLAN
SCALE: 1"=75'



BUFFALO
AVENUE SOLAR

B	FOR UTILITY APPLICATION	1/20/1996
REV. NO.	DESCRIPTION	DATE

DRAWING NO.:
E-101

DRAWN BY	LR
REVIEWED BY:	
DATE:	12/27/19
SCALE	AS SHOWN
PROJECT NO.	



SYSTEM SPECIFICATIONS	
SYSTEM SIZE DC	1,422.26 kW
SYSTEM SIZE AC	1,000.00 kW
DC/AC RATIO	1.42
MODULE MANUFACTURER	JINKO SOLAR
MODULE MODEL	MONO-SI 72H-W
MODULE RATING	250 W
TOTAL MODULES QTY	3,893
MODULES PER STRING	18
TOTAL NO. OF STRINGS	216
INVERTER MODEL	BLUENRG 50-15H-V
INVERTER RATING	125 kW
INVERTER QTY	8
STEP UP TRANSFORMER	(1) 12 x 750/500V 1000kVA

1. ZERO SEQUENCE CURRENT
 $X_{0S} = 0.03 + j0.95 = 0.95 \angle 90^\circ \text{ (0.262 + j1.0) } = 1.0218 \angle 91.9^\circ$
 (NOTE: 1 PU IS BASED ON $Z_{base} = 1000 \text{ ohms}$)

2. BASE IMPEDANCE $Z_{base} = 1000 \text{ ohms}$ $V_{base} = 6.9 \text{ kV}$ $I_{base} = 1000 / 6.9 = 144.9 \text{ A}$

3. $X_{0S} = 1.0218 \angle 91.9^\circ$ $X_{0T} = X_{0S} / 4 = 0.2554 \angle 91.9^\circ + j0.2384$

4. DRIVING IMPEDANCE EQUIPMENT TO WITHSTAND A MINIMUM OF $V_L = 1 \text{ kV}$ AND $I_L = 100 \text{ A}$ (NOTE: V_L APPROXIMATED AS $V_L = V_{LL}/2$)

5. $X_{0L} = 0.216 \angle 0^\circ$ $V_L = 1 \text{ kV}$

6. BASE CURRENT VALUE
 $I_{base} = 1000 \text{ VA} / Z_{base} = 1000 \text{ VA} / 1000 \Omega = 1 \text{ A}$

7. PER UNIT ZERO SEQUENCE CURRENT
 $I_{0pu} = V_{0pu} / Z_{0pu} = 0.51 / 2.5 = 0.204 \text{ pu}$

8. ZERO SEQUENCE CURRENT
 $I_0 = I_{0pu} \times I_{base} = 0.204 \text{ pu} \times 144.9 \text{ A} = 29.567 \text{ A}$

9. SEQUENTIAL CURRENT
 $I_{1-3} = 2.9 \times I_0 = 2.9 \times 29.567 \text{ A} = 85.744 \text{ A}$

10. MINIMUM WITHSTAND FAULT CURRENT RATING = 2950 A

1. EQUIPMENT USED SHALL BE AS LISTED AS PER STANDARDS LISTED BELOW
- 1.1 INVERTERS UL1741
- 1.2 MODULES UL723
- 1.3 RACKING PER NEC OR 3103
2. EQUIPMENT SELECTION, PV SYSTEM DESIGN AND INSTALLATION SHALL BE AS PER NEC 2017 STANDARDS AND THE PERMITTED SYSTEM IS A UTILITY INTERACTIVE SYSTEM AND SHALL BE DESIGNED, INSTALLED, AND OPERATED IN COMPLIANCE WITH APPROPRIATE STANDARDS SUCH AS: NFPA, IEEE, NEC, AND IEEE.
3. THE LOW VOLTAGE SWITCH-GROUND BREAKER SHALL OPEN BY TRIP COIL WHEN EXCESS IS ENERGIZED WHEN THE CURRENT FLOWS THROUGH THE ZIG ZAG TRANSFORMER.
4. SOLAR PV SYSTEM RATED AT 1000KW AT UTILITY POWER FACTOR
5. SEE SHEET E-102 FOR LABEL REQUIREMENTS

- 1 MAIN SERVICE METER, 3P, 4W SERVICE, PROVIDE PLACARD "GENERATION SYSTEM CONNECTED" FINAL SPECIFICATIONS BY UTILITY. CUSTOMER TO PROVIDE AND INSTALL PER UTILITY STANDARDS
- 2 MINIMUM GROUNDING TRANSFORMER SIZE CALCULATIONS SHOWN
- 3 38 MODULES PER STRING 240V SOLAR JAM240M 72H V, 360W MODULES
- 4 EXPULSION FUSE (TBO), CURRENT LIMITING FUSE (TBO), AND LOAD BREAK DISCONNECT
- 5 UTILITY AC DISCONNECT.

1	PRODUCTION METER	13	CAUTION MAXIMUM OPERATING CURRENT MAXIMUM OPERATING AC VOLTS	1200 A 600 V
2	PHOTOVOLTAIC POWER SOURCE	14	CAUTION MAXIMUM OPERATING CURRENT MAXIMUM OPERATING AC VOLTS MAXIMUM AC POWER MAXIMUM AC CURRENT OVERCURRENT PROTECTION RATING	600 V 60 Hz 1.0 MW 1200 A 1600A
3	WARNING ELECTRIC SHOCK HAZARD THE DC CONDUCTORS OF THIS PHOTOVOLTAIC SYSTEM ARE UNGROUNDED AND MAY BE ENERGIZED			
4	WARNING ELECTRIC SHOCK HAZARD DO NOT TOUCH THESE TERMINALS. TERMINALS ON BOTH LINE AND LOAD SIDES MAY BE ENERGIZED IN THE OPEN POSITION			
5	WARNING ELECTRIC SHOCK HAZARD WHEN A GROUND FAULT IS ACTIVE, CONDUCTORS THAT ARE NORMALLY GROUNDING MAY BE ENERGIZED AND ENERGIZED			
6	CAUTION PHOTOVOLTAIC SYSTEM IS BACKFED			
7	WARNING TURN OFF AC DISCONNECT PRIOR TO WORKING INSIDE PANEL			
8	DO NOT DISCONNECT UNDER LOAD			
9	PV SYSTEM DC DISCONNECT			
10	MAIN PV SYSTEM AC DISCONNECT			
11	CAUTION PHOTOVOLTAIC ENERGY IS BEING FED INTO THIS SYSTEM			
12	CAUTION DUAL POWER SOURCE SECOND SOURCE IS A PV SYSTEM			

