



## AGENDA

### SPECIAL CITY COUNCIL MEETING

**Monday, February 22, 2021  
4:00 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. APPROVAL OF AGENDA**

**4. BUSINESS**

**A. Discuss Randy's Sanitation Contract Renewal – Mr. Matthew Herman**

**B. Conditional Use Permit Approval – 111 Buffalo Avenue South**

**i. Resolution No. 2021-09 *Resolution Approving a Conditional Use for Retail or Service Commercial Activities at 111 Buffalo Avenue South***

**C. Discuss Planned Unit Development (P.U.D.) Stage Rezoning and Preliminary Plat Application - East End of Steamboat Lane**

**D. Consider Planning and Zoning Commission Member Application – Mr. Roger Fraumann**

E. Resolution No. 2021-10 *A Resolution Approving the Mayoral Appointments for the Year 2021*

F. Resolution No. 2021-11 *Resolution Requesting that the State of Minnesota Lawmakers Resolve the State's Budget for the Years 2022-2023 Without Reductions to Local Government Aid (LGA) and that LGA be Paid in Full and on Time*

G. City Engineer – Manganese Letter to Residents

5. OTHER

6. ADJOURNMENT

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

**RESOLUTION NO. 2021 - 09**

**RESOLUTION APPROVING A CONDITIONAL USE FOR RETAIL OR SERVICE  
COMMERCIAL ACTIVITIES AT 111 BUFFALO AVENUE SOUTH**

**WHEREAS**, Sid Chantland (the "Applicant") has applied for approval of a conditional use for retail or service commercial activities within the City of Montrose (the "City"); and

**WHEREAS**, the address of the site is 111 Buffalo Avenue South and the property (the "Property") is legally described as:

Sect-35 Twp-119 Range-026 ORIGINAL PLAT MONTROSE Block-005 N98FT OF E50FT OF LT 1 BLK 5 ALSO E53FT OF S98FT OF LT1 BLK5 EX E53FT OF S87FT OF SD LT1

**WHEREAS**, the Property is zoned R-B, Residential Business District; and

**WHEREAS**, the City's Zoning Ordinance permits retail or service commercial activities as a conditional use within the R-B District; and

**WHEREAS**, City Staff has reviewed submitted plans and prepared a planning report dated February 1, 2021; and

**WHEREAS**, the Montrose Planning Commission met and held a public hearing at their regularly scheduled meeting on February 10, 2021 to consider the application for a conditional use; and

**WHEREAS**, upon considering the application materials, the February 1, 2021 planning report, public testimony, and applicant testimony the Planning Commission closed the public hearing and recommend that the City Council approve the application on a vote of 3 to 0.

**WHEREAS**, the Montrose City Council met on February 22, 2021 to consider the application for a conditional use; and

**WHEREAS**, the Montrose City Council has received application materials; February 1 2021 planning report; the Planning Commission recommendation; and agrees with the findings and recommendation of the Planning Commission and the February 1, 2021 planning report.

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Montrose, Minnesota hereby approves the conditional use subject to the following Decision:

**Decision:** Based on the foregoing information and applicable ordinances, the City Council hereby **APPROVES** the conditional use based on the application dated January 21, 2021, subject to the following conditions:

1. All exterior lighting shall be so directed so as not to cast glare toward or onto the public right of way or neighboring residential uses or districts.
2. The applicant will install a buffer area with screening and landscaping that will screen the neighboring residential uses.
3. The applicant will provide a proof of parking drawing to City Staff showcasing the required eight parking stalls.
4. The hours of operation shall be limited to the hours of 8:00 am and 7:00 pm.
5. All applicable State and Federal laws/regulations pertaining to the sale of firearms including, but not limited to, those imposed by the Federal Firearms License shall be satisfied.
6. Proof of the acquisition of a Federal Firearms License shall be provided to the City prior to the commencement of business operations.
7. All customer transactions shall be by appointment.
8. On-site transactions shall be limited to one customer at a time.
9. All on-site firearm transactions with customers shall occur between the hours of 8:00 am and 7:00 pm.
10. Both firearms and ammunition shall be secured within the business at all times when not being worked on.
11. The City reserves the right to inspect the premises to ensure compliance with the conditions imposed upon the approved interim use permit.



**Adopted by the City of Montrose City Council this 22nd day of February, 2021.**

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Robert W. Moynagh III  
Mayor  
City of Montrose

ATTEST:

Moved by:  
Seconded by:

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Deborah R. Boelter  
City Clerk-Treasurer  
City of Montrose

In Favor:  
Opposed:



# **NORTHWEST ASSOCIATED CONSULTANTS, INC.**

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422  
 Telephone: 763.957.1100 Website: [www.nacplanning.com](http://www.nacplanning.com)

## **PLANNING REPORT**

TO: Montrose Planning Commission  
 FROM: Daniel Elder – City Planner  
 DATE: February 1, 2021  
 RE: City of Montrose – Conditional Use Permit  
 FILE NO: 273.03 - 21.02

### **Background**

Sid Chantland has requested approval of a conditional use permit to allow a firearms sales business to be conducted at 111 Buffalo Ave South. The applicant has indicated that the building's primary use will be the restoration and sale of antique firearms and will have limited customer sales. Single-family uses borders the subject site to the west, east, and south and by a rail line to the north.

The site is zoned R-B, Residential Business. Within R-B districts, retail or service commercial activities (as allowed in the B-1 District) are allowed via a conditional use permit.

Attached for reference:

Exhibit A: Site Location  
 Exhibit B: Survey and Site Plans  
 Exhibit C: Building Plans and Elevation

### **Issues Analysis**

**Conditional Use Permit Evaluation Criteria.** Conditional Use Permit Evaluation Criteria. Section 1005-3 of the Zoning Ordinance states that the Planning Commission shall consider possible effects of the proposed conditional use. Its judgment shall be based upon, but not limited to, the following factors:

*A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Official City Comprehensive Plan.*

Staff Comment: The R-B zone is intended to provide a transition in land use from residential to low-intensity businesses and allow for the fixing of these uses. The applicant is proposing a business that, according to the applicant, will have limited customer traffic flow and will be open on a very limited basis. The use is consistent with the Comprehensive Plan's intention by providing a transitional area between residential and business.

*B. The proposed use is or will be compatible with present and future land uses of the area.*

Staff Comment: The property's intended use as a low-intensity business is compatible with the surrounding land use provided the property meet certain conditions imposed to mitigate negative impacts associated with the proposed use.

*C. The proposed use conforms with all performance standards contained in this Code.*

Staff Comment: The proposed use will be required to meet the performance standards contained in the Code.

*D. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.*

Staff Comment: The proposed use can be accommodated with existing public service and will not overburden service capacity.

*E. Traffic generation by the proposed use is within capabilities of streets serving the property.*

Staff Comment: The use is well within the capabilities of streets serving the property.

Additionally, Section 1066-7 N of the R-B zone states the following:

*Retail or service commercial activities as allowed in the B-1 District, provided that:*

*1. Merchandise is sold at retail.*

Staff Comment: The applicant has stated that they will offer merchandise for sale on a limited basis to approved customers as required by Federal Law to accommodate federal background checks.

*2. Adequate off-street loading is provided in compliance with Chapter 1019 of this Ordinance.*

Staff Comment: The applicant has indicated that the deliveries to the property will be limited. As such, the off-street loading shall meet the Code's requirements, but on change of ownership or change in use, the property shall be subject to review by the City.

*3. Vehicular entrances to parking or service areas shall create a minimum of conflict with through traffic movement.*

Staff Comment: There will be minimum conflict with through traffic movement.

*4. When abutting a residential use, a buffer area with screening and landscaping in compliance with Section 1020-5 of the Ordinance shall be provided.*

Staff. Comment: The applicant will be required to provide a buffer area with screening and landscaping.

*5. All signs and information or visual communication devices shall be in compliance with Chapter 1024 of this Ordinance.*

Staff Comment: The applicant has indicated there will be no signs.

Within R-B districts, retail or service commercial activities as allowed in the B-1 District are allowed with a conditional use permit. Provided certain conditions are upheld, the proposed firearms restoration business is considered a low-intensity business as intended by the City's Comprehensive Plan. The business will need to meet certain requirements, as discussed below.

**Business Description.** The applicant wishes to establish a firearms restoration and sales business on the property as a conditional use. According to the applicant, the business will be conducted over the internet and merchandise will be stored and received at the property. The business will have limited customers and most of the activity will involve limited hours and use for restoration.

**Firearms Regulations.** According to the applicant, the following eligibility requirements must be satisfied in order to obtain the referenced license and conduct the proposed business:

- You are at least 21 years old.
- You have never renounced your U.S. citizenship.
- You are not an illegal alien.
- You are a resident in the state where you intend to start your business or have an existing business location.
- You have never broken any federal firearms laws, such as buying or selling guns without proper licensure.
- You have not been convicted of a crime that required imprisonment for more than 1 year.
- You have never had a restraining order filed against you for harassment of a spouse, intimate partner, or child.
- If you use controlled substances, you must obtain them legally, and you must not be addicted to them.
- You have never been committed to a mental institution.
- You were not dishonorably discharged from the Armed Forces.

The application further notes the following:

- All persons listed on the application must provide a set of fingerprint cards to the FBI for a complete national background check.
- An investigator of the Department of Alcohol, Tobacco, Firearms and Explosives will conduct a review of the application and person(s) listed on the application. The purpose of this interview is to ensure that all Local, State and Federal laws and regulations are met.

As a conditional use permit approval condition, it is recommended that a Federal Firearms License be obtained and proof of such license be provided to the City prior to the commencement of business operations. The applicant has noted that the license is pending the approval of the conditional use permit.

**Site Security.** A primary concern related to the on-site storage of firearms is that of site security. According to the applicant, firearms will be secure at all times. Specifically, firearms will be stored in a locked and secure safe with a lock that prevents either loading of the firearm or accidental discharge of the firearm.

The applicant has also indicated firearms and ammunition will be stored separately and that the site is presently, and will continue to be, secured with an alarm system.

While it may be assumed, it is recommended that as a condition of the conditional use permit approval, that both firearms and ammunition be secured within the business at all times.

That applicant has indicated that, in accordance with Federal regulations, the Wright County Sheriff has been made aware of this application.

**Customer Transactions.** According to the applicant, all customers of the proposed home business will be required to complete a National Instant Criminal Background Check with the Federal Bureau of Investigation (FBI) before a transaction can take place. Additionally, the applicant has indicated that State and Federal Laws are very clear on who may own a firearm and who is disqualified. Federal Law requires updates to the National Instant Criminal Background Check System (NICS) within 24 hours of a person becoming disqualified from purchasing a firearm.

