



AGENDA

SPECIAL CITY COUNCIL MEETING

Monday, January 25, 2021
4:00 P.M.

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

*** * Montrose Community Center * ***
200 Center Avenue South
Montrose, Minnesota 55363

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. BUSINESS

A. City Engineer

- i. Year 2020 Pavement Improvements Project – City Hall Parking Lot
- ii. Minnesota Department of Health – Manganese Testing
- 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*
- 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*
- v. Year 2021 Downtown Improvement Project – United States Highway Twelve (U.S. Hwy. 12) Redevelopment Plan
- 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*
- C. Garbage and Recycling Contract Renewal
- D. Personnel and Employee Relations Committee
 - i. Annual Performance Reviews Approval – Mr. Wayne McCormick and Ms. Deb Boelter
 - ii. City Clerk-Treasurer Retirement Resignation – Effective March 31, 2021
 - iii. Discuss Administration Restructuring
 - iv. Discuss Proposed Job Descriptions
 - a) City Administrator
 - b) City Clerk-Treasurer
 - c) Deputy Clerk
 - v. Cell Phone Purchase – Office Administrator
- E. Discuss City Council Meeting Agenda Packets and Tablets
- F. Discuss Consultant Services
- 5. OTHER
- 6. ADJOURNMENT



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

MEMORANDUM

Date: January 18, 2021
To: Honorable Mayor Moynagh and Members of the City Council
City of Montrose, Minnesota
From: Jared Voge, P.E.
City Engineer
Subject: 2020 Pavement Improvements
City of Montrose, Minnesota
BMI Project No.: W18.122484

At the September city council meeting, the 2020 Pavement Improvements project was awarded to Knife River Corporation of Sauk Rapids, Minnesota. Based on council direction, since the project bids were below budget and the City Hall parking lot requires reconstruction, we obtained an estimate from Knife River to remove and replace the parking lot pavement. Knife River's estimate, attached, is \$78,000.

We have reviewed the estimate and find the unit prices included within it to be comparable with other estimates received during the fall of 2020. We recommend that should council desire to proceed with the City Hall parking lot improvements, that council authorize staff via a motion to prepare a change order in the amount of \$78,000 and add the work to the 2020 Pavement Improvements project.

Please feel free to contact me if you have any questions.

JAV/kg

Quote for Montrose - City Hall Lot

10/26/2020

KNIFE RIVER CORPORATION - NC Contact: Andy Hicks
 4787 Shadow Wood Drive NE Phone: (320) 251-9472
 Sauk Rapids, MN 56379 Fax: (320) 258-2940

Bond: Included
 Sales Tax:
 Bid Date: 10/26/2020

Quote To: Spencer Johnson Phone: (320) 231-3956
 BOLTON & MENK, INC Fax:
 2040 Highway 12 E Email:
 Willmar MN 56201

Item	Description	Quantity	Unit	Unit Price	Extension
10	REMOVE EXISTING BITUMINOUS				
20	TOLERANCE EXISTING AGG BASE (ADD IF NEEDED)				
30	2" SP 12.5 NON WEAR (2,B)				
40	TACK COAT				
50	1.5" SP 9.5 WEAR (2,B)				
60	STRIPE PARKING STALLS				
Total Quote: \$					78,000.00

Inclusions/Exclusions:
 NOTES:

1. All items tied, unless approved by Estimator.
2. Sub-grade Excavation, Catch Basin Repair, Testing, Surveying & Erosion Control items are not included.
3. Bond, if necessary, may be prorated to a maximum of 0.4%.
4. All prices valid thru Oct. 1, 2021; Beyond these dates subject to price increase.
5. Quote based on approx. 2,780 square yards of existing bituminous lot.

PAYMENT TERMS:

1. To accept this proposal, sign and return a copy to Knife River Corp.
2. A valid credit account with Knife River Corp. is required before work will be scheduled.
3. No retainage is provided for in this quotation. Any deducts due to material deficiencies must be in writing and Knife River Corp. notified prior to the invoice being due.
4. All work becomes due and payable within 30 days of the invoice. Balances beyond 30 days are subject to finance charges in accordance with the credit agreement.

ACCEPTANCE:

All material is guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard practices.

Your signature indicates you agree to the prices, specifications and conditions as stated. It gives us authorization to do the work specified and payment will be made as outlined above.

Signature: _____

Signature:  _____

Title: _____

Title: Estimator/Project Manager

Firm: _____

Firm: Knife River Corporation - North Central

Date: _____

Date: 10-26-20



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MEMORANDUM

Date: January 18, 2021
To: Honorable Mayor Moynagh
City Council Members
City of Montrose
From: Jared Voge, P.E.
City Engineer
Subject: Manganese Testing
City of Montrose, Minnesota
BMI Proj. No.: W13.120188

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, etc. 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, etc.

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 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 Mn (µg/L)
Well #2	790	948	869
Well #4	983	990	987
Well #5	798	890	844

µg/L = micrograms per liter

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.

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. If council agrees, we recommend that council pass a motion authorizing the preparation of a report to identify next steps for manganese reduction within the city's water system.

If you have any questions, please call.

MEMORANDUM

Date: January 19, 2021
To: Honorable Mayor Moynagh
City Council Members
City of Montrose, Minnesota
From: Jared Voge, P.E. Justin Kannas, P.E.
City Engineer Assistant City Engineer
Subject: Regional Park – Park Shelter Building
City of Montrose, Minnesota
Project No.: W13.120546

The City's Capital Improvement Plan includes the construction of a combined use park shelter within the Regional Park.

A grant is available through the DNR which includes picnic shelters as an eligible item. The maximum grant award amount is \$250,000 and must include a minimum 50% match from the City of Montrose. In kind labor provided by the City of Montrose can also be used towards the 50% match. The total amount available state-wide for this grant cycle is up to \$850,000. Therefore, the program will be very competitive.

The deadline to submit an application is March 31, 2021. Construction could occur in the 2022 construction season with a project completion date of June 30, 2023.

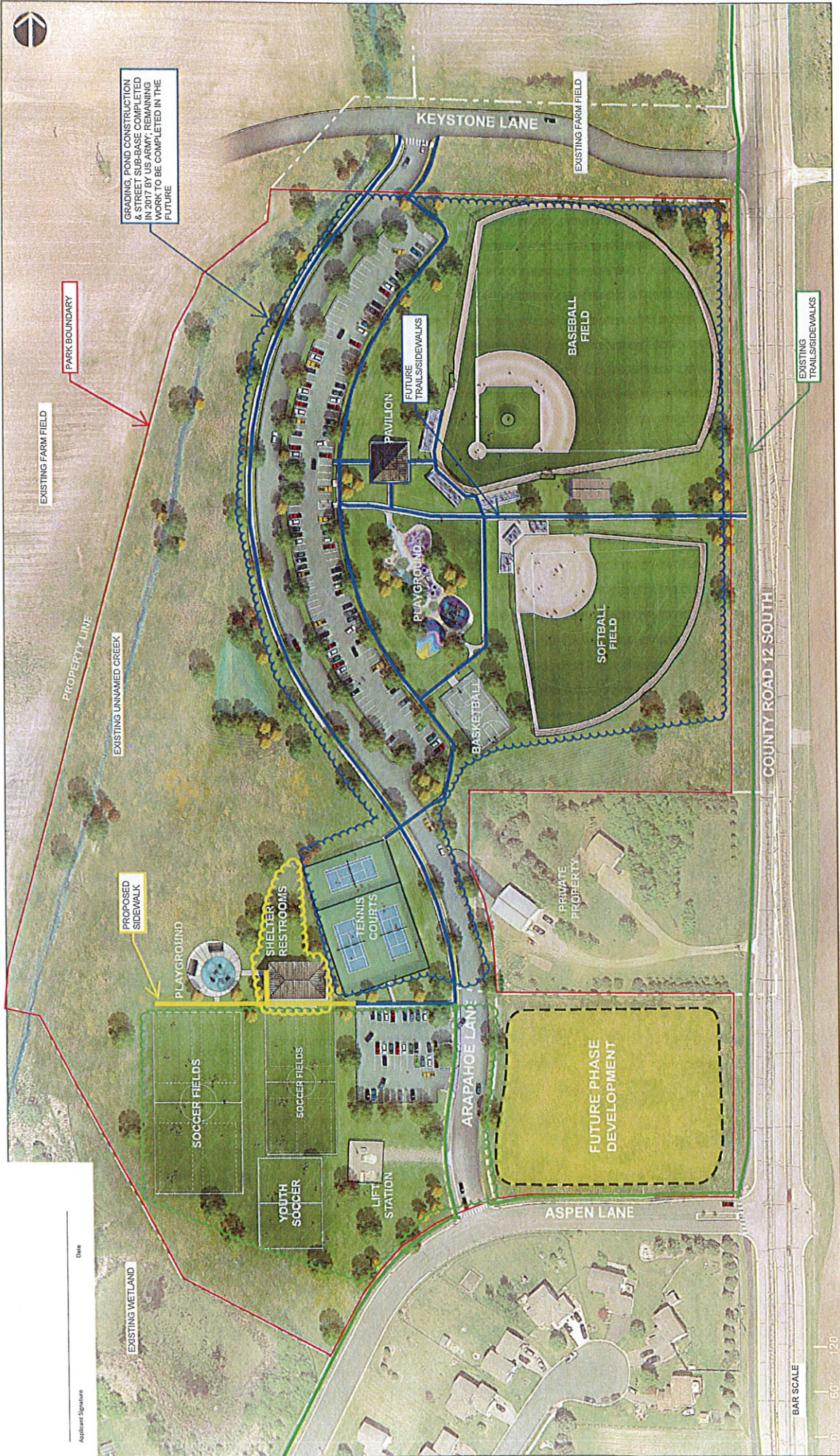
Attached is a concept floor plan, elevation views, and site plan. The plans are similar to those submitted with previous grant applications, with the exception of changing the warming house area of the shelter to a kitchen area. The proposed modification is based on City staff discussion that the need 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.

A detailed cost estimate has not been completed. We believe the construction cost will exceed \$500,000 based on estimates from the original concept in 2017 and recent construction inflationary percentages. Therefore, the grant award request would be made for the maximum amount of \$250,000.

If the City Council wishes to proceed with a grant application, I recommend that you authorize us to proceed with preparing the required submittals and adopt the attached City Council Resolution.

If you have any questions please call.

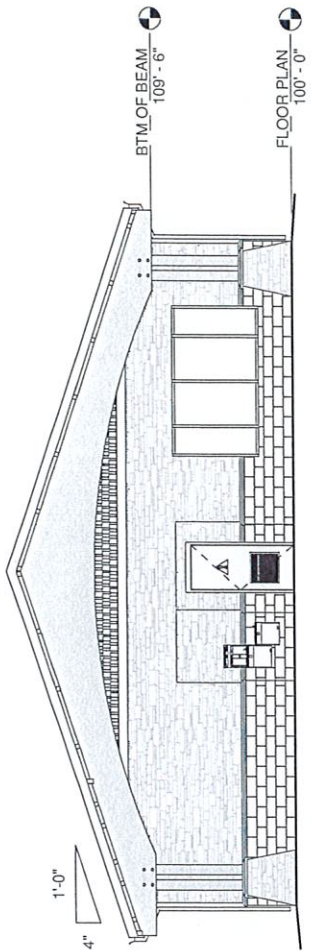
JLK/jk



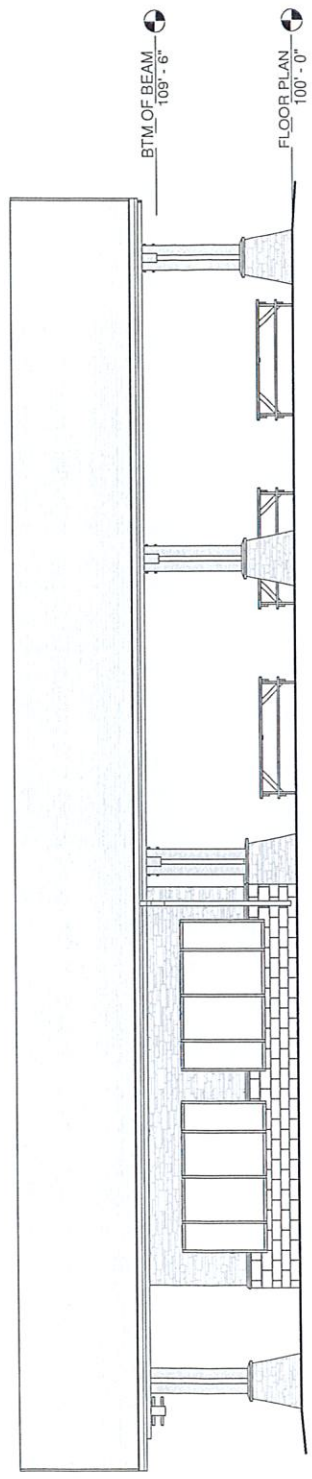
 Applicant Signature
 Date



CITY OF MONTROSE | REGIONAL PARK -
PARK SHELTER | RECREATION SITE PLAN

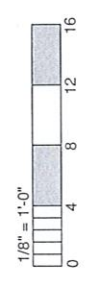


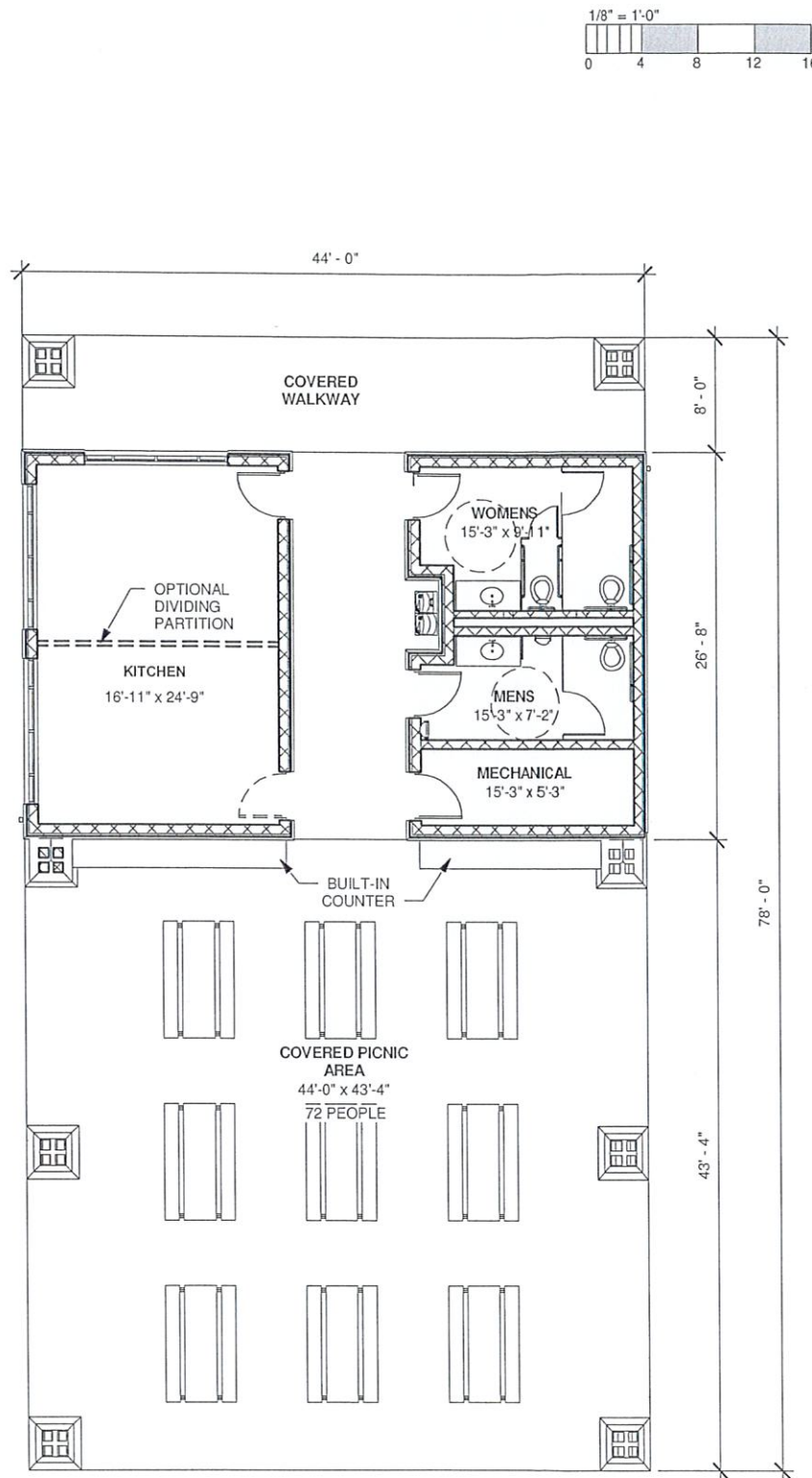
① WEST ELEV.
1/8" = 1'-0"



② SOUTH ELEV.
1/8" = 1'-0"

PARK SHELTER
MONTROSE, MN





① PROPOSED FLOOR PLAN - OPTION B
1/8" = 1'-0"

PARK SHELTER

MONTROSE, MN

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

RESOLUTION NO. 2021-06

**RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION TO THE MINNESOTA
DEPARTMENT OF NATURAL RESOURCES FOR THEIR OUTDOOR RECREATION GRANT**

BE IT RESOLVED that the City of Montrose act as legal sponsor for the project contained in the Outdoor Recreation grant application to be submitted on March 31, 2021 and that Deb Boelter is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of the City of Montrose.

BE IT FURTHER RESOLVED that the applicant has read the Conflict-of-Interest Policy contained in the Outdoor Recreation Grant Program Manual and, upon discovery, certifies it will report to the State any actual, potential, or perceived individual or organizational conflicts of interest to the application or grant award.

BE IT FURTHER RESOLVED that the City of Montrose has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Montrose has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that the City of Montrose has or will acquire fee title or permanent easement over the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State, the City of Montrose may enter into an agreement with the State for the above-referenced project, and that the City of Montrose certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that the City Clerk is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Montrose on January 25, 2021.

SIGNED:

(Signature)

(Title) (Date)

WITNESSED:

(Signature)

(Title) (Date)



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MEMORANDUM

Date: January 19, 2021
To: Honorable Mayor Moynagh
City Council Members
City of Montrose, Minnesota
From: Jared Voge, P.E. Justin Kannas, P.E.
City Engineer Assistant City Engineer
Subject: 2021 Downtown Improvement Project
Montrose, Minnesota
Project No.: W13.120514

The 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.

The 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.

The schedule for the grant program is as follows:

- Project Application Deadline: March 3, 2021
- LRIP Advisory Committee Convenes: 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.**

If a grant were to be awarded for the 2021 Downtown Improvement Project, project bidding would need to be delayed until such time that a grant agreement is fully executed.

If the City Council wishes to proceed with a grant application, I recommend that you authorize us to proceed with preparing the required submittals and adopt the attached City Council Resolution.

Please feel free to contact me if you have any questions.

