



CITY COUNCIL AGENDA REGULAR MEETING

**Monday, February 8, 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. Pastor Paul Baker – Montrose Methodist Church

4. PLEDGE OF ALLEGIANCE

5. CITY COUNCIL VACANCY

A. Applicants and Selection Process

1. Mr. Roger Fraumann
2. Mr. Roy Henry
3. Mr. Andrew Kauffman
4. Mr. Edward Kolasa
5. Ms. Christina Oswald
6. Mr. David Paradeise
7. Mr. Andrew Rasmussen
8. Mr. Mike Scanlon

B. Oath of Office – Mr. David Paradeise

6. APPROVAL OF AGENDA

7. APPROVAL OF CONSENT AGENDA

A. Minutes

1. January 11, 2021 Regular City Council Meeting – prepared by D. Boelter
2. January 25, 2021 Special City Council Meeting – prepared by D. Boelter
3. February 3, 2021 Special City Council Meeting – prepared by D. Boelter

B. Accounts Payable

1. City, February 8, 2021 – prepared by W. Manson
2. Fire Department, February 8, 2021 – prepared by W. Manson

C. Monthly Utility Adjustments, January, 2021 - prepared by J. Bonniwell**8. OPEN FORUM****9. WRIGHT COUNTY SHERIFF'S OFFICE****A. January, 2021 Monthly Report and Hours Report****10. REPORTS AND RECOMMENDATIONS OF CITY DEPARTMENTS, CONSULTANTS, COMMISSIONS, AND COMMITTEES****A. City Council**

1. Monthly Activity Report

B. Montrose Fire Department

1. January, 2021 Activity Report
2. Rescind resignation of Mr. Keith Johnson – Leave of Absence - Effective May 20, 2020 to February 8, 2021
 - a) Mr. Keith Johnson will be rejoining the Montrose Fire Department effective February 8, 2021
3. Authorize Sale of 1997 Tender – Sale Price is \$20,000.00 or Best Offer
4. Resignation of Mr. Tom Weineck – Effective January 15, 2021
 - a) Mr. Tom Weineck was a member of the Montrose Fire Department for thirteen (13) years, four (4) months and twenty-two (22) days.

C. Emergency Management

1. Updates

D. Park and Recreation Commission

1. February 4, 2021 Park and Recreation Commission Meeting Minutes – *Will be available the night of the Regular City Council Meeting*

E. Economic Development Authority

1. January 19, 2021 ZOOM Meeting Minutes

F. Planning and Zoning Commission

1. January 13, 2021 Planning and Zoning Commission Meeting Minutes
2. February 10, 2021 Planning and Zoning Commission Meeting Overview

G. Personnel and Employee Relations Committee

1. Approve Amended City Administrator Job Description
2. Approve Amended Public Works Department Director Job Description
3. Discuss Hiring of Deputy Clerk

H. Public Works Department

1. Updates

11. OLD BUSINESS

12. NEW BUSINESS

- A. Discuss Randy's Sanitation Contract Renewal – Mr. Matthew Herman
- B. Discuss Proposed Resolution to Pay Local Government Aid (LGA) on Time and in Full

13. UPCOMING MEETINGS

- A. Planning and Zoning Commission Meeting – Wednesday, February 10, 2021 at 7:00 p.m. in the Montrose Community Center
- B. Regular City Council Meeting – Monday, March 8, 2021 at 7:00 p.m. in the Montrose Community Center.
- C. Planning and Zoning Commission Meeting – Wednesday, March 10, 2021 at 7:00 p.m. in the Montrose Community Center.
- D. Economic Development Authority Meeting – Tuesday, March 16, 2021 at 12:00 p.m. in the Montrose City Hall.

14. ACKNOWLEDGEMENTS**15. ADJOURNMENT**

City of Montrose
 Regular City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, January 11, 2021
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, January 11, 2021 at 7:00 p.m.

Council Member Tom Marszalek called the meeting to order at 7:00 p.m.

2. ROLL CALL

Present: Mayor Robert W. Moynagh III
 Council Member Nicole Andreoff
 Council Member Tom Marszalek
 Council Member Sam Solarz

Staff Present: Ms. Deborah Boelter, City Clerk-Treasurer
 Ms. Wendy Manson, Deputy Clerk
 Ms. Jessica Bonniwell, Office Administrator
 Mr. Wayne McCormick, Public Works Department Director
 Mr. Kevin Triplett, Montrose Fire Department Chief and Emergency Management Director

3. INVOCATION

A. Pastor Cathy Jones – House of Grace

Pastor Jones administered the Invocation.

4. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was taken.

5. OATH OF OFFICE

A. Mayor – Robert W. Moynagh III

Ms. Boelter administered the Montrose City Council Oath of Office to Mr. Robert W. Moynagh III.

B. Council Member – Ms. Nicole Andreoff

Mayor Robert W. Moynagh III administered the Montrose City Council Oath of Office to Ms. Nicole Andreoff.

C. Council Member – Mr. Sam Solarz

Mayor Robert W. Moynagh III administered the Montrose City Council Oath of Office to Mr. Sam Solarz.

6. APPROVAL OF THE AGENDA

A. Approval of the Agenda

Council Member Marszalek motioned to approve the January 11, 2021 Regular City Council Meeting Agenda. Mayor Moynagh seconded the motion. Motion carried 4-0.

7. APPROVAL OF THE CONSENT AGENDA

A. Minutes

1. Accepted the minutes of the December 14, 2020 Regular City Council Meeting.
2. Accepted the minutes of the December 28, 2020 Special City Council Meeting.

B. Accounts Payable

1. Approved the December 31, 2020 Accounts Payable for the City of Montrose.
2. Approved the January 11, 2021 Accounts Payable for the City of Montrose.
3. Approved the December 31, 2020 Accounts Payable for the Montrose Fire Department.
4. Approved the January 11, 2021 Accounts Payable for the Montrose Fire Department.

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

D. Resolution No. 2021-01 – Accepting Donations

1. Adopted Resolution No. 2021-01 – *A Resolution Accepting Donations.*

E. Resolution 2021-02 – Year 2020 Budget Amendment

1. Adopted Resolution 2021-02 – *A Resolution Amending the Year 2020 Budget.*

F. Resolution No. 2021-03 – Change to Bank Signature Cards

1. Adopted Resolution No. 2021-03 *A Resolution Authorizing a Change to the Bank Signature Cards.*

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

8. OPEN FORUM

No one addressed the City Council during Open Forum.

9. WRIGHT COUNTY SHERIFF'S OFFICE

A. December, 2020 Monthly Report and Hours Report

Wright County Sheriff's Office Sergeant, Mr. Kevin Triplett discussed the hours of service to the City of Montrose. He continued by stating that the City of Montrose contracts with the Wright County Sheriff's Office for ten (10) hours of coverage every day.

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

A. City Council

1. Monthly Activity Report

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

B. Montrose Fire Department

1. December, 2020 Activity Report

Mr. Kevin Triplett referenced the *Monthly Activity Report* for the month of December, 2020 that was found in the City Council Packet and gave a brief overview of the *Report*.

2. Federal Emergency Management Agency Grant – Self-Contained Breathing Apparatus Units

- a) Requesting authorization to apply for the Fiscal Year 2020 Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant for new Self-Contained Breathing Apparatus (SCBA) Units – Estimated Project Cost Approximately \$130,000.00 – Required Local Match of Five Percent (5%) Approximately \$6,500.00

Mr. Triplett requested authorization to apply for the FEMA Assistance to Firefighters Grant to purchase new SCBA Units.

Mayor Moynagh motioned to authorize the Montrose Fire Department to apply for the Year 2020 Federal Emergency Management Agency's Assistance to Firefighters Grant to purchase Self-Contained Breathing Apparatus Units. Council Member Marszalek seconded the motion. Motion carried 4-0.

Mayor Moynagh asked when the newly appointed City Council Members should complete their FEMA training. Mr. Triplett stated that he will evaluate which FEMA Programs each City Council Member needs to complete and then forward them the instructions for completing the required Programs.

Mayor Moynagh asked how long the training certifications are valid. Mr. Triplett stated that they are valid forever; as long as, the participants receive regular updates. Mr. Triplett stated that he will continue to provide the updates.

C. Emergency Management

1. Discuss ZOOM Meeting Plan

Mr. Triplett stated that the City would be looking at the ZOOM Pro-Plan. He continued by stating that the Pro-Plan provides a license for one (1) login, allows for one hundred (100) participants per meeting and one (1) gigabyte of cloud storage. The cost is \$149.00 per year.

Mr. Triplett stated that one (1) gigabyte of storage will not meet the needs of the City. He continued by stating that for an additional \$40.00 per month, the City would receive one hundred (100) gigabytes of cloud storage.

Mr. Triplett stated that the ZOOM Pro-Plan would have the capability of sending out a link to citizens so they can live-stream the various City meetings.

Mr. Triplett requested a motion from the City Council to allow staff to purchase the ZOOM Pro-Plan license at the cost of \$149.00 annually and an additional \$40.00 per month for one hundred (100) gigabytes of cloud storage. He continued by stating that staff does not need the license immediately; but, would like to have the approval to purchase it when needed.

Ms. Boelter stated that City staff will not purchase the ZOOM Plan right now with the State of Minnesota Governor lifting in-person meeting restrictions; but, the approval would allow staff to purchase it in the future if needed.

Council Member Andreoff motioned to authorize City staff to purchase the ZOOM Meeting Pro-Plan. Council Member Solarz seconded the motion. Motion carried 4-0.

2. Updates

Mr. Triplett gave an update on the State of Minnesota Governor's recent directives and requirements in regards to the COVID-19 Pandemic.

Ms. Boelter stated that the City Council voted to keep City Hall operations in compliance with the Governor's directives by having the entrance closed to the general public and visits by customers through appointment only. Ms. Boelter also stated that the Administration staff continues to rotate their schedules and work from their home every other day. She continued by stating that operations have been going well and the City staff has not received any complaints from the general public. Ms. Boelter stated that the City Council will be evaluating the future of City Hall operations at the Monday, February 8, 2021 Regular City Council Meeting.

Mr. Triplett asked the City Council to share with him or Ms. Boelter any comments that they receive regarding City Hall operations; whether negative or positive.

Mayor Moynagh also encouraged residents to share any comments and/or concerns that they may have regarding City Hall operations through the City's website.

D. Economic Development Authority

1. Discuss Water Access Charge and Sewer Access Charge for Potential Business

Council Member Marszalek stated that Mr. Jonathon Boike has approached the City of Montrose regarding the establishment of a Laundromat in the former Snap Fitness building.

Mr. Boike, 3355 Antelope Avenue Southwest addressed the City Council and presented his proposal to establish a Laundromat in the City of Montrose. He continued by stating that he does not need the entire space where the former Snap Fitness was located; so, he is working with a friend to establish a Subway adjacent to the Laundromat.

Council Member Marszalek stated that the City staff and members of the Montrose Economic Development Authority (EDA) met with Mr. Boike to discuss his business proposal. He continued by stating that the Water Access Charge (WAC) and Sewer Access Charge (SAC) for Mr. Boike to hook-up to the City's Water and Sewer Systems is approximately \$25,420 and the EDA would like to offer Mr. Boike some business assistance with the WAC and SAC fees by splitting the cost with him. He continued by stating that the EDA could offer Mr. Boike assistance through a grant or low-interest loan.

Mayor Moynagh stated that it is important for the EDA to assist new businesses that want to come to the City of Montrose; as well as, help existing businesses. He continued by stating that he would be in favor of the City splitting the WAC and SAC fees with Mr. Boike.

Ms. Boelter stated that if the City Council is agreeable to splitting the WAC and SAC fees with Mr. Boike, they should make a motion to authorize it and then staff will contact the City's Financial Consultant, Mr. Shannon Sweeney of David Drown and Associates to prepare the necessary documents for an EDA grant or low-interest loan.

Ms. Boelter stated that she did talk to Mr. Sweeney regarding the EDA providing assistance to Mr. Boike and he stated that the City does have funding available through the EDA and should be used for this type of business proposal.

Ms. Boelter asked Mr. Boike if he was agreeable to splitting the WAC and SAC fees with the City. Mr. Boike stated that he is willing to work with the City in whatever capacity is available.

Mr. Boike gave an overview of the work he is doing to identify the feasibility of establishing a Laundromat in the City.

Ms. Boelter recommended that Mr. Boike contact the City in the event that he would need additional assistance. She continued by stating that the EDA can consider providing him with a low-interest loan.

Council Member Marszalek motioned to authorize the Montrose Economic Development Authority to pay for half (1/2) of the Water Access Charge and Sewer Access Charge; which would be approximately \$12,710.00, for the installation of the Laundromat at the former Snap Fitness building. Council Member Solarz seconded the motion. Motion carried 4-0.

Mayor Moynagh thanked Mr. Boike for considering the City of Montrose for a Laundromat business and Subway.

2. Updates

Council Member Marszalek gave an update on the following:

- The Preserve Housing Development has a water pressure test that is pending and the Brummer Group is ready to move forward with developing the property.
- Working with Mr. Matt Trelstad, owner of the former Casey's Building to make some Zoning changes and implement a Conditional Use Permit (C.U.P.).
- There is a developer who has contacted the City to develop the Rolling Meadows-4th Addition.

E. Planning and Zoning Commission

1. Consider Application for Planning and Zoning Commission – Mr. Charles Smallwood

Ms. Boelter presented an Application from Mr. Charles Smallwood to be on the Planning and Zoning Commission. She continued by stating that the City Council tabled discussion of his application at their December 14, 2020 Regular City Council Meeting. Ms. Boelter stated that Mr. Smallwood is in attendance to answer any questions the City Council may have.

Mr. Charles Smallwood, 200 Crystal Lane approached the podium to discuss his Application with the City Council.

Mayor Moynagh asked Mr. Smallwood why he resigned from the Planning and Zoning Commission in the past. Mr. Smallwood stated that he and other members of the Planning and Zoning Commission resigned due to differences with the former Mayor and some of the City Council Members.

Mayor Moynagh asked Mr. Smallwood if he had encouraged other Planning and Zoning Commission Members to resign in the past. Mr. Smallwood stated that he did discuss his plan to resign with the other Planning and Zoning Commission Members; but, their decision to resign was made by them alone.

Council Member Andreoff asked Mr. Smallwood why he wants to return to the Planning and Zoning Commission. Mr. Smallwood stated that he started serving on the Planning and Zoning Commission in the year 2004 and he cares about the Montrose Community. He continued by stating that due to differences in opinions with the former Mayor Michelle Otto and Council Member Lloyd Johnson, he decided to resign.

Council Member Moynagh stated that he has heard from other Planning and Zoning Commissioners how valuable Mr. Smallwood was on the Commission in the past.

Council Member Andreoff motioned to appoint Mr. Charles Smallwood to the Planning and Zoning Commission. Council Member Marszalek seconded the motion. Motion carried 4-0.

F. Public Works Department

1. Updates

Mr. McCormick gave an update on the following Public Works Department item:

- ❖ Northridge ice-skating rink.

11. NO OLD BUSINESS.

12. NEW BUSINESS

A. City Council Member Vacancy

1. Resolution No. 2021-04 *A Resolution Declaring a Vacancy on the City Council*

Ms. Boelter presented Resolution No. 2021-04 and gave an overview of what it states.

Ms. Boelter stated that staff did bring Applications for the vacant City Council seat and they are located on the table by the entrance.

Council Member Andreoff asked when the Applications will be made available to Montrose residents. Ms. Boelter stated that they have been available for about two (2) weeks. She continued by stating that residents can get an Application on the City's website or by contacting City Hall. She continued by stating that information about the Applications has been in the City's newsletter, on the City's website and social media.

Council Member Marszalek motioned to adopt Resolution No. 2021-04 *A Resolution Declaring a Vacancy on the City Council*. Council Member Solarz seconded the motion. Motion carried 3-0-1. Mayor Moynagh abstained.

2. Discussion Regarding City Council Member Vacancy

Ms. Boelter stated that the Applications will be due to City Hall by 11:00 a.m. on Friday, January 22, 2021. She continued by stating that the process for reviewing the Applications, and appointing someone to fill the vacant City Council seat, will be determined after January 22, 2021 and all applicants will be notified. The entire City Council will vote on the applicant to fill the vacancy.

B. Discuss Mayoral Appointments Resolution – Year 2021

The City Council reviewed and discussed the proposed Year 2021 Mayoral Appointments Resolution. The items discussed by the City Council included:

- The City Council Liaison to attend the Community Education regular meeting. Ms. Manson stated that she will inquire about how often the Community Education Meetings are held and when and inform Mayor Moynagh. Mayor Moynagh stated that once he knows, he will appoint a City Council Member to be the Liaison.
- An alternate for the United States Highway Twelve (U.S. Hwy. 12) Safety Coalition Meetings. Mayor Moynagh stated that there does not need to be an alternate for the U.S. Hwy. 12 Safety Coalition Meetings.
- The Personnel Committee name should be changed to *Personnel and Employee Relations Committee*.
- The frequency of the Park and Recreation Commission Meetings. Ms. Manson stated that the purpose of the Park and Recreation Commission is to discuss the development of parks and improvements made to existing parks. The purpose of the Park and Recreation Commission is not to offer programming of events and activities. Ms. Manson continued by stating that a Park Board would be responsible for providing events and activities.

Mayor Moynagh stated that he does believe that residents enjoy the events and activities that are offered by the Park and Recreation Commission. He continued by stating that he believes that the Park and Recreation Commission does not need to meet monthly. Mayor Moynagh recommended that the Commission meet every other month and if they do not have any new items to discuss at that time, the Meeting would be cancelled. He continued by stating that he would like to see the Commission focus more on the development of parks and improvements made to existing parks.

