



CITY COUNCIL AGENDA REGULAR MEETING

**Monday, December 13, 2021
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. Therese Marszalek, MA Div. – Buffalo Covenant Church

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA

6. APPROVAL OF CONSENT AGENDA

A. Minutes

1. November 8, 2021 Regular City Council Meeting – prepared by J. Bonniwell
2. November 29, 2021 Special City Council Meeting – prepared by J. Bonniwell

B. Accounts Payable

1. City, December 13, 2021 – prepared by M. Sommerfeld
2. Fire Department, December 13, 2021 – prepared by M. Sommerfeld
3. Economic Development, December 13, 2021 – prepared by M. Sommerfeld

C. Monthly Utility Adjustments, November, 2021 – prepared by C. Gerard

D. Resolution 2021-40 Authorizing a Change to the Bank Signature Cards

E. Wright County Maintenance Agreement

1. Approve the Maintenance Agreement with Wright County for CSAH 60 for the period of January 1, 2022 to June 30, 2022

7. **TRUTH-IN-TAXATION PUBLIC HEARING**

A. Resolution 2021-39 – A Resolution Authorizing the Year 2022 Final Property Tax Levy and Budget

1. Resolution 2021-39 *A Resolution Authorizing the Year 2022 Final Property Tax Levy and Budget*

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

A. November, 2021 Monthly Report and Hours Report

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

A. City Council

1. Monthly Activity Report

B. Montrose Fire Department

1. November, 2021 Activity Report
2. Authorization for 2021 Fire Department Employee Recognition Pay
3. Authorize Montrose Fire Department to Apply for 2021 FEMA Assistance to Firefighters Grant for New SCBA Units – Requires 5% Matching Contribution if Awarded
4. Accept David Paradeise as a New Firefighter, Effective 11/16/2021
5. Accept Resignation of Matt Menard, Effective 11/30/2021

C. Personnel Committee

1. International Union of Operating Engineers, Local No. 49 Memorandum of Understanding for contract valid January 1, 2021 through December 31, 2023

D. Planning and Zoning Commission

1. November 10, 2021 Planning and Zoning Meeting Minutes
2. Preliminary Plat for Rolling Meadows Addition

E. Park and Recreation Commission

1. Holiday Decorating Contest – Set Dates for Judging

F. City Engineer

1. Final Pay Application – Montrose 2020 Pavement Improvements
2. Updates from City Engineer

G. Public Works Department

1. Replacement of Meter and Pump at Waste Water Treatment Plant
2. Summer Mowing
3. General Updates

10. **OLD BUSINESS**

11. NEW BUSINESS

- A. Presentation from FE+ED Organization
- B. Resolution 2021-34 *A Resolution Increasing the Montrose Water Access Charges*
- C. Resolution 2021-35 *A Resolution Increasing the Montrose Sewer Access Charge*
- D. Resolution 2021-36 *A Resolution Increasing the Montrose Water System Rates*
- E. Resolution 2021-37 *A Resolution Increasing the Montrose Sewer System Base Rate*
- F. Resolution 2021-38 *A Resolution Increasing the Montrose Storm Water System Monthly Rate*

12. OPEN FORUM

13. UPCOMING MEETINGS

- A. Park and Recreation Meeting – CANCELLED
- B. Planning and Zoning Commission Meeting – Wednesday, January 12, 2022 at 7:00 p.m. in the Montrose Community Center
- C. Economic Development Authority Meeting – Tuesday, January 18, 2022 at 12:00 p.m. in the Montrose City Hall Conference Room or Meeting Room at Citizen's State Bank
- D. Regular City Council Meeting – Monday, January 10, 2022 at 7:00 p.m. in the Montrose Community Center

14. ACKNOWLEDGEMENTS

15. ADJOURNMENT



City of Montrose
 Regular City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, November 8, 2021
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, November 8, 2021 at 7:00 p.m.

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

2. ROLL CALL

Present: Mayor Robert W. Moynagh III
 Council Member Sam Solarz
 Council Member David Paradeise

Absent: Council Member Tom Marszalek
 Council Member Nicole Andreoff

Staff Present: Ms. Jessica Bonniwell, City Administrator
 Mr. Jared Voge, City Engineer
 Mr. Wayne McCormick, Public Works Director
 Mr. Michael Sommerfeld, Deputy Treasurer

3. INVOCATION

A. Pastor Ryan Clark from St. John's Lutheran Church gave the Invocation.

4. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was taken.

5. APPROVAL OF THE AGENDA

A. Approval of the Agenda

Council Member Paradeise motioned to amend the November 8, 2021 Regular City Council Meeting Agenda by removing the liquor license approval for the prospective new owners of the Ugly Bar from the Consent Agenda and move that item to New Business. Council Member Solarz seconded the motion. Motion carried 3-0.

6. APPROVAL OF THE CONSENT AGENDA

A. Minutes

1. Accepted the minutes of the October 11, 2021 Regular City Council Meeting

B. Accounts Payable

1. Approved the November 8, 2021 Accounts Payable for the City of Montrose
2. Approved the November 8, 2021 Accounts Payable for the Montrose Fire Department
- C. Approved the Monthly Utility Adjustments for October 2021
- D. Approved the Year 2022 Liquor Licenses – For O’Brothers Wine and Spirits, LLC; Jacque B’s Kitchen & Cocktails and for the current owner of the Ugly Bar, Douglas Roepke
- E. Approved the Scheduling of the City Council Year 2022 Budget Workshop to be held on Monday, November 29, 2021 at 4:00 p.m. in the Conference Room at City Hall to review the proposed year 2022 Final Budget and Levy
- F. Approved Resolution 2021-33 – A Resolution Designating the 2022 Election Polling Location for the City of Montrose

Council Member Solarz motioned to approve the amended November 8, 2021 Consent Agenda which removed the Liquor License for the prospective new owners of the Ugly Bar. Mayor Moynagh seconded the motion. Motion carried 3-0.

7. WRIGHT COUNTY SHERIFF’S OFFICE

- A. October, 2021 Monthly Report and Hours Report presented in packet.

Deputy Simon Willard gave a brief overview of the Monthly Report and reminded people to keep their doors locked and do not leave garage door openers inside any vehicles.

8. 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. October, 2021 Activity Report

Fire Department Liaison, Council Member Paradise gave an overview of the October, 2021 Monthly Activity Report.

2. Accept Resignation of Mr. Terry Vanderbeek, Effective 11/02/2021. Mr. Vanderbeek served with the Montrose Fire Department for 4 years, 10 months, and 3 weeks.

Council Member Paradise motioned to approve the resignation of Mr. Terry Vanderbeek, Effective 11/02/2021. Council Member Solarz seconded the motion. Motion carried 3-0.

C. Personnel Committee

1. American Federation of State, County and Municipal Employees, Minnesota Council No. 65 Agreement – January 1, 2022 – December 31, 2024

Mayor Moynagh gave a brief overview of the changes from the last contract which include: The City will no longer contribute money to the employee's Health Savings Account (HSA), the Cost-of-Living-Adjustment will increase from the current 2% to 2.5%; adding Christmas Eve and a Floating Holiday to the holiday schedule; and the dates and other information were updated.

Council Member Paradeise motioned to approve the American Federation of State, County and Municipal Employees, Minnesota Council No. 65 Agreement. Council Member Solarz seconded the motion. Motion carried 3-0.

D. Planning and Zoning Commission

1. October 13, 2021 Planning and Zoning Meeting was Cancelled and no minutes were taken.
2. Public Hearing for Preliminary Plat for Rolling Meadows Addition to be held on Wednesday, November 10, 2021 at 7:00 p.m. at the Montrose Community Center

Ms. Bonniwell announced that there will be a Public Hearing held on Wednesday, November 10, 2021 at 7:00 p.m. to Consider a Development Application for the Rolling Meadows Addition Preliminary Plat

E. Park and Recreation Commission

1. Halloween Decorating Contest – Voting for Winner for 2021 Contest

Ms. Bonniwell stated that after the City Council went out to judge houses for the decorating contest, City Council members emailed her their top three choices. Out of those choices, there are three houses that were the favorites. Ms. Bonniwell shared photos of the top three houses and asked the City Council to pick their favorite from the three presented. The top three addresses were as follows: 311 Center Avenue South, 1109 Foede Circle, and 513 2nd Street South.

Council Member Paradeise motioned to nominate 311 Center Avenue South as the winning address. Mayor Moynagh seconded the motion. Motion carried 3-0.

2. Fish Sunflowers

Mayor Moynagh stated that he had been in contact with Mr. Johnny Fish from Fish Sunflowers and that Mr. Fish mowed down the 2021 sunflower field and is looking forward to trying another field next year.

F. City Engineer

1. Regional Park – Retaining Wall Seeding/Landscaping Quote

Mr. Voge stated that he had gotten Mr. and Mrs. Herzog in touch directly with the landscaper from Stones Edge Landscaping regarding the landscaping needs to mitigate erosion on the Herzog property. The Herzog's and Stones Edge Landscaping reached an agreement that the landscaper would perform dormant seeding this year and lay a blanket over it with staples and come back in the spring with a metal detector to find and remove all of the staples and the blanket. There will also be some additional rock and edging done on the west side of the fence and filling of top soil, and seeding on the east side of the fence.

Council Member Solarz asked if this could still be done this year, and Mr. Voge said the landscaper is confident that dormant seeding can still be done this year. Council Member

Paradeise stated that the city has spent over \$25,000 on the Herzog property from 2017 to date and would like to see the issue fixed in the interest of being fiscally responsible. Mayor Moynagh stated that the engineer has stated this last landscaping project should be the last project to fix the erosion issue and finalize spending money on the Herzog property.

Mayor Moynagh motioned to approve the dormant seeding and landscaping quote of \$2,850.00 for the Herzog property. Council Member Solarz seconded. Motion carried 2-1 with Council Member Paradeise voting against the motion.

2. Regional Park – DNR Grant Memo for Plans and Specifications

Mr. Voge stated that the city has been awarded a \$250,000.00 matching grant from the Minnesota Department of Natural Resources (DNR) and the expiration date by which to use the funds is June 30, 2023. Mr. Voge stated that he recommended Council to authorize starting to work on the plans and specifications for the shelter to ensure it is complete by the deadline.

Mayor Moynagh motioned to authorize the engineers to begin working on the plans and specifications for the shelter that will be located at the Regional Park. Council Member Solarz seconded the motion. Motion carried 3-0.

3. Final Pay Application No. 10 for Well House No. 3

Mr. Voge stated that the well house has been completed and came in approximately \$19,000.00 under budget. Mr. Voge stated they have received all of the close-out documents from all contractors involved and we can now close out the project with the final pay application.

Mayor Moynagh motioned to approve Final Pay Application No. 10 for Well House No. 3. Council Member Paradeise seconded the motion. Motion carried 3-0.

4. Updates from City Engineer

Mr. Voge stated that the mill and overlay at City Hall has been completed and the project paperwork is being completed and to expect that in December and January.

Mr. Voge stated that the Downtown Improvement Project work is complete for 2021 and will begin again in Spring of 2022. Mr. Voge also stated that they will make sure all of the road construction signs will be removed.

G. Public Works Department

1. Public Works Updates

Mr. McCormick stated that the skating rink is complete and ready to be filled once the temperature drops low enough. Mr. McCormick stated that public works placed some picnic tables down there so people will have a place to sit and put skates on. Mr. McCormick stated that they are working on putting Christmas lights up and start snow removal. Mayor Moynagh asked when they will be completing street sweeping before the winter and Mr. McCormick stated they would hopefully be able to start the week of November 15th.

Council Member Paradeise asked about the Compost Site hours going forward since we do not have a dedicated staff member for that position any longer. Mr. McCormick stated the compost site will be open limited hours on Tuesday and Thursday from 1:00 p.m. – 4:00 p.m. and on Saturday if we can get a volunteer to sit out there from Council. Mr. Paradeise stated he would be available to work this Thursday, November 11th from 2:00 p.m. to 5:00 p.m. as the city staff will

be off for Veteran's Day and the Compost Site would be closed that day otherwise. Council Member Paradeise also stated he would volunteer to work at the Compost site on Saturday, November 13th from 10:00 a.m. to 2:00 p.m.

9. OLD BUSINESS

No Old Business.

10. NEW BUSINESS

- A. 2022 Liquor License for Prospective New Owners, Greg and Sue Anderson, of the Ugly Bar located at 260 Nelson Boulevard

Council Member Paradeise motioned to approve a 2022 Liquor License for the Prospective owners of the Ugly Bar, pending sale of the property. Mayor Moynagh seconded the motion. Motion carried 3-0.

11. OPEN FORUM

1. April Herzog – 4671 County Road 12 South. Ms. Herzog asked the City Council what their plans are for the Compost site going forward. Mrs. Herzog asked if the city will be advertising for a worker to sit there to monitor, or if the city has other ideas. Ms. Herzog suggested hiring another person, implementing a key card or key pass, or keeping it open for residents.
2. Michelle Otto – 205 Garfield Avenue North. Ms. Otto asked if the tree at Veteran's Park will be lit with Christmas lights. Mr. McCormick stated the lights are already on the tree that is usually decorated. Ms. Otto also asked about getting lights in order to decorate a few of the other trees at the park to make it look a bit more festive. Ms. Otto also asked about the status of the Park and Recreation Commission. Mayor Moynagh stated that only three applications have been received and there are five required positions on the Commission before it will begin having meetings again.

Council Member Paradeise motioned to approve adding more lights and decorating more trees at Veteran's Park for the Holiday Season. Council Member Solarz seconded the motion. Motion carried 3-0.

12. UPCOMING MEETINGS

- A. Park and Recreation Meeting – CANCELLED
- B. Planning and Zoning Commission Meeting and Public Hearing – Wednesday, November 10, 2021 at 7:00 p.m. in the Montrose Community Center
- C. Economic Development Authority Meeting – Tuesday, November 16, 2021 at 12:00 p.m. in the Montrose City Hall Conference Room or Meeting Room at Citizen's State Bank
- D. City Council Year 2022 Budget Workshop – Monday, November 29, 2021 at 4:00 p.m. in the Montrose City Hall Conference Room
- E. Regular City Council Meeting – Monday, December 13, 2021 at 7:00 p.m. in the Montrose Community Center

13. ACKNOWLEDGEMENTS

1. Ms. Bonniwell acknowledged Mr. Terry Vanderbeek for his service on the Montrose Fire Department
2. Council Member Paradeise acknowledged the community meal providers for all of the hard work they are doing to provide meals and promote closeness within the community.
3. Mayor Moynagh acknowledged Grace Place for all of the hard work they do within the community with their food distributions and other community events.

14. ADJOURNMENT

Mayor Moynagh motioned to adjourn the Regular City Council Meeting at 7:41 p.m. Council Member Solarz seconded the motion. Motion carried 3-0.

Robert W. Moynagh, III
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

City of Montrose
 Special City Council Meeting
 Montrose City Hall
 311 Buffalo Avenue South
 Monday, November 29, 2021
 4:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in a Special City Council Meeting on Monday, November 29, 2021 at 4:00 p.m.

Mayor Moynagh called the meeting to order at 4:00 p.m.

