



**AGENDA**  
**SPECIAL CITY COUNCIL MEETING**  
**Monday, May 18, 2020**  
**5:00 P.M.**

**Telephone Conference Meeting**

**\* \*In every effort to protect the residents and staff of the City of Montrose during the time of the COVID-19 Pandemic, the City Council will be conducting the Monday, May 18, 2020 *Special City Council Meeting*, by Telephone Conference. To listen to the *Meeting* in its entirety, please call the following number:**

**(844) 855-4444**  
**Meeting Access Code: 346338#**

**If you have any questions and/or need more information, please contact the City at (763) 575-7422. Thank you.\* \***

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.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **BUSINESS**

**A. Accounts Payable**

1. City, May 18, 2020 – prepared by W. Manson
2. Fire Department, May 18, 2020 – prepared by W. Manson

**B. Monthly Utility Adjustments**

1. Monthly Utility Adjustments, March, 2020 - prepared by J. Bonniwell

**C. Montrose Fire Department**

1. Purchase of Six (6) New Automated External Defibrillators

**D. Mayor Otto**

1. Cokato Township, Minnesota Resolution No. 2020-2 *A Resolution Establishing Cokato Township as a Constitutional and Business Friendly Community*  
 (\* \*City staff was unable to print a copy of the Cokato Township, Minnesota Resolution No. 2020-2. Please find a copy of the Lakefield, Minnesota Resolution No. 20-10 that has the same wording as the Cokato Township Resolution.\* \*)
2. Summer Projects

**E. Emergency Management Director**

1. COVID-19 Planning and Preparation in Accordance with the State of Minnesota's Directives

**F. Code Enforcement Update****G. Public Works Department**

1. Trunk Highway Twenty-Five (TH 25) Improvements Project – Change Order Number Three (#3)
2. Forest Creek Park
3. Maintenance of Park Equipment
4. Street Maintenance

4. OTHER5. ADJOURNMENT

# ACCOUNTS PAYABLE LIST

MAY 18, 2020

Payroll	4/20/20 Payroll	12638.88
Payroll	5/4/20 Payroll	12987.19
IRS-Federal Tax Payment	4/20/20 FED/FICA Tax	4449.90
IRS-Federal Tax Payment	5/4/20 FED/FICA Tax	4579.09
MN Dept. of Revenue	4/20/20 State Withholding	779.10
MN Dept. of Revenue	5/4/20 State Withholding	807.50
PERA	4/20/20 Payroll	2633.41
PERA	5/4/20 Payroll	2710.68
*Ameritas Life Ins.	Employee Optical Ins	54.52
MN Dept of Revenue	March Sales Tax	1615.00
Payment Service Network	April PSN/ACH	1108.97
*AFSCME #65	April Union Dues	171.00
AmeriPride Services	Uniforms/Floor Mats	91.46
Campbell Knutson	Legal Services	1769.40
Cardmember Service	Network Solutions-Web Host	149.96
*Citizens State Bank	April H.S.A. Deposit	2788.00
Hawkins	WWTP Chemicals	4577.49
Health Partners	May Health Ins	11715.06
*IUOE Local 49	April Union Dues	210.00
Menards	Compost Site Signage	52.09
MN Dept of Labor/Ind.	1 <sup>st</sup> Qtr Bldg Permit Surcharge	115.85
MVTL Labs	WWTP Testing	254.20
Paumen Computers	Monthly IT/Backup Service	360.00
Paumen Computers	Server Repairs	525.00
R-Home	Grading Escrow Refund	4500.00
Sentry Alarm System	City Hall Alarm Service	147.38
Traut Companies	Pay Request #2-New Well	38456.00
Traut Companies	Pay Request #3-New Well	58871.50
USA BlueBook	WWTP Sampler Refrigerator	6362.94
Vessco, Inc.	WWTP Ferric Pump Repair	553.00
Wakesun, LLC	Solar Energy	8537.49
Wright Cty Auditor	Utility Assess Payoff	114.50
Wright-Hennepin CO-OP	Electric Charges	251.84
Xcel Energy	Electric & Gas Charges	1584.88
	ACCOUNTS PAYABLE SUBTOTAL	186523.25
Ameripride	Uniforms/Floor Mats	166.77
Mandy Barnes	Utility Overpayment	133.44
Bolton & Menk	Engineering Services	30174.00



