



CITY COUNCIL AGENDA REGULAR MEETING

**Monday, October 12, 2020
7:00 P.M.**

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

Montrose Community Center
200 Center Avenue South
Montrose, Minnesota 55363

1. CALL TO ORDER

2. ROLL CALL

3. INVOCATION

A. Pastor Paul Baker – Montrose Methodist Church

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA

6. APPROVAL OF CONSENT AGENDA

A. Minutes

1. September 14, 2020 Regular City Council Meeting – prepared by D. Boelter

B. Accounts Payable

1. City, October 12, 2020 – prepared by W. Manson
2. Fire Department, October 12, 2020 – prepared by W. Manson

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

D. Resolution 2020-25 - Assessment of Unpaid Utilities – Year 2021 Property Taxes

1. Resolution 2020-25 *A Resolution Allowing the Assessment of Unpaid Utilities to the 2021 Taxes.*

- E. Schedule a Special City Council Meeting – Monday, October 26, 2020
 - 1. Schedule a Special City Council Meeting in place of the monthly City Council Workshop for Monday, October 26, 2020 at 4:00 p.m. in the City Hall Conference Room.
- F. Resolution No. 2020-26 - Year 2021 Wright County Maintenance Agreement – Snow and Ice Control
 - 1. Resolution No. 2020-26 *A Resolution for a Maintenance Agreement between the City of Montrose and Wright County Highway Department for Snow and Ice Control under Maintenance Plan C – County State Aid Highway (CSAH) 60.*

7. **OPEN FORUM**

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

- A. September, 2020 Monthly Report and Hours Report

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

- A. City Council
 - 1. Monthly Activity Report
 - 2. Meet the Candidate Public Forum – October 22, 2020
- B. Montrose Fire Department
 - 1. September, 2020 Activity Report
 - a) Grant award from Compeer Financial - \$3,000.00 Non-Matching Grant.
 - 2. Purchase Firefighter Turnout Gear (CARES Act Funding)
 - a) Authorize the Purchase of twenty-five (25) sets of Firefighter Turnout Gear using CARES Act Funding in an amount not to exceed \$75,000.00.
 - 3. Fire Prevention Information – Year 2020
 - 4. Hiring of Firefighters
 - a) Authorize the hiring of Firefighters pending the Hiring Process results.
 - 5. Resolution No. 2020-27 – Minnesota Firefighter's Relief Association Pension Increase
 - a) Resolution No. 2020 *A Resolution Opting to Increase the Benefit Level for Firefighters who are Vested in the Voluntary Statewide Volunteer Firefighter (SVF) Retirement Plan.*
- C. Park and Recreation Commission
 - 1. October 1, 2020 Park and Recreation Commission Meeting Minutes
- D. Planning and Zoning Commission
 - 1. Accept Ms. Tracy Gurneau's resignation from the Planning and Zoning Commission effective September 30, 2020
- F. City Engineer
 - 1. Year 2021 Downtown Improvement Project – Project Area Amendment
 - a) Resolution No. 2020-28 *A Resolution Ordering Preparation of Report on Improvement*

G. Public Works Department

1. Trunk Highway Twenty-Five (TH 25) Improvements Project – Change Order #4
 - a) Authorize TH 25 Improvements Project Change Order Number Four (#4) – Compensation for temporary striping required prior to opening TH 25 to traffic.
2. Northridge Park Improvements – Ice Skating Rink
3. Forest Creek Housing Development – Park Improvements
4. Compost Site
5. Updates

10. OLD BUSINESS

11. NEW BUSINESS

12. UPCOMING MEETINGS

- A. Planning and Zoning Commission Meeting – Wednesday, October 14, 2020 at 7:00 p.m. in the Montrose Community Center
- B. Montrose Economic Development Authority – Tuesday, October 20, 2020 at 12:00 noon in the Montrose City Hall Conference Room
- C. Special City Council Meeting – Monday, October 26, 2020 at 4:00 p.m. in the Montrose City Hall Conference Room
- D. **General Election – Tuesday, November 3, 2020 from 7:00 a.m. to 8:00 p.m. in the Montrose Community Center**
- E. Park and Recreation Commission Meeting – Thursday, November 5, 2020 at 5:30 p.m. in the Montrose City Hall Conference Room
- F. Regular City Council Meeting – Monday, November 9, 2020 at 7:00 p.m. in the Montrose Community Center
- G. Planning and Zoning Commission Meeting – November Meeting Date To-Be-Determined
- H. Montrose Economic Development Authority – Tuesday, November 17, 2020 at 12:00 noon in the Montrose City Hall Conference Room
- I. City Council Workshop – Monday, November 23, 2020 at 4:00 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, September 14, 2020
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, September 14, 2020 at 7:00 p.m.

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

2. ROLL CALL

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

Absent: Council Member Lloyd Johnson

Staff Present: Ms. Wendy Manson, Deputy Clerk
 Ms. Heidi Dahlin, Administrative Assistant
 Mr. Kevin Triplett, Montrose Fire Department Chief
 Mr. Jared Voge, City Engineer
 Mr. Daniel Elder, City Planner

3. INVOCATION

A. Pastor Cathy Jones – House of Grace

Pastor Cathy Jones administered the Invocation.

4. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was taken.

5. APPROVAL OF THE AGENDA

A. Approval of the Agenda

Mayor Otto amended the September 14, 2020 Regular City Council Meeting Consent Agenda to include Pay Request Number Six (#6) to Rice Lake Construction in **6. APPROVAL OF THE CONSENT AGENDA**, B. Accounts Payable, 1. Approve the September 14, 2020 Accounts Payable for the City of Montrose.

Council Member Marszalek motioned to approve the September 14, 2020 Regular City Council Meeting Agenda as amended. Mayor Otto seconded the motion. Motion carried 4-0.

6. APPROVAL OF THE CONSENT AGENDA

A. Minutes

1. Accepted the minutes of the August 10, 2020 Regular City Council Meeting.
2. Accepted the minutes of the August 12, 2020 Special City Council Meeting.
3. Accepted the minutes of the August 31, 2020 City Council Workshop.

B. Accounts Payable

1. Approved the September 14, 2020 Accounts Payable for the City of Montrose.
2. Approved the September 14, 2020 Accounts Payable for the Montrose Fire Department.

C. Approved the Monthly Utility Adjustments, August, 2020.

D. Election Judge Appointment

1. Appointed Additional Election Judges for the General Election.

E. Truth in Taxation Public Meeting Date

1. Set the Truth in Taxation Public Meeting Date for December 14, 2020 at 7:00 pm at the Montrose Community Center.

F. Close City Hall – Tuesday, October 6, 2020 from 9:00 a.m. to 12:00 p.m.

1. Authorized the closing of City Hall on Tuesday, October 6, 2020 from 9:00 a.m. to 12:00 p.m. for City staff training in Cardiopulmonary Resuscitation (CPR).

Council Member Marszalek motioned to approve the Consent Agenda as amended to include Pay Request Number Six (#6) to Rice Lake Construction in 6. APPROVAL OF THE CONSENT AGENDA, B. Accounts Payable, 1. Approve the September 14, 2020 Accounts Payable for the City of Montrose. Council Member Moynagh seconded the motion. Motion carried 4-0.

7. OPEN FORUM

No one addressed the City Council during Open Forum.

8. WRIGHT COUNTY SHERIFF'S OFFICE

A. August, 2020 Monthly Report and Hours Report

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

A. City Council

1. Monthly Activity Report

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

B. Montrose Fire Department

1. August, 2020 Activity Report

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

2. Engine Twelve (12) Radio/Intercom

- a. Authorize the Purchase of Headsets for Engine Twelve (12) Radio System for Safety and Effective Communication

Mr. Triplett gave an overview of the how the proposed Headsets would work and explained why they are needed for safe and effective communication among the firefighters.

Mayor Otto motioned to authorize the Montrose Fire Department to purchase Headsets for Engine Twelve (12) Radio System for safety and effective communication in an amount not to exceed \$10,000.00. Council Member Moynagh seconded the motion. Motion carried 4-0.

3. City Brush Pile Discussion

Mr. Triplett stated that the brush pile was burned in July, 2020 and there is already another large amount of brush at the site and some of the brush and logs are too large to burn. He continued by asking the City Council what they would like to do about maintenance of the brush pile; because, the Montrose Fire Department cannot keep up with the burning of the large amounts of brush that is continually deposited at the Compost Site.

Council Member Marszalek asked if Public Works Director, Mr. Wayne McCormick was able to identify the license plates of individuals that are dropping off brush at the Compost Site through the surveillance cameras at the Site. Mr. Triplett stated yes; but unfortunately, the identity of the owners of the vehicles is confidential information. He continued by stating that the Wright County Sheriff's Office has been able to assist Mr. McCormick with the identity of individuals who are dumping illegal materials at the Compost Site; but, dumping brush is in compliance with the Site's rules and regulations.

Ms. Manson stated that the rules and regulations for the Site state that it can only be used by City of Montrose residents and the Public Works Department employees have caught people dumping at the brush site that do not live in City limits. When the employees informed the individuals that the Compost Site is for Montrose residents only, they became very angry.

Mayor Otto asked if the City employees can burn the brush. Mr. Triplett stated that the Public Works Department employees can burn the brush; but, it has to be under his supervision and he again reiterated that the Montrose Fire Department firefighters do not have the time to stay at the Compost Site and watch the fire as it burns.

Mr. Triplett stated that he understands that it has been a convenience to have the Compost Site open all the time and available for residents; but, when it is being abused it may be time to consider operating it in a different way.

Ms. Manson stated that the City has dealt with this issue in the past and they kept the Compost Site closed and then issued keys to people who wanted to take materials to the Site. She continued by stating that after approximately six (6) months of issuing keys, the City was eventually able to open the Site again and they did not experience as much abuse of the rules and regulations of the Compost Site.

The City Council discussed and directed City staff to evaluate and determine how to continue the operation of the Compost Site.

4. Portable Radio Purchase

a. Authorize the Replacement of the Portable Radios from Ancom (CARES Act Funding)

Mr. Triplett gave an overview of the CARES Act Funding (Funding) awarded to cities by the Federal Government to be used for specific purchases to help cities provide safe and efficient operations during the COVID-19 Pandemic. He continued by stating that any purchases the City of Montrose makes with the CARES Act Funding are evaluated by the City's Auditor and/or Attorney to insure that they meet the rules and regulations of the Funding Program.

