



CITY COUNCIL AGENDA REGULAR MEETING

**Monday, July 12, 2021
7:00 P.M.**

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

Montrose Community Center
200 Center Avenue South
Montrose, Minnesota 55363

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **INVOCATION**

A. Therese Marszalek – Buffalo Covenant Church

4. **PLEDGE OF ALLEGIANCE**

5. **APPROVAL OF AGENDA**

6. **APPROVAL OF CONSENT AGENDA**

A. Minutes

1. June 14, 2021 Regular City Council Meeting – prepared by J. Bonniwell

B. Accounts Payable

1. City, July 12, 2021 – prepared by M. Sommerfeld
2. Fire Department, July 12, 2021 – prepared by M. Sommerfeld

C. Monthly Utility Adjustments, June, 2021 - prepared by C. Gerard

D. Ordinance 2021-02 – An Ordinance Amending Title III, Chapters 30 and 31 of the City Code Relating to the Assessment of Delinquent Garbage and Refuse Accounts

7. REQUEST FOR COUNCIL ACTION

- A. Ms. April Herzog -- 4671 County Road 12 S

8. OPEN FORUM

9. WRIGHT COUNTY SHERIFF'S OFFICE

- A. June, 2021 Monthly Report and Hours Report

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

A. City Council

- 1. Monthly Activity Report

B. Montrose Fire Department

- 1. June, 2021 Activity Report
- 2. Authorization to attend 2021 Minnesota Fire Chief Conference in Duluth for October, 2021 – Four people attending (\$340 Conference Fee + \$700 Approximate Hotel Fee = \$1,040 per attendee plus mileage). This expense budgeted for in training and travel expenses.
- 3. Resignation of Firefighter Jeff Holt effective 07/07/2021.

C. Economic Development Authority

- 1. June 15, 2021 Economic Development Authority Meeting Minutes

D. Park and Recreation Commission

- 1. July 8, 2021 Park and Recreation Commission Meeting Minutes – will be available at the July 12, 2021 City Council Meeting
- 2. Summer Splash Spending Authority
- 3. Commission Member Application for April Herzog
- 4. Park and Recreation Meeting Schedule

E. Planning and Zoning Commission

- 1. June 9, 2021 Planning and Zoning Commission Meeting minutes
- 2. Ordinance 2021-03 – An Ordinance Amendment to Chapter 1019 of the Zoning Ordinance of the City of Montrose, Related to the Parking of Recreational Vehicles and Equipment in Residential Districts

F. City Engineer

- 1. Resolution 2021-18 -- Resolution Authorizing the City of Montrose to Submit a 2022 Capital Budget Request to the State of Minnesota for Infrastructure Financial Assistance Related to the Water Treatment Plant.
- 2. 2021 Downtown Improvement Plan – Street Light System Improvements
- 3. Updates from City Engineer

G. Public Works Department

- 1. Roof Maintenance and Repair Proposals
- 2. Generators at Rolling Meadows Lift Station and Well House #2 Repair Proposals
- 3. Wellhead Protection Area and Drinking Water Supply Management Area Assessment
- 4. Sidewalk Maintenance Discussion
- 5. Watering Ban
- 6. Updates

11. OLD BUSINESS

12. NEW BUSINESS

- A. Ordinance 2021-04 – An Ordinance Repealing Ordinance 2017-5 of the City Code Relating to Registration and Inspection of Residential Rental Property

13. UPCOMING MEETINGS

- A. Park and Recreation Meeting – Thursday, August 5, 2021 at 5:30 p.m. in the Montrose City Hall Conference Room
- B. Planning and Zoning Commission Meeting – Wednesday, July 14, 2021 at 7:00 p.m. in the Montrose Community Center
- C. Regular City Council Meeting – Monday, August 9, 2021 at 7:00 p.m. in the Montrose Community Center
- D. Economic Development Authority Meeting – Tuesday, August 17, 2021 at 12:00 p.m. in the Montrose City Hall Conference Room or via Zoom
- E. City Council Workshop – Monday, August 30, 2021 at 4:00 p.m. in the Montrose City Hall Conference Room

14. ACKNOWLEDGEMENTS**15. ADJOURNMENT**

City of Montrose
 Regular City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, June 14, 2021
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, June 14, 2021 at 7:00 p.m.

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

2. ROLL CALL

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

Staff Present: Ms. Jessica Bonniwell, City Administrator
 Mr. Kevin Triplett, Montrose Fire Department Chief and Emergency Management Director
 Mr. Sam Ketchum, City Attorney
 Mr. Jared Voge, City Engineer
 Chuck?

3. INVOCATION

A. Pastor Paul Baker – Montrose Methodist Church

Pastor Paul Baker administered the Invocation.

4. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was taken.

5. APPROVAL OF THE AGENDA

A. Approval of the Agenda

Council Member Marszalek motioned to approve the June 14, 2021 Regular City Council Meeting Agenda moving the Fire Department items from 11. B. 1. and 2. to item 7. - 1. and 2. Council Member Paradeise seconded the motion. Motion carried 5-0.

6. APPROVAL OF THE CONSENT AGENDA

A. Minutes

1. Accepted the minutes of the June 14, 2021 Regular City Council Meeting

B. Accounts Payable

1. Approved the June 14, 2021 Accounts Payable for the City of Montrose.

2. Approved the June 14, 2021 Accounts Payable for the Montrose Fire Department.

C. Approved the Monthly Utility Adjustments, May, 2021.

D. Approved the Memorandum of Understanding for Deputy Treasurer Position with The International Union of Operating Engineers, Local 49

Council Member Marszalek motioned to approve the Consent Agenda as presented. Council Member Solarz seconded the motion. Motion carried 5-0.

7. FIRE DEPARTMENT

1. May, 2021 Activity Report

Fire Chief Triplett gave an overview of the May, 2021 Activity Report.

2. Request for purchase authority to purchase 10-set of firefighter boots and 30-sets of firefighter gloves not to exceed \$10,000.

Council Member Marszalek motioned to grant authority to purchase 10-set of firefighter boots and 30-sets of firefighter gloves, not to exceed \$10,000. Mayor Moynagh seconded the motion. Motion carried 5-0.

8. PUBLIC HEARING

A. Public Hearing – Proposal to Adopt a Street Reconstruction Plan and the Intent to Issue General Obligation Street Reconstruction Bonds

Mayor Moynagh motioned to close the City Council meeting and open the Public Hearing at 7:08 p.m. Council Member Marszalek seconded the motion. Motion carried 5-0.

Ms. Tammy Omdal gave an overview and provided some background information of the Street Reconstruction Plan and accompanying resolutions before opening to public comment. This plan includes the 2021-2025 street reconstruction plan which includes many projects the City is considering financing with General Obligation Bonds. In order to have the authority for the City to issue those bonds, when any special assessments fall below 20% of the total project cost, one tool the City has available is to adopt a Street Reconstruction Plan which then gives the City the authority to consider the issuance of bonds. The Street Reconstruction Plan includes a maximum bonding amount of \$6,500,000 to be issued over the 5-year period in the plan. The City does not have to use all of the money available, but gives the City the option to use up to that maximum amount. The proposed Street Reconstruction Plan, if adopted, is subject to a 30-day Reverse Referendum period. If during those 30-days the City receives a petition from the voters equivalent to 5% of the last municipal election voters, the voters can call that issue to a City-wide vote from the residents.

The second resolution is related specifically to the 2021A General Obligation Bonds. If this resolution is approved, the City Council is preparing for the sale of the bonds at a later date. These bonds would be issued to finance the City's 2021 Downtown Improvement Project with bonds and refund the 2012B bonds for interest savings only. The refunding of the 2012B bonds will be enough to cover the cost of the issuance of the bonds and reduces the overall financing cost. Ms. Omdal stated she recommends the City go out for a new rating for these bonds. The City is currently rated AA- (S&P) which is a good rating. There is a cost to seeking a new rating, but the savings from the lower rates from a better quality rating more than offsets the cost of seeking a new rating.

Mr. Wayne Bauernschmitt, whose parents live at 331 2nd Street South, spoke on behalf of his parents with his concerns regarding the amount for potential assessments that may be charged to the property because of the project. He stated that if they are assessed it should be a fair amount related to the value of their property. Mr. Bauernschmitt was also concerned with the current drainage and making sure this project fixes drainage issues that have existed on their property since the 1970s. Mr. Vogt assured him that will be corrected and the property will have proper drainage. Mayor Moynagh stated that the status of assessments is not yet known and will not be known until the final costs are in for the project. Mr. Bauernschmitt also stated that if the assessments are greater than the benefit the resident

will gain for the property value of their home, they are willing to take legal action against the City if necessary, depending on the amount of the assessments.

Mayor Moynagh motioned to close the Public Hearing and Open the City Council Meeting at 7:22 p.m. Council Member Marszalek seconded the motion. Motion carried 5-0.

1. Resolution 2021-15 – Resolution Adopting a Street Reconstruction Plan and Approving the Issuance of General Obligation Street Reconstruction Bonds

Council Member Marszalek motioned to approve Resolution 2021-15 – Resolution Adopting a Street Reconstruction Plan and Approve the Issuance of General Obligation Street Reconstruction Bonds. Council Member Paradeise seconded the motion. Motion carried 5-0.

2. Resolution 2021-16 – Resolution Approving the Issuance of General Obligation Bonds, Series 2021A

Mayor Moynagh motioned to approve Resolution 2021-16 – Resolution Approving the Issuance of General Obligation Bonds, Series 2021A. Council Member Andreoff seconded the motion. Motion carried 5-0.

9. REQUEST FOR COUNCIL ACTION

A. Peter Losch – 905 Patriot Circle

Mr. Losch made a request for Council Action regarding his property at 905 Patriot Circle. Last fall, the City completed some repairs to the storm pipe in the drainage and utility easement on Mr. Losch's property because the elevation at the end of the pipe near the pond needed to be adjusted. Mr. Losch requested that his property be restored by grading, filling and seeding with Kentucky Blue Grass seed. Initial seeding was done in May, but the seeds have not taken root because of the dry weather. Mr. Losch submitted four

Request for Council Action Forms which are summarized below:

1. Mr. Losch inquired about the action taken against Mr. McCormick as far as procedure and conduct. Ms. Bonniwell stated that the procedure for notifying residents has been added as a standard procedure. Ms. Bonniwell also stated that any information related to employee conduct is a private personnel issue and will not be made public. No Council Action was taken on this item.

2. Mr. Losch's second request was asking for any documentation to be turned over that has not yet been turned over. All of the information the City has on this repair project was given to Mr. Losch since the May 10th meeting, and the City does not have any other documents regarding this. Mr. Vogt stated that if and when a final survey is completed on the repair area that will be turned over to Mr. Losch.

Council Member Marszalek motioned to submit any final survey paperwork to Mr. Losch when that is completed. Council Member Solarz seconded the motion. Motion carried 5-0.

3. Mr. Losch stated that several of his neighbors are either using their utility easement area or encroaching on the adjacent unoccupied property or ponds. Mr. Losch will be filing formal complaints on each address through City Hall. No Council Action was taken on this item.

4. Mr. Losch has requested the City come back and re-seed, place straw or moss, and provide water for the area of his property that was used for access for the drainage repair.

Mayor Moynagh motioned to return to all three properties affected by the utility repair and reseed and put down moss or straw to help retain moisture. Council Member Solarz seconded the motion. Motion carried 5-0.

10. OPEN FORUM

- April Herzog – 4671 County Road 12 South, a township resident, approached Council to discuss the retaining wall to be placed near her property at the Regional Park. She requested to know when this project would be started and how tall the wall would be. Mr. Voge stated that the retaining wall should start to be installed in the first part of July and that the wall is planned to be around 2.5 feet (which will vary on different portions of the wall). Ms. Herzog also stated that she did not agree with the placement of the new trees at the Regional Park near the lift station and requested that City Council visit the Regional Park so they can see everything being done out there.
- Peter Losch – 905 Patriot Circle – Mr. Losch is requesting that the City attach a hose to the fire hydrant with a meter near his home so he can water the new grass seed as needed without incurring water expenses. Mr. Losch is also wondering how much the City spent on this repair and if there was formal council approval for the repair.
- Michelle Otto – 205 Garfield Avenue North – Advocating for Mr. Peter Losch at 905 Patriot Circle for the City to attach a hose to the fire hydrant with a meter so he can water the area for free.

11. WRIGHT COUNTY SHERIFF'S OFFICE

A. May, 2021 Monthly Report and Hours Report

Wright County Sheriff's Office Deputy Mr. Jordan Ellis gave an overview of the May, 2021 Monthly Report.

Mr. Ellis also offered a reminder to keep vehicles and homes locked at night and to not leave valuable items in cars as there have been some theft in neighboring communities.

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

A. City Council

1. Monthly Activity Report

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

B. Park and Recreation Commission

1. June 3, 2021 Park and Recreation Commission Meeting Minutes

Ms. Ashlyn Otto gave an update on the June 3, 2021 Park and Recreation Meeting.

2. Summer Splash Spending Authority

Ms. Ashlyn Otto discussed the items they will need spending authority for at the Summer Splash event. The Commission has not come up with dollar amounts for the activities and items needed for the event and will discuss at the July Park and Recreation meeting and request spending authority at the July 12th Council meeting. Ms. Bonniwell stated that she has enough spending authority to secure equipment rental if needed for reservation.

3. Soccer Nets at Regional Park

Ms. Ashlyn Otto requested the Council direct Public Works Director, Mr. Wayne McCormick, to move the soccer nets from the Regional Park to Lent Park.

Council Member Paradeise motioned to have Public Works move the soccer nets from the Regional Park to Lent Park. Mayor Moynagh seconded the motion. Motion carried 5-0.

C. Planning and Zoning Commission

1. Commission Member Application Consideration for Ms. Catherine Neiberger. The Planning and Zoning Commission had a split vote on this application and deferred to Council for a decision. The City Council would like to push the application for Ms. Catherine Neiberger back to Planning and Zoning to the July 14th meeting so a full Commission could vote on the issue since some of the members were absent at the previous meeting.
2. Updates for Upcoming July 12, 2021 City Council Meeting
 - a. The proposed Ouverson 2nd Addition was initially recommended by Planning and Zoning for approval by City Council and will be on the agenda for the July 12, 2021 City Council meeting for a final decision.
 - b. The proposed Driveway and Parking Pad Ordinance amendment was initially recommended by Planning and Zoning for approval by City Council and will also be on the agenda for the July 12, 2021 City Council meeting for a final decision.

D. City Engineer

1. Resolution 2021-17 – Resolution Approving Plans and Specifications and Ordering Advertisement for Bids.

The City Engineer, Mr. Jared Voge, presented a memo to the Council: At the July 13, 2020 and the November 9, 2020 Council meetings, Council authorized Bolton and Menk to prepare plans and specifications for the 2021 Downtown Improvement Project. Since the proposed design includes widening 1st Street N into Burlington Northern Santa Fe (BNSF) Railroad property, Bolton and Menk staff initiated a request to BNSF staff to purchase a roadway easement within BNSF property; however, BNSF staff have been slow in their response to the request.

In order to begin construction in 2021, Bolton and Menk recommend the Council separate the 2021 Downtown Improvement Project into two phases. Phase 1 includes the project areas south of the railroad tracks and Phase 2 includes the project areas north of the railroad tracks, as shown on the attached plan title sheets. In the manner, Phase 1 construction can start in 2021 while allowing a decision to be made for the proposed easement for the 1st Street N design. A proposed implementation schedule for Phase 1 is shown below:

ITEM	DATE
Approve Phase 1 plans and specifications and authorize advertisement for bids	June 14, 2021
Advertise for bids	July 1, 2021
Online Bid Opening	July 28, 2021
Accept Bids and Award Contract	August 9, 2021
Phase 1 Construction Begins	Late August/Early September 2021

Mayor Moynagh motioned to approve Resolution 2021-17 – a Resolution Approving Plans and Specifications and Ordering Advertisement for Bids. Council Member Marszalek seconded the motion. Motion carried 5-0.

2. Updates – No current updates from City Engineer.

E. Public Works Department

1. Request for approval for the Purchase of a Handheld Tablet to read existing water meters from Metering and Technology Solutions for \$7,600.00.

Memo from Mr. McCormick: Due to cyberattacks being on the rise, everyone, including the City of Montrose is updating their internet security. By doing so, the current handheld meter reading device is no longer compatible with the City's security, and the handheld device is no longer supported because it has Windows 6.5 software and we need a device with at least Windows 10. The City received a quote from Metering Technology Solutions to purchase a new handheld device for \$7,600.00. Mr.