Ms. Manson and Mayor Moynagh shared their concerns about finding enough volunteers to work for the individual events and activities sponsored by the Park and Recreation Commission.

Council Member Marszalek recommended that the Park and Recreation Commission meet quarterly and provide a quarterly event or activity.

Mayor Moynagh directed staff and Council Member Andreoff to discuss the frequency of meetings with the Park and Recreation Commission at their February 4, 2021 Meeting.

- Council Member Marszalek recommended that Commission Chairs be responsible for attending the City Council Meetings to report on the items discussed at their Commission Meetings.

The City Council discussed and were in agreement.

- A City Council Workshop or Special City Council Meeting will be the fifth (5th) Monday of the month.
- Discussed the need for a Utility Board or Public Works Department Board. Ms. Boelter stated that a Utility Board is in place in cities that provide their own electricity to residents. The City of Montrose does not provide this service.

Ms. Boelter stated that the City's Engineers are recommending that they meet with City staff the second (2nd) Tuesday of every month at 10:00 a.m. and City Council Members are invited to attend if they would like. She continued by stating that if the City staff meets with the City Engineers monthly, there would not need to be a Public Works Department Board.

The City Council discussed and were in agreement with the Engineer's proposal. They agreed not to include the monthly Engineer Meeting on the Mayoral Appointments Resolution.

C. Discussion Regarding On-Sale Liquor License Fees for the Year 2021

Ms. Boelter stated that Mayor Moynagh asked to discuss the year 2021 *On-Sale and Sunday Liquor License* fees for Montrose businesses.

Mayor Moynagh stated that he would like to provide discounted *On-Sale and Sunday Liquor License* fees for the City's businesses.

Ms. Manson stated that the City has two (2) businesses with *On-Sale and Sunday Liquor Licenses*. They are Jacques B's and The Ugly Bar.

The City Council discussed and agreed to waive six (6) months of *On-Sale and Sunday Liquor License* fees for Jacques B's and The Ugly Bar. They continued by stating that they would re-evaluate whether or not to continue waiving the fees after the six (6) months.

Council Member Marszalek motioned to charge only six (6) months of *On-Sale and Sunday Liquor License* fees for Jacques B's and The Ugly Bar in the year 2021. Council Member Andreoff seconded the motion. Motion carried 4-0.

D. Year 2021 Fee Schedule

Ms. Boelter presented Ordinance No. 2021-01 and stated that the City Council adopts an Ordinance annually for various development and administrative fees. She continued by presenting Resolution No. 2021-05; which is a Resolution authorizing a summary publication of Ordinance No. 2021-01.

Ms. Boelter stated that Ordinance No. 2021-01 includes the annual fee of \$200.00 for registration of a Mobile Food Unit (MFU) and the \$100.00 increase each to the City's Water Access Charge (WAC) and Sewer Access Charge (SAC).

1. Ordinance No. 2021-01 *An Ordinance Setting Various Development and Administrative Fees*

Council Member Marszalek motioned to adopt Ordinance No. 2021-01 *An Ordinance Setting Various Development and Administrative Fees*. Mayor Moynagh seconded the motion. Motion 4-0.

2. Resolution No. 2021-05 *A Resolution Authorizing Summary Publication of Ordinance No. 2021-01 An Ordinance Setting Various Development and Administrative Fees*

Mayor Moynagh motioned to adopt Resolution No. 2021-05 *A Resolution Authorizing Summary Publication of Ordinance No. 2021-01 An Ordinance Setting Various Development and Administrative Fees*. Council Member Solarz seconded the motion. Motion carried 4-0.

E. Proclamation – Montrose School Choice Week

1. City Council Proclamation recognizing the week of January 24, 2021 through January 30, 2021 as School Choice Week in Montrose

Mayor Moynagh read the Proclamation recognizing the week of January 24, 2021 through January 30, 2021 as *School Choice Week* in the Montrose Community.

13. UPCOMING MEETINGS

- A. Planning and Zoning Commission Meeting – Wednesday, January 13, 2021 at 7:00 p.m. in the Montrose Community Center
- B. Economic Development Authority Meeting – Tuesday, January 19, 2021 ZOOM Meeting at 12:00 p.m.
- C. Special City Council Meeting – Monday, January 25, 2021 at 4:00 p.m. in the Montrose Community Center.
- D. Park and Recreation Commission Meeting – Thursday, February 4, 2021 at 5:30 p.m. in the Montrose Community Center.
- E. Regular City Council Meeting – Monday, February 8, 2021 at 7:00 p.m. in the Montrose Community Center.
- F. Planning and Zoning Commission Meeting – Wednesday, February 10, 2021 at 7:00 p.m. in the Montrose Community Center.
- G. Economic Development Authority Meeting – Tuesday, February 16, 2021 at 12:00 p.m. in the Montrose City Hall.

14. ACKNOWLEDGEMENTS

A. Council Member Moynagh

1. City Staff

Council Member Moynagh acknowledged the Montrose Public Works Department, Fire Department, Emergency Management Director and City staff for their effective and efficient way of handling City operations during the COVID-19 Pandemic.

Ms. Boelter stated that she also wants to acknowledge Mr. Triplett for his excellent, thorough and hard work as the City's Emergency Management Director. She continued by stating that the City is very blessed to have Mr. Triplett as the Emergency Management Director.

2. Mayor Michelle Otto and Council Member Lloyd Johnson

Council Member Moynagh acknowledged and thanked Mayor Michelle Otto and Council Member Lloyd Johnson for their work on the City Council over the past eight (8) years and everything they have done for the City of Montrose.

2. Montrose Fire Department's Firefighters

Council Member Moynagh acknowledged the Montrose Fire Department's Firefighters. He continued by encouraging the general public to apply to be a volunteer Firefighter.

15. ADJOURNMENT

Council Member Marszalek motioned to the adjourn the Regular City Council Meeting at 8:10 p.m. Council Member Solarz seconded the motion. Motion carried 4-0.

Robert W. Moynagh, III
Mayor
City of Montrose

ATTEST:

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

City of Montrose
 Special City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, January 25, 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, January 25, 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 Sam Solarz

Staff Present: Ms. Deb Boelter, City Clerk-Treasurer
 Mr. Wayne McCormick, Public Works Director
 Ms. Jessica Bonniwell, Office Administrator
 Mr. Jared Voge, City Engineer

3. APPROVAL OF AGENDA

Council Member Marszalek motioned to approve the January 25, 2021 Special City Council Meeting Agenda. Council Member Solarz seconded the motion. Motion carried 4-0.

4. BUSINESS

A. City Engineer

i. Year 2020 Pavement Improvements Project – City Hall Parking Lot

The City Engineer, Mr. Jared Voge stated that at the September, 2020 City Council Meeting, the Year 2020 Pavement Improvements Project was awarded to Knife River Corporation of Sauk Rapids, Minnesota. Based on City Council direction, since the Project bids were below budget and the City Hall parking lot requires reconstruction, staff obtained an estimate from Knife River to remove and replace the City Hall parking lot pavement. Mr. Voge stated that Knife River's estimate for the City Hall parking lot was \$78,000.00.

Mr. Voge stated that staff has reviewed the estimate and find the unit prices included within it to be comparable with other estimates received during the fall of 2020. Mr. Voge recommended that should the City Council desire to proceed with the City Hall parking lot improvements, that they authorize staff via a motion to prepare a Change Order in the amount of \$78,000.00 and add the work to the Year 2020 Pavement Improvements Project.

Mayor Moynagh motioned to authorize Bolton and Menk, Incorporated to prepare a Change Order to the Year 2020 Pavement Improvements Project in the amount of \$78,00.00 to complete improvements to the City Hall parking lot. Council Member Marszalek seconded the motion. Motion carried 4-0.

ii. Minnesota Department of Health – Manganese Testing

Mr. Voge stated that the Minnesota Department of Health (MDH) routinely conducts water analysis in partnership with State public water supply systems; such as a city, to monitor water composition. The results of the analysis are provided to the permittee and that information is included in the annual Consumer Confidence Report (CCR). The CCR identifies components within the water which are tested for Maximum Contaminant Levels (MCLs) such as lead, copper, chlorine, fluoride, and etcetera. Other components which exist in water are also monitored and reported in terms of a Health Based Value (HBV). Examples of components with HBVs are iron, manganese, and etcetera.

Mr. Voge stated as part of the annual testing of the City's water, it has been noted that the manganese level within Well #2, Well #4, and Well #5 exceed the HBV of 100 micrograms per Liter (µg/L). The table below summarizes the test results from July and August of 2020:

| Sample Location | Mn (µg/L) 7/15/20 | Mn (µg/L) 8/13/20 | Average Minnesota (µg/L) |
|-----------------|----------------------|----------------------|-----------------------------|
| Well #2 | 790 | 948 | 869 |
| Well #4 | 983 | 990 | 987 |
| Well #5 | 798 | 890 | 844 |

Mr. Voge stated that manganese occurs naturally in rocks and soils across Minnesota and is commonly found in Minnesota ground and surface water. Elevated levels of Manganese can contribute to black staining of plumbing fixtures and in some instances pose a risk to sensitive populations. Since the manganese level exceeds the HBV, the MDH recommends that the City take action to reduce exposure in the drinking water to below the HBV of 100 µg/l. In addition, MDH recommends that the City notify its customers about manganese levels.

Mr. Voge stated that City staff discussed the MDH recommendations and believes that a plan, outlining the next steps in reducing the manganese levels, be developed so that it can be communicated to the City's customers. Mr. Voge continued by stating that if the City Council agrees, staff recommends that the City Council pass a motion authorizing the preparation of a report to identify next steps for manganese reduction within the City's water system.

Council Member Marszalek asked Mr. Voge what options are available to the City to mitigate. Mr. Voge stated that water treatment will mitigate the manganese; however, this is an expensive option. Mr. Voge recommended exploring other, less expensive options for mitigating the elevated manganese in the City's water. He continued by providing the City Council with possible options to consider for mitigation.

Mayor Moynagh asked if the elevated manganese levels affect all households in the City. Mr. Voge stated that it affects all households that are connected to the City's water system and do not use some type of filtration system.

Council Member Marszalek motioned to authorize Bolton and Menk, Incorporated to prepare a report to identify the next steps for manganese reduction within the City's water system. Council Member Solarz seconded the motion. Motion carried 4-0.

iii. Minnesota Department of Natural Resources Grant – Regional Park Shelter

a) Resolution No. 2021-06 *Resolution Authorizing Submission of an Application to the Minnesota Department of Natural Resources for Their Outdoor Recreation Grant*

Mr. Voge stated that the City's Capital Improvement Plan includes the construction of a combined use park shelter within the Regional Park.

Mr. Voge stated that a grant is available through the Minnesota Department of Natural Resources (MN DNR) which includes picnic shelters as an eligible item. The maximum grant award amount is \$250,000.00 and must include a minimum fifty percent (50%) match from the City of Montrose. In kind labor provided by the City of Montrose can also be used towards the fifty percent (50%) match. The total amount available state-wide for this grant cycle is up to \$850,000.00; therefore, the program will be very competitive.

Mr. Voge continued by stating that the deadline to submit an application is March 31, 2021. Construction could occur in the year 2022 construction season with a project completion date of June 30, 2023.

Mr. Voge presented a concept floor plan, elevation views, and site plan. The plans are similar to those submitted with previous grant applications, with the exception of changing the warming house area of the shelter to a kitchen area. The proposed modification is based on City staff discussion that the need for a permanent warming house for a hockey rink at this location is no longer necessary with the recent hockey rink and warming house improvements that were completed at Northridge Park. Other minor revisions discussed by City staff include the addition of roll up sides on the picnic shelter area, additional counters, and adding doors to fully enclose the west end. These revisions can be discussed further and made during final design if a grant is awarded.

Mr. Voge stated that a detailed cost estimate has not been completed. Staff believes the construction cost will exceed \$500,000.00 based on estimates from the original concept in the year 2017 and recent construction inflationary percentages; therefore, the grant award request would be made for the maximum amount of \$250,000.00.

Mr. Voge stated that if the City Council wishes to proceed with a grant application, staff recommends that you authorize Bolton and Menk, Incorporated to proceed with preparing the required submittals and adopt Resolution No. 2021-06.

Ms. Boelter stated that in the year 2019, the City Council held a joint Meeting with the Park and Recreation Commission and the construction of a park shelter at the Regional Park was identified as a priority. She continued by stating that the City has been levying money each year to put towards the construction of the Regional Park shelter.

Council Member Andreoff asked if this is the same grant that the City applied for in the year 2020. Ms. Boelter stated yes and she did contact a representative from the MN DNR to inquire if the City could do anything to improve the writing of the grant to make it more competitive and she stated no. The representative stated that the grant receives several applications and it is very competitive.

Mayor Moynagh motioned to adopt Resolution No. 2021-06 Resolution Authorizing Submission of an Application to the Minnesota Department of Natural Resources for Their Outdoor Recreation Grant. Council Member Andreoff seconded the motion. Motion carried 4-0.

iv. Year 2021 Downtown Improvement Project – Local Road Improvement Program Grant

a) Resolution No. 2021-07 *Resolution Supporting Pursuit of 2020 Local Road Improvement Program Funding from MnDOT for the Downtown Improvement Project*

Mr. Voge stated that the year 2020 Bonding Bill passed by the Minnesota Legislature and signed by Governor Walz includes approximately \$75 Million to fund the Local Road Improvement Program (LRIP). The LRIP provides assistance to agencies for local road construction or reconstruction projects with local, regional, or statewide significance that cannot reasonably be funded through other revenue sources. Solicitations for this program are currently being accepted until March 3, 2021. The maximum grant award is \$1.25 Million per applicant.

Mr. Voge stated that the Year 2021 Downtown Improvement Project would be an eligible Project to receive grant funds. There are several components of the Project which fit this grant program well and would make it a competitive application.

Mr. Voge presented the schedule for the grant program is as follows:

- ❖ Project Application Deadline: March 3, 2021
- ❖ LRIP Advisory Committee Convened: Late April 2021
- ❖ Awards Announced: May 2021

**** A funding agreement must be finalized with State Aid before projects are bid and before any project work begins.**

Mr. Voge stated that if a grant were to be awarded for the Year 2021 Downtown Improvement Project, Project bidding would need to be delayed until such time that a grant agreement is fully executed.

Mr. Voge stated that if the City Council wishes to proceed with a grant application, staff recommends that you authorize Bolton and Menk, Incorporated to proceed with preparing the required submittals and adopt Resolution No. 2021-07.

Ms. Boelter acknowledged Bolton and Menk, Incorporated for bringing applicable reports and grants to the City staff and for their willingness to do the leg work to complete the reports and applications. She continued by stating that City staff is grateful for Mr. Voge and Mr. Kannas' assistance with these type of things.

Council Member Marszalek motioned to adopt Resolution No. 2021-07 Resolution Supporting Pursuit of 2020 Local Road Improvement Program Funding from MnDOT for the Downtown Improvement Project. Council Member Solarz seconded the motion. Motion carried 4-0.

v. Year 2021 Downtown Improvement Project – United States Highway Twelve (U.S. Hwy. 12) Redevelopment Plan

Mr. Voge stated that in the year 2009 a United States Highway Twelve (U.S. Hwy. 12) Redevelopment Plan was adopted by the City of Montrose. Mr. Voge presented the Plan that was provided to the City Council for their reference. One of the goals for the City of Montrose at that time was to better define a downtown area and make it feel more like a downtown area. That resulted in creating a Downtown District which is defined in the U.S. Hwy. 12 Redevelopment Plan and is included as an overlay district on the City's Zoning Map. He continued by stating that pages seven (7) through nine (9) of the U.S. Hwy. 12 Redevelopment Plan discusses the Downtown District and includes some specific recommendations for infrastructure improvements to accomplish the goals set out by the City at that time. Mr. Voge presented an excerpt from the Plan:

Downtown Design Elements: In order to create a sense of place and provide the public with visual and spatial signs that they have arrived in Montrose's downtown, a number of changes are recommended to both existing infrastructure as well as building standards, within the Downtown Overlay District. It is important to note, these are long term goals. It is recommended the City begin, as financially feasible, including funds in a capital improvement fund for the implementation.

Infrastructure: Within the designated downtown commercial area the following infrastructure standards are recommended:

- Bump-outs with bollards at key intersections (Center Avenue and Highway 12)
- Sidewalks are recommended to be placed on the back of the street curb, with brushed concrete designs incorporated, to add to the aesthetics.
- Shorter (15' to 20') pedestrian scale decorative streetlights are recommended with metal haloid lamps, which provide a truer white light and are more pedestrian-friendly, with banners.
- Raised planters with plantings.
- Additional streetscape elements such as trash receptacles, fencing and banners.
- Street trees
- Ornamental fencing in open bays and as a screening to existing parking lots in front and side yards.

Mr. Voge stated that staff is seeking input from the City Council regarding their desire for incorporating enhancements into the Year 2021 Downtown Improvement Project. He continued by stating that the Project provides an opportunity to easily incorporate infrastructure enhancements into the downtown area. If the City Council would like to continue forward with the goals and visions described in the U. S. Hwy. 12 Redevelopment Plan, Bolton and Menk, Incorporated will develop concepts for City Council review and consideration.

The City Council discussed and directed Mr. Voge to include the following infrastructure enhancements in the downtown area during the Year 2021 Downtown Improvement Project:

- Moderately priced ornamental street lighting with banners along 2nd Street, 3rd Street and Center Avenue South.
- Planters.
- Work with the Montrose Lions to install more park benches.
- Trash receptacles.