Mr. Triplett stated that the Montrose Fire Department is proposing to use the Funding to purchase new portable radios to assist with effective communication in the event of a City-wide emergency during the Pandemic.

He continued by stating that there is money budgeted in the Montrose Fire Department Fund for this purchase; however, if it qualifies under the CARES Act Funding, that money can be utilized for something else that the Fire Department may need.

Mr. Triplett stated the proposed radio purchase does meet the rules and regulations of the Funding as an essential service for emergency personnel during the COVID-19 Pandemic.

Council Member Marszalek asked how many radios this purchase will include. Mr. Triplett stated it will include twenty-four (24) radios; which involves the updating of some of the Department's existing radios and the purchase of new radios.

Council Member Marszalek asked if the amount of the quote includes a Maintenance Contract on the radios. Mr. Triplett stated that there is not a Maintenance Contract available for the radios and it would not be an eligible expense under the CARES Act Funding; however, he continued by stating that the purchase includes an extended three (3) year warranty on the radios.

Council Member Moynagh motioned to authorize the Montrose Fire Department to purchase Portable Radios from Ancom with the CARES Act Funding not to exceed the amount of \$75,000.00. Council Member Marszalek seconded the motion. Motion carried 4-0.

5. Nomex Fire Hoods

- a. Authorize the Purchase of thirty (30) New Fire Hoods from Municipal Emergency Services (MES)

Mr. Triplett stated that the Montrose Fire Department is requesting to purchase new fire hoods that protect the firefighter's heads from cancer causing carcinogens. He continued by stating that they are proposing to purchase thirty (30) hoods at \$120.00 per hood; so, an amount not to exceed \$4,000.00.

Council Member Marszalek motioned to authorize the Montrose Fire Department to purchase thirty (30) new Fire Hoods from Municipal Emergency Services (MES) in an amount not to exceed \$4,000.00. Council Member Andreoff seconded the motion. Motion carried 4-0.

C. Emergency Management

1. Community Center and Emergency Operations Center Audio and Visual Upgrade

- a. Authorize the Purchase of New Audio and Visual Equipment (CARES Act Funding)

Mr. Triplett stated that he and Ms. Manson have met with a few companies regarding the audio set-up and video updates to the Community Center; because, it is the primary Emergency Operations Center in the event of a City-wide emergency. He continued by stating that it falls under the CARES Act Funding; because, the proposed new equipment would allow the City Council to set-up for their Meetings with mandated Social Distancing requirements.

Mr. Triplett stated that staff did look at what other cities are doing in regards to the equipment that they are proposing to purchase to set-up their City Council Chambers and/or Emergency Operations Center to make them compliant with COVID-19 Pandemic directives and mandates, and the proposal presented is similar to what other cities are doing. He continued by stating that the City's Auditor is recommending the purchase of the new Audio and Visual Equipment.

Mr. Triplett gave an overview of what the proposed equipment would be and where it would be located in the Community Center.

Mr. Triplett stated that the cost will be approximately be \$40,000.00.

Ms. Manson stated that the proposed upgrades would eliminate the outdated recording techniques of City Meetings and also provide better recordings of the Meetings for the general public.

Council Member Marszalek asked about the installation of appropriate sound tiles on the ceiling. Mr. Triplett stated that sound tiles would not be an eligible expense under the CARES Act Funding; however, he does have a firefighter who may be able to help the City with installation of sound tiles. Ms. Manson stated that there is money available in the Community Center Fund for this type of improvement.

Council Member Marszalek motioned to authorize the Montrose Fire Department to purchase new Audio and Visual Equipment for the Community Center and Emergency Operations Center with the CARES Act Funding in an amount not to exceed \$50,000.00. Council Member Moynagh seconded the motion. Motion carried 4-0.

D. Park and Recreation Commission

1. September 3, 2020 Park and Recreation Commission Meeting Minutes

Mayor Otto gave an overview of the items discussed at the September 3, 2020 Park and Recreation Commission Meeting.

Mayor Otto stated that the Park and Recreation Commission needs to purchase trophies for the Halloween and Christmas Decorating Contest. She continued by asking the City Council for authorization to spend up to \$100.00 to purchase the trophies.

Council Member Moynagh motioned to authorize the Park and Recreation Commission to purchase trophies for the Halloween and Christmas Decorating Contest in an amount not to exceed \$100.00. Council Member Andreoff seconded the motion. Motion carried 4-0.

E. Planning and Zoning Commission

1. August 12, 2020 Planning and Zoning Commission Meeting Minutes

2. Planned Unit Development Amendment – R Home – Forest Creek Housing Development

The City Planner, Mr. Daniel Elder stated that at the August 12, 2020 Planning and Zoning Commission Meeting, the application by R Homes for the Forest Creek Planned Unit Development Amendment (PUD) had a hearing in front of the Planning and Zoning Commission. At the meeting, the application was presented for the second time to the Planning and Zoning Commission, who expressed concerns regarding the amendment and allowing lesser setbacks. The Planning and Zoning Commission expressed concerns about setting a precedent for future housing developments by allowing the smaller size lots. The Planning and Zoning Commission expressed concern about the smaller lot sizes and setbacks not being able to accommodate parking pads. Based on these concerns, the Planning and Zoning Commission recommended that the City Council deny the PUD Amendment.

Council Member Marszalek stated that he lives in the Forest Creek Housing Development and his neighbors that he talked to were all in favor of the proposed amendment to build one (1) story houses; as opposed to the original design to build two (2) story houses.

Mayor Otto stated that she attended the Planning and Zoning Commission's Public Hearing on the proposed amendment and only one (1) individual provided input at the Public Hearing and once they understood that it was going to be a one (1) story house; as opposed to the tall two (2) story house, she was in favor of the proposed amendment.

Council Member Moynagh shared his concerns about going against the Planning and Zoning Commission's recommendation to deny the amendment to the Forest Creek Housing Development's PUD. Mayor Otto stated that she understands Council Member Moynagh's; but, Council Member Marszalek spoke with residents in the Forest Creek Housing Development and they were in favor of the amendment.

Council Member Marszalek stated that the concern of the Planning and Zoning Commission is that if they are given the variance, they are going to set a precedence and every developer is going to expect a variance; but, that is not how a PUD works. Mr. Elder stated that each variance and amendment request is going to be specific to the PUD; so, it is not going to set a precedence.

Council Member Marszalek stated that establishing a PUD costs the developer \$10,000.00 or more and R Homes has been an important Developer in the Montrose Community; so, the City should allow them the proposed amendment.

Mayor Otto stated that the City has also asked R Homes to assist with the development of the Park in Forest Creek. She continued by stating that the City should consider what the other residents of the Forest Creek Housing Development have said about the amendment and they have indicated that they are in favor of the PUD amendment.

- a. Resolution No. 2020–23 *A Resolution Approving/Denying a Planned Unit Development (PUD) Amendment for Forest Creek*

Council Member Marszalek motioned to adopt Resolution No. 2020-23 *A Resolution Approving a Planned Unit Development (PUD) Amendment for Forest Creek*. Mayor Otto seconded the motion. Motion carried 4-0.

3. 150 Nelson Boulevard – Parking Lot Deferment Agreement

- a. Mr. Sid Chantland, 150 Nelson Boulevard - Parking Lot Deferment Agreement

Mr. Elder presented a *Parking Lot Deferment Agreement* for the Cool Java Spot business located at 150 Nelson Boulevard. The *Agreement* is between the owner of the property and the City of Montrose for the deferment of six (6) parking spots. The City's Ordinance requires twelve (12) parking spots and the *Agreement* legally binds the property owner to the total of twelve (12) parking spots if the City decides that six (6) more parking spots are needed in the future at the 150 Nelson Boulevard property.

Council Member Marszalek asked if the *Agreement* was open-ended. Ms. Manson stated that the *Agreement* is in effect for two (2) years. Mr. Elder stated that the property owner is required to install the twelve (12) parking spots within the two (2) years of the *Agreement*. He continued by stating that if the City would decide that they want the twelve (12) parking spots installed before the *Agreement* expires in two (2) years, the property owner would be legally bound to install them.

Ms. Manson stated that the Planning and Zoning Commission did discuss the proposed *Parking Lot Deferment Agreement* for 150 Nelson Boulevard and were in favor of the City Council approving it.

Council Member Moynagh motioned to have the City of Montrose enter into a *Parking Lot Deferment Agreement* with Mr. Sid Chantland and his property located at 150 Nelson Boulevard. Council Member Andreoff seconded the motion. Motion carried 4-0.

4. City Planner Update

Mr. Elder stated that he contacted Mr. Trelstad, the gentleman that purchased the property at 300 Nelson Boulevard (Old Casey's Building) from Casey's back in July of 2019. Mr. Trelstad wishes to use the location for the outdoor sale of log splitters and equipment. Mr. Elder continued by stating that City staff informed the owner that the property needs to be rezoned to Business District Two (B-2) and requires a Conditional Use Permit (CUP). Mr. Elder stated that he is currently, working with the owner to help compile all the needed information to comply. The owner was interested in learning what the City's Economic Development Authority (EDA) could do to help with the business's opening, and City staff informed the owner that the EDA would work with him after the costs of the application were finalized. Mr. Elder stated that Mr. Trelstad has been provided an example of the scale drawing needed for the application and that City staff is willing to work with him to get the property developed.

Mr. Elder stated that *The Preserve Housing Development* is moving forward with Brummer Properties still showing an interest in the development of the site. Brummer Properties has currently hired an engineering firm to develop a new site plan for the location and is in talks with the Minnesota Department of Natural Resources (MN DNR) to comply with the wetland regulations and redo the four-tier zoning that is currently in place. The City should expect to hear from Brummer Properties in the near future.

Council Member Marszalek directed Mr. Elder to inform Mr. Trelstad that the Montrose EDA is willing to meet with him at any time to discuss financial assistance to help him establish his business at the 300 Nelson Boulevard location.

F. City Engineer

1. Year 2020 Street Maintenance Project

Mr. Jared Voge stated that on September 8, 2020 we received six (6) bids for the Year 2020 Pavement Improvements Project. The bids ranged from \$151,735.60 to \$199,897.56. The low bidder for the project

is Knife River Corporation of Sauk Rapids, Minnesota. Mr. Voge referenced the bid abstract for the Project made available to the City Council for their review. He continued by stating that City staff is recommending that the City Council award the bid for the Year 2020 Pavement Improvements Project to Knife River Corporation of Sauk Rapids, Minnesota in the amount of \$151,735.60. Mr. Voge stated that City Council adoption of Resolution No. 2020-24 would accept the Knife River bid and award the Contract with them.