McCormick and staff recommend upgrading to the new Windows 10 handheld device, which should last for at least 20 years.

Council Member Marszalek motioned to approve the purchase of a new Handheld Tablet to read existing water meters from Metering Technology Solutions in the amount of \$7,600.00. Council Member Paradeise seconded the motion. Motion carried 5-0.

2. Request approval for the promotion of Mr. Ryan Eischens from Operator I to Operator II with wage increase

The Personnel and Employee Relations Committee agreed to move Mr. Eischens from Operator I to Operator II with a \$2.00 per hour wage increase with his successful passing of his "C" Wastewater test. Mr. Eischens passed the test at the end of May, 2021. Mr. McCormick recommended the City Council approve the promotion and wage increase for Mr. Ryan Eischens.

Council Member Marszalek motioned to approve the promotion and \$2.00 per hour wage increase for Mr. Ryan Eischens after passing his "C" Wastewater test. Council Member Andreoff seconded the motion. Motion carried 5-0.

3. Seasonal Lawn Mowing

Mr. McCormick is having a hard time finding people to hire for seasonal maintenance and mowing. The City has secured two people for this summer, but is considering using a lawn service in the future. Mr. McCormick is currently looking into pricing to see how much a lawn service would cost over hiring seasonal maintenance workers.

4. Updates

The Forest Creek playground will hopefully be completed by late June to early July. The Public Works employees have started putting the pieces of equipment together, and should be done shortly.

13. OLD BUSINESS

- A. CR Electric Accounts Payable Question from May 10, 2021 City Council Meeting Open Forum

Copies of invoices for the lights at Northridge Park were provided by staff showing that a total of \$8,500.00 per the original bid from CR Electric.

- B. City Administrator Contract Attorney Authorization Question from May 10, 2021 City Council Meeting Open Forum

A copy of the contract authorizing Ms. Deborah Boelter to use a private attorney was provided, which was signed off by the current Mayor at the time, Ms. Michelle Otto. The City Council, at the time when this contract was initially drafted, did not have confidence in the current City Attorney to complete a contract for the City Administrator position. The City Administrator position was then not approved until Ms. Boelter tendered her resignation and Ms. Jessica Bonniwell was appointed as City Administrator in January of 2021. Ms. Bonniwell then used the same attorney to complete the contract, which was nearly complete from when it was drawn up from Ms. Boelter. City Administrators do not pay for their own contract with the City, and the City saved money by only needing a few details changed on the City Administrator contract before it was approved, and did not have to have the contract written from scratch.

14. NEW BUSINESS

- A. Solicitor and Peddler Permits

The City Staff have been getting inquiries from residents about the Solicitor and Peddler Permits since there have been people out selling goods and services door-to-door. The City Council decided in 2020 to suspend any issuing of solicitor and peddler permits due to COVID-19. A decision is necessary on whether or not the City Council would like staff to start issuing these permits again.

Mayor Moynagh motioned to approve allowing City Staff to begin issuing Solicitor and Peddler Permits in accordance with City Ordinances regarding soliciting and peddling. Council Member Solarz seconded the motion. Motion carried 3-2 with Council Member Marszalek and Council Member Andreoff voting against the motion.

15. UPCOMING MEETINGS

- A. Economic Development Authority Meeting – Tuesday, June 15, 2021 via Zoom or at City Hall Conference Room
- B. Park and Recreation Meeting– RESCHEDULED TO Thursday July 8, 2021 at 5:30 p.m. in the Montrose City Hall.
- C. Regular City Council Meeting – Monday, July 12, 2021 at 7:00 p.m. in the Montrose Community Center.
- D. Planning and Zoning Commission Meeting – Wednesday, July 14, 2021 at 7:00 p.m. in the Montrose Community Center

16. ACKNOWLEDGEMENTS

17. ADJOURNMENT

Mayor Moynagh motioned to adjourn the Regular City Council Meeting at 8:52 p.m. Council Member Marszalek seconded the motion. Motion carried 5-0.

Robert W. Moynagh, III
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

ACCOUNTS PAYABLE LIST

July 12, 2021

Payroll	6/14/21 Payroll	15751.70
Payroll	6/28/21 Payroll	17453.63
IRS-Federal Tax Payment	6/14/21 FED/FICA Tax	5277.78
IRS-Federal Tax Payment	6/28/21 FED/FICA Tax	5770.96
MN Dept. of Revenue	6/14/21 State Withholding	970.70
MN Dept. of Revenue	6/28/21 State Withholding	1098.42
PERA	6/14/21 Payroll	3072.83
PERA	6/28/21 Payroll	3100.66
*Ameritas Life Ins.	Employee Optical Ins.	58.20
MN Dept. of Revenue	May Sales Tax	75.00
Payment Service Network	June PSN/ACH Fees	1103.64
Abdo Eick & Meyers, LLP	2020 Audit	800.00
*AFSCME #65	June Union Dues	115.40
Aramark	Uniforms/Floor Mats	229.72
Cardmember Services	Education/Certification	250.00
Cardmember Services	Parks Equipment Repair	50.65
*Citizens State Bank	June H.S.A. Deposit	2700.00
*Delta Dental	July Dental Ins.	1068.45
Dunk N' Jump!	Summer Splash	450.00
Econo Signs	Street Signs	141.01
ESS Brothers & Sons, Inc.	Water/WWTP Sys. Repairs	455.40
ESS Brothers & Sons, Inc.	Stormwater Sys. Repairs	563.20
Grainger	WWTP Equip. Repair	91.38
Hawkins	WWTP Chemicals	2830.82
Hawkins	Water Chemicals	4778.17
Health Partners	July Health Ins.	15983.35
*Kennedy & Graven	Legal Fees	2076.51
Kennedy & Graven	Legal Fees - Fish Sunflowers	1049.71
Lincoln Nat'l Life Ins.	July Life Ins.	186.35
*Madison Nat'l Life	July Disability Ins.	406.71
Menards	Parks, Shop, WWTP Supplies	173.90
Menards	Forest Creek Park Concrete	503.28
Milhausen Auto Repair	Pub. Wrks. Vehicle Mtce.	478.00
Mini Biff	Park Biffs	132.60
Munson Lakes Nutrition	WWTP Building Mtce.	391.92
MVTL Laboratories	Water Testing	49.85
MVTL Laboratories	WWTP Testing	343.28
NEC Cloud Comm.	Telephone Service	189.45
Paumen Computer Services	Monthly IT/Backup	360.00
Paumen Computer Services	Network Configuration	350.00

July 12, 2021

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Pitney Bowes	Machine Rental	180.00
*Tri-Co Tree Movers	Park Trees	7420.00
USA BlueBook	Water Supplies	1270.87
*Wright County Treasurer	Mar, Apr, May County Fines	2403.22
Wright-Hennepin Co-op	Electrical Services	260.55
ACCOUNTS PAYABLE SUBTOTAL		102467.27

Adam's Pest Control	City Hall Pest Control	80.53
Aramark	Uniforms/Floor Mats	229.72
Badger Meter	June Hosting Fee	97.06
*Bolton & Menk	Engineering Services	51369.50
Citizens State Bank	Montrose Meadows Bond Pymt.	2737.50
*Colonial Life Ins.	June Employee Ins.	74.52
Comcast	Internet Service	640.94
Dean Rein	Comm. Ctr. Floor Waxing	1450.00
Delano Rental	Forest Creek Park Const.	763.00
Epic Sports	Regional Park Soccer Nets	2925.51
G&C Powers Construction	Refund - Inapplicable Fees	76.00
Hillyard	Comm. Ctr. Equip. Maint.	383.20
*IUOE Local #49	June Union Dues	140.00
Klatt Jusk Ask Rental	Forest Creek Park Const.	625.95
LGI Homes	Escrow Ret. - Forest Creek	4252.82
Loomis Homes	Escrow Ret. - Rolling Mead.	4632.51
Marco Tech.	Printer Maint. Agreement	69.08
Marie Jenson	June CH/CC Cleaning	515.00
Menards	Stormwater Repairs	449.75
Menards	Forest Creek Park Const.	1618.04
Menards	Parks/Shop/Pub. Works Supp.	275.65
Midwest Machinery	Lawnmower Parts	52.56
Mini Biff	Park Biffs	490.62
MN Computer Systems	Copier Maint. Agreement	234.00
MVTL Labs	WWTP Testing	282.34
Nystrom Publishing	Summer Newsletter	931.15
OPG-3, Inc.	Laserfiche Maint. Contract	1424.00
Thomas Marszalek	Travel Expense	50.40
U.C. Laboratory	WWTP Testing	107.50
U.S. Bank	CSAH 12 Debt Interest	3660.00
U.S. Bank	Watermain Debt Interest	5692.50
U.S. Bank	Clementa Debt Interest	5833.75
Verizon	Cellphones	377.49
WakeSun, LLC	Solar Energy	11349.23

July 12, 2021

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Walmart	CH/WWTP/PW Office Supplies	96.23
Wex Bank	Gas Charges	745.51
Wright Co. Finance Dept.	July Patrol Services	24865.63
Wright Co. Journal Press	Legal Notices	628.88
Xcel Energy	Electric/Gas Charges	251.86
TOTAL ACCOUNTS PAYABLE		232947.20

MOYNAGH

BONNIWELL

MARSZALEK

ANDREOFF

SOLARZ

PARADEISE

*** Appendix**

Payments received to offset checks written

Payroll Deduction	June H.S.A. Deposit	1300.00
Payroll Deduction	July Disability Ins.	324.93
Payroll Deduction	AFSCME #65 June Union Dues	115.40
Payroll Deduction	IUOE #49 June Union Dues	140.00
Payroll Deduction	June Optical Ins.	58.20
Payroll Deduction	June EE Ins.	74.52
Montrose Lions Club	Trees and Parks	8000.00
MN Dept. of Finance	Wright Co. Treasurer	2403.22
Developer Expense	Bolton & Menk	120.00
Developer Escrow	LGI Homes	8885.33
Developer Expense	Kennedy & Graven	375.00

FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

July 12, 2021

Custom Fire Apparatus Inc.	Engine 12 Repairs	927.70
Menards	FD Water	102.40
MN Fire Service Cert.	FFI Certification	530.00
Pro Hydro Testing	Tank Mtce.	416.00

ACCOUNTS PAYABLE SUBTOTAL	1976.10
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MN Fire Service Cert.	Officer/Instructor Cert.	700.00
Schwickert's	FD Roof Repair	501.00
Verizon	FD iPad	40.01
Wex Bank	Gas Charges	234.21

TOTAL ACCOUNTS PAYABLE	3451.32
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MOYNAGH

BONNIWELL

MARSZALEK

ANDREOFF

SOLARZ

PARADEISE

CITY OF MONTROSE

Monthly Adjustments

07/06/21 1:11 PM

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Account	Tran Type	Charge Name	Charge Type	Amount	Date
00-00001146-04-	Adjustment	Hang Disconnect N	Service	\$25.00	6/10/2021
01-00001513-00-	Adjustment	Sewer Collection	Service	(\$1.29)	6/1/2021
01-00001513-00-	Adjustment	Sewer Collection	Service	(\$0.10)	6/1/2021
01-00001513-00-	Adjustment	WWTP	Service	(\$1.25)	6/1/2021
01-00001513-00-	Adjustment	Sewer Collection	Service	\$0.10	6/1/2021
01-00001513-00-	Adjustment	Storm Water	Service	(\$0.23)	6/1/2021
00-00001739-01-	Adjustment		UR	(\$86.67)	6/9/2021
00-00001141-00-	Adjustment		UR	(\$41.34)	6/9/2021
00-00002568-01-	Adjustment		UR	(\$80.50)	6/9/2021
00-00001543-01-	Adjustment		UR	(\$75.32)	6/9/2021
00-00001988-02-	Adjustment		UR	(\$116.74)	6/9/2021
00-00006014-00-	Adjustment		UR	(\$763.92)	6/9/2021
01-00001513-00-	Adjustment	R Water	Service	(\$1.29)	6/1/2021
00-00001984-01-	Adjustment		UR	(\$118.71)	6/9/2021
01-00005020-00-	Adjustment	WWTP	Service	\$1.17	6/28/2021
01-00006019-00-	Adjustment	Hang Disconnect N	Service	\$25.00	6/11/2021
01-00003118-00-	Adjustment	Hang Disconnect N	Service	\$25.00	6/11/2021
01-00002015-00-	Adjustment	Hang Disconnect N	Service	\$25.00	6/11/2021
01-00002014-00-	Adjustment	Hang Disconnect N	Service	\$25.00	6/11/2021
01-00001685-00-	Adjustment	Hang Disconnect N	Service	\$25.00	6/11/2021
01-00001550-00-	Adjustment	Hang Disconnect N	Service	\$25.00	6/11/2021
01-00005020-00-	Adjustment	R Water	Service	(\$1.20)	6/28/2021
01-00005020-00-	Adjustment	Sewer Collection	Service	(\$1.10)	6/28/2021
01-00005020-00-	Adjustment	WWTP	Service	(\$1.71)	6/28/2021
01-00005020-00-	Adjustment	WWTP	Service	(\$1.17)	6/28/2021
01-00005020-00-	Adjustment	Storm Water	Service	(\$0.23)	6/28/2021
00-00006011-00-	Adjustment		UR	(\$1,086.44)	6/9/2021
				(\$2,202.94)	

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

CITY OF MONTROSE
WRIGHT COUNTY, MINNESOTA

ORDINANCE NO. 2021-02

**AN ORDINANCE AMENDING TITLE III, CHAPTERS 30 AND 31
OF THE CITY CODE RELATING TO THE ASSESSMENT
OF DELINQUENT GARBAGE AND REFUSE ACCOUNTS**

THE CITY COUNCIL OF THE CITY OF MONTROSE ORDAINS:

Section 1. City Code, Chapter 30, section 30.1 is hereby amended as follows:

30.1. DEFINITIONS.

A) For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

- 1) COMPANY, GRANTEE and FRANCHISEE. Any public utility system to which a franchise has been granted by the City.
- 2) CONSUMER and CUSTOMER. Any user of a utility.
- 3) HOOK-UP. The original connection to the utility for that property.
- 4) MUNICIPAL UTILITY. Any City-owned utility system, including, but not by way of limitation water; and sewerage ~~and refuse service~~.
- 5) SERVICE. Providing a particular utility to a customer or consumer.
- 6) UTILITY. All utility services, whether the same be public City-owned facilities or furnished by public utility companies.

Section 2. City Code, Chapter 31 is hereby amended by adding new sections 31.8, 31.9, and 31.10 to read as follows:

31.8. CHARGED TO OWNER OR OCCUPANT

A) All garbage and refuse service accounts must be carried in the name of the property owner, regardless of whether or not the property owner is occupying the residence. In the event that a tenant is occupying the residence, the tenant may be added to the account and may pay for the service, but in the event that the tenant does not pay the charges, any outstanding charges will be the responsibility of the property owner.

31.9. SERVICE CHARGE

A) The City shall charge each residence served on the basis of service rendered. Such charge shall be determined by the council, and the bill for such charges shall be sent to all account holders on a quarterly basis.

B) If the delinquent charges are not paid by the date indicated on the bill, written notice of the delinquency shall be sent to the account holder. If the account holder does not pay the delinquent amount within 30 days after the date of the written notice, a penalty not to exceed 10% may be added to the delinquent account.

31.10. ASSESSMENT AGAINST PROPERTY FOR NON-PAYMENT

A) For all accounts that remain delinquent, the City will prepare an assessment roll each year providing for assessment of delinquent amounts against the respective properties served, pursuant to Minnesota Statutes, Section 443.015. After adoption of the assessment roll by the City Council, the City shall certify to the County the amount due, which shall include delinquent services charges, late payment penalties, and interest, in an amount not exceeding six percent per annum, as determined by the Council. The assessment procedure is optional and does not preclude the City from using other legal remedies to collect delinquent charges.

Section 3. This Ordinance shall be effective immediately upon its passage and publication.

ADOPTED this ____ day of _____, 2021 by the City Council of the City of Montrose.