2. ROLL CALL

Present: Mayor Kirby Moynagh
 Council Member Nicole Andreoff
 Council Member Tom Marszalek
 Council Member David Paradeise

Absent: Council Member Sam Solarz

Staff Present: Ms. Jessica Bonniwell, City Administrator
 Ms. Wendy Manson, City Clerk/Treasurer
 Mr. Wayne McCormick, Public Works Director
 Mr. Michael Sommerfeld, Deputy Treasurer

3. APPROVAL OF AGENDA

Council Member Marszalek motioned to approve the November 29, 2021 Special City Council Meeting Agenda. Council Member Paradeise seconded the motion. Motion carried 4-0.

4. BUSINESS

A. Resignation of Ms. Wendy Manson, Effective December 2, 2021

Council Members and Staff thanked Ms. Manson for her 24+ years of service with the City of Montrose.

Council Member Andreoff motioned to accept Ms. Manson's resignation effective as of December 2, 2021. Council Member Marszalek seconded the motion. Motion carried 4-0.

B. Appointment of Mr. Michael Sommerfeld to City Clerk/Treasurer, Effective December 3, 2021

Council Member Marszalek motioned to appoint Mr. Michael Sommerfeld as the City Clerk/Treasurer effective as of December 3, 2021. Council Member Paradeise seconded the motion. Motion carried 4-0.

C. Year 2022 Final Budget and Levy

Ms. Manson stated that the levy for the City of Montrose for 2022 that is being considered is \$1,491,245.00. This is a 7.1% increase or \$100,000 over the 2021 budget. Ms. Manson continued to state that the estimated tax capacity for 2022 is \$2,885,872.00 compared to \$2,695,905.00 for 2021. With the estimated increase in the tax capacity the tax rate will change from 51.61% to 51.67% which means there should be little impact on the 2022 taxes, even with the increase in levy. Ms. Manson stated that personal property taxes will fluctuate depending on the valuation of the home and any increase in home value will cause an increase in taxes. Ms. Manson said the increase in levy is necessary in order to build up funds to make payments for the street reconstruction bond when it becomes due.

The Year 2022 Final Budget and Levy will be voted on at the December 13, 2021 City Council Meeting which will also be the Truth-in-Taxation Public Hearing so residents can come ask questions about the proposed budget.

5. CLOSED SESSION

- A. Closed Session Pursuant to Minnesota Statute 130.03 to Discuss Labor Negotiations Strategy for the Local No. 49 Union Contract

Council Member Marszalek motioned to close the meeting pursuant to Minnesota Statute 130.03 to discuss labor negotiations strategy for the Local No. 49 Union Contract at 4:16 p.m. Council Member Andreoff seconded the motion. Motion carried 4-0.

Council Members Present:

Mayor Moynagh
Council Member Marszalek
Council Member Andreoff
Council Member Paradeise

City Staff Present:

Jessica Bonniwell, City Administrator

Mayor Moynagh motioned to close the closed session and re-open the meeting at 4:36 p.m. Council Member Marszalek seconded the motion. Motion carried 4-0.

6. ADJOURNMENT

Council Member Marszalek motioned to adjourn the Special City Council Meeting at 4:36 p.m. Council Member Paradeise seconded the motion. Motion carried 4-0.

Robert W. Moynagh III
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

ACCOUNTS PAYABLE LIST

December 13, 2021

Payroll	11/15/21 Payroll	13644.06
Payroll	11/29/21 Payroll	14644.98
Payroll	11/29/21 Supplement Payroll	4154.88
IRS-Federal Tax Payment	11/15/21 FED/FICA Tax	4631.61
IRS-Federal Tax Payment	11/29/21 FED/FICA Tax	5958.67
MN Dept. of Revenue	11/15/21 State Withholding	865.82
MN Dept. of Revenue	11/29/21 State Withholding	1176.82
PERA	11/15/21 Payroll	2799.09
PERA	11/29/21 Payroll	3005.98
*Ameritas Life Ins.	Employee Optical Ins.	58.20
MN Dept. of Revenue	October Sales Tax	70.00
Payment Service Network	November PSN/ACH Fees	1321.44
*AFSCME #65	November Union Dues	115.40
Aramark	Uniforms/Floor Mats	238.65
Centra Sota Coop.	WWTP Oil	320.00
*Citizens State Bank	November H.S.A. Deposit	2800.00
Cole Papers, Inc.	Printer Paper / Envelopes	60.45
*Colonial Life Ins.	November Employee Ins.	74.52
Comcast	Internet Service	109.85
Delano Auto Parts	WW Heater Parts/Batteries	29.42
Delano Carquest	PW Vehicle Parts/Supplies	26.97
*Delta Dental	December Dental Insurance	891.67
Emery's Truck Repair	PW Vehicle Repair	313.70
Farm Rite Equipment	"Bobcat" Parts/Repairs	1659.60
Gerard, Cristy	Lic./Cert. Reimbursement	24.02
Gerard, Cristy	Cold/Protect. Cloth. Reimb.	368.00
Gopher State One Call	Water/Sewer Locates	132.30
Health Partners	November Health Ins.	16836.84
*IUOE Local #49	October Union Dues	210.00
*Kennedy & Graven	Legal Fees	3995.72
Kurkowski, John	Cold/Protect. Cloth. Reimb.	51.43
Lincoln Nat'l Life Ins.	December Life Ins.	166.82
*Madison Nat'l Life	December Disability Ins.	365.82
Marco Tech.	Printer Maint.	67.03
MCFOA	Membership Fees	50.00
Menards	PW Shop/Veh./Offc. Supplies	452.53
Metering & Tech. Solutions	Water Meter Reader/Module	7500.00
Milhausen Auto Repair	PW Vehicle Repair	1896.40
MMUA	Drug/Alcohol Testing	155.00
MN Computer Systems	Copier Maint. Agreement	234.00

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MVTL Laboratories	Water Testing	64.80
MVTL Laboratories	WWTP Testing	393.42
*NW Assoc. Consultants	Planners Services	1211.40
Paumen Computer Services	Monthly IT/Backup & Support	1055.00
Paumen Computer Services	Security Training	70.00
PERA	Annual FF Contribution	42000.00
Purchase Power	Postage Refill	104.59
Soberg, Kelsi	Utility Overpayment	28.87
Sommerfeld, Michael	Cold/Protect. Cloth. Reimb.	277.90
Stiemsma, Greg	Utility Overpayment	22.91
US Internet	Email Hosting	139.30
*Voss, Dean	Grading Escrow Refund	1500.00
WakeSun, LLC	Solar Energy	10472.16
Wex Bank	PW,Str,Sew,WW Vehicle Fuel	615.10
Windstream	Telephone Service	116.08
Wright Co. Finance Dept.	County Ditch Assessment	1532.10
Wright County Highway Dept.	Road Salt	2665.86
Wright County Mayors Assoc.	Annual Dues	200.00
Wright County Sheriff	2022 Liquor Lic. Fees	300.00
Wright-Hennepin Co-op	Electrical Services	248.17
Xcel Energy	Electric/Gas Charges	2272.84
	ACCOUNTS PAYABLE SUBTOTAL	156768.19

Adam's Pest Control	City Hall Pest Control	80.53
Aramark	Uniforms/Floor Mats	453.41
Badger Meter	Water Meter Parts	1500.00
Badger Meter	November Hosting	121.98
*Bolton & Menk	Engineering Services	15131.00
Comcast	Internet Service	433.24
Gopher State One Call	Water/Sewer Locates	52.65
Handyman's Hardware	Comm. Ctr. Repair/Supplies	112.59
Marie Jensen	November CH/CC Cleaning	507.50
Knife River Corporation	2020 Pvmt. Imp. Final Pymt.	65223.38
League of MN Cities	Membership Dues	4334.00
*LGI Homes	Street Assess. Reimb.	14000.00
Metering & Tech. Solutions	Water Meters	150.86
Menards	Christmas Lights	1254.95
Menards	Shop Supplies	49.50
MN Computer Systems	Copier Maint. Agreement	270.40
MN Dept. of Health	Qtrly. Service Connect Fee	3056.00
MVTL Labs	WWTP Testing	1220.73

December 13, 2021

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Nelson Electric Motor Co.	Lift Station Repair	300.00
North Star Awards & Troph.	Halloween Contest Nameplates	12.00
Nuso (NEC Cloud Comm.)	Telephone Service	110.00
*NW Assoc. Consultants	Planners Services	2925.65
Petty Cash Replenish	Ice for Parks Labor (Summer)	33.33
Petty Cash Replenish	Water Postage / Trash Reim.	72.30
Petty Cash Replenish	Training Expense /Parking	21.00
St. Louis MRO	Drug Testing	60.00
Thein Well	Annual Water Pump/Well Insp.	370.00
U.C. Laboratory	WWTP Testing	21.50
US Internet	Email Hosting	139.30
Verizon	Cellphones/Tablets	455.69
Veseris	Mosquito Ctl. Chem. (Summer)	1629.95
WakeSun, LLC	Solar Energy	7618.90
Walmart	CH Office Supplies	58.29
Wright Co. Finance Dept.	December Patrol Services	24865.63
*Wright Co. Journal Press	Legal Notices	45.56
Xcel Energy	Electric/Gas Charges	752.92
Fenske, Corey	Utility Overpayment	40.07
Garcia, Darco & Brin	Utility Overpayment	13.25
Losch, Peter & Michelle	Utility Overpayment	320.78
Luth, Anthony	Utility Overpayment	32.15
Meyerson, Carol	Utility Overpayment	31.86
Nguyen, Oanh	Utility Overpayment	160.00
Orf, Roger	Utility Overpayment	17.03
Shoemaker, Cody & Eliana	Utility Overpayment	27.62
Siljander, Roberta	Utility Overpayment	170.00
Torkelson, Allan & Marie	Utility Overpayment	107.69
Uppal Group	Utility Overpayment	25.15
Yarnes, Becky	Utility Overpayment	117.12

TOTAL ACCOUNTS PAYABLE	303460.01
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MOYNAGH

BONNIWELL

MARSZALEK

ANDREOFF

SOLARZ

PARADEISE

December 13, 2021

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* Appendix

Payments received to offset checks written

Payroll Deduction	Novemembr H.S.A. Deposit	1600.00
Payroll Deduction	December Disability Ins.	365.82
Payroll Deduction	AFSCME #65 Nov. Union Dues	115.40
Payroll Deduction	IUOE #49 Nov. Union Dues	210.00
Payroll Deduction	October Optical Ins.	58.20
Payroll Deduction	November EE Ins.	74.52
Developer Expense	Bolton & Menk	2311.50
Developer Expense	Kennedy & Graven	1621.59
Developer Expense	LGI Homes	14000.00
Developer Expense	NW Assoc. Consultants	3189.40
Developer Expense	Voss, Dean	1500.00
Utility Overpayment	Fenske, Corey	40.07
Utility Overpayment	Garcia, Darco & Brin	13.25
Utility Overpayment	Losch, Peter & Michelle	320.78
Utility Overpayment	Luth, Anthony	32.15
Utility Overpayment	Meyerson, Carol	31.86
Utility Overpayment	Nguyen, Oanh	160.00
Utility Overpayment	Orf, Roger	17.03
Utility Overpayment	Shoemaker, Cody & Eliana	27.62
Utility Overpayment	Soberg, Kelsi	28.87
Utility Overpayment	Shoemaker, Cody & Eliana	27.62
Utility Overpayment	Siljander, Roberta	170.00
Utility Overpayment	Torkelson, Allan & Marie	107.69
Utility Overpayment	Uppal Group	25.15
Utility Overpayment	Yarnes, Becky	117.12

FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

December 13, 2021

Bound Tree Medical	Medical Supplies	295.50
Cardmember Services	Travel Expenses	2759.84
Cardmember Services	Vehicle Parts	33.60
Macqueen Emergency Equip.	Firefighter Helmet Parts	157.26
Streichers, Inc.	Uniforms	259.98
SYNCB/Amazon	FD Office Supplies	195.21
Wex Bank	Vehicle Fuel	173.25
Xcel Energy	Electric/Gas Charges	161.23
	ACCOUNTS PAYABLE SUBTOTAL	4035.87

Comcast	Internet Service	97.85
Emer. Apparatus Maint. Inc.	Fire Engine Repairs	4977.19
Macqueen Emergency Equip.	SCBA Repair Freight	8.42
MN Computer Systems	Copier Maint. Agreement	147.00
MN Fire Service Cert.	Officer/Instructor Testing	25.00
*Municipal Emergency Svcs.	Tools/Equipment	3528.23
Performance Plus LLC	New FF Medical Eval.	230.00
Streichers, Inc.	Uniforms	29.99
Verizon	FD iPad	40.01
Xcel Energy	Electric/Gas Charges	653.57
	TOTAL ACCOUNTS PAYABLE	13773.13

MOYNAGH

BONNIWELL

MARSZALEK

ANDREOFF

SOLARZ

PARADEISE

**ECONOMIC DEVELOPMENT AUTHORITY
ACCOUNTS PAYABLE LIST**

December 13, 2021

CNA Surety	Insurance Svcs.	100.00
TOTAL ACCOUNTS PAYABLE		100.00

MOYNAGH

BONNIWELL

MARSZALEK

ANDREOFF

SOLARZ

PARADEISE

CITY OF MONTROSE

Monthly Adjustments

12/06/21 10:06 AM

Page 1

Account	Tran Type	Charge Name	Charge Type	Amount	Date
00-00001655-00-	Adjustment		UR	(\$32.15)	11/30/2021
01-00001963-00-	Adjustment	R Water	Service	(\$1.19)	11/2/2021
01-00001963-00-	Adjustment	Sewer Collection	Service	(\$1.09)	11/2/2021
01-00004156-00-	Adjustment	Hang Disconnect N	Service	(\$25.00)	11/29/2021
01-00001944-00-	Adjustment	Hang Disconnect N	Service	(\$25.00)	11/29/2021
01-00001941-00-	Adjustment	Hang Disconnect N	Service	(\$25.00)	11/29/2021
01-00001920-00-	Adjustment	Hang Disconnect N	Service	(\$25.00)	11/29/2021
00-00003040-04-	Adjustment		UR	(\$27.62)	11/30/2021
00-00001257-07-	Adjustment		UR	(\$117.12)	11/30/2021
01-00001046-00-	Adjustment	Hang Disconnect N	Service	\$25.00	11/8/2021
00-00001988-03-	Adjustment		UR	(\$25.15)	11/30/2021
00-00001924-00-	Adjustment		UR	(\$170.00)	11/30/2021
00-00002592-01-	Adjustment		UR	(\$13.25)	11/30/2021
00-00001992-03-	Adjustment		UR	(\$40.07)	11/30/2021
00-00005171-02-	Adjustment		UR	(\$17.03)	11/30/2021
00-00005053-00-	Adjustment		UR	(\$107.69)	11/30/2021
00-00005010-01-	Adjustment		UR	(\$320.78)	11/30/2021
01-00004010-00-	Adjustment	Hang Disconnect N	Service	(\$25.00)	11/29/2021
00-00001084-01-	Adjustment		UR	(\$22.91)	11/15/2021
01-00005162-00-	Adjustment	WWTP	Service	(\$0.53)	11/30/2021
01-00005162-00-	Adjustment	Sewer Collection	Service	(\$0.44)	11/30/2021
01-00005162-00-	Adjustment	R Water	Service	(\$0.51)	11/30/2021
00-00001659-01-	Adjustment		UR	(\$31.86)	11/30/2021
01-00001169-00-	Adjustment	Storm Water	Service	(\$0.23)	11/23/2021
01-00001169-00-	Adjustment	WWTP	Service	(\$2.00)	11/23/2021
01-00001169-00-	Adjustment	Sewer Collection	Service	(\$1.98)	11/23/2021
01-00001963-00-	Adjustment	WWTP	Service	(\$1.15)	11/2/2021
01-00002715-00-	Adjustment	Hang Disconnect N	Service	(\$25.00)	11/15/2021
01-00001963-00-	Adjustment	Storm Water	Service	(\$0.23)	11/2/2021
00-00001185-05-	Adjustment		UR	(\$28.87)	11/15/2021
01-00003118-00-	Adjustment	Hang Disconnect N	Service	\$25.00	11/8/2021
01-00002715-00-	Adjustment	Hang Disconnect N	Service	\$25.00	11/8/2021
01-00002593-00-	Adjustment	Hang Disconnect N	Service	\$25.00	11/8/2021
01-00001999-00-	Adjustment	Hang Disconnect N	Service	\$25.00	11/8/2021
01-00001800-00-	Adjustment	Hang Disconnect N	Service	\$25.00	11/8/2021
01-00005162-00-	Adjustment	Storm Water	Service	(\$0.23)	11/30/2021
01-00001169-00-	Adjustment	R Water	Service	(\$2.15)	11/23/2021
				(\$966.23)	

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

12/6/2021
CG

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

RESOLUTION NO. 2021-40

RESOLUTION AUTHORIZING A CHANGE TO THE BANK SIGNATURE CARDS

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

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

NOW THEREFORE, BE IT RESOLVED; that the City Council authorizes the removal of Wendy Manson from all city accounts and that Jessica Bonniwell, Wayne McCormick, Robert W. Moynagh III and Thomas Marszalek be signers on the city accounts (General Checking Account, EDA Account and Money Market and Safe Deposit Box), that Jessica Bonniwell and Michael Sommerfeld be able to make deposits, electronic funds transfers and manage investments (ie CD's, etc.) effective December 3, 2021.