Mr. Voge stated that City staff has discussed the condition of the City Hall parking lot and since the bids for the Year 2020 Pavement Improvements Project came in significantly lower than anticipated, it would be a good time to discuss adding the parking lot improvements to the Project with Knife River through a Change Order.

- a. Resolution No. 2020-24 *A Resolution Accepting Year 2020 Pavement Improvements Bid and Awarding Contract*

Council Member Moynagh motioned to adopt Resolution No. 2020-24 *A Resolution Accepting Year 2020 Pavement Improvements Bid and Awarding Contract* and City Hall Parking Lot Change Order. Council Member Marszalek seconded the motion. Motion carried 4-0.

Mayor Otto stated that City staff is obtaining bids to install a retaining wall at the Regional Park. She continued by stating that the adjoining property owner is having problems with erosion along the fence line.

G. Economic Development Authority

- 1. August 25, 2020 Economic Development Authority Meeting

Council Member Marszalek gave an overview of the items discussed at the August 25, 2020 Economic Development Authority Meeting.

- 2. Economic Development Authority Flyer

Council Member Marszalek presented a promotional Economic Development Authority (EDA) Flyer that he prepared.

Council Member Marszalek continued by stating that he has been working with Ms. Jolene Foss, Wright County Economic Development Partnership Executive Director and the City Planner, Mr. Elder to establish an Aldi's Grocery Store in the City of Montrose. He gave a brief overview of what items are required by the Aldi Corporation to determine the feasibility of establishing in a Community.

Mr. Voge stated that he would provide Council Member Marszalek and Mr. Elder with traffic counts to forward to Aldi Corporation.

10. NO OLD BUSINESS.

11. NEW BUSINESS

- A. City Hall Business Counter Improvements (CARES Act Funding)

City of Montrose Administrative Assistant, Ms. Heidi Dahlin presented an estimate from Creative Builders to make improvements to the counter area at City Hall to comply with COVID-19 Pandemic directives and mandates for Social Distancing and protecting City staff when conducting business with the general public. The improvements would meet the requirements and regulations of the CARES Act Funding.

Ms. Dahlin gave an overview of the process to obtain a contractor to complete the improvements.

She continued by providing a list of the improvements to be made to the front counter area.

Council Member Marszalek motioned to approve the quote from Creative Builders in the amount of \$22,500.00 to make improvements to the City Hall counter area. Council Member Moynagh seconded the motion. Motion carried 4-0.

B. Year 2021 Preliminary Budget and Levy

Ms. Manson presented the Year 2021 Preliminary Budget and Levy.

Council Member Marszalek motioned to approve the Year 2021 Preliminary General Fund Budget and Levy as presented. Mayor Otto seconded the motion. Motion carried 4-0.

C. Resolution #2020-21 A Resolution Authorizing a Decrease to the Levy for Crossover Bond 2010A

Ms. Manson presented the decrease to the Levy for Crossover Bond 2010A.

Council Member Moynagh motioned to adopt Resolution #2020-21 A Resolution Authorizing a Decrease to the Levy for Crossover Bond 2010A. Council Member Marszalek seconded the motion. Motion carried 4-0.

D. Resolution #2020-22 A Resolution Authorizing a Decrease to the Levy for General Obligation (GO) Street Reconstruction Bond 2017A

Ms. Manson presented the decrease to the Levy for the General Obligation (GO) Street Reconstruction Bond 2017A.

Council Member Moynagh motioned to adopt Resolution #2020-22 A Resolution Authorizing a Decrease to the Levy for GO Street Reconstruction Bond 2017A. Council Member Andreoff seconded the motion. Motion carried 4-0.

12. UPCOMING MEETINGS

- A. Montrose Economic Development Authority – Tuesday, September 15, 2020 at 12:00 noon in the Montrose City Hall Conference Room – CANCELLED.
- B. City Council Workshop – Monday, September 28, 2020 at 4:00 p.m. in the Montrose Community Center – CANCELLED.
- C. Park and Recreation Commission Meeting – Thursday, October 1, 2020 at 5:30 p.m. in the Montrose City Hall Conference Room.
- D. Regular City Council Meeting – Monday, October 12, 2020 at 7:00 p.m. in the Montrose Community Center.
- E. Planning and Zoning Commission Meeting – Wednesday, October 14, 2020 at 7:00 p.m. in the Montrose Community Center.
- F. Montrose Economic Development Authority – Tuesday, October 20, 2020 at 12:00 noon in the Montrose City Hall Conference Room.
- G. City Council Workshop – Monday, October 26, 2020 at 4:00 p.m. in the Montrose Community Center.
- H. **General Election – Tuesday, November 3, 2020 from 7:00 a.m. to 8:00 p.m. in the Montrose Community Center.**

13. ACKNOWLEDGEMENTS

A. Mayor Otto

- 1. Ms. Manson, Mr. Triplett and Ms. Dahlin – CARES Act Funding

Mayor Otto acknowledged Ms. Manson, Mr. Triplett and Ms. Dahlin for their work on the CARES Act Funding Projects.

2. Montrose Fire Department

Mayor Otto acknowledged the Montrose Fire Department for everything they do in the Montrose Community.

3. Cool Spot Java

Mayor Otto acknowledged Cool Spot Java for opening in the City of Montrose.

B. Council Member Kirby Moynagh

1. Montrose Fire Department – September 11th Memorial

Council Member Moynagh acknowledged and thanked the Montrose Fire Department for spending the day on United States Highway Twelve (U.S. Highway 12) in remembrance of September 11th.

C. Council Member Tom Marszalek

1. Resident Attendance at the City Council Meeting

Council Member Marszalek acknowledged and thanked the residents who were in attendance at the City Council Meeting.

14. ADJOURNMENT

Council Member Moynagh motioned to the adjourn the Regular City Council Meeting at 8:13 p.m. Council Member Andreoff seconded the motion. Motion carried 4-0.

Michelle Otto
Mayor
City of Montrose

ATTEST:

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

ACCOUNTS PAYABLE LIST

OCTOBER 12, 2020

Payroll	9/8/20 Payroll	12727.07
Payroll	9/21/20 Payroll	12831.60
Payroll	10/5/20 Payroll	14184.14
Council Payroll	3 rd Qtr Payroll	1662.30
IRS-Federal Tax Payment	9/8/20 FED/FICA Tax	4477.43
IRS-Federal Tax Payment	9/21/20 FED/FICA Tax	4521.55
IRS-Federal Tax Payment	10/5/20 FED/FICA Tax	5115.56
MN Dept. of Revenue	9/8/20 State Withholding	784.57
MN Dept. of Revenue	9/21/20 State Withholding	791.57
MN Dept. of Revenue	10/5/20 State Withholding	909.96
PERA	9/8/20 Payroll	2659.83
PERA	9/21/20 Payroll	2671.72
PERA	10/5/20 Payroll	2969.60
*Ameritas Life Ins.	Employee Optical Ins	54.52
Payment Service Network	Sept. PSN/ACH	1241.91
*AFSCME #65	Sept. Union Dues	171.00
Ameripride Services	Uniforms/Floor Mats	247.14
Banyon Data Systems	Annual Support	3260.00
Braun Intertec	Wellhouse Testing	601.25
Campbell Knutson	Legal Services	1891.00
Cardmember Services	Parks-Nets & Flags	1044.56
Cardmember Services	Office Supplies	27.07
*Citizens State Bank	Sept. H.S.A. Deposit	2788.00
Citizens State Bank	Clean Up Day Cash Bank	200.00
*Colonial Life Ins	Sept. Employee Ins.	74.52
Delta Dental	Oct. Dental Ins.	879.60
Hawkins	Water Chemicals	1827.00
Health Partners	Oct. Health Ins	11715.06
Roy Henry, Jr.	Boot Reimbursement	50.00
*Inclusion Solutions	Voting Booths	946.30
*IUOE Local 49	Sept. Union Dues	210.00
Marie Jenson	Janitorial Services	200.00
Klein Heating/Cooling	City Hall Furnace	120.00
Lincoln Nat'l Life Ins	Oct. Life Ins	153.68
*Madison Nat'l Life	Oct. Disability Ins	348.91
Marco Tech	Printer Mtce Agreement	61.51
Tom Marszalek	Mileage/council Teleconference	46.37
Metering & Tech Solutions	New Meter Integration	6930.00
Mid-American Research	Weed Killer/Ice Melt	1387.50
Mini Biff	Park Biffs	443.70
MVTL Labs	Water Testing	48.20
MVTL Labs	WWTP Testing	478.50

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NEC Cloud Communications	Telephone Charges	186.89
Nystrom Publishing	3 rd Qtr Newsletter/Postage	1596.09
Paumen Computers	Monthly Backup Service	150.00
Paumen Computers	WWTP Support Renewal	615.00
Pitney Bowes	Postage Machine Rent	180.00
Purchase Power	Postage Refill	2020.99
Randy's Enviro Services	Sept. Refuse/Recycle	16428.84
Rice Lake Constr	Wellhouse Pay Request #6	156750.00
St. Louis MRO	Drug Testing	20.00
Varner Mobile Services	Plow Trucks Mtce.	537.50
Wenck Assoc.	Engineering-Emerson Ave.	255.00
Wright Cty Treasurer	July & Aug. County Fines	446.62
Wright Cty Auditor	Sept. Patrol Services	23866.25
Wright-Hennepin CO-OP	Electric Charges	266.12

ACCOUNTS PAYABLE SUBTOTAL 307073.50

Ameripride	Uniforms/Floor Mats	247.14
*Bolton & Menk	Engineering Services	16241.25
Comcast	Internet Service	431.93
Delano Auto Parts	Jetter Repair	18.98
Fergus Power Pump	Biosolids Removal	173093.00
Elizabeth Gerads	Utility Overpayment	172.89
Gopher State One-Call	Water/Sewer Locates	87.75
Anthony Jones	Utility Overpayment	68.51
Warren Kuipers	Utility Overpayment	23.44
LGI Homes	Grading/Landscape Escrow Refund	37500.00
Marco	Annual Printer Mtce Agreement	1250.55
Menards	Jetter Repairs	2.23
*Metro West Inspections	Bldg Permits/Inspect.	2082.64
Mini Biff	Park Biffs	193.00
MN Computer Systems	Copier Mtce Agreement	254.75
Micah & Sara Morris	Utility Overpayment	248.25
MVTL Labs	WWTP Testing	272.90
North Star Awards	Holiday Trophies	51.00
Andrew Opsahl	Utility Overpayment	278.72
Matthew Pederson	Utility Overpayment	155.05
PERA	Annual FF Contribution	42000.00
R Home	Landscape Escrow Refund	1500.00
Rice Lake Constr.	Wellhouse Pay Request #7	113102.00
Traut Companies	Well Pay Request #4	13395.00
U.S. Bank	Bond 2010A Agent Fees	500.00
Utility Consultants	WWTP Testing	107.50
Verizon	Cell Phones	337.37
Wakesun	Solar Energy	10620.76
Katrina Wascher	Utility Overpayment	226.59
Westside Wholesale Tire	Orange Plow Truck Tires	1926.69