JAV/jk

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

RESOLUTION NO. 2021-07

**RESOLUTION SUPPORTING PURSUIT OF 2020 LOCAL ROAD IMPROVEMENT
PROGRAM FUNDING FROM MnDOT FOR THE DOWNTOWN IMPROVEMENT
PROJECT**

WHEREAS, the Downtown Improvement project includes improvements to the sanitary sewer, watermain, storm sewer, and streets. The proposed improvements are CSAH 60/Center Avenue S from TH 12 to 2nd Street S and 2nd Street S from Center Avenue S to CSAH 12. Center Avenue N from 1st Street N to 2nd Street N/Charity Lane N. Center Avenue S from 2nd Street S to 1st Street S. Dakota Avenue S from 4th Street S to 3rd Street S. Emerson Avenue N from 1st Street N to 2nd Street N. Emerson Avenue S from TH 12 to 3rd Street S and from 2nd Street S to 1st Street S. 1st Street N from Clementa Avenue SW to CSAH 12. 1st Street S from Emerson Avenue S to CSAH 12. 2nd Street N from Emerson Avenue N to Center Avenue N. 2nd Street S from Emerson Avenue S to Center Avenue and from CSAH 12 to approximately 400 feet east. 3rd Street S from Emerson Avenue S to CSAH 12 and from CSAH 12 to east end of street. 4th Street S – Emerson Avenue S to Dakota Avenue S, and

WHEREAS, the Downtown Improvement project provides opportunity to enhance the downtown area. A completed downtown visioning study recommended improvements to the aesthetics of downtown to drive economic development and this funding source would support these goals, and

WHEREAS, the enhancement of 1st Street N. is a vital east-west connection between CSAH 12 and Clementa Avenue that alleviates US Trunk Highway 12 traffic, and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available \$75,000,000 with up to \$1,250,000 to apply toward projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development, and

WHEREAS, the Local Road Improvement Program (LRIP) requires a city, such as Montrose, that is not a State Aid city, to have a county sponsor and the support of the County Board, and

WHEREAS, the proposed year for project construction is 2021-2022.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MONTROSE AS FOLLOWS; that

1. The City Council hereby supports the reconstruction of CSAH 60/Center Avenue S from TH 12 to 2nd Street S and 2nd Street S from Center Avenue S to CSAH 12. Center Avenue N from 1st Street N to 2nd Street N/Charity Lane N. Center Avenue S from 2nd Street S to 1st Street S. Dakota Avenue S from 4th Street S to 3rd Street S. Emerson Avenue N from 1st Street N to 2nd Street N. Emerson Avenue S from TH 12 to 3rd Street S and from 2nd Street S to 1st Street S. 1st Street N from Clementa Avenue SW to CSAH 12. 1st Street S from Emerson Avenue S to CSAH 12. 2nd Street N from Emerson Avenue N to Center Avenue N. 2nd Street S from Emerson Avenue S to Center Avenue and from CSAH 12 to approximately 400 feet east. 3rd Street S from Emerson Avenue S to

CSAH 12 and from CSAH 12 to east end of street. 4th Street S – Emerson Avenue S to Dakota Avenue S, and

2. The City Council hereby supports the City of Montrose's pursuit of Local Road Improvement Program (LRIP) funding and authorizes staff to prepare and submit such application, and
3. The City Council hereby seeks the support by resolution of Wright County to act as Sponsor for the City of Montrose's Local Road Improvement Program funding application and the associated project for the reconstruction of CSAH 60/Center Avenue S from TH 12 to 2nd Street S and 2nd Street S from Center Avenue S to CSAH 12. Center Avenue N from 1st Street N to 2nd Street N/Charity Lane N. Center Avenue S from 2nd Street S to 1st Street S. Dakota Avenue S from 4th Street S to 3rd Street S. Emerson Avenue N from 1st Street N to 2nd Street N. Emerson Avenue S from TH 12 to 3rd Street S and from 2nd Street S to 1st Street S. 1st Street N from Clementa Avenue SW to CSAH 12. 1st Street S from Emerson Avenue S to CSAH 12. 2nd Street N from Emerson Avenue N to Center Avenue N. 2nd Street S from Emerson Avenue S to Center Avenue and from CSAH 12 to approximately 400 feet east. 3rd Street S from Emerson Avenue S to CSAH 12 and from CSAH 12 to east end of street. 4th Street S – Emerson Avenue S to Dakota Avenue S, and furthermore the City Council hereby provides assurance that the City of Montrose will pay all costs associated with the project and that city staff will ensure that all aspects of LRIP funding requirements are met and the project's schedule is adhered to.

ADOPTED BY THE CITY COUNCIL OF MONTROSE, MINNESOTA, THIS 25TH DAY OF JANUARY 2021.

ATTEST:

Robert W. Moynagh III
Mayor

Deborah R. Boelter
City Clerk-Treasurer

STATE OF MINNESOTA
COUNTY OF WRIGHT

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the City of Montrose at a duly authorized meeting thereof held on the 25th day of January 2021, as shown by the minutes of said meeting in my possession.

Witness my hand as the City Clerk and the corporate seal of the City of Montrose, this 25th day of January 2021.

Deborah R. Boelter
City Clerk-Treasurer

Seal



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MEMORANDUM

Date: January 19, 2021
To: Honorable Mayor Moynagh
City Council Members
City of Montrose, Minnesota
From: Jared Voge, P.E. Justin Kannas, P.E.
City Engineer Assistant City Engineer
Subject: 2021 Downtown Improvement Project
Montrose, Minnesota
Project No.: W13.120514

In 2009 a TH 12 Redevelopment Plan was adopted by the City of Montrose. That plan is attached for 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 TH 12 Redevelopment Plan and is included as an overlay district on the city zoning map. Pages 7 through 9 of the TH 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. An excerpt from the plan is included below.

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.

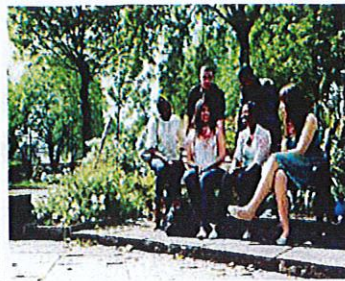
Infrastructure: Within the designated downtown commercial area the following infrastructure standards are recommended:

- 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.

We are seeking input from the City Council regarding your desire for incorporating enhancements into the 2021 Downtown Improvement Project. This 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 TH 12 Redevelopment Plan, we will develop concepts for City Council review and consideration. We request that Council provide direction.

If you have any questions, please call.

JAV/jk



City of Montrose U.S. TH 12 Redevelopment Plan

November, 2009
Effective: January, 2010



MONTROSE U.S. HIGHWAY 12 REDEVELOPMENT PLAN

ACKNOWLEDGEMENTS

This U.S. Highway 12 Corridor Redevelopment Plan was created by the Montrose Highway 12 Redevelopment Task Force with support from EDA and City Council and with input from the community businesses and residents, and city staff. Following is a list of participants in this 2008-2009 planning document for the City of Montrose:

HIGHWAY 12 REDEVELOPMENT TASK FORCE

Hal Gallus
 Sylvia Henry
 Sharon Knodel
 Mary McCarty – Co-chair
 Catherine Neiberger – Co-chair
 Jeff Petersen
 Ellen Sones
 Gary Theis
 Dan Torgerson
 Jon Varner

CONTRIBUTIONS BY

Bob Chantland
 Lloyd Johnson
 Andrew Kauffman
 Al Zakariasen

ECONOMIC DEVELOPMENT AUTHORITY

Joe DeBauche
 Andrew Kauffman
 Sharon Knodel
 Jeff Petersen
 Brian Matzke
 Scott Jensen
 Ryan Andreae
 Charlie Nelson, 2008
 Cindy Beaton, 2008

CITY COUNCIL

Charlie Nelson, Mayor 2008
 Ryan Andreae
 Scott Jensen
 Andrew Kauffman, Mayor 2009
 Sharon Knodel
 Jeff Petersen
 Cindy Beaton, 2008

CITY STAFF/CONSULTANTS

Barbara Swanson, City Administrator
 Joanne Foust, Municipal Development Group, Inc.
 Justin Kannas, Bolton & Menk
 Kevin Teppen and Tom Goodrum, MFRA
 Samuel Geer, Research Assistant- CURA

MONTROSE U.S. HIGHWAY 12 REDEVELOPMENT PLAN

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Exhibits

1	Design Guidelines
II	Landscape Plan US TH 12

Table of Maps

Description	
US TH 12 Redevelopment Project Boundary	Map 1
Build-to-Line	Map 2
Existing Zoning US TH 12	Map 3
Map Existing Land Uses US TH 12	Map 4
Comprehensive Plan – Future land use US TH 12	Map 5
Traffic counts -2006 US TH 12	Map 6
Projected traffic counts -2030 US TH 12	Map 7

MONTROSE U.S. HIGHWAY 12 REDEVELOPMENT PLAN

Section 1. Executive Summary

The Highway 12 Redevelopment Plan includes a number of key components and recommendations. Following is a summary of the critical elements of this plan:

- **Development of Downtown and Highway Commercial Overlay Districts.**

This plan recommends the development of overlay districts on the City's Official Zoning Map, in which design guidelines relating to two specific districts would apply, in addition to existing zoning regulations. This includes a proposed Downtown Overlay District between Center Avenue and Buffalo Avenue, extending from Highway 12 north to 2nd Street and two Highway Commercial Overlay Districts extending from Garfield Avenue to Center Avenue and from Buffalo Avenue to Zephyr Avenue. Design elements for each district are specified.

- **Adoption of Quality Architectural and Design guidelines.**

The US TH 12 Corridor and the identified "Highway Commercial Project Area" consists of approximately 35 structures with a variety of architectural styles, building heights, setbacks and exterior building materials. In order to build a more consistent, cohesive commercial corridor, this plan recommends the adoption of the attached Design guidelines Manual, attached as Exhibit I.

- **Incorporation of Landscape/Green Infrastructure.**

The Highway 12 Redevelopment Plan identifies a need to soften the hardscape or infrastructure within the US TH 12 corridor through the use of green infrastructure. The Task Force recommends the implementation of a US TH 12 Landscape Plan, Exhibit II, developed with assistance through MnDOT's Community Landscape Partnership Program.

- **Minimizing Impacts on Mixed Uses.**

A goal of the Highway 12 Redevelopment Plan is to identify methods to encourage the redevelopment of parcels to commercial uses, while minimizing the impact on adjacent residential uses, while they continue as non-conforming uses. The plan recognizes the redevelopment of US TH 12 and conversion from existing land uses to future commercial land uses will occur over time and in phases. During the transition, it is recommended methods be employed to minimize the impact of commercial development on adjacent existing residential uses. In order to accommodate both uses in the transition period, it is recommended that site plans be reviewed for new and redeveloping commercial projects with an emphasis on screening from adjacent residential uses review of the location of driveway accesses, inclusion of downcast lighting, increased setbacks, etc

- **Burying of Overhead Power Lines.**

The Highway 12 Redevelopment Plan identifies the burying of overhead power lines as a key element in improving the aesthetics of the US TH 12 Corridor, and a necessity for the installation of decorative streetlights. Due to the cost of burying overhead power lines, which would serve future decorative light standards, it is recommended the City plan and budget for the installation of decorative streetlights in 10 years, and seeking MnDOT cost participation at that time, when Montrose's US TH 12 lighting is 23+ years old.

- **Phasing of Improvements and Budgeting for Implementation.**

The implementation of the Highway 12 Redevelopment Plan is recognized as a long term plan to be completed in phases, with a variety of funding sources. A proposed budget for various improvements and an implementation plan are noted within.

Section 2. Project Overview & Vision

A. Community and Project Overview

Located 25 miles west of the Twin Cities, Montrose is an emerging community positioning itself for continued growth. (See Map 1). The 2000 Census reported a population of 1,143 in Montrose. The MN State Demographer's Office estimated the 2008 population at 2,498 or a 119% increase in the eight year period. With the exponential residential growth, the demand for additional local commercial goods and services increased. In an effort to promote economic development and assist with business recruitment and retention, the Montrose Economic Development Authority (EDA) identified a need to improve the aesthetics and functionality of current commercial areas.

US TH 12 serves as the primary gateway to and major corridor through the community, which serves a majority of Montrose's commercial and industrial businesses. As a part of the City's Comprehensive Plan, residents provided input; expressing a desire to develop a commercial downtown along with supporting highway commercial development. The City Council and EDA, recognizing the importance US TH 12 plays for the community, established a Highway 12 Redevelopment Committee in 2008 to begin implementing the goal of the comprehensive plan and start planning for short and long term improvements to enhance this roadway. In July, 2008, the citizens, at a community visioning meeting, reinforced the need to address US TH 12 by selecting Highway 12 Redevelopment as one of three projects to focus on in the next year, utilizing technical and financial resources provided through a Healthy Community Partnership Grant from the Initiative Foundation.

B. Vision and Goals

Vision: As a result, the Highway 12 Redevelopment Committee adopted the following vision statement:

“Enhance the Highway 12 corridor by creating a unique identity for Montrose that promotes community pride and economic development.”

Goals: In order to accomplish this vision, the Task Force established the following seven goals:

1. **Unique Identity:** The Highway 12 Task Force finds it important to redevelop the Highway 12 corridor with an identity unique to Montrose. The Task Force has based the Highway 12 Redevelopment Plan around the history and heritage of Montrose, recommending the integration of architectural features into design guidelines.
2. **Integrating Mixed Uses:** The US TH 12 corridor consists of mixed commercial and residential uses. While the long term Comprehensive Plan guides a majority of the property along the roadway as commercial in nature, the Task Force recognizes the need to minimize the impact on existing residential uses as the redevelopment of commercial parcels occurs. Within the project area over half of the parcels are residential in nature. A goal of the Highway 12 Redevelopment Plan is to identify methods to encourage the redevelopment of parcels to commercial uses, while minimizing the impact on adjacent residential uses, while they continue as non-conforming uses.
3. **Developing and Defining a Downtown District:** Montrose's commercial areas are not readily distinguishable. With varying setbacks and building heights and styles, a definable “downtown” does not exist. This Redevelopment Plan has been developed with the goal of developing clearly defined highway commercial districts and a downtown district, in which design guidelines and infrastructure are unique, yet include consistent elements to provide continuity between the two areas.

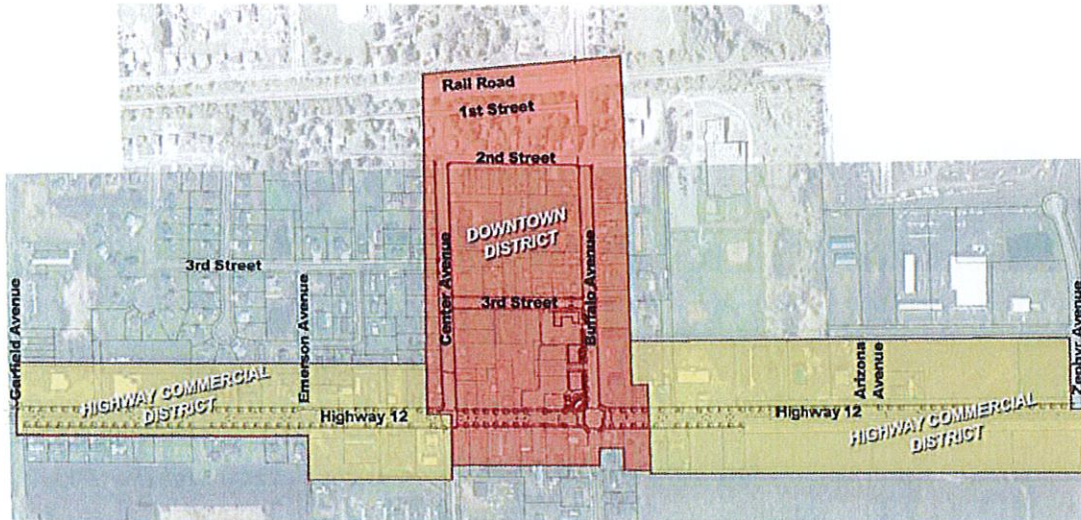
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4. **Quality Architectural and Design guidelines:** The US TH 12 Corridor and the identified "project area" consists of approximately 35 structures with a variety of architectural styles, building heights, setbacks and exterior building materials. The Task Force wishes to build a more consistent, cohesive design standard, building on the history of the post-civil war architecture.
5. **Streetscape Improvements and Green Infrastructure:** The US TH 12 corridor currently includes overhead powerlines and overhead light standards, mature trees on private property, sidewalks in a majority of the project area. The Highway 12 Task Force desires to improve the aesthetics of the corridor making the community more attractive to existing and future businesses and customers. A variety of green infrastructure or landscaping materials along with hardscape improvements (e.g. lighting, benches, etc.) are proposed to create a more pedestrian friendly environment and community gathering areas.
6. **Encouraging Connectivity:** While US TH 12 is a principal arterial with a strong focus on automobile traffic, the Task Force finds it essential to plan for pedestrian traffic with safe crossings and connections from residential and commercial areas to educational facilities in the community. The Task Force hopes to build connectivity of the Highway 12 area to other parts of the community through safe pedestrian crossings, greenways, decorative lighting and design guidelines.
7. **Promoting Sustainability:** Acknowledging the costs involved in operating and maintaining new construction, street lighting, landscaping, the Highway 12 Task Force encourages sustainable building and construction concepts.

Section 3. Project Scope and Overlay Districts

A. Project Scope (Physical Boundary)

Phase I of the US TH 12 Redevelopment Plan has been identified as the parcels immediately adjacent (north and south) of US TH 12 from Garfield Avenue, on the west side of the City to Zephyr Avenue on the east side of the City, as illustrated below. In addition a "downtown district" has been identified as the area located between Center Avenue and Buffalo Avenue, from just south of Highway 12 north to the railroad. This includes the parcels immediately adjacent to Garfield Avenue and Buffalo Avenue. The project scope is illustrated below and attached as Map 2. The parcels immediately adjacent to the roadway are those parcels included in the project boundary.



In order to accomplish the goal of developing and defining a downtown district, this Highway 12 Plan identifies specific infrastructure and design elements for two primary commercial overlay districts; the "Downtown District" and the "Highway Commercial District". A further explanation of these areas follows:

B. Overlay Districts

This plan recommends the development of overlay districts on the City's Official Zoning Map, in which design guidelines relating to two specific districts would apply, in addition to existing zoning regulations. Following are descriptions of the proposed Downtown Overlay District and Highway Commercial District. Specific design guidelines applicable to each are further defined in Exhibit 1.