Disqualifications include, but are not limited to, the following:

- Violent Offenders
- Persons convicted of a Felony
- Substance Abusers
- Convictions of Domestic Abuse or Assault
- Those who have been determined to be mentally ill

**Customer Interaction.** In determining the compatibility of the proposed use with the surrounding neighborhood, traffic generated via customer interaction is a key issue.

According to the applicant, Federal Regulations stipulate that firearm transfers must occur in person in order to complete the necessary background checks. Thus, clients will come to the residence to complete the transactions. The applicant has indicated that the majority of these transactions will be by appointment.

To minimize neighborhood impacts, it is recommended that the following conditions related to on-site customer interactions be imposed:

1. All transactions shall be by appointment.
2. All on-site firearm transactions shall occur between the hours of 8:00 am and 7:00 pm.
3. On-site transactions with customers shall be limited to one customer at a time.

**Termination of Use.** Section 1005-5 of the Zoning Ordinance states the following related to a conditional use permit revocation: *The City Council may suspend or revoke any conditional user permit upon determination that the authorized conditional use is not in conformance with the conditions of the permit or is in violation of this Ordinance, City codes, or other applicable regulations. A suspension or revocation of a conditional use permit will be preceded by written notice to the permittee, owner or other responsible party, and a hearing before the City Council.*

**Signs.** The applicant has indicated there will be no signs.

**Parking.** Section 1019 of the Code requires retail business uses to not less than 8 parking stalls. As a condition of CUP approval, the applicant should provide proof of parking, demonstrating that the use could meet the supply requirement if needed. The applicant has indicated that there will be limited use of the property, and the proof of parking is to ensure that the future use of the property shall meet the Code.

## **Recommendation**

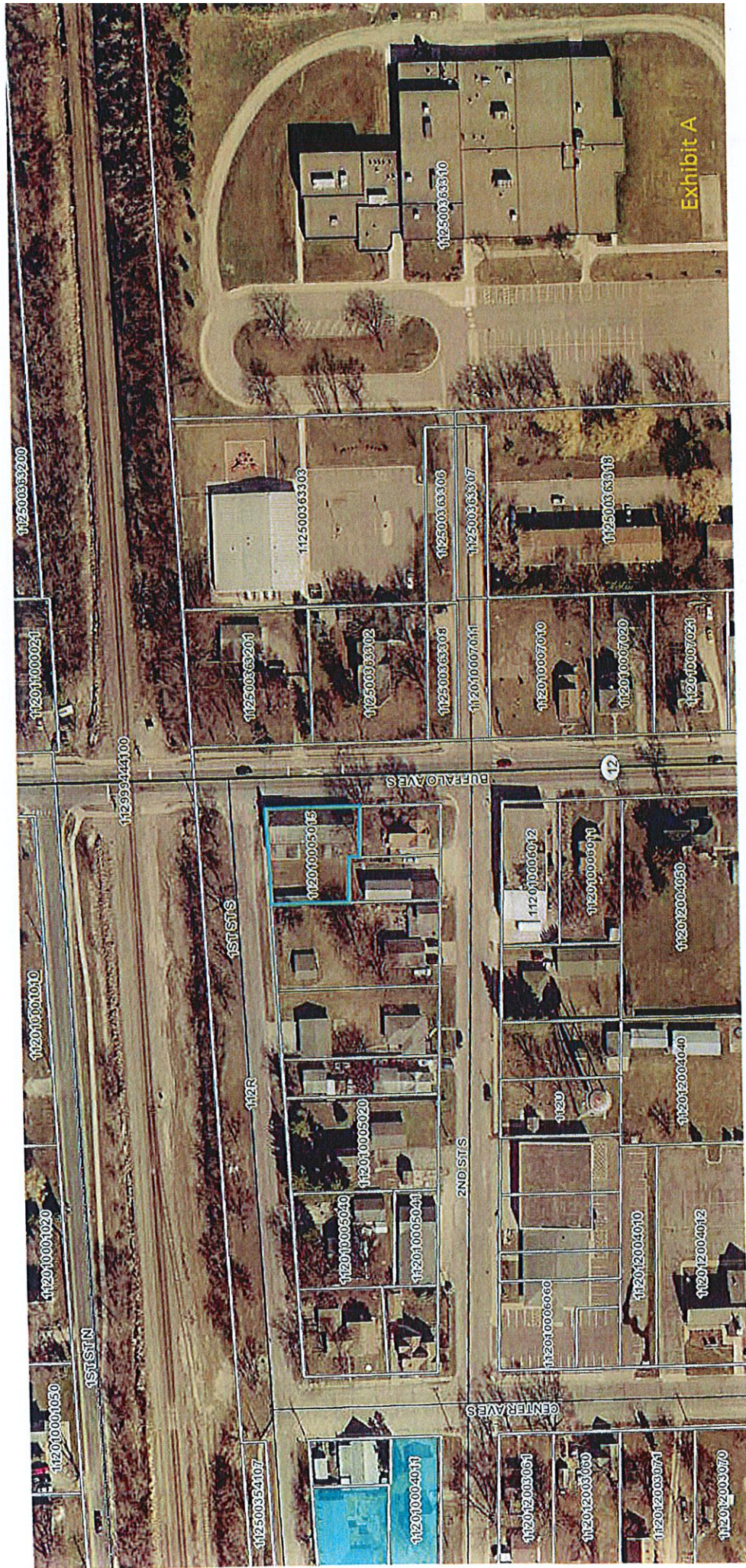
Provided certain conditions are imposed, it is believed the proposed conditional use can compatibly exist and will not negatively impact the surrounding neighborhood. Our office therefore recommends approval of the requested conditional use permit subject to satisfaction of the following conditions:

1. All exterior lighting shall be so directed so as not to cast glare toward or onto the public right of way or neighboring residential uses or districts.
2. The applicant will install a buffer area with screening and landscaping that will screen the neighboring residential uses.

3. The applicant will provide a proof of parking drawing to City Staff to
4. The hours of operation shall be limited to the hours of 8:00 am and 7:00 pm.
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9. All on-site firearm transactions with customers shall occur between the hours of 8:00 am and 7:00 pm.
10. Both firearms and ammunition shall be secured within the business at all times when not being worked on.
11. The City reserves the right to inspect the premises to ensure compliance with the conditions imposed upon the approved interim use permit.

**Cc.** Deb Boelter – City Clerk – Treasurer  
Sid Chantland







## EXHIBIT B

CLIENT:  
Sidney ChanWand  
P.O. Box 450  
Montrose, MN, 55363

PROJECT LOCATION  
111 Buffalo Ave. S.  
Montrose, MN

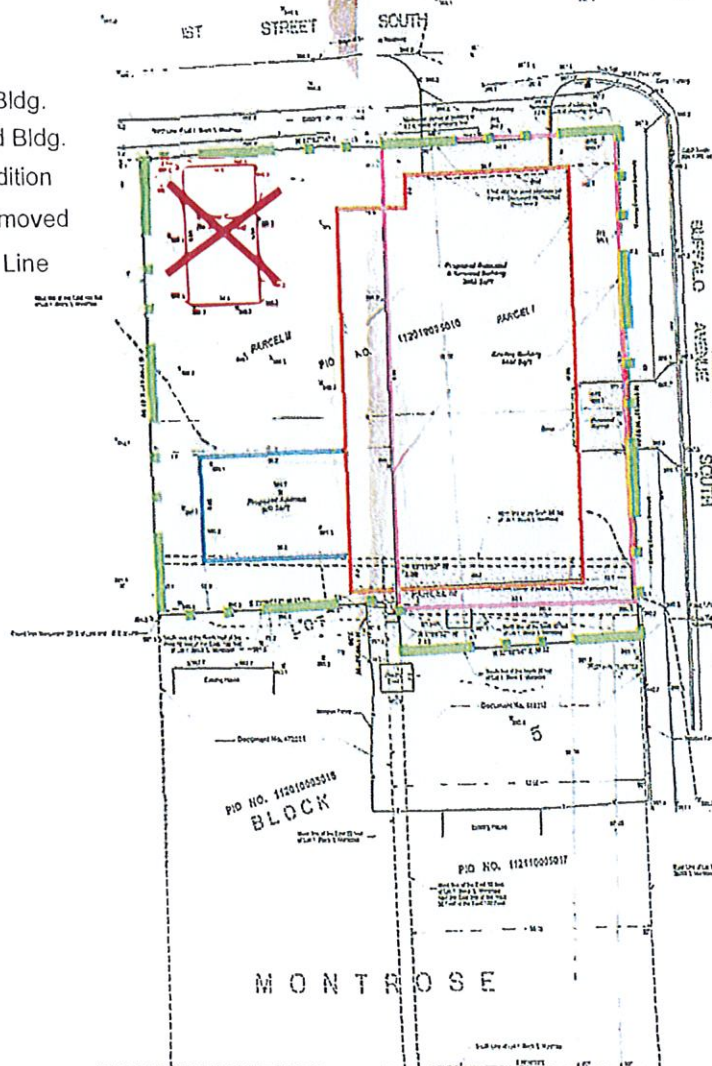
## CERTIFICATE OF SURVEY/SITE PLAN

WEBB  
SURVEYING LLC

311 1st Street North  
P.O. Box 123  
Maple Lake, MN 55354  
713-444-0090



- Existing Bldg.
- Proposed Bldg.
- Bldg. Addition
- Bldg. Removed
- Property Line



PID NO. 112110000017

The north line of the lot 112110000017 is 111 feet 0 inches long and is the same as the north line of the lot 112110000017.

#### RE-SURVEY OF PROPERTY LOTS

The north line of the lot 112110000017 is 111 feet 0 inches long and is the same as the north line of the lot 112110000017.