Wex Bank	Gas Charges	533.08
Dan Willer	Utility Overpayment	95.90
Wright Cty Auditor	October Patrol Services	23866.25
Xcel Energy	Electric & Gas Charges	26.72

TOTAL ACCOUNTS PAYABLE	747985.34
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OTTO	BOELTER	MARSZALEK
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JOHNSON	MOYNAGH	ANDREOFF
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* Appendix

Payments received to offset checks written

Payroll Deduction	Sept. Optical Ins.	54.52
Payroll Deduction	AFSCME-Sept. Union Dues	171.00
Payroll Deduction	Sept. H.S.A. Deposit	1388.00
Payroll Deduction	IUOE 49-Sept. Union Dues	210.00
Payroll Deduction	Oct. Disability Ins	348.91
Payroll Deduction	Sept. Employee Ins.	74.52
Developer Expenses	Bolton & Menk	612.50
Building Permits	Metro West Inspections	2082.64
CARES Funding	Inclusion Solutions	946.30

FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

OCTOBER 12, 2020

Ancom Communications	T-11 Radio Upgrade	463.50
Ancom Techical	Pager Repair	13.00
Bound Tree Medical	Medical Supplies	30.56
MN BCA	Background Checks-New FF	30.00
MN Fire Service Cert Board	FF Recertification	50.00
Municipal Emerg Services	Fire Hoods & Gloves	278.99
ServPro of Wright Cty	Fire Station Cleaning	7834.73
Bound Tree	Medical Supplies	50.52
Comcast	Internet Service	97.85
Verizon	FD I-Pad	40.01
Wex Bank	Gas Charges	95.01
TOTAL ACCOUNTS PAYABLE		8984.17

OTTO
BOELTER
MARSZALEK

JOHNSON
MOYNAGH
ANDREOFF

*APPENDIX

Payments received to offset checks written

CITY OF MONTROSE
Monthly Adjustments

10/01/20 7:39 AM
Page 1

Account	Tran Type	Charge Name	Charge Type	Amount	Date
00-00004176-01-	Adjustment		UR	(\$27.80)	9/17/2020
01-00001966-00-	Adjustment	Garbage-60 GAL	Service	(\$0.65)	9/11/2020
01-00001966-00-	Adjustment	Garbage Tax	Surcharge	(\$0.06)	9/11/2020
01-00001966-00-	Adjustment	Sewer Collection	Service	(\$2.31)	9/11/2020
01-00001966-00-	Adjustment	WWTP	Service	(\$2.32)	9/11/2020
01-00001966-00-	Adjustment	Recycle-60	Service	(\$0.10)	9/11/2020
01-00001966-00-	Adjustment	R Water	Service	(\$2.52)	9/11/2020
01-00001966-00-	Adjustment	Storm Water	Service	(\$0.23)	9/11/2020
00-00005135-02-	Adjustment		UR	(\$40.13)	9/17/2020
00-00001545-00-	Adjustment		UR	(\$95.21)	9/17/2020
00-00001723-01-	Adjustment		UR	(\$40.21)	9/17/2020
00-00001874-00-	Adjustment		UR	(\$107.27)	9/17/2020
00-00002522-03-	Adjustment		UR	(\$174.62)	9/17/2020
00-00002565-00-	Adjustment		UR	(\$97.08)	9/17/2020
00-00005024-00-	Adjustment		UR	(\$19.43)	9/17/2020
01-00001966-00-	Adjustment	Annual State Wa	Service	(\$0.49)	9/11/2020
				(\$610.43)	

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

CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA

RESOLUTION ALLOWING THE ASSESSMENT OF UNPAID UTILITIES TO THE 2021 TAXES

RESOLUTION 2020-25

WHEREAS, the Montrose City Council has reviewed the unpaid utility bills pursuant to Montrose City Code 30.07; and

WHEREAS, the property owners have been properly notified of said pending assessment;

NOW THEREFORE, BE IT RESOLVED; that the City Clerk will certify to the County Auditor for inclusion on the 2021 tax statements, those bills which remain unpaid as of October 12, 2020.

Council Member _____ moved for the adoption of the above Resolution.

Council Member _____ seconded the motion.

In favor:

Opposed:

Date: **Monday, October 12, 2020.**

Signed: _____
Michelle Otto, Mayor

Attest: _____
Deborah Boelter, City Clerk-Treasurer

UTILITY ASSESSMENTS

OCTOBER, 2020

<u>Name/Address</u>	<u>PID</u>	<u>Amount</u>
Tom Triplett 201 Center Avenue S. Montrose, MN 55363	112-012-03061	27.53
Josh Kuehn 231 Center Avenue S. Montrose, MN 55363	112-012-003070	268.92
Thomas Goeb 241 Center Avenue S. Montrose, MN 55363	112-012-003080	434.05
Laura Lanigan 149 Mindy Lane Montrose, MN 55363	112-013-003021	66.14
Josh Peterson 517 1 st Street N. Montrose, MN 55363	112-017-004020	33.49
Jarett Harmon 504 Emerson Court Montrose, MN 55363	112-031-003080	2,246.50
Danielson Real Estate 211 Rock Brook Blvd. Montrose, MN 55363	112-036-001030	1,796.70
Brandon Elletson 1018 Alexander Court Montrose, MN 55363	112-038-001150	854.01
Danielson Real Estate 352 Garfield Avenue Montrose, MN 55363	112-040-001020	125.15

Keystone One, LLC
122 2nd Street S.
Montrose, MN 55363

112-500-363318

718.61

COUNTY OF WRIGHT
CITY OF MONTROSE
STATE OF MINNESOTA

RESOLUTION NO. 2020 - 26

Resolution for a Maintenance Agreement between the City of Montrose and Wright County Highway Department for Snow and Ice Control under Maintenance Plan C – County State Aid Highway (CSAH) 60.

MAINTENANCE AGREEMENT – 2021

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

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

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

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

NOW THEREFORE, IT IS AGREED with regard to said County State Aid Highway maintenance: That the City will be responsible for routine maintenance of the following highways:

MAINT.

<u>PLAN</u>	<u>ROAD</u>	<u>SEGMENT</u>	<u>MILES</u>	<u>COST/MI*</u>	<u>TOTAL COST</u>
C	CSAH60	From TH12 to Buffalo St.	0.32	\$4,612.31	\$1,475.94
		ESTIMATED TOTAL =	0.32		\$1,475.94

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

C. Snow and Ice Control

*Based on the average annual cost of years 2017, 2018, and 2019

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

That the County will be responsible for all other maintenance.

That in December of 2021, the City shall receive payment from the County for their work. This amount shall be based on the average annual cost per mile for the years 2018, 2019, and 2020 for routine maintenance on Municipal County State Aid Highways. The average annual cost per mile will reflect only those costs associated with the areas of routine maintenance for which the city is responsible.

ADOPTED:

ATTEST:

October 12, 2020

City Clerk-Treasurer

Mayor

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution duly passed, adopted and approved by the City Council of said City on October 12, 2020.

APPROVED AND ACCEPTED:
COUNTY OF WRIGHT

City Clerk-Treasurer

City of Montrose

Board Chair

Date

ATTEST:

County Administrator

Date



**Wright County
Highway Department**
3600 Braddock Ave NE
Buffalo, MN 55313

Ph: (763)682-7383
Fax: (763)682-7313

VIRGIL HAWKINS, P.E.
Highway Engineer

CHAD HAUSMANN, P.E.
Assistant Highway Engr.

STEVE MEYER
Maintenance
Superintendent

JEREMY CARLSON, P.L.S.
Right-of-Way Agent

SARA BUERMANN, P.E.
Traffic Engineer

17 September 2020

Letter of Transmittal

TO: Deb Boelter
City of Montrose
PO Box 25
Montrose, MN 55363

SUBJECT: 2021 Maintenance Agreement

We are forwarding the following: One (1) copy of the 2021 Maintenance Agreement between Wright County and the City of Montrose. Please sign and print two copies and return them to our office.

Qty	Description
1	Copy of the 2021 Maintenance Agreement

Sincerely,

Virgil G. Hawkins, P.E. – Wright County Highway Engineer



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 October 1, 2020

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
911 Hang-up Total: 7					
09/01/20 10:19	911 Hang-up	2020069629			911
09/12/20 20:26	911 Hang-up	2020073072			911
09/12/20 21:50	911 Hang-up	2020073104			911
09/13/20 16:13	911 Hang-up	2020073293			911
09/20/20 15:33	911 Hang-up	2020075386			911
09/23/20 13:20	911 Hang-up	2020076282			911
09/26/20 16:15	911 Hang-up	2020077347			911
911 Open Line Total: 9					
09/05/20 17:18	911 Open Line	2020071071			911
09/11/20 16:42	911 Open Line	2020072736			911
09/13/20 16:42	911 Open Line	2020073299			911
09/15/20 18:55	911 Open Line	2020073941			911
09/16/20 11:29	911 Open Line	2020074096			911
09/18/20 14:35	911 Open Line	2020074759			911
09/19/20 11:00	911 Open Line	2020075026			911
09/20/20 19:31	911 Open Line	2020075459	Medical - Psychiatric -	WP20026662	911
09/29/20 13:07	911 Open Line	2020078115			911
Abandoned Vehicle Total: 1					
09/28/20 05:36	Abandoned Vehicle	2020077740	Abandoned Vehicle	WP20027492	911
Agency Assist Total: 1					
09/23/20 14:26	Agency Assist	2020076306	Agency Assist	WP20026974	Phone
Animal - Bites - Attacks Total: 1					
09/28/20 12:28	Animal - Bites - Attacks	2020077814	Animal - Bites - Attacks	WP20027521	Phone
Assault Total: 1					
09/13/20 18:10	Assault	2020073318	Juvenile - Complaint	WP20025896	Phone
Check Welfare Total: 11					
09/04/20 17:32	Check Welfare	2020070685	Check Welfare	WP20025024	Phone
09/11/20 09:16	Check Welfare	2020072613	Check Welfare	WP20025662	Phone
09/11/20 20:10	Check Welfare	2020072789	Check Welfare	WP20025723	911
09/16/20 23:43	Check Welfare	2020074293	Domestic Disturbance	WP20026228	Phone
09/17/20 15:18	Check Welfare	2020074443	Domestic Disturbance	WP20026285	Phone
09/18/20 14:13	Check Welfare	2020074746	Check Welfare	WP20026393	Phone
09/20/20 02:01	Check Welfare	2020075285	Check Welfare	WP20026600	911
09/23/20 23:41	Check Welfare	2020076484	Check Welfare	WP20027043	Phone
09/26/20 15:43	Check Welfare	2020077341	Check Welfare	WP20027350	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
09/26/20 20:09	Check Welfare	2020077417	Check Welfare	WP20027381	Phone
09/26/20 23:25	Check Welfare	2020077480	Check Welfare	WP20027408	911