LABEL LOCATIONS / DETAILS	
1	PRODUCTION METER
2	UTILITY AC DISCONNECT, MAIN SERVICE DISCONNECT, AC DISCONNECT
3	DC DISCONNECT, INVERTER(S)
4	UTILITY AC DISCONNECT, MAIN SERVICE DISCONNECT, AC DISCONNECT
5	DC DISCONNECT, INVERTER(S)
6	UTILITY AC DISCONNECT, MAIN SERVICE DISCONNECT, AC DISCONNECT
7	UTILITY AC DISCONNECT
8	UTILITY AC DISCONNECT
9	DC DISCONNECT, INVERTER(S)
10	UTILITY AC DISCONNECT, MAIN SERVICE DISCONNECT
11	LVAC COMBINING SWITCHGEAR, PRODUCTION METER
12	LVAC COMBINING SWITCHGEAR, PRODUCTION METER
13	LVAC COMBINING SWITCHGEAR, PRODUCTION METER, UTILITY AC DISCONNECT
14	LVAC COMBINING SWITCHGEAR, PRODUCTION METER, UTILITY AC DISCONNECT

RENEWABLE PROPERTIES

WEEDEN COPY THIS PLAN, SPECIFICATIONS OR REPORTS PREPARED BY OR UNDER MY SUPERVISION IN ACCORDANCE WITH THE PROFESSIONAL ENGINEER ACT OF MINNESOTA. LICENSE # 10544 DATE 12/1/19

BUFFALO AVENUE SOLAR

MN 25,
MONTROSE, MN 55363, USA

LAT: 45.057786°
LON: -93.908321°

NO.	DESCRIPTION	DATE
1	FOR UTILITY APPLICATION	12/27/19

SHEET TITLE

LABELS

DRAWING NO: **E-102**

DRAWN BY: LR

REVIEWED BY:

DATE: 12/27/19

SCALE: AS SHOWN

PROJECT NO:

NOTES

- ALL PLAQUES AND SIGNAGE REQUIRED BY 2017 NEC 690 WILL BE INSTALLED AS REQUIRED.
- LABELS, WARNING(S) AND MARKING SHALL COMPLY WITH ANSI Z535.4.
- A PERMANENT PLAQUE OR DIRECTORY SHALL BE INSTALLED PROVIDING THE LOCATION OF THE SERVICE DISCONNECTING MEANS IF NOT IN THE SAME LOCATION IN COMPLIANCE WITH NEC 690.56(B).

City of Montrose
 Economic Development Authority Meeting
 Montrose City Hall
 Conference Room
 311 Buffalo Avenue South
 Tuesday, February 18, 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, February 18, 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 Joe Rasmussen
 EDA Member Sonya Tourville

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

3. APPROVAL OF AGENDA

Mr. Baumgard motioned to approve the Tuesday, February 18, 2020 Economic Development Authority Agenda. Ms. Tourville seconded the motion. Motion carried 5-0.

4. APPROVAL OF MINUTES

A. January 21, 2020 Economic Development Authority Meeting Minutes

Council Member Moynagh motioned to approve the Tuesday, January 21, 2020 Economic Development Authority Meeting minutes. Mr. Baumgard seconded the motion. Motion carried 5-0.

5. TREASURER'S REPORT

A. Economic Development Authority Fund

Ms. Boelter and Mr. Baumgard reviewed the EDA Fund and the Minnesota Investment Fund.

B. Compensation for Meeting Attendance – Resolution No. 2020-07

Council Member Marszalek presented Resolution No. 2020-07 *A Resolution Establishing Salaries for Commissioners of the Montrose Economic Development Authority* that was approved by the City Council at their February 10, 2020 Regular City Council Meeting.

6. OLD BUSINESS

Mr. Rasmussen gave an update on his conversation with the Minnesota Department of Transportation (MN DOT) Engineer, Ms. Terri Odegaard, regarding traffic flow improvements to the Zephyr Avenue and United States Highway Twelve (U.S. Highway 12) intersection.

7. NEW BUSINESS

A. Montrose Economic Development Authority Informational Brochure and Website

Council Member Marszalek stated that the City of Montrose has budgeted in the year 2020 to hire a student intern to evaluate and possibly revamp the City of Montrose's Website; in particular, the Economic Development Authority (EDA) information found on the Website.

He continued by stating that the intern would also be responsible for preparing a brochure that contains information for business and housing developers who may be interested in locating to the City of Montrose. The brochure and Website information would include such items as: land available for purchase and development, contact information, finance assistance options that are available, the City's process for a proposed development, vacant buildings available, zoning maps and more.

Council Member Marszalek stated that City staff will be putting together a job description, proposed wage and other information regarding the intern to present to the City Council for discussion and approval to advertise.

Ms. Tourville stated that this type of brochure would also be a helpful tool for the Montrose Waverly Chamber of Commerce (Chamber). Council Member Marszalek stated that the intern and City staff would also work with representatives of the Chamber to develop a thorough and accurate informational brochure.

B. Training Opportunities – Wright County Economic Development Partnership

Mr. Duane Northagen, Executive Director of the Wright County Economic Development Partnership (WCEDP) provided the EDA Members with information on the WCEDP that included:

- ✓ Their Mission Statement.
- ✓ Partners of the WCEDP.
- ✓ Economic Development Goals and Objectives.
- ✓ Special Partnerships and Events.
- ✓ The Future of the WCEDP.
- ✓ Mr. Northagen's Career Background and Involvement.
- ✓ The Hiring Process of a New Executive Director.