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# Building Relocation Sid Chantland Building Montrose, Minnesota

## BUILDING CODE DATA

### Building Relocation & Structural Load

As per the City of Montrose Building Code

Building Relocation & Structural Load

Building Relocation & Structural Load

Building Relocation & Structural Load

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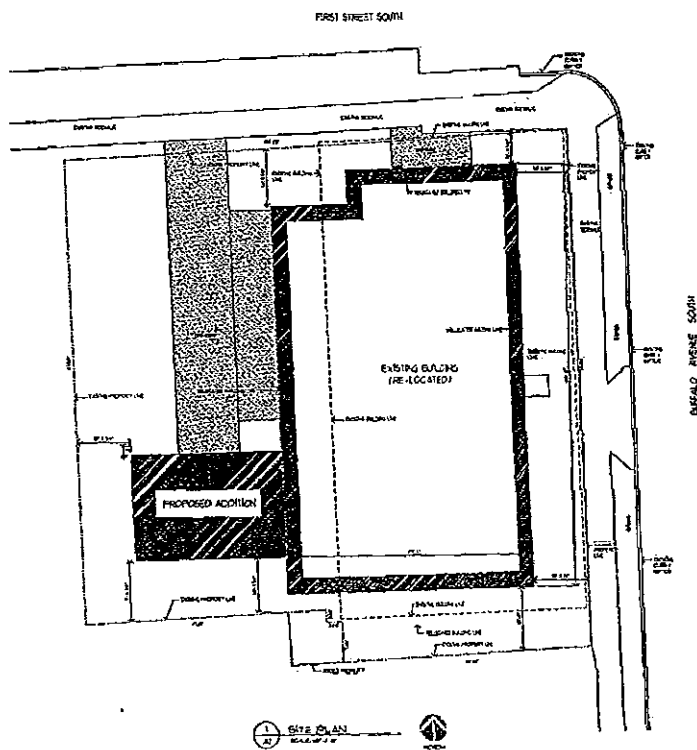
Building Relocation & Structural Load

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Building Relocation & Structural Load



Building Relocation Plan  
Sid Chantland Building  
Montrose, Minnesota

City of Montrose  
Planning Department  
1000 1st Street South  
Montrose, MN 56570  
Phone: (507) 238-1234  
Fax: (507) 238-1235  
Email: planning@montrosemn.gov

Site Plan  
Building Code Dept.

A1

Exhibit B







### Structural Notes

1. The foundation is to be constructed in accordance with the provisions of the International Building Code, 1990 Edition, as amended, and the Minnesota Building Code, 1990 Edition, as amended.
2. All foundation elements shall be constructed in accordance with the provisions of the Minnesota Building Code, 1990 Edition, as amended, and the International Building Code, 1990 Edition, as amended.
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### Details and Notes

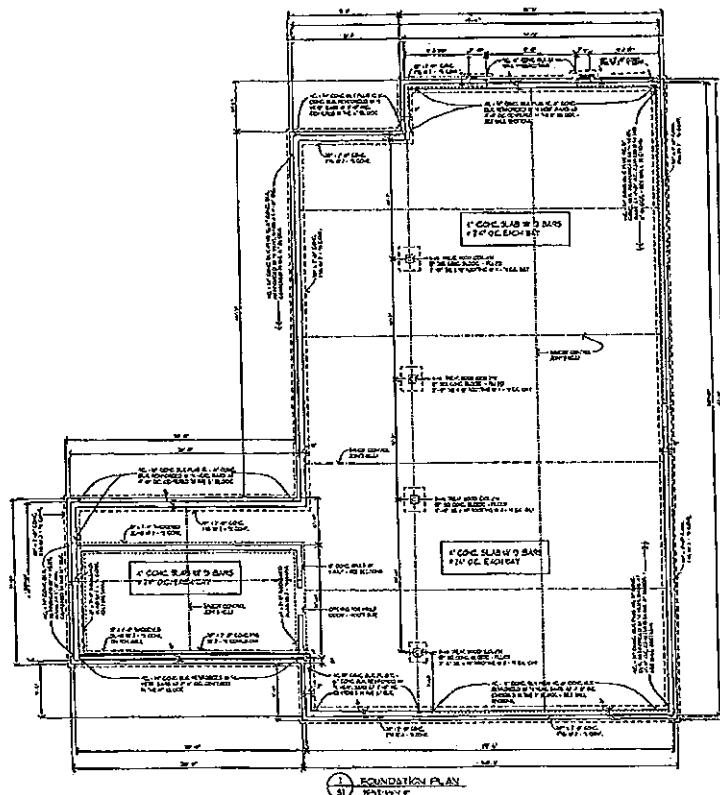
See Structural Steel Detailing Manual for details of connections.

Reinforcement shall be in accordance with the provisions of the Minnesota Building Code, 1990 Edition, as amended, and the International Building Code, 1990 Edition, as amended.

The foundation is to be constructed in accordance with the provisions of the Minnesota Building Code, 1990 Edition, as amended, and the International Building Code, 1990 Edition, as amended.

### Notes

See Structural Steel Detailing Manual for details of connections.  
 Foundation is to be constructed in accordance with the provisions of the Minnesota Building Code, 1990 Edition, as amended, and the International Building Code, 1990 Edition, as amended.



FOUNDATION PLAN  
 1/2" = 1'-0"



Building Information  
 Project Name  
 Project Number  
 Project Location  
 Project Date

Building Information  
 Project Name  
 Project Number  
 Project Location  
 Project Date

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## PLANNING REPORT

TO: Montrose Planning Commission

FROM: Daniel Elder – City Planner

DATE: February 1, 2021

RE: City of Montrose - Development Stage Planned Unit  
Development Rezoning and Preliminary Plat

FILE NO: 273.03-21.01

PID: 112039000040

## BACKGROUND

Scott Loomis and Loomis Development have submitted applications for a Development Stage Planned Unit Development rezoning and Preliminary Plat approval for the Rolling Meadows Fourth Addition. The development consists of 14 single-family lots on 2.89 acres of land located to east Steamboat Lane. The property was initially approved as Outlot C when Rolling Meadows Addition was approved in 2003 and was "ghost platted" for nine single-family lots at that time. The site is located to the south of the Rolling Meadows 2nd Addition and is bounded on the north by Loveland Court and St. Paul's Lutheran Cemetery, on the south and west by Steamboat Lane, and to the east is County Road 12 S. The site is zoned R-1 Single Family Residential District.

Attached for reference:

Exhibit A: Site Location  
Exhibit B: Existing Conditions  
Exhibit C: Preliminary Plat  
Exhibit D: Preliminary Utility Plan  
Exhibit E: Preliminary Grading & Erosion Plan  
Exhibit F: City Engineer Memo  
Exhibit G: Building Models

## ISSUES ANALYSIS

**Land Use.** Within the City's Comprehensive Plan, the subject site is guided for low-density residential use, which is identified as 2 to 4 dwelling units per acre. While the proposed single-family detached homes are consistent with the Comprehensive Plan, the proposed density of 4.79 units per acre is not consistent with the Comprehensive





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Plan. If desired, this is an area where the Planning Commission and City Council can provide flexibility via the PUD.

**Planned Unit Development Requirements.** As noted, the applicant has requested a PUD, Planned Unit Development to accommodate certain flexibilities from the City's R-1 District standards. Specifically, deviations from lot size, lot width, and side yard setback are requested. While the PUD can accommodate such design flexibilities, it is important that the purpose of planned unit development must be fulfilled.

Generally speaking, planned unit development is intended to allow flexibility from the Zoning Ordinance's strict terms in return for higher site and building design standards than what would otherwise be allowed.

Section 1010-1 of the Zoning Ordinance specifically states that planned unit development is intended to encourage:

- (a) Innovations in development to the end that the growing demands for all styles of economic expansion may be met by greater variety in type, design, and siting of structures and by the conservation and more efficient use of land in such developments.*
- (b) Higher standards of site and building design through the use of trained and experienced land planners, architects, and landscape architects.*
- (c) More convenience in location and design of development and service facilities.*
- (d) The preservation and enhancement of desirable site characteristics such as natural topography and geologic features and the prevention of soil erosion.*
- (e) A creative use of land and related physical development which allows a phased and orderly transition of land from rural to urban uses.*
- (f) An efficient use of land resulting in smaller networks of utilities and streets thereby lower development costs and public investments.*
- (g) A development pattern in harmony with the objectives of the Montrose Comprehensive Plan (PUD is not intended as a means to vary applicable planning and zoning principles).*
- (h) A more desirable and creative environment than might be possible through the strict application on zoning and subdivision regulations of the City.*

In consideration of this application, this intended PUD "trade-off" of sorts must be recognized.





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The City of Montrose lays out 13 requirements for a planned unit development. These requirements are outlined below with Staff comment:

- A. *Ownership: An application for PUD approval shall be filed by the landowner or jointly by all landowners of the property included in a project. The application and all submissions must be directed to the development of the property as a unified whole. In the case of multiple ownership, the approved final plan shall be binding on all owners.*

Staff Comment: In this case, the PUD is done with the property owners' permission. This requirement has been satisfied.

- B. *Comprehensive Plan Consistency: The proposed PUD shall be consistent with the City Comprehensive Plan.*

Staff Comment: The Comprehensive Plan notes the need for "infill development." The lot in question is surrounded by single-family homes and is intended to provide Steam Boat Lane's extension. By developing these lots that were ghost platted and expanding the road, the project is consistent with the Comprehensive Plan's goals.

- C. *Utility Plan Consistency: The proposed PUD shall be consistent with the City's utility (sewer and water) plans.*

Staff Comment: The site has access to utilities and is subject to the recommendations and review of the City Engineer. The project is consistent with the City's utility plans.

- D. *Common Open Space: Common open space at least sufficient to meet the minimum requirements established in the Comprehensive Plan and such complementary structures and improvements as are necessary and appropriate for the benefit and enjoyment of the residents of the PUD shall be provided within the area of the PUD development.*

Staff Comment: The applicant is not proposing common open space with this project. The park dedication fees were taken care of as part of the Rolling Meadows 2nd Addition.

- E. *Operating and Maintenance Requirements for PUD Common Open Space/Facilities: Whenever common open space or service facilities are provided within the PUD, the PUD plan shall contain provisions to assure the continued operation and maintenance of such open space and service facilities to a predetermined reasonable standard.*

Staff Comment: This is not applicable since no common open space has been proposed.



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- F. *Staging of Public and Common Open Space: When a PUD provides for common or public open space, and is planned as a staged development over a period of time, the total area of common or public open space or land escrow security in any stage of development shall, at a minimum, bear the same relationship to the total open space to be provided in the entire PUD as the stages or units completed or under development bear to the entire PUD.*

Staff Comment: The PUD is to be developed in a single stage and does not include any common open space.

- G. *Density: The maximum allowable density variation in a PUD shall be determined by standards negotiated and agreed upon between the applicant and the City. In all cases, the negotiated standards shall be consistent with the development policies as contained in the Montrose Comprehensive Plan. Whenever any PUD is to be developed in stages, no such stage shall, when averaged with all previously completed stages, have a residential density that exceeds one hundred twenty-five (125) percent of the proposed residential density of the entire PUD.*

Staff Comment: The density proposed by the applicant is 4.79 dwelling units per acre. This is above the land use guidance provided by the Comprehensive Plan of between 2- 4 units per acre. This is an area in which the City may provide flexibility if desired utilizing the PUD.

- H. *Utilities: In any PUD, all utilities, including telephone, electricity, gas and telecable shall be installed underground.*

Staff Comment: Utility related requirements shall be subject to the review and recommendation of the City Engineer.