Citizen Aid Total: 3

09/08/20 16:48	Citizen Aid	2020071977	Drugs	BP20008353	Phone
09/13/20 00:07	Citizen Aid	2020073147	Citizen Aid	WP20025829	Phone
09/22/20 10:40	Citizen Aid	2020075940	Suspicious - Circumstances	WP20026843	Phone

Civil Complaint Total: 5

09/06/20 16:02	Civil Complaint	2020071377	Civil Complaint	WP20025238	Phone
09/10/20 19:08	Civil Complaint	2020072505	Civil Complaint	WP20025629	Phone
09/11/20 16:42	Civil Complaint	2020072735	Civil Complaint	WP20025711	911
09/14/20 15:10	Civil Complaint	2020073599	Civil Complaint	WP20025982	Phone
09/23/20 15:22	Civil Complaint	2020076329	Civil Complaint	WP20026985	Phone

Civil Process Total: 12

09/01/20 11:13	Civil Process	2020069638			Officer
09/02/20 08:49	Civil Process	2020069925			Officer
09/02/20 08:58	Civil Process	2020069926			Officer
09/02/20 11:16	Civil Process	2020069969			Officer
09/02/20 17:44	Civil Process	2020070087			
09/04/20 09:19	Civil Process	2020070556			
09/08/20 14:38	Civil Process	2020071946			Officer
09/09/20 08:56	Civil Process	2020072141			Officer
09/14/20 11:14	Civil Process	2020073514			Officer
09/14/20 12:34	Civil Process	2020073545			Officer
09/18/20 12:56	Civil Process	2020074722			Officer
09/21/20 17:47	Civil Process	2020075741			

Commercial General Alarm Total: 1

09/10/20 02:01	Commercial General	2020072326	Commercial General Alarm	WP20025564	Phone
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Court Order Violation Total: 2

09/22/20 06:48	Court Order Violation	2020075888	Court Order Violation	WP20026819	Phone
09/26/20 16:27	Court Order Violation	2020077351	Civil Child Custody	WP20027356	Phone

Criminal Damage to Property Total: 8

09/04/20 19:56	Criminal Damage to	2020070731	Criminal Damage to Property	WP20025032	Phone
09/08/20 14:29	Criminal Damage to	2020071942	Civil Complaint	WP20025429	Phone
09/12/20 14:26	Criminal Damage to	2020072975	Criminal Damage to Property	WP20025776	
09/17/20 22:28	Criminal Damage to	2020074587	Criminal Damage to Property	WP20026331	Phone
09/18/20 06:36	Criminal Damage to	2020074630	Criminal Damage to Property	WP20026343	Phone
09/18/20 07:25	Criminal Damage to	2020074637	Criminal Damage to Property	WP20026348	
09/18/20 07:26	Criminal Damage to	2020074638	Criminal Damage to Property	WP20026349	
09/18/20 07:43	Criminal Damage to	2020074642	Criminal Damage to Property	WP20026352	

Disorderly Total: 1

09/15/20 10:13	Disorderly	2020073807	Medical - Psychiatric -	WP20026051	Phone
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Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Domestic Disturbance Total: 7					
09/03/20 18:49	Domestic Disturbance	2020070405	Domestic Disturbance	WP20024920	911
09/05/20 00:19	Domestic Disturbance	2020070835	Domestic Disturbance	WP20025059	Phone
09/07/20 21:19	Domestic Disturbance	2020071760	Domestic Disturbance	WP20025369	911
09/14/20 03:51	Domestic Disturbance	2020073436	Domestic Disturbance	WP20025933	911
09/14/20 15:57	Domestic Disturbance	2020073620	Medical - Psychiatric -	WP20025992	Phone
09/16/20 20:51	Domestic Disturbance	2020074256	Domestic Disturbance	WP20026218	Phone
09/19/20 02:28	Domestic Disturbance	2020074967	Domestic Disturbance	WP20026485	Phone
Domestic Disturbance; Intoxicated Person Total: 1					
09/03/20 01:58	Domestic Disturbance;	2020070220	Domestic Disturbance	WP20024857	911
Dumping Total: 1					
09/16/20 17:39	Dumping	2020074209	Dumping	WP20026203	911
Extra Patrol Total: 1					
09/28/20 22:58	Extra Patrol	2020077979	Extra Patrol	WP20027574	Phone
Extra Patrol; Phone Call Total: 1					
09/22/20 18:01	Extra Patrol; Phone Call	2020076072	Extra Patrol	WP20026895	Phone
Fight Total: 1					
09/26/20 01:43	Fight	2020077175	Fight	WP20027287	911
Fire - Burn Permit Total: 1					
09/30/20 07:29	Fire - Burn Permit	2020078325			Phone
Fire - Gas Leak Total: 1					
09/10/20 21:44	Fire - Gas Leak	2020072542	Fire - Gas Leak	WP20025639	Phone
Fireworks Total: 2					
09/06/20 21:09	Fireworks	2020071475	Fireworks	WP20025271	Phone
09/19/20 22:16	Fireworks	2020075227	Fireworks	WP20026576	Phone
Fraud - Internet Total: 1					
09/04/20 11:04	Fraud - Internet	2020070577	Fraud - Internet	WP20024976	Phone
Gun Incident Total: 1					
09/26/20 07:31	Gun Incident	2020077201	Gun Incident	WP20027301	Phone
Harassment Total: 2					
09/16/20 15:59	Harassment	2020074175	Harassment	WP20026193	Phone
09/20/20 20:30	Harassment	2020075485	Civil Complaint	WP20026664	Phone
Intoxicated Person Total: 1					
09/26/20 23:44	Intoxicated Person	2020077485	Intoxicated Person	WP20027411	911
Lock Out - Lock In Total: 1					
09/05/20 09:51	Lock Out - Lock In	2020070911	Lock Out - Lock In	WP20025088	Phone
Medical - Allergies - Stings Total: 1					
09/17/20 23:49	Medical - Allergies -	2020074600			911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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Medical - Breathing Problems Total: 1

09/08/20 14:16	Medical - Breathing	2020071939			911
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Medical - Psychiatric - Behavioral Total: 2

09/20/20 20:16	Medical - Psychiatric -	2020075477	Medical - Psychiatric -	WP20026661	Phone
09/21/20 21:14	Medical - Psychiatric -	2020075820	Medical - Psychiatric -	WP20026792	911

Medical - Seizure Total: 3

09/01/20 07:35	Medical - Seizure	2020069603			911
09/26/20 01:10	Medical - Seizure	2020077166	Medical - Seizure	WP20027290	911
09/29/20 08:30	Medical - Seizure	2020078030			911

Medical - Trauma Total: 1

09/06/20 17:13	Medical - Trauma	2020071402	Medical - Trauma	WP20025248	Officer
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Medical - Unknown Total: 2

09/10/20 21:01	Medical - Unknown	2020072534			911
09/17/20 21:47	Medical - Unknown	2020074574			911

MVA - No Injuries Total: 1

09/05/20 15:49	MVA - No Injuries	2020071044	MVA - No Injuries	WP20025132	
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Off-Road Vehicle Complaint Total: 2

09/06/20 12:23	Off-Road Vehicle	2020071312	Off-Road Vehicle Complaint	WP20025218	Phone
09/26/20 16:30	Off-Road Vehicle	2020077352	Off-Road Vehicle Complaint	WP20027358	Phone

Parking Total: 2

09/18/20 17:45	Parking	2020074826	Parking	WP20026434	
09/23/20 18:48	Parking	2020076413	Parking	WP20027015	

Residential General Alarm Total: 1

09/24/20 02:03	Residential General	2020076500	Residential General Alarm	WP20027047	Phone
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SIA Area Watch Total: 13

09/01/20 22:01	SIA Area Watch	2020069843			
09/01/20 23:23	SIA Area Watch	2020069859			
09/02/20 23:21	SIA Area Watch	2020070199			
09/04/20 00:51	SIA Area Watch	2020070496			
09/09/20 23:34	SIA Area Watch	2020072321			
09/10/20 00:24	SIA Area Watch	2020072323			
09/12/20 01:49	SIA Area Watch	2020072860			
09/15/20 16:33	SIA Area Watch	2020073905			
09/17/20 21:28	SIA Area Watch	2020074566			
09/20/20 22:56	SIA Area Watch	2020075514			
09/24/20 10:37	SIA Area Watch	2020076574			
09/25/20 20:21	SIA Area Watch	2020077051			
09/30/20 00:27	SIA Area Watch	2020078288			

SIA City Council - City Hall Total: 1

09/14/20 18:00	SIA City Council - City	2020073658			Officer
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Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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SIA Community Presentation Total: 1

09/19/20 16:28	SIA Community	2020075117			
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SIA Other Total: 2

09/06/20 22:58	SIA Other	2020071511			
09/24/20 01:18	SIA Other	2020076496			

SIA Parks Total: 1

09/27/20 21:36	SIA Parks	2020077695			
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Sign - Signal Repair Total: 2

09/10/20 10:48	Sign - Signal Repair	2020072395			Phone
09/23/20 07:57	Sign - Signal Repair	2020076189			Phone