CITY OF MONTROSE

By: _____
Kirby Moynagh, Mayor

ATTEST:

By: _____
Wendy Manson, City Clerk/Treasurer

REQUEST FOR COUNCIL ACTION

Submittal deadline is Tuesday prior to the council meeting

MEETING DATE 7-12-21NAME: April HerzogADDRESS: 4671 County Rd 12 S.
Montrose, MN 55363

Please write a brief paragraph listing the item you wish to present to the council:

Retaining Wall 1
~~ask~~ asking for more clarification about wall
— its too short length wise
isn't covering the problem area


7-12-21

Council Action: Motion By: _____ Second By: _____ To: _____



Wright County Sheriff's Office

Sheriff Sean Deringer

3800 Braddock Ave. NE, Buffalo, MN 55313
1-800-362-3667 Fax: 763-682-7610



Montrose Monthly Report 2021

Printed on June 30, 2021

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
911 Hang-up Total: 3					
06/08/21 00:30	911 Hang-up	2021045956			911
06/16/21 15:14	911 Hang-up	2021048980			911
06/26/21 20:00	911 Hang-up	2021052459			911
911 Open Line Total: 9					
06/11/21 13:23	911 Open Line	2021047143			911
06/16/21 14:47	911 Open Line	2021048969			911
06/18/21 17:57	911 Open Line	2021049724			911
06/21/21 13:31	911 Open Line	2021050628			911
06/21/21 14:00	911 Open Line	2021050646			911
06/22/21 14:24	911 Open Line	2021050993			911
06/26/21 14:31	911 Open Line	2021052371			911
06/28/21 12:40	911 Open Line	2021052931			911
06/28/21 14:47	911 Open Line	2021052961			911
911 Open Line; 911 Hang-up; Check Welfare Total: 1					
06/14/21 20:43	911 Open Line; 911	2021048393	Check Welfare	WP21015609	911
Abandoned Vehicle Total: 1					
06/04/21 19:29	Abandoned Vehicle	2021044786	Abandoned Vehicle	WP21014485	Phone
Agency Assist Total: 1					
06/29/21 18:22	Agency Assist	2021053377	Agency Assist	WP21017163	Phone
Alarm Total: 2					
06/26/21 11:01	Alarm	2021052322			Phone
06/30/21 01:06	Alarm	2021053484			Phone
Animal Total: 10					
06/02/21 22:49	Animal	2021044118			Phone
06/06/21 19:33	Animal	2021045542	Animal	WP21016942	Phone
06/09/21 12:44	Animal	2021046468	Animal	WP21015040	Phone
06/11/21 13:38	Animal	2021047153	Animal	WP21015244	Phone
06/11/21 16:10	Animal	2021047211	Animal	WP21015257	Phone
06/12/21 05:20	Animal	2021047409	Animal	WP21015318	Phone
06/14/21 20:18	Animal	2021048384	Animal	WP21015603	Phone
06/17/21 06:57	Animal	2021049179	Animal	WP21015877	Phone
06/17/21 07:42	Animal	2021049193			Phone
06/25/21 22:42	Animal	2021052205			Phone

Animal - Bites - Attacks Total: 1

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
06/08/21 08:14	Animal - Bites - Attacks	2021046004	Animal - Bites - Attacks	WP21014871	Phone
Check Welfare Total: 1					
06/18/21 19:17	Check Welfare	2021049760	DUI	WP21016066	911
Check Welfare; Drugs Total: 1					
06/05/21 23:08	Check Welfare; Drugs	2021045253	Check Welfare	WP21014624	Phone
Citizen Aid Total: 1					
06/07/21 08:19	Citizen Aid	2021045687	Domestic Disturbance	WP21014768	911
Civil Complaint Total: 7					
06/05/21 08:59	Civil Complaint	2021044937	Civil Complaint	WP21014524	Phone
06/05/21 14:37	Civil Complaint	2021045043	Civil Complaint	WP21014558	Phone
06/06/21 13:23	Civil Complaint	2021045430	Civil Complaint	WP21014681	Phone
06/07/21 18:30	Civil Complaint	2021045885	Civil Complaint	WP21014835	Phone
06/08/21 12:20	Civil Complaint	2021046084	Civil Complaint	WP21014900	Phone
06/08/21 14:09	Civil Complaint	2021046125	Civil Complaint	WP21014923	Phone
06/23/21 16:33	Civil Complaint	2021051386	Civil Complaint	WP21016530	Phone
Civil Process Total: 10					
06/01/21 11:48	Civil Process	2021043591			Officer
06/01/21 16:45	Civil Process	2021043690			Officer
06/01/21 16:51	Civil Process	2021043695			Officer
06/02/21 09:50	Civil Process	2021043878			Officer
06/08/21 17:36	Civil Process	2021046192			Officer
06/17/21 10:52	Civil Process	2021049240			Officer
06/24/21 15:35	Civil Process	2021051696			Officer
06/24/21 15:35	Civil Process	2021051697			Officer
06/28/21 17:01	Civil Process	2021053010			Officer
06/29/21 17:36	Civil Process	2021053361			Officer
Commercial Fire Alarm Total: 1					
06/02/21 12:28	Commercial Fire Alarm	2021043923			Phone
Criminal Damage to Property Total: 1					
06/18/21 08:10	Criminal Damage to	2021049529	Suspicious - Circumstances	WP21015991	Phone
Domestic Disturbance Total: 5					
06/08/21 20:40	Domestic Disturbance	2021046264	CSC Sex Offense	WP21014964	Phone
06/16/21 15:01	Domestic Disturbance	2021048974	Domestic Disturbance	WP21015816	
06/16/21 17:53	Domestic Disturbance	2021049034	Domestic Disturbance	WP21015826	Phone
06/21/21 11:09	Domestic Disturbance	2021050592	Domestic Disturbance	WP21016299	Phone
06/29/21 19:57	Domestic Disturbance	2021053402	Domestic Disturbance	WP21017175	911
Drugs Total: 1					
06/25/21 09:59	Drugs	2021051957	Intoxicated Person	WP21016709	911
Extra Patrol Total: 1					
06/02/21 21:01	Extra Patrol	2021044082	Extra Patrol	WP21014249	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Fire - Other Total: 2					
06/14/21 21:53	Fire - Other	2021048412	Fire - Other	WP21015617	Phone
06/18/21 22:26	Fire - Other	2021049824	Fire - Other	WP21016084	Phone
Fire - Other; Info Total: 1					
06/19/21 20:48	Fire - Other; Info	2021050154			Phone
Fraud - Internet Total: 2					
06/09/21 11:01	Fraud - Internet	2021046432	Fraud - Internet	WP21015028	Phone
06/25/21 12:23	Fraud - Internet	2021052003	Fraud - Internet	BP21005240	Phone
Harassment Total: 1					
06/13/21 09:05	Harassment	2021047838	Harassment	WP21015437	Phone
Intoxicated Person Total: 1					
06/16/21 21:15	Intoxicated Person	2021049104	Intoxicated Person	WP21015846	911
Juvenile - Complaint Total: 2					
06/02/21 18:50	Juvenile - Complaint	2021044044	Juvenile - Complaint	WP21014239	Phone
06/20/21 18:38	Juvenile - Complaint	2021050421	Juvenile - Complaint	WP21016250	911
Lost - Found Property Total: 1					
06/24/21 19:23	Lost - Found Property	2021051791	Lost - Found Property	WP21016667	
Medical - Back Pain Total: 1					
06/21/21 22:58	Medical - Back Pain	2021050800			911
Medical - Chest Pain Total: 2					
06/01/21 18:44	Medical - Chest Pain	2021043737			Phone
06/24/21 07:21	Medical - Chest Pain	2021051549			Phone
Medical - Diabetic Total: 1					
06/04/21 06:33	Medical - Diabetic	2021044564			Phone
Medical - Fall Under 6 Feet Total: 3					
06/15/21 11:43	Medical - Fall Under 6	2021048572			911
06/20/21 20:45	Medical - Fall Under 6	2021050447			911
06/29/21 17:49	Medical - Fall Under 6	2021053366			Phone
Medical - Overdose - Poisoning Total: 2					
06/02/21 14:58	Medical - Overdose -	2021043965	Medical - Overdose - Poisoning	WP21014213	911
06/05/21 10:35	Medical - Overdose -	2021044960			911
Medical - Psychiatric - Behavioral Total: 1					
06/16/21 20:13	Medical - Psychiatric -	2021049083	Medical - Psychiatric -	WP21015838	911
Medical - Seizure Total: 1					
06/17/21 12:52	Medical - Seizure	2021049280	Medical - Seizure	WP21015921	911
Medical - Sick Total: 3					
06/07/21 06:42	Medical - Sick	2021045668			911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
06/09/21 10:49	Medical - Sick	2021046428			911
06/25/21 02:09	Medical - Sick	2021051894			911
Medical - Stroke Total: 1					
06/02/21 20:37	Medical - Stroke	2021044076			Phone
Motorist Aid Total: 1					
06/22/21 09:57	Motorist Aid	2021050899			Phone
MVA - Injuries Total: 1					
06/23/21 06:43	MVA - Injuries	2021051213	MVA - Injuries	WP21016483	
Neighborhood Dispute Total: 1					
06/02/21 18:25	Neighborhood Dispute	2021044038	Neighborhood Dispute	WP21014237	
Noise Total: 2					
06/12/21 01:03	Noise	2021047378	Noise	WP21015309	
06/19/21 22:08	Noise	2021050184	Noise	WP21016187	
Probation Check Total: 6					
06/02/21 20:22	Probation Check	2021044071			Officer
06/06/21 16:16	Probation Check	2021045477			Officer
06/10/21 20:05	Probation Check	2021046935			Officer
06/16/21 20:06	Probation Check	2021049079			Officer
06/22/21 15:48	Probation Check	2021051028			Officer
06/23/21 20:31	Probation Check	2021051462			Officer
Probation Check; Domestic Disturbance Total: 1					
06/24/21 20:33	Probation Check;	2021051814	Domestic Disturbance	WP21016673	Officer
Prowler Total: 1					
06/16/21 23:48	Prowler	2021049133	Stolen - Vehicle	WP21015859	911
Repossession Total: 1					
06/26/21 20:49	Repossession	2021052475			
Residential Medical Alarm Total: 1					
06/27/21 19:38	Residential Medical	2021052750	Residential Medical Alarm	WP21016956	Phone
SIA Area Watch Total: 11					
06/03/21 11:32	SIA Area Watch	2021044244			
06/03/21 19:20	SIA Area Watch	2021044419			
06/05/21 12:31	SIA Area Watch	2021044996			
06/06/21 16:57	SIA Area Watch	2021045487			
06/11/21 15:59	SIA Area Watch	2021047206			
06/13/21 12:48	SIA Area Watch	2021047889			
06/14/21 11:20	SIA Area Watch	2021048217			
06/15/21 11:47	SIA Area Watch	2021048573			
06/19/21 18:14	SIA Area Watch	2021050092			
06/21/21 13:42	SIA Area Watch	2021050636			
06/29/21 17:02	SIA Area Watch	2021053344			

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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SIA City Council - City Hall Total: 1

06/14/21 17:59	SIA City Council - City	2021048349			Officer
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SIA Other Total: 1

06/07/21 02:29	SIA Other	2021045648			Officer
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SIA Parks Total: 10

06/05/21 14:22	SIA Parks	2021045038			
06/11/21 15:14	SIA Parks	2021047192			
06/13/21 14:36	SIA Parks	2021047938			
06/14/21 16:13	SIA Parks	2021048315			
06/19/21 15:58	SIA Parks	2021050042			
06/23/21 15:03	SIA Parks	2021051354			
06/28/21 11:39	SIA Parks	2021052908			
06/28/21 11:43	SIA Parks	2021052912			
06/28/21 11:52	SIA Parks	2021052917			
06/28/21 12:10	SIA Parks	2021052926			

SIA School Check Total: 2

06/01/21 07:29	SIA School Check	2021043517			
06/09/21 07:27	SIA School Check	2021046365			

Stolen - Vehicle Total: 1

06/18/21 12:42	Stolen - Vehicle	2021049613	Citizen Aid	WP21016022	911
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Suspicious - Circumstances Total: 4

06/03/21 15:49	Suspicious -	2021044335	Theft	WP21014347	Phone
06/04/21 07:52	Suspicious -	2021044575	Suspicious - Circumstances	WP21014410	Phone
06/16/21 08:31	Suspicious -	2021048849	Suspicious - Circumstances	WP21015781	Phone
06/30/21 10:36	Suspicious -	2021053568	Suspicious - Circumstances	WP21017222	Phone

Suspicious - Person - Vehicle Total: 2

06/01/21 14:51	Suspicious - Person -	2021043641	Suspicious - Person - Vehicle	WP21014108	911
06/08/21 03:41	Suspicious - Person -	2021045975	Suspicious - Person - Vehicle	WP21014860	Phone

Theft Total: 2

06/11/21 16:12	Theft	2021047212	Suspicious - Circumstances	WP21015259	Phone
06/26/21 14:07	Theft	2021052364	Theft	WP21016845	Phone

Theft - From Vehicle Total: 1

06/23/21 15:46	Theft - From Vehicle	2021051372	Theft - From Vehicle	WP21016525	Phone
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Traffic - Complaint Total: 8

06/06/21 22:58	Traffic - Complaint	2021045618	Traffic - Complaint	8P21004588	911
06/08/21 13:58	Traffic - Complaint	2021046118	Traffic - Complaint	WP21014921	911
06/08/21 22:21	Traffic - Complaint	2021046301	Traffic - Complaint	WP21014975	911
06/10/21 06:59	Traffic - Complaint	2021046706	Traffic - Complaint	WP21015108	Phone
06/15/21 10:33	Traffic - Complaint	2021048554	Traffic - Complaint	WP21015672	911
06/16/21 08:21	Traffic - Complaint	2021048846	Traffic - Complaint	WP21015779	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
06/22/21 20:04	Traffic - Complaint	2021051116	Traffic - Complaint	WP21016456	911
06/23/21 22:51	Traffic - Complaint	2021051493			911

Traffic - Hazard Total: 1

06/16/21 10:03	Traffic - Hazard	2021048865	Traffic - Hazard	WP21015785	Phone
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Traffic Stop Total: 84