Mr. Voge stated that staff will use the information provided by the City Council to draw a concept plan and bring it to a future City Council Meeting for consideration and discussion.

B. Conditional Use Permit Approval – 345 Garfield Avenue South

i. Resolution No. 2021-08 *Resolution Approving a Conditional Use Permit for an Accessory Building at 345 Garfield Avenue South*

Ms. Boelter stated that Ruth and Dennis Isaacs are requesting approval of a Conditional Use Permit (C.U.P.) to allow the construction of a detached accessory building. The combination of the existing attached garage (444 square feet) and proposed detached garage (960 square feet) exceed 1,000 square feet requiring a C.U.P.

Ms. Boelter stated that the Zoning Ordinance allows single-family properties to have an attached and detached garage in excess of 1,000 square feet by C.U.P. provided it doesn't exceed 1,500 square feet.

She continued by stating that the Planning and Zoning Commission held a Public Hearing on January 13, 2021 to consider the C.U.P. for 345 Garfield Avenue South and the Commission voted to recommend that the City Council approve the C.U.P. with the following conditions:

1. The exterior finish of the building shall be consistent with the principal structure.
2. The location shall meet all required setbacks and the building inspector shall confirm the side yard setbacks.
3. No business activity shall be conducted within the structure.

Council Member Marszalek motioned to adopt Resolution No. 2021-08 *Resolution Approving a Conditional Use Permit for an Accessory Building at 345 Garfield Avenue South*. Mayor Moynagh seconded the motion. Motion carried 4-0.

C. Garbage and Recycling Contract Renewal

Ms. Boelter stated that the City has been contacted by a representative from Randy's Sanitation regarding the renewal of the City's Contract with Randy's Sanitation for garbage and recycling services. She continued by stating that the current Contract expires May 31, 2021.

Ms. Boelter stated that she did contact Randy's Sanitation and discussed having them take over the billing process for Montrose residents. She continued by stating that having the garbage billing through the City's utility billing takes up a great deal of time for City staff with customer service issues and representatives from Randy's Sanitation have not been helpful in resolving the customer service issues.

Ms. Boelter stated that the representative from Randy's Sanitation indicated that they have taken over the billing for other cities and it works well as far as dealing with customer service issues; because, they are not going through City staff but dealing directly with the customer.

The City Council shared concerns that they have received from residents regarding poor customer service with Randy's Sanitation.

The City Council discussed and directed City staff to obtain Request for Proposals (RFPs) for garbage and recycling services in the City of Montrose. They were also in agreement that garbage billing should be removed from the City's utility billing and residents should be billed directly by the Garbage Company. **Council Member Marszalek motioned to direct City staff to solicit Request for Proposals (RFPs) for garbage and recycling services in the City of Montrose and to have garbage billing be removed from**

utility billing and residents be billed directly by the Garbage Company. Council Member Solarz seconded the motion. Motion carried 4-0.

D. Personnel and Employee Relations Committee

i. Annual Performance Reviews Approval – Mr. Wayne McCormick and Ms. Deb Boelter

Ms. Boelter stated that Mayor Moynagh and Council Member Marszalek conducted the annual Performance Reviews for the Public Works Department Director, Mr. McCormick and City Clerk-Treasurer, Ms. Deb Boelter and staff needs City Council approval of the Reviews and a two percent (2%) performance wage increase for Mr. McCormick and Ms. Boelter.

Council Member Marszalek motioned to approve the annual Performance Reviews and a two percent (2%) wage increase for both Mr. Wayne McCormick and Ms. Deb Boelter. Mayor Moynagh seconded the motion. Motion carried 4-0.

ii. City Clerk-Treasurer Retirement Resignation – Effective March 31, 2021

Ms. Boelter presented her Letter of Retirement Resignation effective March 31, 2021.

Mayor Moynagh motioned to accept Ms. Deb Boelter's *Letter of Retirement Resignation* effective March 31, 2021. Council Member Marszalek seconded the motion. Motion carried 4-0.

iii. Discuss Administration Restructuring

Council Member Marszalek stated that the Personnel and Employee Relations Committee discussed the restructuring of the City's Administration Department with the resignation of Ms. Boelter.

He continued by stating that the Personnel and Employee Relations Committee discussed appointing Ms. Jessica Bonniwell as City Administrator immediately and Ms. Wendy Manson would go from Deputy Clerk to City Clerk-Treasurer. Council Member Marszalek stated that Ms. Manson is currently doing City Clerk-Treasurer work and it would simply be a title change.

Council Member Marszalek stated that the City would post a job opening for Deputy Clerk, the position that Ms. Bonniwell had. At a later date, an Administrative Assistant would be hired.

Ms. Boelter stated that the job duties and responsibilities that she has been doing are those of a City Administrator and with the continued growth that the City of Montrose is experiencing, the City needs a City Administrator to manage the day-to-day operations.

Ms. Boelter stated that the City Administrator position will not be in the American Federation of State, County and Municipal Employees (AFSCME) Union; because, the City Administrator will help negotiate Union Contracts as part of their job duties and responsibilities. She continued by stating that the City Administrator would be employed by the City through a Contract.

Mayor Moynagh stated that he believes it is important to have that one "go-to-person" at City Hall in the City Administrator position. He continued by stating that with the type of growth the City is experiencing, the City should be set-up more like a corporation. The City Council would be the Board and the City Administrator would like after everything else.

Council Member Marszalek stated that there is not a lot of change in the Union numbers as far as a head count is concerned.

Ms. Boelter stated that since she started working with the City of Montrose in May of 2018, Ms. Bonniwell has worked side-by-side with her and she knows every aspect of the job she does. Ms. Boelter stated that Ms. Bonniwell is a very smart young lady, hard-working and does a great job in her interactions with the general public, Consultants, perspective business people and etcetera.

Ms. Boelter stated that Council Member Marszalek did conduct a lengthy interview with Ms. Bonniwell to discuss moving into the City Administrator position.

iv. Discuss Proposed Job Descriptions

Ms. Boelter presented the following Job Descriptions with amendments to reflect the restructuring of the City's Administration staff.

- a) City Administrator
- b) City Clerk-Treasurer
- c) Deputy Clerk

Council Member Marszalek motioned to adopt the City Administrator, City Clerk-Treasurer and Deputy Clerk Job Descriptions as presented. Council Member Solarz seconded the motion. Motion carried 4-0.

Council Member motioned to appoint Ms. Jessica Bonniwell to the position of City Administrator with the City of Montrose. Council Member Solarz seconded the motion. Motion carried 4-0.

v. Cell Phone Purchase – Office Administrator

Ms. Boelter stated that Ms. Bonniwell has requested a City Cell Phone.

Ms. Bonniwell stated that she conducts a lot of City business on her personal phone.

Mayor Moynagh stated that Mr. McCormick indicated at the Personnel and Employee Relations Committee Meeting that it would be a minimal cost to add a Cell Phone to the City's Plan for Ms. Bonniwell.

Mayor Moynagh motioned to provide Ms. Jessica Bonniwell with a City Cell Phone. Council Member Solarz seconded the motion. Motion carried 4-0.

E. Discuss City Council Meeting Agenda Packets and Tablets

Mayor Moynagh stated that the City budgeted for the City Council and Administration staff to receive tablets. He continued by asking the City Council Members if they would like a tablet. The following City Council Members stated that they would like to receive a tablet:

- ❖ Ms. Nicole Andreoff
- ❖ Mr. Sam Solarz

Mayor Moynagh asked the City Council Members who would like to receive a hard copy of the Meeting Agenda Packets. The following City Council Members stated that they wanted to continue receiving a hard copy of the Meeting Agenda Packets:

- ✓ Mayor Kirby Moynagh
- ✓ Ms. Nicole Andreoff
- ✓ Mr. Sam Solarz

F. Discuss Consultant Services

Ms. Boelter stated that the City Council and staff have had some concerns regarding the services being provided by some of the City's Consultants.

Ms. Boelter stated that on Wednesday, January 27, 2021, Mayor Moynagh; Council Member Marszalek; Planning and Zoning Commission Chair, Mr. Mike Scanlon and City staff are meeting with one of the owners of Northwest Associated Consultants to discuss the expectations of the City's Planner.

Ms. Boelter stated that there have been some concerns about the services being offered by the City's Attorney, Campbell Knutson.

Council Member Marszalek stated that he contacted the City's former Attorney, Ms. Mary Tietjen from Kennedy and Graven and she would be willing to work as the City of Montrose's Attorney again.

Ms. Boelter stated that Kennedy and Graven is considered a premier Law Firm when it comes to the legal services that they provide cities. The lawyers and staff members from the Firm often provide training for events, conferences and etcetera that are sponsored by the League of Minnesota Cities, Minnesota Municipal Clerks and Finance Officers Association and other related organizations.

Ms. Boelter stated that Ms. Tietjen herself has over twenty (20) years of experience serving as a City Attorney. Since leaving the City of Montrose, she has become the City Attorney for the City of Osseo, Minnesota and their City Council Meetings are the second (2nd) and fourth (4th) Monday of every month. Ms. Tietjen stated that she will work with one (1) or two (2) other colleagues from Kennedy and Graven on business for the City of Montrose and they will attend the Montrose City Council Meeting as needed. Ms. Boelter stated that Ms. Tietjen indicated that if there is a legal matter that absolutely requires her presence at a City Council Meeting, she will send a colleague to the Osseo City Council Meeting and she will be present at the Montrose City Council Meeting.

Ms. Boelter stated that Ms. Tietjen has vast experience in Labor Union negotiations and other personnel issues. Council Member Marszalek stated that from his experience in the City's past Labor Union negotiations, the current Attorney from Campbell and Knutson that participates in Labor Union negotiations is lacking in skills and knowledge.

Ms. Boelter stated that Kennedy and Graven have their own in-house Bond Counsel. They will be a full-service Law Firm with Attorneys and staff that are experts in all areas of local government. Ms. Boelter stated that it will be very similar to the wide range of services that the City receives from Bolton and Menk, Incorporated.

Mayor Moynagh asked what the price difference would be between Campbell Knutson and Kennedy and Graven. Ms. Boelter stated that she does not have that information; but, she believes that the fees for both Law Firms are similar to stay competitive.

Ms. Boelter stated that if the City Council decides to hire Kennedy and Graven as their City Attorney, the City staff will need to decide if they want to continue hourly billing or go to a monthly retainer. She continued by stating that Ms. Tietjen indicated that there is no price difference between hourly billing or a monthly retainer; but, some cities find it easier for budgeting purposes to have a monthly retainer.

Council Member Marszalek stated that he would like to see the City pay for legal services for an Attorney that has knowledge about the City's business and is prepared to discuss items presented at the City Council Meetings.

Mayor Moynagh stated that there are three (3) options for the City Council to consider when it comes to the City's legal services:

1. The City can continue with Campbell and Knutson.
2. The City can solicit RFPs for legal services.
3. A motion and a vote can be taken to discontinue legal services with Campbell and Knutson and hire Kennedy and Graven.

Council Member Solarz stated that he believes that it will help the City move forward by hiring Kennedy and Graven as the City's Attorney.

Council Member Marszalek motioned to discontinue the City's legal services with Campbell and Knutson and hire Ms. Mary Tietjen from Kennedy and Graven as the City's Attorney effective March 1, 2021. Mayor Moynagh seconded the motion. Motion carried 4-0.

5. OTHER

A. Ms. Patty Ernst – Landlord Issues

Ms. Patty Ernst, 157 Mindy Lane, addressed the City Council regarding concerns about the poor, unsafe and unhealthy conditions of some of the townhomes in the facility located on the corner of Mindy Lane and Emerson Avenue North. Ms. Ernst also shared her concerns about some of the landlords that refuse to address the poor condition of the townhomes that they rent to individuals.

Mayor Moynagh asked Ms. Ernst what she would like the City to do. Ms. Ernst asked the City Council to review their Ordinances and consider making amendments to them that place stricter requirements on property owners and/or landlords to improve their rental properties to make them safer and healthier for renters. She continued by recommending that the City's Rental Ordinance require all registered rental properties to be inspected to ensure that they are in compliance with Building Codes.

Mayor Moynagh recommended that Ms. Ernst contact Wright County Human Services to inquire what can be done about the deteriorating conditions in the townhomes.

B. Vacant City Council Seat

Ms. Boelter stated that the City received eight (8) applications for the vacant City Council seat.

Mayor Moynagh directed the current City Council Members to review the eight (8) applications and provide Ms. Boelter and Ms. Bonniwell with their top four (4) candidates that they would like to interview for the vacant City Council seat.

The City Council discussed and directed City staff to schedule a *Special City Council Meeting* for Wednesday, February 3, 2021 starting at 4:00 p.m. to conduct interviews of the top four (4) candidates. The interviews should be scheduled in forty-five (45) minute increments.

Mayor Moynagh motioned to schedule a *Special City Council Meeting* for Wednesday, February 3, 2021 starting at 4:00 p.m. to interview four (4) candidates for the vacant City Council seat. Council Member Solarz seconded the motion. Motion carried 4-0.

6. ADJOURNMENT

Council Member Marszalek motioned to adjourn the Special City Council Meeting at 5:37 p.m. Council Member Solarz seconded the motion. Motion carried 4-0.

Robert W. Moynagh III
Mayor
City of Montrose

ATTEST:

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

City of Montrose
 Special City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Wednesday, February 3, 2021
 3:30 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in a Special City Council Meeting on Wednesday, February 3, 2021 at 3:30 p.m.

Mayor Moynagh called the meeting to order at 3:30 p.m.

2. ROLL CALL

Present: Mayor Kirby Moynagh
 Council Member Nicole Andreoff
 Council Member Tom Marszalek
 Council Member Sam Solarz

Staff Present: Ms. Deb Boelter, City Clerk-Treasurer
 Ms. Jessica Bonniwell, City Administrator

3. APPROVAL OF AGENDA

Council Member Marszalek motioned to approve the February 3, 2021 Special City Council Meeting Agenda. Mayor Moynagh seconded the motion. Motion carried 4-0.

4. BUSINESS

A. City Attorney Introductions – Kennedy and Graven

Ms. Mary Tietjen of Kennedy and Graven was in attendance at the *Special City Council Meeting* to introduce herself and her staff.

Ms. Tietjen gave an overview of the work Kennedy and Graven does for local governments.

Mr. Joe Sathe and Mr. Sam Ketchum also from Kennedy and Graven were in attendance at the *Meeting* to introduce themselves. Ms. Tietjen stated that Mr. Sathe and Mr. Ketchum will be working on the City of Montrose business and will be attending the City Council Meetings when needed.

Ms. Boelter stated that staff has contacted Campbell Knutson and asked them to work with Ms. Tietjen to make the transition from Campbell Knutson to Kennedy Graven by March 1, 2021. Ms. Tietjen stated that City Attorney, Mr. James Monge has reached out to Ms. Tietjen to make the transition.

Ms. Boelter stated that staff has been including Ms. Tietjen on all legal correspondence to keep her informed and ready to take over the legal services for the City of Montrose on March 1, 2021.

Ms. Tietjen answered questions from the City Council.

B. Interviews – City Council Member Vacancy

The City Council conducted interviews for the City Council vacancy with the following residents:

- i. Ms. Christina Oswald

- ii. Mr. Mike Scanlon
- iii. Mr. Roger Fraumann
- iv. Mr. David Paradeise

Council Member Marszalek motioned to appoint Mr. David Paradeise to fill the vacant City Council seat for a term expiring on December 31, 2022. Council Member Solarz seconded the motion. Motion carried 4-0.

5. NO OTHER.

6. ADJOURNMENT

Mayor Moynagh motioned to adjourn the Special City Council Meeting at 6:49 p.m. Council Member Solarz seconded the motion. Motion carried 4-0.