1. Downtown Overlay District.

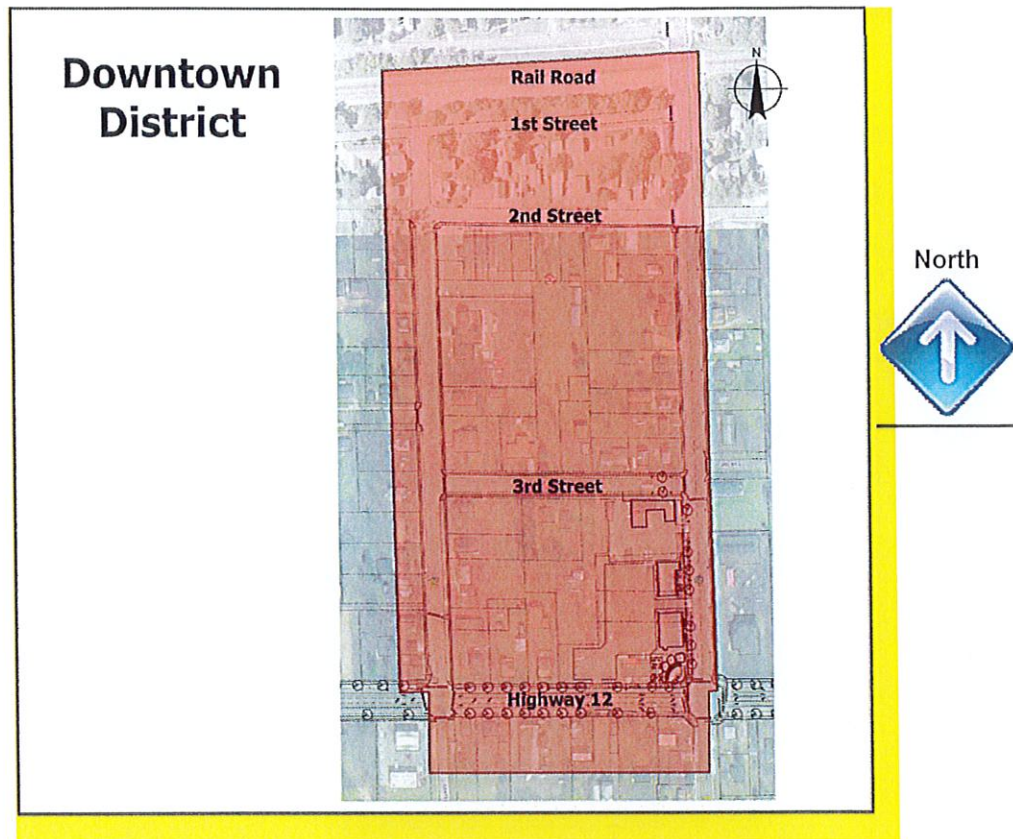
The area depicted on the following page, extending along US TH 12 from Center Avenue (including the lots adjacent to Center Street) to Buffalo Avenue (and including the lots along both sides of this corridor), north to 1st Street North has been identified as the "Downtown District" to which "Downtown Overlay District design guidelines" within Exhibit 1 apply. Within this geographic boundary, land is zoned both central business district as well as RB- Residential Business.

The downtown district and its boundaries were identified based on a number of factors including the presence of public uses to "anchor" the downtown including (1) the Community Center/Fire Hall, (2) Lion's Park, (3) City Hall and (4) The Post Office.

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Within the district is a mix of residential and commercial uses. This Highway 12 Redevelopment Plan does not recommend the rezoning of the land from R-B, Residential District, rather recognizes the existence and importance of both residential and business uses in this area. Design Guidelines for both commercial and residential uses in the "Downtown Overlay District" have been included in the Design Guidelines in Exhibit 1.

This Plan recognizes the long term implementation to achieve the overall plan and its goals. Through the use of Design Guidelines, development of incentive programs and potential acquisition and redevelopment smaller residential homes in the district in the future, by developers or the City, this Plan may be accomplished.



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.

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- 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.

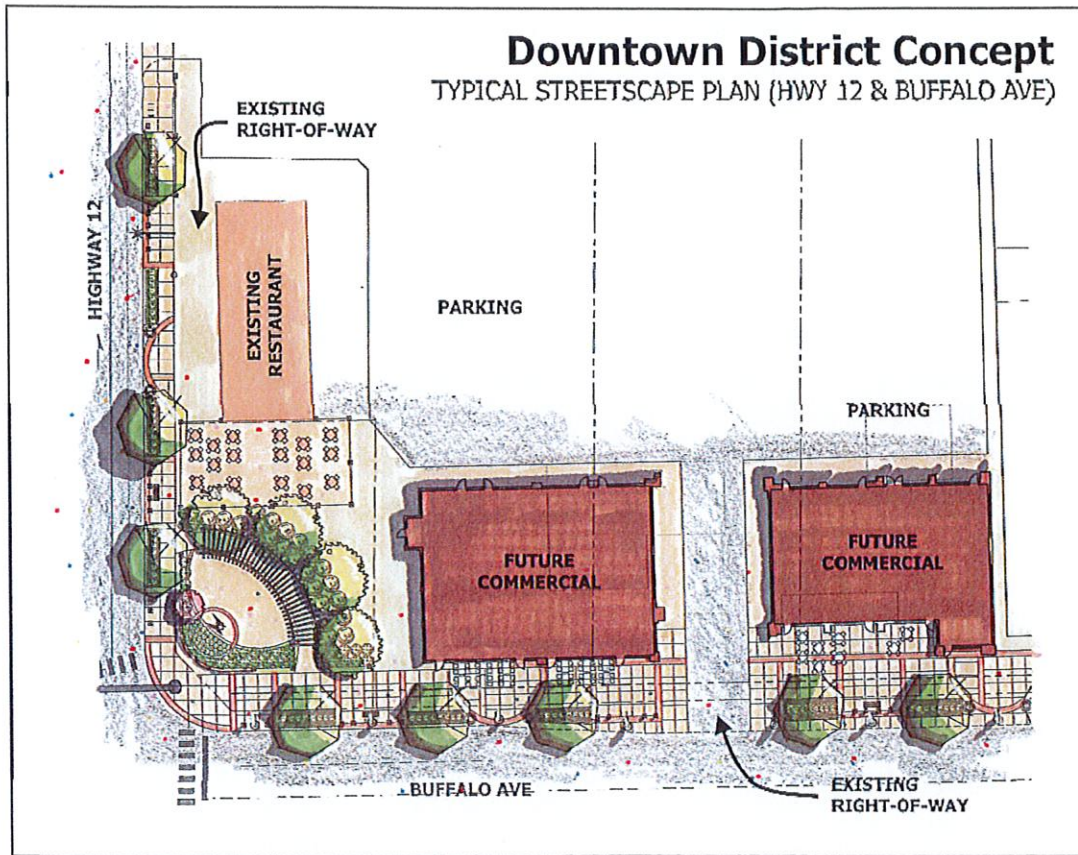
Commercial Building and Site Design: In order to create a pedestrian oriented commercial district, site and design guidelines for commercial properties, unique to the “downtown” are recommended. These are further defined within Exhibit 1, Design Guidelines. A partial listing is summarized below:

- Buildings shall be proportioned to provide the appearance of single units, with one story buildings discouraged.
- Buildings shall be constructed to build-to lines, with the exception of areas in which outdoor seating and green spaces are provided.
- Entrances shall be provided from the front of the building.
- Compatible structures (commercial uses) are encouraged to be placed closer together.
- Parking is recommended behind structures, or on the side of buildings, with ornamental fencing and hedge screening at the property line.
- Recessed doors/entrances are encouraged, with larger display windows.

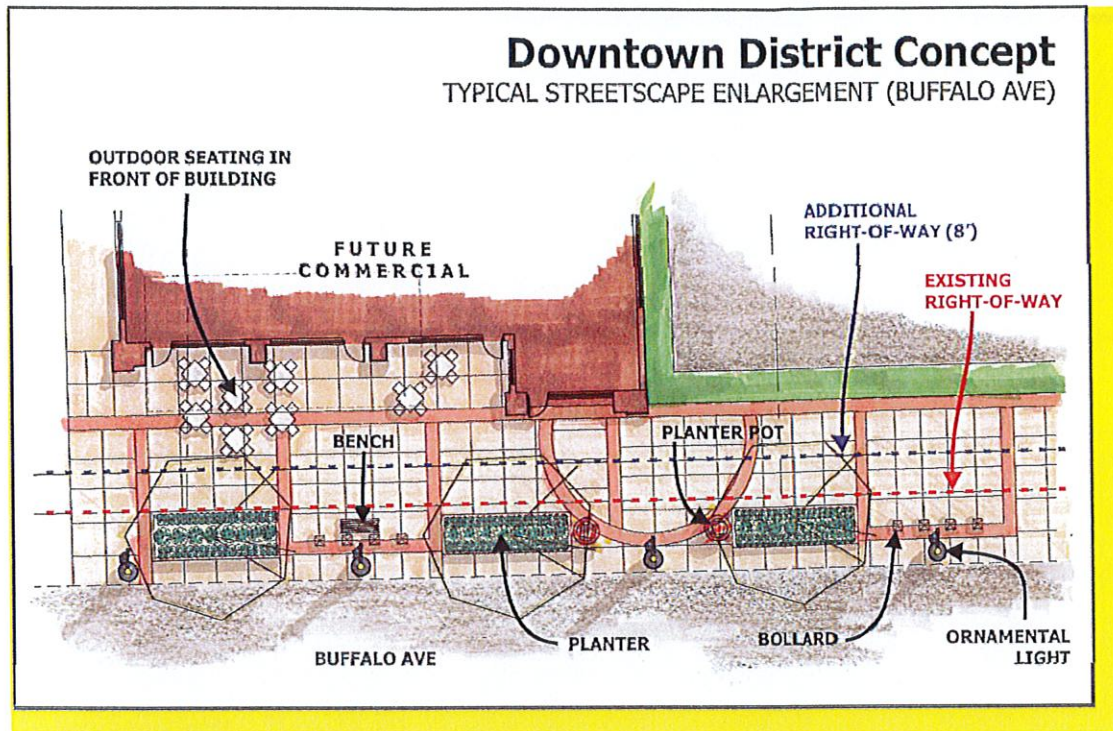
Enhancements at key intersections or the corners of Center Avenue and Buffalo Avenue, where the highway commercial overlay district transitions into the downtown district are recommended. The use of specialty concrete and scoring on sidewalks and bump-outs, and plazas with benches and bicycle racks could be considered. These features are recommended to calm the traffic, increase safety for pedestrians crossing US TH 12 and set the visual cue to signal travelers and pedestrians are entering the downtown.

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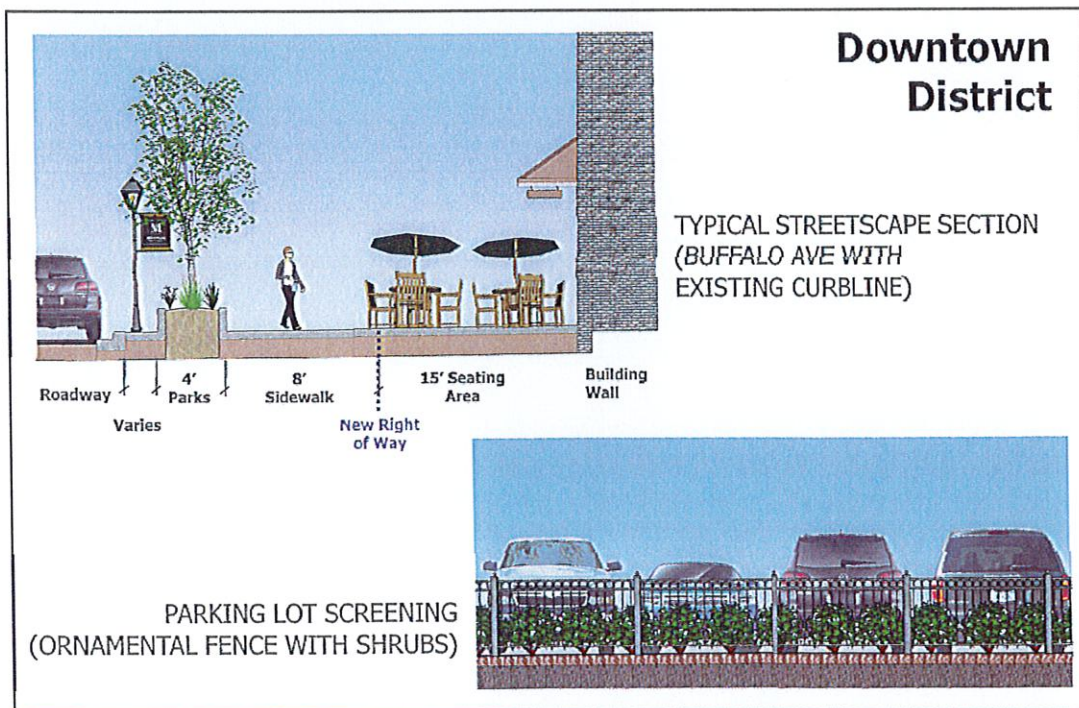
Within the Downtown Overlay District, US TH 12 has a road width of 58 feet. This plan recommends working with MnDOT to investigate the reduction of the safe zone from 11 feet to six feet to allow additional space for streetscape amenities including benches, bollards and raised planters. At the intersection of US TH 12 and Buffalo, along US TH 12, there is an 11 foot right-of-way from the curb to the front of the existing restaurant, providing ample room for raised planters, as illustrated below.



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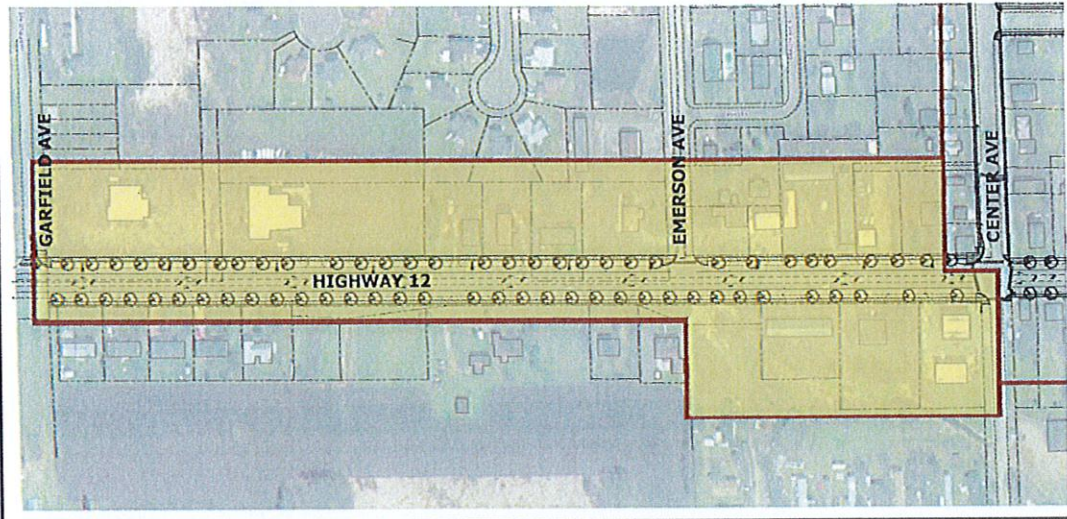
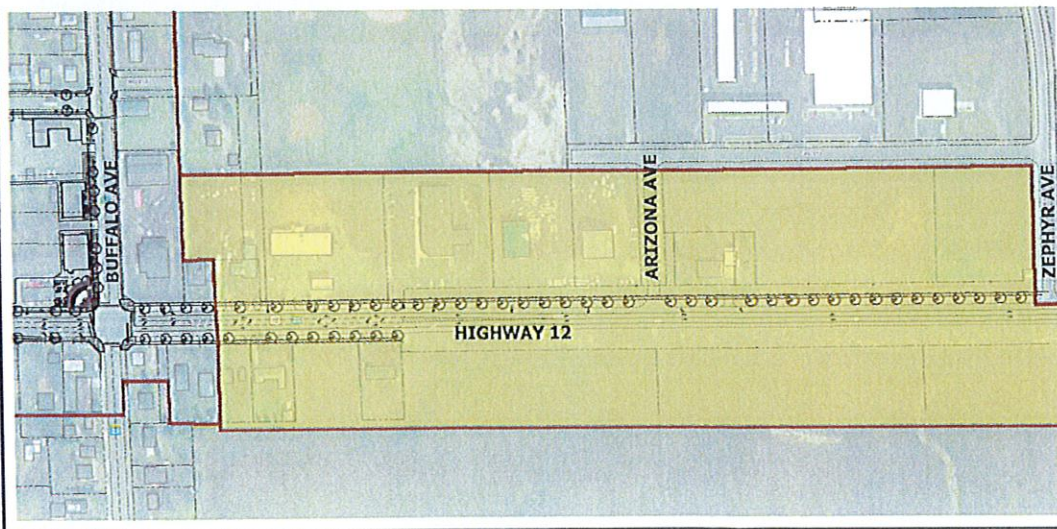
Along Buffalo Avenue, it is recommended buildings be setback from the zero lot line to provide additional space for planter boxes, planters and outdoor seating in front of buildings. With 2006 average daily traffic counts (ADT) of approximately 5,500 along Buffalo Avenue, it was noted this area may be more conducive for outdoor seating, versus along US TH 12, where 2006 ADTs ranged from 10,000 to 12,000 vehicles.



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2. Highway Overlay District.

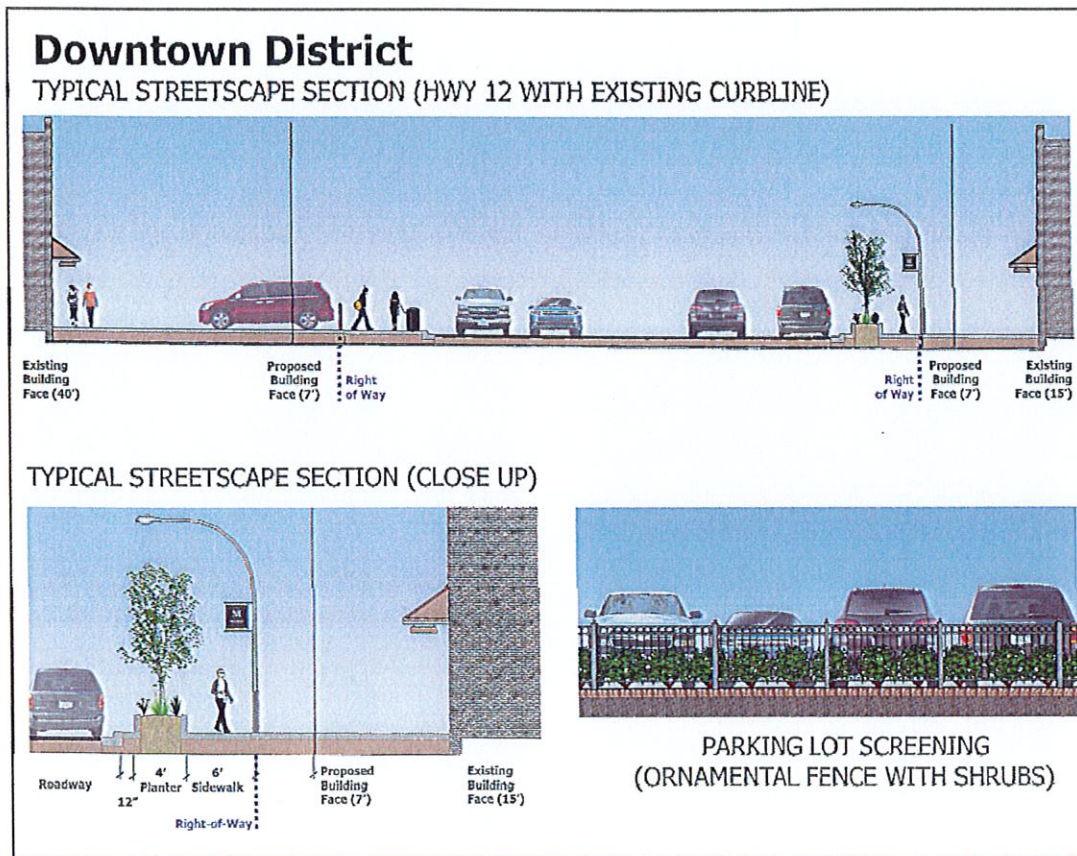
Two Highway Commercial Overlay Districts are recommended, as a part of the Highway 12 Redevelopment Plan. The first or westerly district extends from Garfield Avenue to the west border of the Downtown Overlay District just west of Center Avenue. The second Highway Commercial Overlay District extends from Buffalo Avenue east to Zephyr Avenue.