Adopted by the Montrose City Council on December 13, 2021.

Robert W. Moynagh III, Mayor

Jessica Bonniwell, City Administrator

MAINTENANCE AGREEMENT – CITY OF MONTROSE

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, this agreement shall cover the period from January 1, 2022 until June 30, 2022, effectively for half of the year since the city is taking over CSAH 60 per agreement no.21-52.

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.

PLAN	ROAD	SEGMENT	MILES	COST/MI*	TOTAL COST
C	CSAH60	From TH12 to Buffalo St.	0.32	\$2,075.66	\$664.21
		ESTIMATED TOTAL =	0.32		\$664.21

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

C. Snow and Ice Control (1/2 year)

*Based on the average annual cost of the previous three years

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 each year, the City shall receive payment from the County for their work. This amount shall be based on the average annual cost per mile of the previous three years 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:

_____, 20____

City Clerk

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 _____, 20____.

APPROVED AND ACCEPTED:
COUNTY OF WRIGHT

City Clerk

City of Montrose

Board Chair

Date

Name of City

ATTEST:

County Administrator

Date

EXHIBIT B

2022 BUDGET COMPARISON

General Fund	2021	2022
Council	\$30,880.00	\$24,950.00
Elections	\$3,000.00	\$6,500.00
Administration	\$225,150.00	\$261,200.00
Assessing	\$27,000.00	\$28,000.00
Legal	\$30,000.00	\$29,000.00
P&Z	\$84,250.00	\$114,800.00
Buildings	\$11,500.00	\$13,000.00
Police	\$298,388.00	\$307,330.00
Building Inspect/Permits	\$35,000.00	\$35,000.00
Emergency Mgmt.	\$12,440.00	\$12,440.00
Animals	\$300.00	\$300.00
Public Works/Streets	\$269,400.00	\$293,400.00
General Fund Total	\$1,027,308.00	\$1,125,920.00
 Park & Rec (General)	 \$156,175.00	 \$152,475.00
Park Development	\$150,000.00	\$150,000.00
EDA	\$41,270.00	\$37,400.00
Community Center	\$33,640.00	\$33,150.00
Debt Service	\$580,257.00	\$640,440.00
Capital Projects	\$65,000.00	\$125,000.00
Utility Expansion Funds	\$80,000.00	\$80,000.00
Water Fund	\$515,842.00	\$542,133.00
Sewer Fund	\$222,810.00	\$270,325.00
Garbage/Recycle	\$281,490.00	\$0.00
Storm Water Fund	\$76,845.00	\$85,800.00
WWTP Fund	\$792,141.00	\$824,421.00
Fire Department	\$318,900.00	\$321,900.00
 Total Budget	 \$4,341,678.00	 \$4,388,964.00

NET TAX CAPACITY

<u>Payable Year</u>	<u>Taxable Net Tax Capacity</u>
2022	\$2,885,872(Estimate)
2021	\$2,695,905
2020	\$2,576,199
2019	\$2,195,173
2018	\$1,987,141
2017	\$1,856,872
2016	\$1,761,784
2015	\$1,634,237
2014	\$1,479,534
2013	\$1,349,426
2012	\$1,517,241
2011	\$1,775,497
2010	\$1,985,905
2009	\$2,189,232
2008	\$2,080,680
2007	\$1,846,642
2006	\$1,450,926

November 29, 2021

The levy for the City of Montrose for 2022 that is being considered is \$1,491,245. This is a 7.1% increase or \$100,000 over 2021.

The estimated tax capacity for 2022 is \$2,885,872 compared to \$2,695,905 for 2021. With the estimated increase in the tax capacity the tax rate will change from 51.61% to 51.67% which means there should be little impact on the 2022 taxes.

Property tax is calculated as follows:

Tax Capacity (1% of your property value as shown on your tax statement) x Tax Rate

Tax Rate calculation is:

Proposed Levy divided by the total city Tax Capacity

Below is an estimate of property tax based on value:

<u>2022 Property Value</u>	<u>\$125,000</u>	<u>\$175,000</u>	<u>\$200,000</u>
Estimated Tax Amount	\$645.88	\$904.22	\$1033.40
<u>2021 Property Value</u>	<u>\$125,000</u>	<u>\$175,000</u>	<u>\$200,000</u>
Tax Amount	\$645.12	\$903.18	\$1032.20

Actual Property Comparisons:

	2022	2021	Difference
Taxable Market Value	\$143,200	\$135,000	
Tax Amount	\$739.91	\$696.69	\$43.22
Taxable Market Value	\$263,700	\$258,600	
Tax Amount	\$1,362.54	\$1,334.56	\$27.98

STATE of MINNESOTA
COUNTY of WRIGHT
CITY of MONTROSE

City of Montrose
To the Finance Director of Wright County: I hereby certify that the Council for the City of Montrose, County of Wright, Minnesota, did at a meeting on September 13, 2021 levy the following amount to be raised by taxation for the City of Montrose for the payable year 2022.

* Do not include any Disparity Reduction Aid or Fiscal Disparity taxes.

Wendy Manson, Clerk/Treasurer

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

RESOLUTION NO. 2021-39

**A RESOLUTION AUTHORIZING THE YEAR 2022 FINAL PROPERTY TAX LEVY
AND BUDGET**

WHEREAS, the City of Montrose is required by State Law to approve a Resolution setting forth the annual Tax Levy to the Wright County Auditor-Treasurer; and

WHEREAS, Minnesota State Statutes currently in force require approval of a Property Tax Levy in December of each year; and

WHEREAS, the City Council of the City of Montrose, Wright County, Minnesota has received the proposed 2022 City Budget Document.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Montrose, Wright County, Minnesota that the following sum of money be levied in the year 2021, collectible in the year 2022 upon the taxable property in said City of Montrose for the following purposes, as shown in the attached Exhibit "A" to this Resolution; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Montrose, Wright County, Minnesota that the proposed year 2022 City Budget Document attached to this Resolution as Exhibit "B" is hereby approved; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Clerk-Treasurer or designee is hereby instructed to transmit a certified copy of this Resolution to the Wright County Auditor-Treasurer.

ADOPTED by the City Council of the City of Montrose this 13th day of December, 2021.

Robert W. Moynagh III, Mayor

ATTEST:

Jessica Bonniwell, City Administrator



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 2021

Printed on December 1, 2021

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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911 Hang-up Total: 1

11/07/21 21:27	911 Hang-up	2021097041			911
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911 Open Line Total: 12

11/03/21 20:58	911 Open Line	2021095786			911
11/05/21 13:02	911 Open Line	2021096289			911
11/06/21 16:38	911 Open Line	2021096653			911
11/06/21 17:30	911 Open Line	2021096677			911
11/14/21 17:25	911 Open Line	2021099113			911
11/16/21 17:23	911 Open Line	2021099854			911
11/16/21 18:14	911 Open Line	2021099870			911
11/20/21 00:33	911 Open Line	2021100872			911
11/23/21 08:27	911 Open Line	2021101794			911
11/23/21 15:05	911 Open Line	2021101911			911
11/23/21 18:47	911 Open Line	2021101982			911
11/28/21 12:25	911 Open Line	2021103317			911

Agency Assist Total: 2

11/06/21 21:37	Agency Assist	2021096756	Agency Assist	WP21030216	Phone
11/17/21 10:45	Agency Assist	2021100068	Agency Assist	WP21031156	Phone

Animal Total: 6

11/03/21 00:57	Animal	2021095505			Phone
11/09/21 07:21	Animal	2021097483	Animal	WP21030419	Phone
11/17/21 16:20	Animal	2021100155	Animal	WP21031182	Phone
11/20/21 21:25	Animal	2021101154	Animal	WP21031487	911
11/23/21 14:26	Animal	2021101896			911
11/23/21 14:36	Animal	2021101901	Animal	WP21031708	Phone

Animal - Barking Dog Total: 1

11/08/21 18:36	Animal - Barking Dog	2021097286	Animal - Barking Dog	WP21030384	Phone
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Check Welfare Total: 4

11/01/21 10:20	Check Welfare	2021095011	Check Welfare	WP21029633	Phone
11/13/21 03:08	Check Welfare	2021098674	Check Welfare	WP21030798	911
11/14/21 11:06	Check Welfare	2021099023	Check Welfare	WP21030905	Phone
11/20/21 16:25	Check Welfare	2021101053	Check Welfare	WP21031460	Phone

Citizen Aid Total: 1

11/20/21 14:18	Citizen Aid	2021101014	Citizen Aid	WP21031446	Phone
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Civil Complaint Total: 6

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/02/21 18:26	Civil Complaint	2021095451	Civil Complaint	WP21029808	Phone
11/08/21 17:52	Civil Complaint	2021097272			Phone
11/15/21 10:08	Civil Complaint	2021099327	Civil Complaint	WP21030981	Phone
11/26/21 16:07	Civil Complaint	2021102756	Civil Complaint	WP21031921	Phone
11/27/21 03:57	Civil Complaint	2021102940			Phone
11/28/21 10:04	Civil Complaint	2021103285	Civil Complaint	WP21032068	Phone

Civil Process Total: 13

11/01/21 09:21	Civil Process	2021094993			Officer
11/03/21 13:43	Civil Process	2021095646			Officer
11/08/21 10:15	Civil Process	2021097147			Officer
11/10/21 11:50	Civil Process	2021097907			Officer
11/12/21 10:10	Civil Process	2021098441			Officer
11/12/21 10:39	Civil Process	2021098448			Officer
11/12/21 19:24	Civil Process	2021098592			
11/13/21 18:50	Civil Process	2021098856			
11/15/21 11:51	Civil Process	2021099355			Officer
11/15/21 13:15	Civil Process	2021099386			Officer
11/16/21 13:15	Civil Process	2021099787			Officer
11/16/21 13:22	Civil Process	2021099790			Officer
11/17/21 08:18	Civil Process	2021100035			Officer

Commercial General Alarm Total: 2

11/15/21 07:44	Commercial General	2021099296			Phone
11/25/21 05:52	Commercial General	2021102425			Phone

Court Order Violation Total: 1

11/20/21 09:37	Court Order Violation	2021100940	Court Order Violation	WP21031416	Phone
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Domestic Disturbance Total: 2

11/20/21 10:53	Domestic Disturbance	2021100955	Domestic Disturbance	WP21031423	911
11/28/21 02:26	Domestic Disturbance	2021103252	Domestic Disturbance	WP21032054	911

Drug Court Home Visit Total: 4

11/07/21 15:00	Drug Court Home Visit	2021096949			
11/11/21 17:45	Drug Court Home Visit	2021098261			
11/11/21 18:50	Drug Court Home Visit	2021098290			
11/27/21 15:50	Drug Court Home Visit	2021103073			

Drugs Total: 1

11/11/21 18:51	Drugs	2021098291	Drugs	WP21030701	911
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Fight Total: 1

11/24/21 23:07	Fight	2021102380	Fight	WP21031845	911
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Fire - Gas Leak Total: 1

11/03/21 18:10	Fire - Gas Leak	2021095725	Fire - Gas Leak	WP21029912	911
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Fire - Other Total: 2

11/06/21 11:08	Fire - Other	2021096576	Fire - Other	WP21030158	Phone
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Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/21/21 17:22	Fire - Other	2021101376	Fire - Other	WP21031544	911
Fraud - Forgery Total: 1					
11/18/21 09:52	Fraud - Forgery	2021100363	Fraud - Forgery	WP21031239	Phone
Fraud - Internet Total: 1					
11/16/21 12:06	Fraud - Internet	2021099769	Fraud - Internet	WP21031078	Phone
Harassment Total: 1					
11/28/21 12:08	Harassment	2021103309	Harassment	WP21032077	911
Intoxicated Person; Domestic Disturbance Total: 1					
11/04/21 19:43	Intoxicated Person;	2021096093	Domestic Disturbance	WP21030031	911
Juvenile - Runaway Total: 1					
11/21/21 18:50	Juvenile - Runaway	2021101396	Medical - Psychiatric -	WP21031551	Phone
Lift Assist Total: 1					
11/29/21 17:16	Lift Assist	2021103663			
Lost - Found Property Total: 1					
11/03/21 14:25	Lost - Found Property	2021095660	Lost - Found Property	WP21029888	
Medical - Abdominal Pain Total: 1					
11/20/21 16:24	Medical - Abdominal	2021101052			911
Medical - Allergies - Stings Total: 1					
11/08/21 21:07	Medical - Allergies -	2021097327			911
Medical - Back Pain Total: 1					
11/16/21 05:12	Medical - Back Pain	2021099679			911
Medical - Bleeding - Lacerations Total: 1					
11/05/21 11:59	Medical - Bleeding -	2021096277			911
Medical - Fall Under 6 Feet Total: 2					
11/19/21 13:39	Medical - Fall Under 6	2021100685			911
11/20/21 16:31	Medical - Fall Under 6	2021101055			911
Medical - Heart Problems; Medical - Overdose - Poisoning Total: 1					
11/01/21 20:49	Medical - Heart	2021095181	Medical - Psychiatric -	WP21029707	911
Medical - Psychiatric - Behavioral Total: 1					
11/10/21 23:51	Medical - Psychiatric -	2021098087	Medical - Psychiatric -	WP21030617	911
Medical - Seizure Total: 1					
11/12/21 16:06	Medical - Seizure	2021098527			911
Medical - Trauma Total: 1					
11/09/21 11:43	Medical - Trauma	2021097547			911
Medical - Unknown Total: 1					
11/05/21 17:09	Medical - Unknown	2021096375			911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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Motorist Aid Total: 1

11/13/21 05:09	Motorist Aid	2021098683			Phone
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MVA - No Injuries Total: 2