Suspicious - Person - Vehicle Total: 5

09/03/20 01:25	Suspicious - Person -	2020070215	Suspicious - Person - Vehicle	WP20024855	Phone
09/10/20 08:34	Suspicious - Person -	2020072356	Suspicious - Person - Vehicle	WP20025573	911
09/15/20 07:48	Suspicious - Person -	2020073773	Suspicious - Person - Vehicle	WP20026040	Phone
09/18/20 16:13	Suspicious - Person -	2020074791	Suspicious - Person - Vehicle	WP20026416	Phone
09/18/20 20:24	Suspicious - Person -	2020074877	Suspicious - Person - Vehicle	WP20026456	Phone

Theft Total: 1

09/18/20 14:31	Theft	2020074757	Suspicious - Circumstances	WP20026401	Phone
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Threats Total: 2

09/07/20 20:34	Threats	2020071739	Threats	WP20025364	Phone
09/22/20 08:49	Threats	2020075908	Threats	WP20026827	Phone

Traffic - Complaint Total: 6

09/01/20 14:51	Traffic - Complaint	2020069707	Traffic - Complaint	WP20024687	Phone
09/04/20 13:44	Traffic - Complaint	2020070617	Traffic - Complaint	WP20024992	911
09/11/20 21:47	Traffic - Complaint	2020072815	Traffic - Complaint	WP20025729	911
09/16/20 21:19	Traffic - Complaint	2020074265	Traffic - Complaint	HP20000875	Phone
09/19/20 19:30	Traffic - Complaint	2020075161	Traffic - Complaint	WP20026558	Phone
09/21/20 20:08	Traffic - Complaint	2020075797	Traffic - Complaint	WP20026784	911

Traffic Stop Total: 85

09/02/20 00:37	Traffic Stop	2020069871			Officer
09/02/20 11:05	Traffic Stop	2020069965			Officer
09/02/20 20:13	Traffic Stop	2020070141	Traffic Stop	WP20024835	Officer
09/02/20 23:09	Traffic Stop	2020070198			Officer
09/03/20 00:08	Traffic Stop	2020070206			Officer
09/03/20 21:06	Traffic Stop	2020070444			Officer
09/03/20 21:13	Traffic Stop	2020070448			Officer
09/03/20 21:19	Traffic Stop	2020070451			Officer
09/04/20 10:51	Traffic Stop	2020070571			Officer
09/04/20 12:52	Traffic Stop	2020070596			
09/04/20 22:54	Traffic Stop	2020070806			Officer
09/05/20 18:33	Traffic Stop	2020071097	Traffic Stop	WP20025156	Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
09/06/20 00:21	Traffic Stop	2020071211			Officer
09/06/20 15:26	Traffic Stop	2020071363			
09/06/20 21:14	Traffic Stop	2020071476			Officer
09/06/20 21:35	Traffic Stop	2020071482			Officer
09/06/20 21:39	Traffic Stop	2020071486			Officer
09/06/20 21:55	Traffic Stop	2020071491			Officer
09/07/20 00:26	Traffic Stop	2020071528			Officer
09/07/20 01:04	Traffic Stop	2020071535	Traffic Stop	WP20025287	Officer
09/07/20 18:42	Traffic Stop	2020071700			Officer
09/07/20 18:46	Traffic Stop	2020071702			Officer
09/07/20 19:14	Traffic Stop	2020071710			Officer
09/07/20 21:05	Traffic Stop	2020071752	Traffic Stop	WP20025368	Officer
09/10/20 22:57	Traffic Stop	2020072552			Officer
09/11/20 01:48	Traffic Stop	2020072570			Officer
09/11/20 16:31	Traffic Stop	2020072729			
09/11/20 19:59	Traffic Stop	2020072787			Officer
09/11/20 20:59	Traffic Stop	2020072802			Officer
09/12/20 20:02	Traffic Stop	2020073066			Officer
09/13/20 14:25	Traffic Stop	2020073261			
09/13/20 15:44	Traffic Stop	2020073279			
09/14/20 00:16	Traffic Stop	2020073411			Officer
09/15/20 20:53	Traffic Stop	2020073973			Officer
09/15/20 23:54	Traffic Stop	2020074011			Officer
09/16/20 11:23	Traffic Stop	2020074093			Officer
09/16/20 16:27	Traffic Stop	2020074187	Traffic Stop	WP20026196	Officer
09/16/20 19:32	Traffic Stop	2020074238	Warrant - Arrest	WP20026215	Officer
09/17/20 20:49	Traffic Stop	2020074551			Officer
09/17/20 21:20	Traffic Stop	2020074561			Officer
09/17/20 22:07	Traffic Stop	2020074579			Officer
09/19/20 10:12	Traffic Stop	2020075013	Traffic Stop	WP20026503	Officer
09/19/20 10:33	Traffic Stop	2020075019	Traffic Stop	WP20026504	Officer
09/19/20 11:50	Traffic Stop	2020075044			
09/19/20 16:23	Traffic Stop	2020075115			Officer
09/20/20 07:48	Traffic Stop	2020075303	Traffic Stop	WP20026611	Officer
09/20/20 07:59	Traffic Stop	2020075304	Traffic Stop	WP20026612	Officer
09/20/20 08:45	Traffic Stop	2020075311	Traffic Stop	WP20026614	Officer
09/20/20 09:00	Traffic Stop	2020075315	Traffic Stop	WP20026615	Officer
09/20/20 10:09	Traffic Stop	2020075322	Traffic Stop	WP20026616	Officer
09/20/20 16:23	Traffic Stop	2020075396	Traffic Stop	WP20026640	Officer
09/20/20 22:37	Traffic Stop	2020075506			Officer
09/21/20 06:57	Traffic Stop	2020075552	Traffic Stop	WP20026684	Officer
09/21/20 07:18	Traffic Stop	2020075557	Traffic Stop	WP20026685	Officer
09/21/20 07:45	Traffic Stop	2020075564	Traffic Stop	WP20026690	Officer
09/21/20 08:05	Traffic Stop	2020075571	Traffic Stop	WP20026693	Officer
09/21/20 08:24	Traffic Stop	2020075574	Traffic Stop	WP20026695	Officer
09/21/20 08:49	Traffic Stop	2020075580			Officer
09/21/20 08:57	Traffic Stop	2020075581			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
09/21/20 09:24	Traffic Stop	2020075590			Officer
09/21/20 16:16	Traffic Stop	2020075708	Traffic Stop	WP20026754	Officer
09/21/20 16:30	Traffic Stop	2020075713			Officer
09/21/20 16:44	Traffic Stop	2020075716			Officer
09/21/20 17:02	Traffic Stop	2020075724	Traffic Stop	WP20026759	Officer
09/23/20 17:43	Traffic Stop	2020076382			Officer
09/23/20 23:46	Traffic Stop	2020076485			Officer
09/23/20 23:54	Traffic Stop	2020076489			Officer
09/24/20 01:05	Traffic Stop	2020076494			Officer
09/24/20 13:19	Traffic Stop	2020076612	Traffic Stop	WP20027089	Officer
09/24/20 20:39	Traffic Stop	2020076739			Officer
09/24/20 21:46	Traffic Stop	2020076758	Traffic Stop	WP20027135	Officer
09/24/20 22:12	Traffic Stop	2020076766			Officer
09/25/20 20:34	Traffic Stop	2020077058			Officer
09/25/20 22:17	Traffic Stop	2020077107			Officer
09/25/20 22:29	Traffic Stop	2020077112			Officer
09/25/20 23:37	Traffic Stop	2020077134			Officer
09/25/20 23:50	Traffic Stop	2020077140			Officer
09/27/20 11:14	Traffic Stop	2020077559			Officer
09/27/20 11:22	Traffic Stop	2020077561			Officer
09/27/20 11:37	Traffic Stop	2020077563			Officer
09/27/20 12:28	Traffic Stop	2020077570			Officer
09/27/20 12:49	Traffic Stop	2020077576			Officer
09/27/20 22:50	Traffic Stop	2020077706			Officer
09/29/20 07:42	Traffic Stop	2020078020			Officer
09/29/20 14:38	Traffic Stop	2020078140			

Training Total: 1

09/29/20 10:20	Training	2020078059			
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Warrant - Attempt Total: 3

09/16/20 15:10	Warrant - Attempt	2020074161	Warrant - Arrest	WP20026188	Officer
09/24/20 13:08	Warrant - Attempt	2020076608			Officer
09/24/20 18:00	Warrant - Attempt	2020076681			

Total Records: 224



Monthly Activity Report Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief



Period: 09/01/2020 thru 09/30/2020 (SEPTEMBER)

CALLS

Total Calls: 17

EMS Calls: 14

Other Calls:

09/21 - #20194 – Overheating motor/Electrical Problem – bathroom fan –
Woodland Township

09/17 - #20190 – Motor Vehicle Accident – Marysville Township

09/10 - #20187 – Gas Leak – Montrose City

of Calls SEPTEMBER 2019 = 22
2019 vs 2020 (2020 = -5)

Total calls to Date 2020 – 196

Total calls this time in 2019 - 177

2019 vs 2020 (2020 = +19)

Call Districts

Montrose City: 12

Franklin Township: 0

Marysville Township: 4

Woodland Township: 1

Other: 0

TRAINING:

09/01/2020 – Staff Meeting / Truck Maintenance

09/08/2020 – Agriculture Rescue/Extrication – CFRT

09/15/2020 – Lifelink Helicopter Landing zone training – LifeLink

09/29/2020 – Building construction / Fire Prevention preparation – In House

Other Activities, Special Mention, Etc.

09/14/2020 – City Council Meeting

09/22/2020 – Firefighter Gear Demo – Globe (ERS) & FireDex (MES)

09/29/2020 – Interview/Agility Testing for 2 prospective new hires

09/30/2020 – Emergency Management Meeting w/ Montrose Days Committee

SPECIAL INFO

- Radios have been ordered under the CARES Act funding
- Community Center upgrades (Audio/Video) have been ordered under CARES funding
- New doors/locks for the Fire Station have been ordered
- Awarded \$3000 grant from Compeer Financial for misc. equipment

Acknowledgments

- Kevin Triplett – For all his hard work dealing with CARES Act funding, Emergency Management and the continued leadership of the Fire Department
- All the firefighters for their continued involvement in the Fire Department and all the hard work and dedication they put forward on a daily basis

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

RESOLUTION NO. 2020-27

**A RESOLUTION OPTING TO INCREASE THE BENEFIT LEVEL FOR
FIREFIGHTERS WHO ARE VESTED IN THE VOLUNTARY STATEWIDE
VOLUNTEER FIREFIGHTER (SVF) RETIREMENT PLAN**

The City Council of the City of Montrose, Minnesota, does ordain:

- WHEREAS: The City previously authorized the fire department to join the Voluntary Statewide Volunteer Firefighter Retirement Plan administered by the Public Employees Retirement Association (PERA); and
- WHEREAS: The City requested and obtained a cost analysis of increasing the benefit level for firefighters who are vested in the Voluntary Statewide Volunteer Firefighter Retirement Plan from PERA not more than 120 days ago; and
- WHEREAS: The City understands that Minnesota statute allows an increase in benefit levels if the plan is fully funded, but does not have provisions for a decrease in benefit levels; and
- WHEREAS: The City highly values the contributions of City Fire Department members to the safety and well being of our community and wishes to safeguard their pension investments in a prudent manner.