Highway Commercial District
Westerly Overlay**Highway Commercial District**
Easterly Overlay

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Within the Highway Commercial Overlay Districts, there is currently a mix of residential and commercial uses, with one industrial parcel. The current zoning map and the future land use map from the city's comprehensive plan follow in Section 4. It should be noted that within the westerly Highway Commercial Overlay District, highway commercial uses are proposed along the north side of the US TH 12 corridor within the project boundary. The south side of US TH 12 includes a number of residential properties, which are proposed to remain residential in nature as a part of the city's comprehensive plan.

This Plan recognizes the long term implementation to achieve the Highway Commercial Overlay District goals. A number of public infrastructure improvements are recommended which require approval by MnDOT and possibly Xcel Energy. Due to the extent of these recommended improvements and associated costs, a majority of these infrastructure enhancements are considered long term improvements.

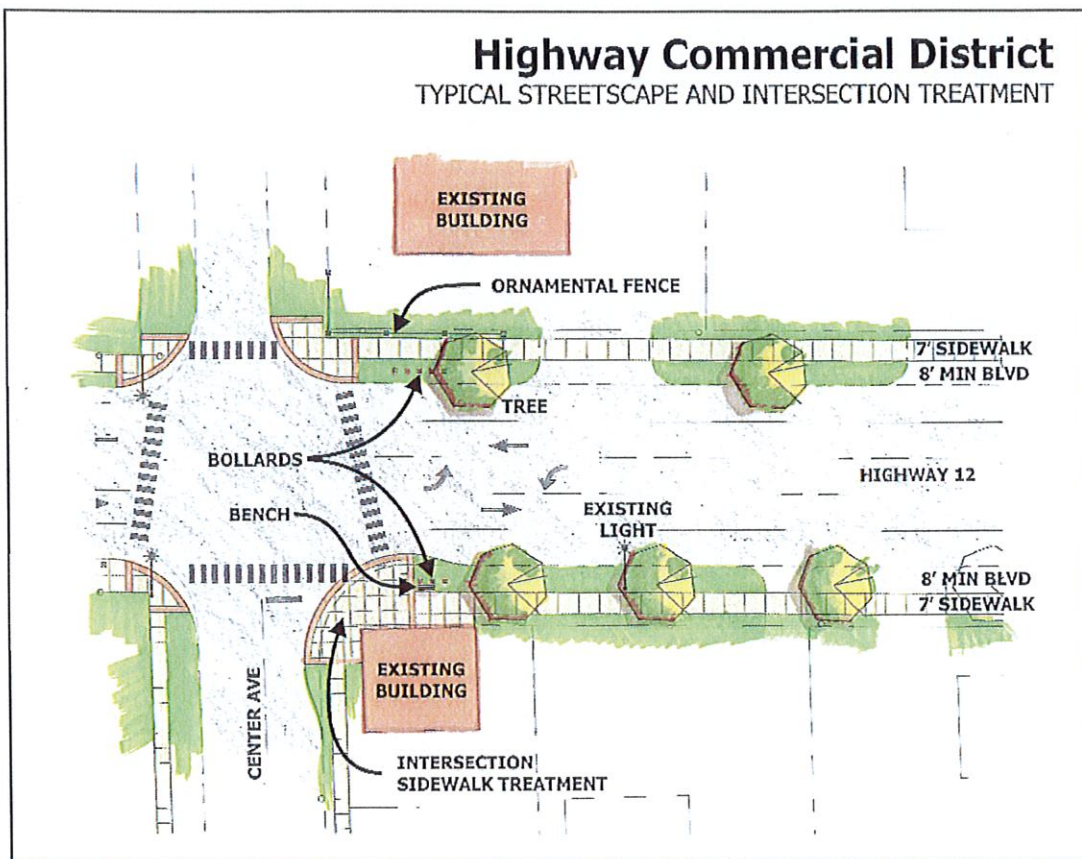


Highway Commercial Design Elements: In order to accommodate vehicular oriented commercial uses, while providing design elements which create a cohesive look between the Downtown Overlay District and Highway Commercial District, a number of design elements relating to public infrastructure as well as site and building design are recommended. Following are a few recommended standards. Additional guidelines are further detailed in Exhibit 1.

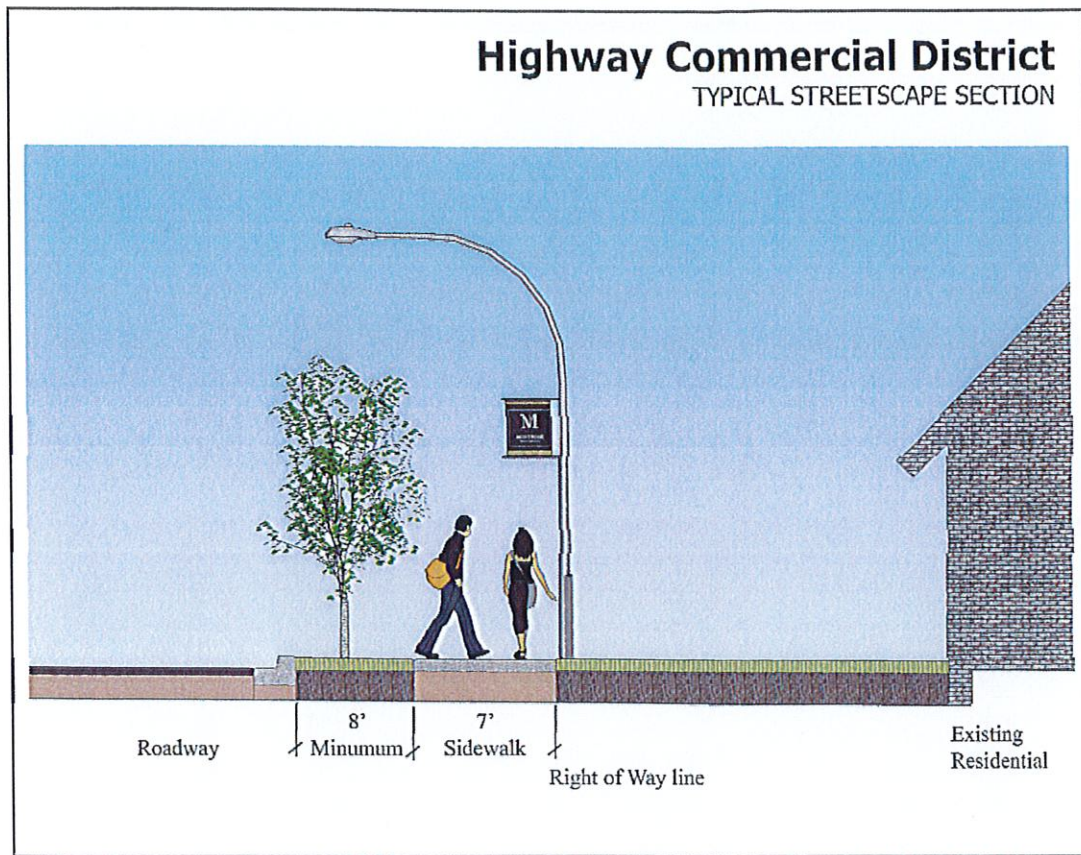
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Infrastructure:

- The right-of-way in the Highway Commercial Overlay District east of Buffalo Avenue extending to Zephyr ranges from 20 to 30 feet from the back of the curb. When sidewalks are reconstructed it is recommended an eight foot (8') grass boulevard be included between the curb and the sidewalk or trail. This will assist in providing a separation between vehicles and pedestrians, in areas along US TH 12 where traffic is moving at greater speeds. Note: the City may require an escrow be established to complete sidewalk projects as a city improvement project.
- When replaced, sidewalks are proposed to be re-constructed at a seven foot (7') width.
- Decorative, high pressure sodium, shoebox streetlights, which compliment the Downtown ornamental streetlights, but are at heights of approximately 30 feet are recommended. It is recommended banners and brackets be included to tie the Downtown to the Highway Commercial area and add to the aesthetic appeal of the highway commercial corridor.
- Ornamental fencing with shrubs is recommended to assist in providing street closure without creating opaque walls and to screen off-street parking areas.
- Street trees of a shorter variety which could grow and remain below overhead power lines are recommended.



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**Building and Site Design.**

- New buildings shall be constructed to a front build-to-line of no less than 30 feet and no more than 70 feet; avoiding great variances in front yards.
- Off-street parking is encouraged to be located along the sides or rear of buildings and shall be landscaped. If parking is located in front of the building, ornamental fencing and a hedge screening is required.
- As lots are redeveloped, the use of joint access points or driveways is recommended to reduce the number of potential traffic conflict points. This shall be coordinated with MnDOT.
- Businesses shall be accessible from the front or a side entrance sidewalk.

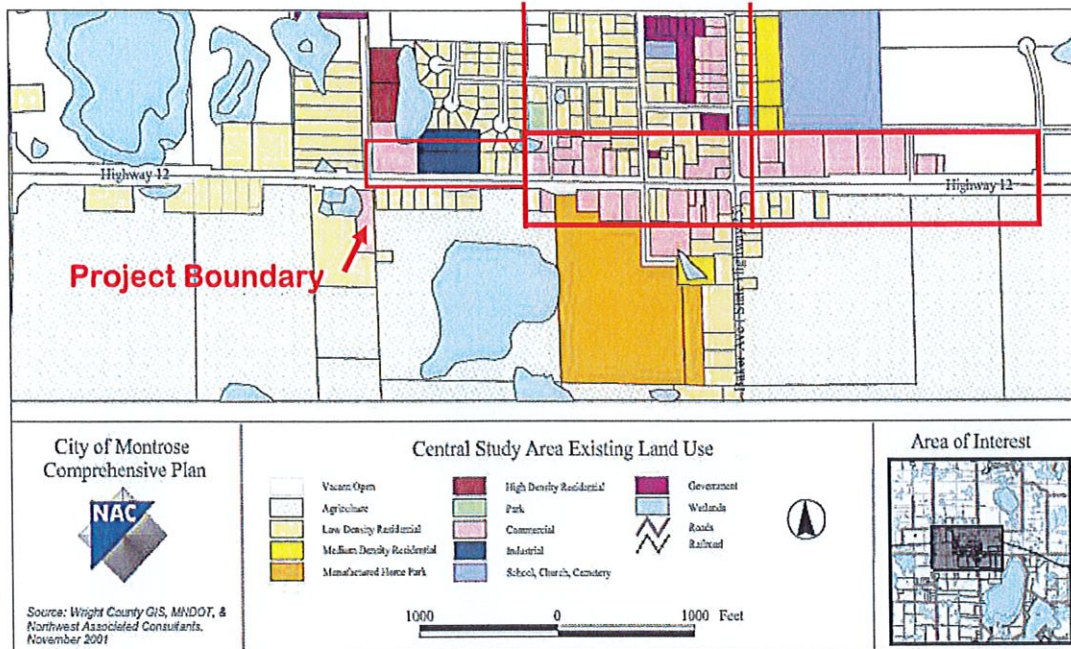
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Section 4. Existing and Future Land Uses in Project Area

The Highway 12 project area currently contains a variety of land uses including low density residential, commercial, and industrial uses as well as vacant parcels. The parcels within the project area are identified on a number of maps; the actual existing land use, the zoning map and a future land use map, depicting how the Comprehensive Plan guides the land for their highest and best use.

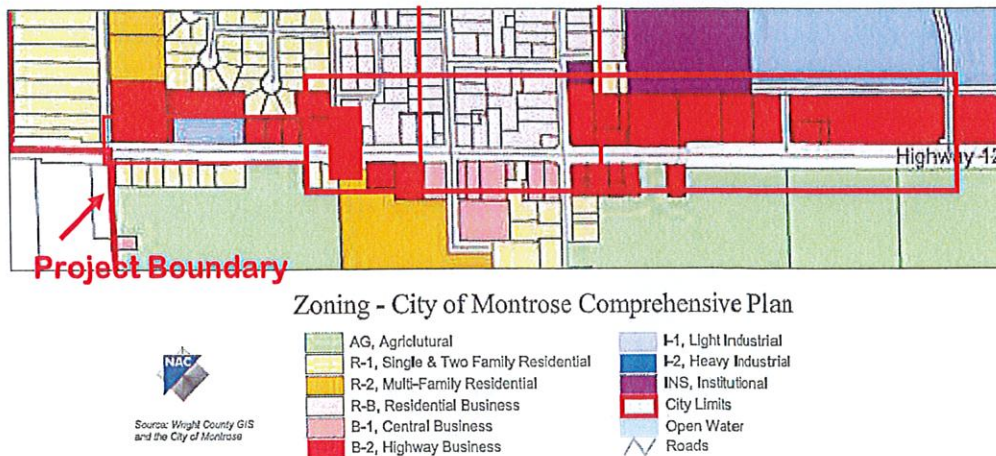
The map below illustrates existing actual land uses. Within the project area there are currently mixed uses, many of which are legal, non-conforming. The parcels immediately adjacent to the roadway are those parcels included in the project boundary.

EXISTING LAND USES, NOVEMBER 2007



The City's Official Zoning Map identifies the zoning regulations which apply to the parcels. The City's zoning map includes primarily highway commercial parcels along the north side of US TH 12, with two blocks identified as Residential Business. The south side of US TH 12 includes mixed uses.

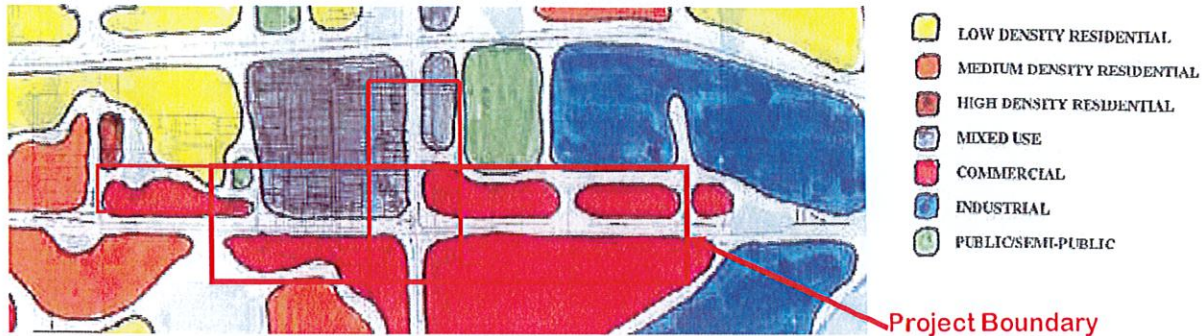
CURRENT ZONING MAP, 2007



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Planning for the future, the Comprehensive Plan for the City has guided the land uses along the north side of US TH 12 corridor to be commercial, mixed use and to the east, industrial. The south side of TH US 12 is guided to include medium density residential commercial and industrial. The Comprehensive Plan notes the ability of US TH 12 to serve commercial businesses with a regional draw, with CR 12 providing a focus for local commercial uses.

FUTURE LAND USE MAP, COMPREHENSIVE PLAN



Comparing the existing land uses with the current zoning map and proposed future land use map, it is evident that there are a number of existing residential units which are considered legal non-conforming uses. The Highway 12 Task Force recognizes the redevelopment of US TH 12 and conversion from existing land uses to future commercial land uses will occur over time and in phases. During the transition, the Task Force finds it imperative to minimize the impact of commercial development on adjacent existing residential uses. In order to accommodate both uses in the transition period, the Task Force recommends site plans be reviewed for new and redeveloping commercial projects with an emphasis on screening from adjacent residential uses review of the location of driveway accesses, inclusion of downcast lighting, increased setbacks, etc. Following are examples screening options including deciduous and evergreen tree plantings, plantings on a berm or plantings with a fence. Placement of commercial parking lots and/or drive-thru lanes and directional lighting should also be considered.

Non-conforming uses. Section 1015-3 of the City's Zoning Ordinance addresses non-conforming uses. It states, "In the event a non-conforming use of any building or premises is discontinued for a period of one (1) year, the use of the same shall thereafter conform to the regulations of the district in which it is located. If a non-conforming use is interrupted or prevented from operating because of governmental action, such as road construction, that period shall not be deemed as discontinuance of the non-conforming use."¹ Non-conforming buildings and structures which are damaged beyond 50% of their fair market value are required to be restored in conformance with the Ordinance, unless a building permit is applied for within 180 days of the damage caused by fire, explosion, act of God or public enemy.

The ordinance allows for alterations and normal maintenance to legal non-conforming structures such as the existing residential units in Montrose's highway commercial district, provided the building foundation is not expanded, it doesn't increase the occupancy capacity or parking requirements or the non-conformity. There are provisions for the expansion of non-conforming structures.

Section 5. Streetscape and Infrastructure Improvements

With input from the community, through a Visual Preference Survey, a number of streetscape and infrastructure improvements were identified. These have been classified into five categories:

1. Underground electrical power lines.
2. Decorative streetlights
3. Sidewalk enhancement
4. Specialized seating areas/mini parks – with benches, water features and planters.
5. Flower pots and/or hanging baskets

A. Underground Electrical Power Lines.

Xcel Energy is the electrical utility provider within the City of Montrose. Overhead powerlines are located along the US TH 12 corridor, providing service to the area. Xcel Energy provided “ballpark” estimates to bury the overhead lines, within the US TH 12 corridor of \$2,411,500. They noted this would include burying the overhead lines running both parallel with the road as well as the road crossings. The estimate does not include work by an electrician to adjust for the customers currently served by overhead powerlines. This would be the expense of the city. The estimate was based on burying the lines in their current location and did not include moving lines down other streets or alleys, or the cost for easements for the placement of underground equipment. Xcel Energy noted an engineering study could be completed, at a cost of \$5,000, to provide detailed, accurate cost estimates.



Community input from 31 residents indicated 35% or 11 supported the project, and 65% or 20 participants in the visual preference survey did not.

Due to the visual impact and ability to accommodate decorative streetlights, and more easily accommodate street trees, the Highway 12 Task Force recommends the City Council plan for and budget for this improvement over the next 10 years, and research the cost of burying the lines crossing US TH 12 for a short term improvement.

B. Decorative Streetlights.

A variety of styles of decorative light fixtures and poles available through Xcel Energy and private streetlighting companies were reviewed. Decorative streetlights can only be serviced with

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underground electrical wiring; therefore, the installation of decorative streetlights is recommended as a long-term improvement.