06/02/21 01:42	Traffic Stop	2021043816	Traffic Stop	WP21014159	Officer
06/02/21 05:17	Traffic Stop	2021043825			Officer
06/02/21 08:03	Traffic Stop	2021043851			Officer
06/02/21 21:54	Traffic Stop	2021044098			Officer
06/03/21 10:41	Traffic Stop	2021044232			Officer
06/03/21 13:15	Traffic Stop	2021044271			Officer
06/04/21 14:08	Traffic Stop	2021044668			Officer
06/04/21 14:38	Traffic Stop	2021044677			Officer
06/05/21 00:36	Traffic Stop	2021044876	Traffic Stop	WP21014506	Officer
06/05/21 01:49	Traffic Stop	2021044896			Officer
06/05/21 11:56	Traffic Stop	2021044981			Officer
06/05/21 21:49	Traffic Stop	2021045220			Officer
06/05/21 22:24	Traffic Stop	2021045235			Officer
06/06/21 01:07	Traffic Stop	2021045289	Traffic Stop	WP21014637	Officer
06/06/21 11:15	Traffic Stop	2021045377			Officer
06/06/21 11:27	Traffic Stop	2021045380			Officer
06/07/21 08:19	Traffic Stop	2021045686	Traffic Stop	WP21014767	Officer
06/07/21 10:09	Traffic Stop	2021045719			Officer
06/07/21 17:48	Traffic Stop	2021045871			Officer
06/07/21 22:27	Traffic Stop	2021045939			Officer
06/08/21 16:25	Traffic Stop	2021046165			Officer
06/08/21 19:01	Traffic Stop	2021046225	Traffic Stop	WP21014953	Officer
06/09/21 23:52	Traffic Stop	2021046655			Officer
06/10/21 00:05	Traffic Stop	2021046659			Officer
06/10/21 10:11	Traffic Stop	2021046748			Officer
06/10/21 23:02	Traffic Stop	2021046977			Officer
06/11/21 15:05	Traffic Stop	2021047191			Officer
06/11/21 22:42	Traffic Stop	2021047331			Officer
06/12/21 15:53	Traffic Stop	2021047598			Officer
06/13/21 00:10	Traffic Stop	2021047763			Officer
06/13/21 10:57	Traffic Stop	2021047856			Officer
06/14/21 10:52	Traffic Stop	2021048204			Officer
06/14/21 15:53	Traffic Stop	2021048309			Officer
06/14/21 20:33	Traffic Stop	2021048390			Officer
06/15/21 09:45	Traffic Stop	2021048538	Traffic Stop	WP21015662	Officer
06/15/21 09:56	Traffic Stop	2021048543	Traffic Stop	WP21015663	Officer
06/15/21 10:25	Traffic Stop	2021048552	Traffic Stop	WP21015670	Officer
06/15/21 13:27	Traffic Stop	2021048598			Officer
06/15/21 14:12	Traffic Stop	2021048612			Officer
06/15/21 14:41	Traffic Stop	2021048621			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
06/15/21 16:38	Traffic Stop	2021048680	Traffic Stop	WP21015727	Officer
06/15/21 21:02	Traffic Stop	2021048759			Officer
06/15/21 21:23	Traffic Stop	2021048763			Officer
06/15/21 21:39	Traffic Stop	2021048769			Officer
06/15/21 21:53	Traffic Stop	2021048773			Officer
06/15/21 22:38	Traffic Stop	2021048781			Officer
06/16/21 08:10	Traffic Stop	2021048843	Traffic Stop	WP21015778	Officer
06/16/21 09:12	Traffic Stop	2021048853	Traffic Stop	WP21015783	Officer
06/17/21 07:25	Traffic Stop	2021049188	Traffic Stop	WP21015881	Officer
06/17/21 07:37	Traffic Stop	2021049192	Traffic Stop	WP21015883	Officer
06/17/21 19:32	Traffic Stop	2021049417			Officer
06/18/21 14:15	Traffic Stop	2021049650	Traffic Stop	WP21016029	Officer
06/19/21 10:56	Traffic Stop	2021049937	Warrant - Arrest	WP21016118	Officer
06/20/21 13:38	Traffic Stop	2021050331			Officer
06/21/21 10:45	Traffic Stop	2021050578			Officer
06/21/21 10:53	Traffic Stop	2021050584			Officer
06/21/21 17:53	Traffic Stop	2021050719	Traffic Stop	WP21016337	Officer
06/21/21 19:19	Traffic Stop	2021050742			Officer
06/21/21 22:15	Traffic Stop	2021050786			Officer
06/21/21 22:39	Traffic Stop	2021050792			Officer
06/22/21 08:38	Traffic Stop	2021050876	Traffic Stop	WP21016387	Officer
06/22/21 09:01	Traffic Stop	2021050882	Traffic Stop	WP21016388	Officer
06/22/21 09:35	Traffic Stop	2021050888			Officer
06/22/21 09:40	Traffic Stop	2021050889	Traffic Stop	WP21016390	Officer
06/22/21 12:47	Traffic Stop	2021050960			Officer
06/22/21 17:18	Traffic Stop	2021051062			Officer
06/22/21 22:00	Traffic Stop	2021051146	Drugs	WP21016464	Officer
06/23/21 08:48	Traffic Stop	2021051241	Traffic Stop	WP21016489	Officer
06/23/21 15:46	Traffic Stop	2021051373			Officer
06/23/21 23:58	Traffic Stop	2021051506			Officer
06/24/21 07:10	Traffic Stop	2021051548	Traffic Stop	WP21016584	Officer
06/25/21 21:37	Traffic Stop	2021052176			Officer
06/25/21 21:44	Traffic Stop	2021052181			Officer
06/25/21 23:50	Traffic Stop	2021052227			Officer
06/26/21 02:01	Traffic Stop	2021052251			Officer
06/27/21 23:44	Traffic Stop	2021052807			Officer
06/27/21 23:53	Traffic Stop	2021052809			Officer
06/28/21 00:26	Traffic Stop	2021052812			Officer
06/28/21 16:05	Traffic Stop	2021052992			Officer
06/28/21 19:26	Traffic Stop	2021053050			Officer
06/28/21 21:25	Traffic Stop	2021053079			Officer
06/28/21 22:10	Traffic Stop	2021053092	Traffic Stop	WP21017069	Officer
06/29/21 14:05	Traffic Stop	2021053281			Officer
06/29/21 15:40	Traffic Stop	2021053315			Officer

Unwanted Person Total: 3

06/01/21 16:26	Unwanted Person	2021043680	Unwanted Person	WP21014119	Phone
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Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
06/01/21 17:16	Unwanted Person	2021043706	Medical - Psychiatric -	WP21014127	Officer
06/05/21 14:57	Unwanted Person	2021045053			Phone

Warrant - Attempt Total: 2

06/14/21 23:58	Warrant - Attempt	2021048445			Officer
06/23/21 16:45	Warrant - Attempt	2021051395			

Total Records: 230

Montrose/Waverly Patrol Hour Summary

Hours Purchased Per Contract:	5,856.00
Starting Hours (beginning of month):	3,448.25
M-T-D (detailed below):	475.50
Balance going forward (to next month):	2,972.75
Y-T-D:	2,883.25

Shift Start

Date	Shift Start Time	Shift Stop Date	Shift Stop Time	Schedule	Position	Time Type	Regular Hours
1-Jun-21	10:00	1-Jun-21	20:00	Montrose/Wave	4620	Regular	10.00
1-Jun-21	20:00	2-Jun-21	2:00	Montrose/Wave	4630	Regular	6.00
2-Jun-21	10:00	2-Jun-21	20:00	Montrose/Wave	4620	Regular	10.00
2-Jun-21	20:00	3-Jun-21	2:00	Montrose/Wave	4630	Regular	6.00
3-Jun-21	10:00	3-Jun-21	20:00	Montrose/Wave	4620	Regular	10.00
3-Jun-21	20:00	4-Jun-21	2:00	Montrose/Wave	4630	Regular	6.00
4-Jun-21	10:00	4-Jun-21	20:00	Montrose/Wave	4620	Regular	10.00
4-Jun-21	20:00	5-Jun-21	2:00	Montrose/Wave	4630	Regular	6.00
5-Jun-21	10:00	5-Jun-21	20:00	Montrose/Wave	4620	Regular	10.00
5-Jun-21	20:00	6-Jun-21	2:00	Montrose/Wave	4630	Regular	6.00
6-Jun-21	11:00	6-Jun-21	21:00	Montrose/Wave	4620	Regular	10.00
6-Jun-21	20:00	7-Jun-21	2:00	Montrose/Wave	4630	Regular	6.00
7-Jun-21	10:00	7-Jun-21	20:00	Montrose/Wave	4620	Regular	10.00
7-Jun-21	20:00	8-Jun-21	2:00	Montrose/Wave	4630	Regular	6.00
8-Jun-21	8:00	8-Jun-21	18:00	Montrose/Wave	4620	Regular	10.00
8-Jun-21	20:00	9-Jun-21	2:00	Montrose/Wave	4630	Regular	6.00
9-Jun-21	10:00	9-Jun-21	16:00	Montrose/Wave	4620	Regular	6.00
9-Jun-21	16:00	9-Jun-21	20:00	Montrose/Wave	4620	Regular	4.00
9-Jun-21	20:00	10-Jun-21	2:00	Montrose/Wave	4630	Regular	6.00
10-Jun-21	10:00	10-Jun-21	16:00	Montrose/Wave	4620	Regular	6.00
10-Jun-21	16:00	10-Jun-21	20:00	Montrose/Wave	4620	Regular	4.00
10-Jun-21	20:00	11-Jun-21	0:00	Montrose/Wave	4630	Regular	4.00
11-Jun-21	10:00	11-Jun-21	20:00	Montrose/Wave	4620	Regular	10.00
11-Jun-21	20:00	12-Jun-21	2:00	Montrose/Wave	4630	Regular	6.00
12-Jun-21	10:00	12-Jun-21	18:00	Montrose/Wave	4620	Regular	8.00
12-Jun-21	18:00	12-Jun-21	20:00	Montrose/Wave	4620	Regular	2.00
12-Jun-21	20:00	13-Jun-21	2:00	Montrose/Wave	4630	Regular	6.00
13-Jun-21	11:00	13-Jun-21	21:00	Montrose/Wave	4620	Regular	10.00
13-Jun-21	20:00	14-Jun-21	2:00	Montrose/Wave	4630	Regular	6.00
14-Jun-21	10:00	14-Jun-21	20:00	Montrose/Wave	4620	Regular	10.00
14-Jun-21	20:00	15-Jun-21	2:00	Montrose/Wave	4630	Regular	6.00
15-Jun-21	10:00	15-Jun-21	20:00	Montrose/Wave	4620	Regular	10.00

15-Jun-21	20:00	16-Jun-21	2:00 Montrose/Wave	4630 Regular	6.00
16-Jun-21	10:00	16-Jun-21	20:00 Montrose/Wave	4620 Regular	10.00
16-Jun-21	20:00	17-Jun-21	2:00 Montrose/Wave	4630 Regular	6.00
17-Jun-21	10:00	17-Jun-21	20:00 Montrose/Wave	4620 Regular	10.00
17-Jun-21	20:00	18-Jun-21	2:00 Montrose/Wave	4630 Regular	6.00
18-Jun-21	10:00	18-Jun-21	20:00 Montrose/Wave	4620 Regular	10.00
18-Jun-21	20:00	19-Jun-21	2:00 Montrose/Wave	4630 Regular	6.00
19-Jun-21	10:00	19-Jun-21	20:00 Montrose/Wave	4620 Regular	10.00
19-Jun-21	20:00	20-Jun-21	2:00 Montrose/Wave	4630 Regular	6.00
20-Jun-21	11:00	20-Jun-21	21:00 Montrose/Wave	4620 Regular	10.00
20-Jun-21	20:00	21-Jun-21	2:00 Montrose/Wave	4630 Regular	6.00
21-Jun-21	10:00	21-Jun-21	18:00 Montrose/Wave	4620 Regular	8.00
21-Jun-21	18:00	21-Jun-21	20:00 Montrose/Wave	4620 Regular	2.00
21-Jun-21	20:00	22-Jun-21	2:00 Montrose/Wave	4630 Regular	6.00
22-Jun-21	10:00	22-Jun-21	20:00 Montrose/Wave	4620 Regular	10.00
22-Jun-21	20:00	23-Jun-21	2:00 Montrose/Wave	4630 Regular	6.00
23-Jun-21	10:00	23-Jun-21	20:00 Montrose/Wave	4620 Regular	10.00
23-Jun-21	20:00	24-Jun-21	2:00 Montrose/Wave	4630 Regular	6.00
24-Jun-21	10:00	24-Jun-21	20:00 Montrose/Wave	4620 Regular	10.00
24-Jun-21	20:00	25-Jun-21	2:00 Montrose/Wave	4630 Regular	6.00
25-Jun-21	10:00	25-Jun-21	20:00 Montrose/Wave	4620 Regular	10.00
25-Jun-21	20:00	26-Jun-21	2:00 Montrose/Wave	4630 Regular	6.00
26-Jun-21	10:00	26-Jun-21	14:00 Montrose/Wave	4620 Regular	4.00
26-Jun-21	14:00	26-Jun-21	15:30 Montrose/Wave	4620 Regular	1.50
26-Jun-21	18:00	27-Jun-21	2:00 Montrose/Wave	4630 Regular	8.00
27-Jun-21	6:00	27-Jun-21	10:00 Montrose/Wave	4610 Regular	4.00
27-Jun-21	12:00	27-Jun-21	18:00 Montrose/Wave	4620 Regular	6.00
27-Jun-21	20:00	28-Jun-21	2:00 Montrose/Wave	4630 Regular	6.00
28-Jun-21	10:00	28-Jun-21	20:00 Montrose/Wave	4620 Regular	10.00
28-Jun-21	20:00	29-Jun-21	2:00 Montrose/Wave	4630 Regular	6.00
29-Jun-21	10:00	29-Jun-21	20:00 Montrose/Wave	4620 Regular	10.00
29-Jun-21	20:00	30-Jun-21	2:00 Montrose/Wave	4630 Regular	6.00
30-Jun-21	10:00	30-Jun-21	20:00 Montrose/Wave	4620 Regular	10.00
30-Jun-21	20:00	1-Jul-21	2:00 Montrose/Wave	4630 Regular	6.00

TOTAL:	<u>475.50</u>
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Monthly Activity Report Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief



Period: 06/01/2021 thru 06/30/2021 (JUNE)

CALLS

Total Calls: 27

of Calls JUNE 2020 = 19

EMS Calls: 21

2020 vs 2021 (2021 = + 8)

Other Calls:

06/30 - #21141 – CO Alarm – Montrose

06/25 - #21138 – Mutual aid to Buffalo FD – Grass Fire – Marysville Township

06/23 - #21135 – Motor Vehicle Accident – Montrose

06/03 - #21122 – Rekindle of structure fire – Franklin Township

06/02 - #21121 – Structure Fire (Loss = \$125,000) – Franklin Township

06/02 - #21118 – Fire Alarm - Montrose

Total calls to Date 2021 – 143

2020 vs 2021 (2021 = + 18)

Total calls this time in 2020 - 125

Call Districts

Montrose City: 20

Franklin Township: 2

Marysville Township: 3

Woodland Township: 2

Other: 0

TRAINING:

06/01/2021 – Truck Maintenance

06/08/2021 – Traffic Management Table top - CFRT

06/15/2021 – Grain Bin Rescue hands on - CFRT

Other Activities, Special Mention, Etc.

- 06/19/2021 – Buffalo Days Parade (Kelly Stoll)

- 06/24 thru 06/26 – Assist Buffalo Rodeo with parking at Rodeo grounds (MFRA event)

SPECIAL INFO

- Kelly Stoll, Justin Phillips, Terry Vanderbeek, Joseph Von Thoma & Cory DeWitte completed their classroom portion of Instructor 1

Acknowledgments

- Raising Canes out of Maple Grove – catering our meal on 06/01/2021

- Waverly Fire for responding on mutual aid to the structure fire on 06/02 and the rekindle of that structure on 06/03

- Sawatzke Farms (Creskide Dairy) for allowing us to utilize their grain bins for grain bin rescue training

- Joseph VonThoma, Cory DeWitte & Justin Phillips passing Fire Instructor 1 certification testing

- Kelly Stoll & Justin Phillips for passing Fire Officer 1 certification testing

City of Montrose
 Economic Development Authority Meeting
 ZOOM Meeting
 311 Buffalo Avenue South
 Tuesday, June 15, 2021
 12:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose Economic Development Authority (EDA) met in a ZOOM Meeting on Tuesday, June 15, 2021 at 12:00 p.m.

Council Member Marszalek called the meeting to order at 12:10 p.m. due to technical difficulties with ZOOM.

2. ROLL CALL

Present: Mayor Kirby Moynagh
 Council Member Tom Marszalek
 EDA Member Dr. Sonya Tourville
 EDA Member Patrick Baumgard

Staff Present: Ms. Jessica Bonniwell, City Administrator
 Mr. Matthew Brillhart, City Planner

Absent: EDA Member Joe Rasmussen

3. APPROVAL OF AGENDA

EDA Member motioned to approve the agenda as written.

4. APPROVAL OF MINUTES

A. April 20, 2021 Economic Development Authority Meeting Minutes

Ms. Tourville motioned to approve the April 20, 2021 Economic Development Authority Meeting Minutes. Council Member Marszalek seconded the motion. Motion carried 4-0.

5. TREASURER'S REPORT

A. Economic Development Authority Fund

Mr. Baumgard gave an update on the Economic Development Authority Fund Balances:

Economic Development Authority - \$171,145.39

EDA Revolving Loan Fund - \$257,754.78

6. OLD BUSINESS

A. Updates from City Planner Mr. Matt Brillhart

1. The Preserve Housing Development

Brummer has purchased Preserve Housing Development. Mr. Kevin Clark, of J.P. Brooks Builders, has

been inquiring about the existing Developer's Agreement and final plat approval from 2007. They will hopefully be going forward to complete the development.

2. The Former Casey's Building

Mr. Trelstad may have some interested parties to lease the building so he may be delaying completing tasks with the City while he sees if he can get someone to lease the property. Mr. Trelstad has not been in contact with the planner or the City. Mr. Trelstad is working with interested parties to lease or sell the building.

3. Laundromat Business Proposal Update – Jon Boike

Mr. Boike has made no further attempt to contact the City or the Planner. The City is unsure of the status of the Laundromat business.

4. Subway Business Proposal Update

The owner of the Subway has not had further contact with the City or the Planner since Mr. Elder spoke with them a couple months ago. No further progress has been made to apply for a C.U.P. for a drive-thru.