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

- 1) The City hereby approves an increase in the benefit level for firefighters who have completed at least 5 years of good time service credit as a member of the Voluntary Statewide Volunteer Firefighter Retirement Plan administered by PERA at the \$4,500.00 benefit level per year of service, effective January 1, 2021; and
- 2) The City Clerk-Treasurer and Mayor are hereby authorized to execute all documents necessary to effectuate the intent of this resolution.

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted by the City Council of the City of Montrose, on this 12th day of October, 2020.

BY:

ATTEST:

Michelle Otto, Mayor

Deborah R. Boelter, City Clerk-Treasurer

City of Montrose
Park & Recreation Commission
Minutes
October 1, 2020

Pursuant to call and notice the Park & Recreation Commission met on October 1, 2020 at 5:30 p.m. at Montrose City Hall. Those present were Commission Members Sylvia Henry, and Sue Saman, City Council Liaison Michelle Otto, Jessica Bonniwell from Public Works, and Wayne McCormick from Public Works. Commission Member Ashlyn Otto was absent.

Call to Order

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

Approval of Meeting Agenda

Motion was made by Commission Member Henry to approve the agenda as written, second by Commission Member Saman.

Motion carried 2-0

Approval of September 3, 2020 Meeting Minutes

Motion was made by Commission Member Henry to approve September 3, 2020 meeting minutes as written, second by Commission Member Saman.

Motion carried 2-0

OLD BUSINESS:

Night to Unite

The Park and Recreation Commission discussed the upcoming event. Mayor Otto has confirmed the food truck and activity vendors for the event and everything is ready to go. Members from Wright County Sheriff's office and the Montrose Fire Department will be on site for the event.

Community Garden

The plots look okay for now, the Commission will keep checking the plots as the deadline of November 1, 2020 for clearing out the garden plots gets closer.

Lions Club – Benches & Trees Donation

Discussion continued on possible placement for benches and trees being donated by the Montrose Lions Club. Benches from the Lions have been installed at the Montrose Post office and on the new walking path on Hwy 25 S. The Lions have been in contact with Public Works Director Wayne McCormick regarding tree donations which will happen in Spring 2021. The Lions will also be donating some benches for the new playground in Forest Creek once that is installed in 2021.

Fish Sunflower Fields

Mayor Otto received communication from the Fish Sunflower company – they are complete for the year with the fields and will be coming out to Montrose in the coming weeks to meet with Mayor Otto and Public Works Director Wayne McCormick regarding a possible sunflower field for 2021.

2021 Events:

The Commission discussed the upcoming Montrose Days Event for Halloween "Trunk or Treat" wherein parents and kids will meet at City Hall in costume and walk to the Community Center where the UMC and Lions will have cars decorated and candy available that is already bagged into individual bags and individually wrapped.

Montrose Days is unsure if Breakfast with Santa event will happen for 2020 because of ongoing COVID-19 concerns. The Commission has decided not to do ornament decorating this year, but will still be hosting the tree lighting and caroling

event on December 5th. Mayor Otto proposed having reindeer at the event and the commission members are looking into possibly renting reindeer for the tree lighting event.

The Commission set potential dates for events for 2021 as follows:

Skate Day: January 23rd

Egg Hunt: April 3rd

Summer Splash: June 19th at Northridge Park

Night to Unite: August 3rd

Halloween Decorating Contest: October 29th

Tree Lighting/Breakfast with Santa/Ornament Decorating: December 4th

Holiday Decorating Contest: December 22nd

Potential new events for 2021:

- Movie Night
- Concerts in the Park
- Coin Hunt for Montrose Days
- Medallion Hunt

NEW BUSINESS:

Carver Field/Northridge Park Ice Rinks

Public Works Director Wayne McCormick stated that the ice rink will be located in Northridge Park for the 2020-2021 winter season and will stay there. He is ordering lights that will automatically turn off and on for the ice rink. A warming house will eventually be installed down near the ice rink at Northridge park. The ice rink will remain installed year-round at the park.

Food Panty at City Hall


Mayor Otto said the City Council made an approval decision back in 2018 to allow the installation of a free food panty on the City Hall property at 311 Buffalo Ave S. The panty will be located near the north east corner of the parking lot and will contain non-perishable and weather resistant foods due to winter coming.

Adjourn

Motion to adjourn made by Commission Member Henry at 6:03 p.m., second by Commission Member Saman.

Motion carried 2-0

**MEMORANDUM**

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

At the August 31, 2020 workshop, council directed Bolton & Menk staff to add 1st Street North, 2nd Street North, and Emerson Avenue North to the 2021 Downtown Improvements project. In order to proceed with amending the project area and comply with the Minnesota State Statute Chapter 429 process, we recommend the following schedule:

Order Amended Report	October 12, 2020
Receive Amended Report and Call Public Hearing on Improvement*	October 26, 2020
Open House on Improvement Amendment	November 4, 2020
Public Hearing on Improvement Amendment	November 9, 2020
Order Preparation of Plans & Specifications - Amendment	November 9, 2020

*Special Council Meeting would be necessary to adopt resolution receiving report.

We recommend council adopt the enclosed resolution ordering the preparation of report on improvement.

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

JAV/sjj

Enclosures

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

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Montrose, Wright County, Minnesota, was duly held in the Council Chambers of Montrose in said City on the 12th day of October 2020, at 7:00 o'clock p.m.

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

RESOLUTION NO. 2020 – 28

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 South between the north line of US Highway 12 (Nelson Boulevard) and the north line of First Street South, Center Avenue North between the north line of 1st Street North and the north line of 2nd Street North/Charity Lane North, Charity Lane North from the east line of Center Avenue North to a point approximately 65 feet east of Center Avenue North, 4th Street South between the east line of Emerson Avenue South and the east line of Dakota Avenue south, 3rd Street South between the west line of Emerson Avenue South and the west line of Center Avenue South, 3rd Street South between the east line of Center Avenue South and the west line of County Road 12 South (Buffalo Avenue South), 3rd Street South between the east line of County Road 12 South (Buffalo Avenue South) and a point approximately 345 feet east of County Road 12 South (Buffalo Avenue South), 2nd Street South between the west line of Emerson Avenue South and the west line of County Road 12 South (Buffalo Avenue South), 2nd Street South between the east line of County Road 12 South (Buffalo Avenue South) and a point approximately 365 feet east of County Road 12 South (Buffalo Avenue South), and 1st Street South between the west line of Emerson Avenue South and the west line of County Road 12 South (Buffalo Avenue South) by the construction of pavement, concrete curb and gutter, concrete sidewalk, storm sewer, sanitary sewer, and watermain and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

AND WHEREAS, it is proposed to improve 1st Street North from the west line of County Road 12 South (Buffalo Avenue North) to the east line of Clementa Avenue Southwest, Emerson

Avenue North from the north line of 1st Street North to the north line of Charity Circle/2nd Street North, and 2nd Street North from the west line of Emerson Avenue North to the east line of Center Avenue North 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 12th day of October, 2020.

Signed: _____
 Michelle Otto
 Mayor
 City of Montrose

ATTEST:

 Deborah Boelter
 City Clerk-Treasurer
 City of Montrose

STATE OF MINNESOTA
CITY OF MONTROSE
COUNTY OF WRIGHT

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

WITNESS my hand and the seal of said City this 12th day of October, 2020.
2020

City Clerk-Treasurer

(SEAL)



Memorandum

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

From: Shawn Louwagie, P.E.

Date: September 16th, 2020

Subject: TH 25 Improvements Project – Change Order #4

Mayor Otto and Members of the City Council,

The attached Change Order #4 is for the temporary striping work that occurred in 2019 prior to the contractor leaving the site for the year. Temporary striping was required on TH 25 to allow it to be opened to traffic through the winter months. Final striping for the project was completed in 2020.

By approving this Change Order, the contract value would be as follows:

Original Contract Value:	\$ 942,401.01
Change Orders Approved to Date:	\$ 6,902.55
Current Contract Value:	\$ 949,303.56
Change Order #4 Value:	\$ 6,818.70
Revised Contract Value:	\$ 956,122.26

After discussing with City staff, we would recommend that the City Council approves Change Order #4 to allow for Final Payment to R&R Excavating.

A handwritten signature in black ink, appearing to read 'Shawn Louwagie', is written over a horizontal line.

Shawn Louwagie, P.E.
763.479.4274

Attachments:
Change Order #4 Packet

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: R & R Tim Peterson
(Contractor)

Accepted by: John Thompson
Project Engineer

City of Montrose

Tim Paul

Digitally signed by Tim Paul
Date: 2020.08.28 16:41:23
-05'00'

MN Dept. of Transportation

END OF SECTION

CHANGE ORDER FORMChange Order No. 4Date: August 27, 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:

Compensation for temporary striping work completed in 2019.Justification: Temporary striping required prior to opening TH25 to traffic.Original Contract Price: \$ 942,401.01Revised Contract Price from previous CO's: \$ 949,303.56

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

\$ 6,818.70.The new Contract Price including this Change Order will be \$ 956,122.26Original Contract-Required Completion Date: November 15, 2019The revised Contract Completion Date for completion of Work will be June 26th, 2020

CR ELECTRIC, INC.
 6874 230th ST.
 WINSTED, MN 55395
 1-320-485-3176
 1-866-485-3176
 FAX 1-320-485-4695

DATE: 9/21/2020

1/1

CITY OF MONTROSE
 ICE RINK PROJECT

TOTAL OF ESTIMATE: \$8,500.00 ESTIMATE INCLUDES LABOR, MATERIAL & INSPECTION

TRENCH POWER FROM EXISTING METER AND PANEL 150' TO 1ST POLE LOCATION AND SUPPLY AND INSTALL UNDERGROUND WIRING ENOUGH TO POWER NEW LIGHTS AND ALSO WARMING HOUSE.