C. Updates

i. Possible Business Opportunities

Council Member Marszalek gave an overview of some businesses that have shown an interest in locating to the City of Montrose.

ii. Montrose Business of the Year

Council Member Moynagh recommended that the City's EDA work with the Montrose Waverly Chamber of Commerce to develop a program for recognizing a *Business of the Year*. The EDA Members discussed and were in agreement that it was a great idea.

8. ADJOURNMENT

Council Member Moynagh motioned to the adjourn the Economic Development Authority Meeting at 12:57 p.m. Mr. Rasmussen seconded the motion. Motion carried 5-0.

Council Member Tom Marszalek
President
City of Montrose Economic Development Authority

ATTEST:

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



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2040 Highway 12 East
Willmar, MN 56201-5818

Ph: (320) 231-3956
Fax: (320) 231-9710
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MEMORANDUM

Date: March 3, 2020

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

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

Subject: Regional Park – Combined Use Park Shelter Building
City of Montrose
Project No.: W13.120546

Included in the City's current Capital Improvement Plan is the construction of a combined use park shelter within the Regional Park.

A grant is available through the DNR which includes picnic shelters as an eligible item. The maximum grant award amount is \$250,000 and must include a minimum 50% match from the City of Montrose. In kind labor provided by the City of Montrose can also be used towards the 50% match. The total amount available state-wide for this grant cycle is between \$385,000 and \$850,000. Therefore, the program will be very competitive.

The deadline to submit an application is March 27, 2020. Construction could occur in the 2021 construction season with a project completion date of June 30, 2022.

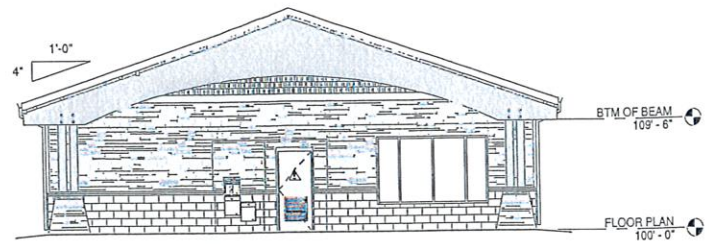
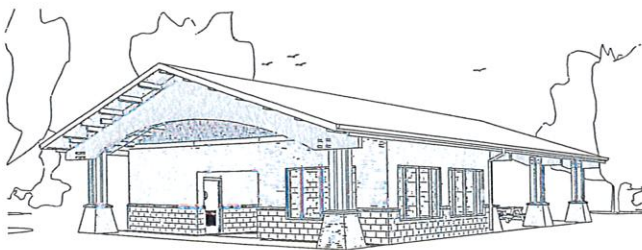
Attached is a concept floor plan and elevation views that were developed in 2017 as part of a previous grant application that was submitted by the City. City staff has reviewed the concept plans and feel like the overall concept is still applicable. Minor revisions discussed by staff to add a kitchen space in lieu of a portion of the warming house area, roll up sides on the picnic shelter area, additional counters, and adding doors to fully enclose the west end could be further discussed and made during final design if a grant is awarded.

The total project cost estimate in 2017 was \$400,000. A detailed cost estimate has not been updated but we believe the project will be in excess of \$500,000 based upon recent construction inflationary percentages. Therefore, the grant award request would be made for the maximum amount of \$250,000.

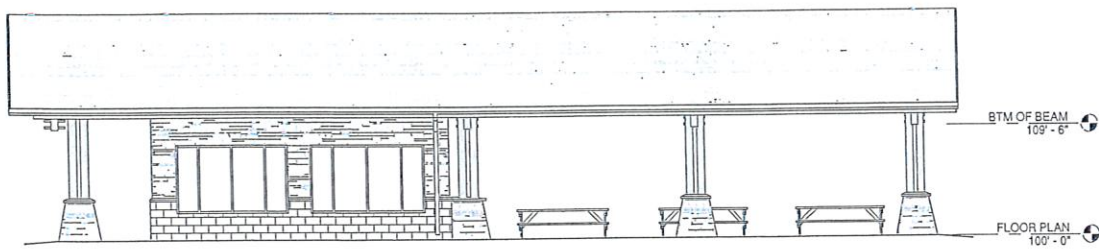
If the City Council wishes to proceed with a grant application, I recommend that you authorize us to proceed with preparing the required submittals and approve the attached City Council Resolution.

Please feel free to contact me if you have any questions.

JLK/jk

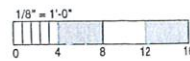


① WEST ELEV.
1/8" = 1'-0"