5. Rolling Meadows – Fourth (4th) Addition

This property has been sold to Mr. Ron Prosch who is currently working on coming up with a concept and preliminary plat plans. Mr. Brillhart spoke with the engineer for this project and they are hoping to go forward with this property platted for eight (8) lots. Mr. Prosch purchased the land in hopes of building a house for himself and selling off the other lots to other builders or developers.

6. Ouverson 2nd Addition

The Planning and Zoning Commission held a Public Hearing on June 9, 2021 regarding the Ouverson 2nd Addition. This addition was recommended for approval by the commission and will be going to the City Council for final approval at the July 12, 2021 meeting. The developer will need to submit some updated plans which take into the account the recommendations from Planning and Zoning, the planner and engineers.

7. Untiedt's at 221 Nelson Blvd

Mr. Brillhart spoke with Mr. Aaron Searl regarding looking at what their options are to improve the building and expand their business and possibly lease the building to be utilized as a restaurant. Mr. Searl also reached out to Mr. Trelstad to possibly use the old Casey's building for a future canning operation.

8. Aldi Grocery Store

Council Member Marszalek has not made any progress in getting through to talk to someone besides a broker at Aldi. The broker informed Mr. Marszalek that Montrose does not meet the criteria for an Aldi store in town. Mr. Marszalek will continue working to get a grocery or convenience store in town.

B. Other

1. Mr. Baumgard briefly discussed an individual that is searching for a commercial property and would be willing to build a new facility if needed. Mr. Baumgard is working with this individual regarding attracting them to Montrose and discussing some financial opportunities through the EDA or TIF/TAF.

7. **NEW BUSINESS**

No new business.

8. **NEXT MEETING**

- A. Tuesday, August 17, 2021 from 12:00 p.m. to 1:00 p.m. in the Montrose City Hall Conference Room or via ZOOM.

9. ADJOURNMENT

Ms. Tourville motioned to adjourn the Economic Development Authority Meeting at 12:26 p.m. Mr. Baumgard seconded the motion. Motion carried 4-0.

Council Member Tom Marszalek
President
City of Montrose Economic Development Authority

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose



CITY OF MONTROSE
Commissions Application

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

Name: Ana Herzog
Address: [REDACTED]
Phone: [REDACTED] Other: [REDACTED]
E-mail: [REDACTED]
Please indicate your preferred form of communication: [REDACTED]
How long have you lived in Montrose? 7 years

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

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

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

I am a PCA for a disabled child. I organize, budget, plan his waivers. I deal with IEP's, 3 personal aides and 5 therapists, 8 doctors, waiver assessments. I also am attending city meetings to observe or watch them to find out first hand what they said.

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

I do not. But I stay up to date on all meetings that are public. I ask questions because I care about Montrose.

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

My main goal is to HELP! I have start to know current knowledge of your biggest needs. And I am interested in the community events which Montrose needs.

Signature

[Signature]

Date: 10-1-21

City of Montrose
 Planning and Zoning Commission Meeting
 Montrose Community Center
 200 Center Avenue South
 Wednesday, June 9, 2021
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose Planning and Zoning Commission met in Regular Session on Wednesday, June 9, 2021 at 7:00pm.

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

2. ROLL CALL

Present: Commissioner Sylvia Henry
 Commissioner Roger Fraumann
 Commissioner Charles Smallwood
 City Council Liaison Sam Solarz

Staff Present: Ms. Jessica Bonniwell, City Administrator
 Mr. Matthew Brillhart, City Planner
 Mr. Stephen Grittmann, City Planner

Absent: Commissioner Shawn Cuff
 Commissioner Justin Emery

3. PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was taken.

4. APPROVAL OF THE AGENDA

**Commissioner Henry motioned to approve June 9, 2021 Planning and Zoning Commission Meeting Agenda as written. Commissioner Fraumann seconded the motion.
 Motion carried 3-0.**

5. APPROVAL OF THE MINUTES

A. May 12, 2021 Planning and Zoning Commission Meeting

**Commissioner Henry motioned to approve the Planning and Zoning Commission Meeting minutes of May 12, 2021 as written. Commissioner Fraumann seconded the motion.
 Motion carried 3-0.**

6. NEW COMMISSION APPLICATION

A. The Planning and Zoning Commission considered an application for Ms. Catherine Neiberger.

Commissioner Henry stated she thought it was a good idea. Commissioner Smallwood recalled that Applicant Neiberger had been on the Planning and Zoning Commission previously for "a number of years," but stopped attending without formally resigning. Ms. Henry recalled Ms. Neiberger's time on the commission as well and agreed that Ms. Neiberger had not formally resigned. Ms. Henry and Mr. Smallwood disagreed on whether Ms. Neiberger had made any notification at all of her previous departure.

Commissioner Smallwood stated his belief that Ms. Neiberger had applied three years ago, but was denied. Commissioner Henry countered, stating that Ms. Neiberger had been denied for “no reason” and should not be denied again. Mr. Smallwood cautioned that approving one additional commissioner would bring the number of commissioners even, which could lead to tied voting. Ms. Henry attested that Ms. Neiberger had been a “very good” commissioner.

Commissioner Henry motioned to approve Ms. Catherine Neiberger for Planning and Zoning Commissioner. No second on the motion.

Commissioner Fraumann asked whether Ms. Neiberger was in attendance. Commissioners Smallwood and Henry responded that she was not. Mr. Fraumann expressed disappointment in not being able to “meet her and know more.”

Commissioner Smallwood motioned to deny Ms. Catherine Neiberger for Planning and Zoning Commissioner. No second on the motion.

Commissioner Fraumann stated he would abstain, due to limited knowledge of the applicant, Ms. Neiberger. Commissioner Smallwood asked if the decision could be passed to City Council. City Administrator Bonniwell stated that it could.

Commissioner Smallwood recommended that the application of Ms. Catherine Neiberger for Planning and Zoning Commissioner be taken up by City Council.

7. PUBLIC HEARINGS

A. Consider an application for the Planned Unit Development (P.U.D.) Stage Rezoning and Preliminary and Final Plat – North End of Garfield Ave South and to the South of 2nd Street South in Montrose, Minnesota.

BACKGROUND

Anthony Janckila (dba AA Properties 2 LLC) has requested approval of a 13-unit townhome development on a 1.3-acre site located south of Second Street South and east of Garfield Avenue South. The 13 townhome units are proposed within two structures. Specifically, a 5-unit building which would be constructed first, and an 8-unit building which would follow, as well as private access roads and common open space. This proposal has been submitted unchanged from an identical proposal that was approved by the City Council in 2005. The approved final plat granted for that proposal was not filed, and the project remains unbuilt.

The subject site is zoned R-3, Medium Density Residential.

To accommodate the proposal, the following approvals have been requested:

- Planned Unit Development – to allow flexibility to lot area, and setbacks
- Simultaneous Preliminary Plat and Final Plat (Ouverson 2nd Addition)

Comprehensive Plan. The Comprehensive Plan guides the subject property for Medium Density Residential use, defined in the plan as ranging from 3-12 units per acre. The proposal includes 13 units on just over 1.3 acres of land, resulting in a development density of approximately 9.9 units per acre, which is consistent with the Plan. The plan further states that the Medium Density Residential category is intended to accommodate townhome complexes, apartments, and other multi-family development.

Zoning. The subject property is zoned R-3, Medium Density Residential. Permitted uses in this district include multiple family dwelling structures of 8 units or less.

Lot area. Within R-3 zoning districts, the minimum lot area requirement is as follows:

- *Minimum Base Lot Area (total):* 20,000 square feet.
- *Minimum Lot Area Per Dwelling Unit:* 5,000 square feet.

This lot area requirement does not lend itself to an application to townhome-type developments in which unit lots correspond to the footprints of individual dwelling units. Unit lot areas range from 1,665 to 2,681 square feet in size. With 13 units proposed on the overall 57,533 square foot site, this results in an average of 4,425

square feet of lot area per dwelling unit. While this is less than the 5,000 square feet required in the zoning code, flexibility from this requirement can be granted via the PUD.

Off-street parking. According to the zoning ordinance, 2.5 parking spaces per unit are required. Additionally, guest parking is required at a rate of 0.5 stalls per unit, totaling 7 guest stalls. Each townhome includes a two-stall garage, as well as parking on the driveway in front of each garage. There are three dedicated stalls proposed for guest use, accessible via the internal private drive located at the center of the site.

Setbacks. Within the R-3 zoning district, the following minimum building setbacks apply:

- Front Yard: 25 feet
- Side Yard: 10 feet
- Rear Yard: 20 feet

With one exception, the above setbacks are satisfied along the perimeter of the townhome structures. With the easternmost structure wall (unit 13) showing a proposed setback of 16 feet from the east property line, the minimum 20-foot rear setback is not met. It is recommended that the plans be modified to provide a setback of 20 feet, or propose additional landscaping if shifting the building containing units 9-13 is not possible.

Building Design/Architecture. As a PUD, the City has the ability to address the design and appearance of the proposed units in order to ensure a high-quality development. The townhome buildings are proposed to be finished in vinyl lap siding with brick veneer at the base of the front elevations. Since the initial approval of a nearly identical proposal on this site in 2005, the City has strengthened its design standards (Section 1060-10) to require that a minimum of twenty five percent (25%) of the area of all building facades have an exterior finish of brick, stucco and/or natural or artificial stone. As a condition of project approval, final elevation plans will have to be modified to meet this material requirement. The front garage elevations are slightly staggered to provide some variation and visual interest. To be noted, while such staggering of units is illustrated on the attached plat drawing, the submitted building elevations do not illustrate this feature. As a condition of approval, the building elevations should be modified to illustrate this feature consistent with the plat drawings. As shown on the submitted building elevation, proposed rowhouse units are provided patio doors to the rear yard. As proposed, there is no inclusion of privacy screening between each patio. To ensure a uniform appearance (rather than later additions by individual unit owners), it is recommended that "wing walls" or projecting privacy fences be constructed between the individual patios.

Homeowner's Association. As required by Zoning Code Section 1060-9 (b), a homeowners' association shall be established for all townhome developments within the R-3 District, subject to review and approval of the City Attorney, and shall be responsible for all exterior building maintenance, approval of any exterior architectural modifications, landscaping, snow clearing and regular maintenance of private driveways and other areas owned in common when there is more than one individual property owner having interest within the development.

Landscaping/Screening. A preliminary landscape plan has been submitted for review. The plan calls for the placement of evergreen trees along the north boundary of the site with some shrub plantings (deciduous and evergreen) in the site interior. With regards to the submitted preliminary plan, the following comments are offered for submittal of a final plan:

- Specific planting varieties (species) and sizes should be specified.
- Four evergreen trees are proposed within 10 feet of the north lot line and would appear to encroach upon required drainage and utility easements. Furthermore, large evergreen species at full growth may encroach into neighboring properties. It is recommended that a final plan be prepared such that the size and location of trees will not encroach on required easements or neighboring properties. This issue may be subject to further comment by the City Engineer.
- Additional plantings should be required in the front yard areas to provide an attractive and welcoming frontage.

To be noted is the vegetated area that presently exists in the northeast corner of the site. In what is considered a positive feature of the site layout, this is proposed to be retained. To ensure long term preservation of this feature, the City may consider establishing a conservation easement, subject to further comment by the City Engineer.

Grading, Drainage, and Utilities. Issues related to site grading, drainage, and utilities should be subject to comment and recommendation by the City Engineer. See attached memo from Bolton & Menk.

Development Agreement. As a condition of the PUD and final plat approval, the applicant shall enter into a development agreement with the City and post all necessary securities required by said agreement.

RECOMMENDATION

Mr. Brillhart stated, that based on the preceding review, staff recommends the following:

1. Approval of a planned unit development subject to the following conditions:
 - a. The City approve the Ouverson 2nd Addition Preliminary and Final Plat.
 - b. The rear yard (east) building setback of the 5-unit building be increased from 16 to 20 feet as required by ordinance.
 - c. The submitted building elevations be modified to illustrate the staggering of units, consistent with the submitted plat drawing.
 - d. The submitted building elevations be modified to include a minimum of twenty five percent (25%) of the area of all building facades shall have an exterior finish of brick, stucco and/or natural or artificial stone.
 - e. "Wing walls" or projecting privacy fences be constructed between the rowhouse units (5-unit building). Such features shall project approximately 10 feet from the rear building wall.
 - f. A homeowner's association shall be established in accordance with Section 1060-9 (b), subject to review and approval by the City Attorney.
 - g. The following landscaping conditions shall be satisfied:
 - i. Specific planting varieties/species and container sizes be specified.
 - ii. Trees along the north property line shall be of a size and location that they not encroach upon neighboring properties or required easements, subject to review and further comment by the City Engineer.
 - iii. Additional overstory trees shall be added along the east lot line.
 - iv. Additional plantings shall be provided within unit front yard areas to provide attractive frontages.
 - h. Comments by other City staff.
2. Approval of the Ouverson 2nd Addition Preliminary/Final Plat subject to the following conditions:
 - a. The City approve the Planned Unit Development.
 - b. Consideration be given to placing a conservation easement over the wooded area in the northeast corner of the site. This issue should be subject to further comment by the City Engineer.
 - c. The City Engineer provide comment and recommendation in regard to wetland, drainage, utility, and easement issues.
 - d. The applicant enters into a development agreement with the City and post all necessary securities required.
 - e. All park dedication requirements of the City be satisfied.
 - f. Comments by other City staff.

Memo from Bolton and Menk Regarding Ouverson 2nd Addition – Final Plat and PUD:

We have reviewed the submittals for the above referenced project including construction plans dated November 9, 2005 and the final plat. We have the following comments:

1. *This project was originally submitted and reviewed by the Planning Commission and City Council in 2005.*
2. *The construction plans were previously reviewed and approved in 2005. Construction of the sanitary sewer, watermain, and storm sewer is substantially complete. Inspection by the City Engineer during construction was completed in 2005.*
3. *Testing of the sanitary sewer and watermain has not been completed. The Developer will be required to test all utilities per City standards. The City Engineer shall monitor and approve all testing.*
4. *Final inspection of all site and utility improvements shall be completed by the City Engineer. The Developer shall address all items as noted by the City Engineer during final inspection.*
5. *A PUD/Developer Agreement between the City and Developer shall be drafted, executed, and recorded with the property.*
6. *Ownership and maintenance responsibilities of the utilities and common areas shall be addressed in the PUD agreement.*

I would recommend approval of the final plat and PUD contingent upon the above comments and comments as submitted by the City Planner and other City staff.

Anthony Janckila, the property developer, summarized his development, stated that he had gotten the list of action items, and asked if anyone had any questions about the project. Commissioner Smallwood stated that the proposal looked pretty close to the previous proposal for the site.

**Commissioner Henry motioned to close the Planning and Zoning Commission Meeting and open the Public Hearing at 7:20pm. Commissioner Fraumann seconded the motion.
Motion carried 3-0.**

A resident, Clint Potter, from 265 Fieldcrest Court stated he did not like that the contractor addressed the commission rather than the audience of residents. Mr. Potter stated that 16 years ago, the previous plan for this property had not been approved as was stated earlier. Mr. Potter stated that he had been asked to give up part of his property and that many of the existing trees on the proposed development had been removed when this plan was moving forward previously. Mr. Potter expressed concern that his trees would be cut down. Mr. Potter stated he wanted fencing to go up, he wanted his trees to remain, and he wanted to retain his property.

An anonymous member of the audience made comments to the commissioners, but would not come forward to the podium.

**Commissioner Henry motioned to close the Public Hearing and open the Planning and Zoning Commission Meeting at 7:25pm. Commissioner Fraumann seconded the motion.
Motion carried 3-0.**

Commissioner Fraumann asked Commissioner Smallwood if they could gauge whether Mr. Janckila could accommodate Mr. Potter's requests. Mr. Smallwood responded that it could be put in as a condition. City Planner Brillhart quoted the recommended condition 1. b. "The rear yard (east) building setback of the 5-unit building be increased from 16 to 20 feet as required by ordinance." Mr. Brillhart stated that the applicant expects to accommodate by shifting or narrowing the structure. Mr. Smallwood observed that the "trees" would be satisfied by the recommended condition 1. g. Mr. Brillhart confirmed that additional trees are a condition on the East side of the applicant's property.

Commissioner Henry asked if the proposed units were for senior housing. Commissioner Smallwood responded that the proposal was for general housing.