Robert W. Moynagh III
Mayor
City of Montrose

ATTEST:

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

ACCOUNTS PAYABLE LIST

FEBRUARY 8, 2021

| | | |
|-------------------------|---------------------------|----------|
| Payroll | 1/11/21 Payroll | 16297.90 |
| Payroll | 1/26/21 Payroll | 13598.14 |
| IRS-Federal Tax Payment | 1/11/21 FED/FICA Tax | 5741.51 |
| IRS-Federal Tax Payment | 1/26/21 FED/FICA Tax | 4965.26 |
| MN Dept. of Revenue | 1/11/21 State Withholding | 1045.27 |
| MN Dept. of Revenue | 1/26/21 State Withholding | 905.07 |
| PERA | 1/11/21 Payroll | 3007.43 |
| PERA | 1/26/21 Payroll | 2862.19 |

| | | |
|-------------------------|----------------------|---------|
| *Ameritas Life Ins. | Employee Optical Ins | 54.52 |
| MN Dept of Revenue | Dec. Sales Tax | 1661.00 |
| Payment Service Network | Jan. PSN/ACH Fees | 1131.07 |

| | | |
|--------------------------|--------------------------------|----------|
| Aramark | Uniforms/Floor Mats | 75.31 |
| Badger Meter | Monthly Hosting Fee | 97.06 |
| Cardmember Services | Council/Emerg Mgmt Computer | 375.29 |
| Culligan | City Hall Softener | 66.10 |
| Delta Dental | Feb. Dental Ins. | 699.60 |
| Health Partners | Feb. Health Ins. | 12569.69 |
| *IUOE Local #49 | Jan. Union Dues | 210.00 |
| League of MN Cities | Marszalek Officials Conf | 95.00 |
| Lincoln Nat'l Life Ins. | Feb. Life Ins. | 153.68 |
| *Madison Nat'l Life Ins. | Feb Disability Ins. | 372.28 |
| Menards | WWTP/PW Shop Supplies | 90.72 |
| Metro West | Bldg Inspect/Permits | 10559.20 |
| MN Computer Systems | Monthly Copier Mtce Agreement | 234.00 |
| MVTL Labs | WWTP Testing | 127.10 |
| *NW Assoc. Consultants | Planners Services | 683.10 |
| WakeSun, LLC | Solar Energy | 5717.75 |
| Wal-Mart | City Hall/WWTP Office Supplies | 161.20 |
| Wenck Assoc. | TH 25 Engineering Services | 66.50 |
| Wex Bank | Gas Charges | 316.10 |
| Windstream | Telephone Charges | 117.18 |
| Wright Cty Auditor | Jan Patrol Services | 24865.63 |
| Xcel Energy | Electric & Gas Charges | 5557.95 |
| Ziegler. Inc. | Generator Annual Mtce | 6609.43 |

| | |
|---------------------------|-----------|
| ACCOUNTS PAYABLE SUBTOTAL | 121089.23 |
|---------------------------|-----------|

| | | |
|---------------------|--------------------------|--------|
| Adam's Pest Control | City Hall Rodent Control | 159.99 |
| Aramark | Uniforms/Rugs | 225.93 |
| Becky Blomgren | Utility Overpayment | 134.26 |

February 8, 2021

Page 2

| | | |
|--------------------------|---|----------|
| Bolton & Menk | Engineering Services | 46813.75 |
| Campbell Knutson | Legal Services | 1598.15 |
| Centra Sota | Diesel Tank Annual Lease | 50.00 |
| Centra Sota | Diesel Fuel | 969.60 |
| Comcast | Internet Services | 433.23 |
| Delano Auto Parts | Payloader/Generators | 156.35 |
| Donald Foster | Utility Overpayment | 110.56 |
| Gopher State One-Call | Annual Fee | 50.00 |
| Gopher State-One Call | Water/Sewer Locates | 14.85 |
| David Griffieth | Utility Overpayment | 265.55 |
| Marie Jenson | Janitorial Services | 250.00 |
| League of MN Cities | Solarz/Moynagh Conf | 30.00 |
| LGI Homes | Utility Overpayment | 697.52 |
| Marco | Monthly Printer Agreement | 65.87 |
| Menards | PW Shop Supplies | 20.61 |
| *Metro West Inspect. | Bldg Permits/Inspect | 1992.67 |
| Milhausen Auto Repair | PW Pickup Mtce. | 45.00 |
| Milhausen Auto Repair | Silverado Repair | 346.15 |
| *MN Dept. of Labor/Ind | 4 th Qtr Bldg Permit Surcharge | 1043.90 |
| MN DNR | 2021 Water Permit | 641.95 |
| MN Munic. Utilities Assn | 2021 Water Membership | 332.00 |
| MN Munic. Utilities Assn | 2021 Drug Testing Consortium | 155.00 |
| MN PFA Loan | Water/WWTP Loans | 17217.84 |
| MVTL Labs | Water Testing | 49.85 |
| MVTL Labs | WWTP Testing | 544.62 |
| NEC Cloud Comm. | Telephone Charges | 181.85 |
| Northland Securities | Annual Disclosure Filing | 435.00 |
| Heather Oachs | utility Overpayment | 139.74 |
| Paumen Computer Services | Monthly IT/Backup | 360.00 |
| Paumen Computer Services | Computer Repairs | 210.00 |
| Quill | Office Supplies | 150.44 |
| R Home | Landscape Escrow | 3000.00 |
| Randy's Enviro. Services | Jan. Refuse/Recycle | 16635.84 |
| RDO Equipment | Payloader Repairs | 113.79 |
| Rice lake Construction | Wellhouse Pay #9 | 18715.00 |
| Safety Train, Inc. | 2021 Safety Training | 1500.00 |
| Total Printing | Council Business Cards | 355.00 |
| US Internet | Exchange Host | .90 |
| U.S. Bank | 2012A Bond Agent Fee | 500.00 |
| USA BlueBook | WWTP Supplies | 125.97 |
| Verizon | Cellphones | 337.79 |
| Wright Cty Auditor | Feb. Patrol Services | 24865.63 |
| Wright-Hennepin CO-OP | Electric Charges | 256.68 |

TOTAL ACCOUNTS PAYABLE

263388.06

February 8, 2021

Page 3

 MOYNAGH

BOELTER

MARSZALEK

 ANDREOFF

SOLARZ

* Appendix

Payments received to offset checks written

| | | |
|-------------------|-------------------------------|---------|
| Payroll Deduction | Jan. Optical Ins. | 54.52 |
| Payroll Deduction | IUOE #49 Jan. Union Dues | 210.00 |
| Developer Expense | NW Assoc Consultants | 210.00 |
| Payroll Deduction | Feb. Disability Ins | 372.28 |
| Building Permits | 4 th Qtr Surcharge | 1043.90 |
| Building Permits | Metro West Inspect | 1992.67 |

FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

FEBRUARY 8, 2021

| | | |
|--------------------------|------------------|----------|
| Payroll | Annual Payroll | 60960.00 |
| Internal Revenue Service | FED/FICA Tax | 12475.98 |
| MN Dept. of Revenue | State W/H | 1637.60 |
| Cardmember Service | FD Computer | 195.95 |
| Volunteer FF Banefit | 2021 Life Ins | 200.00 |
| Wex Bank | Gas Charges | 139.51 |
| Ancom Comm. | Tender 11 Radio | 498.50 |
| Bound Tree | Medical Supplies | 105.55 |
| Comcast | Internet Service | 97.85 |
| MacQueen Emerg. | Helmet Plates | 49.52 |
| Menards | Station Supplies | 36.96 |
| Milhausen Auto Repair | G-11 Mtce. | 45.00 |
| Russell Security | Station Mtce. | 1345.00 |
| Streicher's | Uniforms | 43.00 |
| Verizon | FD I-Pad | 40.01 |
| TOTAL ACCOUNTS PAYABLE | | 77870.43 |

MOYNAGH
BOELTER
MARSZALEK

ANDREOFF
SOLARZ

*APPENDIX

Payments received to offset checks written

CITY OF MONTROSE

Monthly Adjustments

02/01/21 4:37 PM

Page 1

| Account | Tran Type | Charge Name | Charge Type | Amount | Date |
|-----------------|--------------|-------------------|----------------|------------|-----------|
| 00-00001218-00- | Adjustment | | UR | (\$81.92) | 1/21/2021 |
| 01-00001256-00- | Adjustment | Hang Disconnect N | Service | \$25.00 | 1/12/2021 |
| 01-00001906-00- | Adjustment | Hang Disconnect N | Service | \$25.00 | 1/12/2021 |
| 01-00001948-00- | Adjustment | Hang Disconnect N | Service | \$25.00 | 1/12/2021 |
| 01-00001949-00- | Adjustment | Hang Disconnect N | Service | \$25.00 | 1/12/2021 |
| 01-00002593-00- | Adjustment | Hang Disconnect N | Service | \$25.00 | 1/12/2021 |
| 01-00003118-00- | Adjustment | Hang Disconnect N | Service | \$25.00 | 1/12/2021 |
| 01-00004086-00- | Adjustment | Hang Disconnect N | Service | \$25.00 | 1/12/2021 |
| 01-00001046-00- | Adjustment | Hang Disconnect N | Service | \$25.00 | 1/12/2021 |
| 01-00006053-00- | Adjustment | Hang Disconnect N | Service | \$25.00 | 1/12/2021 |
| 01-00005012-00- | Adjustment | Storm Water | Service | (\$0.23) | 1/28/2021 |
| 00-00002566-02- | Adjustment | | UR | (\$206.09) | 1/21/2021 |
| 00-00001739-00- | Adjustment | | UR | (\$21.72) | 1/21/2021 |
| 01-00005012-00- | Adjustment | Combo Water | Service | (\$1.29) | 1/28/2021 |
| 01-00005012-00- | Adjustment | Garbage-60 GAL | Service | (\$0.65) | 1/28/2021 |
| 01-00005012-00- | Adjustment | Garbage Tax | Surcharge | (\$0.06) | 1/28/2021 |
| 01-00005012-00- | Adjustment | Sewer Collection | Service | (\$1.18) | 1/28/2021 |
| 01-00005012-00- | Adjustment | WWTP | Service | (\$1.24) | 1/28/2021 |
| 01-00005012-00- | Adjustment | Recycle-60 | Service | (\$0.10) | 1/28/2021 |
| 01-00005166-00- | Adjustment | Hang Disconnect N | Service | \$25.00 | 1/12/2021 |
| | | | | (\$64.48) | |

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



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 February 1, 2021

| Incident Start Date/Time | Initial Call | CFS # | Final Incident | Case Number | How Reported |
|---|----------------|------------|----------------------------|-------------|--------------|
| 911 Abandoned Total: 1 | | | | | |
| 01/07/21 10:42 | 911 Abandoned | 2021001601 | | | 911 |
| 911 Hang-up Total: 5 | | | | | |
| 01/03/21 14:08 | 911 Hang-up | 2021000578 | | | 911 |
| 01/04/21 19:14 | 911 Hang-up | 2021000907 | | | 911 |
| 01/13/21 16:08 | 911 Hang-up | 2021003340 | 911 Hang-up | WP21001167 | 911 |
| 01/22/21 16:45 | 911 Hang-up | 2021005722 | | | 911 |
| 01/28/21 08:35 | 911 Hang-up | 2021007110 | | | 911 |
| 911 Open Line Total: 9 | | | | | |
| 01/09/21 09:13 | 911 Open Line | 2021002135 | | | 911 |
| 01/11/21 15:12 | 911 Open Line | 2021002763 | | | 911 |
| 01/14/21 09:32 | 911 Open Line | 2021003488 | | | 911 |
| 01/15/21 16:16 | 911 Open Line | 2021003848 | | | 911 |
| 01/16/21 20:08 | 911 Open Line | 2021004189 | | | 911 |
| 01/20/21 05:00 | 911 Open Line | 2021005032 | | | 911 |
| 01/21/21 22:15 | 911 Open Line | 2021005516 | | | 911 |
| 01/24/21 11:27 | 911 Open Line | 2021006165 | | | 911 |
| 01/24/21 11:38 | 911 Open Line | 2021006167 | | | 911 |
| 911 Open Line; Suspicious - Circumstances Total: 1 | | | | | |
| 01/04/21 18:04 | 911 Open Line; | 2021000892 | Suspicious - Circumstances | WP21000346 | 911 |
| Agency Assist Total: 4 | | | | | |
| 01/12/21 14:58 | Agency Assist | 2021003037 | Agency Assist | WP21001058 | Phone |
| 01/13/21 12:35 | Agency Assist | 2021003259 | Agency Assist | WP21001150 | Phone |
| 01/14/21 16:52 | Agency Assist | 2021003582 | Agency Assist | WP21001243 | Phone |
| 01/25/21 13:34 | Agency Assist | 2021006432 | Agency Assist | WP21002198 | Phone |
| Alarm Total: 1 | | | | | |
| 01/28/21 17:13 | Alarm | 2021007235 | | | Phone |
| Animal Total: 3 | | | | | |
| 01/18/21 17:44 | Animal | 2021004664 | Animal | WP21001596 | Phone |
| 01/19/21 16:35 | Animal | 2021004937 | | | Phone |
| 01/20/21 10:35 | Animal | 2021005074 | Animal | WP21001743 | Phone |
| Assault Total: 1 | | | | | |
| 01/23/21 15:27 | Assault | 2021005978 | Assault | WP21002051 | 911 |
| Check Welfare Total: 12 | | | | | |
| 01/06/21 08:19 | Check Welfare | 2021001271 | Check Welfare | WP21000477 | Phone |

| Incident Start Date/Time | Initial Call | CFS # | Final Incident | Case Number | How Reported |
|--------------------------|---------------|------------|----------------|-------------|--------------|
| 01/08/21 12:01 | Check Welfare | 2021001854 | Check Welfare | WP21000677 | Phone |
| 01/09/21 11:49 | Check Welfare | 2021002172 | Check Welfare | WP21000772 | Phone |
| 01/15/21 13:27 | Check Welfare | 2021003795 | Check Welfare | WP21001318 | Phone |
| 01/17/21 19:50 | Check Welfare | 2021004443 | Check Welfare | WP21001509 | Phone |
| 01/18/21 13:48 | Check Welfare | 2021004623 | Check Welfare | WP21001577 | Phone |
| 01/22/21 22:52 | Check Welfare | 2021005805 | Check Welfare | WP21002002 | Phone |
| 01/24/21 00:43 | Check Welfare | 2021006088 | Check Welfare | WP21002084 | 911 |
| 01/24/21 12:13 | Check Welfare | 2021006176 | Check Welfare | WP21002123 | Phone |
| 01/24/21 16:28 | Check Welfare | 2021006235 | Check Welfare | WP21002137 | 911 |
| 01/27/21 21:36 | Check Welfare | 2021007029 | Check Welfare | WP21002403 | Phone |
| 01/28/21 06:59 | Check Welfare | 2021007094 | Check Welfare | WP21002431 | 911 |

Citizen Aid Total: 3

| | | | | | |
|----------------|-------------|------------|-------------|------------|-------|
| 01/09/21 07:29 | Citizen Aid | 2021002123 | Citizen Aid | WP21000763 | Phone |
| 01/10/21 12:44 | Citizen Aid | 2021002424 | Citizen Aid | WP21000855 | 911 |
| 01/13/21 00:02 | Citizen Aid | 2021003150 | Citizen Aid | WP21001092 | Phone |

Civil Complaint Total: 6

| | | | | | |
|----------------|-----------------|------------|-----------------|------------|-------|
| 01/01/21 10:58 | Civil Complaint | 2021000072 | Civil Complaint | WP21000037 | 911 |
| 01/05/21 11:31 | Civil Complaint | 2021001061 | Civil Complaint | WP21000413 | Phone |
| 01/05/21 20:42 | Civil Complaint | 2021001200 | Citizen Aid | WP21000457 | Phone |
| 01/13/21 17:42 | Civil Complaint | 2021003361 | Civil Complaint | WP21001176 | Phone |
| 01/25/21 06:18 | Civil Complaint | 2021006333 | Civil Complaint | WP21002163 | 911 |
| 01/31/21 17:30 | Civil Complaint | 2021007989 | Civil Complaint | WP21002699 | Phone |

Civil Process Total: 7

| | | | | | |
|----------------|---------------|------------|--|--|---------|
| 01/04/21 15:16 | Civil Process | 2021000854 | | | |
| 01/05/21 10:12 | Civil Process | 2021001043 | | | Officer |
| 01/20/21 12:36 | Civil Process | 2021005101 | | | Officer |
| 01/27/21 11:51 | Civil Process | 2021006880 | | | Officer |
| 01/27/21 12:47 | Civil Process | 2021006895 | | | Officer |
| 01/28/21 14:28 | Civil Process | 2021007196 | | | Officer |
| 01/29/21 15:18 | Civil Process | 2021007450 | | | Officer |

Commercial Fire Alarm Total: 1

| | | | | | |
|----------------|-----------------------|------------|-----------------------|------------|-------|
| 01/18/21 15:45 | Commercial Fire Alarm | 2021004641 | Commercial Fire Alarm | WP21001587 | Phone |
|----------------|-----------------------|------------|-----------------------|------------|-------|

Commercial General Alarm Total: 2

| | | | | | |
|----------------|--------------------|------------|---------------------|------------|-------|
| 01/10/21 07:07 | Commercial General | 2021002377 | Commercial Burglary | WP21000836 | Phone |
| 01/28/21 00:03 | Commercial General | 2021007061 | | | Phone |

Court Order Violation Total: 4

| | | | | | |
|----------------|-----------------------|------------|----------------------------|------------|-------|
| 01/02/21 18:19 | Court Order Violation | 2021000389 | Court Order Violation | WP21000158 | 911 |
| 01/04/21 16:44 | Court Order Violation | 2021000876 | Court Order Violation | WP21000340 | Phone |
| 01/27/21 12:48 | Court Order Violation | 2021006896 | Suspicious - Circumstances | WP21002360 | Phone |
| 01/31/21 18:49 | Court Order Violation | 2021008011 | Court Order Violation | WP21002709 | Phone |

Disabled Vehicle Total: 1

| | | | | | |
|----------------|------------------|------------|--|--|-----|
| 01/28/21 15:47 | Disabled Vehicle | 2021007217 | | | 911 |
|----------------|------------------|------------|--|--|-----|

| Incident Start Date/Time | Initial Call | CFS # | Final Incident | Case Number | How Reported |
|--------------------------|--------------|-------|----------------|-------------|--------------|
|--------------------------|--------------|-------|----------------|-------------|--------------|

Disorderly Total: 1

| | | | | | |
|----------------|------------|------------|------------|------------|-------|
| 01/25/21 12:36 | Disorderly | 2021006416 | Disorderly | WP21002190 | Phone |
|----------------|------------|------------|------------|------------|-------|

Domestic Disturbance Total: 5

| | | | | | |
|----------------|----------------------|------------|----------------------|------------|-------|
| 01/14/21 17:20 | Domestic Disturbance | 2021003590 | Domestic Disturbance | WP21001245 | 911 |
| 01/17/21 05:18 | Domestic Disturbance | 2021004290 | Domestic Disturbance | WP21001463 | 911 |
| 01/22/21 20:59 | Domestic Disturbance | 2021005772 | Domestic Disturbance | WP21001993 | 911 |
| 01/29/21 19:17 | Domestic Disturbance | 2021007501 | Domestic Disturbance | WP21002548 | 911 |
| 01/31/21 13:13 | Domestic Disturbance | 2021007931 | Domestic Disturbance | WP21002682 | Phone |