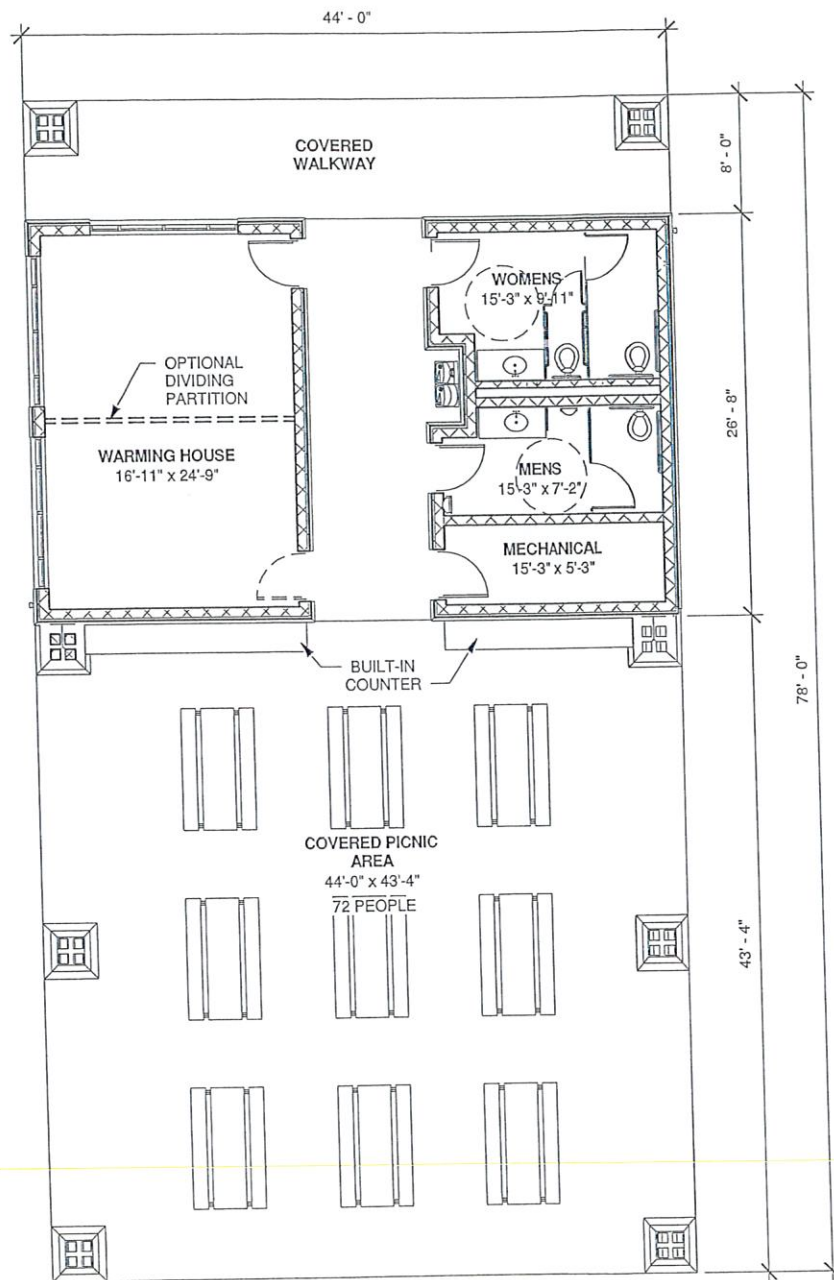
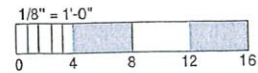


② SOUTH ELEV.
1/8" = 1'-0"

PARK SHELTER AND WARMING HOUSE
MONTROSE, MN

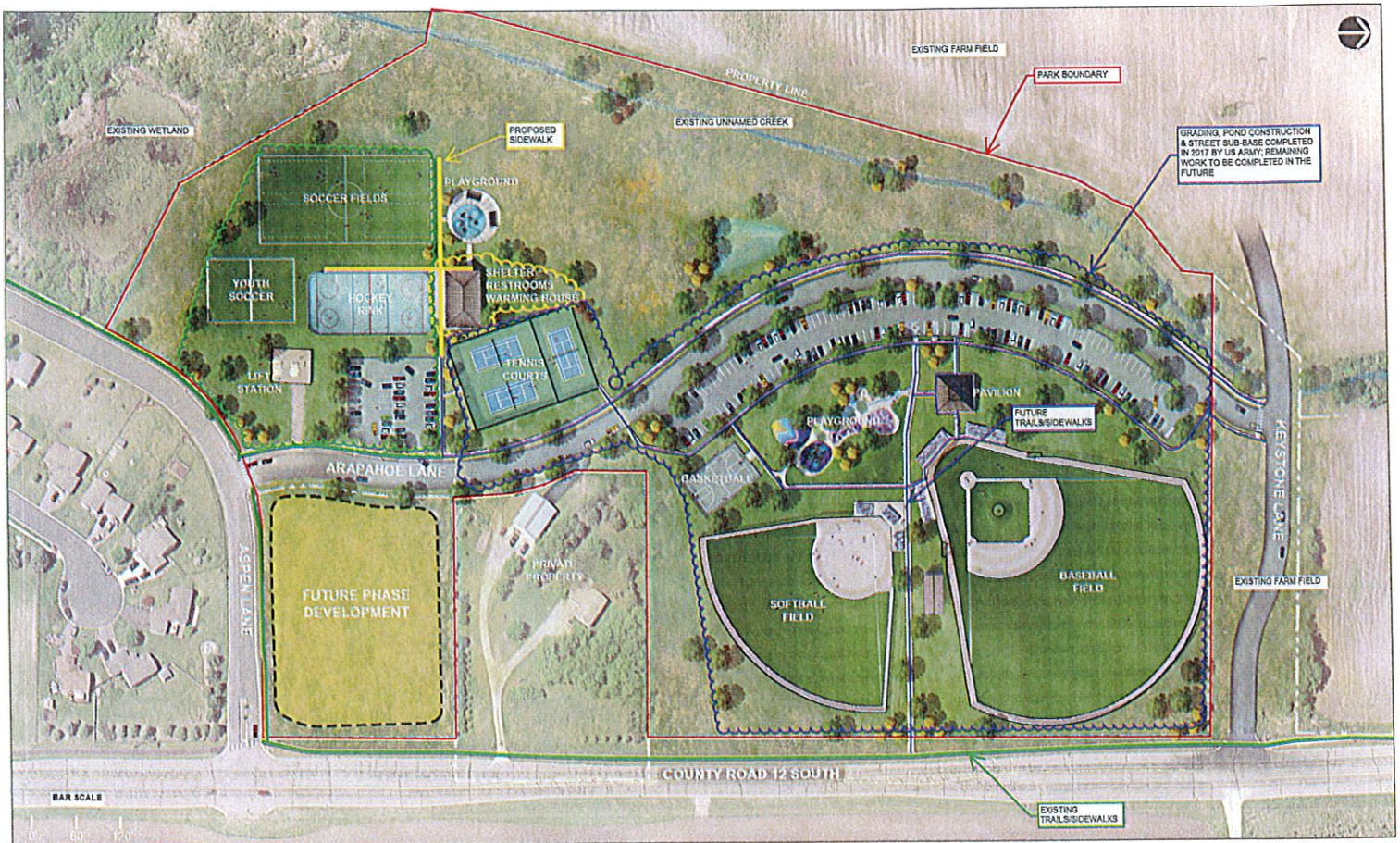


BRUNTON
ARCHITECTS & ENGINEERS



① PROPOSED FLOOR PLAN - OPTION B
1/8" = 1'-0"

PARK SHELTER AND
WARMING HOUSE
MONTROSE, MN



CITY OF MONTROSE**COUNTY OF WRIGHT****RESOLUTION NO. 2020-09****MINNESOTA DEPARTMENT OF NATURAL RESOURCES GRANT APPLICATION**

BE IT RESOLVED that the City of Montrose act as legal sponsor for the project contained in the Outdoor Recreation grant application to be submitted on March 27, 2020 and that Deb Boelter is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of the City of Montrose.