I. *Utility Connections:*

1. *Water Connections: Where more than one property is served from the same service line, individual unit shut off valves shall be provided as required by the City Engineer.*
2. *Sewer Connections: Where more than one unit is served by a sanitary sewer lateral which exceeds four hundred (400) feet in length, provision must be made for a manhole to allow adequate cleaning and maintenance of the lateral. All maintenance and cleaning shall be the responsibility of the property owners association or owner.*





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Staff Comment: Each unit will have its own sewer and water connection and is subject to review and recommendation by the City Engineer.

- J. *Roadways: All streets shall conform to the design standards contained in the Montrose Subdivision Ordinance, unless otherwise approved by the City Council.*

Staff Comment: The applicant is proposing the extension of Steamboat Lane and ending in a cul-de-sac. Steamboat Lane was planned for the future extension to the existing Steamboat Lane to the south. The applicant indicates on the plans the future connection to the roadway to the south. The street design standards are subject to the review and recommendations of the City Engineer.

- K. *Landscaping: In any PUD, landscaping shall be provided according to a plan approved by the City Council, which shall include a detailed planting list with sizes and species indicated as part of the final plan. In assessing the landscaping plan, the City Council shall consider the natural features of the particular site, the architectural characteristics of the proposed structures and the overall scheme of the PUD plan.*

Staff Comment: The applicant has not submitted a landscaping plan. As a condition of approval, the applicant must provide a landscaping plan deemed acceptable to the Planning Commission and City Council before final plat approval. This will be a condition of approval.

- L. *Servicing Requirements: All development will be carefully phased so as to ensure that all developable land will be accorded to a present vested right to develop at such time as services and facilities are available. Lands which have the necessary available municipal facilities and services will be granted approval in accordance with existing ordinances and development techniques. Lands which lack the available public facilities and services may be granted approval for development, provided that all applicable provisions of this Ordinance, the City Code, and State regulations are complied with.*

Staff Comment: The servicing requirement has been met.

- M. *Setbacks:*

1. *The front and side yard restrictions of the periphery of the planned unit development site at a minimum shall be the same as imposed in the respective districts.*
2. *No building shall be located less than fifteen (15) feet from the back of the curb line along those roadways which are part of the internal street pattern.*



# NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422  
Telephone: 763.957.1100 Website: [www.nacplanning.com](http://www.nacplanning.com)

3. *No building within the project shall be nearer to another building than one-half (1/2) the sum of the building heights of the two (2) buildings.*

Staff Comment: The proposal doesn't meet the first requirement for side yard setbacks. Lots 1 & 8 in Block 2 and Lots 1 & 6 in Block 1 based upon the applicants' width proposed building plans for the Rockwell and Linden models don't meet these don't requirements. As part of the PUD approval, the applicant will need to submit plans highlighting conformance with the side yard setbacks on those lots listed above, which is 10 feet.

**Existing Adjacent Uses.** Single-family uses surround the area. The only non-single-family use is the cemetery to the northeast, which is in the township. The proposed homes will conform to other uses in the area.

**Streets.** The applicant is proposing the extension of Steam Boat lane ending in a cul-de-sac. The applicant must modify the cul-de-sac design to meet the City Engineer letter's design requirements dated 2/3/2021.

Other Issues. Other street-related issues, including but not limited to, access locations, right-of-way dedication and street construction standards should be subject to comment by the City Engineer.

## Lot Design.

Lot Area. Within the City's R-1, Residential District, a minimum lot size of 10,000 square feet is imposed. The applicant has requested flexibility from the City's lot area requirements. The proposed lot areas range from 6,773 to 8,998 square feet, with an average lot area of 7,583 square feet.

Lot Width. The R-1 zoning district imposes a minimum lot width requirement of 80 feet. The applicants have requested flexibility from the City's lot width requirements. The minimum requested width is 52 feet, with a maximum width of 58 feet

The following table demonstrates the lot area and lot widths proposed compared to the R-1 district requirements.





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Parcel	Lot Area Proposed	R1 – Lot Area Requirement	Lot Width Proposed	R1- Width Requirement
Block 1 Lot 1	6,868	10,000	54	80
Block 1 Lot 2	7,103	10,000	54	80
Block 1 Lot 3	7,417	10,000	54	80
Block 1 Lot 4	7,870	10,000	54	80
Block 1 Lot 5	8,344	10,000	54	80
Block 1 Lot 6	8,998	10,000	53	80
Block 2 Lot 1	7,540	10,000	52	80
Block 2 Lot 2	7,534	10,000	52	80
Block 2 Lot 3	7,457	10,000	52	80
Block 2 Lot 4	7,244	10,000	52	80
Block 2 Lot 5	7,008	10,000	52	80
Block 2 Lot 6	6,773	10,000	52	80
Block 2 Lot 7	7,324	10,000	57	80
Block 2 Lot 8	8,682	10,000	58	80

**Setbacks.** The following table illustrates the setback requirements imposed in the City's R-1, Residential District, as well as setbacks proposed for the site via the PUD:

	R-1 District Requirement	Proposed via PUD
<b>Front Yard Setback</b>	25 feet	25 feet
<b>Side Yard Setback</b>	10 feet	5-10 feet
<b>Rear Yard Setback</b>	20 feet	25-74 feet

As shown above, the applicant has requested flexibility from the City's side yard setback requirements.

**Park Dedication.** As noted, the park dedication requirement obligations were met at the time of the Rolling Meadows Addition by providing parkland.

**Landscaping.** The applicant has not submitted a landscape plan. As a condition of approval, the applicant will submit a plan that is deemed suitable to the planning commission and city council. The following is recommended:

1. A minimum of two trees be planted within the front yards of all proposed lots. Such trees should be located outside of any established easements
2. Required front yard trees should have a minimum trunk diameter of 2 ½ inches measured 6 to 8 inches above ground level.
3. Weather permitting, sod should be installed upon all front and side yards within 60 days of home construction completion.



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**Grading, Drainage and Utilities.** Issues related to grading, drainage, and utilities, including the establishment of related easements, should be subject to comment and recommendation by the City Engineer.

**Development Agreement.** As a condition of approval, the applicants must enter into a development agreement with the City and post all the necessary securities required by it. This issue must be subject to further comment by the City Attorney.

**City Engineer Comments.** The City Engineer has reviewed the Preliminary Plat and offers recommendations in the February 3, 2021 memo (Exhibit F). The recommendations shall be incorporated into the plat approvals.

## RECOMMENDATION

If City Officials are inclined to support the requested PUD flexibility related to lot area, lot width, and side yard setbacks, Staff recommends approval of the Development Stage PUD (Rezoning) subject to the following conditions.

- A. Approval of the PUD Development Stage, Planned Unit Development subject to the following conditions:
  1. The City approve the Rolling Meadows 4th Addition final plat.
  2. City Officials find that the proposed project fulfills the intent of planned unit development and therefore grants Ordinance flexibilities related to the following:
    - a. Lot width less than 80 feet (52-foot lot width proposed).
    - b. Lot area less than 10,000 SF (6,733 – 8,998 sf proposed).
    - c. Side yard setbacks less than 10 feet (5-foot setbacks proposed at minimum).
  3. Side yard setbacks on the periphery of the subdivision shall conform to the 10 foot setback. Specifically, Lots 1 & 6 Block 1, and Lots 1 & 8 Block 2. Two of the applicant's home designs will meet the requirements. This will match the zoning requirements of the adjacent R-1 zoned properties.
  4. The applicant shall submit a landscape plan for approval by planning commission and city council as a requirement of final plat approval. The landscape plan shall include the following landscaping-related conditions:





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Telephone: 763.957.1100 Website: [www.nacplanning.com](http://www.nacplanning.com)

- a. A minimum of two trees shall be planted within the front yards of all proposed lots. Such trees shall be located outside of any established easements.
  - b. Required front yard trees shall have a minimum trunk diameter of 2 ½ inches measured 6 to 8 inches above ground level.
  - c. Weather permitting, sod be installed upon all front and side yards within 60 days of home construction completion.
5. The applicant shall enter into a PUD agreement with the City upon final plat approval. This issue shall be subject to further comment by the City Attorney.
  6. Comments of other City Staff.
- B. Approval of the Rolling Meadows 4<sup>th</sup> Addition Preliminary Plat subject to the following conditions:
1. The applicants shall address all City Engineer comments and required per the memo from the City Engineer dated February 3, 2021.
  2. The applicant shall enter into a subdivision development agreement with the City and post all the necessary securities required by it.
  3. Comments of other City Staff.
- cc. Deb Boelter – City Clerk – Treasurer  
Jared Voge – City Engineer  
James Munge – City Attorney  
Scott Loomis – Loomis Development