May 18, 2020

Page 2

Boy Scout Troop #312	GaGa Ball Pit-Eagle Scout	850.00
Keri Bultsma	Comm Ctr Rent Refund	300.00
Cardmember Service	Face Masks/Shields	224.97
Central Fire Protect.	Fire Ext. Annual Mtce./Cert.	496.80
*Colonial Life Ins	April Employee Insurance	74.52
Comcast	Internet Service	536.77
Culligan	City hall Softener	66.10
Gopher State One-Call	Water/Sewer Locates	129.60
HPA Borrower 2017-1	Utility Overpayment	187.25
Jake's Excavating	Water Shut Off Repair	1784.20
Marie Jensen	Janitorial Service	200.00
JLR Garage Door Service	PW Door Repair	125.00
League of MN Cities Ins.	2020-21 Worker/s Comp	30073.00
League of MN Cities Ins.	2020-21 Municipal Ins.	47338.00
Lincoln Nat'l Life Ins.	May Life Insurance	153.68
MacQueen Equipment	Sweeper Brooms	286.78
*Madison Nat'l Life Ins	May Disability Ins	332.79
Marco Tech	Printer Mtce Agreement	51.31
Dennis McKibben	Utility Overpayment	16.09
*Metro West Inspect.	Bldg Permits/Inspect.	2686.45
Mini Biff	Disc Golf Biff	91.29
MN Computer Systems	Copier Mtce Agreement	234.00
MN Dept of Health	McCormick Water License Renewal	23.00
MP Asphalt Mtce.	Street Crack Fill	10600.00
MVTL Labs	WWTP Testing	527.10
NEC Cloud Comm.	Telephone Charges	182.19
R&H Painting	Sewer Manhole Repair	4356.00
Randy's Eviro Services	April Refuse/Recycle	16208.22
Rice Lake Construction	Pay Request #4-Wellhouse	28263.00
Alexander Schwinn	Utility Overpayment	60.92
Jennifer Swartzner	Comm Ctr Rent Refund	300.00
Utility Consultants	WWTP Testing	86.00
Verizon	Cell Phones	346.43
Wakesun, LLC	Solar Energy	8404.66
Wenck	TH 25 Engineering	4207.90
Wex Bank	Gas Charges	255.17
Windstream	Telephone Charges	114.04
Wright Cty Jrnl Press	Summer Help Ad	259.05
Wright Cty Auditor	May Patrol Services	23866.25
Xcel Energy	Electric & Gas Charges	809.64

TOTAL ACCOUNTS PAYABLE

402105.63

May 18, 2020

Page 3

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 OTTO

BOELTER

MARSZALEK

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 JOHNSON

MOYNAGH

ANDREOFF

## \* Appendix

Payments received to offset checks written

Payroll Deduction	April Optical Ins.	54.52
Payroll Deduction	AFSCME-April Union Dues	171.00
Payroll Deduction	April H.S.A. Deposit	1388.00
Payroll Deduction	IUOE 49-April Union Dues	210.00
Payroll Deduction	May Disability Ins.	332.79
Payroll Deduction	Apr. Employee Ins.	74.52
Building Permits	Metro West	2686.45

# FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

MAY 18, 2020

Comcast	Internet Service	97.85
Emerg. Apparatus Maint.	Engine 11 Pump Repair	848.46
League of MN Cities Ins	2020-21 Worker's Comp	11842.00
League of MN Cities Ins.	2020-21 Municipal Ins	4529.00
Menards	Station Supplies	1567.74
Menards	Trailer Repairs	47.52
Verizon	FD I-Pad	40.01
Wex Bank	Gas Charges	125.95

TOTAL ACCOUNTS PAYABLE	19098.53
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OTTO

BOELTER

MARSZALEK

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JOHNSON

MOYNAGH

ANDREOFF

**\*APPENDIX**

Payments received to offset checks written

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

04/01/20 7:36 AM

Page 1

Account	Tran Type	Charge Name	Charge Type	Amount	Date
00-00001866-00-	Adjustment		UR	(\$5.57)	3/16/2020
00-00001979-01-	Adjustment		UR	(\$96.91)	3/16/2020
00-00001863-07-	Adjustment		UR	(\$38.06)	3/16/2020
00-00001652-01-	Adjustment		UR	(\$823.26)	3/16/2020
01-00005166-00-	Adjustment	Hang Disconnect N	Service	\$25.00	3/16/2020
01-00001906-00-	Adjustment	Hang Disconnect N	Service	\$25.00	3/16/2020
01-00001862-00-	Adjustment	Hang Disconnect N	Service	\$25.00	3/16/2020
01-00003032-00-	Adjustment	Hang Disconnect N	Service	\$25.00	3/16/2020
01-00001046-00-	Adjustment	Hang Disconnect N	Service	\$25.00	3/16/2020
				(\$838.80)	

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



**RESOLUTION NO. 20-10  
CITY OF LAKEFIELD, MINNESOTA  
CONSTITUTIONAL AND BUSINESS FRIENDLY COMMUNITY**

**WHEREAS**, the Fourteenth Amendment of the United States Constitution reads "No state shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any state deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws," and;