SUPPLY AND INSTALL (2) 30' WOOD POLE , ONE FOR EACH END OF THE RINK AND MOUNT (2) LITHONIA LED OUT DOOR FLOODLIGHTS ON EACH POLE.

PROVIDE ELECTRICAL FOR (1) GFCI OUTLET, (1) LIGHT AND MOTION SENSOR, AND (1) ELECTRIC HEATER ALL FOR INSIDE SMALL WARMING HOUSE.

*** NOTES *** RINK AREA TO BE ALL MARKED AND STAKED OUT PRIOR TO WORK.

WARMING HOUSE IS FIGURED TO SET NEXT TO ONE OF THE LIGHT POLES.

TERMS

10% OF BID DUE AT SIGNING OF CONTRACT
 60% OF BID DUE AT START OF JOB
 FINAL 30% OF BID DUE UPON FINAL OF JOB
 PRICE IS GUARANTEED FOR 30 DAYS FROM BID DATE.

THIS QUOTATION IS SUBJECT TO CORRECTION FOR CLERICAL ERRORS.
 ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, INDUSTRY MATERIAL COSTS ARE EXTREMELY VOLATILE AT THIS TIME, ANY PRICE INCREASES OR DECREASES WILL BE BILLED TO CUSTOMER BASED ON COST OF MATERIAL AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS, PRODUCT DELAYS, OR WEATHER DELAYS BEYOND OUR CONTROL OWNER TO CARRY FIRE, TORNADO, AND OTHER NECESSARY INSURANCE. OUR WORKERS ARE FULLY COVERED BY WORKMAN'S COMPENSATION INSURANCE.

ACCEPTANCE OF PROPOSAL

THE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

TO ENSURE PROPER SCHEDULING, RETURN SIGNED COPY PROMPTLY
 PLEASE SIGN, DATE, AND RETURN 1 COPY
 WORK WILL NOT BE SCHEDULED WITHOUT A SIGNED CONTRACT & DOWN PAYMENT

CUSTOMER SIGNATURE
 THANK YOU, CR ELECTRIC

DATE

Wayne McCormick

From: Steve McCann <steve@rhomebuilder.com>
Sent: Wednesday, September 23, 2020 9:06 AM
To: Steve McCann
Subject: Forest Creek Playground - Montrose Mn
Attachments: Forest Creek Playground.pdf; Forest Creek Playground Layout.pdf

Good morning,

The city of Montrose is installing a playground system in the Forest Creek development. R Home is participating in this wonderful opportunity and we are asking our valued trade partners to also participate. See the attached letter and sketch for details.

Sincerely,
Steve

Steve McCann

President

P (612) 524-5760x300 | C (612) 242-5060 | Fax (763) 210-6783

www.Rhomebuilder.com | steve@Rhomebuilder.com





9/23/2020

To Our Trade Partners,

The city of Montrose is looking to add a playground (attached diagram) to the park in Forest Creek. The cost of preparing the site and placing a concrete walking path around the playground is approximately \$42,000. The city has reached out to R Home to help fund this playground addition for the residents who live at Forest Creek. We are reaching out to our trade partners who have benefitted from this long-term project to assist in securing the funds to help pay for this addition. We at R Home believe this is a terrific opportunity for community outreach and will donate the first \$10,000. As business leaders we should be looking for ways to give back to the communities that we serve.

The Montrose Lions Club will act as the facilitator to manage fund donations for the Forest Creek playground. The Lions Club is a 501(c)(3) organization so donations will be tax deductible.

If anyone has question regard the playground you can contact either Marlene Ramthun with the Montrose Lions Club @ 763-682-3124 or myself @ 612-242-5060.

Thank you in advance your donations!!

Donations should be mailed to:

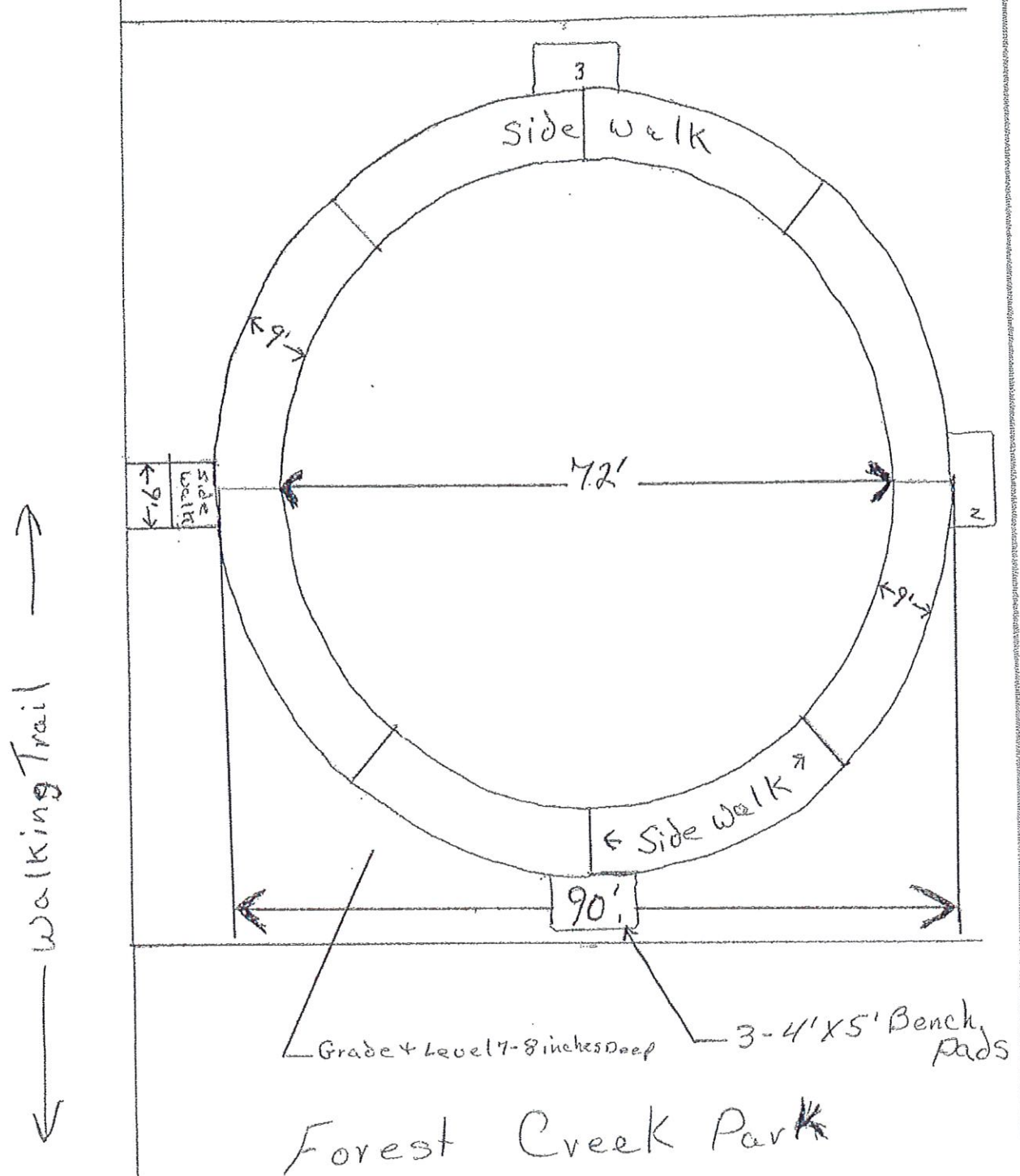
Montrose Lions Club
3081 Hwy. 25 SE
Buffalo MN 55313

"We make a living by what we get, but we make a life by what we give" – Winston Churchill

Sincerely,
Steve

President
R Home, LLC

2850 Cutters Grove Avenue. NW
Suite 207
Anoka, MN 55303



Jake's Excavating, Inc.
 545 Elder Ave SW
 Buffalo, MN 55313 US
 (320) 963-5663
 jake@jakesexcavating.com



Estimate

ADDRESS

City of Montrose
 311 Buffalo Avenue South
 PO Box 25
 Montrose, MN 55363

ESTIMATE # 1783

DATE 09/02/2020

DATE	ACTIVITY	QTY	RATE	AMOUNT
09/02/2020	Estimate for a new playground includes: -Strip 6" of topsoil -Level 94' diameter circle and compact -Install 500' of 4" drain tile with rock -Install 6" of sand under playground area -Install 6" of class 5 under concrete -Return after concrete is done a rough final grade using on-site black dirt	1	21,425.00	21,425.00
09/02/2020	Estimate to pour concrete according to plan	1	19,789.00	19,789.00
09/02/2020	Exclusions: -Permits, Soil corrections, Final grade, Seeding, Erosion control,	1	0.00	0.00
09/02/2020	Extra fill to remain on-site for others, Sub-grade to be sloped toward the drain tile, Final elevation of playground could effect price	1	0.00	0.00

Jake's Excavating Inc. carries industry standard insurance. Any special requirements will be added to above price. Also the above prices do not include any permits, bonds, de-watering, or any special provisions the city/county may require.

TOTAL

\$41,214.00

Accepted By

Accepted Date

THANK YOU FOR YOUR BUSINESS!

Compost Site

The Montrose compost site will be closed indefinitely if illegal dumping continues. We are permitted by the State of Minnesota "MPCA" and have to follow the state guidelines on composting. When it says no brush over 2 inch's round that's what it means, not go behind the brush pile and hide old storm windows, demolition wood, root balls, any logs over 2 inches', dirt piles, plastic toys, or any other kind of plastic material, cardboard, rocks, concrete, and also we can't forget steel and garbage. All we ask is for everyone to follow the rules. The rules are listed on the sign mounted on the gate.

It cost the City tax payers \$7,259.00 to clean up the compost site the spring of 2020. We are trying to allow limited access to the site using keys, however the keys are not being returned for other to use. You can call and make arrangements and we'll get you a key for after hours and or weekends, but we need you to return them in the night deposit box right after you use them.

Those of you who have keys, we have your addresses, we know who you are and you have until Thursday noon to return the keys or we will change the lock and everyone will be denied access to the compost site until we can get control of this. If we have to put a new lock on the compost site, keys will be limited and you will have to leave your driver's license, credit card, etc. until the key is returned.

This is an inconvenience for you and city staff so please be considerate of the other residents and bring back a key if you have it, do not dump illegal items at the site, follow the rules that are posted. If everyone cooperates the site will be available again.

Wayne McCormick

Public Works Director

City of Montrose