11/17/21 08:49	MVA - No Injuries	2021100044	MVA - No Injuries	WP21031145	
11/25/21 11:59	MVA - No Injuries	2021102468	MVA - No Injuries	WP21031855	

Neighborhood Dispute Total: 1

11/08/21 18:49	Neighborhood Dispute	2021097289	Neighborhood Dispute	WP21030386	911
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Noise Total: 2

11/06/21 22:09	Noise	2021096768	Noise	WP21030219	
11/10/21 23:19	Noise	2021098084	Noise	WP21030616	

Off-Road Vehicle Complaint Total: 1

11/05/21 15:17	Off-Road Vehicle	2021096336	Off-Road Vehicle Complaint	WP21030087	Phone
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Ordinance Violation Total: 1

11/04/21 15:42	Ordinance Violation	2021096003	Ordinance Violation	WP21030004	
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Parking Total: 2

11/01/21 15:42	Parking	2021095090	Parking	WP21029674	
11/17/21 18:56	Parking	2021100211	Parking	WP21031196	

Probation Check Total: 7

11/02/21 12:47	Probation Check	2021095335			Officer
11/02/21 13:07	Probation Check	2021095344			Officer
11/02/21 15:29	Probation Check	2021095394			Officer
11/04/21 19:03	Probation Check	2021096074			Officer
11/17/21 20:08	Probation Check	2021100226			Officer
11/28/21 15:20	Probation Check	2021103369			Officer
11/28/21 15:28	Probation Check	2021103372			Officer

Repossession Total: 1

11/08/21 23:09	Repossession	2021097354			
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Residential General Alarm Total: 1

11/13/21 14:31	Residential General	2021098794			Phone
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Residential Medical Alarm Total: 2

11/08/21 20:01	Residential Medical	2021097309			Phone
11/16/21 12:17	Residential Medical	2021099774			Phone

SIA Area Watch Total: 8

11/01/21 18:42	SIA Area Watch	2021095141			
11/06/21 06:08	SIA Area Watch	2021096522			
11/06/21 15:29	SIA Area Watch	2021096636			
11/06/21 17:23	SIA Area Watch	2021096674			
11/07/21 10:06	SIA Area Watch	2021096869			
11/15/21 11:24	SIA Area Watch	2021099345			

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/17/21 14:40	SIA Area Watch	2021100124			
11/25/21 20:44	SIA Area Watch	2021102592			

SIA Business Walk Through Total: 1

11/20/21 22:51	SIA Business Walk	2021101190			
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SIA City Council - City Hall Total: 1

11/08/21 17:59	SIA City Council - City	2021097275			Officer
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SIA Winter Parking Warning Total: 47

11/09/21 02:03	SIA Winter Parking	2021097376			Officer
11/09/21 02:06	SIA Winter Parking	2021097378			Officer
11/10/21 02:38	SIA Winter Parking	2021097796			Officer
11/10/21 02:43	SIA Winter Parking	2021097800			Officer
11/15/21 01:20	SIA Winter Parking	2021099217			
11/15/21 01:23	SIA Winter Parking	2021099218			
11/15/21 01:26	SIA Winter Parking	2021099219			
11/15/21 01:27	SIA Winter Parking	2021099220			
11/15/21 01:30	SIA Winter Parking	2021099221			
11/15/21 01:31	SIA Winter Parking	2021099223			
11/15/21 01:34	SIA Winter Parking	2021099224			
11/15/21 01:37	SIA Winter Parking	2021099225			
11/15/21 01:38	SIA Winter Parking	2021099226			
11/15/21 01:39	SIA Winter Parking	2021099228			
11/15/21 01:42	SIA Winter Parking	2021099229			
11/15/21 01:47	SIA Winter Parking	2021099233			
11/15/21 01:48	SIA Winter Parking	2021099234			
11/15/21 01:51	SIA Winter Parking	2021099235			
11/15/21 01:51	SIA Winter Parking	2021099238			
11/15/21 01:54	SIA Winter Parking	2021099239			
11/15/21 01:54	SIA Winter Parking	2021099240			
11/15/21 01:58	SIA Winter Parking	2021099242			
11/15/21 02:00	SIA Winter Parking	2021099243			
11/15/21 02:02	SIA Winter Parking	2021099244			
11/15/21 02:04	SIA Winter Parking	2021099246			
11/15/21 02:13	SIA Winter Parking	2021099248			
11/15/21 02:15	SIA Winter Parking	2021099250			
11/16/21 01:26	SIA Winter Parking	2021099611			
11/16/21 01:28	SIA Winter Parking	2021099612			
11/16/21 01:34	SIA Winter Parking	2021099614			
11/16/21 01:40	SIA Winter Parking	2021099615			
11/16/21 01:43	SIA Winter Parking	2021099616			
11/16/21 01:46	SIA Winter Parking	2021099617			
11/16/21 01:49	SIA Winter Parking	2021099618			
11/16/21 01:53	SIA Winter Parking	2021099621			
11/18/21 02:08	SIA Winter Parking	2021100277			Officer
11/23/21 01:24	SIA Winter Parking	2021101751			
11/23/21 01:31	SIA Winter Parking	2021101752			

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/23/21 01:33	SIA Winter Parking	2021101753			
11/23/21 01:37	SIA Winter Parking	2021101754			
11/23/21 01:44	SIA Winter Parking	2021101755			
11/30/21 01:28	SIA Winter Parking	2021103779			
11/30/21 01:32	SIA Winter Parking	2021103781			
11/30/21 01:44	SIA Winter Parking	2021103784			
11/30/21 01:47	SIA Winter Parking	2021103785			
11/30/21 01:54	SIA Winter Parking	2021103787			
11/30/21 01:58	SIA Winter Parking	2021103788			

Sign - Signal Repair Total: 1

11/11/21 10:35	Sign - Signal Repair	2021098160			Phone
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Snowbird Total: 3

11/23/21 01:56	Snowbird	2021101756	Snowbird	WP21031666	
11/23/21 01:59	Snowbird	2021101758	Snowbird	WP21031667	
11/30/21 01:36	Snowbird	2021103782	Snowbird	WP21032220	

Surveillance Total: 1

11/12/21 08:50	Surveillance	2021098420			
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Suspicious - Circumstances Total: 3

11/21/21 19:54	Suspicious -	2021101414	Suspicious - Circumstances	WP21031557	Phone
11/22/21 16:32	Suspicious -	2021101642	Suspicious - Circumstances	WP21031633	Phone
11/29/21 21:09	Suspicious -	2021103737	Suspicious - Circumstances	WP21032211	Phone

Suspicious - Person - Vehicle Total: 3

11/08/21 01:33	Suspicious - Person -	2021097075	Suspicious - Person - Vehicle	WP21030307	Phone
11/13/21 23:05	Suspicious - Person -	2021098924	Suspicious - Person - Vehicle	WP21030869	911
11/29/21 15:41	Suspicious - Person -	2021103618	Suspicious - Person - Vehicle	WP21032177	Phone

Theft Total: 2

11/18/21 07:23	Theft	2021100323	Theft	WP21031226	Phone
11/21/21 22:09	Theft	2021101440	Neighborhood Dispute	WP21031564	Phone

Threats Total: 1

11/05/21 23:14	Threats	2021096472	Threats	WP21030127	Phone
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Traffic - Complaint Total: 2

11/09/21 22:34	Traffic - Complaint	2021097774	Traffic - Complaint	WP21030508	911
11/23/21 18:10	Traffic - Complaint	2021101972	Traffic - Complaint	WP21031736	Phone

Traffic Stop Total: 120

11/01/21 11:07	Traffic Stop	2021095023	Traffic Stop	WP21029638	Officer
11/01/21 11:14	Traffic Stop	2021095026	Traffic Stop	WP21029640	Officer
11/01/21 14:16	Traffic Stop	2021095067	Traffic Stop	WP21029664	Officer
11/01/21 16:17	Traffic Stop	2021095104			Officer
11/01/21 23:21	Traffic Stop	2021095211			Officer
11/03/21 08:09	Traffic Stop	2021095557	Traffic Stop	WP21029840	Officer
11/03/21 08:26	Traffic Stop	2021095564	Traffic Stop	WP21029845	Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/03/21 09:10	Traffic Stop	2021095573	Traffic Stop	WP21029849	Officer
11/03/21 09:58	Traffic Stop	2021095582	Traffic Stop	WP21029854	Officer
11/03/21 10:47	Traffic Stop	2021095591	Traffic Stop	WP21029860	Officer
11/03/21 14:29	Traffic Stop	2021095662			Officer
11/03/21 15:01	Traffic Stop	2021095676	Traffic Stop	WP21029895	Officer
11/03/21 20:23	Traffic Stop	2021095773	Drugs	WP21029924	Officer
11/03/21 20:56	Traffic Stop	2021095784			Officer
11/03/21 21:03	Traffic Stop	2021095788			Officer
11/03/21 21:21	Traffic Stop	2021095795			Officer
11/04/21 07:46	Traffic Stop	2021095890			Officer
11/04/21 13:09	Traffic Stop	2021095963			Officer
11/04/21 13:20	Traffic Stop	2021095968			
11/04/21 15:55	Traffic Stop	2021096005			
11/04/21 16:00	Traffic Stop	2021096008			Officer
11/04/21 18:17	Traffic Stop	2021096052			
11/04/21 18:39	Traffic Stop	2021096059	Traffic Stop	WP21030021	
11/04/21 21:22	Traffic Stop	2021096123			Officer
11/04/21 21:30	Traffic Stop	2021096124			Officer
11/04/21 21:55	Traffic Stop	2021096130			Officer
11/04/21 22:22	Traffic Stop	2021096138			Officer
11/04/21 23:22	Traffic Stop	2021096151			Officer
11/05/21 00:27	Traffic Stop	2021096164	Traffic Stop	WP21030045	Officer
11/05/21 21:32	Traffic Stop	2021096444	Traffic Stop	WP21030119	Officer
11/06/21 10:37	Traffic Stop	2021096567			Officer
11/06/21 15:05	Traffic Stop	2021096632			Officer
11/07/21 10:11	Traffic Stop	2021096872			Officer
11/07/21 10:53	Traffic Stop	2021096883			Officer
11/07/21 13:02	Traffic Stop	2021096921			Officer
11/07/21 22:21	Traffic Stop	2021097051			Officer
11/07/21 23:16	Traffic Stop	2021097058			Officer
11/08/21 01:15	Traffic Stop	2021097072			Officer
11/08/21 10:46	Traffic Stop	2021097159			Officer
11/08/21 11:11	Traffic Stop	2021097163			Officer
11/08/21 12:42	Traffic Stop	2021097204			Officer
11/08/21 12:57	Traffic Stop	2021097211	Drugs	WP21030357	Officer
11/08/21 20:46	Traffic Stop	2021097324			Officer
11/08/21 20:54	Traffic Stop	2021097325			Officer
11/08/21 21:38	Traffic Stop	2021097335			Officer
11/09/21 13:35	Traffic Stop	2021097578	Traffic Stop	WP21030453	Officer
11/09/21 13:55	Traffic Stop	2021097587			Officer
11/09/21 14:16	Traffic Stop	2021097596			Officer
11/09/21 14:55	Traffic Stop	2021097612			Officer
11/10/21 10:09	Traffic Stop	2021097869			
11/10/21 10:47	Traffic Stop	2021097885	Traffic Stop	WP21030539	Officer
11/10/21 11:08	Traffic Stop	2021097890	Traffic Stop	WP21030542	Officer
11/10/21 11:26	Traffic Stop	2021097899	Traffic Stop	WP21030547	Officer
11/10/21 21:23	Traffic Stop	2021098065			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/11/21 12:52	Traffic Stop	2021098194	Traffic Stop	WP21030664	Officer
11/11/21 16:14	Traffic Stop	2021098230	Traffic Stop	WP21030685	Officer
11/11/21 17:52	Traffic Stop	2021098263			Officer
11/11/21 20:38	Traffic Stop	2021098321			Officer
11/11/21 22:39	Traffic Stop	2021098347			Officer
11/12/21 21:15	Traffic Stop	2021098624	Drugs	WP21030786	Officer
11/13/21 09:59	Traffic Stop	2021098721			Officer
11/13/21 11:49	Traffic Stop	2021098757			Officer
11/13/21 11:50	Traffic Stop	2021098758			Officer
11/13/21 15:14	Traffic Stop	2021098799	Drugs	WP21030835	Officer
11/14/21 11:36	Traffic Stop	2021099029			Officer
11/14/21 12:04	Traffic Stop	2021099036			Officer
11/14/21 12:11	Traffic Stop	2021099038			Officer
11/14/21 12:37	Traffic Stop	2021099044			Officer
11/14/21 13:09	Traffic Stop	2021099055			Officer
11/14/21 15:37	Traffic Stop	2021099086			Officer
11/14/21 15:59	Traffic Stop	2021099092			Officer
11/14/21 17:00	Traffic Stop	2021099106			Officer
11/14/21 17:23	Traffic Stop	2021099112			Officer
11/14/21 17:41	Traffic Stop	2021099119	Traffic Stop	WP21030934	Officer
11/14/21 21:06	Traffic Stop	2021099164			Officer
11/14/21 21:44	Traffic Stop	2021099169	Traffic Stop	WP21030950	Officer
11/15/21 12:12	Traffic Stop	2021099365			Officer
11/15/21 12:38	Traffic Stop	2021099370			Officer
11/15/21 13:17	Traffic Stop	2021099387			Officer
11/15/21 13:26	Traffic Stop	2021099392			Officer
11/15/21 13:52	Traffic Stop	2021099398			Officer
11/15/21 15:13	Traffic Stop	2021099424			Officer
11/15/21 15:34	Traffic Stop	2021099433	Traffic Stop	WP21031004	Officer
11/15/21 17:20	Traffic Stop	2021099482			Officer
11/16/21 00:29	Traffic Stop	2021099598	Traffic Stop	WP21031042	Officer
11/16/21 10:48	Traffic Stop	2021099746			Officer
11/16/21 11:44	Traffic Stop	2021099762			Officer
11/16/21 15:46	Traffic Stop	2021099825			Officer
11/16/21 17:01	Traffic Stop	2021099847	Traffic Stop	WP21031099	Officer
11/16/21 17:22	Traffic Stop	2021099853	Traffic Stop	WP21031102	Officer
11/17/21 14:27	Traffic Stop	2021100120	Traffic Stop	WP21031173	Officer
11/17/21 15:31	Traffic Stop	2021100142			Officer
11/18/21 12:09	Traffic Stop	2021100390			Officer
11/19/21 10:53	Traffic Stop	2021100644	Traffic Stop	WP21031329	Officer
11/19/21 11:44	Traffic Stop	2021100657	Traffic Stop	WP21031334	Officer
11/19/21 15:21	Traffic Stop	2021100712	Traffic Stop	WP21031348	Officer
11/19/21 22:24	Traffic Stop	2021100841	Traffic Stop	WP21031384	Officer
11/19/21 22:50	Traffic Stop	2021100849			Officer
11/20/21 06:40	Traffic Stop	2021100902			Officer
11/20/21 07:02	Traffic Stop	2021100904			Officer
11/20/21 07:35	Traffic Stop	2021100911			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/20/21 18:01	Traffic Stop	2021101084			Officer
11/20/21 22:54	Traffic Stop	2021101193	Traffic Stop	WP21031497	Officer
11/21/21 00:44	Traffic Stop	2021101217			Officer
11/21/21 08:11	Traffic Stop	2021101251			Officer
11/23/21 10:19	Traffic Stop	2021101819			Officer
11/24/21 21:33	Traffic Stop	2021102356	Warrant - Arrest	WP21031837	Officer
11/24/21 23:58	Traffic Stop	2021102390			Officer
11/25/21 02:06	Traffic Stop	2021102410			Officer
11/25/21 18:34	Traffic Stop	2021102541			Officer
11/25/21 21:22	Traffic Stop	2021102608			Officer
11/26/21 12:49	Traffic Stop	2021102714			Officer
11/26/21 23:47	Traffic Stop	2021102913			Officer
11/27/21 02:13	Traffic Stop	2021102929	Traffic Stop	WP21031957	Officer
11/27/21 21:29	Traffic Stop	2021103181	Traffic Stop	WP21032030	Officer
11/27/21 22:54	Traffic Stop	2021103205			Officer
11/28/21 10:50	Traffic Stop	2021103293			Officer
11/28/21 18:46	Traffic Stop	2021103431			
11/29/21 20:54	Traffic Stop	2021103729			Officer
11/29/21 23:07	Traffic Stop	2021103763			Officer