Drugs; Domestic Disturbance Total: 1

| | | | | | |
|----------------|-----------------|------------|----------------------|------------|-----|
| 01/03/21 05:14 | Drugs; Domestic | 2021000477 | Domestic Disturbance | WP21000197 | 911 |
|----------------|-----------------|------------|----------------------|------------|-----|

Dumping Total: 1

| | | | | | |
|----------------|---------|------------|---------|------------|--|
| 01/31/21 14:04 | Dumping | 2021007942 | Dumping | WP21002685 | |
|----------------|---------|------------|---------|------------|--|

Fire - Electrical Total: 2

| | | | | | |
|----------------|-------------------|------------|-------------------|------------|-------|
| 01/03/21 20:46 | Fire - Electrical | 2021000684 | Fire - Electrical | WP21000266 | Phone |
| 01/20/21 13:16 | Fire - Electrical | 2021005107 | Fire - Electrical | WP21001757 | 911 |

Fire - Gas Leak Total: 2

| | | | | | |
|----------------|-----------------|------------|-----------------|------------|-----|
| 01/02/21 17:38 | Fire - Gas Leak | 2021000376 | Fire - Gas Leak | WP21000153 | 911 |
| 01/17/21 20:45 | Fire - Gas Leak | 2021004459 | | | 911 |

Fireworks Total: 1

| | | | | | |
|----------------|-----------|------------|-----------|------------|-----|
| 01/01/21 00:05 | Fireworks | 2021000004 | Fireworks | WP21000004 | 911 |
|----------------|-----------|------------|-----------|------------|-----|

Fraud - Checks - Cards Total: 2

| | | | | | |
|----------------|------------------------|------------|------------------------|------------|-------|
| 01/14/21 10:47 | Fraud - Checks - Cards | 2021003504 | Fraud - Checks - Cards | WP21001216 | Phone |
| 01/15/21 12:09 | Fraud - Checks - Cards | 2021003777 | Counterfeit Currency | WP21001310 | Phone |

Fraud - Internet Total: 2

| | | | | | |
|----------------|------------------|------------|------------------|------------|-------|
| 01/12/21 19:48 | Fraud - Internet | 2021003111 | Fraud - Internet | WP21001081 | Phone |
| 01/13/21 14:41 | Fraud - Internet | 2021003302 | Civil Complaint | WP21001155 | Phone |

Harassment Total: 1

| | | | | | |
|----------------|------------|------------|------------|------------|-----|
| 01/28/21 22:20 | Harassment | 2021007317 | Harassment | WP21002489 | 911 |
|----------------|------------|------------|------------|------------|-----|

Harassment; Suspicious - Person - Vehicle Total: 1

| | | | | | |
|----------------|-------------|------------|------------|------------|-----|
| 01/27/21 19:03 | Harassment; | 2021006999 | Harassment | WP21002395 | 911 |
|----------------|-------------|------------|------------|------------|-----|

Info Total: 2

| | | | | | |
|----------------|------|------------|--|--|-------|
| 01/21/21 13:03 | Info | 2021005373 | | | Phone |
| 01/22/21 05:20 | Info | 2021005564 | | | Phone |

Medical - Abdominal Pain Total: 1

| | | | | | |
|----------------|---------------------|------------|--------------------------|------------|-----|
| 01/26/21 23:36 | Medical - Abdominal | 2021006789 | Medical - Abdominal Pain | WP21002311 | 911 |
|----------------|---------------------|------------|--------------------------|------------|-----|

Medical - Breathing Problems Total: 1

| | | | | | |
|----------------|---------------------|------------|------------------------------|------------|-----|
| 01/15/21 09:40 | Medical - Breathing | 2021003748 | Medical - Breathing Problems | WP21001300 | 911 |
|----------------|---------------------|------------|------------------------------|------------|-----|

| Incident Start Date/Time | Initial Call | CFS # | Final Incident | Case Number | How Reported |
|--|-------------------------|------------|-------------------------------|-------------|--------------|
| Medical - Fall Under 6 Feet Total: 1 | | | | | |
| 01/01/21 14:42 | Medical - Fall Under 6 | 2021000107 | | | 911 |
| Medical - Sick Total: 3 | | | | | |
| 01/03/21 12:30 | Medical - Sick | 2021000545 | | | 911 |
| 01/11/21 15:53 | Medical - Sick | 2021002775 | Medical - Sick | WP21000973 | 911 |
| 01/12/21 05:09 | Medical - Sick | 2021002921 | | | 911 |
| Medical - Stroke Total: 1 | | | | | |
| 01/17/21 10:49 | Medical - Stroke | 2021004324 | | | 911 |
| Medical - Unconscious - Fainting Total: 1 | | | | | |
| 01/12/21 05:20 | Medical - Unconscious - | 2021002923 | Death Investigation - Natural | WP21001012 | 911 |
| Parking Total: 2 | | | | | |
| 01/03/21 00:59 | Parking | 2021000459 | Parking | WP21000183 | |
| 01/19/21 10:03 | Parking | 2021004830 | Parking | WP21001653 | |
| POR Check Total: 4 | | | | | |
| 01/04/21 10:05 | POR Check | 2021000781 | | | Officer |
| 01/04/21 10:15 | POR Check | 2021000783 | | | Officer |
| 01/04/21 10:27 | POR Check | 2021000784 | | | Officer |
| 01/04/21 10:37 | POR Check | 2021000789 | | | Officer |
| Residential General Alarm Total: 1 | | | | | |
| 01/24/21 05:12 | Residential General | 2021006117 | Residential General Alarm | WP21002098 | Phone |
| Search Warrant Total: 1 | | | | | |
| 01/20/21 11:15 | Search Warrant | 2021005083 | Search Warrant | WP21001747 | Officer |
| SIA Area Watch Total: 11 | | | | | |
| 01/02/21 23:36 | SIA Area Watch | 2021000450 | | | |
| 01/09/21 07:55 | SIA Area Watch | 2021002125 | | | |
| 01/09/21 20:26 | SIA Area Watch | 2021002277 | | | |
| 01/10/21 00:07 | SIA Area Watch | 2021002341 | | | |
| 01/10/21 22:01 | SIA Area Watch | 2021002574 | | | |
| 01/11/21 14:14 | SIA Area Watch | 2021002752 | | | |
| 01/11/21 17:35 | SIA Area Watch | 2021002806 | | | |
| 01/11/21 23:43 | SIA Area Watch | 2021002897 | | | |
| 01/18/21 22:00 | SIA Area Watch | 2021004741 | | | |
| 01/19/21 00:40 | SIA Area Watch | 2021004769 | | | |
| 01/20/21 20:21 | SIA Area Watch | 2021005218 | | | |
| SIA Business Walk Through Total: 2 | | | | | |
| 01/03/21 21:56 | SIA Business Walk | 2021000700 | | | |
| 01/10/21 20:11 | SIA Business Walk | 2021002535 | | | |
| SIA City Council - City Hall Total: 1 | | | | | |
| 01/11/21 18:00 | SIA City Council - City | 2021002816 | | | Officer |

| Incident Start Date/Time | Initial Call | CFS # | Final Incident | Case Number | How Reported |
|--------------------------|--------------|-------|----------------|-------------|--------------|
|--------------------------|--------------|-------|----------------|-------------|--------------|

SIA Door Check Total: 5

| | | | | | |
|----------------|----------------|------------|--|--|--|
| 01/09/21 07:04 | SIA Door Check | 2021002121 | | | |
| 01/10/21 22:21 | SIA Door Check | 2021002585 | | | |
| 01/11/21 06:34 | SIA Door Check | 2021002651 | | | |
| 01/19/21 00:56 | SIA Door Check | 2021004771 | | | |
| 01/23/21 12:29 | SIA Door Check | 2021005925 | | | |

SIA Foot Patrol Total: 1

| | | | | | |
|----------------|-----------------|------------|--|--|---------|
| 01/12/21 14:36 | SIA Foot Patrol | 2021003031 | | | Officer |
|----------------|-----------------|------------|--|--|---------|

SIA Other Total: 2

| | | | | | |
|----------------|-----------|------------|--|--|---------|
| 01/16/21 20:00 | SIA Other | 2021004186 | | | |
| 01/24/21 22:56 | SIA Other | 2021006309 | | | Officer |

SIA Parks Total: 2

| | | | | | |
|----------------|-----------|------------|--|--|--|
| 01/10/21 22:12 | SIA Parks | 2021002577 | | | |
| 01/11/21 00:42 | SIA Parks | 2021002616 | | | |

SIA Winter Parking Warning Total: 2

| | | | | | |
|----------------|--------------------|------------|--|--|--|
| 01/15/21 01:24 | SIA Winter Parking | 2021003689 | | | |
| 01/15/21 01:30 | SIA Winter Parking | 2021003690 | | | |

Snowbird Total: 14

| | | | | | |
|----------------|----------|------------|----------|------------|--|
| 01/11/21 01:03 | Snowbird | 2021002622 | Snowbird | WP21000897 | |
| 01/11/21 01:07 | Snowbird | 2021002624 | Snowbird | WP21000899 | |
| 01/11/21 01:13 | Snowbird | 2021002625 | Snowbird | WP21000900 | |
| 01/11/21 01:39 | Snowbird | 2021002628 | Snowbird | WP21000904 | |
| 01/15/21 01:03 | Snowbird | 2021003683 | Snowbird | WP21001269 | |
| 01/15/21 01:10 | Snowbird | 2021003685 | Snowbird | WP21001271 | |
| 01/17/21 01:07 | Snowbird | 2021004270 | Snowbird | WP21001450 | |
| 01/17/21 01:12 | Snowbird | 2021004271 | Snowbird | WP21001451 | |
| 01/17/21 01:21 | Snowbird | 2021004272 | Snowbird | WP21001452 | |
| 01/17/21 01:25 | Snowbird | 2021004273 | Snowbird | WP21001453 | |
| 01/19/21 01:43 | Snowbird | 2021004779 | Snowbird | WP21001626 | |
| 01/22/21 01:05 | Snowbird | 2021005537 | Snowbird | WP21001906 | |
| 01/22/21 01:12 | Snowbird | 2021005539 | Snowbird | WP21001907 | |
| 01/22/21 01:27 | Snowbird | 2021005540 | Snowbird | WP21001908 | |

Surveillance Total: 4

| | | | | | |
|----------------|--------------|------------|------------------|------------|--|
| 01/05/21 13:53 | Surveillance | 2021001092 | Warrant - Arrest | WP21000432 | |
| 01/19/21 14:53 | Surveillance | 2021004915 | | | |
| 01/20/21 10:33 | Surveillance | 2021005073 | | | |
| 01/21/21 09:32 | Surveillance | 2021005323 | | | |

Suspicious - Circumstances Total: 2

| | | | | | |
|----------------|--------------|------------|----------------------------|------------|-----|
| 01/10/21 02:15 | Suspicious - | 2021002361 | Suspicious - Circumstances | WP21000825 | 911 |
| 01/27/21 13:19 | Suspicious - | 2021006901 | Suspicious - Circumstances | WP21002362 | 911 |

Suspicious - Person - Vehicle Total: 8

| Incident Start Date/Time | Initial Call | CFS # | Final Incident | Case Number | How Reported |
|--------------------------|-----------------------|------------|-------------------------------|-------------|--------------|
| 01/03/21 18:32 | Suspicious - Person - | 2021000649 | Suspicious - Person - Vehicle | WP21000253 | 911 |
| 01/04/21 15:23 | Suspicious - Person - | 2021000857 | Suspicious - Person - Vehicle | WP21000336 | 911 |
| 01/06/21 16:57 | Suspicious - Person - | 2021001410 | Suspicious - Person - Vehicle | WP21000521 | 911 |
| 01/08/21 20:48 | Suspicious - Person - | 2021002004 | Suspicious - Person - Vehicle | WP21000730 | Phone |
| 01/26/21 23:04 | Suspicious - Person - | 2021006783 | Suspicious - Person - Vehicle | WP21002308 | 911 |
| 01/27/21 21:54 | Suspicious - Person - | 2021007033 | Suspicious - Person - Vehicle | WP21002406 | 911 |
| 01/29/21 23:25 | Suspicious - Person - | 2021007551 | Suspicious - Person - Vehicle | WP21002563 | Phone |
| 01/31/21 19:56 | Suspicious - Person - | 2021008030 | Suspicious - Person - Vehicle | WP21002714 | Phone |

Theft Total: 2

| | | | | | |
|----------------|-------|------------|-------|------------|-------|
| 01/03/21 10:24 | Theft | 2021000506 | Theft | WP21000207 | Phone |
| 01/20/21 11:59 | Theft | 2021005094 | Theft | WP21001751 | Phone |

Traffic - Complaint Total: 3

| | | | | | |
|----------------|---------------------|------------|---------------------|------------|-------|
| 01/16/21 14:33 | Traffic - Complaint | 2021004111 | Traffic - Complaint | WP21001406 | Phone |
| 01/29/21 21:32 | Traffic - Complaint | 2021007529 | Traffic - Complaint | WP21002556 | 911 |
| 01/30/21 18:06 | Traffic - Complaint | 2021007749 | Traffic - Complaint | WP21002629 | Phone |

Traffic Stop Total: 62

| | | | | | |
|----------------|--------------|------------|--------------|------------|---------|
| 01/01/21 18:46 | Traffic Stop | 2021000152 | | | Officer |
| 01/01/21 23:49 | Traffic Stop | 2021000219 | | | Officer |
| 01/03/21 14:26 | Traffic Stop | 2021000586 | | | Officer |
| 01/03/21 14:36 | Traffic Stop | 2021000589 | | | Officer |
| 01/03/21 14:43 | Traffic Stop | 2021000593 | | | Officer |
| 01/03/21 17:10 | Traffic Stop | 2021000633 | | | Officer |
| 01/03/21 22:17 | Traffic Stop | 2021000707 | Traffic Stop | WP21000272 | Officer |
| 01/04/21 15:04 | Traffic Stop | 2021000852 | | | |
| 01/06/21 10:01 | Traffic Stop | 2021001295 | | | |
| 01/06/21 21:11 | Traffic Stop | 2021001477 | Traffic Stop | WP21000546 | Officer |
| 01/07/21 21:32 | Traffic Stop | 2021001754 | | | Officer |
| 01/08/21 22:26 | Traffic Stop | 2021002040 | | | Officer |
| 01/08/21 22:57 | Traffic Stop | 2021002052 | Traffic Stop | WP21000742 | Officer |
| 01/09/21 23:07 | Traffic Stop | 2021002322 | | | Officer |
| 01/10/21 14:37 | Traffic Stop | 2021002455 | | | Officer |
| 01/10/21 21:17 | Traffic Stop | 2021002559 | | | Officer |
| 01/10/21 22:49 | Traffic Stop | 2021002593 | | | Officer |
| 01/11/21 00:20 | Traffic Stop | 2021002607 | | | Officer |
| 01/13/21 01:30 | Traffic Stop | 2021003160 | Traffic Stop | WP21001172 | Officer |
| 01/13/21 20:38 | Traffic Stop | 2021003404 | | | Officer |
| 01/14/21 19:44 | Traffic Stop | 2021003630 | | | Officer |
| 01/15/21 09:32 | Traffic Stop | 2021003746 | | | Officer |
| 01/15/21 09:37 | Traffic Stop | 2021003747 | | | Officer |
| 01/15/21 22:33 | Traffic Stop | 2021003960 | | | Officer |
| 01/16/21 02:11 | Traffic Stop | 2021004007 | | | Officer |
| 01/16/21 12:33 | Traffic Stop | 2021004074 | | | Officer |
| 01/16/21 18:34 | Traffic Stop | 2021004163 | | | Officer |
| 01/17/21 00:20 | Traffic Stop | 2021004258 | | | Officer |
| 01/17/21 17:15 | Traffic Stop | 2021004409 | | | Officer |

| Incident Start Date/Time | Initial Call | CFS # | Final Incident | Case Number | How Reported |
|--------------------------|--------------|------------|----------------|-------------|--------------|
| 01/18/21 10:34 | Traffic Stop | 2021004572 | Traffic Stop | WP21001554 | Officer |
| 01/18/21 20:10 | Traffic Stop | 2021004706 | | | Officer |
| 01/18/21 22:33 | Traffic Stop | 2021004751 | | | Officer |
| 01/20/21 20:35 | Traffic Stop | 2021005222 | | | Officer |
| 01/22/21 13:36 | Traffic Stop | 2021005672 | | | |
| 01/22/21 20:47 | Traffic Stop | 2021005769 | | | Officer |
| 01/22/21 21:43 | Traffic Stop | 2021005784 | | | Officer |
| 01/22/21 23:07 | Traffic Stop | 2021005812 | | | Officer |
| 01/23/21 00:24 | Traffic Stop | 2021005835 | | | Officer |
| 01/23/21 12:18 | Traffic Stop | 2021005920 | | | Officer |
| 01/24/21 10:31 | Traffic Stop | 2021006156 | | | Officer |
| 01/26/21 21:12 | Traffic Stop | 2021006760 | | | Officer |
| 01/26/21 22:17 | Traffic Stop | 2021006778 | | | Officer |
| 01/27/21 20:04 | Traffic Stop | 2021007014 | | | Officer |
| 01/27/21 20:53 | Traffic Stop | 2021007020 | | | Officer |
| 01/27/21 22:59 | Traffic Stop | 2021007048 | Traffic Stop | WP21002409 | Officer |
| 01/28/21 00:33 | Traffic Stop | 2021007065 | | | Officer |
| 01/28/21 11:35 | Traffic Stop | 2021007154 | Traffic Stop | WP21002450 | Officer |
| 01/28/21 19:04 | Traffic Stop | 2021007262 | | | Officer |
| 01/28/21 19:54 | Traffic Stop | 2021007276 | Traffic Stop | WP21002480 | Officer |
| 01/28/21 20:40 | Traffic Stop | 2021007290 | | | Officer |
| 01/28/21 23:47 | Traffic Stop | 2021007337 | | | Officer |
| 01/29/21 19:09 | Traffic Stop | 2021007499 | | | Officer |
| 01/30/21 10:14 | Traffic Stop | 2021007624 | | | Officer |
| 01/30/21 11:48 | Traffic Stop | 2021007656 | Traffic Stop | WP21002599 | Officer |
| 01/30/21 16:54 | Traffic Stop | 2021007729 | | | Officer |
| 01/30/21 17:22 | Traffic Stop | 2021007738 | | | Officer |
| 01/31/21 00:02 | Traffic Stop | 2021007817 | | | Officer |
| 01/31/21 15:00 | Traffic Stop | 2021007957 | | | |
| 01/31/21 20:10 | Traffic Stop | 2021008034 | | | Officer |
| 01/31/21 22:36 | Traffic Stop | 2021008058 | | | Officer |
| 01/31/21 22:52 | Traffic Stop | 2021008060 | Traffic Stop | WP21002723 | Officer |
| 01/31/21 23:08 | Traffic Stop | 2021008064 | | | Officer |