**WHEREAS**, the City Council of Lakefield, Minnesota wishes to express opposition to any Executive Order that would restrict the constitutional rights of the citizens of Lakefield to life, liberty, or property, without due process of law, and;

**WHEREAS**, Governor Walz's Emergency Executive Order 20-33 Extending Stay at Home Order and Temporary Closure of Bars, Restaurants, and Other Places of Public Accommodation states, "nothing in this Executive Order is intended to encourage or allow law enforcement to transgress individual constitutional rights";

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Lakefield, Minnesota:

That the City Council of Lakefield hereby expresses its intent to uphold and protect the Constitutional rights of the citizens of Lakefield, and;

That the City Council of Lakefield hereby declares Lakefield as a "Constitutional and Business Friendly Community", and;

That the City Council of Lakefield hereby declares its intent to oppose any infringement by Executive Order or any other directive on the rights of law-abiding citizens to keep their businesses open, and;

That the City Council of Lakefield hereby requests relief from Governor Walz's Executive Orders and demands that the sole power of issuing emergency orders and implementation related to the COVID-19 pandemic be restored to individual municipalities and local government agencies, and;

That the City Council of Lakefield will not direct any City of Lakefield resources to enforce any Executive Order or any other directive which infringes on the right of law-abiding citizens to keep their businesses open as per the Constitution, and

That the City Council of Lakefield will use any legal means to protect the Constitutional rights of the citizens of Lakefield.


**NOW THEREFORE, BE IT ALSO RESOLVED** by the City Council of the City of Lakefield, Minnesota,

That the City Council supports the choice of all residents to continue to stay at home or the choice to move about freely within the City and to support the economy of Lakefield while maintaining behaviors to preserve the health and safety of all residents, and;

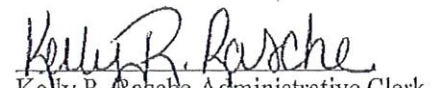
That the City Council encourages all citizens to follow Minnesota Department of Health and CDC guidelines for social distancing and general conduct while out in public, and;

That the City Council advises that long-term care facilities restrict visitors, regularly check healthcare workers and residents for fevers and symptoms, and limit activities within the facility to keep residents safe.

Passed by the City Council of Lakefield, Minnesota this 4<sup>th</sup> day of May 2020.

  
Brian Rossow, Mayor

Attested:

  
Kelly R. Rasche Administrative Clerk

MOTION MADE BY: ROSSOW

SECOND BY: PAVELKO

YES: ROSSOW, PAVELKO, BAKALYAR NO: MONSON, HALL



# Memorandum



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

**From:** Shawn Louwagie, P.E.  
City Engineer

**Date:** May 13<sup>th</sup>, 2020

**Subject:** TH 25 Improvements Project – Change Order #3

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Mayor Otto and Members of the City Council,

An additional tree along the project will need to be removed due to damage sustained during the construction work. The tree is in front of address 553 Buffalo Ave S, on the south side of their driveway. The contractor has already completed the work to remove the tree.

The attached packet outlines the costs that would be associated with the Change Order and the effects to the Contract Price.

We would recommend that the City Council approves the Change Order.

Please feel free to contact me if there are any questions.

A handwritten signature in black ink, appearing to read 'Shawn Louwagie', is positioned above the printed name and contact information.

Shawn Louwagie, P.E.  
763.479.4274

Attachments:  
Change Order #3 Packet

**CHANGE ORDER FORM**Change Order No. 3Date: May 12, 2020Agreement Date: August 13, 2019Name of Project: SP 8603-10 TH 25 ImprovementsOwner: City of MontroseContractor: R&R Excavating, Inc.

The following changes are hereby made to the Contract Documents:

Revision to the project quantities for line item #2101.524 Clearing, and line item  
#2101.524 Grubbing.

Justification: Additional tree removalOriginal Contract Price: \$ 942,401.01Revised Contract Price from previous CO's: \$ 948,053.56

The Contract Price due to this Change Order will be (increased) (decreased) by

\$ 1,250.00.The new Contract Price including this Change Order will be \$ 949,303.56Original Contract-Required Completion Date: November 15, 2019

The revised Contract Completion Date for completion of Work will be May 20<sup>th</sup>, 2020 per  
previous change order (30 days after spring load restrictions are lifted as set by contractor)

Approvals Required:

To be effective, this Order must be approved by the Owner and the Contractor if it changes the scope of objective of the Project, or as may otherwise be required by the Supplemental General Conditions.

Requested by: \_\_\_\_\_  
(Contractor)

Accepted by: \_\_\_\_\_  
City Engineer

\_\_\_\_\_  
City of Montrose

\_\_\_\_\_  
MN Dept. of Transportation

END OF SECTION