1. MnDOT Participation and Lighting Standards. According to the MnDOT District Traffic Engineer, Montrose's lighting system is considered "fairly new" having been installed in 1997. Due to this MnDOT will not financially participate in the local lighting revisions. In cases where the lighting has served its useful life, MnDOT may participate in funding of street lighting projects, funding 50% of the cost of "standard lighting". MnDOT's standard lighting fixtures are 40 foot poles with 250 watt high pressure sodium lights. They typically estimate \$5,200 for the cost of standard lights and installation. The city would be responsible for the remaining 50% plus all costs above associated with more expensive decorative lighting.

Due to the cost of burying overhead powerlines, which would serve future decorative light standards, it is recommended the City plan for the installation of decorative streetlights in 10 years, and seek MnDOT cost participation at that time, when Montrose's US TH 12 lighting is approximately 23 years old.

MnDOT provided their standards for lighting along US TH 12, which they noted is a major route with moderate pedestrians in the R2 and R3 range. This requires lighting levels of 13.0 lux range /1.3 foot candles along this corridor.

It is recommended decorative streetlights be staggered on both sides of US TH 12 versus located on one side of the road, to provide a balanced look and more consistent light pattern, with cobra head lights installed at intersections.

Preliminary engineering estimates indicate decorative streetlights range from \$5000 to \$7000 per light. Given 100' spacing, it is estimated 30 lights would be required for the area from CSAH 12/ Buffalo Avenue to Garfield. To serve the entire project area, an estimated 60 lights at \$7000 each has been used for planning purposes, or an estimated \$420,000.

2. Leasing or Purchase Options: The City has the option of leasing streetlights through Xcel Energy or purchasing streetlights from private sources. There are pros/cons to each option. If streetlights are leased from Xcel Energy, Xcel Energy owns, replaces and maintains the streetlights. If another lighting source is used the city would be required to own, replace and maintain the systems through the public works department. The styles and colors of streetlights and types of lighting sources with Xcel Energy are limited in comparison to other private sources. Maintenance of lights can be contracted with private companies such as Wright Hennepin Electric Coop, based in Rockford, MN. While not currently available private lighting companies are now considering leasing options for the future.

It is recommended the City further analyze the streetlight lease/purchase option in eight to ten years as programs may change in the next decade.

3. Type of Lighting. Input was obtained from various lighting suppliers on various types of lighting available with decorative streetlights. High Pressure Sodium (HPS) lights provide a more yellow light but have close to 24,000 hours of light. Metal halide lighting is a more "white light" which allows people to see better, but has an average life of 15,000 hours per bulb. LED lighting was invented by General Electric in 1962. The lighting is more consistent with less maintenance. The life of the light does not appear to be impacted by cold or wind and on average has a 50,000 hour life per bulb. The downside is a higher upfront cost. The most common lighting for streetscape projects in municipalities is 100 watt high pressure sodium light which averages \$750 versus a \$2000 LED light fixture, at this time.

It is recommended future decorative streetlights include High Pressure Sodium (HPS) lights within the highway commercial district, which can be retrofitted to LED lighting. The recommendation is based on the initial cost of installation (HPS lower), and longer life with HPS

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than Metal Halide. The ability to switch to LED was noted as important as that technology evolves and pricing becomes more affordable. Xcel Energy has indicated they are now offering a HPS lights with an option of conversion. This is also available through private streetlight providers. It is recommended that metal halide lights, which provide the "white light" be included within the two block segment of the "downtown" as this area is more pedestrian oriented purpose. This will also assist in segregating the downtown area from the highway commercial area.

4. Streetlight Poles. Decorative streetlight poles are available in a variety of materials including cast base extruded aluminum with a powder coating, steel, composite, wood or concrete. Lighting providers noted 90% of poles are cast base extruded aluminum poles with powder coating, due to the value. The Task Force understands that the normal height of decorative streetlights is 20 feet with the bottom of a banner at 12 feet.

It is recommended that future decorative streetlight poles be cast base extruded aluminum with a powder coating, with a pedestrian oriented height (15'-20') in the downtown area and taller (e.g. 30' poles) in the highway commercial areas. The Task Force cited safety concerns with a concrete or steel pole in the right-of-way, and desire for the pole to be at a height to accommodate hanging baskets, holiday decorations and banners.

5. Streetlight Fixtures. A variety of streetlight fixtures were researched. Based on research and results of the Visual Preference Survey, it is recommended that a lantern style light fixture or decorative acorn light be used in the Downtown Overlay District. In order to minimize the impact of lighting on current residential units, it is recommended downcast lights be used to reduce glare. Within the highway commercial district, it is recommended that shoe box lights be incorporated.



C. Streetlight amenities.

It is recommended that future decorative streetlights also include an adjustable arm to accommodate hanging flower baskets, flags and/or banners, and electrical outlets to accommodate Christmas lights. It is further recommended that banners be placed on the poles with the bottom of the banner at a height of 12 feet to provide clearance.

It is recommended that the RAL color # of the streetlight pole be used to allow matching of the other streetscape amenities, such as benches, iron rod fencing, etc.

D. Sidewalks/pavers.

Sidewalks currently serve pedestrians, and are within the right-of-way of the US TH 12 "Highway 12 Redevelopment Project Area" or physical boundary. The City received a Safe Route to School grant in 2008 for the installation of trails/sidewalk in 2009. This will provide linkages from residential areas to the elementary school. Sidewalks within the project area will assist in connecting these two areas. No infrastructure improvements will be made to the sidewalks along US TH 12, as a part of this grant.

It is recommended that as a part of the long-term improvements enhancements to the sidewalks be made along US TH 12. Options for decorative sidewalks were researched including the installation of pavers, brushed concrete, stampings, exposed aggregate, etc. There were concerns with maintenance of pavers which may up heave in the winter and slippery conditions which may result with stamped concrete with the "brick" appearance.

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It is recommended that a long term improvement include the removal of sidewalk in the Highway Commercial Overlay District, with the creation of an eight foot grass boulevard and installation of a new seven foot wide concrete sidewalk with a "picture frame" design around the sidewalk and brushed concrete. Staining the "picture frame" with a brown or tan stain versus a red or pink, which tends to fade in the sun, is also recommended. The use of pavers may be desirable in specialized seating areas.

E. Specialized Seating Areas.

In order to soften the infrastructure within the US TH 12 Corridor and provide gathering places for pedestrian traffic and community events, specialized seating areas or gathering plazas are recommended. Such areas would include raised flower beds, benches and pavers. Areas identified by the Task Force included sites by Garfield Avenue, at the northwest corner of US TH 12 and Buffalo Avenue and a mid-point area, possibly at Center Avenue to frame in the Downtown Overlay District. It is recommended that benches with a composite material which resembles wood to lower maintenance, and supporting materials with iron to match the color of decorative streetlights. Trees, public art, banners on light poles, architectural structures and/or water features are also recommended as a part of the specialized seating areas.

Proposed locations for Specialized Seating Areas/Plazas

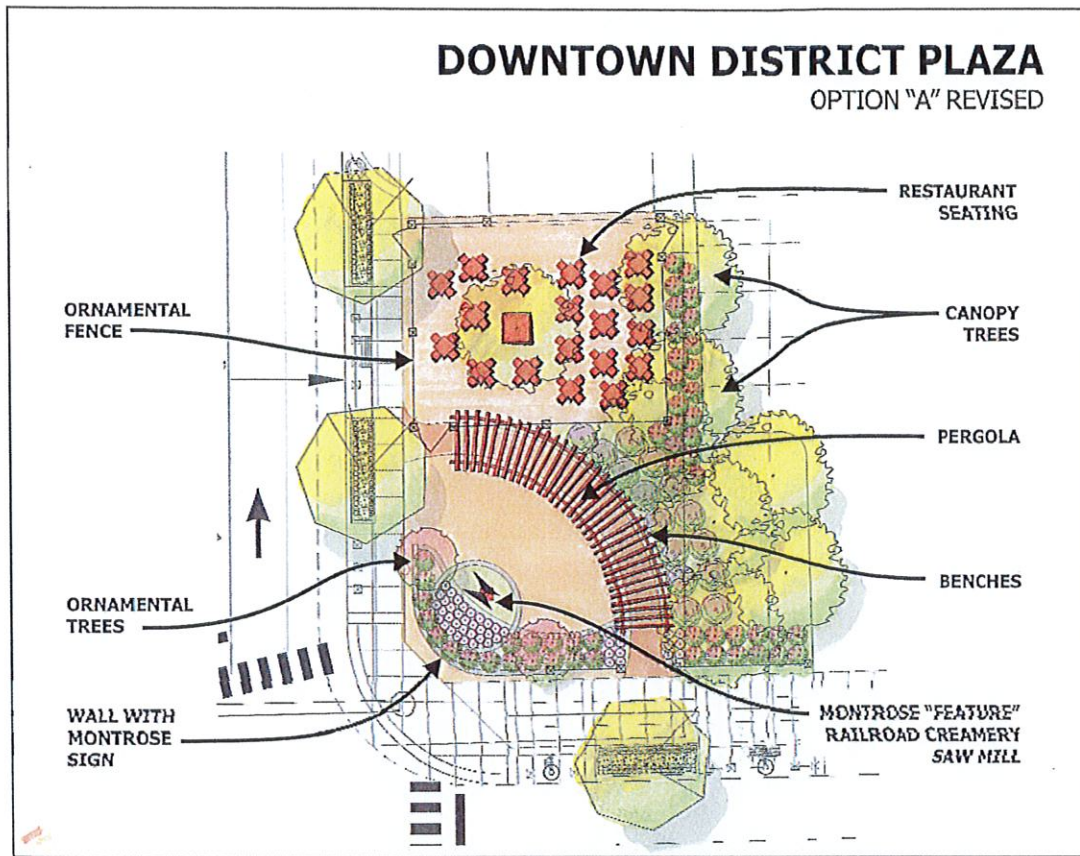


Specialized seating areas or plazas may include land in the MnDOT right-of-way, as well as on private property. Landscape plant materials within the right-of-way are a part of the US TH 12 Landscape Plan developed through the MnDOT Community Landscape Partnership Program, which is included as Exhibit B. The City may be eligible for grant funds to purchase the plant materials in the US TH 12 right-of-way, provided the plan is approved and the City's volunteers install and maintain the plant materials.

Outdoor seating/planting areas typically require five to ten feet for outdoor seating, eight feet for an open sidewalk/walkway, and three to five feet for plantings; or a total area of 16' to 23' feet in width. Below is an example of a possible Specialized Seating Area or Plaza at the corner of US TH 12 and Buffalo Avenue. This includes landscape and hardscape materials in the right-of-way as well as the adjacent 60 foot by 100 foot parcel. It is recommended the City pursue the acquisition of this parcel or an easement on the site for installation of the improvements, as a part of the short term implementation plan.

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Conceptual Design for US TH 12 and Buffalo Avenue Specialized Seating Area

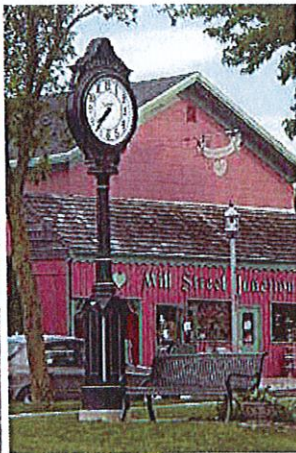


Examples of Features in a Specialized Seating Area

Water Features



Clock



Shrubs, pavers, benches and ornamental fencing



Photos courtesy of: The Streetscape Company (www.thestreetscapecompany.com)

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Section 6. Existing Conditions.

In order to plan for the future, it is important to inventory and understand what currently exists along the US TH 12 corridor. At this time there are a variety of residential, commercial and industrial structures on an estimated 35 parcels within the "project area" along US TH 12. Map 2 illustrates that actual land uses along the US TH 12 corridor at the time of this plan.

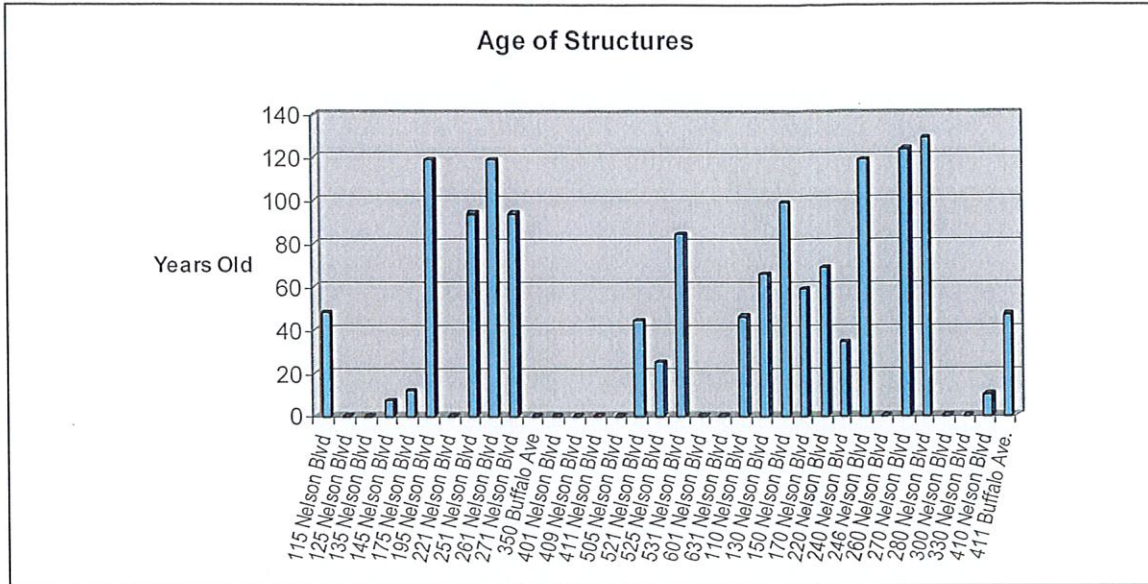
PARCELS IN HIGHWAY 12 PROJECT AREA

Address	Year Built	Age of Structure	Use	2009 Assessed Market Value
115 Nelson Blvd	1961	48	Residential	\$ 127,000.00
125 Nelson Blvd	?	?	Commercial	\$ 376,500.00
135 Nelson Blvd	?	?	Commercial	\$ 377,000.00
145 Nelson Blvd	2002	7	Commercial	\$ 1,416,500.00
175 Nelson Blvd	1997	12	Commercial	\$ 696,900.00
195 Nelson Blvd	1890	119	Residential	\$ 164,300.00
221 Nelson Blvd	?	?	Commercial	\$ 283,100.00
251 Nelson Blvd	1915	94	Residential	\$ 151,100.00
261 Nelson Blvd	1890	119	Residential	\$ 136,100.00
271 Nelson Blvd	1915	94	Residential	\$ 148,200.00
350 Buffalo Ave	?	?	Commercial & Residential	\$ 287,200.00
401 Nelson Blvd	?	?	Commercial	\$ 83,100.00
409 Nelson Blvd	?	?	Commercial	\$ 64,900.00
411 Nelson Blvd	?	?	Commercial	\$ 87,100.00
505 Nelson Blvd	?	?	Commercial	\$ 203,000.00
521 Nelson Blvd	1965	44	Residential	\$ 148,700.00
525 Nelson Blvd	1984	25	Residential	\$ 153,300.00
531 Nelson Blvd	1925	84	Residential	\$ 150,800.00
601 Nelson Blvd	?	?	Commercial	\$ 336,900.00
631 Nelson Blvd	?	?	Commercial	\$ 401,400.00
110 Nelson Blvd	1963	46	Residential	\$ 161,600.00
130 Nelson Blvd	1943	66	Residential	\$ 148,000.00
150 Nelson Blvd	1910	99	Residential	\$ 171,800.00
170 Nelson Blvd	1950	59	Residential	\$ 116,000.00
220 Nelson Blvd	1940	69	Residential	\$ 121,100.00
240 Nelson Blvd	1975	34	Residential	\$ 158,300.00
246 Nelson Blvd	1890	119	Residential	\$ 97,100.00
260 Nelson Blvd	?	?	Commercial	\$ 280,300.00
270 Nelson Blvd	1885	124	Residential	\$ 101,200.00
280 Nelson Blvd	1880	129	Residential	\$ 92,200.00
300 Nelson Blvd	?	?	Commercial	\$ 391,000.00
330 Nelson Blvd	?	?	Commercial	\$ 225,700.00
410 Nelson Blvd	1999	10	Residential	\$ 210,900.00
411 Buffalo Ave.	1962	47	Commercial & Residential	\$ 141,000.00

Total Assessed Market Value - 2009 \$ 8,209,300.00

MONTROSE U.S. HIGHWAY 12 REDEVELOPMENT PLAN

Age of Structures. Buildings within the US TH 12 project area were built between 1880 and 2002. There are five residential homes which were constructed between 1880 and 1890. Other construction periods varied, with no architectural time period concentration.



Architectural Style. Existing buildings include a mix of one-story, one and one-half story and two-story buildings. A majority of the structures have gable roofs, with a couple structures with flat roofs. Exterior building facades include a mix of metal, wood, block and brick. Most buildings have their primary entrances facing US TH 12.

Building Setbacks. The setback for existing structures varies from a zero foot setback (video store) to areas of over 30 feet, where parking lots and driveways exist in front of structures.

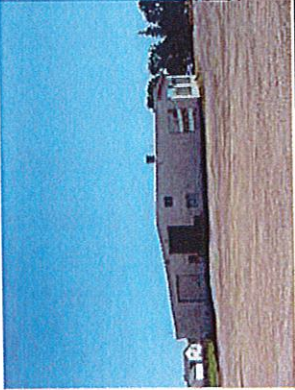
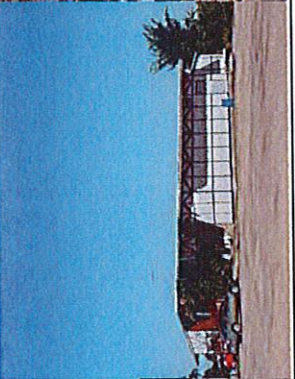

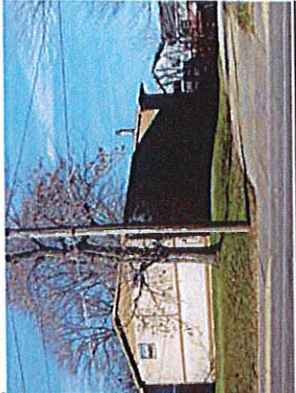
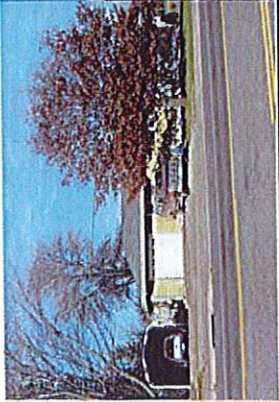
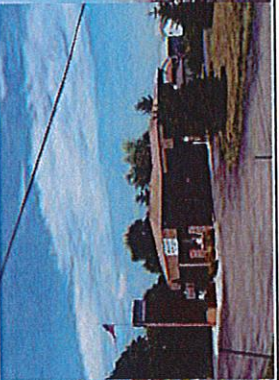
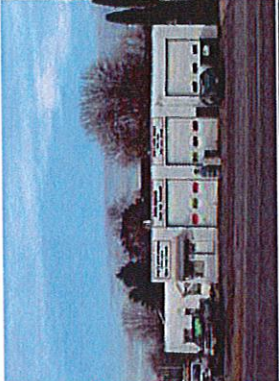

Parking Lots/Driveways. Most parcels are served with individual access points or driveways onto US TH 12. Parking lots range from gravel to paved lots with perimeter curbs, stormwater drainage improvements and perimeter landscaping.