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Outdoor Recreation Grant Program Manual and certifies it will report any actual, potential, perceived or organizational conflicts of interest upon discovery to the related to the application or a grant award to the State.

BE IT FURTHER RESOLVED that the City of Montrose has the legal authority to apply for financial assistance, and financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Montrose has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that the City of Montrose has or will acquire fee title or permanent easement over the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State, the City of Montrose may enter into an agreement with the State for the above-referenced project, and that the City of Montrose certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that the City Clerk is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Montrose on March 9, 2020.

SIGNED:

Michelle Otto, Mayor

Date

WITNESSED:

Deborah Boelter, City Clerk-Treasurer

Date

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

Date: March 2, 2020
To: Honorable Mayor Otto
City Council Members
City of Montrose
From: Jared Voge, P.E.
City Engineer
Subject: 2021 Downtown Improvement Project
BMI Proj. No.: W13.120514

The City of Montrose Capital Improvement Plan identifies street and utility improvements planned for 2021. Please see the attached map illustrating the streets proposed for improvement. In order to begin construction of the improvements in 2021, the project should be initiated through council action.

The first step in the process is for council to authorize the City Engineer to prepare a Preliminary Engineering Report (PER). The PER will indicate whether the proposed improvement is necessary, cost-effective and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Please find attached a Resolution Ordering Preparation of Report on Improvement for council consideration. Should council desire to initiate the 2021 Downtown Improvement Project, we recommend that the attached Resolution be adopted.

If you have any questions, please call.



0 500 Feet



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Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Montrose is not responsible for any inaccuracies herein contained.



**2021 Downtown Improvement
Area Map**

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

RESOLUTION NO. 2020-10

RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT

WHEREAS, it is proposed to improve 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 between the north line of US Highway 12 (Nelson Boulevard) and the north line of First Street South, 4th Street South between the east line of Emerson Avenue South and the west 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 345 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 to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

THEREFORE BE IT RESOLVED, that the proposed improvement be referred to the City Engineer for study and that he is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted and approved by the City Council this 9th day of March, 2020.

By: _____
Michelle Otto, Mayor

Attest:

Deborah Boelter, City Clerk-Treasurer

CHAPTER 50: GENERAL PROVISIONS

50.01.	ASSESSABLE CURRENT SERVICES	136
50.02.	TREE DISEASES.....	138
50.03.	DISPOSITION OF ABANDONED PROPERTY.....	139

50.01. ASSESSABLE CURRENT SERVICES.

A) Definition. For the purpose of this section, the following definition shall apply unless the context clearly indicates or requires a different meaning.

- 1) CURRENT SERVICE. One or more of the following: snow, ice or rubbish removal from sidewalks; weed elimination from street grass plots adjacent to sidewalks or from private property; removal or elimination of public health or safety hazards from private property, excluding any hazardous building included in M.S. §§ 463.15 through 463.261 as they may amended from time to time; installation or repair of water service lines; street sprinkling, street flushing, light street oiling or other dust treatment of streets; repair of sidewalks and alleys; trimming and care of trees and removal of unsound and insect-infected trees from the public streets or private property; and the operation of a street lighting system.

B) Snow, ice, dirt and rubbish.

- 1) Duty of owners and occupants.

- a) The owner and the occupant of any property adjacent to a public sidewalk shall use diligence to keep the walk safe for pedestrians.
- b) No owner or occupant shall allow snow, ice, dirt or rubbish to remain on the walk longer than 24 hours after its deposit thereon.

- 2) Removal by City.

- a) The City Administrator/Clerk- Treasurer or other person designated by the City Council may cause removal from all public sidewalks all snow, ice, dirt and rubbish as soon as possible beginning 24 hours after any matter has been deposited thereon or after the snow has ceased to fall.
- b) The City Administrator/Clerk- Treasurer or other designated person shall keep a record showing the cost of removal adjacent to each separate lot and parcel.

C) Public health and safety hazards. When the City removes or eliminates public health or safety hazards from private property under the following provisions of this chapter, the administrative officer responsible for doing the work shall keep a record of the cost of the removal or elimination against each parcel of property affected and annually deliver that information to the City Administrator/Clerk- Treasurer.

D) Installation and repair of water service lines. Whenever the City installs or repairs water service lines serving private property hereunder, the City Administrator/Clerk-Treasurer shall keep a record of the total cost of the installation or repair against the property.

E) Repair of sidewalks and alleys.

- 1) Duty of owner. The owner of any property within the City abutting a public sidewalk or alley shall keep the sidewalk or alley in repair and safe for pedestrians. Repairs shall be made in accordance with the standard specifications approved by the City Council and on file in the Office of the City Administrator/Clerk-Treasurer.
- 2) Inspections; notice.
 - a) The City Council or its designee shall make inspections as are necessary to determine that public sidewalks and alleys within the City are kept in repair and safe for pedestrians or vehicles.
 - b) If it is found that any sidewalk or alley abutting on private property is unsafe and in need of repairs, the City Council shall cause a notice to be served, by registered or certified mail or by personal service, upon the record owner of the property, ordering the owner to have the sidewalk or alley repaired and made safe within 30 days and stating that if the owner fails to do so, the City will do so and that the expense thereof must be paid by the owner, and if unpaid it will be made a special assessment against the property concerned.
- 3) Repair by City. If the sidewalk or alley is not repaired within 30 days after receipt of the notice, the City Administrator/Clerk-Treasurer shall report the facts to the City Council and the City Council shall by resolution order the work done by contract in accordance with law. The City Administrator/Clerk-Treasurer shall keep a record of the total cost of the repair attributable to each lot or parcel of property.