Warrant - Attempt Total: 7

11/05/21 10:23	Warrant - Attempt	2021096247			
11/05/21 16:21	Warrant - Attempt	2021096359			
11/06/21 11:31	Warrant - Attempt	2021096582	Warrant - Arrest	WP21030163	
11/12/21 16:03	Warrant - Attempt	2021098526			
11/21/21 21:36	Warrant - Attempt	2021101433	Warrant - Arrest	WP21031570	Officer
11/27/21 09:52	Warrant - Attempt	2021102972			
11/27/21 10:19	Warrant - Attempt	2021102983			

Total Records: 299

Montrose/Waverly Patrol Hour Summary

Hours Purchased Per Contract:	5,856.00
Starting Hours (beginning of month):	1,020.50
M-T-D (detailed below):	490.00
Balance going forward (to next month):	530.50
Y-T-D:	5,325.50

Shift Start

Date	Shift Start Time	Shift Stop Date	Shift Stop Time	Schedule	Position	Time Type	Regular Hours
1-Nov-21	10:00	1-Nov-21	20:00	Montrose/Waverly (16)	4620	Regular	10.00
1-Nov-21	20:00	2-Nov-21	2:00	Montrose/Waverly (16)	4630	Regular	6.00
2-Nov-21	10:00	2-Nov-21	20:00	Montrose/Waverly (16)	4620	Regular	10.00
2-Nov-21	20:00	3-Nov-21	2:00	Montrose/Waverly (16)	4630	Regular	6.00
3-Nov-21	10:00	3-Nov-21	20:00	Montrose/Waverly (16)	4620	Regular	10.00
3-Nov-21	20:00	4-Nov-21	2:00	Montrose/Waverly (16)	4630	Regular	6.00
4-Nov-21	10:00	4-Nov-21	20:00	Montrose/Waverly (16)	4620	Regular	10.00
4-Nov-21	20:00	5-Nov-21	2:00	Montrose/Waverly (16)	4630	Regular	6.00
5-Nov-21	10:00	5-Nov-21	20:00	Montrose/Waverly (16)	4620	Regular	10.00
5-Nov-21	20:00	6-Nov-21	2:00	Montrose/Waverly (16)	4630	Regular	6.00
6-Nov-21	6:00	6-Nov-21	10:00	Montrose/Waverly (16)	4610	Regular	4.00
6-Nov-21	10:00	6-Nov-21	20:00	Montrose/Waverly (16)	4620	Regular	10.00
6-Nov-21	20:00	7-Nov-21	2:00	Montrose/Waverly (16)	4630	Regular	7.00
7-Nov-21	10:00	7-Nov-21	20:00	Montrose/Waverly (16)	4620	Regular	10.00
7-Nov-21	20:00	8-Nov-21	2:00	Montrose/Waverly (16)	4630	Regular	6.00
8-Nov-21	10:00	8-Nov-21	20:00	Montrose/Waverly (16)	4620	Regular	10.00
8-Nov-21	20:00	9-Nov-21	2:00	Montrose/Waverly (16)	4630	Regular	6.00
9-Nov-21	10:00	9-Nov-21	20:00	Montrose/Waverly (16)	4620	Regular	10.00
9-Nov-21	20:00	10-Nov-21	2:00	Montrose/Waverly (16)	4630	Regular	6.00
10-Nov-21	10:00	10-Nov-21	20:00	Montrose/Waverly (16)	4620	Regular	10.00
10-Nov-21	20:00	11-Nov-21	2:00	Montrose/Waverly (16)	4630	Regular	6.00
11-Nov-21	10:00	11-Nov-21	20:00	Montrose/Waverly (16)	4620	Regular	10.00
11-Nov-21	20:00	12-Nov-21	2:00	Montrose/Waverly (16)	4630	Regular	6.00
12-Nov-21	10:00	12-Nov-21	20:00	Montrose/Waverly (16)	4620	Regular	10.00
12-Nov-21	20:00	13-Nov-21	2:00	Montrose/Waverly (16)	4630	Regular	6.00
13-Nov-21	10:00	13-Nov-21	20:00	Montrose/Waverly (16)	4620	Regular	10.00
13-Nov-21	20:00	14-Nov-21	2:00	Montrose/Waverly (16)	4630	Regular	6.00
14-Nov-21	10:00	14-Nov-21	20:00	Montrose/Waverly (16)	4620	Regular	10.00
14-Nov-21	20:00	15-Nov-21	2:00	Montrose/Waverly (16)	4630	Regular	6.00
15-Nov-21	10:00	15-Nov-21	20:00	Montrose/Waverly (16)	4620	Regular	10.00
15-Nov-21	20:00	16-Nov-21	3:00	Montrose/Waverly (16)	4630	Regular	7.00
16-Nov-21	10:00	16-Nov-21	20:00	Montrose/Waverly (16)	4620	Regular	10.00
16-Nov-21	20:00	17-Nov-21	2:00	Montrose/Waverly (16)	4630	Regular	6.00
17-Nov-21	10:00	17-Nov-21	20:00	Montrose/Waverly (16)	4620	Regular	10.00
17-Nov-21	20:00	18-Nov-21	2:00	Montrose/Waverly (16)	4630	Regular	6.00

18-Nov-21	10:00	18-Nov-21	20:00 Montrose/Waverly (16)	4620 Regular	10.00
18-Nov-21	20:00	19-Nov-21	2:00 Montrose/Waverly (16)	4630 Regular	6.00
19-Nov-21	10:00	19-Nov-21	20:00 Montrose/Waverly (16)	4620 Regular	10.00
19-Nov-21	20:00	20-Nov-21	2:00 Montrose/Waverly (16)	4630 Regular	6.00
20-Nov-21	6:00	20-Nov-21	16:00 Montrose/Waverly (16)	4610 Regular	10.00
20-Nov-21	20:00	21-Nov-21	2:00 Montrose/Waverly (16)	4630 Regular	6.00
21-Nov-21	8:00	21-Nov-21	18:00 Montrose/Waverly (16)	4620 Regular	10.00
21-Nov-21	18:00	22-Nov-21	2:00 Montrose/Waverly (16)	4630 Regular	8.00
22-Nov-21	6:00	22-Nov-21	10:00 Montrose/Waverly (16)	4610 Regular	4.00
22-Nov-21	16:00	23-Nov-21	2:00 Montrose/Waverly (16)	4630 Regular	10.00
23-Nov-21	10:00	23-Nov-21	20:00 Montrose/Waverly (16)	4620 Regular	10.00
23-Nov-21	20:00	24-Nov-21	2:00 Montrose/Waverly (16)	4630 Regular	6.00
24-Nov-21	10:00	24-Nov-21	20:00 Montrose/Waverly (16)	4620 Regular	10.00
24-Nov-21	20:00	25-Nov-21	2:00 Montrose/Waverly (16)	4630 Regular	6.00
25-Nov-21	10:00	25-Nov-21	20:00 Montrose/Waverly (16)	4620 Regular	10.00
25-Nov-21	20:00	26-Nov-21	2:00 Montrose/Waverly (16)	4630 Regular	6.00
26-Nov-21	10:00	26-Nov-21	20:00 Montrose/Waverly (16)	4620 Regular	10.00
26-Nov-21	20:00	27-Nov-21	2:00 Montrose/Waverly (16)	4630 Regular	6.00
27-Nov-21	6:00	27-Nov-21	10:00 Montrose/Waverly (16)	4610 Regular	4.00
27-Nov-21	10:00	27-Nov-21	20:00 Montrose/Waverly (16)	4620 Regular	10.00
27-Nov-21	20:00	28-Nov-21	2:00 Montrose/Waverly (16)	4630 Regular	6.00
28-Nov-21	10:00	28-Nov-21	20:00 Montrose/Waverly (16)	4620 Regular	10.00
28-Nov-21	20:00	29-Nov-21	2:00 Montrose/Waverly (16)	4630 Regular	6.00
29-Nov-21	10:00	29-Nov-21	20:00 Montrose/Waverly (16)	4620 Regular	10.00
29-Nov-21	20:00	30-Nov-21	2:00 Montrose/Waverly (16)	4630 Regular	6.00
30-Nov-21	10:00	30-Nov-21	20:00 Montrose/Waverly (16)	4620 Regular	10.00
30-Nov-21	20:00	1-Dec-21	2:00 Montrose/Waverly (16)	4630 Regular	6.00

TOTAL: 490.00



Monthly Activity Report Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief



Period: 11/01/2021 thru 11/30/2021 (NOVEMBER)

CALLS

Total Calls: 27

of Calls November 2020 = 28

EMS Calls: 21

2020 vs 2021 (2021 = -1)

Other Calls:

- 11/21 - #21304 – Oven Fire – Montrose City
- 11/13 - #21294 – Lift Assist – Marysville Township
- 11/11 - #21292 – Mutual Aid to Waverly FD – Chimney Fire – Marysville Twsp
- 11/09 - #21291 – Gas Leak – Marysville Township
- 11/06 - #21286 – Smoke Investigation (Doorbell smoking) – Montrose City
- 11/03 - #21283 – Gas Leak – Montrose City

Total calls to Date 2021 – 307

2020 vs 2021 (2021 = +55)

Total calls this time in 2020 - 252

Call Districts

Montrose City: 14

Franklin Township: 3

Marysville Township: 7

Woodland Township: 3

Other: 0

TRAINING:

11/02/2021 – Staff Meeting/Truck Maintenance

11/16/2021 – Equipment locations/uses

Other Activities, Special Mention, Etc.

- 11/13/2021 – VFW Memorial Dedication (Triplett, VonThoma, Theis, Holman, Johnson)
- Birthday Drive Bys

SPECIAL INFO

- 11/02/2021 – Firefighter Terry Vanderbeek resigns from Department (Length of Service = 4 years, 10 months & 21 days)
- 11/16/2021 – David Paradeise joined the Department
- 11/30/2021 – Firefighter Matt Menard resigns from Department (Length of Service = 11 months, 3 weeks and 6 days **Matt previously had served with the Montrose Fire Department for 12 years and 17 days)

Acknowledgments

- Terry Vanderbeek for 4 years, 10 months & 21 days of service to the Montrose Fire Department
- Matt Menard for an additional 11 months, 3 weeks and 6 days of service to the Montrose Fire Department (Matt previously had served with the department for 12 years & 17 days)

**CITY OF MONTROSE
EMPLOYEE RECOGNITION PROGRAM
FIRE DEPARTMENT**

Purpose

The City of Montrose recognizes that its Fire Department employees respond to a wide array of emergencies including; but not limited to, fires, accidents, medical emergencies, illness and disease. The magnitude and severity of these emergencies varies widely and can be complicated by various and unforeseen circumstances. The City values its Fire Department employees and wishes to retain their valuable services. Therefore, to recognize Fire Department employees whose service in responding to emergencies goes above and beyond the normal call of duty the City adopts this employee recognition program.

Program

Pursuant to Minnesota Stated Statutes Section 15.46, the City Council may authorize an annual recognition award not to exceed \$500 per Fire Department employee to recognize Fire Department employees whose service goes above and beyond the normal call of duty.

In determining the amount of the award, the Council shall consider for the prior year:

- Performance of duties when responding to emergencies.
- Circumstances that differ from the normal call of duty.
- Unforeseen circumstances that complicate responding to emergencies.
- The magnitude and severity of the emergencies to which Fire Department employees respond.
- The number of emergencies to which Fire Department employees respond.

Dated: December 13, 2021

Robert W. Moynagh, III
Mayor

Attest:

Jessica Bonniwell
City Administrator

MEMORANDUM OF UNDERSTANDING

WHEREAS, the International Union of Operating Engineers, Local No. 49 (“Union”) and the City of Montrose (“the City” or “Employer”) are parties to a collective bargaining agreement (“CBA”) for the time period of January 1, 2021 through December 31, 2023; and

WHEREAS, the City retains all of its management rights as acknowledged by the Union in Article 6 of the CBA as well as in Minn. Stat. § 179A.07, subd. 1; and

WHEREAS, Article 15 and Appendix A of the CBA establish wage rates for Union employees and specifically notes that “[i]n 2021, Employer and Union agree to meet to negotiate health insurance premium contribution rates for contract years 2022 and 2023 and up to a five percent (5%) increase to all wages and classifications”; and

WHEREAS, Article 20 of the CBA establishes the terms for insurance for Union employees and specifically notes that “[i]n 2021, Employer and Union agree to meet to negotiate health insurance premium contribution rates for contract years 2022 and 2023 and up to a five percent (5%) increase to all wages and classifications; and

WHEREAS, pursuant to the CBA terms above, the City and the Union met several times in 2021 to negotiate health insurance and wage rates and now wish to memorialize their agreement with this memorandum of understanding.

NOW, THEREFORE, the City and the Union agree as follows:

1. Appendix A of the CBA is revised as follows:

2022. All Employees covered under this agreement shall receive a ~~(2%)~~ 5% wage increase. Employees who have not reached their max wage amount as listed in the table below shall receive an additional two (2%) wage increase with a successful annual performance review, which will be made up of four quarterly reviews. Employees will not receive the performance increase once they have reached their maximum wage as identified in the table below.

2023. All Employees covered under this agreement shall receive a ~~(2%)~~ 5% wage increase. Employees who have not reached their max wage amount as listed in the table below shall receive an additional two (2%) wage increase with a successful annual performance review, which will be made up of four quarterly reviews. Employees will not receive the performance increase once they have reached their maximum wage as identified in the table below.

2. Article 20.1 of the CBA is revised as follows:

20.1 Health and Dental Insurance – The City ~~offers~~ will offer health and dental insurance through the City’s Local 49 Health and Welfare Fund Insurance provider plan for eligible full-time Employees, his/her partner, and his/her dependents. The City shall

contribute 100% of the health insurance premium costs through the City's chosen insurance provider for eligible full-time Employees, his/her partner, and his/her dependents. In 2021, Employer and Union agree to meet to negotiate health insurance premium contribution rates for contract years 2022 and 2023 and up to a five percent (5%) increase to all wages and classifications.

3. Article 20.2 of the CBA relating to dental insurance is removed and Articles 20.3, 20.4, 20.5, 20.6 and 20.7 are renumbered accordingly.

4. Article 20.4 of the CBA is revised as follows:

20.4 Health Savings HRA Account – The City will make makes a contribution to every Employee's Health Saving Account (H.S.A.) HRA account at \$100 \$200 per month for single-converge Employees and \$200.00 per month for family coverage Employees.