**Commissioner Fraumann motioned to approve the Ouverson 2nd Addition, Final Plat and PUD with the indicated conditions. Commissioner Henry seconded the motion.
Motion carried 3-0.**

B. Consider a City Code Amendment Related to Driveway Design for Recreation Vehicle Parking.

BACKGROUND

At the May 12 meeting, the Planning Commission discussed potential changes to City Code Chapter 1019: Parking Stall Aisle and Driveway design, specifically the sections regarding recreational vehicle parking. Based on that discussion staff has drafted the following amendment in an effort to make the ordinance clearer and more accommodating for residents to obtain permits.

ANALYSIS

With regards to design standards, Chapter 1019-4 is proposed to be amended as follows to clarify allowed materials for vehicles parked or stored in side or rear yards:

A. Design Standards:

12. Surfacing

e.

(1) The recreational vehicles or recreational equipment are located on a parking area in a rear or side yard of the property. The parking area shall be constructed in accordance with the City's

approved driveway details. The parking area shall be constructed with concrete, asphalt, concrete pavers, brick set in compacted sand, decorative rock, class 5 gravel, or other impervious semi-impervious surface material that has been approved by the City Engineer, provided it is accessible from a driveway. If decorative rock or class 5 gravel is used, it shall be a minimum depth of six (6) inches; commercial-grade weed prevention fabric must cover the entire surface underneath, and edging must be installed to contain the rock.

With regards to setbacks for a side or rear yard parking area, staff finds that the language in Chapter 1019-4 A.12.e(3)C is outside the bounds of the legal zoning powers of the city. Specifically Part C, which states:

"The adjacent property owner shall provide a written statement to the applicant/owner and the City approving the placement of the parking pad within the five-foot setback."

The provision above creates a subjective standard by handing the City's quasi-judicial zoning power to the neighboring property owner, which is not legal.

RECOMMENDATION

Mr. Brillhart stated that, based on the discussion with the Planning Commission, City Staff is suggesting the following underlined changes.

(3) The recreational vehicles or recreational equipment are a minimum of 5 feet from an interior lot line or rear lot line and at least 15 feet from a street side lot line. The parking pad may be allowed to encroach within the required five-foot (5') side yard setback if the following conditions are met:

- a. The encroachment does not negatively impact drainage, utilities, or city maintenance access to public improvements as determined by the City Engineer.
- ~~b. The placement of a parking pad within the five-foot setback must be pre-approved by the City Engineer.~~
- ~~c. The adjacent property owner shall provide a written statement to the applicant/owner and the City approving the placement of the parking pad within the five-foot setback.~~
- b. A minimum setback of two (2) feet is maintained.

Mr. Brillhart stated that amending this standard would streamline the permit application process for residents, rather than giving the City Engineer and the neighboring property owner sole power to grant or deny what is effectively a variance from the City Code. Alternatively, each variance request would need to go a Planning Commission and City Council meeting for each of the parking pad permits where a 5 foot setback cannot be met. This would be counter-intuitive to the idea of making the ordinance less restrictive and easier for residents to obtain permits.

**Commissioner Fraumann motioned to close the Planning and Zoning Commission Meeting and open the Public Hearing at 7:38pm. Commissioner Henry seconded the motion.
Motion carried 3-0.**

Floor opened to comment from the public. No public comments.

**Commissioner Fraumann motioned to close the Public Hearing and open the Planning and Zoning Commission Meeting at 7:39pm. Commissioner Henry seconded the motion.
Motion carried 3-0.**

Commissioner Smallwood asked for any questions or comments. No questions or comments raised.

**Commissioner Fraumann motioned to approve proposed City Code amendment. Commissioner Henry seconded the motion.
Motion carried 3-0.**

8. OLD BUSINESS

BACKGROUND

Planning Commission had asked that the following portion of the City Code be discussed at the previous Planning and Zoning Commission meeting:

Chapter 50.01 – General Provisions – E) Repair of Sidewalks and Alleys

After reviewing the City Planner's analysis, the Planning and Zoning Commission had requested additional information from staff.

Deputy Treasurer Michael Sommerfeld read the written response from the City Engineer, Jared Voge, as follows:

The City of Montrose is currently evaluating its sidewalk maintenance requirements. Based on city, state, and federal regulations, specific design and construction standards are applicable.

On July 26, 1990 the Americans with Disabilities Act (ADA) was enacted and identifies specific regulations surrounding access to services, activities, and facilities. After enactment of the ADA requirements, on October 20, 1999 the U.S. Access Board organized the Public Rights-of-Way Access Advisory Committee (PROWAAC) to develop requirements for access to sidewalks, streets, crosswalks, curb ramps, and other public rights-of-way components. On July 26, 2011 the committee developed Public Rights-of-Way Accessibility Guidelines (PROWAG) and issued them for public comment. Federal, state, county, and local agencies have been implementing the PROWAG requirements for multiple years.

To meet ADA and PROWAG requirements, public facilities such as sidewalks must be designed and constructed according to specific tolerances. For example, newly constructed sidewalks must have a cross-slope of 2% or less. Pedestrian ramps can be more complex and require a running slope of less than 8.34%, a landing area of 4 feet by 4 feet with less than 2% slope in all directions, and have an ADA compliant detectable warning, e.g. truncated domes. MnDOT has developed Standard Plans, consisting of 6 plan pages devoted entirely to pedestrian ramps. The city development standards require sidewalks to be a minimum of 5 feet in width consisting of 5-inches of concrete constructed over 6-inches of aggregate base class 5.

In summary, federal agencies have developed specific requirements for public rights-of-way components including sidewalks. As sidewalks or other components are replaced or constructed, they should satisfy those requirements. We recommend that any work associated with public rights-of-way components be reviewed by the City of Montrose.

City Administrator Jessica Bonniwell, in response to a request from Commissioner Fraumann at the previous Planning and Zoning Commission meeting, stated that the City Engineers found that the City of Montrose is home to 93,620 feet or 17.7 miles of sidewalks and trails.

Mr. Sommerfeld, in response to a request from Commissioner Smallwood at the previous Planning and Zoning Commission meeting, summarized his research into how neighboring communities complete and pay for sidewalk repairs. Mr. Sommerfeld stated that he spoke with representatives from thirteen cities across Wright County and parsed through those same cities' ordinances regarding sidewalk repair. Mr. Sommerfeld found that, by ordinance, nearly all surveyed cities held the adjacent property owner responsible for arranging and paying for sidewalk repair. Mr. Sommerfeld stated that, when he spoke with city representatives, most told him that their staff complete repairs to sidewalks and their budgets cover the costs.

Ms. Bonniwell stated that the City Clerk-Treasurer had told her it would be possible to include sidewalk repair in the annual budget. Mr. Fraumann thanked staff for their research.

Commissioner Fraumann recommended proposing to City Council that the city repairs sidewalks and budgets for repairs. Mr. Fraumann cited the extensive ADA requirements. Commissioner Smallwood agreed, citing the need for consistency in repairs and installation. Ms. Bonniwell stated that the proposal would be brought to City Council as an ordinance change, which would go through a legal review.

Commissioner Fraumann motioned to recommend to City Council that the city be responsible for sidewalk repair and budget for those repairs. Commissioner Henry seconded the motion. Motion carried 3-0.

9. NEW BUSINESS

- A. City Planner Stephen Gritman stated that there was no new business yet, but "quite a bit of prospective development swimming and hovering out there" and expects that much will come in this year.

10. NEXT MEETING

- A. Wednesday, July 14, 2021 to be held at the Montrose Community Center - 7:00pm.

11. ADJOURNMENT

Commissioner Henry motioned to the adjourn the Planning and Zoning Commission Meeting at 7:49pm. Commissioner Fraumann seconded the motion. Motion carried 3-0.

Charles Smallwood
Chair
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose



NORTHWEST ASSOCIATED CONSULTANTS, INC.

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

PLANNING REPORT

TO: Montrose City Council
 FROM: Matt Brillhart
 DATE: July 12, 2021
 RE: Montrose City Code Chapter 1019: Parking Stall Aisle and Driveway Design

NAC FILE: 21.01

BACKGROUND

At its May and June meetings, the Planning Commission discussed potential changes to City Code Chapter 1019: Parking Stall Aisle and Driveway design, specifically the sections regarding recreational vehicle parking. Based on that discussion staff has drafted the following amendment in an effort to make the ordinance clearer and more accommodating for residents to obtain permits.

ANALYSIS

With regards to design standards, Chapter 1019-4 is proposed to be amended as follows to clarify allowed materials for vehicles parked or stored in side or rear yards:

A. Design Standards:

12. Surfacing

e.

- (1) The recreational vehicles or recreational equipment are located on a parking area in a rear or side yard of the property. The parking area shall be constructed in accordance with the City's approved driveway details. The parking area shall be constructed with concrete, asphalt, concrete pavers, brick set in compacted sand, decorative rock, class 5 gravel, or other impervious semi-impervious surface material that has been approved by the City Engineer, provided it is accessible from a driveway. If decorative rock or class 5 gravel is used, it shall be a minimum depth of

six (6) inches; commercial-grade weed prevention fabric must cover the entire surface underneath, and edging must be installed to contain the rock.

With regards to setbacks for a side or rear yard parking area, staff finds that the language in Chapter 1019-4 A.12.e(3)C is outside the bounds of the legal zoning powers of the city. Specifically Part C, which states:

"The adjacent property owner shall provide a written statement to the applicant/owner and the City approving the placement of the parking pad within the five-foot setback".

The provision above creates a subjective standard by handing the City's quasi-judicial zoning power to the neighboring property owner, which is not legal. Based on the discussion with the Planning Commission, City Staff is suggesting the following underlined changes.

(3) The recreational vehicles or recreational equipment are a minimum of 5 feet from an interior lot line or rear lot line and at least 15 feet from a street side lot line. The parking pad may be allowed to encroach within the required five-foot (5') side yard setback if the following conditions are met:

- a. The encroachment does not negatively impact drainage, utilities, or city maintenance access to public improvements as determined by the City Engineer.
- ~~b. The placement of a parking pad within the five-foot setback must be pre-approved by the City Engineer.~~
- ~~c. The adjacent property owner shall provide a written statement to the applicant/owner and the City approving the placement of the parking pad within the five-foot setback.~~
- b. A minimum setback of two (2) feet is maintained.

Amending this standard will streamline the permit application process for residents, rather than giving the City Engineer and the neighboring property owner sole power to grant or deny what is effectively a variance from the City Code. Alternatively, each variance request would need to go a Planning Commission and City Council meeting for any parking pad permits where a 5 foot setback cannot be met. This would be counter-intuitive to making the ordinance less restrictive and easier for residents to obtain permits.

Pc: Jessica Bonniwell
Jared Voge

ORDINANCE NO. 2021-03
CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA

AN ORDINANCE AMENDMENT TO CHAPTER 1019 OF THE ZONING ORDINANCE
OF THE CITY OF MONTROSE, RELATED TO THE PARKING OF RECREATIONAL
VEHICLES AND EQUIPMENT IN RESIDENTIAL DISTRICTS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONTROSE THAT THE
FOLLOWING CHAPTER AND SECTIONS OF THE ZONING ORDINANCE ARE
AMENDED TO READ AS FOLLOWS:

Section 1. City Code Chapter 1019 is amended as follows:

1019-4: PARKING STALL, AISLE AND DRIVEWAY DESIGN:

A. Design Standards:

12. Surfacing, subsection (e) is amended as follows:

- (1) The recreational vehicles or recreational equipment are located on a parking area in a rear or side yard of the property. The parking area shall be constructed in accordance with the City's approved driveway details. The parking area shall be constructed with concrete, asphalt, concrete pavers, brick set in compacted sand, decorative rock, class 5 gravel, or other impervious semi-impervious surface material that has been approved by the City Engineer, provided it is accessible from a driveway. If decorative rock or class 5 gravel is used, it shall be a minimum depth of six (6) inches; commercial-grade weed prevention fabric must cover the entire surface underneath, and edging must be installed to contain the rock.
- (3) The recreational vehicles or recreational equipment are a minimum of 5 feet from an interior lot line or rear lot line and at least 15 feet from a street side lot line. The parking pad may be allowed to encroach within the required five-foot (5') side yard setback if the following conditions are met:
 - a. The encroachment does not negatively impact drainage, utilities, or city maintenance access to public improvements as determined by the City Engineer.
 - b. ~~The placement of a parking pad within the five foot setback must be pre-approved by the City Engineer.~~
 - c. ~~The adjacent property owner shall provide a written statement to the applicant/owner and the City approving the placement of the parking pad within the five foot setback.~~
 - b. A minimum setback of two (2) feet is maintained.

Section 2. This ordinance shall be effective immediately upon its passage and publication.

ADOPTED this ____ day of _____ 2021, by the City Council of the City of Montrose.

Kirby Moynagh, Mayor

ATTEST:

Moved by:
Seconded by:

Wendy Mason, City Clerk

Published:
Zoning Ordinance Updated:



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: July 7, 2021
To: Honorable Mayor Moynagh
Members of the City Council
From: Jared Voge, P.E. Justin L. Kannas, P.E.
City Engineer Assistant City Engineer
Subject: Manganese Analysis – Resolution for Capital Budget Request
Montrose, Minnesota
Project No.: 0W1.123744

At the May 10, 2021 City Council meeting, the City Council approved the submittal of a \$5 million bonding bill request for a water treatment plant. That request has been submitted. Minnesota Management and Budget (MMB) has requested that a City Council resolution be submitted formalizing the previous City Council action in the format of a resolution.

We have prepared the attached resolution in the format requested by MMB. I would recommend approval of the attached resolution to continue with the capital budget request process for a water treatment plant.

If you have any questions, please call.

JAV/jk

CITY OF MONTROSE

RESOLUTION NO. 2021-18

AUTHORIZING THE CITY OF MONTROSE TO SUBMIT A 2022 CAPITAL BUDGET REQUEST TO THE STATE OF MINNESOTA FOR INFRASTRUCTURE FINANCIAL ASSISTANCE RELATED TO THE WATER TREATMENT PLANT

WHEREAS, under the provisions contained in Minnesota Statutes 16A.86, Subd. 3a (6) sets out the process by which local governments and political subdivisions may request state appropriations for capital improvement projects. The Governor and Legislature will consider these bonding requests in the 2022 session; and,

WHEREAS, Local governments should submit their capital budget requests to Minnesota Management and Budget (MMB) by June 18, 2021; and

WHEREAS, the City of Montrose City Council at the May 10th, 2021 meeting approved by motion on a 5-0 vote to allow the submittal of a \$5 million bonding bill request for a water treatment plant; and

WHEREAS, the City of Montrose is proposing to undertake water treatment plant infrastructure improvements and has identified a substantial need for State financial assistance in addition to funding from the City which meets or exceeds the state funding; and,

WHEREAS, the City of Montrose has the legal authority to apply for Capital Budget assistance, and has the financial, technical, and managerial capacity to ensure proper construction, operation and maintenance of the project for its design life.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Montrose that the City of Montrose is authorized to submit the necessary 2022 Capital Budget application and information to the Minnesota Management and Budget Office.

Adopted by the City Council this 12th day of July 2021.

Attest:

Approved:

City Administrator

Mayor




Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

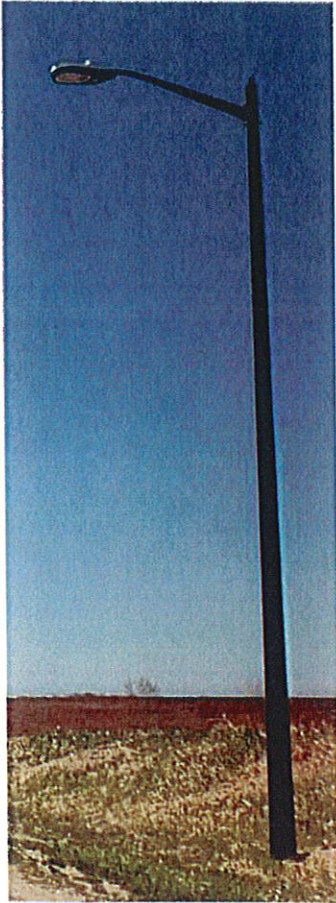
MEMORANDUM

Date: July 7, 2021
To: Honorable Mayor Moynagh
Members of the City Council
From:  Jared Voge, P.E.
City Engineer
Subject: Street Light System Improvements
2021 Downtown Improvement Project
Montrose, Minnesota
Project No.: W13.120514

The City Council has expressed a desire to improve the street intersection and pedestrian lighting throughout the 2021 Downtown Improvement Project areas. We have discussed several light improvement options and approximate up-front costs with Xcel Energy. The options are outlined in detail on the following pages.