F) Personal liability.

- 1) The owner of property on which or adjacent to which a current service has been performed shall be personally liable for the cost of the service.
- 2) As soon as the service has been completed and the cost determined, the City Administrator/Clerk-Treasurer, or other designated official, shall prepare a bill and mail it to the owner and thereupon the amount shall be immediately due and payable at the office of the City Administrator/Clerk-Treasurer.

G) Damage to public property.

- 1) Any person driving any vehicle, equipment, object or contrivance upon any street, road, highway or structure shall be liable for all damages which the surface or structure thereof may sustain as a result of any illegal operation, or driving or

moving of the vehicle, equipment or object or contrivance; or as a result of operating, driving or moving any vehicle, equipment, object or contrivance weighing in excess of the maximum weight permitted by statute or this code.

- 2) When the driver is not the owner of the vehicle, equipment, object or contrivance, but is operating, driving or moving it with the express or implied permission of the owner, then the owner and the driver shall be jointly and severally liable for any damage. Any person who willfully acts or fails to exercise due care and by that act damages any public property shall be liable for the amount thereof, which amount shall be collectable by action or as a lien under M.S. § 514.67, as it may be amended from time to time.

H) Assessment.

- 1) On or before September 1 of each year, the City Administrator/Clerk-Treasurer shall list the total unpaid charges for each type of current service and charges under this section against each separate lot or parcel to which they are attributable under this section.
- 2) The City Council may then spread the charges against property benefitted as a special assessment under the authority of M.S. Chapter 429, M.S. § 366.011, § 366.012 and § 415.01 and any other authority for certification to the County Auditor and collection along with current taxes the following year or in annual installments, not exceeding ten, as the City Council may determine in each case.

50.02. TREE DISEASES.

A) Trees constituting nuisance declared. The following are public nuisances whenever they may be found within the City:

- 1) Any living or standing elm tree or part thereof infected to any degree with the Dutch Elm disease fungus *Ceratocystis Ulmi* (Buisman) Moreau or which harbors any of the elm bark beetles *Scolytus Multistriatus* (Eichh.) or *Hylurgopinus Rufipes* (Marsh);
- 2) Any dead elm tree or part thereof, including branches, stumps, firewood or other elm material from which the bark has not been removed and burned or sprayed with an effective elm bark beetle insecticide;
- 3) Any living or standing oak tree or part thereof infected to any degree with the Oak Wilt fungus *Ceratocystis fagacearum*;
- 4) Any dead oak tree or part thereof which in the opinion of the designated officer constitutes a hazard, including but not limited to logs, branches, stumps, roots, firewood or other oak material which has not been stripped of its bark and burned or sprayed with an effective fungicide; and
- 5) Any other shade tree with an epidemic disease.

50.03. DISPOSITION OF ABANDONED PROPERTY.

A) Procedure. Except for abandoned and junked vehicles, all property lawfully coming into possession of the City shall be disposed of as provided in this section which is adopted pursuant to M.S. § 471.195, as it may be amended from time to time. Abandoned and junked vehicles shall be disposed of according to the procedures of Chapter 51 of this Code related to Abandoned Vehicles.

B) Storage. The department of the City acquiring possession of the property shall arrange for its storage. If City facilities are unavailable or inadequate, the department may arrange for storage at a privately-owned facility.

C) Claim by owner. The owner may claim the property by exhibiting satisfactory proof of ownership and paying the City any storage or maintenance costs incurred by it. A receipt for the property shall be obtained upon release to the owner.

D) Sale. If the property remains unclaimed in the possession of the City for 60 days, the property shall be sold to the highest bidder at a public auction conducted by the City Administrator/Clerk-Treasurer or his or her designee after two-weeks' published notice setting forth the time and place of the sale and the property to be sold.

E) Disposition of proceeds. The proceeds of the sale shall be placed in the general fund of the City. If the former owner makes application and furnishes satisfactory proof of ownership within six months of the sale, the former owner shall be paid the proceeds of the sale of the property less the costs of storage and the proportionate part of the cost of published notice and other costs of the sale.

***CITY OF MONTROSE,
MINNESOTA***

***SNOW AND ICE REMOVAL
MAINTENANCE POLICY***

***DATED: January 2006
REVISED: November 2008***

1. Introduction

The City of Montrose believes that it is in the best interest of the residents for the City to assume basic responsibility for control of snow and ice on City streets. The City will provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. The City will use city employees, equipment and /or private contractors to provide this service. This policy does not relieve the operator of private vehicles, pedestrians, property owners, residents and all others that may be using public streets, of their responsibility to act in a reasonable, prudent and cautious manner, given the prevailing street conditions.

2. When will the City start snow or ice control operations?

The Public Works Department will decide when to begin snow or ice control operations. The criteria for that decision are:

- A. Snow accumulation of 2 inches or more;
- B. Drifting snow that causes problems for travel;
- C. Ice conditions which seriously affect travel; and
- D. Time of snowfall in relationship to heavy use of streets

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently, snowplowing operations will not be conducted for snowfall less than 2 inches.

3. How will the snow be plowed?

Snow will be plowed in a manner so as to minimize any traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right. All roadways shall be plowed curb to curb. On one- way streets or where there is a center boulevard, snow may be pushed in either direction. The snow plow discharge shall go onto the boulevard area of the street, sidewalks, and driveways. Snow being accumulated on the plow blade has no place to go but in the driveway. The drivers make every attempt to minimize the amount of snow deposited in driveways, but the amount can still be significant. Based on priorities and staffing levels, City personnel do not provide driveway cleaning. Exceptions are possible for emergency situations. The Public Works Department makes every effort to remove snow as close to the curb line as practical and to provide access to mailboxes for mail delivery.