Unwanted Person Total: 1

| | | | | | |
|----------------|-----------------|------------|-----|------------|-----|
| 01/03/21 16:12 | Unwanted Person | 2021000620 | DUI | WP21000240 | 911 |
|----------------|-----------------|------------|-----|------------|-----|

Warrant - Attempt Total: 1

| | | | | | |
|----------------|-------------------|------------|--|--|--|
| 01/15/21 21:41 | Warrant - Attempt | 2021003940 | | | |
|----------------|-------------------|------------|--|--|--|

Total Records: 221



Monthly Activity Report Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief



Period: 01/01/2021 thru 01/31/2021 (JANUARY)

CALLS

Total Calls: 23

EMS Calls: 16

Other Calls:

01/28 - #21023 – Fire Alarm – Montrose

01/23 - #21020 – Fire Alarm – Marysville Twsp

01/20 - #21017 – Odor Investigation – Fridge motor overheating (No Loss) - Montrose

01/18 - #21015 – Fire Alarm – Montrose

01/17 - #21014 – Odor Investigation – Gas leak – Montrose

01/03 - #21005 – Electrical Fire in furnace (No Loss) – Montrose

01/01 - #21002 – Odor Investigation – smell of gas - Montrose

of Calls JANUARY 2020 = 15

2020 vs 2021 (2021 = + 8)

Total calls to Date 2021 – 023

2020 vs 2021 (2021 = + 8)

Total calls this time in 2020 - 015

Call Districts

Montrose City: 15

Franklin Township: 0

Marysville Township: 6

Woodland Township: 2

Other: 0

TRAINING:

01/05/2021 – Staff Meeting / Truck Maintenance

01/12/2021 – Training – New Tender driving, use & operation – In House (Officers)

01/19/2021 – Training – Ropes/Knots & Donning/Doffing gear

Other Activities, Special Mention, Etc.

01/07/2021 – Picked up new tender (2021 Freightliner) from Midwest Fire in Luverne, MN

01/12/2021 – New Tender (Tender 11) put into service

01/15/2021 – Firefighter Tom Weineck resigns from the Fire Department

SPECIAL INFO

- We will be doing our yearly awards – Firefighter of the year, Top Responders & special mentions on 03/02/2021 at 18:30 at the Community Center

- Montrose Firefighters Relief Association Raffle will be held on 03/02/2021 at 19:00 at the Community Center and via facebook live. If anyone is interested in gun raffle tickets please contact the Fire Department or any Firefighter

Acknowledgments

- Triplett, Stoll, M. Marketon & T. Marketon – for going to Luverne, MN to pick up new Tender on 01/07/2021

- Tom Weineck – 13 years, 4 months and 22 days of service including several years as a Captain

City of Montrose
 Economic Development Authority Meeting
 ZOOM Meeting
 311 Buffalo Avenue South
 Tuesday, January 19, 2021
 12:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose Economic Development Authority (EDA) met in a ZOOM Meeting on Tuesday, January 19, 2021 at 12:00 p.m.

Council Member Marszalek called the meeting to order at 12:00 p.m.

2. ROLL CALL

Present: Mayor Kirby Moynagh
 Council Member Tom Marszalek
 EDA Member Joe Rasmussen
 EDA Member Sonya Tourville – *Joined the Meeting at 12:07 p.m.*

Absent: EDA Member Patrick Baumgard

Staff Present: Ms. Deborah Boelter, City Clerk-Treasurer
 Ms. Jessica Bonniwell, Office Administrator

3. APPROVAL OF AGENDA

Mayor Moynagh motioned to approve the Tuesday, January 19, 2021 Economic Development Authority Agenda. Mr. Rasmussen seconded the motion. Motion carried 3-0.

4. APPROVAL OF MINUTES

A. October 20, 2020 Economic Development Authority Meeting Minutes

Mayor Moynagh motioned to approve the Tuesday, January 21, 2020 Economic Development Authority Meeting minutes. Council Member Marszalek seconded the motion. Motion carried 3-0.

5. TREASURER'S REPORT

A. Account Payable – Economic Development Authority Fund – January 19, 2021

Council Member Moynagh motioned to approve the January 19, 2021 Accounts Payable for the Economic Development Authority Fund. Council Member Marszalek seconded the motion. Motion carried 3-0.

B. Economic Development Authority Fund

6. OLD BUSINESS

A. Updates

1. The Preserve Housing Development

Brummer has purchased Preserve Housing Development. They will soon be doing testing on the water lines and then submitting a revised plat.

2. The Former Casey's Building

Current owner is committed to working with the City to change the zoning on the property from B-1 to B-2/Commercial and develop a CUP for the property. City Planner still waiting for plans for parking lot/driveway. City willing to work with current owner on cost of rezoning and CUP to charge him \$400.00 for rezoning and \$7,000 - \$8,000 in escrow funds. Interior of building potentially available for another business if there is any interest.

B. No Other.

7. **NEW BUSINESS**

A. Rolling Meadows – Fourth (4th) Addition

Loomis Homes sent in development application sent in on January 12, 2021 to propose 14 lots to build at the end of the northern portion of Steamboat Lane. Ms. Boelter has forwarded all information to the City Planner Daniel Elder and he will prepare Public Hearing Notice to be held on February 10, 2021 at the Planning and Zoning Commission meeting.

B. Business Proposal – Laundromat and Subway Restaurant

Potential interest in Laundromat/Subway to go into the old Snap Fitness space at 125 Nelson Blvd. Jonathan Boike is looking at 19 washers and 12 dryers. SAC and WAC calculations for that number of washers and dryers came to \$25,420 and would like to discuss having EDA split cost of SAC and WAC with Mr. Boike.

Ms. Tourville motioned to give a grant to split SAC and WAC fees in the amount of \$12,710 for the potential laundromat and Subway business located at 125 Nelson Blvd. Mayor Moynagh seconded. Motion carried 4-0.

C. Other

8. **NEXT MEETING**

A. Tuesday, March 16, 2021 from 12:00 p.m. to 1:00 p.m. in the Montrose City Hall Conference Room.

Ms. Boelter stated that lunch will be provided for the EDA Members at the Meeting.

9. **ADJOURNMENT**

Mayor Moynagh motioned to adjourn the Economic Development Authority Meeting at 12:23 p.m. Ms. Tourville seconded the motion. Motion carried 4-0.

Council Member Tom Marszalek
President
City of Montrose Economic Development Authority

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

City of Montrose
 Planning and Zoning Commission Meeting
 Montrose Community Center
 200 Center Avenue South
 Wednesday, January 13, 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, January 13, 2021 at 7:00 p.m.

Planning and Zoning Commission Chair, Mr. Mike Scanlon, called the meeting to order at 7:00 p.m.

2. ROLL CALL

Present: Commissioner Mike Scanlon
 Commissioner Shawn Cuff
 Commissioner Justin Emery
 Commissioner Sylvia Henry
 Commissioner Charles Smallwood
 City Council Liaison Sam Solarz
 City Councilmember Tom Marszalek

Staff Present: Ms. Deborah Boelter, City Clerk-Treasurer
 Ms. Jessica Bonniwell, City Administrator
 Mr. Daniel Elder, City Planner

3. PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was taken.

4. APPROVAL OF THE AGENDA

Ms. Boelter stated that the January 13, 2021 Planning and Zoning Commission Meeting Agenda must be amended to add *Oath of Office* for Mr. Charles J. Smallwood. Ms. Boelter stated that at the Monday, January 11, 2021 Regular City Council Meeting, the City Council authorized Mr. Smallwood to be a Planning and Zoning Commissioner.

Ms. Boelter continued by stating that the *Oath of Office* will be added as item **5. OATH OF OFFICE, A. Mr. Charles Smallwood.**

Commissioner Emery motioned to approve the January 13, 2021 Planning and Zoning Commission Meeting Agenda as amended by adding item 5. OATH OF OFFICE, A. Mr. Charles Smallwood. Commissioner Henry seconded the motion. Motion carried 4-0.

5. OATH OF OFFICE

A. Mr. Charles Smallwood

Ms. Boelter administered the Montrose Planning and Zoning Commission *Oath of Office* to Mr. Charles J. Smallwood.

6. APPROVAL OF THE MINUTES

A. October 14, 2020 Planning and Zoning Commission Meeting

Commissioner Henry motioned to approve the Planning and Zoning Commission Meeting minutes of October 14, 2020. Commissioner Emery seconded the motion. Motion carried 5-0.

7. PUBLIC HEARING CONTINUATION

A. Consider A Conditional Use Permit Application – 345 Garfield Avenue South

Commissioner Emery motioned to close the Planning and Zoning Commission Meeting and open the Public Hearing. Commissioner Henry seconded the motion. Motion 5-0.

The City Planner, Mr. Daniel Elder stated that Ruth and Dennis Isaacs are requesting approval of a conditional use permit (CUP) to allow the construction a detached accessory building. The combination of the existing attached garage (444 square feet) and proposed detached garage (960 square feet) exceed 1,000 square feet, requiring a conditional use permit.

The zoning ordinance allows single-family properties to have an attached and detached garage in excess of 1,000 square feet by conditional use permit provided it doesn't exceed 1,500 square feet.

The applicants intend to use the garage for extra storage for their car collection.

The subject site is R-1, Single Family Residential, and measures approximately 1 acre in size.

ANALYSIS

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.
- B. The proposed use is or will be compatible with present and future land uses of the area.
- C. The proposed use conforms with all performance standards contained in this Code.
- D. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.
- E. Traffic generation by the proposed use is within capabilities of streets serving the property.

Private garages are a permitted accessory use in the R-1 District. The subject site is guided for low-density residential land uses by the Comprehensive Plan. Provided certain conditions are upheld, the proposed garage will be compatible with existing, and future land uses in the area. The proposed garage must comply with the required performance standards, as discussed below.

Setbacks. The Ordinance requires accessory structures to be set back not less than 25 feet from the front lot line, 10 feet from the side lot line, and 10 feet from the rear lot line. The garage is proposed to be located on the west side of the property; the applicant has not provided side yard setbacks and must submit documents showing the setbacks have been met. The garage is greater than 10 feet from the rear (west) lot line and greater than 25 feet from the front (east) lot line. The front and rear yard setbacks requirements have been satisfied.

Lot Coverage. According to the Ordinance, all residential buildings shall not exceed a lot coverage of thirty percent (30%). The proposed concept will be below 30 percent.

Accessory Building Area. The total garage space upon the property may not exceed 1,500 square feet. The proposed square footage of both will be 1,448 square feet of garage space.

Recommendation

Ruth and Dennis Isaacs seek approval of a conditional use permit to allow the construction of a new 960 square foot detached garage. The garage appears to be consistent with the requirements of the Zoning Ordinance and

Comprehensive Plan. Staff recommends approval of the conditional use permit subject to the following conditions:

1. The exterior finish of the building shall be consistent with the principal structure.
2. The location shall meet all required setbacks.
3. No business activity shall be conducted within the structure.

Commissioner Scanlon asked about the side yard setbacks.

Mr. Isaacs stated the side yard setback would be 10 feet and agreed to amend their plans to include the ten-foot side yard setback and send to Mr. Elder. Mr. Isaacs asked if a pole-style building would be acceptable as long as the siding appears similar to the house on the property. Mr. Elder stated the building inspector did not have an issue with that as long as the color of the siding matched the house color.

Greg Youmans, neighbor of Mr. and Mrs. Isaacs, shared his approval of the shed. Greg Youmans also asked what the minimum setback is, and Commissioner Scanlon informed him the minimum side yard setback for this property is ten feet.

Commissioner Henry motioned to close the Public Hearing and open the Planning and Zoning Commission Meeting. Commissioner Emery seconded the motion. Motion carried 5-0.

Commissioner Smallwood motioned to recommend approval by the Montrose City Council with the understanding that Ruth and Dennis Isaacs forward the side-yard setbacks to the City Planner. Commissioner Henry seconded the motion. Motion carried 5-0.

8. NO OLD BUSINESS.

9. NEW BUSINESS

A. City Planner Updates

Mr. Elder stated that the sale of the Preserve Development went through to the Brummer Group. The City is waiting for the Brummer Group to do a water test on the lines and then they will be submitting a proposal and application to move forward.

Mr. Elder stated that the potential Laundromat/Subway in the old SnapFitness building will be requiring a Conditional Use Permit in order to have a drive thru, which will eventually come before the Planning and Zoning Commission.

Mr. Elder stated that Loomis Homes has submitted a development application and fee for 14 homes at the end of Steamboat Lane that would be a Planned Unit Development. This will be coming before the Planning and Zoning Commission at the February 2021 meeting.

Mr. Elder stated that he and the City are working with the current owner of the old Casey's Building (300 Nelson Boulevard) to rezone the building and apply for a Conditional Use Permit for Mr. Trelstad to sell farm equipment implements in the parking lot area of the property. The re-zoning would move the building from Central Business District (B-1) to Highway Business District (B-2). Mr. Trelstad would like to rent out a portion or all of the building that is on the property since his items will be displayed for sale outside. The City is currently waiting for applications for the rezoning and the conditional use permit.

Mr. Elder stated that in there is potential interest from a developer for the larger addition to the Rolling Meadows development to develop around one-hundred homes.

10. NEXT MEETING

- A. Wednesday, February 10, 2021 to be held at the Montrose Community Center - 7:00 p.m.**

11. ADJOURNMENT

**Commissioner Henry motioned to the adjourn the Planning and Zoning Commission Meeting at 7:22 p.m.
Commissioner Smallwood seconded the motion. Motion carried 5-0.**

Mike Scanlon
Chair
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Montrose Planning and Zoning Commission will hold a Public Hearing at 7:00 p.m. or soon thereafter on Wednesday, February 10, 2021 at the Montrose Community Center, located at 200 Center Avenue South in the City of Montrose, for the purpose of considering a Conditional Use Permit for the property located at 111 Buffalo Avenue South in Montrose, Minnesota to allow retail or service commercial activities upon the site.

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

With PID: 112010005015

The purpose of the Conditional Use Permit request is to allow retail or service commercial activities. Notice is further given that any written or oral comments from citizens regarding the requested Conditional Use Permit will be heard at the Public Hearing. All interested persons are invited to attend the meeting and will be afforded the opportunity to speak on the application during the Public Hearing. If you wish to provide written comment, please send correspondence to delder@nacplanning.com. If you wish to receive more information on the application, please call Mr. Daniel Elder, City Planner, at (651) 726-7295.

Deb Boelter
Montrose City Clerk-Treasurer

Date of Publication: January 28, 2021

CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Montrose Planning and Zoning Commission will hold a Public Hearing at 7:00 p.m. or soon thereafter on Wednesday, February 10, 2021 at the Montrose Community Center, located at 200 Center Avenue South in the City of Montrose, for the purpose of considering an application for the Planned Unit Development (P.U.D.) stage rezoning and a Preliminary Plat for the property located at the east end of Steamboat Lane and to the south of Aspen Lane and Loveland Circle in Montrose, Minnesota.

The property is legally described as:

Sect-26 Twp-119 Range-026 ROLLING MEADOWS 2ND ADDN
OUTLOT C

With PID: - 112039000040

Notice is further given that any written or oral comments from citizens regarding the requested P.U.D. stage rezoning and preliminary plat will be heard at the Public Hearing. All interested persons are invited to attend the meeting and will be afforded the opportunity to speak on the application during the Public Hearing. If you wish to provide written comment, please send correspondence to delder@nacplanning.com. If you wish to receive more information on the application, please call Mr. Daniel Elder, City Planner, at (651) 726-7295.

Deb Boelter
Montrose City Clerk-Treasurer

Date of Publication: January 28, 2021

CITY OF MONTROSE

JOB DESCRIPTION

POSITION: City Administrator

DEPARTMENT: City Administration

POINT RANGE: 451-496

GENERAL STATEMENT OF DUTIES:

Manages major city functional areas including: City Council; budget; finance; human resources; administration; planning and zoning; legal; ordinances and economic development; and oversees the day-to-day administrative operations of city business.

Manages and performs administrative and financial duties related to the management of city government. Work involves planning, organizing, directing, and coordinating a variety of municipal activities as provided for and authorized by the City Council. Work includes responsibility for explaining and executing ordinances and other directives of the City Council. Work also involves serving as Zoning Administrator. Work is performed with moderate latitude for independent action and decision making under the broad policy guidance of the City Council and is received through meetings, reports, and observation of results obtained.