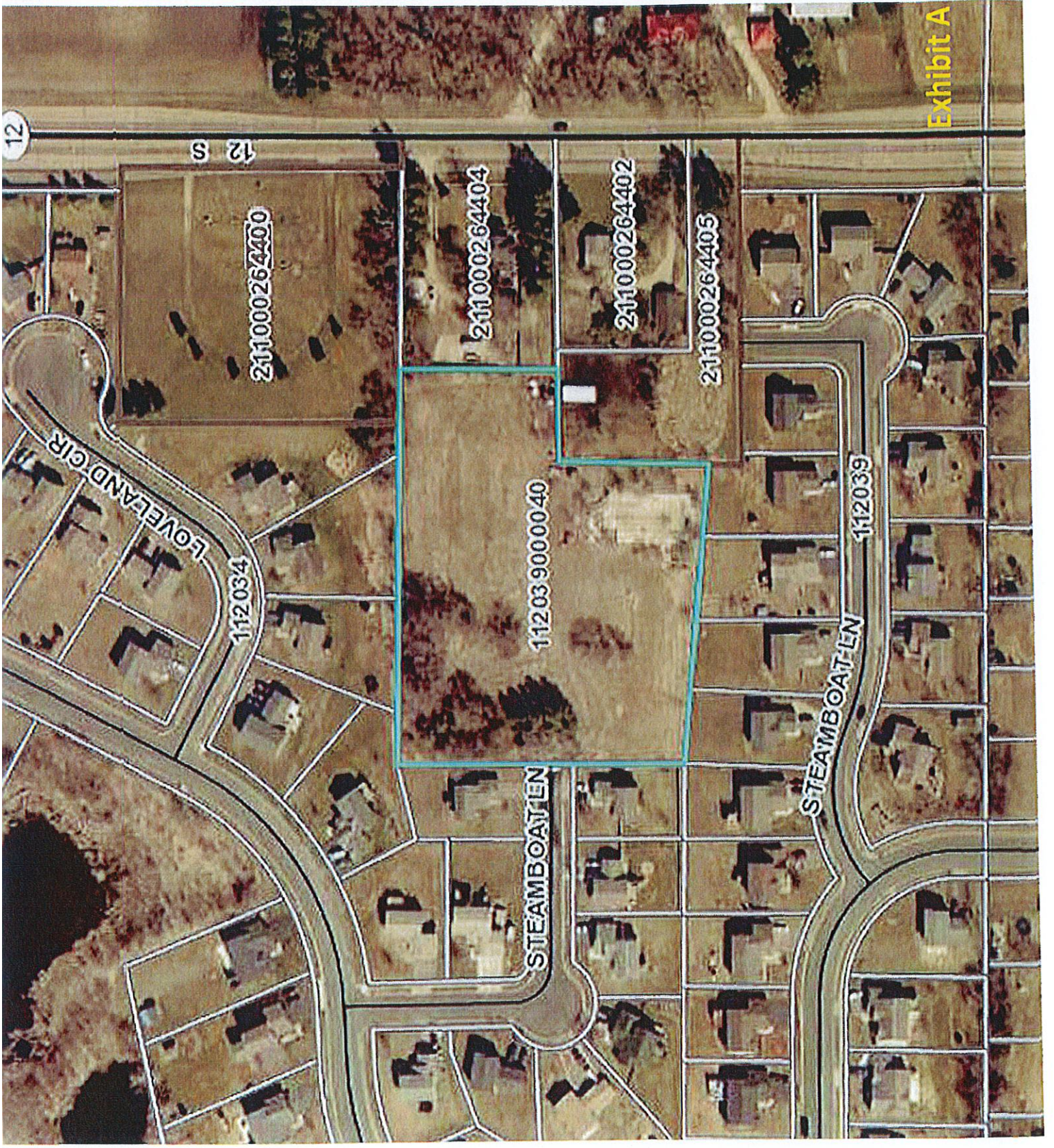


Exhibit A



# Certificate of Survey & Topographic Survey



- LEGEND**
- 988 denotes Existing Contour
  - 988.00 X denotes Existing Spot Elevation
  - FF-988.36 denotes Finished Floor Elevation
  - XX denotes Gas Valve
  - XX denotes Hydrant
  - XX denotes Sanitary Manhole
  - XX denotes Catch Basin
  - XX denotes Water Line
  - SS denotes Sanitary Sewer Line
  - ST denotes Storm Sewer Line
  - X denotes Fence Line

Property Description:  
 Outlot C, ROLLING MEADOWS SECOND ADDITION,  
 Wright County, Minnesota, according to the  
 recorded plat thereof.

## Exhibit B

Certificate of Survey and Topographic  
 Survey of Outlot C, ROLLING MEADOWS  
 SECOND ADDITION, Wright County, MN.

Revised:

I hereby certify that this survey, plan, or  
 report was prepared by me or under my  
 direct supervision and that I am a duly  
 Licensed Land Surveyor under the laws  
 of the State of Minnesota.

Paul E. Otto  
 License #40062 Date: 12/21/2020

Requested By:

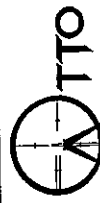
**Loomis Development, LLC**

Date: 12-17-2020

Drawn By: J.J.A.

Scale: 1"=40'

Checked By: P.E.O.



SSOCIATES  
 Engineers & Land Surveyors, Inc.

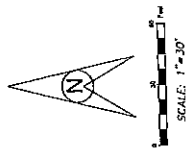
www.otcassociates.com  
 9 West Division Street  
 Buffalo, MN 55113  
 (763) 682-4722  
 Fax: (763) 682-3622

- denotes iron monument found
- denotes 1/2 inch by 1/4 inch iron pipe  
 set and marked by License #40062
- denotes marked "x"

Project No.

20-0360

# PRELIMINARY PLAT ROLLING MEADOWS FOURTH ADDITION



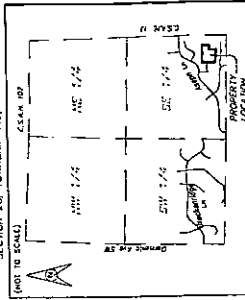
SEWERAGE AND UTILITY PLACEMENTS ARE SHOWN IN THIS PLAT. SEE SEWERAGE AND UTILITY PLANS FOR DETAILS. SEE ALSO THE PRELIMINARY PLAT FOR THE FIRST ADDITION OF THIS SUBDIVISION FOR THE LOCATION OF THE SEWERAGE AND UTILITY PLANS.

DISCLOSURE/PAGE:  
LOOMIS DEVELOPMENT, LLC  
1430 WHITE OAK DRIVE  
CHASSA, MN 55318  
TOTAL AREA = 2.89 ACRES  
TOTAL LOTS PROPOSED = 9 LOTS  
EXISTING ZONING: SINGLE FAMILY & PAD

- LEGEND**
- existing water line
  - existing sewer line
  - existing storm sewer line
  - existing sanitary mainline
  - existing storm mainline
  - existing electric line
  - existing gas line
  - existing water line
  - existing storm sewer line
  - existing sanitary mainline
  - existing storm mainline
  - existing electric line
  - existing gas line
  - existing water line
  - existing storm sewer line
  - existing sanitary mainline
  - existing storm mainline
  - existing electric line
  - existing gas line

Property Description:  
QUINT C, ROLLING MEADOWS SECOND ADDITION, LOTS 1-9, ACCORDING TO THE RECORDED PLAT THEREOF.

SECTION 26, TOWNSHIP 119, RANGE 25



## SHEET INDEX

SHEET NO.	DESCRIPTION
1	PRELIMINARY PLAT
2	PRELIM UTILITY PLAN
3	PRELIM GRADING PLAN & EROSION CONTROL PLAN

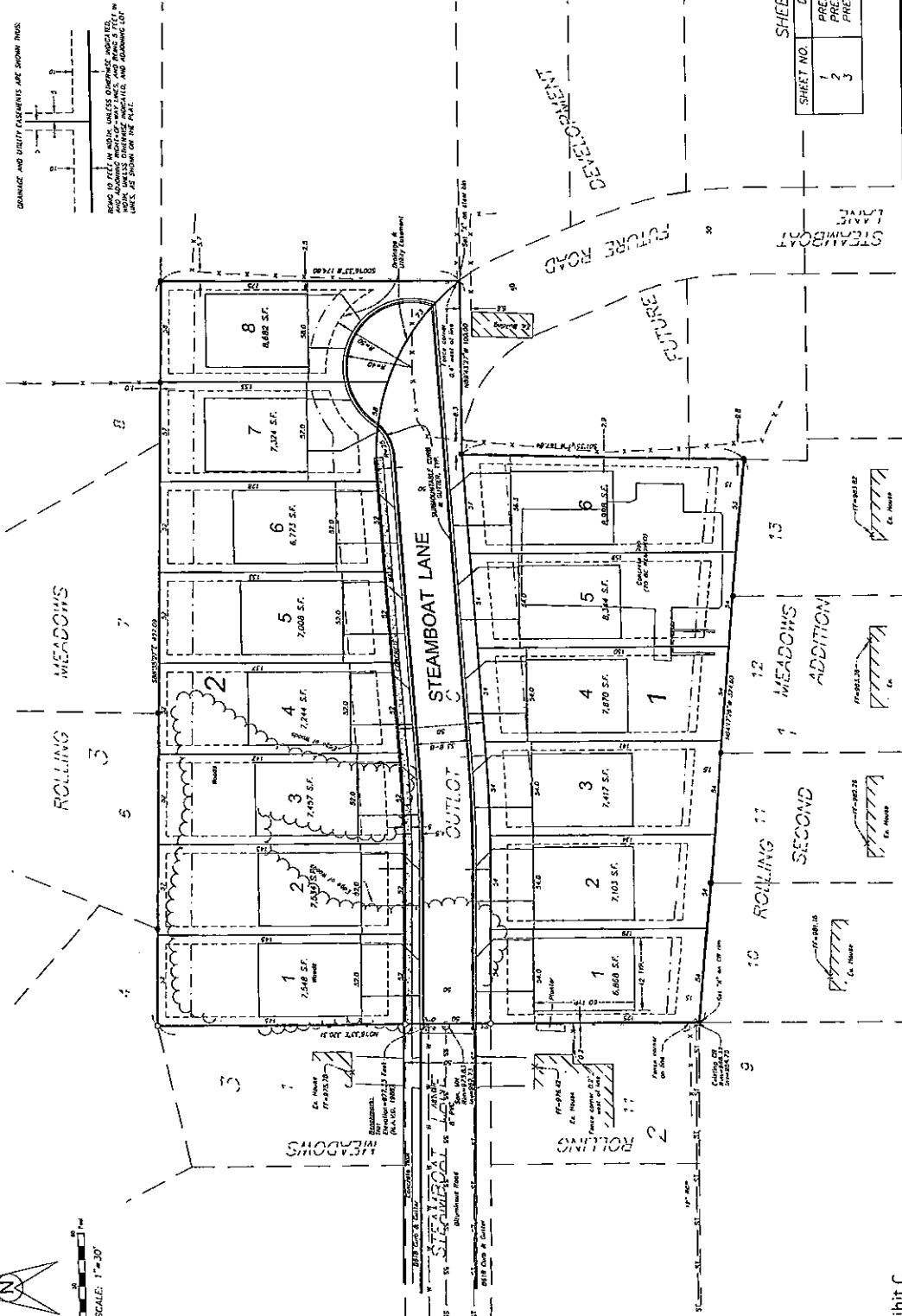


Exhibit C

ROLLING MEADOWS FOURTH ADDITION LOOMIS DEVELOPMENT, LLC MONTROSE, MINNESOTA		PRELIMINARY PLAT SHEET NO. 1 OF 3 SHEETS	20-0360 DATE 1-8-21
<p>ATTO ENGINEERING &amp; LAND SERVICES, INC. 97000 Chicago Street Montrose, MN 55339 Phone (763) 881-3827 Fax (763) 881-3827</p>		<p>STATE OF MINNESOTA COUNTY OF ANNEAPEC I, <u>JOHN A. ATTO</u>, being the duly qualified and licensed Professional Engineer in the State of Minnesota, do hereby certify that I am the Engineer of Record for the above described project, and that I am a duly qualified and licensed Professional Engineer in the State of Minnesota.</p> <p>DATE: 1-8-21 LICENSE NO. 40433</p>	

ONE

- |    |   |
|----|---|
| 1  | denotes Existing Water Valve            |
| 2  | denotes Existing Sanitary Shutoff Valve |
| 3  | denotes Existing Hydrant                |
| 4  | denotes Existing Sanitary Manhole       |
| 5  | denotes Existing Storm Manhole          |
| 6  | denotes Existing Catch Basin            |
| 7  | denotes Existing Sewer Catch Basin      |
| 8  | denotes Existing Sanitary Street Line   |
| 9  | denotes Existing Sanitary Sewer Line    |
| 10 | denotes Existing Fence Line             |
| 11 | denotes Proposed Sanitary Sewer Line    |
| 12 | denotes Proposed Watermain              |
| 13 | denotes Proposed Storm Sewer Line       |
| 14 | denotes Proposed Catch Basin            |
| 15 | denotes Proposed Hydrant                |
| 16 | denotes Proposed Gate Valve             |

PRIOR TO ANY EXCAVATION THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITIES. CALL 48 HOURS BEFORE DIGGING.  
GEORGETOWN CITY AREA 651-494-0002  
TOWSON CITY AREA 651-494-0002  
TOLL FREE 1-800-252-1166

[illegible]

Exhibit D

T NO.