However, it is not possible to provide perfect conditions and minimize damage to mailboxes with the size and type of equipment the City operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident. Snow in cul-de-sacs will normally be plowed to the outside of the cul-de-sacs, in heavy

snows, will be plowed to the center of the cul-de-sacs and be removed at a later time.

4. Snow Removal

The Public Works Department will determine when snow will be removed by truck from the area. The snow removal will occur in areas where there is no room on the boulevard for snow storage and where accumulated piles of snow create a hazardous condition. Snow removal operations will not commence until other snowplowing operations have been completed. Snow removal operations may also be delayed depending on weather conditions, personnel, and budget availability. The snow will be removed and hauled to a snow storage area. The snow storage area will be located so as to minimize environmental problems.

5. Priorities and Schedule for which streets will be plowed

The City has classified city streets based on street function, traffic volume, and importance to the welfare of the community. Those streets classified as "Snow Plow Routes" will be plowed first. These are high volume routes that connect major sections of the City and provide access for emergency, fire, police, and medical services. The second priority streets are those streets providing access to schools and commercial businesses. The third priority streets are low volume residential streets. The fourth priority areas are alleys and city parking lots.

During significant and severe storms, the city must be prepared to move personnel and equipment to maintain priority routes first. In fulfilling the need to have all priority streets safe and passable, when resources are limited, plowing of all other streets may be stopped at any time so resources can be shifted to priority routes.

Unforeseeable circumstances may cause delays in completing assigned plow routes. Such circumstances may include weather conditions that endanger the safety of snowplow operators and/or the safe effective operation of equipment, commuter traffic, disabled vehicles, poor visibility conditions, parked cars along streets, assistance to emergency response vehicles, equipment breakdown, and personnel shortages.

6. Work Schedule for snowplow operators

Snowplow operators will be expected to work eight-hour shifts. In severe snow emergencies, operators (sometimes) will have to work in excess of eight-hour shifts. However, because of budget and safety concerns, no operator shall work more than a twelve-hour shift in any twenty-four-hour period. Operators will take a fifteen minute break every two hours and a half hour meal break after 4 hours. After a twelve-hour day, the operator will be replaced as additional qualified personnel are available.

7. Traffic Regulations

The City recognizes that snowplow operators are exempt from traffic regulations set forth in Minnesota Statutes, Chapter 169 while actually engaged in work on streets, except for regulations related to driving while impaired and the safety of school children. Pursuant to this authority, snowplow operators engaged in snow removal or ice control on city streets have discretion to disregard traffic laws set forth in Chapter 169, except for laws relating to impaired driving and school children safety, when in their judgment, it is safe to disregard such laws. The privileges granted herein to operators of snow removal and ice control vehicles shall apply only if the vehicle is equipped with one lighted lamp displaying a flashing, oscillating, or rotating amber light placed in such a position on the vehicle as to be visible throughout an arc of 360 degrees.

8. Parking Restrictions

If conditions warrant commencement of city snow/ice removal operations as regulated by this policy, the city specifically reserves the right to call for towing services and the owner of the vehicle will be responsible for all costs incurred. This restriction shall be enforced 24 hours a day, 7 days a week from the period November 1 to March 30, inclusive. In accordance with the city wide ordinance No. 2006-02

9. Weather Conditions

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of city employees and equipment. Factors that may delay snow and ice control operations include; severe cold, significant winds and limited visibility.

10. Use of sand, salt and other chemicals

The city will use sand, salt and other chemicals when there is hazardous ice or slippery conditions. The City is concerned about the effect of such chemicals on the environment and will limit the use of these chemicals for that reason.

11. Sidewalks/Walking Trails

The City will maintain some of the sidewalks/walking trails in the city. The lists of these sidewalks/walking trails are attached. As there are a limited number of personnel available, the city will only maintain these sidewalks/walking trails after the streets have been plowed. It is the responsibility of the resident and/or property owner to remove all accumulated snow from all other sidewalks along

public streets adjoining their property. This includes any snow plowed from public streets onto the sidewalk.

12. Residential Property

Only those items which are installed properly and allowed by City ordinance to be within the City's right-of-way and damaged by actual contact with City equipment will be considered for repair or replacement at City expense. Damage to lawns, trees, fences, shrubbery, sprinkler heads and other landscaping in the City's right-of-way will not be considered for compensation. Damage to personal vehicles will only be considered only if legally parked and only if physically contacted by City equipment. Any reimbursement decisions are determined by the City's insurance company.

13. Complaint Procedure

Complaints will be recorded on telephone logs. Calls requiring service will be transferred to a work request and forwarded to the Public Works Director for scheduling. Emergency complaints will be handled in an expeditious manner as resources are available.

14. Deviation from policy

The Public Works Director may deviate from this policy when in his or her judgment it is in the best interest of the city or is necessary because of budget needs or other circumstances. Changes in priorities (lasting more than 4 hours) will be documented as to what caused such actions, why the change was necessary, and for how long the change was in effect. Those city employees and/or contractors affected will be notified immediately by radio or cell phone of such changes with all communications logged. Information logged will include the time and date of the communication, name of employee contacted, and how they were contacted. Any changes of priorities lasting more than 24 hours should be made in a written record and the public should be informed of such changes through normal methods used by the city for emergency notifications.

15. Review and modification of policy

The Public Works Director shall keep on file all comments and complaints received regarding this policy. The policy will reviewed periodically. Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.