[Article 20.3 relating to life insurance remains unchanged from the existing CBA.]

[THE REST OF THIS PAGE IS INTENTIONALLY BLANK]

[SIGNATURE PAGE TO FOLLOW]

CITY OF MONTROSE, MINNESOTA

INTERNATIONAL UNION OF OPERATING
ENGINEERS, LOCAL NO. 49

By _____
Robert Moynagh III
Mayor

Date: _____

By _____
Jason A. George
Business Manager

Date: _____

By _____
Tom Marszalek
City Council Member

Date: _____

By _____
Christopher Chantry, Area Business
Representative

Date: _____

By _____
Jessica Bonniwell
City Administrator

Date: _____

By _____
Dan Remer, Steward

Date: _____

By _____
Cristy Gerard, Steward

Date: _____

City of Montrose
 Planning and Zoning Commission Meeting
 Montrose Community Center
 200 Center Avenue South
 Wednesday, November 10, 2021
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose Planning and Zoning Commission met in Regular Session on Wednesday, November 10, 2021 at 7:00pm.

Planning and Zoning Commission Chair, Mr. Charles Smallwood, called the meeting to order at 7:00pm.

2. ROLL CALL

Present: Commissioner Charles Smallwood
 Commissioner Sylvia Henry
 Commissioner Shawn Cuff
 Commissioner Roger Fraumann
 Commissioner Catherine Neiberger
 City Council Liaison Sam Solarz

Staff Present: Ms. Jessica Bonniwell, City Administrator
 Mr. Stephen Gritman, City Planner
 Mr. Michael Sommerfeld, Deputy Treasurer

3. PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was taken.

4. APPROVAL OF THE AGENDA

Commissioner Henry motioned to approve the November 10, 2021 Planning and Zoning Commission Meeting Agenda as presented. Commissioner Fraumann seconded the motion. Motion carried 5-0.

5. APPROVAL OF THE MINUTES

Minutes for the September 8, 2021 meeting will be available at the December meeting -- they were left out of the packet by mistake.

6. OATH OF OFFICE

A. Oath of Office for Ms. Catherine Neiberger

Commission Chair Mr. Charles Smallwood gave Ms. Catherine Neiberger her Oath of Office.

7. PUBLIC HEARING

- A. Public Hearing – To Consider an Application for the Preliminary Plat of up to Eight (8) Single Family Lots for the Property Located at the East End of Steamboat Lane and to the South of Aspen Lane and Loveland Circle in Montrose, Minnesota.

Commissioner Henry motioned to close the Planning and Zoning Meeting and Open the Public Hearing at 7:03 p.m. Commissioner Fraumann seconded the motion. Motion carried 5-0.

Commissioner Smallwood asked the City Planner, Mr. Grittmann, to give an overview of the Preliminary Plat Application. Mr. Grittmann stated that the subject property consists of approximately 2.9 acres, and is currently identified as Outlot C of Rolling Meadows 2nd Addition. As part of the original Rolling Meadows plat, the property was planned for nine (9) single-family lots along an extension of Steamboat Lane, a city street that would eventually extend farther east and south to connect to a separate portion of the same street. The property is zoned R-1, Single-Family Residential, and is adjoined by other single-family parcels to the north, west, and south.

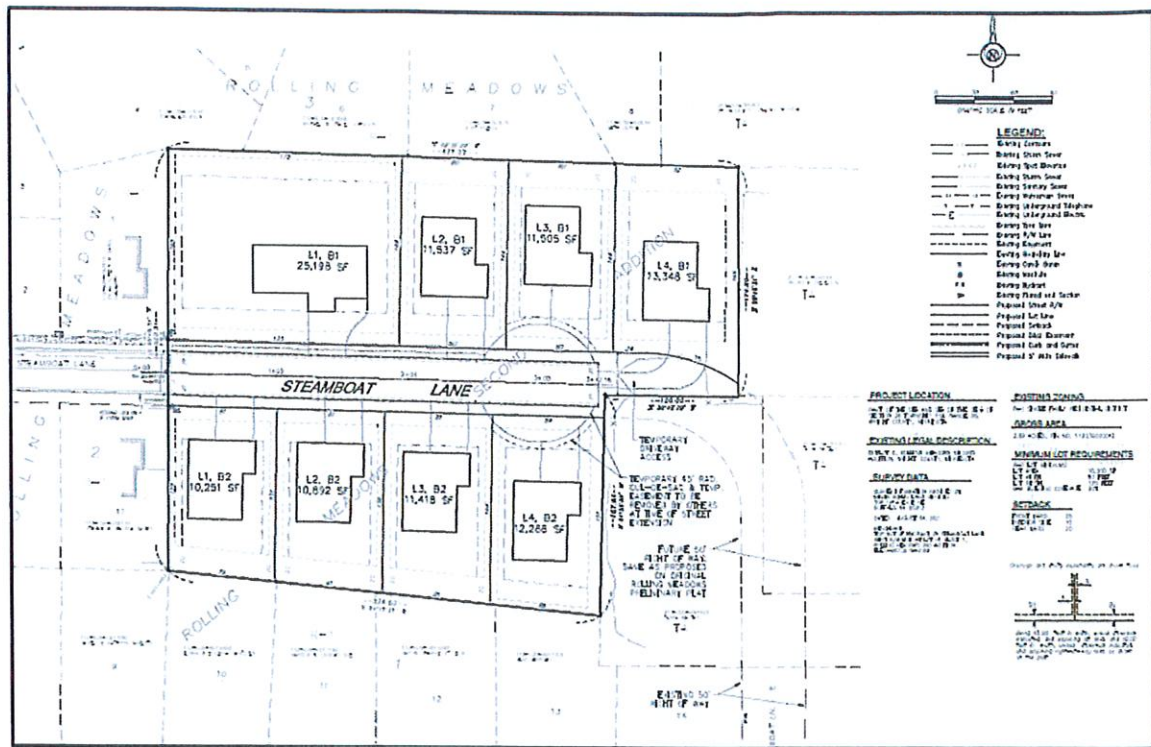
The extended and connecting portion of the road to the east would require annexation of the intervening parcel, and eventuality that has no current timeframe.

Mr. Grittmann stated that as it currently exists, the southerly portion of Steamboat Lane is approximately 715 feet long from its intersection with Emerson Avenue North. The proposed Steamboat extension being made with this plat would create a street of approximately 775 feet in length to its current intersection with Aspen Lane.

Mr. Grittmann stated that the Subdivision Ordinance accommodates such dead-end streets only with the expectation that they will eventually be extended to comply with connection and access requirements of the ordinance, which otherwise limit cul-de-sac streets to a maximum length of 500 feet. In the interim, such dead-end streets of more than 200 feet in length must include a temporary cul-de-sac to accommodate turn-around traffic and street maintenance operations.

Mr. Grittmann stated that the proposed subdivision consists of eight proposed lots, one fewer than the original Preliminary Plat. The layout of the lots in the subdivision is the same as that originally anticipated by the project development plants, with the exception that the two northwesterly parcels are joined to comprise a single lot in this current version. The applicant illustrates home sites on each of the eight parcels, including a home on Lot 1, Block 1, that occupies the larger new lot.





Mr. Grittmann stated the plan shows a temporary cul-de-sac along the proposed new street that serves Lot 3, Block 1 on the north, Lot 4, Block 1 at the end of the cul-de-sac with an extended driveway through the residual right of way, and also Lot 4, Block 2 on the south side of the street. Notes on the plat state that the cul-de-sac would be removed at the time of extension of the street, which will be a condition of preliminary plat approval.

Mr. Grittmann continued to state that in the R-1 zoning district, single family lots are required to contain at least 10,000 square feet of lot area, and have at least 80 feet of lot width at the building setback line. The lots in the proposed subdivision meet these requirements, and the plat notes show the appropriate building setbacks of 25 feet front, 10 feet side, and 20 feet rear.

Mr. Grittmann stated that all lots meet or exceed these standards, ranging in size from 10,251 square feet to 25,198 square feet in area, and from 80 feet in width to 173 feet in width. The median lot size in this subdivision is just under 12,000 square feet, similar in size and scope to the lots surrounding the plat.

Mr. Grittmann stated that the lots are graded to include full basements, with a varying layout of multi-level walkouts, full-basement lookouts, and one full-basement walk-out design. The developer is cautioned that building permits for the various lots must reflect the housing style and grading shown on the Preliminary Plat. Substantive changes to the grading plan may require additional review or plat approval amendments.

Mr. Grittmann stated that the proposed plat drawings include sanitary sewer and water plans, along with the stormwater management plan. The City Engineer will review and comment on these specific plans.

Parks, Trails, and Open Space

Mr. Grittmann stated that the Subdivision Ordinance provides for park dedication from every subdivision, either land or cash. No park-land is proposed with this project – a cash payment in lieu of land per City fee schedule would be expected.

Mr. Grittmann stated that sidewalk is currently in place along the north side of Steamboat Lane to the west. The proposed plat drawing includes an extension of this sidewalk along the north side of the street to Lot 2, Block 1, terminating temporarily at the temporary cul-de-sac. The sidewalk would be expected to be extended at the time the street connection is made to the east and south. That extension would be able to connect to the sidewalk at the current terminus of Steamboat Lane south of the plat. At issue is the extension of this sidewalk past two lots in this plat to connect to a future subdivision through the unannexed property. That property will be expensive to develop, and the sidewalk connection would be an additional expense that under normal conditions would be required expense of this plat. The City may consider acquiring the cost of the additional, but unconstructed, sidewalk as part of this plat approval. Without this, there could be an issue at the time of any future subdivision.

Summary and Recommendation of Mr. Grittmann

The proposed preliminary plat for Rolling Meadows 3rd Addition is consistent with the original plat, and includes one less lot than the original. The lots sizes for most lots are consistent with that plan, and with those of the surrounding neighborhoods. The applicant's Lot 1, Block 1 is a "double lot", much larger than those in the area, but is designed strictly for one single family home. All lots meet the dimensional standards of the R-1 District, and as such, planning staff recommends approval of the Preliminary Plat, with the following conditions:

- 1) The applicant coordinates with the City Engineer in construction details of the temporary cul-de-sac.
- 2) The applicant provides sidewalk per the plan, and provides the funds for the extension of the sidewalk past Lots 3 and 4, Block 1, to be constructed at the time of the street extension.
- 3) The terminus of the current street is closed with an appropriate barrier, and signed to notify residents of the likelihood of future street extension.
- 4) The applicant enters into a development contract securing the various public and private improvements and the required park dedication fees.
- 5) The applicant provides for tree and lawn planting as part of the plat construction.
- 6) The applicant complies with the requirements of the City Engineer related to street, utility, grading, and stormwater requirements.
- 7) Other recommendations of staff and/or Planning Commission following the public hearing.

Engineer Comments and Recommendation Memo:

1. The Preliminary Plat identifies the development name as Rolling Meadows 3rd Addition. An alternate plat name shall be selected as Rolling Meadows 3rd Addition already exists within the City of Montrose.
2. The applicant shall provide a Stormwater Management Plan complete with a drainage narrative, calculations and pre and post development drainage area maps.

3. All drainage from the plat shall be contained within the plat boundaries and shall not be directed onto private properties outside of the plat. Additional storm sewer may be required near the norther plat boundary.
4. All retaining walls exceeding 48 inches in height shall be designed by a Professional Engineer registered in the State of Minnesota.
5. The applicant shall obtain a NPDES Construction Stormwater Permit and submit a copy of the permit to the city prior to construction.
6. The applicant shall obtain a MDH watermain extension permit and submit a copy of the permit to the city prior to construction.
7. The applicant shall obtain a MPCA sanitary sewer extension permit and submit a copy of the permit to the city prior to construction.
8. The proposed concrete sidewalk shall be extended to the eastern limits of the proposed temporary cul-de-sac.
9. The proposed hydrant at the east end of the proposed roadway shall be relocated such that the water service to Lot 4 Block 1 is constructed west of the hydrant.
10. All watermain shall be PVC C900 complete with a tracer system.
11. All watermain fittings shall be secured using COR-BLUE-T-BOLTS or approved equal.
12. Two large zinc anode caps shall be installed on all fitting glands.
13. All watermain fittings shall be fusion bonded, epoxy coated, with a minimum thickness of 6-8 mils.
14. The connection to the existing sanitary sewer manhole shall include a Kor-n-Seal boot or approved equal.
15. The contractor shall be responsible for obtaining two consecutive passing bacteriological tests from the proposed watermain. Testing results shall be provided to the city. Test water shall not be disposed of into the city's sanitary sewer system.
16. Exterior chimney seals shall be installed on all structure adjusting rings.
17. The applicant shall submit a signage plan for review by the City of Montrose.
18. The applicant shall submit a lighting plan for the review of the City of Montrose.
19. The applicant shall enter into a development agreement prior to final plat approval.
20. All construction shall be in accordance with the City of Montrose Standards.
21. A pre-construction meeting, complete with an agenda, shall be held prior to construction.

22. Revised plans and documents incorporating the above reference comments shall be submitted for the review of the City of Montrose.

Bolton and Menk recommend approval of the Preliminary Plat contingent on the above referenced comments and those comments provided by other city staff, commissions, and council.

Commissioner Smallwood invited Mr. Ron Prosch, the developer, to the podium to ask and answer questions. Mr. Prosch stated that, from the sound of the reports, there is an issue with the stormwater plan and stated he thought there was already a stormwater plan with the original plat for the larger Rolling Meadows Development. Mr. Grittmann stated that the plan would need to be updated in order to comply with new standards. Mr. Prosch continued to discuss some of the details of the drainage of the property and how to fix it. Mr. Grittmann stated that Mr. Prosch would need to work with an engineer to solve those problems with drainage.

Commissioner Smallwood invited members of the public up for public comment.

- Stacey and Mike Johnson from 1014 Loveland Circle stated that they are very concerned about the water drainage because Mr. Prosch has already cut back many of the trees and vegetation on the property to be developed and has already changed drainage out there. Mr. and Mrs. Johnson stated that they already have and have had water drainage problems and believe the water from Mr. Prosch's property will run onto their property. Mr. Grittmann stated that part of the approval process is to ensure that no surrounding properties are negatively affected by the drainage and Mr. Prosch cannot have the water from his property run onto neighboring properties.
- Tanya Walter from 4917 County Road 12 stated that she owns the property that is shown on the plat to eventually be used for a through street to connect to the southern piece of Steamboat Lane. However, she is not looking to sell her property, and may not ever want to sell her property and does not want the city to take her property. Mr. Grittmann stated that the road is simply proposed as part of a future development stage if the property were to become available for sale one day. Ms. Walter also expressed that she is also concerned about the water drainage becoming an issue on her property.
- Katherine Mika from 926 Steamboat Lane stated that she is also concerned about the water runoff/water drainage from the property that is proposed to be developed. Ms. Mika stated that the Bolton and Menk comments state they needed an updated stormwater plan and asked if that has been complete yet. Mr. Grittmann stated that the stormwater plan still needs to be updated and that will be part of the final plat requirements. Ms. Mika stated that new research on drainage needs to be completed now that Mr. Prosch has removed the trees and vegetation and moved a lot of the soil that was helping to mitigate the water runoff problem. Ms. Mika is also concerned about the snow removal because right now, Steamboat is a dead-end with no turnaround and snow is just piled up at the end of the dead-end. Ms. Bonniwell stated that since there will be a cul-de-sac installed, the public works department will treat that road the same as any other cul-de-sac in town.
- Dustin Schindele from 917 Steamboat Lane stated that he has some questions about how the "future road" will ever be built when there are a minimal number of lots available in order to continue the road and will not be affordable for any developer and does not believe the road will ever become a through street to the southern leg of Steamboat Lane. Mr. Schindele is also concerned about the increase of traffic on an essentially dead-end road which has many children already living on the street. He acknowledged that this plan is better than a previously proposed plan to put even more homes back there, but he is very concerned this will never become a

through street. Mr. Schindele is also concerned about the construction vehicles damaging the road and having a lot of traffic up and down the road. Mr. Schindele said some of the neighbors have already sold their home in anticipation of putting additional homes at the end of the dead-end with no other access.