## TERMINARY UTILITY PLAN

SHEET NO. 2 OF 3 SHEETS

**ROLLING MEADOWS FOURTH ADDITION**  
LOOMIS DEVELOPMENT, LLC  
MONTROSE, MINNESOTA

**OTTO REINOLD**  
9 West Division Street  
Burlington, MN 55012  
(763) 683-4727  
Fax: (763) 683-3522  
www.otto-reinold.com

FOR MY EQUITY THAT THIS PLAN WAS PREPARED BY ME OR  
UNDER MY DIRECT SUPERVISION AND THAT I AM A DUTY  
LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE  
STATE OF MINNESOTA.

*Caro J. Otto*

\_\_\_\_\_  
M. Schenck, Q.E.

DESIGNED DRAWN  
C.S.O. T.J.B.  
CHECKED  
P.F.O.

[illegible]

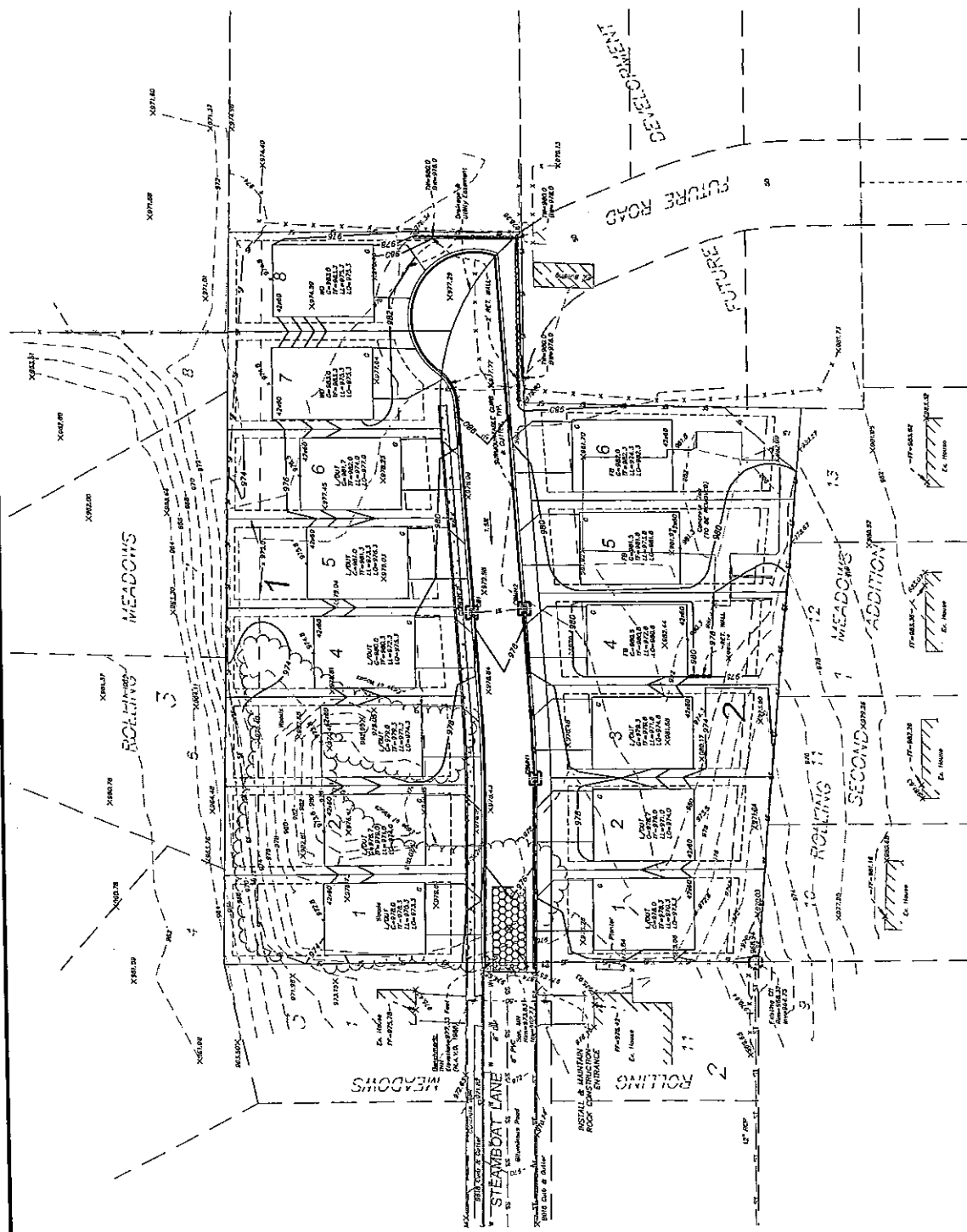


Exhibit E

### SILT FENCE DETAIL

SILT FENCE DETAIL

**ROLLING MEADOWS FOURTH ADDITION**  
LOOMIS DEVELOPMENT, LLC  
MONTROSE, MINNESOTA

**ATO**  
SOCIALISTES

9 West Division Street  
Aurilio, MN 55313  
(763) 821-4727  
Fax: (763) 821-5522

www.ato-socialist.com

I HEREBY CERTIFY THAT THIS PARTY WAS INFORMED BY ME OF  
 UNDER MY DIRECT SUPERVISION AND A DUTY  
 STATE OF WISCONSIN. *Case 10th*  
 C.S.O. Y.A.B. CHECKED

[illegible]

PRELIMINARY GRADING & EROSION CONTROL PLAN	INVESTIGATOR NO 20-0360
SHEET NO. 3 OF 3 SHEETS	DATE 1-6-21



**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

February 3, 2021

Daniel Elder, Planner  
via e-mail: [delder@nacplanning.com](mailto:delder@nacplanning.com)

RE: Rolling Meadows 4th Addition Preliminary Plat  
Montrose, Minnesota  
Project No.: 0W1.1123692

Dear Daniel,

We have reviewed the information submitted for the above referenced project including:

- Rolling Meadows 4<sup>th</sup> SWMP 1-9-21.pdf
- Preliminary Plat/Plans – 20-0360 Rolling Meadows 4<sup>th</sup> Prelim Plat Set 1-6-21.pdf

We have the following comments:

1. The applicant shall provide drainage calculations illustrating the discharge rate and volume differences of the wetland adjacent to Pond B between the pre- and post-development scenarios.
2. The applicant shall provide a ghost plat or exhibit illustrating that homes meeting zoning requirements can be constructed west of the future Steamboat Lane extension.
3. The applicant shall identify the extent of tree removal within the development.
4. The applicant shall obtain a NPDES Construction Stormwater Permit and submit a copy of the permit to the city prior to construction.
5. The applicant shall obtain a MDH watermain extension permit and submit a copy of the permit to the city prior to construction.
6. The applicant shall obtain a MPCA sanitary sewer extension permit and submit a copy of the permit to the city prior to construction.
7. A proposed street section detail shall be submitted with the construction plans.
8. The City of Montrose Development Standards shall be incorporated into the construction plans.
9. All concrete curb and gutter shall be B618.
10. All roadway and sidewalk improvements shall be contained within public right-of-way.
11. The applicant shall modify the proposed cul-de-sac near the east end of Steamboat Lane to accommodate snowplows and eliminate the 90-degree corner which presents a snow plowing hazard. Consideration should be given to the proposed curb and gutter location and the expansion of a bituminous surface south of the curb line currently depicted.
12. All drainage from the plat shall be contained within the plat boundaries and shall not be directed onto private properties outside of the plat.
13. All watermain shall be PVC C900 complete with a tracer system.

Daniel Elder  
February 2, 2021  
Page 2

14. A valve shall be installed at the connection to the existing watermain.
15. All watermain fittings shall be secured using COR-BLUE-T-BOLTS or approved equal.
16. Two large zinc anode caps shall be installed on all fitting glands.
17. All watermain fittings shall be fusion bonded, epoxy coated, with a minimum thickness of 6-8 mils.
18. The connection to the existing sanitary sewer manhole shall include a Kor-n-Seal boot or approved equal.
19. The sanitary sewer and watermain at the east end of Steamboat Lane shall be extended to the plat boundary.
20. A casting shall be installed over the proposed temporary clean-out cover and shall be marked with a steel fence post painted green.
21. Plan and profile drawings shall be submitted with the final construction documents.
22. 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.
23. Exterior chimney seals shall be installed on all structure adjusting rings.
24. The applicant shall submit a signage plan for review of the City of Montrose.
25. The applicant shall submit a lighting plan for the review of the City of Montrose.
26. The applicant shall enter into a development agreement prior to final plat approval.
27. All construction shall be in accordance with the City of Montrose Standards
28. A pre-construction meeting, complete with an agenda, shall be held prior to construction.
29. Revised plans and documents incorporating the above reference comments shall be submitted for the review of the City of Annandale.