Intersection Lighting Improvements:

The intersection street lighting improvements include installing new 30-foot direct bury fiberglass poles with LED Cobrahead fixtures. The cost for installing the new poles and fixtures is approximately \$4,500 - \$6,000 per intersection street light. It is important to note that the existing wood overhead electric distribution poles would not be removed, and any intersection light poles would be in addition to the existing wood poles. If the City were to replace the fixtures on the existing wood distribution poles, there would be no City cost. Pictures of an intersection street light on a direct bury fiberglass pole and on a wood distribution pole are shown below.



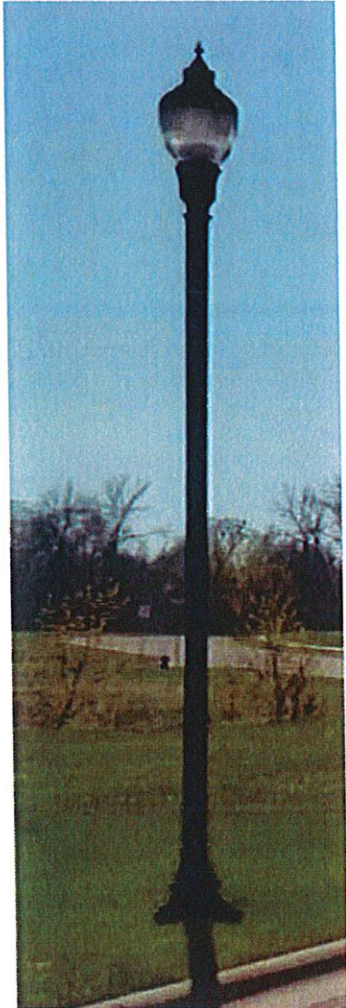
*Picture 1: Intersection Street Light
on Direct Bury Fiberglass Pole*



*Picture 2: Intersection Street Light
on Wood Overhead Electric
Distribution Pole*

Pedestrian Lighting Improvements:

The pedestrian street lighting improvements include installing new 15-foot base mounted aluminum poles with LED California Acorn fixtures. The cost for installing the new poles and fixtures is approximately \$6,000 - \$7,500 per pedestrian street light. Xcel also provides the option for installing 110-volt receptacles on the pedestrian street light poles, which is included in the cost range provided. There is an additional minimum monthly cost for the outlets as well as costs for electrical usage of the receptacles, which are not included in the cost range provided above. A picture of the pedestrian street light described is shown below.



*Picture 3: Pedestrian Street Light
on Base-Mounted Aluminum Pole*

The attached Lighting Locations Figure identifies proposed lighting improvement locations. The lighting improvements north of the railroad tracks consist of 5 intersection street lights and 7 pedestrian street lights, and the lighting improvements south of the railroad tracks consist of 12 intersection street lights and 10 pedestrian street lights. The up-front cost range of the proposed improvements is as follows:

North of the Railroad Tracks:

1. Intersection Street Lighting (5 Lights) = \$22,500 - \$30,000
2. Pedestrian Street Lighting (7 Lights) = \$42,000 - \$52,500
- Total = \$64,500 - \$82,500

South of the Railroad Tracks:

1. Intersection Street Lighting (12 Lights) = \$54,000 - \$72,000
2. Pedestrian Street Lighting (10 Lights) = \$60,000 - \$75,000
- Total = \$114,000 - \$147,000

Based on the above information, we have provided the following options and up-front costs regarding the street light improvements:

1. Replace the intersection light poles and fixtures and install new pedestrian street lights.
 - a. Estimated Cost Range = \$178,500 – \$229,500
2. Replace the intersection light fixtures on the existing wood poles and install new pedestrian street lights.
 - a. Estimated Cost Range = \$102,000 – \$127,500
3. Replace the intersection light fixtures on the existing wood poles and do not install pedestrian street lights.
 - a. Estimated Cost Range = \$0

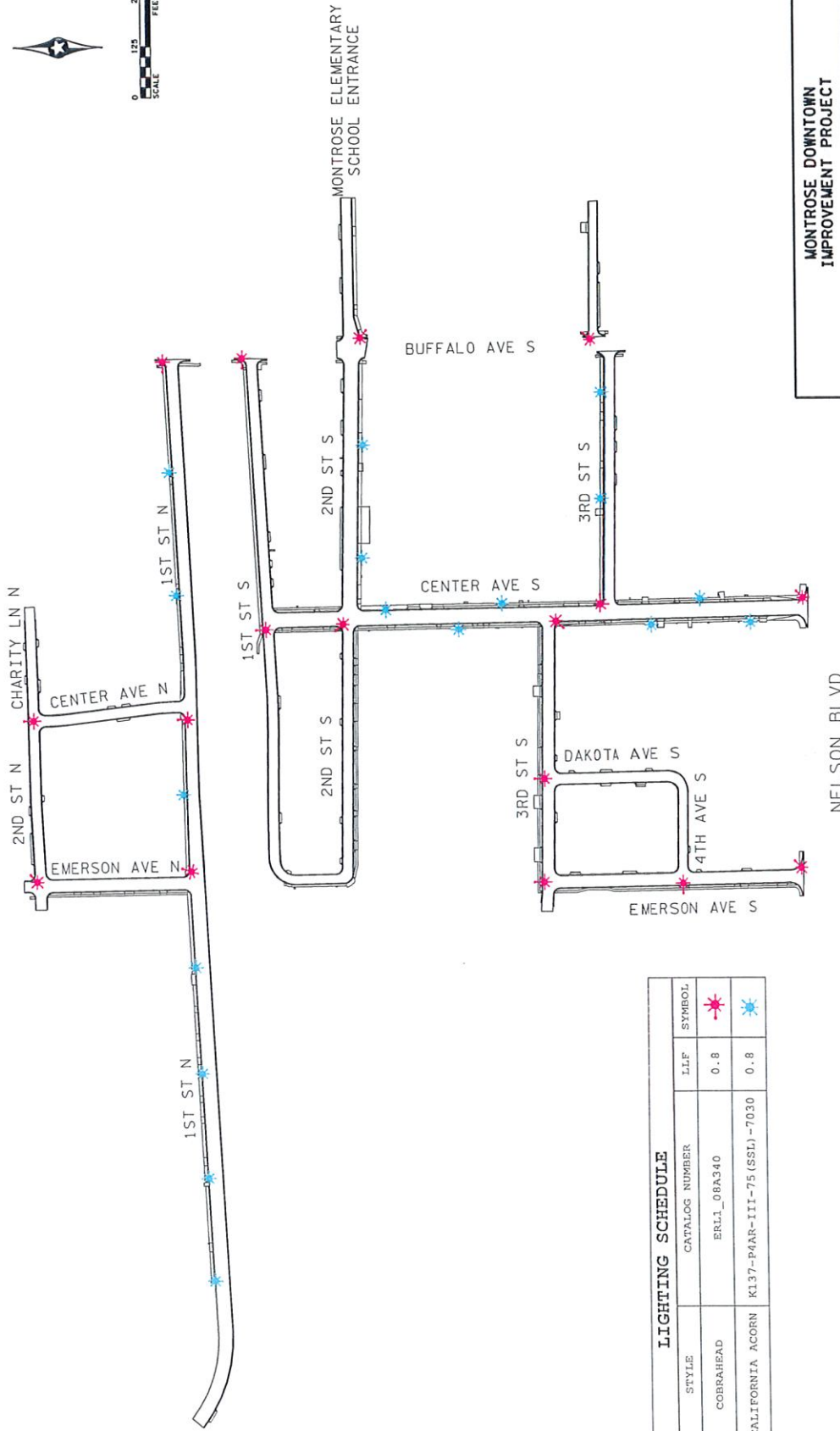
We request Council direction for the following:

1. Proposed pedestrian and intersection light locations.
2. Intersection lighting – fiberglass or wood poles.
3. Pedestrian lights – with or without receptacles.

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

JAV/sjj

Enclosures



LIGHTING SCHEDULE			
QUANTITY	STYLE	CATALOG NUMBER	SYMBOL
17	COBRAHEAD	ERL1_08A340	★
17	CALIFORNIA ACORN	K137-P4AR-III-7S (SSL)-7030	★



MONTROSE DOWNTOWN
IMPROVEMENT PROJECT

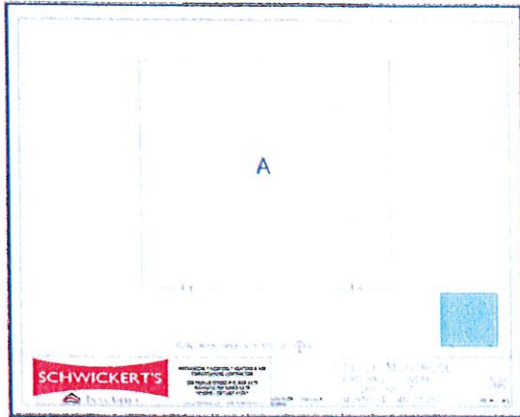
LIGHTING LOCATIONS FIGURE



ROOF MAINTENANCE & REPAIR PROPOSAL

City of Montrose - Fire Hall

260 2nd St S, Montrose, MN 55363



PRESENTED TO

Mr. McCormick
Public Works Director
City of Montrose
260 2nd St S
Montrose, MN 55363
763-575-7470
wmccormick@montrose-mn.com

PRESENTED BY

Mitch Baumhoefner
Service Manager
Schwickert's Tecta America
507-380-8062
mbaumhoefner@tectaamerica.com

GENERAL SUMMARY

May 10, 2021

Dear Mr. Wayne McCormick,

Thank you for the opportunity to perform the recent Facility Roof Audit at Fire Hall. We are pleased to provide the following proposal for maintenance items and repairs that should be performed in order to ensure the performance of your roofs and the watertight occupancy of your building.

For your convenience, repairs have been prioritized as follows:

- Priority A repairs are urgent because they are actively permitting water intrusion or are expected to during the next rainfall. Repairs are recommended immediately.
- Priority B repairs are not urgent, but are recommended for repair within 6-12 months. If left unaddressed, Priority B items can turn into Priority A items.
- Priority C repairs are recommended to ensure the long-term performance of your roof, but not considered necessary. For budget purposes, Priority C repairs should be completed within 1-2 years.

Below is a detailed scope of work and final project pricing. Please review this proposal and contact me with any questions. Your choice of partner to perform this work will affect not only the expeditious performance of this project, but more importantly, the long-term performance of your roof and the protection of your key business operations.

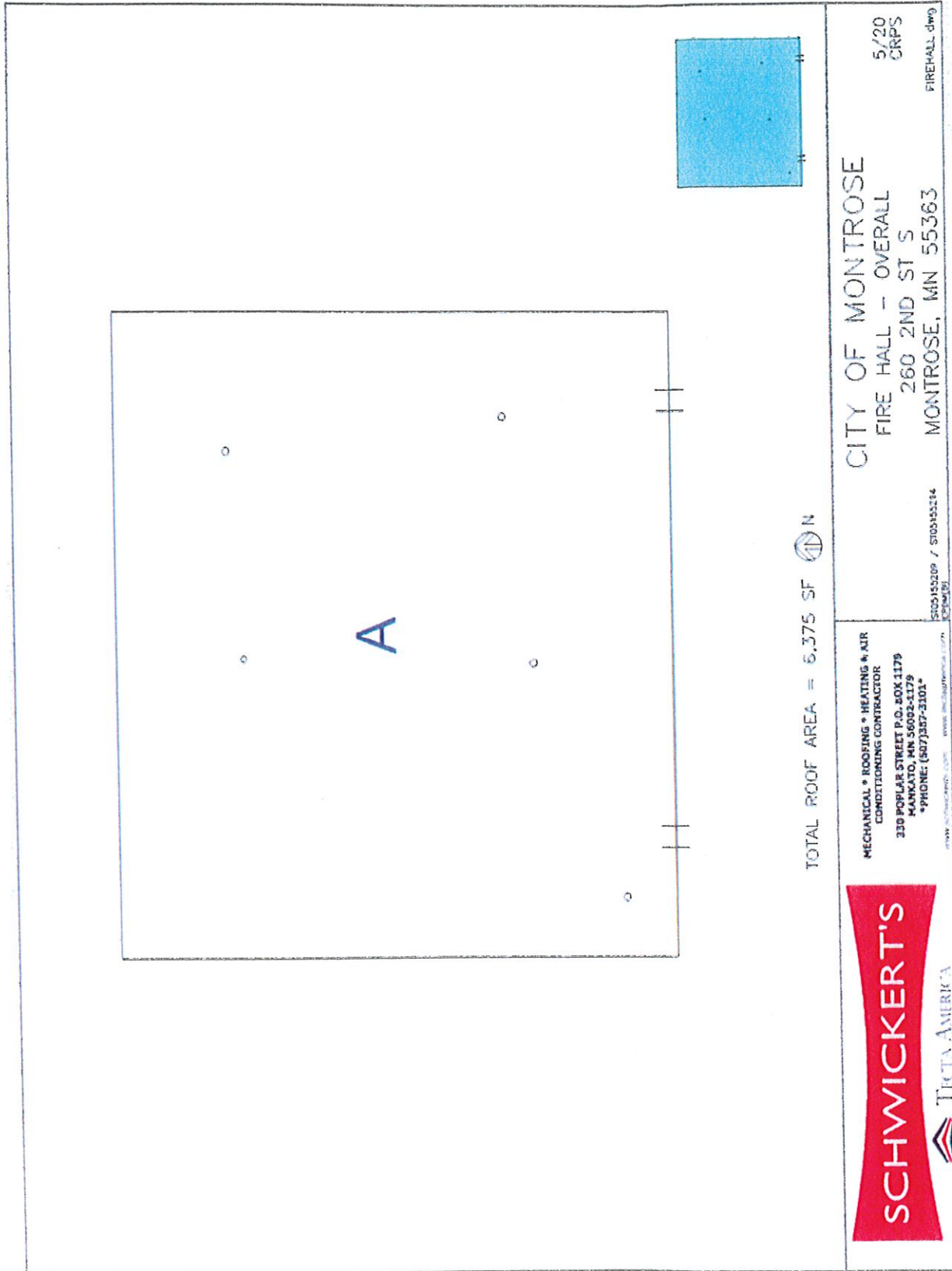
We look forward to working with you to address your needs. Our goal is to ensure that you are able to focus on meeting your core business objectives, and will rarely have to think about roof performance.

Sincerely,

Mitch Baumhoefer

Service Manager

507-380-8062

FACILITY DRAWING


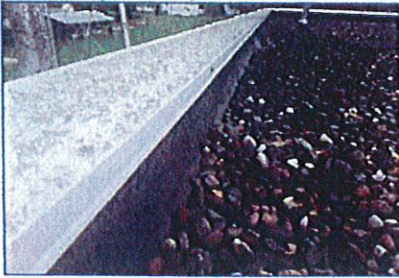
SCOPE OF WORK**PRIORITY - A REPAIRS****\$2,738.00**
<https://www.tectatracker.com/q49130>
Section A

- **Repair #2** (Split or Tear in Membrane) - Membrane splits or tears will be repaired using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards. (Approximately 100 LF)

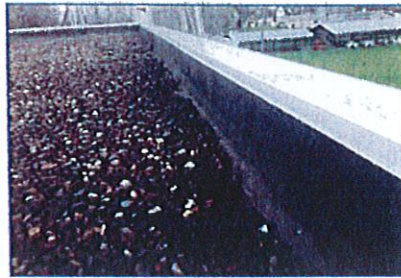
PRIORITY - B REPAIRS**\$2,925.00**
<https://www.tectatracker.com/w49130>
Section A

- **Repair #1** (Tented Base Flashing) - Areas of membrane shrinkage which have resulted in displacement of membrane flashing will be repaired using compatible Single-Ply materials and procedures in compliance with membrane manufacturer's recommendations and/or current industry standards. (Approximately 75 LF)

Section A



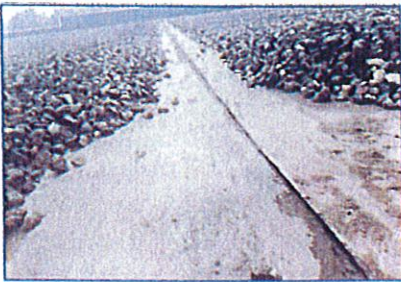
Section A - Deficiency #1
deficiency photo before



Section A - Deficiency #1
deficiency photo before



Section A - Deficiency #2
deficiency photo before



Section A - Deficiency #2
deficiency photo before

CITY OF MONTROSE'S INVESTMENT

CONTRACT SUM: Schwickert's Tecta America, by and through its subsidiaries and affiliates, shall perform the Work for five thousand six hundred sixty-three dollars (**\$5,663.00**) in current funds, and if this Proposal is accepted by the Owner, Owner shall pay said sum as provided herein.