Commissioner Henry motioned to close the Public Hearing and Open the Planning and Zoning Meeting at 7:45 p.m. Commissioner Fraumann seconded the motion. Motion carried 5-0.

Commissioner Cuff asked if there are other areas throughout town that have cul-de-sacs at the end of a street with 15-20 houses. Mr. Gritman and Ms. Bonniwell stated that yes, there are many cul-de-sacs around town and the road length is limited when it ends in a cul-de-sac.

Commissioner Neiberger thinks that the cul-de-sac should be placed in Lot 4, Block 1 because she does not believe this road will be connected to the southern portion of Steamboat Lane. Commissioner Smallwood stated that would cause the whole plan to be redrawn and the proposed cul-de-sac works in the current position.

Commission Fraumann asked about the water drainage problem and stated the lots could be angled to drain towards the property lines and down to the storm sewer grates.

Mr. Gritman stated that the Planning and Zoning Commission is asked to make a recommendation based on the land use for this potential development. Once that recommendation is made, the plan will go to City Council for approval of the Preliminary Plat. If Council approves the Preliminary Plat, Mr. Prosch can then go forward to make any necessary adjustments to his plan based on recommendations from the Planner, Engineer and City Staff in order to create a Final Plat. The Final Plat will then need to also go through the approval process.

Commission Cuff motioned to recommend approval to City Council for the Preliminary Plat for the Rolling Meadows Steamboat Addition. Commissioner Henry seconded the motion. Motion carried 5-0.

8. OLD BUSINESS

A. No Old Business

9. NEW BUSINESS

A. Updates from City Planner

City Planner, Mr. Stephen Gritman stated that the city has received a lot of interest in residential development, but nothing that has been confirmed yet. The city is also still waiting for final paperwork from the developers that are trying to develop the Ouverson Addition. The city is currently processing a Conditional Use Permit (CUP) and small setback variance from the potential Subway contractor, and that should come before the commission at the December 8, 2021 Planning and Zoning Meeting as a Public Hearing.

10. NEXT MEETING

A. Wednesday, December 8, 2021 to be held at the Montrose Community Center – 7:00 p.m.

11. ADJOURNMENT

**Commissioner Henry motioned to adjourn the Planning and Zoning Commission Meeting at 8:00 p.m.
Commissioner Cuff seconded the motion. Motion carried 5-0.**

Charles Smallwood
Planning and Zoning Chair
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose



NORTHWEST ASSOCIATED CONSULTANTS, INC.

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

MEMORANDUM

TO: Montrose Planning Commission

FROM: Stephen Gritman

DATE: November 4, 2021

MEETING DATE: November 10, 2021

RE: Montrose – Preliminary Plat for Rolling Meadows 3rd Addition

FILE NO: 273.03 – 21.09

Background and Analysis

The subject property consists of approximately 2.9 acres, and is currently identified as Outlot C of Rolling Meadows 2nd Addition. As a part of the original Rolling Meadows plat, the property was planned for 9 single family lots along an extension of Steamboat Lane, a City street that would eventually extend farther east and south to connect to a separate portion of the same street. The property is zoned R-1, Single Family Residential, and is adjoined by other single family parcels to the north, west, and south.

The extended and connecting portion of the road to the east would require annexation of the intervening parcel, an eventuality that has no current timeframe.

As it currently exists, the southerly portion of Steamboat Lane is approximately 715 feet long from its intersection with Emerson Avenue North. The proposed Steamboat extension being made with this plat would create a street of approximately 775 feet in length to its current intersection with Aspen Lane.

The Subdivision Ordinance accommodates such dead-end streets only with the expectation that they will eventually be extended to comply with connection and access requirements of the ordinance, which otherwise limit cul-de-sac streets to a maximum length of 500 feet. In the interim, such dead-end streets of more than 200 feet in length must include a temporary cul-de-sac to accommodate turn-around traffic and street maintenance operations.

The plan shows a temporary cul-de-sac along the proposed new street that serves Lot 3, Block 1 on the north, Lot 4, Block 1 at the end of the cul-de-sac with an extended driveway through the residual right of way, and also Lot 4, Block 2 on the south side of the street. Notes on the plat state that the cul-de-sac would be removed at the time of extension of the street, which will be a condition of preliminary plat approval.

In the R-1 zoning district, single family lots are required to contain at least 10,000 square feet of lot area, and have at least 80 feet of lot width at the building setback line. The lots in the proposed subdivision meet these requirements, and the plat notes show the appropriate building setbacks of 25 feet front, 10 feet side, and 20 feet rear.

All lots meet or exceed these standards, ranging in size from 10,251 square feet to 25,198 square feet in area, and from 80 feet in width to 173 feet. The median lot size in this subdivision is just under 12,000 square feet, similar in size and scope to the lots surrounding the plat.

The lots are graded to include full basements, with a varying layout multi-level walkouts, full-basement lookouts, and one full-basement walk-out design. The developer is cautioned that building permits for the various lots must reflect the housing style and grading shown on the Preliminary Plat. Substantive changes to the grading plan may require additional review or plat approval amendments.

The proposed plat drawings include sanitary sewer and water plans, along with the stormwater management plan. The City Engineer will review and comment on these specific plans.

Parks, Trails, and Open Space.

The Subdivision Ordinance provides for park dedication from every subdivision, either land or cash. No park land is proposed with this project – a cash payment in lieu of land per City fee schedule would be expected.

Sidewalk is currently in place along the north side of Steamboat Lane to the west. The proposed plat drawing includes an extension of this sidewalk along the north side of the street to Lot 2, Block 1, terminating temporarily at the temporary cul-de-sac. The sidewalk would be expected to be extended at the time the street connection is made to the east and south. That extension would be able to connect to the sidewalk at the current terminus of Steamboat Lane south of the plat.

At issue is the extension of this sidewalk past two lots in this plat to connect to a future subdivision through the unannexed property. That property will be expensive to develop, and the sidewalk connection would be an additional expense that under normal conditions would be a required expense of this plat. The City may consider acquiring the cost of the additional, but unconstructed, sidewalk as a part of this plat approval. Without this, there could be an issue at the time of any future subdivision.

Summary and Recommendation

The proposed preliminary plat for Rolling Meadows 3rd Addition is consistent with the original plat, and includes one less lot than the original. The lot sizes for most lots are consistent with that plan, and with those of the surrounding neighborhoods. The applicant's Lot 1, Block 1 is a "double lot", much larger than those in the area, but is designed strictly for one single family home. All lots meet the dimensional standards of the R-1 District, and as such, planning staff recommends approval of the Preliminary Plat, with the following conditions:

1. The applicant coordinates with the City Engineer in construction details of the temporary cul-de-sac.
2. The applicant provides sidewalk per the plan, and provides funds for the extension of the sidewalk past Lots 3 and 4, Block 1, to be constructed at the time of the street extension.
3. The terminus of the current street is closed with an appropriate barrier, and signed to notify residents of the likelihood of future street extension.
4. The applicant enters into a development contract securing the various public and private improvements and the required park dedication.
5. The applicant provides for tree and lawn planting as a part of the plat construction.
6. The applicant complies with the requirements of the City Engineer related to street, utility, grading, and stormwater requirements.
7. Other recommendations of staff and/or Planning Commission following the public hearing.



**BOLTON
& MENK**

Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

November 3, 2021

Honorable Mayor Moynagh
City Council Members
Planning Commission
City of Montrose

via e-mail: jbonniwell@montrose-mn.com

RE: Rolling Meadows, Ron Prosch Preliminary Plat
Montrose, Minnesota
Project No.: 0W1.1123692

Dear Council and Planning Commission,

We have reviewed the Preliminary Plat and Preliminary Construction Plans dated 9/13/2021 and have the following comments.

1. The Preliminary Plat identifies the development name as Rolling Meadows 3rd Addition. An alternate plat name shall be selected as Rolling Meadows 3rd Addition already exists within the City of Montrose.
2. The applicant shall provide a Stormwater Management Plan complete with a drainage narrative, calculations and pre and post development drainage area maps.
3. All drainage from the plat shall be contained within the plat boundaries and shall not be directed onto private properties outside of the plat. Additional storm sewer may be required near the norther plat boundary.
4. All retaining walls exceeding 48 inches in height shall be designed by a Professional Engineer registered in the State of Minnesota.
5. The applicant shall obtain a NPDES Construction Stormwater Permit and submit a copy of the permit to the city prior to construction.
6. The applicant shall obtain a MDH watermain extension permit and submit a copy of the permit to the city prior to construction.
7. The applicant shall obtain a MPCA sanitary sewer extension permit and submit a copy of the permit to the city prior to construction.
8. The proposed concrete sidewalk shall be extended to the eastern limits of the proposed temporary cul-de-sac.
9. The proposed hydrant at the east end of the proposed roadway shall be relocated such that the water service to Lot 4 Blk 1 is constructed west of the hydrant.
10. All watermain shall be PVC C900 complete with a tracer system.
11. All watermain fittings shall be secured using COR-BLUE-T-BOLTS or approved equal.

Rolling Meadows, Ron Prosch Preliminary Plat
November 3, 2021
Page 2

12. Two large zinc anode caps shall be installed on all fitting glands.
13. All watermain fittings shall be fusion bonded, epoxy coated, with a minimum thickness of 6-8 mils.
14. The connection to the existing sanitary sewer manhole shall include a Kor-n-Seal boot or approved equal.
15. The contractor shall be responsible for obtaining two consecutive passing bacteriological tests from the proposed watermain. Testing results shall be provided to the city. Test water shall not be disposed of into the city's sanitary sewer system.
16. Exterior chimney seals shall be installed on all structure adjusting rings.
17. The applicant shall submit a signage plan for review of the City of Montrose.
18. The applicant shall submit a lighting plan for the review of the City of Montrose.
19. The applicant shall enter into a development agreement prior to final plat approval.
20. All construction shall be in accordance with the City of Montrose Standards.
21. A pre-construction meeting, complete with an agenda, shall be held prior to construction.
22. Revised plans and documents incorporating the above reference comments shall be submitted for the review of the City of Montrose.

We recommend approval of the Preliminary Plat contingent on the above referenced comments and those comments provided by other city staff, commissions, and council.

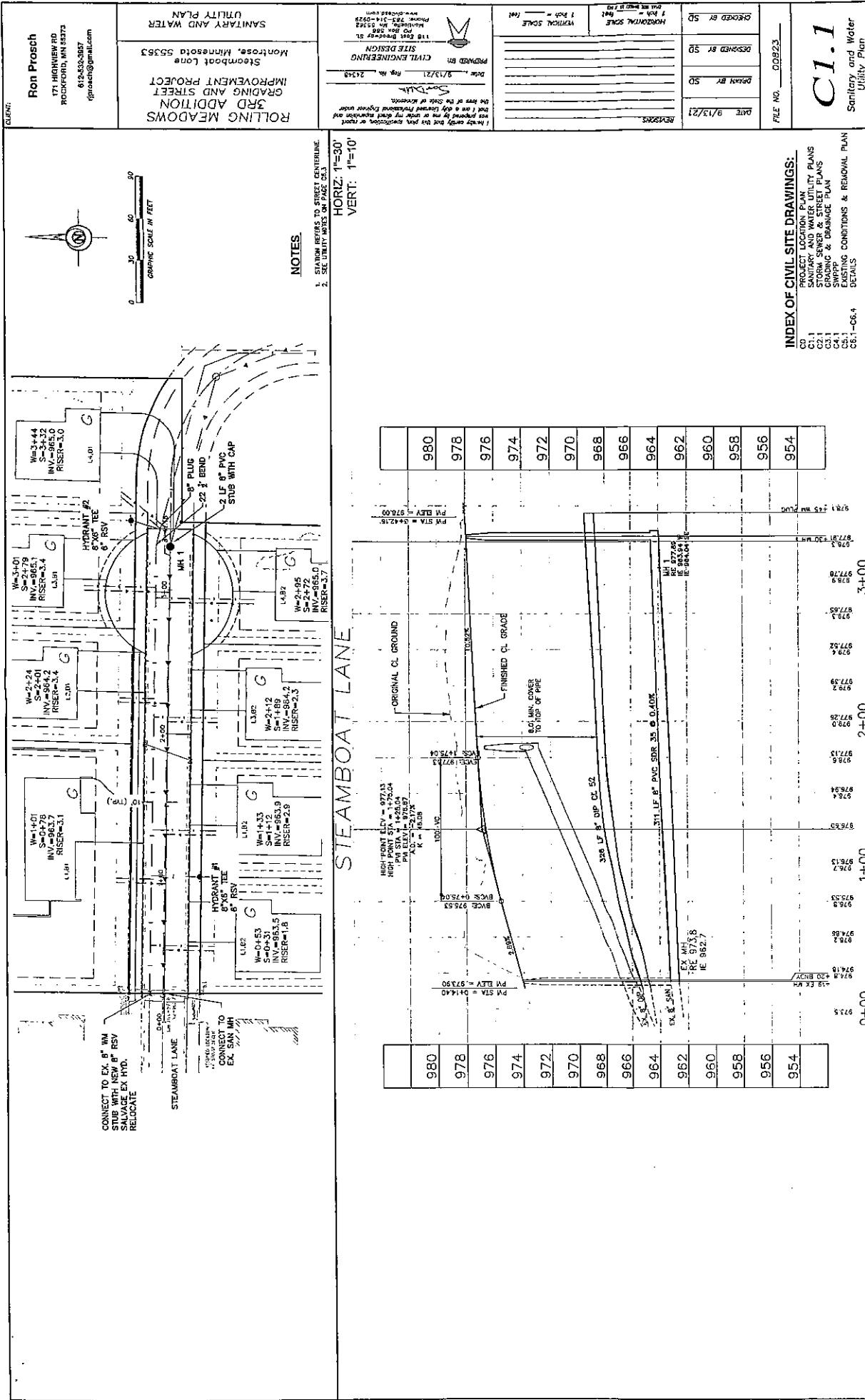
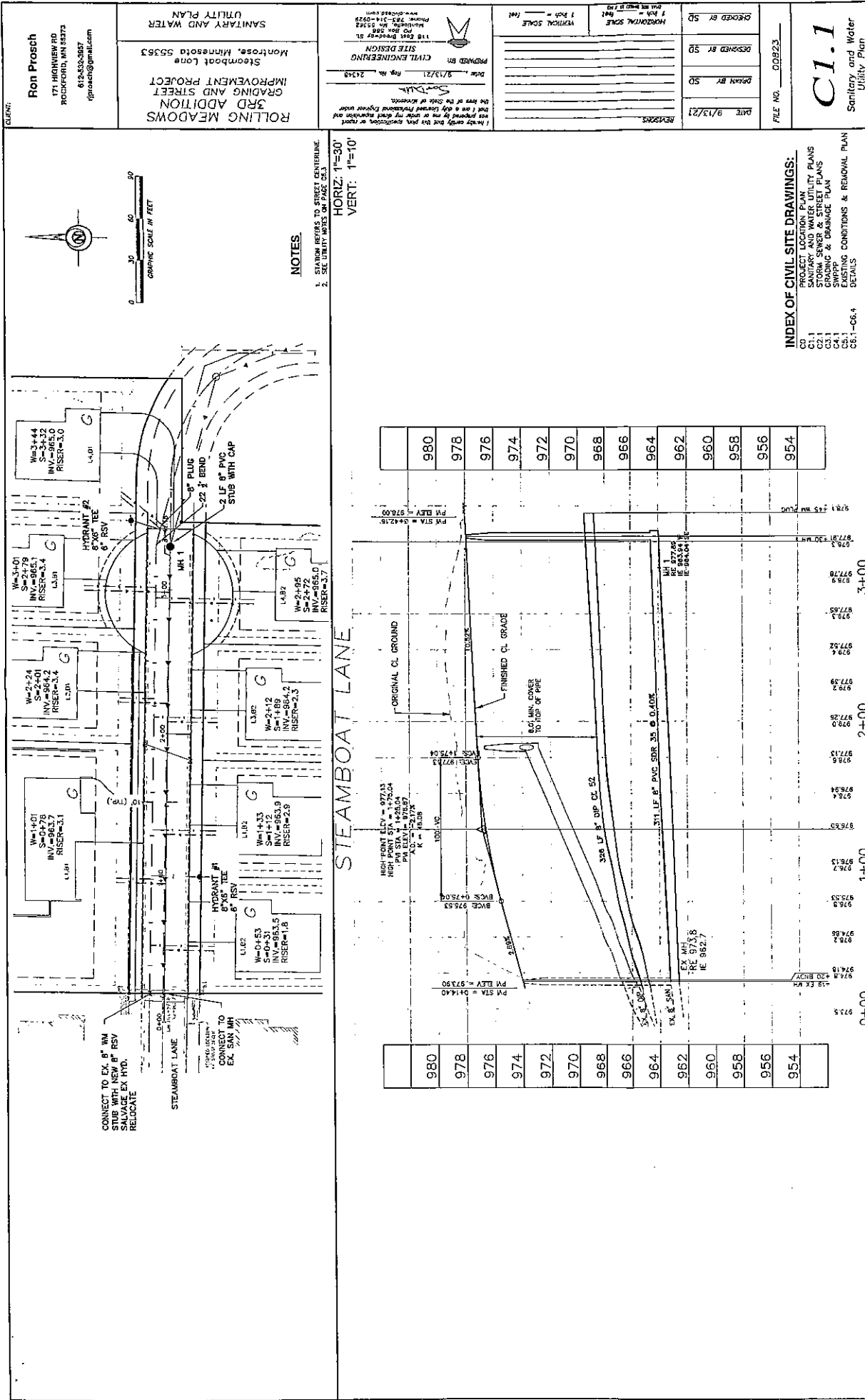
If you have any questions on the above, please call.