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



# LINDEN

2 Car 2 Bath Model



Split Entry

3 bedrooms - 2 bathroom - 1160 Finished Sq Ft

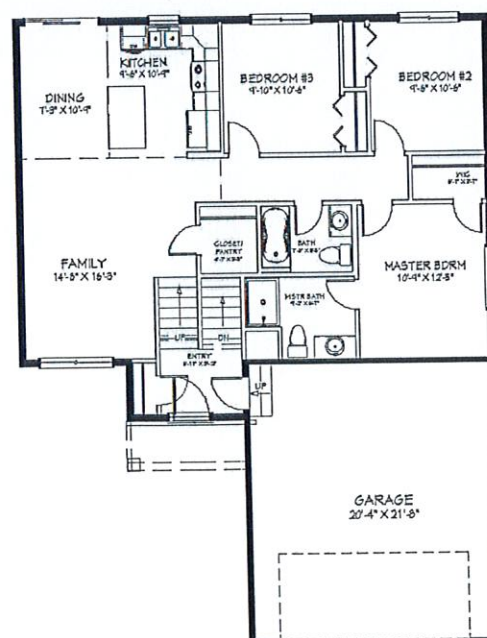
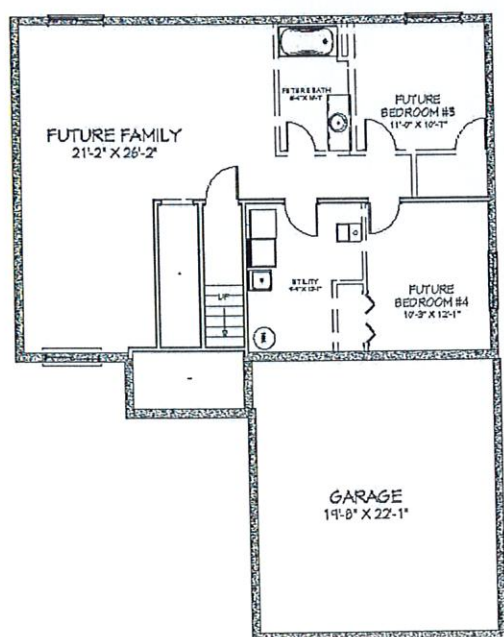


Exhibit G

\*Floor plans, and renderings are artistic conceptual renderings only and should not be interpreted as exact representation. All square footage is approximate.  
 \*Front elevation is subject to neighborhood design guidelines and covenants. Elevation and covenants will affect the pricing of a home.  
 \*Some information may differ from actual plan and may be subject to change.





LOOMIS-HOMES.COM  
952-303-5029



1458 WHITE OAK DRIVE  
CHASKA, MN 55318

QUALITY HOMES WITH A FOCUS ON PROCESS, MATERIALS, & CRAFTSMANSHIP



# ROCKWELL

## SLAB ON GRADE SINGLE-FAMILY HOME

3 Bedroom - 2 Bath - 2 Stall Garage - 1,568 Finished Sq Ft

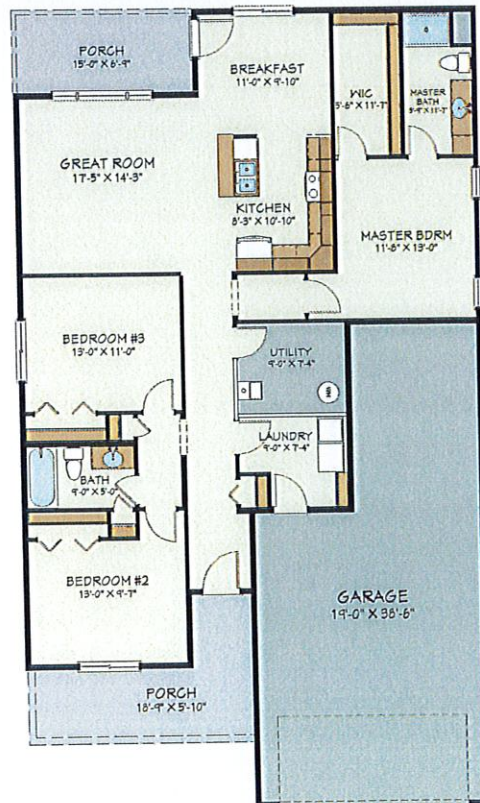


Exhibit G

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\*Some information may differ from actual plan and may be subject to change.





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952-303-5029

LOOMIS HOMES

1458 WHITE OAK DRIVE  
CHASKA, MN 55318

QUALITY HOMES WITH A FOCUS ON PROCESS, MATERIALS, & CRAFTSMANSHIP



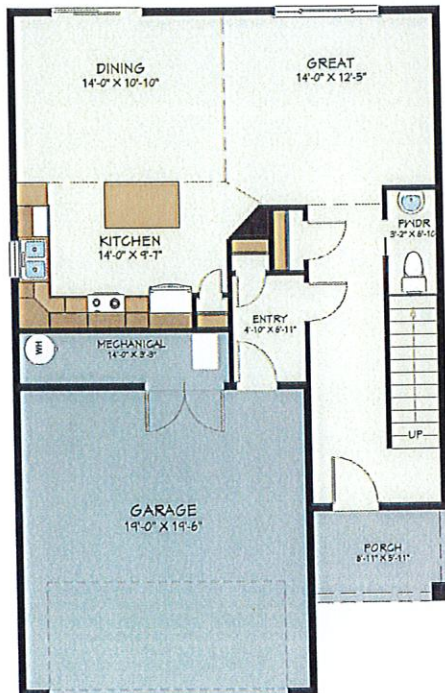
# WILLOW

## SLAB ON GRADE SINGLE-FAMILY HOME

4 Bedroom - 2.5 Bath - 2 Stall Garage - 1,839 Finished Sq Ft

LOOMIS HOMES

First Floor



Second Floor

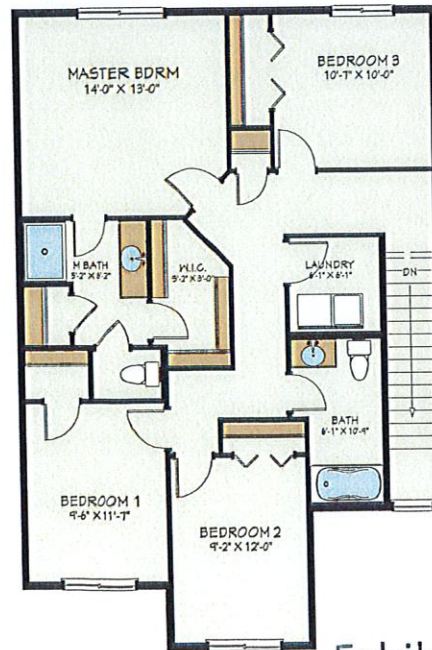


Exhibit G

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\*Some information may differ from actual plan and may be subject to change.





LOOMIS-HOMES.COM  
952-303-5029



1458 WHITE OAK DRIVE  
CHASKA, MN 55318

QUALITY HOMES WITH A FOCUS ON PROCESS, MATERIALS, & CRAFTSMANSHIP



# MULBERRY

## SLAB ON GRADE

3 Bedroom - 2 Bath - 1232 Finished Sq Ft

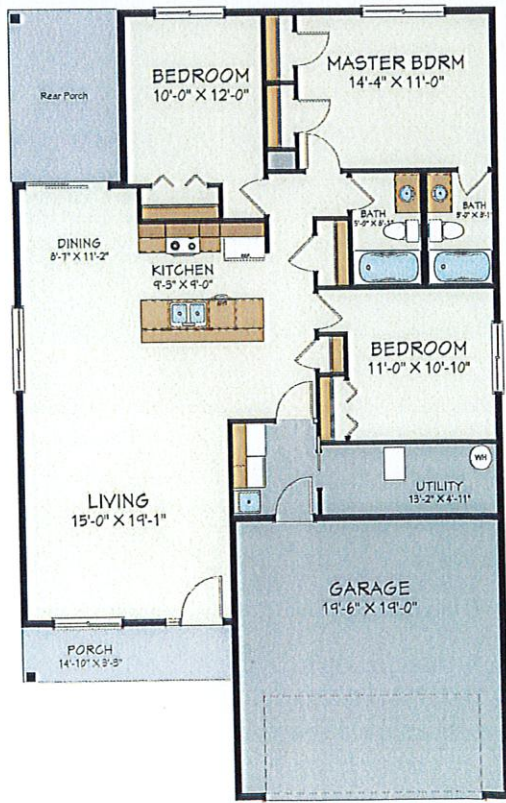


Exhibit G

\*Floor plans and renderings are artistic conceptual renderings only and should not be interpreted as exact representation All square footage is approximate.  
Front elevation is subject to neighborhood design guidelines and covenants. Elevation and covenants will affect the pricing of a home.  
\*Some information may differ from actual plan and may be subject to change.







**CITY OF MONTROSE**  
**Commissions Application**

This application is designed to help us obtain information about your interests and qualifications for serving on a Montrose Commission. Please submit your completed application to Montrose City Hall, located at 311 Buffalo Avenue South, PO Box 25, Montrose, MN 55363. The submission of this application does not obligate you to volunteer for any City service. We appreciate your time and interest in serving our community. If you have any questions, please contact City Hall at 763-575-7422.

Name: ROGER FRAUMANN  
 Address: 921 ASPEN LN  
 Phone: \_\_\_\_\_ Other: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Please indicate your preferred form of communication: EMAIL AND TEXT AS APPROPRIATE  
 How long have you lived in Montrose? 3 YRS 11 MONTHS

The City of Montrose currently maintains four Commissions/Authorities upon which volunteers may serve. Please indicate your interest in serving on the following Commissions. If you are interested in multiple commissions, please rank your preference from 1 to 4.

<u>Interested (Y/N)</u>	<u>Rank</u>	<u>Commission List</u>
_____	<u>1</u>	Planning & Zoning Commission
_____	<u>2</u>	Park & Recreation Commission
_____	<u>3</u>	Economic Development Authority
_____	<u>4</u>	Highway 12 Redevelopment

**BACKGROUND:** Please explain your career, education, or other special talents that would be valuable to the Commission/Authority you are interested in:

20+ YEARS HIGH TECH BUSINESS DEVELOPMENT & 12 YRS  
FEMA PLASTER RECOVERY WORKING WITH MANY SMALL CITIES

Do you have prior experience volunteering or serving on any Boards or Commissions within the City of Montrose or other municipalities? If yes, please explain:

HON. PRESIDENT IN SAN DIEGO

Please provide any goals or objectives you wish to accomplish if chosen to serve on a Montrose Commission/Authority:

QUALITY OF LIFE, FISCAL RESPONSIBILITY AND INFRASTRUCTURE

Signature:

Date: 2/5/21

## CITY OF MONTROSE

ADVISORY COMMISSION APPLICANTS  
 DATA PRACTICES ADVISORY FOR  
 PROTECTED INFORMATION FORM

## (READ THIS ADVISORY BEFORE COMPLETING THIS FORM)

The Minnesota Government Data Practices Act requires you to be informed that the following information which you have been asked to provide on the attached form is considered private data:

1. Your full name. \*
2. Any and all previous names by which you are known, regardless of whether or not they were your legal names.
3. Your date of birth.
4. Your sex.
5. Your criminal history data maintained by agencies, political subdivisions and statewide systems.

\*It shall be noted that if you are appointed to an advisory commission, your name and home address become public information.