MONTROSE U.S. HIGHWAY 12 REDEVELOPMENT PLAN

Following are photographs of the structures and lots within the defined Phase I US TH 12 Redevelopment Project Area.



North side of US TH 12 – Existing Structures/Parcels
from west to east

			
631 Nelson Boulevard Year Built ? Commercial	601 Nelson Boulevard Year Built? Commercial	531 Nelson Boulevard Year Built: 1925. Residential	525 Nelson Boulevard Year Built: 1984. Residential
			
521 Nelson Boulevard Year Built 1965. Residential	505 Nelson Boulevard Year Built? Commercial	411 Nelson Boulevard Year Built ? Commercial	401 Nelson Boulevard Year Built ? Commercial

MONTROSE U.S. HIGHWAY 12 REDEVELOPMENT PLAN



409 Nelson Boulevard
Year Built? Commercial

381' Nelson Boulevard
Year Built? Commercial

350 Buffalo Avenue
Year Built ? Commercial/Res.

271 Nelson Boulevard
Year Built: 1915



261 Nelson Boulevard
Year Built: 1890. Residential

251 Nelson Boulevard
Year Built: 1915. Residential

221 Nelson Boulevard
Year Built ?, Commercial

195 Nelson Boulevard
Year Built: 1890. Residential

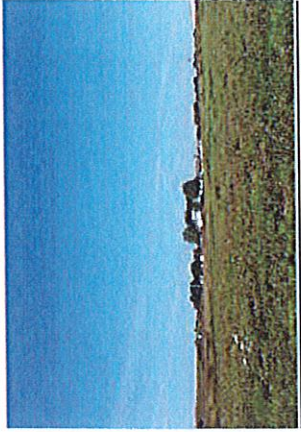


175 Nelson Boulevard
Year Built: 1996? Commercial

145 Nelson Boulevard
Year Built: 2002? Commercial

135 Nelson Boulevard
Year Built ? Commercial

125 Nelson Boulevard
Year Built ?, Commercial



Vacant Commercial Land



South side of US TH 12 – Existing Structures/Parcels
from west to east



110 Nelson Boulevard
Built in 1963. Residential

130 Nelson Boulevard
Built in 1943. Residential

150 Nelson Boulevard
Built in 1910. Residential

170 Nelson Boulevard
Built in 1950. Residential

MONTROSE U.S. HIGHWAY 12 REDEVELOPMENT PLAN



220 Nelson Boulevard
Built in 1940. Residential

240 Nelson Boulevard
Built in 1975. Residential

246 Nelson Boulevard
Built in 1890. Residential

260 Nelson Boulevard
Built in ?, Commercial.



270 Nelson Boulevard
Built in 1885. Residential

280 Nelson Boulevard
Built in 1880. Residential

300 Nelson Boulevard
Built in ??, Commercial.

330 Nelson Boulevard
Built in ??, Commercial



410 Nelson Boulevard
Built in 1999. Residential

411 Buffalo Ave
Built in 1962. Residential

1404 Nelson Boulevard
Built ??, Residential/Commercial/Vacant land

Terning Property.

MONTROSE U.S. HIGHWAY 12 REDEVELOPMENT PLAN

Section 7. Transportation

As infrastructure and streetscape improvements are planned, it is important to coordinate efforts with both short and long range plans for the highway corridor. US TH 12, in Montrose, is classified as a Principal Arterial. According to the 2007 Transportation Study by Bolton & Menk Engineering, "US TH 12 is a part of the National Highway System, connecting Montrose to Interstate 394. It has been designated a Regional Corridor. MnDOT recently constructed the section of TH 12 through this area as a "super-two" highway, which provides additional passing opportunities and improved geometrics, as compared to a two-lane undivided highway. There are currently no plans to further increase capacity on TH 12 through Montrose within MnDOT's 20-year plan. A TH 12 bypass around several communities to the east was recently constructed. This bypass runs from Hennepin County Road 6 to Wayzata Boulevard and was operational late in 2008."²

US TH 12, within the project area of Montrose, is a two-lane highway with continuous two-way-left-turn lanes. In addition, there are right turn lanes at all of the TH 12 intersections. There is one signalized intersection within Montrose, located in the center of the US TH 12 Redevelopment Project boundary, at US TH 12 and TH 25/CSAH 12.

A. Traffic counts.

The average daily traffic volumes along US TH 12, in 2006, ranged from 12,300 to 12,850, within the project boundary. These volumes are projected to increase to 13,900 to 16,100, depending on the growth within the community and area.

The City of Montrose completed an AUAR in 2007 to plan for various growth scenarios. Under a No-Build Scenario, it is projected the traffic volumes would increase on TH 12 by approximately 1% per year. If US TH 12 were not widened, the entire roadway would be expected to be overcapacity by 2030, resulting in safety and delay concerns. The estimated average daily traffic volumes under this scenario, in 2030, would be 16,100, similar to current ADTs west of Maple Plain. Upon build-out of all current preliminary and final plats, the City's population would be approximately 8,000.

B. Future Design of US TH 12.

According to the City Engineering firm, Bolton & Menk, the future design of US TH 12, will most likely include two 12' to 14' wide driving lanes in each direction, with a raised median and 8' to 10' wide shoulders. The typical roadway would be 92' curb to curb; however, exact right-of-way needs have not been determined.

The existing TH 12 right-of-way within the project boundary varies from 80' wide to 150' wide, with a majority of the right-of-way at 100' to 150'. The typical right-of-way for a four-lane road is 140' to 170'. Accesses to Highway 12 would most likely be grandfathered in, with more limitations for direct access in the future.

At the time of this plan, MnDOT does not have projects for TH 12 within the City of Montrose in their budget or 20 year plan. Any future project would most likely be completed through a cooperative funding project. Due to the age of the existing infrastructure, MNDOT has indicated they will not participate financially in streetlight replacement costs. MNDOT; however, is participating with landscape design services.

Proposed short term improvements, including banners, landscaping in the right-of-way and the first specialized seating area at the corner of US TH 12 and Buffalo Avenue either have a useful life of 10 years (banners) or would not be affected by future highway plans. Prior to preparing designs and specifications for long term improvements, such as sidewalk replacement and burying of power lines, MnDOT should be consulted for their anticipated capital improvements and highway plans.

² Montrose AUAR, Bolton & Menk 2007

MONTROSE U.S. HIGHWAY 12 REDEVELOPMENT PLAN

Section 8. Budget and Funding Sources

A. Budget.

The following preliminary budget has been prepared for budgeting and planning purposes only. It is understood that cost estimates change over time and will need to be revised as the actual implementation of the plan occurs.

Item	Estimated Cost	Time Frame	Potential Sources of Revenue
Banners for existing light poles		2010	Fundraising? City tax levy.
Benches	\$ 2,000		
Bollards			
Boulevard Trees			MnDOT Cooperative Landscape Grant
Decorative Streetlights- 60 lights at \$7,000 each (100' spacing)	\$ 420,000	2020	MnDOT cooperative funding estimated at \$156,000; city share estimated at \$264,000 - City tax levy- annual CIP
Easements for placement of underground electrical equipment	?	2020	City tax levy- annual capital improvement plan
Electrician –cost to adjust lines for customers currently served by overhead lines	?	2020	City tax levy- annual capital improvement plan
Flower pots (with center support for evergreen tips in the winter).			City's budget/tax levy and it is recommended the City apply for an Initiative Foundation Grant (\$3000 match).
Hanging Flower Baskets			
Overhead Power Lines – bury	\$2,400,000	2020	City's capital improvement plan – budget and levy each year. Request MnDOT participation
Paint stoplight poles	?	2010-2011	City tax levy, grants
Pavers/sidewalk enhancements		2020	
Public Art/Feature for Specialized Seating Area		2011	City's budget/tax levy and it is recommended the City apply for an Initiative Foundation Grant (\$3000 match per year).
Sidewalk replacement with seven foot sidewalks and eight foot boulevards in Hwy Overlay		2010	Safe routes to schools grant? City tax levy Assessments?
Specialized seating area- Highway 12 and Buffalo Area Land acquisition		2010	City TIF District No. 1-1
Transportation Plan with backage roads & transportation map	?	2011	
Water Features/fountains		2010 & 2015	
Water line extensions		2020	
Xcel Engineering study to provide detailed, accurate costs to bury overhead powerlines	\$5,000	2015-2017	City budget/tax levy

MONTROSE U.S. HIGHWAY 12 REDEVELOPMENT PLAN

B. Potential Funding Sources for Public Improvements.

Over \$3 million in project costs are proposed as a part of the infrastructure improvements in the US TH 12 Plan. This does not include private improvements associated with the implementation of design guidelines. It is recommended the improvements be phased in over time to allow access to various grant programs, and annual budget appropriations for the project. Following are brief descriptions of potential funding sources to assist with the financing of public improvements:

1. Tax Increment Finance District 1-1. The City of Montrose established a tax increment redevelopment district (TIF 1-1) in 1984. This district is scheduled to be decertified in 2011. With development within the TIF District boundaries, the district has generated excess tax increments. In 2006, the City modified the TIF Budget to allow the excess increments to be used for street and sidewalk improvements within the district. As of July, 2009, \$56,000 is available within the fund. It is anticipated this fund balance will increase to approximately \$100,000 by the decertification date of December 2011. The City may use these funds for street/sidewalk improvements within the TIF District boundary or a TIF Budget Amendment could be made, following the required public hearing, to allow a portion of the funds to be used for acquisition of property (e.g. specialized seating area at US TH 12 and Buffalo Avenue).

It is recommended the city utilize excess increments in TIF 1-1, prior to decertification of the district in December, 2011. This may require a budget amendment to allow the funds to be used for land acquisition for a specialized seating area, as well as use funds for sidewalk street improvements as currently provided for in the budget.

2. Initiative Foundation Grant. As a participant in the Initiative Foundation's Healthy Community Partnership Program, the City will have access to a matching \$10,000 grant each year for the next 5 years, with a maximum \$3,000 for any one project.

It is recommended the City budget \$3,000 per year and apply for \$3,000 per year to further the Highway 12 efforts. This would require the city budget for or fundraise to meet the matching grant requirement.

3. MnDOT's Community Landscape Partnership Program Grant. Within District 3, cities are eligible to apply for funding on an annual basis for plant materials which are a part of an approved MnDOT plan, to be installed in the US TH 12 right-of-way. The City is responsible for costs associated with planters and other hardscape features. These funds may be used for street or boulevard trees and perennials which are a part of the approved US TH 12 Landscape Plan (See Exhibit II).

It is recommended the City submit annual applications to MnDOT's Community Landscape Partnership Program. The city's required match includes volunteer labor and maintenance of plant materials.

4. MnDOT Safe Routes to School Grant. MnDOT currently offers a Safe Routes to School Grant to improve safety conditions for bicyclists and pedestrians traveling to schools. The city was the recipient of a 2008 grant. This program may be sought for the installation of proposed bump-outs at key intersections along US TH 12, where students are crossing from the south (e.g. Center Avenue).

It is recommended the City apply for future Safe Routes to School grants to install bump-outs to improve the safety of students crossing US TH 12 to access the elementary school.

MONTROSE U.S. HIGHWAY 12 REDEVELOPMENT PLAN

5. EDA Tax Authority. MS. 469.107 grants cities the authority to levy taxes for an economic development authority. "A city may, at the request of the authority, levy a tax in any year for the benefit of the authority. The tax must be not more than 0.01813 percent of taxable market value. The amount levied must be paid by the city treasurer to the treasurer of the authority, to be spent by the authority." The Montrose EDA currently uses its EDA tax authority to fund the operations of the EDA.

It is recommended that the EDA budget a small portion of its EDA levy for implementation of the Highway 12 Redevelopment Plan. This may include \$3000 to \$5000 annually to meet matching grant requirements.

6. City Capital Improvement Fund. At this time the City does not have a capital improvement fund established for the US TH 12 Project. Faced with local government aid reductions and levy limits, the City may not be financially feasible for the city to include a levy to establish a capital improvement fund in the next one to two years.

As financially able, it is recommended the City Council include in its annual budget dollars for the future capital improvements including burying of power lines, purchase of streetlights and sidewalk improvements. These items are recommended for the long term implementation schedule, with 2020 as a target date.

7. MnDOT – Streetlight Replacement. In cases where street lighting has served its useful life, MnDOT may participate in funding of street lighting projects, funding 50% of the cost of "standard lighting". MnDOT's standard lighting fixtures are 40 foot poles with 250 watt high pressure sodium lights. They currently estimate a cost of \$5,200 for a standard light with installation. The city would be responsible for the remaining 50% plus all costs above associated with more expensive decorative lighting. This would provide the city with access to approximately \$2,600 per streetlight, with the average decorative streetlight estimated to cost \$7,000 per light, reducing the city's share to \$4,400 per light. An estimated 60 lights are needed within the US TH 12 project area or \$264,000.

Due to the cost of burying overhead power lines, which would serve future decorative light standards, it is recommended the City plan for the installation of decorative streetlights in 10 years, and seek MnDOT cost participation at that time, when Montrose's US TH 12 lighting is approximately 23 years old. This would potentially provide access to an estimated \$156,000 in cost sharing dollars.

8. Fundraising. Various fundraisers, including "adopt a banner" or "adopt a flower pot" could be coordinated to finance the purchase of banners, flower pots or annuals planted in flowerpots.

It is recommended an annual fundraiser be conducted to raise funds for the implementation of the Highway 12 Redevelopment Plan.

C. Incentive Programs for Implementation of Design Guidelines.

Communities often offer a variety of incentive programs to encourage and assist with implementation of design guideline projects. These range from matching grants, deferred or forgivable loans, no interest loans to low interest loans. The EDA in the community typically is involved in the establishment and administration of the program.

- 1. Small Cities Development Grant.** The MN Department of Employment and Economic Development offers an annual grant program known as the Small Cities Development Grant (SCDG). This may be used to provide low interest loans to businesses for rehabilitation. In order to qualify for grant funds, the SCDG application must illustrate one of the following federal objectives is being met
 - a. Eminent need (e.g. tornado damage or water contamination)

MONTROSE U.S. HIGHWAY 12 REDEVELOPMENT PLAN

- b. Benefit to low and moderate income individuals. The residential rehabilitation portion of the grant is designed to assist individuals of low and moderate income and therefore meets this objective; or
- c. Removal of slum or blight. The definition of slum or blight is broad.

The SCDG program is currently available on an annual basis with a fall (September) submittal deadline. In 2008, \$17,594,386 in grants were awarded. 13% of the funding was for commercial rehabilitation projects, with a majority of the fund (55%) for owner occupied residential rehabilitation and 17% for public facilities. The balance was for new rental construction, renter occupied residential rehabilitation, etc.

Initially cities use the state dollars as a source of funding for the program. Cities may retain the interest earned on the loans and continue local efforts after initial funding is fully committed.

2. Montrose Revolving Loan Fund. The City of Montrose received a grant through the MN Department of Employment and Economic Development's (DEED) Minnesota Investment Fund several years ago. The City has been able to retain funds from the initial grant for a local low interest loan program. As of May 31, 2009 there was approximately \$259,500 in the fund. This has served as a low interest loan for the community. Since federal funds were the original source, several federal requirements are associated with the use of the funds including job creation, payment of prevailing wages to contractors for projects completed using the funds, etc. While these dollars are available for projects, applicants should be made aware of these requirements.

It is recommended the EDA's low interest loan program be marketed to businesses and developers assist with the implementation of the Highway 12 Plan and design guidelines. The program may need to be modified in the future to encourage use (e.g. no interest loan for a set time period).

3. Local Banks. Communities may work with local banks to coordinate low interest loan programs. City staff and/or Committees review the site plans/building plans to ensure consistency with local design and zoning guidelines and local financial institutions review the financial requirements. Qualified businesses are able to obtain low interest loans, with the EDA/City buying down the interest rate.

4. Fee Income. Communities which charge administrative fees for "conduit bonds" for agencies may use this fee income as a source of revenue to support local incentive programs.

5. Revenue from the Sale of Property. In communities where the EDA acquires and sells property, there are often proceeds from the sale which are used to fund either future acquisitions or redevelopment projects.

6. General Fund Transfers. Cities may transfer funds (as financially able) to a local loan/grant fund.

7. Tax Abatement. Authority is granted by M.S. 469.1813. This allows a city to abate taxes or defer payment on taxes and abate interest and penalty that would apply, if the benefit of the abatement is equal to or greater than the cost of the agreement and there is are Public Benefits from the Abatement such as (1) Increased/preserved tax base, (2) Employment opportunities, (3) Acquisition or construction of public facilities, (4) Redevelopment or renewal of blighted areas and/or (5) Access to services. Tax Abatement does not reduce a property's tax liability or payments, rather it provides a mechanism for each taxing jurisdiction to rebate it's share of a parcel's property taxes back to the parcel owner in exchange for a commitment on construction, redevelopment, job creation, etc. The City could limit the amount of abatement to a specified amount per year, or to the increase in taxes resulting from improvement to the property

8. TIF Districts. Tax increment finance districts may be established for redevelopment projects in which there is a significant increase in the market value of the site, or for new construction on a redevelopment site. These projects are reviewed on a case-by-case basis to determine eligibility.

MONTROSE U.S. HIGHWAY 12 REDEVELOPMENT PLAN

Section 9. Implementation

It is understood that the implementation of the Highway 12 Redevelopment Plan is a long range plan, which may not be fully realized for the next ten to twenty years. In order to stimulate the redevelopment and initiate improvements, a number of improvements, both short term and long term, have been recommended, along with potential funding sources. The following is intended to serve only as a guide for planning and budgeting purposes. As revenue sources change, project timing may need to be modified.

A. Proposed Implementation Schedule

1. Code enforcement of existing regulations
2. Highway 12 Redevelopment Plan Implementation.
 - 2010: Acquisition of corner parcel at Highway 12 and Buffalo Avenue for a downtown plaza or specialized seating area.
Proposed source of funding: TIF 1-1.
 - 2010: Phase I of the Landscape Plan and hardscape for the specialized seating areas at Buffalo Avenue and US TH 12.
Proposed sources of funding – MnDOT Cooperative Landscape Grant
Initiative Foundation (seek a grant for \$3000)
TIF 1-1 – sidewalk and street improvements
 - 2010: Banners for Streetlights.
Proposed source of funding- EDA levy (\$3000)
 - 2011: Investigate, and if feasible, paint stoplight poles.
Proposed source of funding- EDA levy (\$3000)
 - 2011: Phase II of the Landscape Plan – raised flower beds and plant materials. \$3000
Plant Materials + \$6000 hardscape
Proposed sources of funding – MnDOT Cooperative Landscape Grant
Initiative Foundation (seek a grant for \$3000) and EDA levy (\$3000)
 - 2011: Transportation Plan identifying backage road plan for highway commercial areas and adoption of an official transportation map for this area.
Proposed source of funding- City tax levy
 - 2012: Phase III of the Landscape Plan
Proposed sources of funding – MnDOT Cooperative Landscape Grant
Initiative Foundation (seek a grant for \$3000) and EDA levy (\$3000)
 - 2013: Phase IV of the Landscape Plan
Proposes sources of funding – MnDOT Cooperative Landscape Grant
Initiative Foundation (seek a grant for \$3000) and EDA levy (\$3000)
 - 2013: Phase V of the Landscape Plan
Proposed sources of funding – MnDOT Cooperative Landscape Grant
Initiative Foundation (seek a grant for \$3000) and EDA levy (\$3000)
 - 2014: Phase VI of the Landscape Plan
Proposes sources of funding – MnDOT Cooperative Landscape Grant and
EDA levy (\$3000)

MONTROSE U.S. HIGHWAY 12 REDEVELOPMENT PLAN

2015: Burying of overhead power lines that cross over US TH 12
Proposed source of funding- City tax levy.