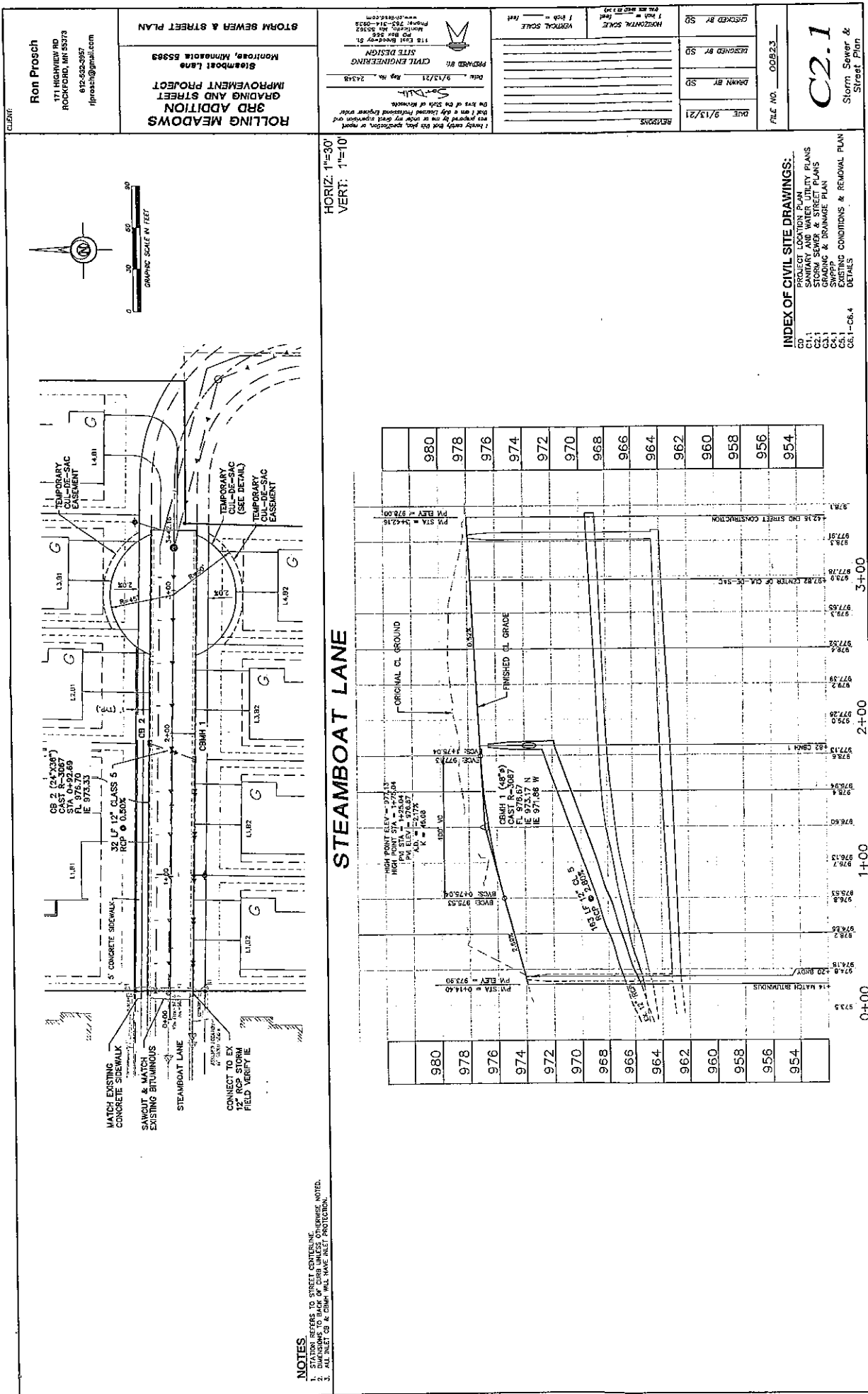
Sincerely,

Bolton & Menk, Inc.



Jared Voge, P.E.
Principal Engineer





CLIENT

Ron Prosch
171 HIGHVIEW RD
ROCKFORD, MN 55373
612-532-3957
rprosch@gmail.com

EXISTING CONDITION & REMOVAL PLAN

ROLLING MEADOWS
3RD ADDITION
GRADING AND STREET
IMPROVEMENT PROJECT
Strombohn Lane
Montrose, Minnesota 55363

DATE: 9/13/21

DESIGNED BY: SD

CHECKED BY: SD

SCALE: 1" = 40'

VERTICAL SCALE: 1" = 4'

FILE NO. 00823

C5.1

Existing Conditions & Removal Plan

DEMOLITION NOTES

1. Install perimeter security fencing to remain as possible during clear.
2. Provide all quality control measures at the request of the Engineer.
3. Provide all safety measures to remain as possible during clear.
4. Provide all safety measures to remain as possible during clear.
5. Provide all safety measures to remain as possible during clear.
6. Provide all safety measures to remain as possible during clear.
7. Provide all safety measures to remain as possible during clear.
8. Provide all safety measures to remain as possible during clear.
9. Provide all safety measures to remain as possible during clear.

INDEX OF CIVIL SITE DRAWINGS:

NO.	PROJECT LOCATION PLAN
C0	PROJECT LOCATION PLAN
C1	EXISTING CONDITIONS & REMOVAL PLAN
C2	STORM SEWER & STREET PLANS
C3	GRADING & DRAINAGE PLAN
C4	SWEEPING CONDITIONS & REMOVAL PLAN
C5	EXISTING CONDITIONS & REMOVAL PLAN
C6	DETAILS

61

**BOLTON
& MENK**

Real People. Real Solutions.

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

December 2, 2021

Jessica Bonniwell
City Administrator
City of Montrose
311 Buffalo Avenue South
Montrose, MN 55363RE: 2020 Pavement Improvements
City of Montrose, Minnesota
Project No.: W18.122484

Dear Jessica:

Please find enclosed the Final Pay Estimate for the above referenced project. We have reviewed final construction contract material for the final pay estimate and recommend approval. If you agree, please sign and date three copies and return one with payment to Knife River Corporation – North Central and one to me for our files.

Enclosed with each copy of the final pay application is final contract material; Consent of Surety to Final Payment, lien waivers, and IC 134's for this project. Please maintain this material with each respective pay application.

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

Sincerely,

Bolton & Menk, Inc.

Spencer Johnson, P.E.
Project Engineer

Enclosures

Partial Pay Estimate No.:

2 - FINAL

2020 PAVEMENT IMPROVEMENTS

CITY OF MONTROSE, MN
BMI PROJECT NO. W18.122484

WORK COMPLETED THROUGH OCTOBER 15, 2021

ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1	2021.501 MOBILIZATION	\$12,500.00	1 LUMP SUM	\$12,500.00	0.9 LUMP SUM	\$11,250.00	1.0 LUMP SUM	\$12,500.00
2	2231.604 BITUMINOUS STREET PATCH	\$30.00	388 SQ YD	\$11,640.00	250 SQ YD	\$7,500.00	250 SQ YD	\$7,500.00
3	2232.504 MILL BITUMINOUS SURFACE (1.5")	\$1.80	13942 SQ YD	\$25,095.60	13,942 SQ YD	\$25,095.60	13,942 SQ YD	\$25,095.60
4	2360.509 TYPE SP 9.5 WEARING COURSE MIX (2.B)	\$62.00	1300 TON	\$80,600.00	1,381 TON	\$85,672.00	1,381 TON	\$85,672.00
5	REPLACE CONCRETE CURB & GUTTER	\$50.00	348 LIN FT	\$17,400.00	450 LIN FT	\$22,500.00	473 LIN FT	\$23,650.00
6	SALVAGE AND REINSTALL CASTING	\$250.00	4 EACH	\$1,000.00	4 EACH	\$1,000.00	4 EACH	\$1,000.00
7	2563.601 TRAFFIC CONTROL	\$3,500.00	1 LUMP SUM	\$3,500.00	1 LUMP SUM	\$3,500.00	1 LUMP SUM	\$3,500.00
8	CHANGE ORDER 1: CITY HALL MILL & OVERLAY & STRIPING	\$55,000.00					1 LUMP SUM	\$55,000.00
TOTAL AMOUNT:				\$151,735.60		\$156,467.60		\$213,867.60

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

RESOLUTION NO. 2021-34

**A RESOLUTION INCREASING THE MONTROSE
WATER ACCESS CHARGE**

WHEREAS, the City of Montrose annually reviews the water rates to ensure adequate funds to operate the Montrose Water System, and;

WHEREAS, the cost of system operation including debt service has increased, and;

WHEREAS, the State of Minnesota requires that all Enterprise Funds are self-supporting,

NOW THEREFORE BE IT RESOLVED by the City Council of Montrose, Minnesota to increase the water access charge from \$2,700.00 to \$2,800.00 effective January 1, 2022.

Adopted by the Montrose City Council on December 13, 2021.

Robert W. Moynagh III, Mayor

Jessica Bonniwell, City Administrator

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

RESOLUTION NO. 2021-35

**A RESOLUTION INCREASING THE MONTROSE
SEWER ACCESS CHARGE**

WHEREAS, the City of Montrose annually reviews the sanitary sewer rates to ensure adequate funds to operate the Montrose Sewer System inclusive of the wastewater treatment plant and sanitary sewer system, and;

WHEREAS, the cost of system operation including debt service has increased, and;

WHEREAS, the State of Minnesota requires that all Enterprise Funds are self-supporting,

NOW THEREFORE BE IT RESOLVED by the City Council of Montrose, Minnesota to increase the sewer access charge from \$5,500.00 to \$5,600.00 effective January 1, 2022, and:

BE IT FURTHER RESOLVED to distribute the sewer access charge as follows:

\$1,600.00 to the Wastewater Treatment Plant

\$4,00.00 to the Sanitary Sewer System

Adopted by the Montrose City Council on December 13, 2021.

Robert W. Moynagh III, Mayor

Jessica Bonniwell, City Administrator

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

RESOLUTION NO. 2021-36

**A RESOLUTION INCREASING THE MONTROSE WATER
SYSTEM RATES**

WHEREAS, the City of Montrose annually reviews the water system rates to ensure adequate funds to operate the Montrose Water System, and

WHEREAS, the cost of system operations including debt service has increased, and

WHEREAS, the State of Minnesota requires that all Enterprise Funds are self-supporting,

NOW THEREFORE BE IT RESOLVED by the City Council of Montrose, Minnesota to increase the water system rates on January 1, 2022 as follows:

Tier 1 from \$5.55/1,000 gallons to \$5.75/1,000 gallons
Tier 2 from \$6.10/1,000 gallons to \$6.33/1,000 gallons
Tier 3 from \$6.72/1,000 gallons to \$6.96/1,000 gallons

Adopted by the Montrose City Council on December 13, 2021.

Robert W. Moynagh III, Mayor

Jessica Bonniwell, City Administrator

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

RESOLUTION NO. 2021-37

**A RESOLUTION INCREASING THE MONTROSE SEWER
SYSTEM RATES**

WHEREAS, the City of Montrose annually reviews the sewer system rates to ensure adequate funds to operate the Montrose Sewer System, and

WHEREAS, the cost of system operations including debt service has increased, and

WHEREAS, the State of Minnesota requires that all Enterprise Funds are self-supporting,

NOW THEREFORE BE IT RESOLVED by the City Council of Montrose, Minnesota to increase the sewer system base rate from \$3.95 to \$4.50 on January 1, 2022.

Adopted by the Montrose City Council on December 13, 2021.

Robert W. Moynagh III, Mayor

Jessica Bonniwell, City Administrator

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

RESOLUTION NO. 2021-38

**A RESOLUTION INCREASING THE MONTROSE STORM WATER
SYSTEM RATES**

WHEREAS, the City of Montrose annually reviews the sewer system rates to ensure adequate funds to operate the Montrose Storm Water System, and

WHEREAS, the cost of system operations including debt service has increased, and

WHEREAS, the State of Minnesota requires that all Enterprise Funds are self-supporting,

NOW THEREFORE BE IT RESOLVED by the City Council of Montrose, Minnesota to increase the storm water system monthly rate from \$4.50 to \$5.00 on January 1, 2022.

Adopted by the Montrose City Council on December 13, 2021.

Robert W. Moynagh III, Mayor

Jessica Bonniwell, City Administrator