The purpose and intended use of this data is to conduct the background inquiries which this City uses to establish your eligibility to be appointed to an advisory commission. The specific use for each category of data is described below:

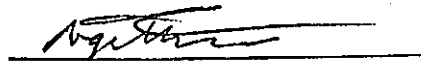
1. To conduct a thorough and complete criminal history and felony background check, all names by which an applicant is or has been known must be listed.
2. In order to access driver's license data, date of birth must be supplied.
3. In order to access criminal history data, date of birth, and sex must be supplied.
4. A complete criminal history and driver's license check are conducted to determine whether there are any job-related factors which affect your suitability for employment. Driver's license checks only affect those positions which require that the employee drive during the performance of a job.

This data will be used solely for the above mentioned purposes. This data will not be made available to the appointing authority unless a criminal conviction record is discovered. In that case, information gained by use of previous names, date of birth, or race, will be forwarded to the appropriate authority without reference to date of birth, age or race.

The existence of a criminal conviction record will not automatically disqualify you from serving as an advisory commission member with the City. Before any applicant is rejected on the basis of a criminal conviction, he/she will be notified in writing and will be given any rights to processing of complaints or grievances afforded by Minnesota Statute Ch. 364.

You are not legally required to provide the requested information. However, if you do not, the City will be unable to conduct the required background inquiries and will not be able to process your application and the City will not be able to consider you for a position on an advisory commission.

I have read and understand the information stated above:

  
 Signature

2/5/21  
 Date

CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

RESOLUTION NO. 2021-10

A RESOLUTION APPROVING THE MAYORAL APPOINTMENTS FOR THE YEAR 2021

<b>Acting Mayor:</b>	Council Member Tom Marszalek
<b>Chamber of Commerce Representative:</b>	City Administrator Council Member Tom Marszalek
<b>Community Education Representative:</b>	Mayor Kirby Moynagh
<b>Economic Development Authority:</b>	Council Member Tom Marszalek Mayor Kirby Moynagh Dr. Sonya Tourville, Montrose Family Chiropractic Mr. Patrick Baumgard, Citizens State Bank Mr. Joe Rasmussen, Carpentry Contractors City Administrator
<b>Fire Department/Emergency Management Chief/Emergency Management Director:</b>	Fire Chief
<b>Assistant Fire Chief/Emergency Management Director:</b>	Assistant Fire Chief and/or Fire Department Captains
<b>Fire Department Council Liaison:</b>	Council Member David Paradeise
<b>U.S. Highway 12 Safety Coalition:</b>	Mayor Kirby Moynagh City Administrator
<b>Personnel and Employee Relations Committee:</b>	Mayor Acting Mayor Public Works Department Director City Administrator
<b>Park and Recreation Commission Members:</b>	Sylvia Henry, Chair Sue Saman, Vice-Chair Ashlyn Otto, Secretary Katie Borrett <i>3 Vacancies</i>
<b>Park and Recreation Commission Council Liaison:</b>	Council Member Nicole Andreoff
<b>Park and Recreation Commission Alternate Council Liaison:</b>	Council Member David Paradeise
<b>Park and Recreation Commission Staff Coordinator:</b>	Deputy Clerk
<b>Planning and Zoning Commission Members:</b>	Charles Smallwood, Chair Justin Emery, Vice-Chair Sylvia Henry Shawn Cuff Roger Fraumann <i>2 Vacancies</i>

**Planning and Zoning Commission Council Liaison:**

Council Member Sam Solarz

**Planning and Zoning Commission Planner:**

Daniel Elder  
Northwest Associated Consultants

**Planning and Zoning Commission Staff Coordinator:**

City Administrator

**Finance Committee:**

Council Member Nicole Andreoff  
Council Member Sam Solarz  
City Clerk-Treasurer

**Finance Committee Alternate:**

City Administrator

**Montrose Days Celebration Committee Council Liaison:**

Council Member David Paradeise

**Wright County Area Transportation:**

City Clerk-Treasurer

**Wright County Board of Commissioners Meetings:**

Council Member Tom Marszalek

**Official Depositories:**

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

**Official Newspaper:**

Wright County Journal Press

**City Meetings:**

Regular City Council Meeting	Community Center	Monthly - Second Monday	7:00 p.m.
City Council Workshop/Special City Council Meeting	City Hall	Fifth Monday of Applicable Month	4:00 p.m.
Economic Development Authority	City Hall	Monthly - Third Tuesday	12:00 p.m.
Finance Committee	City Hall	Quarterly - Fourth Thursday	9:00 a.m.
Montrose Fire Department	Community Center	Weekly - Tuesdays	6:30 p.m.
Park and Recreation Commission	City Hall	Monthly - First Thursday	5:30 p.m.
Planning and Zoning Commission	Community Center	Monthly - Second Wednesday	7:00 p.m.

Adopted by the City Council of Montrose, Minnesota this 22<sup>nd</sup> day of February, 2021.

\_\_\_\_\_  
Robert W. Moynagh III  
Mayor  
City of Montrose

ATTEST:

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



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

**RESOLUTION NO. 2021-11**

**RESOLUTION REQUESTING THAT THE STATE OF MINNESOTA LAWMAKERS  
RESOLVE THE STATE'S BUDGET FOR THE YEARS 2022-2023 WITHOUT REDUCTIONS  
TO LOCAL GOVERNMENT AID (LGA) AND THAT LGA BE PAID IN FULL AND ON TIME**

WHEREAS, Minnesota's cities are on the front lines of the COVID-19 response and need to be strong to provide services to support the economic recovery; and,

WHEREAS, Local Government Aid (LGA) is an essential aid program to Minnesota cities, helping to restrain local property taxes; and,

WHEREAS, LGA helps cities pay for critical needs and services such as public safety, street maintenance and repairs, libraries, parks and trails, economic development and housing; and,

WHEREAS, the \$564 million LGA appropriation in the year 2021 represents just 2.2% of the State's general fund; and,

WHEREAS, Minnesota and the United States is facing one of the worst economic struggles in its history; and,

WHEREAS, the City of Montrose has taken the following steps to support our residents and businesses by working with all on financial hardships to ensure both can make it through the COVID-19 Pandemic, the City has provided refunds for annual liquor licenses and the City has strengthened and empowered its Economic Development Authority to provide funding assistance to current businesses, potential businesses and housing developers who are interested in locating to the City of Montrose; and,

WHEREAS, the most important thing the Minnesota Legislature can do this session to keep cities strong and healthy is to ensure that LGA is paid on time and in full; and,

WHEREAS, LGA helps the City of Montrose maintain a buffer to offset inflationary costs caused by healthcare increases, maintenance costs and certain unknowns the City faces through the COVID-19 Pandemic. It helps the City project where it can invest in the City's infrastructure, parks, playgrounds and trails. It also provides a balancing to tax revenues as the value of properties ebbs and falls. LGA also provides any necessary gaps in funding to ensure the City can plan for all needs to make Montrose thrive to a greater future. The City has recently updated its ten (10) year Street Improvement Plan and will use LGA funding to improve the City's streets and/or infrastructure located under the streets; and,

BE IT RESOLVED that the City Council of Montrose, Minnesota urges through this Resolution to its lawmakers that the State resolve their Budget for the years 2022-2023 without reductions to Local Government Aid; and,

BE IT FURTHER RESOLVED that this Resolution be transmitted to Minnesota State Representative, Mr. Joe McDonald; Minnesota State Senator, Mr. Bruce Anderson; Speaker of the House, Ms. Melissa Hortman; Senate Majority Leader, Mr. Paul Gazelka; House Minority Leader, Mr. Kurt Daudt; Senate Minority Leader, Ms. Susan Kent and Governor Tim Walz.

Adopted by the City Council of Montrose, Minnesota this 22<sup>nd</sup> day of February, 2021.

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Robert W. Moynagh III  
Mayor  
City of Montrose

ATTEST:

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Deborah R. Boelter  
City Clerk-Treasurer  
City of Montrose



February 22, 2021

Dear Montrose Residents,

As a City of Montrose Resident, you are receiving this letter as a notice regarding the city's municipal drinking water supply which serves approximately 3250 residents or 1,249 households and local businesses. Residents who operate their own private well for drinking water may also be affected.

The City of Montrose and the Minnesota Department of Health (MDH) routinely conduct water analysis testing to monitor water quality. Recent testing indicated the city's drinking water supply complies with the Safe Drinking Water Act standards. However, the testing indicated the drinking water had elevated levels of manganese greater than the MDH recommended health guideline values.

### **Manganese:**

Manganese is a naturally occurring element found in rocks and soil and is usually present in Minnesota ground and surface water. Manganese concentrations vary greatly throughout the state due to the differing soil and rock types. Your body needs some manganese to stay healthy but too much can be harmful. Elevated levels of Manganese can contribute to black staining of plumbing fixtures and in some instances pose a health risk to sensitive populations. The city has 3 wells that are tested for manganese, and all 3 wells have tested above the MDH health guidelines of 300 parts per billion (ppb). Manganese concentration in the City of Montrose water ranges from 423 ppb to 1450 ppb. Learn more by visiting the MDH webpage at [www.health.state.mn.us](http://www.health.state.mn.us) and searching for Manganese in Drinking Water.

### **Minnesota Department of Health Guidelines for Manganese:**

Manganese is an unregulated element and does not have an enforceable standard. However, the MDH recommended health guidelines are:

- If you have an infant who drinks tap water or drinks formula made with tap water, a safe level of manganese in your water is 100 ppb of manganese or less.
- If you have an infant who never drinks tap water or formula made with tap water, a safe level of manganese in your water is 300 ppb or less.
- If everyone in your household is more than one-year-old, a safe level of manganese in your water is 300 ppb or less.

## City Solution:

The city is currently working with consultants and the MDH to determine possible short-term and long-term options to reduce the manganese levels in the city's drinking water. The city has purchased sampling and testing equipment to conduct monthly manganese testing.

## Recommended Actions:

There are several things residents can do to reduce manganese levels in the water.

- Purchase a water filter pitcher or a filtering unit to attach to your faucet. These items must be certified to remove manganese and the filter media changed according to the manufacturer's recommended intervals.
- Working with a residential water treatment company such as Culligan, to install a point of use water system certified for manganese removal.
- Purchase bottled water for consumption

If you do not have a home water treatment device that removes or reduces manganese, you may want to considering installing one or using bottled water that is labeled "purified" for drinking, cooking, and preparing infant formula.

Private Well Owners – Some Minnesota groundwater naturally has levels of manganese higher than the MDH guidance values. Homeowners with private wells are responsible for having their wells tested. Learn more on the Minnesota Department of Health's website [www.health.state.mn.us](http://www.health.state.mn.us) and search Owner's Guide to Wells.