2015: Phase VII of the Landscape Plan
Proposed Sources of funding – MnDOT Cooperative Landscape Grant
and EDA levy (\$3000)

2015-2017: Xcel Energy engineering study to provide detailed, accurate costs to bury
overhead powerlines. Cost: \$5,000.
Proposed source of funding – City tax levy.

B. Long Term Implementation Plan.

1. Bury overhead power lines. Source of funding – City capital improvement fund, bond issue. The City may wish to have the city's financial advisor calculate the estimated annual bond payment for the estimated \$2,400,000 project, and begin budgeting annually in the capital improvement fund, as able.
2. Purchase or leasing and installation of decorative streetlights. Sources of funding- MnDOT (upon determination of expiration of useful life- possible cost share of \$2,600 per light) City capital improvement fund, bond issue for the remaining
3. Sidewalk replacement in the Highway Commercial Overlay District with improvements and bump outs. Possible MnDOT Safe Routes to Schools Grant (bump outs to increase safety crossing Highway 12), MnDOT cooperative funds, city tax levy.



NORTHWEST ASSOCIATED CONSULTANTS, INC.

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

MEMORANDUM

TO: Deb Boelter, City Clerk-Treasurer

FROM: Daniel Elder, City Planner

DATE: January 20, 2021

RE: Conditional Use Permit – Accessory Building

FILE NO: 273.03 -20.02

PROPERTY ADDRESS: 345 Garfield Ave S, Montrose, MN 55363

BACKGROUND

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 sqft) and proposed detached garage (960 sqft) 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.

Attached for reference:

- Exhibit A – Applicant Narrative
- Exhibit B – Site Location
- Exhibit C – Site Plan
- Exhibit D – Garage Designs
- Exhibit E - Updated Site Plan

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 sideyard 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 and the building inspector shall confirm the side yard setbacks.
3. No business activity shall be conducted within the structure.

CC: Deb Boelter
Bob Lindberg
Ruth & Dennis Isaacs

CITY OF Montrose, MN
BUILDING PERMIT

Permit No. _____

Date _____

CONTRACTOR'S LICENSE NO. _____		1. DATE 06/01/2020	FEES PERMIT FEE _____ PLAN CHECK FEE _____ INVESTIGATION FEE _____ ENGINEERING FEE _____ SITE FEE _____ DRIVEWAY FEE _____ CULVERT \$ _____ FIREPLACE _____ /SQ PLUMBING FEE _____ /SQ SEPTIC FEE _____ MECHANICAL FEE _____ /SQ WATER METER FEE _____ WATER FEE _____ SEWER FEE _____ SURCHARGE FEE _____ ADDN. FEE _____ OTHERS _____ CONTRACTORS LICENSE _____ TOTAL FEE _____
2. SITE ADDRESS 345 Garfield Ave S, Montrose, MN		ZIP CODE 55363	
3. LEGAL DESCRIPTION PROPERTY I.D. NO. _____			
SECTION _____ LOT _____ BLOCK _____			
ADDITION _____ PLAT NUMBER _____ PARCEL NUMBER 112500353411			
4. OWNER (Name) (Address) (Tel. No.) Dennis & Ruth Isaacs 345 Garfield Ave S, Montrose, MN 55363 (612) 986-4849			
5. ARCHITECT (Name) (Address) (Tel. No.) _____			
6. BUILDER (Name) (Address) (Tel. No.) _____			
7. TYPE OF WORK Fireplace <input type="checkbox"/> Septic <input type="checkbox"/> Heating <input type="checkbox"/> Plumbing <input type="checkbox"/> Reroofing <input type="checkbox"/> New Construction <input type="checkbox"/> Alterations <input type="checkbox"/> Addition <input type="checkbox"/> Finish Basement <input type="checkbox"/> Residing <input type="checkbox"/> Deck <input type="checkbox"/> Porch <input type="checkbox"/> Garage <input type="checkbox"/> Chimney <input type="checkbox"/> Misc _____			
8. SIZE OF STRUCTURE (Height) (Width) (Depth) 16' 24' 40'	9. NUMBER OF STORIES Single	10. ESTIMATED VALUE Unknown	
11. COMPLETION DATE A.S.A.P.	12. PROPERTY DIMENSION Width _____ Depth _____	13. NO. OF FAMILIES (if applicable) _____	
14. PROPOSED ELEVATION IN RELATION TO CURB OR WATERWAY. ELEV. _____	15. PROPERTY AREA OR ACRES Sq. Ft. 1 Acre	18. CULVERT SIZE Yes _____ No _____	
17. FRONT YARD set back from road Property FT _____	18. REAR YARD set back Ft. _____	19. SIDE YARDS set back Right Sd. _____ Left Sd. _____	
20. MISCELLANEOUS I need a variance on the square ground footage on the floor of the new garage. I am not going to use this structure as a business. I want to store my classic cars, boat and other personal items in the garage. I very badly need the space to clean up the property and keep it looking nice. I just don't have the space right now. The square footage needed for the garage is 960 total square feet. I need the variance for the extra 500 feet needed.			
SPECIAL CONDITIONS: It is my responsibility to locate and establish the elevations if needed of all site improvements. Required adjustments at my expense.			

ACKNOWLEDGMENT AND SIGNATURE:

The undersigned hereby agrees that, in case such permit is granted, that all work which shall be done and all materials which shall be used shall comply with the plans and applications herewith submitted and with all the ordinances of said CITY OF Montrose, MN applicable thereto.


SIGNATURE OF APPLICANT

APPROVED BY BUILDING INSPECTOR _____

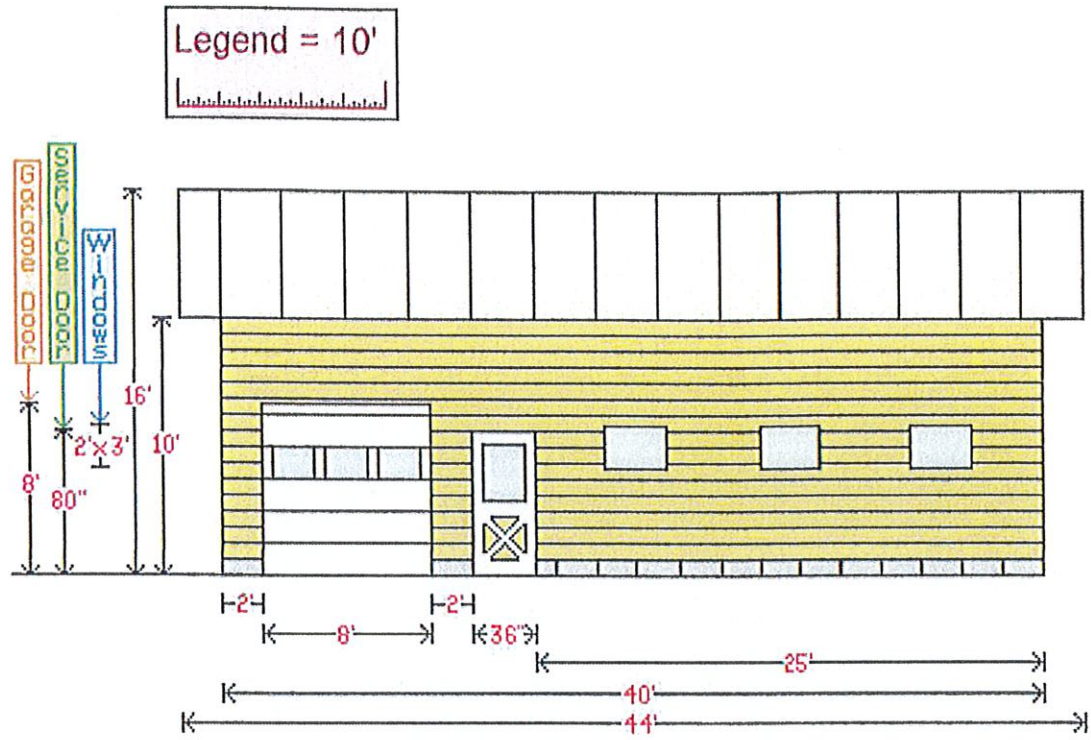
White - City' Copy

Yellow - Inspectors Copy

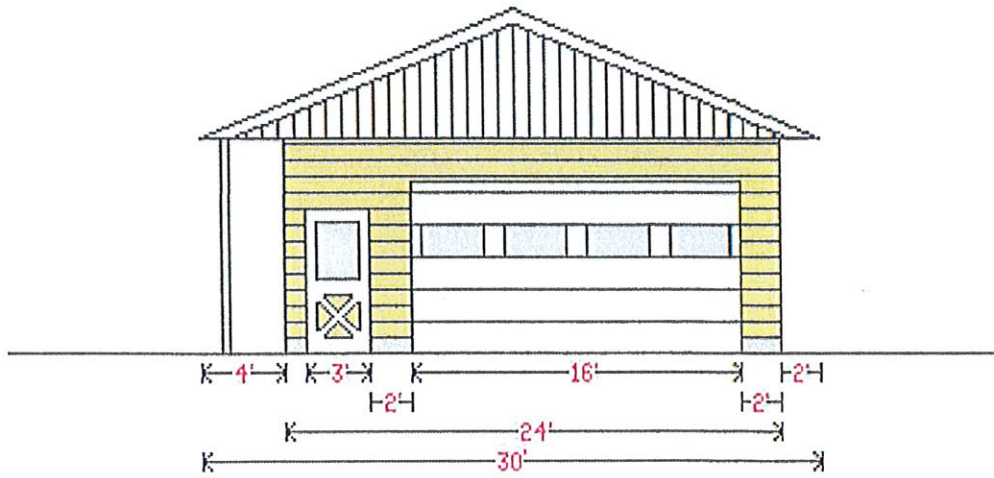
Pink Applicant's Copy

Gold - Assessor's Copy

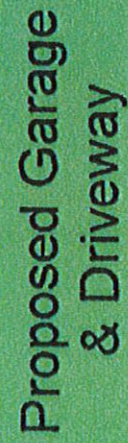
Exhibit A



Side View



Front View



Property Owners
Dennis & Ruth Isaacs
345 Garfield Ave S
Montrose, MN 55363
Cell - (612) 986-4849 - Dennis
Cell - (612) 242-8875 - Ruth

Exhibit C

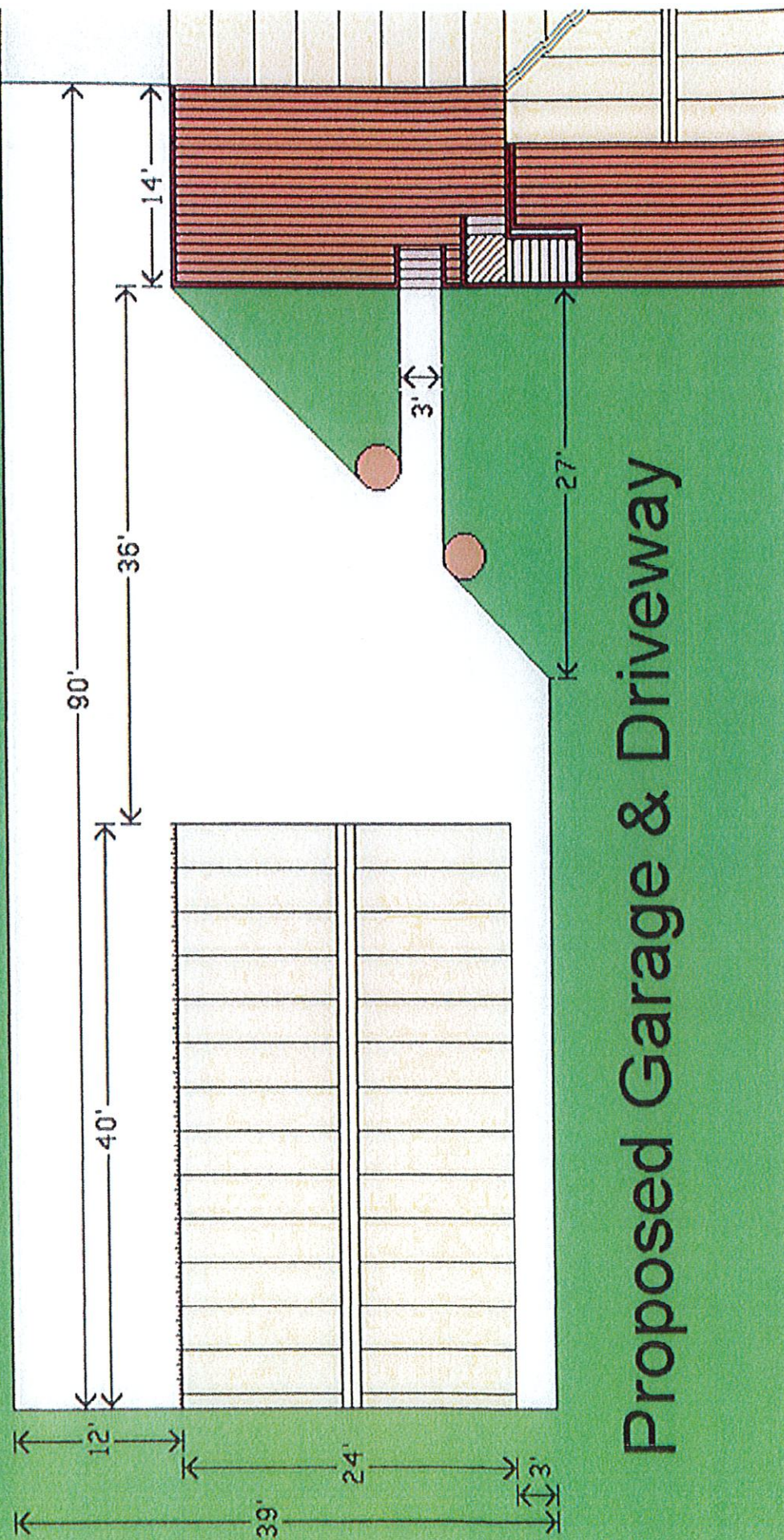
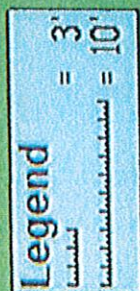
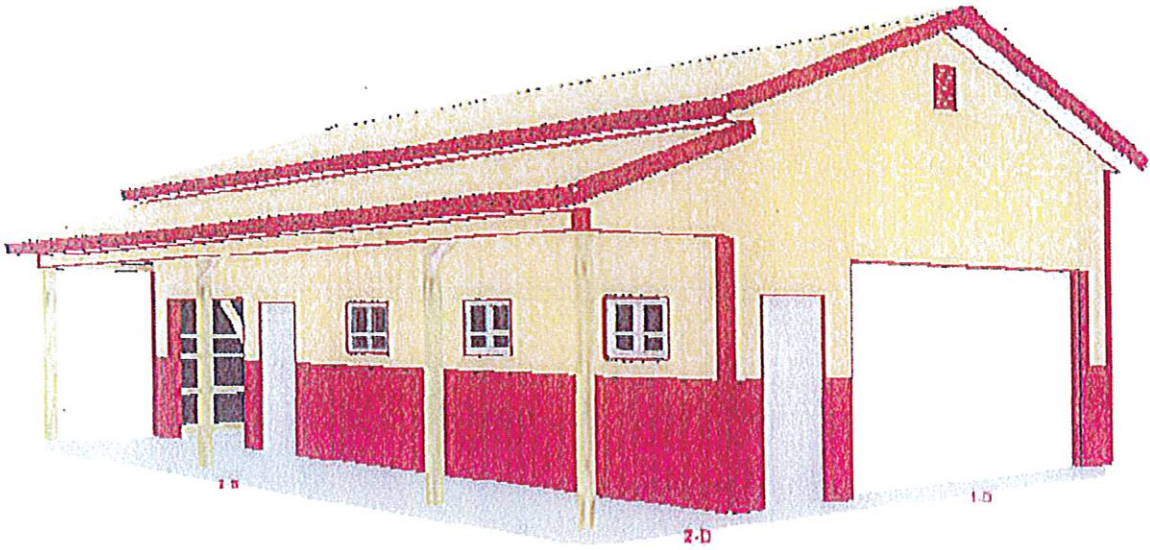
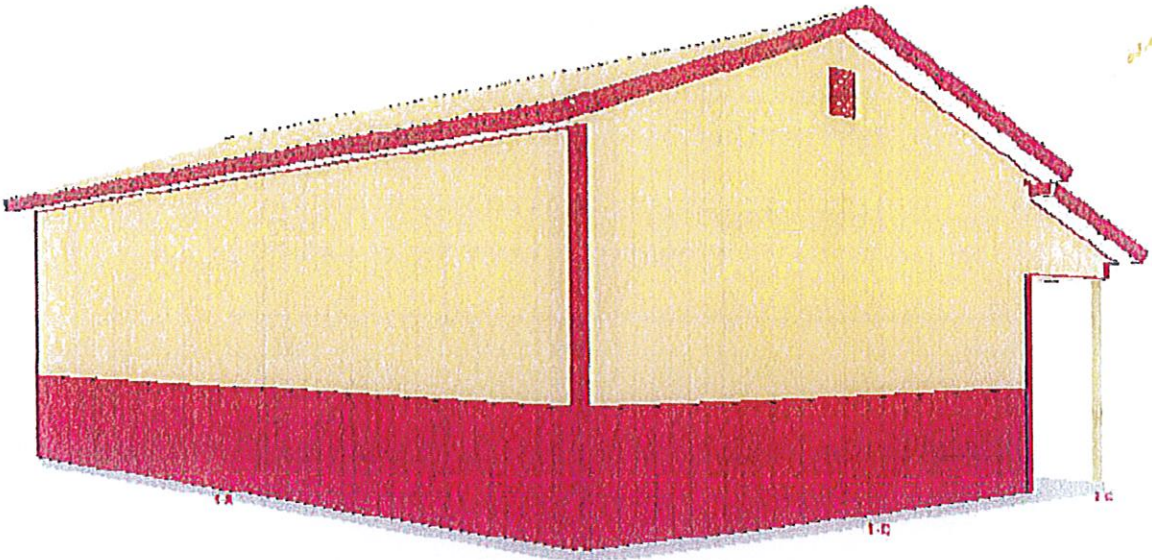


Exhibit C

Elevation Views



Store: BUFFALO
1415 COUNTY ROAD 134
BUFFALO, MN 55313
Ph: 763-684-0830



Design #: 320355788633

Estimated price:

*Today's estimated price, future pricing may go up or down. Tax, labor, and delivery not included.