Recognized "Snow Plow Routes"

1. *Brook Circle E. & Brook Circle West*
2. *7th Street South*
3. *Center Ave. South*
4. *Second Street South*
5. *Third Street South*
6. *Garfield Ave. South*
7. *First Street North*
8. *Emerson Ave North*
9. *Fifth Street North*
10. *Seventh Street North*
11. *Aspen Lane*
12. *Clementa Ave.*
13. *Breckenridge Lane*
14. *White Tail Ave.*
15. *Third Street North East*
16. *Pheasant Ridge Drive*
17. *Quail Drive*

Sidewalk/Walking Trail Plow Routes

1. *Sidewalks along Trunk Highway 12 (Nelson Blvd)*
2. *Sidewalks/Walking Trails Along County Road 12 (Buffalo Ave. South)*
3. *Sidewalks along First Street North*
4. *Walking Trails along Third Street North East*
5. *Downtown area sidewalks to provide safe routes to Montrose Elementary School*
6. *Sidewalk along Fifth Street North*
7. *Sidewalks along Seventh Street North*
8. *Sidewalks along Aspen Lane*
9. *Sidewalks along Breckenridge Lane*
10. *Walking Trails within the City Park System*

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

RESOLUTION NO. 2020-11

A RESOLUTION APPROVING THE MAYORAL APPOINTMENTS FOR THE YEAR 2020

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

Park and Recreation Commission Staff Coordinator:

Utility Billing Clerk

Planning and Zoning Commission Members:

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

Planning and Zoning Commission Council Liaison:

Council Member Lloyd Johnson

Planning and Zoning Commission Planner:

Ryan Gritman
Northwest Associated Consultants

Planning and Zoning Commission Staff Coordinator:

City Clerk-Treasurer

Finance Committee:

Council Member Nicole Andreoff
Council Member Kirby Moynagh
Deputy Clerk

Finance Committee Alternate:

City Clerk-Treasurer
Council Member Tom Marszalek

Utility Emergency Board:

Mayor
Public Works Director

Montrose Days Celebration Committee Council Liaison:

Council Member Nicole Andreoff

Wright County Area Transportation:

Deputy Clerk

Wright County Board of Commissioners Meetings:

Council Member Tom Marszalek

Official Depositories:

Citizens State Bank of Waverly
Northland Securities
League of Minnesota Cities 4M Fund

Official Newspaper:

Wright County Journal Press

City Meetings:

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

Adopted by the City Council of Montrose, Minnesota this 9th day of March, 2020.

Michelle Otto
Mayor
City of Montrose

ATTEST:

Deborah R. Boelter
City Clerk-Treasurer
City of Montrose

DRAFT

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

RESOLUTION No. 2020-12

Resolution Authorizing Membership in the 4M Fund

WHEREAS, Minnesota Statutes (the Joint Powers Act) provides that governmental units may jointly exercise any power common to the contracting parties; and

WHEREAS, the Minnesota Municipal Money Market Fund (the 4M Fund) was formed in 1987, pursuant to the Joint Powers Act and in accordance with Minnesota Investment Statutes, by the adoption of a joint powers agreement in the form of a Declaration of Trust; and

WHEREAS, the Declaration of Trust, which has been presented to the Montrose City Council, authorizes municipalities of the State of Minnesota to become Participants of the Fund and make use from time to time including the 4M Liquid Asset Fund, the 4M Plus Fund, the Term Series, the Fixed Rate Programs, and other Fund services offered by the Fund; and

WHEREAS, the Montrose City Council deems it to be in the best interest for the City of Montrose to make use of, from time to time, the approved services provided by the 4M Fund's service providers including the Investment Advisor (Prudent Man Advisors, LLC) or Sub-Advisor (RBC Global Asset Management (U.S.) Inc.), the Administrator (PMA Financial Network, LLC) the Distributor (PMA Securities, LLC) or the Fixed Rate Program Providers, PMA Financial Network, LLC and PMA Securities, LLC and the Custodian, U.S. Bank National Association, ("Service Providers") and/or their successors.

WHEREAS, the Montrose City Council deems it advisable for the City of Montrose to enter into the Declaration of Trust and become a Participant of the Fund for the purpose of joint investment with other municipalities so as to enhance the investment earnings accruing to each; now, therefore BE IT RESOLVED AS FOLLOWS:

Section 1. The City of Montrose shall become a Participant of the Fund and adopt and enter into the Declaration of Trust, a copy of which shall be filed in the minutes of this meeting. The appropriate officials are hereby authorized to execute those documents necessary to effectuate entry into the Declaration of Trust and the participation of all Fund programs.

Section 2. This is authorized to invest monies from time to time and to withdraw such monies from time to time in accordance with the provisions of the Declaration of Trust. The following officers of the municipality or their successors are designated as "Authorized Officials" with authority to effectuate investments and withdrawals in accordance with the Declaration of Trust:

<u>Michelle Otto</u>	<u>Mayor</u>	_____
Print Name	Title	Signature

<u>Tom Marszalek</u>	<u>Council Member</u>	_____
Print Name	Title	Signature

<u>Deborah Boelter</u>	<u>City Clerk-Treasurer</u>	_____
Print Name	Title	Signature

<u>Wendy Manson</u>	<u>Deputy Clerk</u>	_____
Print Name	Title	Signature

Section 3. The Trustees of the Fund are designated as having official custody of those monies invested in accordance with the Declaration of Trust.

Section 4. That the City of Montrose may open depository and other accounts, enter into wire transfer agreements, safekeeping agreements, third party surety agreements securing deposits, collateral agreements, letters of credit, lockbox agreements, or other applicable or related documents with institutions participating in Fund programs including U.S. Bank National Association, or its successor, or programs of PMA Financial Network, LLC or PMA Securities, LLC for the purpose of transaction clearing and safekeeping, or the purchase of certificates of deposit ("CDs") or other deposit products and that these institutions shall be deemed eligible depositories for the municipality. PMA Financial Network, LLC and PMA Securities, LLC and their successors are authorized to act on behalf of this municipality as its agent with respect to such accounts and agreements. Monies of this entity may be deposited in such depositories, from time to time in the discretion of the Authorized Officials, pursuant to the Fund's Programs available through its Services Providers.

It is hereby certified that the Council of the City of Montrose adopted this Resolution at a duly convened meeting of the Council held on the 9th day of March, 2020, and that such Resolution is in full force and effect on this date, and that such Resolution has not been modified, amended, or rescinded since its adoption.

Michelle Otto
Mayor
City of Montrose

ATTEST:

Deborah R. Boelter
City Clerk-Treasurer
City of Montrose