ACCOUNTABILITY:

Reports To: Montrose City Council

Supervises: City Clerk-Treasurer
Public Works Department Director
Deputy Clerk
Administrative Assistant

Advises: Mayor and City Council
All Committees and Commissions
Other City Departments

RESPONSIBILITIES AND DUTIES:

City Council:

- Attends required meetings.
- Oversees and ensures the preparation and maintenance of all documents related to the City Council, including notice publication, minutes, agendas, publishing, distribution, maintenance documents and other documents for City Council functions.
- Responsible for video/audio recording of City Council meetings.
- Works with the City Council to establish short- and long-term goals.

- Acts as City representative to Local, Wright County, and Minnesota State Government levels.
- Oversees and administers City Website maintenance and updates.

Financial:

- Oversees the preparation and administration of the annual budget and levy.
- Prepares documents related to Truth-in-Taxation hearing.
- Oversees bond issues working with financial consultant.
- Oversees all daily/monthly/yearly accounting operations and procedures.
- Oversees the annual audit and work with the auditing firm.
- Manages City financial investments.
- Develops Request For Proposals (RFPs) for Consultant/Contractor selections.
- Develops and administers grant applications.
- Manages Tax Increment Financing Programs.

Human Resources and Administration:

- Personnel Committee member.
- Responsible for the updating of the City policies for City Council approval, after committee review.
- Conducts annual performance review evaluations for administrative staff.
- Prepares the comparable worth report for the State of Minnesota.
- Oversees insurance policies; liability, work comp, employee medical, dental, long- and short-term disability.
- Annually reviews City insurance policies with agents.
- Manages document imaging operations.
- Oversees City website development, calendar and information management and timely maintenance.
- Manages technological advances and financial and administrative equipment and software upgrades.
- Manages and serves as the responsible party for the City Data Practice Policy.
- Supports or participates in other Commission functions as needed.
- Assists with day-to-day City functions as required.
- Manage and administer the cross-training requirements of the City Clerk-Treasurer, Deputy Clerk and Administrative Assistant.
- Cross train on the job duties and responsibilities of the City Administration staff.
- Oversees Union Labor Negotiations for IUOE Local 49 and AFSCME 65.

City Ordinances / Legal / Elections:

- Responsible for enforcement, review and maintenance of the City Code and preparation of new ordinances.
- Work with City Attorney on all legal matters.
- Oversees and manages all election activities.
- Serves as an Election Judge if needed.

Planning and Zoning Commission:

- Attends required meetings.
- Oversees and ensures the preparation and maintenance of all documents related to the Planning and Zoning Commission, including notice publication, minutes, agendas, publishing, distribution, maintenance documents and other documents for Commission functions.
- Interprets the Zoning Ordinance with regard to development, residents and etcetera.
- Works with the City Planner to review and update the Zoning Ordinance and Comprehensive Plan.
- Works with key staff and consultants for project management, long range planning, development and execution of Capital Improvement Plan and Comprehensive Plan.
- Manages Alternative Urban Area-wide Review (AUAR) Policy and oversight.

Economic Development Authority:

- Attends required meetings.
- Oversees and ensures the preparation and maintenance of all documents related to the Economic Development Authority (EDA), including notice publication, minutes, agendas, publishing, distribution, maintenance documents and other documents for committee functions.
- Oversees budget of the EDA.
- Lead contact for housing development projects.
- Works with the Economic Development Consultant on City activities.

Emergency Management:

- Member of the Emergency Management Team
- Public health and healthy community activities as required

Performs other job-related duties as directed by the City Council.

QUALIFICATIONS

Minimum Qualifications:

- A Municipal Clerk's Certificate and three years' experience in a full time City government administration or operations position.
- Strong working knowledge of city management, municipal laws, regulations, ordinances and established procedures, financial and administrative services operations; including all phases of the budgeting process.
- Working knowledge of computers and electronic data processing, and office practices and procedures.
- Possess a valid Minnesota Driver's License.

Preferred Qualifications:

- Bachelor's Degree in Business Administration or related field and two years' experience in a full time City government administration or operations position.
- The ability to establish and maintain effective working relationships with employees and the general public.
- Ability to meet the bonding or notary commission requirements of the City, if any.

Knowledge, Skills and Abilities:

- Ability to communicate effectively, both in oral and written formats.
- Effective problem solving and analytical skills.
- Demonstrated ability to establish and maintain positive and effective relationships with other employees, the public and other governmental agencies.
- Available to work additional hours as needed to complete the required work.
- Knowledge of accounting, payroll and billing practices and procedures.
- Knowledge of City ordinances, resolutions, and policies.
- Knowledge of laws, rules, and regulations affecting City operations.
- Knowledge of Minnesota State and Wright County election procedures and operations.
- Considerable knowledge of modern office practices, procedures and equipment, including knowledge of computer operation and software packages.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is frequently required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to forty (40) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus and read fine print.

Work environment:

The majority of duties are expected to be performed at City Hall. Duties may occasionally require work in other city buildings and facilities or driving to perform duties at other locations or attend meetings with other organizations as required.

Hours of Work:

Permanent, Part-time. Hours of work will be up to 40 hours per week during the City Hall hours of operation, Monday through Thursday from 7:00 a.m. to 4:30 p.m., and Friday from 7:00 a.m. to 11:00 a.m. (additional hours on Friday may be worked for the purpose of code enforcement). Some work on nights and/or weekends is expected.

NON-DISCRIMINATION POLICY:

The City of Montrose is an equal employment opportunity employer and will not discriminate against any applicant or employee on the basis of any protected status under federal, state, or local law, including race, color, religion, creed, age, sex, national origin, ancestry, marital status, familial status, pregnancy, disability, sexual orientation, genetic information, complaining in good faith to the employer or to a public authority, status with regard to public assistance, membership or non-membership in a labor organization, military, National Guard or reserve service, or any other characteristic or activity protected under federal, state or local law.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Montrose reserves the right to change and/or eliminate any and all job duties as necessary.)

Approved by the Montrose City Council on January 25, 2021.

I accept the job duties and responsibilities of the City Administrator.

Employee Signature: _____ **Date:** _____

CITY OF MONTROSE JOB DESCRIPTION

POSITION: DIRECTOR OF PUBLIC WORKS

DEPARTMENT: PUBLIC WORKS

POINT RANGE: 332-353

QUALIFICATIONS

A Bachelors Degree plus 2 years public works experience or 5 years related experience in public works management. A valid Minnesota Class B driver's license. Mechanical knowledge relating to the maintenance and operation of equipment. Strong organizational, supervisory and management skills. A valid class "B" Wastewater Treatment Operators license. A valid class "D" Water Treatment Operators License.

Reports To: ~~City Council~~ City Administrator

Manages: Public Works/Utility Billing Staff

Works With: City Clerk-Treasurer, Deputy Clerk, City Council, City Engineer, Developers, Construction Crews,

Responsibilities

The Director of Public Works oversees the following operations:

1. City owned Buildings and Grounds
2. City Parks
3. Street Department
4. Drinking Water Production, Treatment, Storage, and Distribution Operations
5. Wastewater Collection, and Treatment Operations
6. City Storm Water Operations
7. Utility Billing Operations
8. Public Works Department Fleet Operations and Maintenance
9. Public Works Department Safety Program
10. Emergency Management Committee
11. Managing and Directing the Public Works Department Staff.
12. Maintain the "on call" rotating schedule.

I. FINANCE:

- A. Prepares annual Public Works Budgets.

II. CITY COUNCIL:

- A. Attends all required meetings.
- B. Presents updates of Public Works related activities.
- C. Works to establish goals for the Public Works Department.

III. BUILDINGS AND GROUNDS MAINTENANCE:

- A. Develops and administers a preventative maintenance program.
- B. Maintains all documentation and records for the Public Works Department.
- C. Responsible for managing Public Works Department Inventories.
- D. Develop and Administer short and long range maintenance and repairs of buildings and grounds.
- E. Provides oversight of the City's Engineering for City owned buildings and grounds development.

IV. PARKS:

- A. Responsible for the day to day operations and maintenance of the City Parks.
- B. Provides oversight of the City's Engineering for Park Development.

V. STREETS:

- A. Develop and administers short and long term street maintenance programs.
- B. Oversees snow and ice removal from all city streets.
- C. Provides oversight of the City's Engineering on street related development.

VI. WATER OPERATIONS:

- A. Manages the day to day operations of the City's Water Production, Water Storage, Water Distribution, and Water Treatment Facilities.
- B. Provides oversight of the City's Engineering on the City's Water Production, Water Storage, Water Distribution, and Water Treatment Facilities.
- C. Oversees all Minnesota Department of Health reporting requirements.
- D. Oversees all reporting regarding water production to the Minnesota Department of Natural Resources.
- E. Oversees all Inspections.
- F. Oversees all maintenance and repair.
- G. Maintains and renews all licensing's to ensure compliance for the City.
- H. Sits on the City's Utility Rate committee.

VII. WASTEWATER OPERATIONS:

- A. Manages the day to day operations of the City's Wastewater Collection, and Wastewater Treatment Facilities.
- B. Provides oversight of the City's Engineering on the City's Wastewater Collection, and Wastewater Treatment Facilities.
- C. Responsible for the operation of the City's compost facility.
- D. Oversees all Inspections.
- E. Oversees all Minnesota Pollution Control Agency reporting for the NPDES Operating Permit.
- F. Oversees all Required Laboratory Testing.
- G. Oversees all Maintenance and Repair.
- H. Maintains and renews licensing's to ensure compliance for the City.
- I. Sits on City's Utility Rate Committee.

VIII STORM WATER OPERATIONS:

- A. Manages the day to day operations, and maintenance of the City's Storm Water Collection, and Storage Systems.
- B. Provides oversight of the City's Engineering on the City's Storm Water Collection, and Storage Systems.
- C. Implements and Manages the City's Storm Water Management plan, overseeing the City's Consulting Engineers.
- D. Oversees all Required Storm Water Inspections.

IX UTILITY BILLING OPERATIONS:

- A. Manages and oversees the operations of the City's Utility Billing Division within the Public Works Department

X. FLEET OPERATIONS:

- A. Manages the overall operation and maintenance of the Public Works Departmental Fleet of Vehicles, and Equipment.
- B. Develop, and Administer a Fleet expansion/replacement program for the Public Works Department as needed.

XI. SAFETY PROGRAM:

- A. Responsible for the overall Safety of the Public Works Department Employees.
- B. Ensures all Public Works employees receive all required safety training.
- C. Manage the Public Works Safety Program.

- D. Provides all necessary safety equipment for Public Works Department employees.
- E. Oversee that all contractors that are working for the City follow the City's Safety Policies as required.

XII. EMERGENCY MANAGEMENT:

- A. Sits on the City's Emergency Management Committee Representing the Public Works Department.
- B. NIMS Training and Certification.
- C. Provide the Necessary Emergency Management Services for the City as required.

XIII. STAFF MANAGEMENT:

- A. Provide Leadership, and Direction for the Public Works Department, and the Public Works Staff.
- B. Performs all Public Works Department Employee Reviews, Disciplinary Actions, Promotions, and Terminations following the written policies and procedures of the City's Personnel Manual.
- C. Ensures that all City's Rules and Regulations are followed by the Public Works Department, and Public Works Staff.

XIV. ANY OTHER DUTIES/RESPONSIBILITIES IN THE DAY TO DAY OPERATION OF THE CITY AS REQUESTED:

City Name: City of Montrose

Position Title of Listing: Deputy Clerk

Salary Range: \$23.57 - \$27.57

Application Deadline: Friday, February 19, 2021

General Duties:

Under the general direction of the City Administrator, City Clerk-Treasurer, and Public Works Director, this position will provide support to all departments; be first point of contact with residents; performs utility billing duties; processes building and administrative permits; prepares quarterly newsletter; updates City social media platforms; and serves as an election judge.

Minimum Qualifications:

This position requires a two (2) year Business Degree or a minimum of two (2) years in an office with bookkeeping skills, computer experience, communication skills, be able to work independently and have excellent customer service and communication skills.

Apply:

On line at: www.montrose-mn.com or contact Montrose City Hall for an application at (763) 575-7467 or in person at 311 Buffalo Avenue South, Montrose, Minnesota 55363.

CITY OF MONTROSE

JOB DESCRIPTION

POSITION: Deputy Clerk

DEPARTMENT: City Administration

POINT RANGE: 238-252

QUALIFICATIONS

Must have a two (2) year Business Degree or a minimum of two (2) years in an office with bookkeeping skills, computer experience, communication skills, be able to work independently and be bondable.

Reports To: City Administrator
City Clerk-Treasurer
Public Works Director

Responsibilities:

I) UTILITIES

- A. Performs Daily entries into utility billing program
- B. Inputs all meter reading entries into utility billing program
 - a. Enters all manual read meter readings into billing program
 - b. Uses Connect/Beacon Software in conjunction with all radio read meters to transfer usage information from the meter reading program to the utility billing program
- C. New customer setup of utility accounts
 - a. Create utility account numbers for each property
 - b. Issue water meter to assign to new address – record each meter serial number and radio head number upon issuance to ensure proper distribution
- D. Conducts customer change requests on utility accounts
- E. Conducts and organizes move in/move out requests for utility accounts
- F. Receipting of all utility payments
- G. Prepares Past Due notices on accounts due for disconnection for non-payment
 - a. Creates spread sheet to track all delinquent accounts so shut offs can be performed
- H. Prepares Disconnection Notice hang tags for Public Works to hang on doors of people on list to be disconnected for non-payment
 - a. Tracks all residents that are disconnected in order to turn water back on once payment is received
 - b. Instructs Public Works to disconnect/re-connect water service

- I. Monthly Billing
 - J. Process NSF checks
 - K. Prepare and send quarterly recycling reports to Wright County
 - L. Notify sanitation company of any size or account change requests including new resident information for moving in/moving out
 - M. Annual reporting for DNR
- II) ANNUAL ASSESSMENTS / ASSESSMENT SEARCH
- A. Special assessment search requests
 - B. Research all assessment information regarding each request from realtors, title companies regarding assessed utilities, code violations, and past due utilities on homes that are being sold or are bank owned
 - C. Prepare assessment list of all unpaid utilities with the current owners account information, and PID number for year-end tax assessment for City Council approval
- III) NEW DEVELOPMENTS
- A. Find PID number for all final platted lots and blocks from Wright County Information
 - B. Enter PID number on each building permit for assessor
 - C. Create and maintain new property file for each new home
- IV) FENCE PERMITS
- A. Have applicant fill out fence permit and draw out fence on site survey
 - B. Have fence placement inspected by Public Works Department
 - C. Assign permit number and collect fee and file completed permit in property file
- V) ADMINISTRATIVE PERMITS
- A. Have applicant fill out administrative permit for type of permit requested: Administrative Business, Food Truck, Peddler/Solicitor Permits, Parking pad, or right-of-way permits
 - B. Collect appropriate fees for permits
 - C. Forward completed permit to appropriate person for review – City Administrator, City Clerk-Treasurer, City Planner, or City Engineer
 - D. Assign permit number and scan into property file if applicable
- VI) ADMINISTRATION
- A. Answer phone calls – main operator line at City Hall
 - B. Take credit card payments by phone or in person
 - C. Updates and maintains the postage machine, adds postage and relays supply ordering information to City Clerk-Treasurer
- VII) ANIMAL LICENSING

- A. Maintain all records and receipts of all licensed animals
- B. Publish license renewal notices in the newsletter, website and on utility bills
- C. Order new tags when expiration upcoming and maintain current supply

VIII) NEWSLETTER

- A. Email contacts for newsletter information
- B. Search and create newsletter items
- C. Create and layout newsletter for publication
- D. Publish and distribute newsletters
- E. Follow up with each organization for future events
- F. Send updated address list to publisher each quarter
- G. Creates flyers for Park and Rec events and other city functions for insertion in Newsletter or to be posted/published separately

IX) PUBLIC WORKS

- A. Completes any correspondence, filing, phone calls, and mailings for Public Works
- B. Works with Public Works Dept. regarding meter readings and meter replacements
- C. Completes grading escrow forms to track grading money paid and forwards grading certificate to engineer for final approval and release of escrow
- D. Small utility permit invoicing
- E. Bulk water invoicing
- F. Invoice snow removal done by Public Works for State of MN to MDOT
- G. Invoice residents for property maintenance for snow or grass/weeds removal if resident fails to do so within allowable timeframe
- H. Notify Xcel, Wright Hennepin or CR Electric when streetlights need repair or replacement

X) CITY WIDE CLEAN UP DAY

- A. Set up the time and date with all participating recycling vendors
- B. Publicize the date in newsletter, newspaper, and city website/Facebook
- C. Organize the site with the garbage company for dumpster placements
- D. Prepares pricelist, resident amnesty tracking sheets, and customer receipts
- E. Prepares the cleanup day recycling report for Wright County for reimbursement

XI) BUILDING PERMITS

- A. Issues over-the-counter building permits for fixed fee items
- B. Collects permits from residents and notifies them once approved by building inspector of fee for permit
- C. Collects and processes payment for permits

- D. Maintains building permit report file in Excel
- E. Prepares monthly and quarterly building permit reports for state
- F. Scans permit information to resident property files in Laserfiche

XII) PARK & RECREATION

- A. Attends all meetings
- B. Prepares meeting minutes to be included with City Council packet for monthly meetings
- C. Prepares meeting agendas and packets for commission participants
- D. Purchases supplies, contest trophies, and other ordering for events and contests

XIII) LASERFICHE

- A. Completes check scanning for accounts payable checks
- B. Completes check scanning for manual/electronic checks
- C. Completes and maintains scanning of items for resident's property files
- D. Completes all maintenance and any Laserfiche IT issues with OPG-3

XIV) COMMUNITY GARDEN

- A. Processes all Community Garden applications
- B. Tracks all deposit money to be kept or returned at end of season
- C. Assigns and tracks which plots have been rented and which are vacant
- D. Collects fees and ensures application is complete and signed

XV) FACEBOOK, YOUTUBE and WEBSITE

- A. Administers all Facebook activity and shares or posts items as necessary
- B. Communicates urgent messages to residents via Facebook and Website
- C. Uploads all city meeting videos to YouTube and uploads videos onto Facebook and Website
- D. Completes all website updates including posting meeting notices, agendas, packets and videos for all departments
- E. Maintains and updates city calendar on website as necessary

XVI) ELECTIONS

- A. Completes training for election judge at Wright County
- B. Assists with pre-election day set up and testing
- C. Assists with administration of elections on election days

XVII) PAYROLL

- A. Current backup for payroll duties when City Clerk-Treasurer is not available
- B. Enter all payroll information into Payroll accounting system and ensure information is accurate

- C. Transfer all tax and PERA information to online sites for time sensitive payments for taxes and PERA amounts
- D. Organizes all payroll paperwork for distribution to employees and management for approval

XVIII) OTHER DUTIES AS ASSIGNED BY SUPERVISORS

Approved by the Montrose City Council on January 25, 2021.