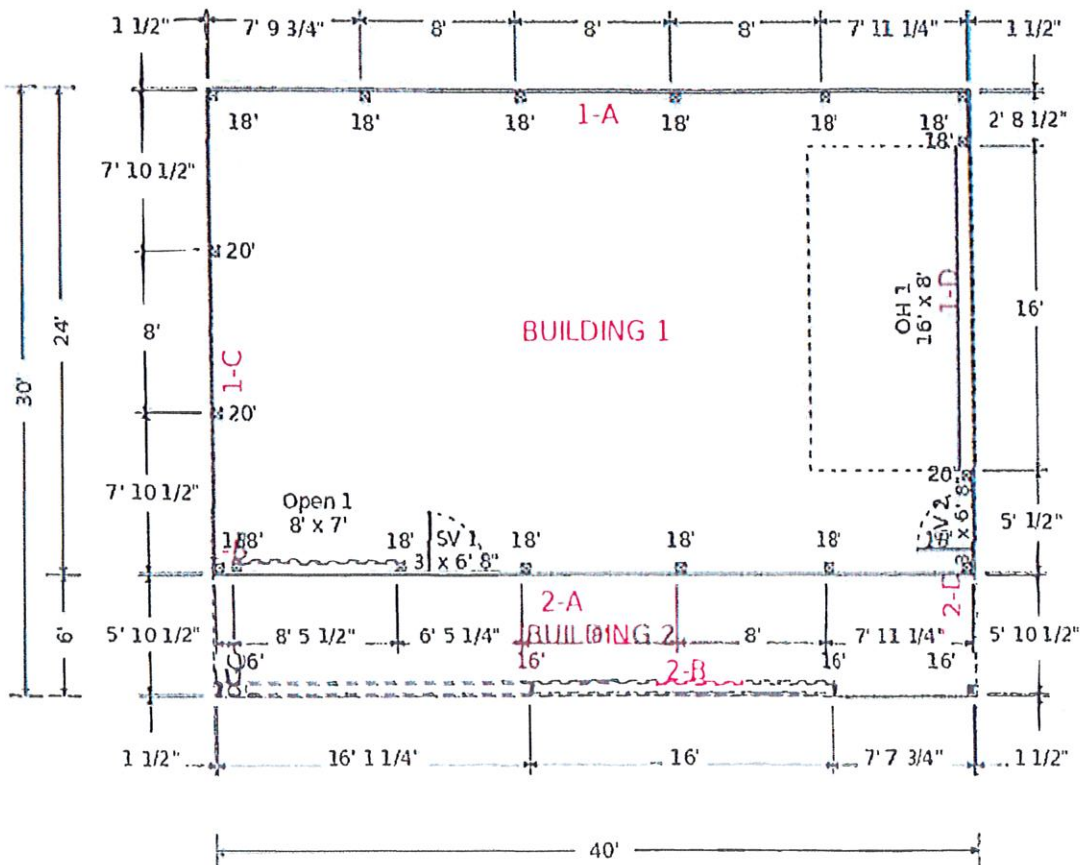
How to purchase at the store

1. Take this packet to any Menards store.
2. Have a building materials team member enter the design number into The Post Frame Request Form on the Midwest Manufacturing website.
3. Apply the design to System V to create the SOCs.
4. Take the SOCs to the register and pay.

How to recall and purchase a saved design at home

1. Go to Menards.com.
2. Log into your account.
3. Go to Saved Designs under the Welcome Login menu.
4. Select the saved design to load back into the estimator.
5. Add your building to the cart and purchase.

FLOOR PLAN



Building Information

1. Building Use:	Code Exempt
2. Width:	24 ft
3. Length:	40 ft
4. Inside Clear Height:	12 ft
5. Floor Finish:	Concrete
6. Floor Thickness:	5 in
7. Post Foundation:	Post Embedded
8. Post Embedment Depth:	4 ft
9. Footing Pad Size:	14 in x 4 in

Wall Information

1. Post Type:	Posts
2. Post Spacing:	8 ft
3. Girt Type:	Flat
4. Exterior Wall Panel:	Pro-Rib
5. Exterior Wall Color:	Prairie Wheat
6. Wainscot Size:	48 in
7. Wainscot Color:	Burgundy
8. Sidewall B Wainscot:	Yes
9. Sidewall A Wainscot:	Yes
10. Trim Color:	Burgundy
11. Endwall D Wainscot:	Yes
12. Endwall C Wainscot:	Yes
13. Sidewall A Eave Light:	None
14. Sidewall B eave light:	None
15. Wall Fastener Location:	In the Flat
16. Bottom Trim:	Yes
17. Gradeboard Type:	2x6 Treated Centermatch
18. Sidewall A Rows:	2 rows = 10"
19. Sidewall B Rows:	2 rows = 10"
20. Endwall C Rows:	2 rows = 10"
21. Endwall D Rows:	2 rows = 10"

Interior Finish

1. Wall Insulation Type:	None
2. Wall Liner Type:	None
3. Roof Condensation Control:	None

Roof Information

1. Pitch:	4/12
2. Truss Spacing:	8 ft
3. Roof Type:	Pro-Rib
4. Roof Color:	White
5. Ridge Options:	Universal Ridge Cap
6. Roof Fastener Location:	In the Flat
7. Endwall Overhangs:	1 ft
8. Sidewall Overhangs:	1 ft
9. Fascia Size:	6 in Fascia
10. Soffit Color:	White
11. Skylight Size:	None
12. Ridge Vent Quantity:	None
13. Ceiling Liner Type:	None
14. Purlin Placement:	On Edge
15. Ceiling Insulation Type:	None

Accessories

1. Outside Closure Strip:	Economy Vented
2. Inside Closure Strip:	Standard
3. Gable Vent Type:	14"x18"
4. Gable Vent Quantity:	2
5. Gable Vent Color:	Burgundy
6. Cupola Size:	None
7. Gutters:	No
8. End Cap:	Yes
9. Mini Print:	Hardcopy and E-mail

Exhibit D

Leans

Building 2

Attaching wall:	B
Endwall overhang length:	1 ft
Sidewall overhang length:	1 ft
Add snow guards:	No
Remove every other post:	Yes
Length:	40 ft
Depth:	6 ft
Drop Distance From Roof:	1 ft
Position From Left:	0 ft
Approximate Clear Height:	8 ft
Open interior wall:	No
Open exterior walls:	Side And End Walls

Doors & Windows

Name	Size	Wall
Window	36"x24"	1-B
Window	36"x24"	1-B
Window	36"x24"	1-B
Overhead Opening	8' x 7'	1-B
Service Door	36"x80"	1-B
Service Door	36"x80"	1-D
Overhead Door	16' x 8'	1-D

Lean Open Walls

Wall	Every Other Post Removed
2-B	Yes
2-C	Yes
2-D	Yes

Proposed Garage Plans

Property Owners

Dennis & Ruth Isaacs
345 Garfield Ave. S.
Montrose, MN 55363

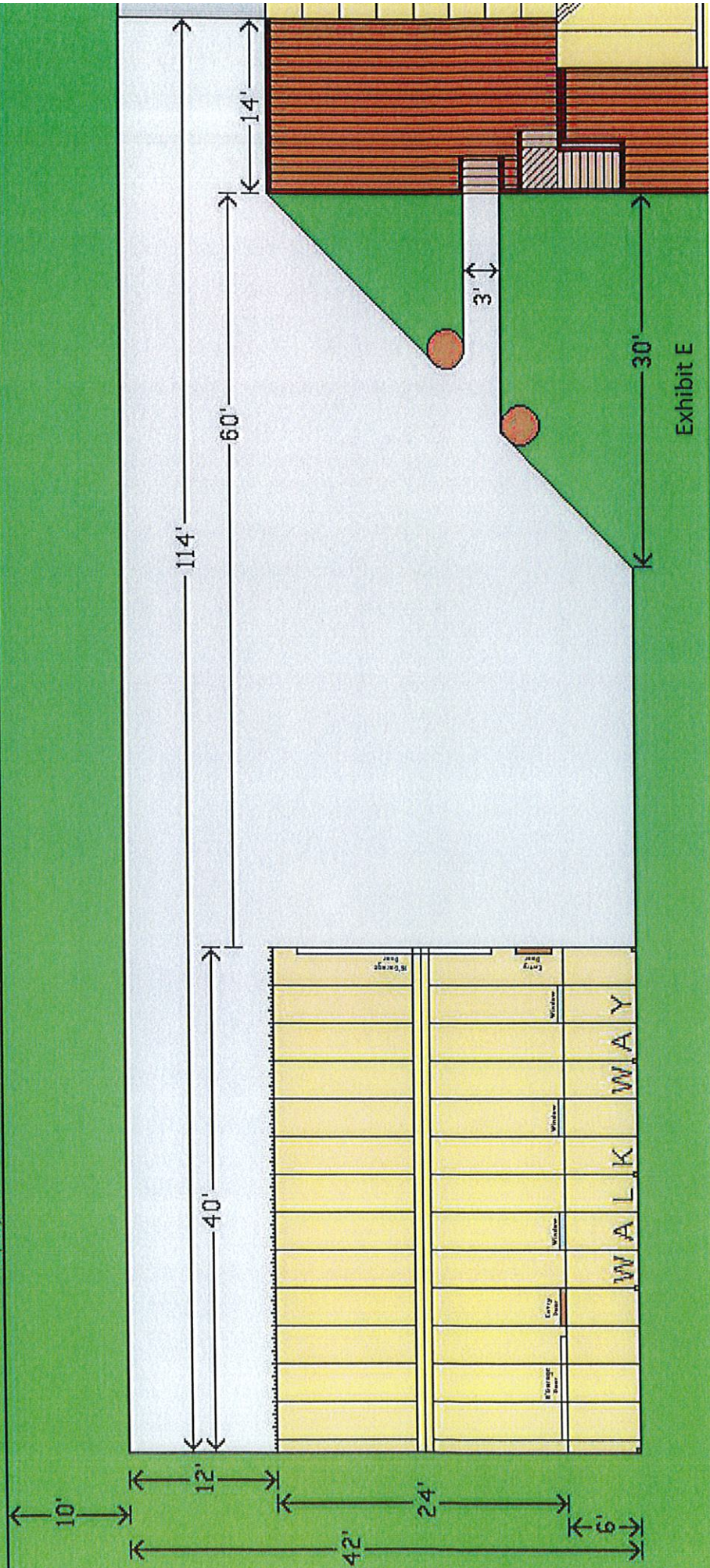
Dennis' Cell # (612) 986-4849
Ruth's Cell # (612) 242-8875

Legend

Isolated = 3' = 10'

Property Line

Property Line



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

RESOLUTION NO. 2021-08

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR
AN ACCESSORY BUILDING AT 345 GARFIELD AVENUE SOUTH**

WHEREAS, Ruth and Dennis Isaacs (the “Applicant”) have applied for approval of a conditional use permit for a detached accessory building within the City of Montrose (the “City”); and

WHEREAS, the address of the site is 345 Garfield Avenue South and the property (the “Property”) is legally described as:

Sect-35 Twp-119 Range-026 UNPLATTED LAND MONTROSE N100FT OF S500FT
OF TH PRT OF SE1/4OF SW 1/4TH LIES1) E OF LN DRWN NLY AT R AGL TO S
LN FR PT

WHEREAS, the Property is zoned R-1, Single Family Residential; and

WHEREAS, the City’s Zoning Ordinance permits the combination of an attached garage and detached accessory building to exceed 1,000 square feet as a condition use permit within the R-1 District; and

WHEREAS, City Staff has reviewed submitted plans and prepared a planning report dated December 22, 2020; and

WHEREAS, the Montrose Planning and Zoning Commission met and held a public hearing at their regularly scheduled meeting on January 13, 2021 to consider the application for a conditional use permit; and

WHEREAS, upon considering the application materials, the December 22, 2020 planning report, public testimony, and applicant testimony the Planning and Zoning Commission closed the public hearing and recommend that the City Council approve the application on a vote of 5 to 0 with the added requirement:

The applicant submits documents showcasing the side yard setback.

WHEREAS, the Montrose City Council met on January 25, 2021 to consider the application for a conditional use permit; and

WHEREAS, the Montrose City Council has received application materials including a site plan; updated January 20, 2021 planning report; the Planning and Zoning Commission recommendation; and agrees with the findings and recommendation of the Planning and Zoning Commission and the December 22, 2020 planning report.

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

Decision: Based on the foregoing information and applicable ordinances, the City Council hereby **APPROVES** the conditional user permit based on the plans dated July 27, 2020, 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 and the building inspector shall confirm the side yard setbacks.
3. No business activity shall be conducted within the structure.

Adopted by the City of Montrose City Council this 25th day of January, 2021.

Robert W. Moynagh III
Mayor
City of Montrose

ATTEST:

Moved by:
Seconded by:

Deborah R. Boelter
City Clerk-Treasurer
City of Montrose

In Favor:
Opposed:

January 25, 2021

Montrose Mayor and City Council
311 Buffalo Avenue South
P.O. Box 25
Montrose, Minnesota 55363

Dear Mayor Moynagh, Council Member Andreoff, Council Member Marszalek and Council Member Solarz,

Please accept this letter as notification that I wish to retire from my position as City Clerk-Treasurer with the City of Montrose. My final day with the City of Montrose will be March 31, 2021.

It is with a heavy heart that I leave the position which I have performed since May of 2018; but, I have decided the time has come for me to start my retirement and enjoy more time with my family.

I would like to thank the City of Montrose, the staff and all of you for so graciously and generously giving me the opportunity to work as the City Clerk-Treasurer for this wonderful City. It has been a remarkable experience and I have enjoyed serving the Montrose Community. I am willing to assist the City in any capacity needed to make the transition of my departure an easy one.

If you have any questions of me and/or need additional information, please do not hesitate to contact me.

Thank you.

Sincerely,



Deborah R. Boelter

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.

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 Areawide 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 _____.

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

Employee Signature: _____ Date: _____

CITY OF MONTROSE

JOB DESCRIPTION

POSITION: CITY CLERK-TREASURER
COMMUNITY CENTER MANAGER

DEPARTMENT: ADMINISTRATION

POINT RANGE: 332-353

QUALIFICATIONS

Must have two (2) year Business Degree or a minimum of one (1) year experience in administration with strong secretarial skills, bookkeeping skills, computer experience, communication skills, able to work independently and be bondable. Valid driver's license.

Reports To: City Administrator

Works With: City Administrator, Public Works Director, Deputy Clerk, City Council, City Auditors, City Attorney, and City Engineer.

Supervises: Deputy Clerk

Responsibilities

- I. PAYROLL
 - A. Maintains payroll records including: wage changes, accumulate sick time, vacation time, paid time off (PTO), compensatory time, employee insurance and retirement benefits, and Public Employees Retirement Association (PERA) reports.
 - B. Completes Employee, City Council, Planning and Zoning Commission, Fire Department, Park and Recreation Commission, Economic Development Authoring (EDA) and Election Judges Payroll.
 - C. Completes all payroll tax reports.
 - D. Prepares W2 and 1099 forms annually.
 - E. Complete Pay Equity Report.
 - F. Cross train Deputy Clerk and Administrative Assistant on payroll responsibilities.
- II. ANNUAL ASSESSMENTS
 - A. Prepares notices for delinquent utilities and unpaid charges.
 - B. Prepares resolutions and delinquent accounts reports for City Council approval.
 - C. Prepares reports to Wright County.

III. COMMUNITY CENTER

- A. Oversees operation of the Community Center.
- B. Handles all rentals and contracts.

IV. FINANCES

- A. Codes and enters all accounts payable bi-monthly and runs checks.
- B. Maintains all accounts payable files.
- C. Enters all data each month for monthly bank reconciliations.
- D. Reconciles and balances all accounts each month.
- E. Prepares and enters journal entries.
- F. Works with City Administrator.
- G. Prepares quarterly report for City Council.
- H. Cross train Deputy Clerk and Administrative Assistant on finance responsibilities.

V. ANNUAL AUDIT

- A. Prepares all workpapers necessary for annual audit.
- B. Prepares and mails all letters and disclosures to banks, attorney, and etcetera for audit.
- C. Works with auditors to complete annual audit.

VI. BUDGET AND LEVY

- A. Assists the City Administrator and Public Works Director in completing the annual City budget and levy.
- B. Reviews budget with City Administrator and Public Works Director monthly.
- C. Reviews finances with the Finance Committee quarterly.

VII. ACCOUNTS RECEIVABLES

- A. Oversees the recording Accounts Receivables in receipt book.
- B. Serves as a backup to open daily utility receipts and run tape for Deputy Clerk.

VIII. TAXES

- A. Completes Monthly sales tax statement.

IX. LIQUOR LICENSING

- A. All preparation/notification of yearly liquor licensing.
- B. Enforcement via Wright County of liquor violations.
- C. Advise all new applicants regarding liquor licensing.

X. ELECTIONS

- A. Head Election Judge.
- B. Publishes notices for primary and general elections.
- C. Selects election judges for City Council approval.
- D. Oversees primary and general elections.

- XI. EMERGENCY MANAGEMENT
 - A. Member of the Emergency Management Committee.
- XII. DEVELOPMENT
 - A. Maintains all City escrow deposits.
 - B. Landscape inspections.
- XIII. RETENTION SCHEDULE MANAGEMENT
 - A. Assist Administrative Assistant with record retention.
- XIV. MAP ADDRESSING
 - A. Provides addressing for new construction of houses, businesses, and etcetera.
 - B. Completes all mapping reports.
- XV. INSURANCE
 - A. Administers City medical, dental and disability insurance plans.
 - B. Annual financial review with Underwriters for Municipal Insurance renewal.
- XVI. ADMINISTRATIVE ASSISTANT TO MONTROSE FIRE DEPARTMENT
 - A. Coordinates and prepares monthly accounts payable for the Montrose Fire Department.
 - B. Prepares annual fire assessment and remits to Wright County.
- XVII. CITY COUNCIL
 - A. Attends all required City meetings.
 - B. Prepares any necessary reports or updates as needed.
- XVIII. OTHER ADMINISTRATIVE DUTIES
 - A. Assists with Reception duties including building permits, receipt of payments, and etcetera.
 - B. Serves as a backup to open mail and distribute accordingly.
 - C. Serves as a backup to Utility Billing.
 - D. Serves as a backup to the complete duties and responsibilities as directed by the City Administrator.
- XIX. ANY OTHER DUTIES/RESPONSIBILITIES IN THE DAY-TO-DAY OPERATION OF THE CITY AS REQUESTED
 - A. Provide cross training to other City employees when directed.

Approved by the Montrose City Council on _____.

I accept the job duties and responsibilities of the City Clerk-Treasurer and Community Center Manager.

Employee Signature: _____ Date: _____

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 Clerk, 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 Deputy Clerk
- 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 Deputy Clerk 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 _____.

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

Employee Signature: _____ Date: _____