I accept the job duties and responsibilities of the Deputy Clerk.

Employee Signature: _____ **Date:** _____

Year 2021 Job Classification and Wage Range

| Job Title | Job Classification Points | STEP 1 - 4% Increase | STEP 2 - 4% Increase | STEP 3 - 4% Increase | STEP 4 - 4% Increase | STEP 5 - 4% Increase |
|--------------|---------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Deputy Clerk | 238-252 | 23.57 | 24.51 | 25.49 | 26.51 | 27.57 |

RESIDENTIAL SOLID WASTE AND RECYCLING SERVICE CONTRACT

THIS RESIDENTIAL SOLID WASTE AND RECYCLING SERVICE CONTRACT (the "Contract") is made and entered into this 13 day of June, 2016, by and between the CITY OF MONTROSE, MINNESOTA, a municipal corporation and political subdivision organized and existing under the laws of the State of Minnesota (the "City") and RANDY'S ENVIRONMENTAL SERVICES, INC., a Minnesota corporation (the "Contractor").

WITNESSETH:

WHEREAS, the City has found and determined that the public health and safety of the City will be promoted and preserved by establishing with a single private contractor an arrangement for the collection, transportation, and disposal of solid waste produced, kept and accumulated within the City; and

WHEREAS, the City desires to maintain a curbside solid waste and recycling program; and

WHEREAS, the City distributed a Request for Proposals for Residential Refuse and Recycling Collection, of which two qualified contractors submitted complete proposals; and

WHEREAS, at its regular meeting on April 11, 2016, after due consideration of the proposals received, the City Council of the City determined the Contractor to be most qualified to carry out the terms of this Contract; and

WHEREAS, the service fees proposed by the Contractor are acceptable to the City.

NOW, THEREFORE, in consideration of the covenants, promises, undertakings, and obligations herein created, granted, and assumed, the parties hereto agree as follows:

SECTION 1. DEFINITIONS:

- A. **Solid Waste:** Solid Waste shall mean wastes, garbage and rubbish of all kinds that accumulate in the ordinary operation of a residential unit. It shall not include unacceptable waste, as defined in Section 10 hereof.
- B. **Place or Premises:** Place or premises shall mean any residential house, residential unit, multiple residences, building, trailer, mobile home park, and every other place or premises where any person resides within the City.
- C. **Residential Unit:** Residential unit as used herein shall mean any structure in which one or more persons reside in up to three dwelling units.
- D. **Person:** Person shall mean and include any natural person, corporation, firm or association.
- E. **Compulsory Disposal List:** The compulsory disposal list shall mean the list of residential units within the City, who by the provisions of City ordinances, are required to pay a monthly unit service fee for the collection, transportation and disposal of solid waste. Vacant premises or premises where all persons are absent for a period of thirty (30) days or more will be removed from the compulsory disposal list during such vacancies.
- F. **Multiple Residences:** Multiple Residences shall mean any single structure containing four (4) or more dwelling units.
- G. **Recyclable:** Recyclable shall mean the following items:

1. Newspapers, magazines, paper, envelopes and paperboard boxes.
2. Rinsed clean aluminum, bi-metal and tinned food containers.
3. Rinsed clean glass containers (3 colors-clear, amber, green).
4. Rinsed clean plastic food and beverage bottles #1 thru #7.
5. Aseptic & Gable top cartons.

The Contractor and City may add other items as mutually agreed and made a part of this Contract.

SECTION 2. EXCLUSIVE PERMIT AND TENURE OF CONTRACT:

The Contractor shall have, if all terms and provisions of this Contract are met, an exclusive permit for the collection, transportation and disposal of all solid waste and recyclable material as herein defined from or with the City. The Contractor must obtain and maintain all licenses or permits to transact a refuse collection business in the City, Wright County, and the State of Minnesota.

This Contract shall commence on June 1, 2016 and remain in effect through May 31, 2021. This Contract may be extended by written agreement of the parties for one renewal term of five years, and upon the terms and conditions as provided in APPENDIX A.

SECTION 3. RENEGOTIATIONS:

During the term of this Contract, the parties agree to meet and discuss with each other any suggested changes or amendments to this Contract in order to minimize or eliminate inequities as may arise. Such renegotiation may include, but is not limited to, an event or events in which the Contractor is incurring actual increases in government taxes and fees. The City agrees to negotiate this Contract with the Contractor to rectify any inadequacies as they arise. Any amendment, modification or change of any provision of this Contract must be in writing signed by both parties.

SECTION 4. RESIDENTIAL SOLID WASTE COLLECTION:

The Contractor shall collect, transport and dispose of all solid waste from all residential units within the corporate limits of the City, as the same are now, and as the same may hereafter be defined, as follows:

- A. Once weekly during each and every week of the year. The residents shall place all solid waste containers curbside no later than 7:00AM on collection day.
- B. Owners and occupants of all residential units shall be required by the City to use an approved container for the disposal of solid waste.
- C. In no event shall the Contractor be required or suffer penalty for failure to perform a scheduled pickup when prevented from doing so as the result of an undue accumulation of snow and/or other catastrophic conditions.
- D. The City shall bill the individual households for solid waste removal services and make payment to the Contractor on a monthly basis.
- E. The Contractor shall establish a weekly collection schedule and a holiday collection schedule, which shall specify the day or days, on which collection shall be made from each residential unit. Weekly pick-up shall be on Tuesdays in accordance with the current schedule. This schedule may be altered and amended from time to time as the occasion may arise, with the consent of the City Council, in order to facilitate efficient collection and to maintain the health and safety of the community.
- F. Contractor shall provide an annual calendar for the City's residents identifying the collection schedule.
- G. Contractor shall provide containers and collection of refuse and recycling for 57 units at Countryview Estates Condominiums.
- H. Contractor is responsible for inventory of all containers disbursed throughout the City.

- I. Contractor shall provide containers and collection of refuse and recycling for all City-owned properties, including parks.
- J. Contractor shall provide containers and collection of solid waste and recycling for Montrose Days, free of charge to the City.

SECTION 5. RESIDENTIAL COLLECTION OF RECYCLABLES (Single Sort):

The Contractor shall collect recyclable material from all residential units within the corporate limits of the City, as the same are now, and as the same may hereafter be defined, as follows:

- A. Collection: The Contractor will provide the collection of recyclables from each residential unit every other week.
- B. Containers: The Contractor will provide a Single Sort Cart for collection of all recyclable material to each residential unit. The cost of providing the cart will be built into the residential unit rate. Contractor shall be responsible for the maintenance of the carts and except in the case of abuse and/or misuse by a resident, shall replace free of cost.

SECTION 6. RESIDENTIAL SOLID WASTE & RECYCLE MATERIAL COLLECTION (FEES):

The Contractor's service fees for solid waste and recycle material collection shall be determined in accordance with the fee schedule attached hereto as Appendix "A". This schedule will be in effect during the period of June 1, 2016 until May 31, 2021. The fees may be adjusted for any five-year renewal period subject to agreement of the parties hereto and written amendment of this Contract.

Some items such as white goods, tires, batteries, etc. will require an additional fee. The Contractor will make arrangements with each resident on an as needed basis to remove such items at the current market rate.

SECTION 7. COLLECTION EQUIPMENT:

The Contractor shall provide all equipment necessary for collection, transportation and disposal of solid waste material. Unless the material to be transported presents practical difficulties, all Contractor trucks shall be designed and built specifically for solid waste collection and shall be of the covered all-metal type so the material being collected and transported will not be seen, will not blow, fall or leak from the vehicle. The Contractor shall maintain equipment used in the performance of this Contract in a clean and sanitary condition.

SECTION 8. TRANSPORTATION:

Upon collection by the Contractor of solid waste, as required by the nature and size of its equipment, such waste shall be promptly and in a workmanlike manner transported to the site of disposal or processing, which may be within or located outside of the City.

SECTION 9. DISPOSAL:

The Contractor shall haul and dispose of solid waste, at its own expense. The City understands and acknowledges the Contractor will be compensated for these services out of the regular monthly invoices sent to residents. The Contractor must comply with all applicable rules, regulations and ordinances of the City, County or and State of Minnesota. If there is a conflict between the provisions of this Contract and the pertinent ordinances, regulations, and statutes, the more stringent requirements apply.

SECTION 10. UNACCEPTABLE WASTE:

No person shall be permitted to deposit among the solid waste any matter of unacceptable waste such as hazardous waste, batteries, used motor oil, tires, and any other material listed as unacceptable by the State of Minnesota. The Contractor shall not be required to collect any such unacceptable waste and shall not incur any liability for any person for its refusal to do so.

SECTION 11. COLLECTION OPERATIONS:

The Contractor shall furnish all labor and equipment as shall be necessary and adequate to insure satisfactory collection, transportation and disposal of solid waste material. The Contractor shall make every effort to maintain established scheduled pick-ups even though conditions such as weather may be adverse. Containers shall be handled with reasonable care to avoid damage and are to be replaced in an upright position. Any contents spilled shall be cleaned up and disposed of immediately in a workmanlike manner and all work to be performed hereunder shall be done so as to protect, to the highest extent possible, the public health and safety.

SECTION 12. CONTRACTOR INSURANCE AND INDEMNIFICATION:

Insurance. The Contractor shall maintain and keep in full force during the entire period of this Contract and any extensions thereof, the following insurance policies to insure against risks or liability:

- A. worker's compensation insurance, as required by statute in the State of Minnesota;
- B. public liability or commercial general liability insurance, with minimum limits of: **\$1,500,000.00** ;
- C. automobile liability insurance with limits of liability not less than: **\$5,000,000.00**; and
- D. personal injury and property damage insurance with minimum limits of: **\$5,000,000.00**.

The City shall be named as an additional insured in all such policies with the exception of worker's compensation insurance. Contractor shall provide the City Clerk/Treasurer with a certificate of insurance annually evidencing all insurance, endorsements and conditions, including a 30-day notice of cancellation to the City.

Indemnification. The Contractor shall indemnify and save harmless the City from any and all claims and causes of action which may be asserted against the City on account of any act or omission of the Contractor or its employees and agents in connection with its performance of the work contemplated by this Contract.

The Contractor shall pay all bills or claims for wages, salaries and supplies, incurred in the operation of the collection service.

SECTION 13. CONTRACTOR PERFORMANCE AND TERMINATION:

The City may terminate this Contract if in the City's reasonable judgment there has been a breach of any provision by the Contractor, or if in the City's reasonable judgment there is other good cause for termination.

Upon failure of the Contractor to fulfill any of the provisions of the Contract the City may, at its option, declare the Contract immediately terminated and may thereafter hire such labor and equipment as may be necessary to perform the services contemplated by this Contract. The cost of

such performance by the City shall be charged to and deducted from any compensation due the Contractor.

SECTION 14. ASSIGNMENTS AND SUBCONTRACTORS:

The Contractor shall not assign this Contract or any interest therein or any privilege or right granted therein without the written consent of the City Council. Consent to one assignment shall not be deemed to be consent to any subsequent assignment, neither shall the Contractor subcontract all or any portion of the work to be performed hereunder without the written consent of the City Council.

SECTION 15. COMMERCIAL BUSINESS COLLECTIONS:

This Contract applies only to residential solid waste and recyclable material as defined herein. Commercial businesses may contract with any licensed hauler it may choose.

SECTION 16. WAIVER:

The waiver by the City of any breach or violation of any term, covenant, or condition of this Contract shall not be a waiver of any subsequent breach or violation of the same or any other term, covenant or condition hereof.

SECTION 17. DISPUTE:

In the event a dispute shall arise between the Contractor and the City under any provision to this Contract, duly appointed City and Contractor representatives shall meet and endeavor to resolve the differences before litigation is commenced. The parties may also enter into formal or informal mediation proceedings. Disputes that require legal action will be dealt with in Wright County District Court. This Contract shall be construed in accordance with the laws of the State of Minnesota. Venue for any legal action shall be had in Wright County District Court.

SECTION 18. INDEPENDENT CONTRACTOR.

The services required under this Contract shall be performed and furnished by Contractor as an independent contractor and not as an agent or employee of City. The services shall be performed under the sole supervision, management, direction and control of Contractor in accordance with the terms and conditions of this Contract. Contractor will have full control, including but not limited to hiring, firing and supervision of its employees to assist in the performance of this Contract. Contractor further agrees that the services shall meet with the approval of City but that the detailed manner and method of performing the Services shall be under the exclusive control of and in the complete discretion of Contractor. Contractor shall have no authority to act as an agent or employee of City nor to enter into any contract for or on behalf of City.

SECTION 19. DATA PRACTICES COMPLIANCE.

Data and information provided to the City under this Contract or through the provision of services for the City under this Contract shall be administered in accordance with Minnesota Statutes, Chapter 13, as amended, and all data shall be maintained in accordance with all applicable laws, rules and regulations.

IN WITNESS WHEREOF, the parties have hereunto executed this Contract, by their officers, as of the day and year first above written.

CITY OF MONTROSE

Date: 6/13/2016
By: [Signature]
Greg Youngmans, Mayor

RANDY'S SANITATION, INC.

Date: 6-29-16
By: [Signature]
Randy Roskowiak, Owner

ATTEST:

[Signature]
Margaret McCallum, City Clerk/Treasurer

Date: 6-13-16

"APPENDIX A"
CITY OF MONTROSE
REFUSE AND RECYCLING SERVICE CONTRACT

Monthly Refuse Service Base Rates for 2016 (eff. July 1, 2016)

5 year contract

| | |
|---------------------------|--------------------|
| 35 gallon trash – \$7.77 | Per Unit Per Month |
| 65 gallon trash – \$8.86 | Per Unit Per Month |
| 95 gallon trash – \$10.86 | Per Unit Per Month |

Extra trash over and above the container sizes will be collected in 30-gallon increments, for a cost of \$3.00 plus a 9.75% Minnesota Solid Waste Management Tax.

Every other week collection of Single Sort Recycle in 65 gallon carts will be \$3.48 per month per household.

3% Increase at the start of years two and three on all service fees. All monthly rates are subject to a 9.75% Minnesota Solid Waste Management Tax.

Country View Estates Condos:

Trash 2-8 yard = \$270.00 per month.

Recycle 14-96 gallon carts \$59.50 per month

City-owned facilities will have the option, at no charge AAA NAID certified Document Destruction service.

Free weekly waste removal & recycling at all City-owned municipal buildings and City-owned parks.

Offer Blue Bag Organics program for no additional charge. A year's supply of compostable bags will be delivered to interested homes.

25% Discount on all items the City Maintenance Staff brings to Randy's Drop Site (appliances, electronics, tires, etc.)

Continued sponsor of the Annual Montrose Days Celebration.

Continued participation in Annual Parade.

Continued Sponsor of Montrose Beyond the Yellow Ribbon Organization/Light up the Night for Heroes 5k run.

Continued Advertiser in the Montrose Fire Department Calendar.

Each residential dwelling unit to receive a \$10.00 coupon for use at Randy's Drop Site.

Offer annual Shred Day for residents on a Saturday either at our Delano facility or a chosen city site.

Sample City Resolution on Paying LGA on Time and In Full

City of _____

State of Minnesota

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 & repairs, libraries, parks and trails, economic development and housing; and,

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

WHEREAS, our state (and nation) is facing one of the worst economic struggles in its history; and,

WHEREAS, our city has taken the following steps to support our residents and business {ADD DESCRIPTION OF THINGS THAT THE CITY HAS DONE TO SUPPORT RESIDENTS AND BUSINESSES}; 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, {ADD CLAUSE ABOUT HOW LGA IS IMPORTANT TO YOUR COMMUNITY AND ITS LOCAL IMPACTS FOR MAINTAINING CITY SERVICES}

BE IT RESOLVED that the City Council of _____, Minnesota urges through this Resolution to its lawmakers that the state resolve the state budget for 2022-2023 without reductions to Local Government Aid; and,

BE IT FURTHER RESOLVED that this resolution be transmitted to {YOUR LOCAL STATE REPRESENTATIVE AND STATE SENATOR}, Speaker of the House Melissa Hortman, Senate Majority Leader Paul Gazelka, House Minority Leader Kurt Daudt, Senate Minority Leader Susan Kent, and Governor Tim Walz.

Adopted: _____

Attest: _____