Total price including labor, materials, supplies & tax	\$5,663.00
TOTAL PROJECT COST	\$5,663.00

If this proposal is accepted by Owner, Owner shall pay said sum as provided herein.

The proposal sum indicated assumes all deficiencies are selected to be repaired. If all deficiencies are not accepted for repair and client/owner authorizes select deficiencies, contact Tecta America for pricing revisions.

This proposal is subject to revision or withdrawal by Tecta America until communication of acceptance. This proposal expires **thirty (30) days** after the date stated above, if not earlier accepted, revised or withdrawn.

Customer warrants he/she has personally read and understands the terms and conditions on the following page(s) of this proposal, and that any contract between the parties is subject to these terms and conditions.

The undersigned hereby accepts this Proposal, and agrees that this writing shall be a binding contract and authorizes Schwickert's Tecta America to proceed with the Work.

Owner/Customer:

Schwickert's Tecta America

By: _____

By: _____

Name: _____

Name: Mitch Baumhoefner

Title: _____

Title: _____

Date: _____

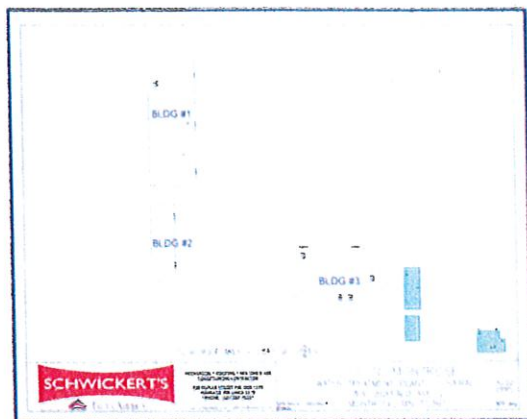
Date: _____



ROOF MAINTENANCE & REPAIR PROPOSAL

City of Montrose - Water Treatment Plant

800 Buffalo Avenue S, Montrose, MN 55363



PRESENTED TO

Mr. McCormick
Public Works Director
City of Montrose
800 Buffalo Avenue S
Montrose, MN 55363
763-575-7470
wmccormick@montrose-mn.com

PRESENTED BY

Mitch Baumhoefner
Service Manager
Schwickert's Tecta America
507-380-8062
mbaumhoefner@tectaaamerica.com

GENERAL SUMMARY

May 10, 2021

Dear Mr. Wayne McCormick,

Thank you for the opportunity to perform the recent Facility Roof Audit at Water Treatment Plant. We are pleased to provide the following proposal for maintenance items and repairs that should be performed in order to ensure the performance of your roofs and the watertight occupancy of your building.

For your convenience, repairs have been prioritized as follows:

- Priority A repairs are urgent because they are actively permitting water intrusion or are expected to during the next rainfall. Repairs are recommended immediately.
- Priority B repairs are not urgent, but are recommended for repair within 6-12 months. If left unaddressed, Priority B items can turn into Priority A items.
- Priority C repairs are recommended to ensure the long-term performance of your roof, but not considered necessary. For budget purposes, Priority C repairs should be completed within 1-2 years.

Below is a detailed scope of work and final project pricing. Please review this proposal and contact me with any questions. Your choice of partner to perform this work will affect not only the expeditious performance of this project, but more importantly, the long-term performance of your roof and the protection of your key business operations.

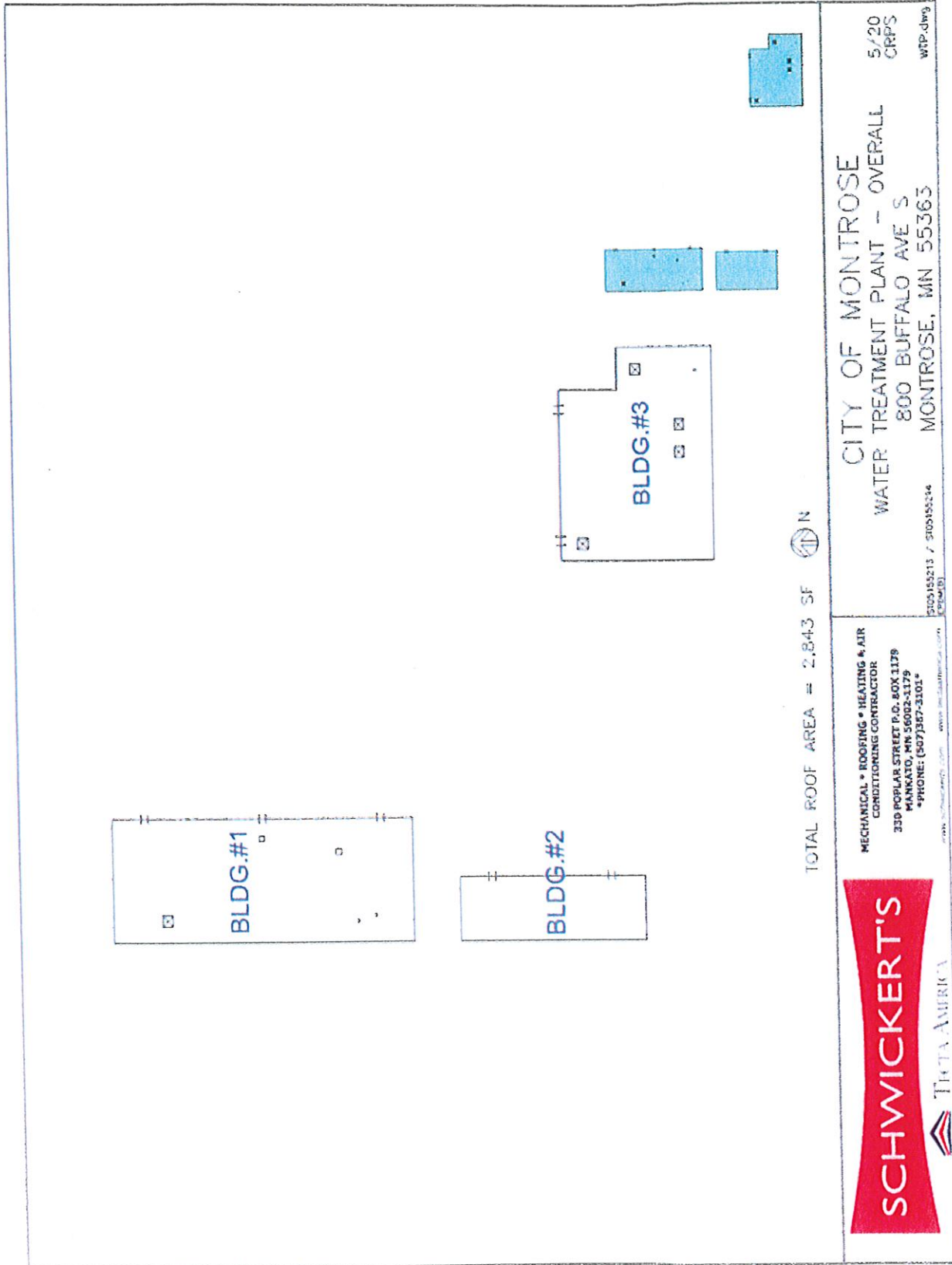
We look forward to working with you to address your needs. Our goal is to ensure that you are able to focus on meeting your core business objectives, and will rarely have to think about roof performance.

Sincerely,

Mitch Baumhoefner

Service Manager

507-380-8062

FACILITY DRAWING


SCOPE OF WORK**PRIORITY - B REPAIRS****\$7,435.00**
<https://www.tectatracker.com/w49131>
Building #1

- **Repair #2** (Thin or Weathered Base Flashing) - Aged or severely weathered membrane flashing will be replaced using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards. (Approximately 11 EA)

Building #2

- **Repair #2** (Scupper Flashing Deteriorated) - Deteriorated flashing will be removed, and the scupper will be reflashed with compatible single ply materials according to the manufacturer's recommendations and/or current industry standards. (Approximately 2 EA)
- **Repair #3** (Perimeter Securement Defective) - The membrane will be re-secured at the perimeter using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards. (Approximately 45 LF)

Building #3

- **Repair #2** (Thin or Weathered Base Flashing) - Aged or severely weathered membrane flashing will be replaced using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards. (Approximately 14 EA)

PRIORITY - C REPAIRS**\$4,745.00**
<https://www.tectatracker.com/e49131>
Building #1

- **Repair #3** (Scupper Flashing Deteriorated) - Deteriorated flashing will be removed, and the scupper will be reflashed with compatible single ply materials according to the manufacturer's recommendations and/or current industry standards. (Approximately 3 EA)

Building #3

- **Repair #3** (Perimeter Securement Defective) - The membrane will be re-secured at the perimeter using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards. (Approximately 100 LF)



TECTATRACKER

ROOF MAINTENANCE & REPAIR PROPOSAL

PHOTOS

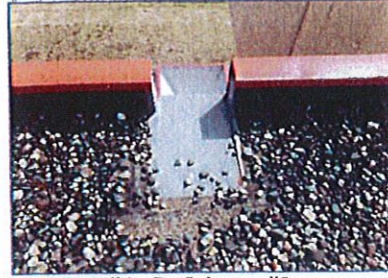
Building #1



Building #1 - Deficiency #2
deficiency photo before



Building #1 - Deficiency #2
deficiency photo before

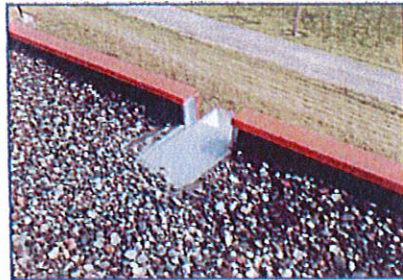


Building #1 - Deficiency #3
deficiency photo before

Building #2



Building #2 - Deficiency #2
deficiency photo before



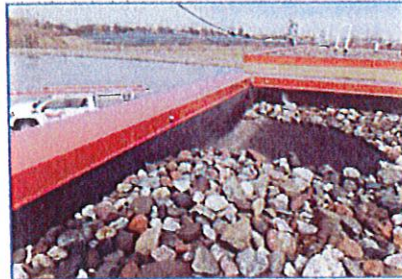
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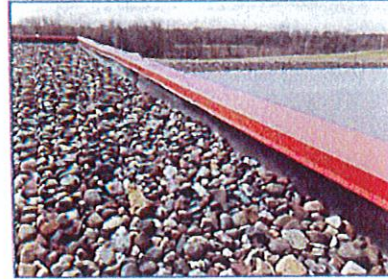
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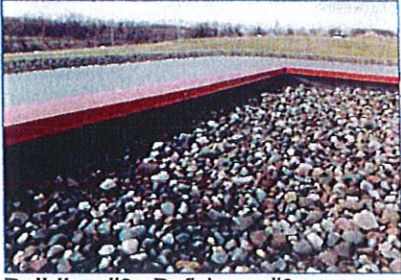
Building #2 - Deficiency #2
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Building #2 - Deficiency #3
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Building #2 - Deficiency #3
deficiency photo before



Building #2 - Deficiency #3
deficiency photo before

Building #3



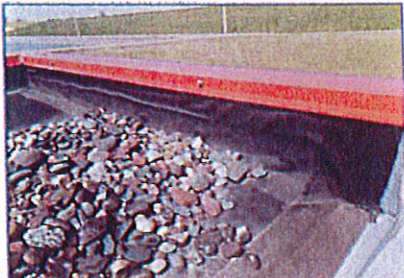
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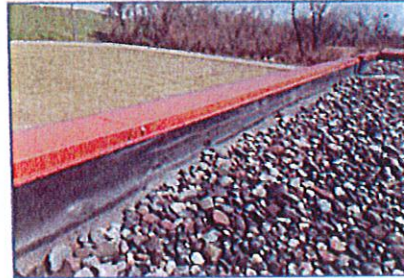
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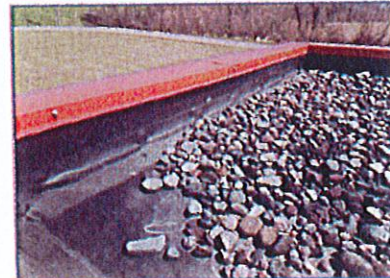
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Building #3 - Deficiency #3
deficiency photo before



Building #3 - Deficiency #3
deficiency photo before



Building #3 - Deficiency #3
deficiency photo before



CITY OF MONTROSE'S INVESTMENT

CONTRACT SUM: Schwickert's Tecta America, by and through its subsidiaries and affiliates, shall perform the Work for twelve thousand one hundred eighty dollars (**\$12,180.00**) in current funds, and if this Proposal is accepted by the Owner, Owner shall pay said sum as provided herein.

Total price including labor, materials, supplies & tax	\$12,180.00
TOTAL PROJECT COST	\$12,180.00

If this proposal is accepted by Owner, Owner shall pay said sum as provided herein.

The proposal sum indicated assumes all deficiencies are selected to be repaired. If all deficiencies are not accepted for repair and client/owner authorizes select deficiencies, contact Tecta America for pricing revisions.

This proposal is subject to revision or withdrawal by Tecta America until communication of acceptance. This proposal expires **thirty (30) days** after the date stated above, if not earlier accepted, revised or withdrawn.

Customer warrants he/she has personally read and understands the terms and conditions on the following page(s) of this proposal, and that any contract between the parties is subject to these terms and conditions.

The undersigned hereby accepts this Proposal, and agrees that this writing shall be a binding contract and authorizes Schwickert's Tecta America to proceed with the Work.

Owner/Customer:

Schwickert's Tecta America

By: _____

By: _____

Name: _____

Name: Mitch Baumhoefner

Title: _____

Title: _____

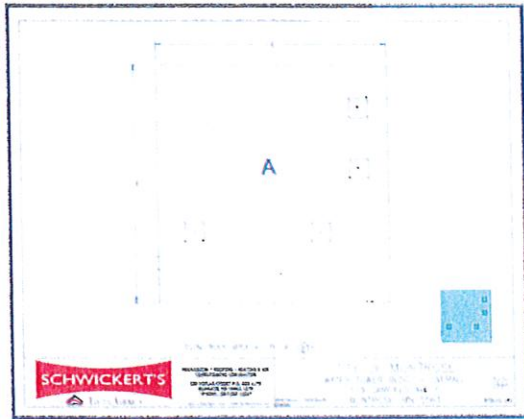
Date: _____

Date: _____



ROOF MAINTENANCE & REPAIR PROPOSAL

City of Montrose - Water Tower Bldg.
119 Garfield Ave. S, Montrose, MN 55363



PRESENTED TO

Mr. McCormick
Public Works Director
City of Montrose
119 Garfield Ave. S
Montrose, MN 55363
763-575-7470
wmccormick@montrose-mn.com

PRESENTED BY

Mitch Baumhoefner
Service Manager
Schwickert's Tecta America
507-380-8062
mbaumhoefner@tectaamerica.com

GENERAL SUMMARY

May 10, 2021

Dear Mr. Wayne McCormick,

Thank you for the opportunity to perform the recent Facility Roof Audit at Water Tower Bldg.. We are pleased to provide the following proposal for maintenance items and repairs that should be performed in order to ensure the performance of your roofs and the watertight occupancy of your building.

For your convenience, repairs have been prioritized as follows:

- Priority A repairs are urgent because they are actively permitting water intrusion or are expected to during the next rainfall. Repairs are recommended immediately.
- Priority B repairs are not urgent, but are recommended for repair within 6-12 months. If left unaddressed, Priority B items can turn into Priority A items.
- Priority C repairs are recommended to ensure the long-term performance of your roof, but not considered necessary. For budget purposes, Priority C repairs should be completed within 1-2 years.

Below is a detailed scope of work and final project pricing. Please review this proposal and contact me with any questions. Your choice of partner to perform this work will affect not only the expeditious performance of this project, but more importantly, the long-term performance of your roof and the protection of your key business operations.

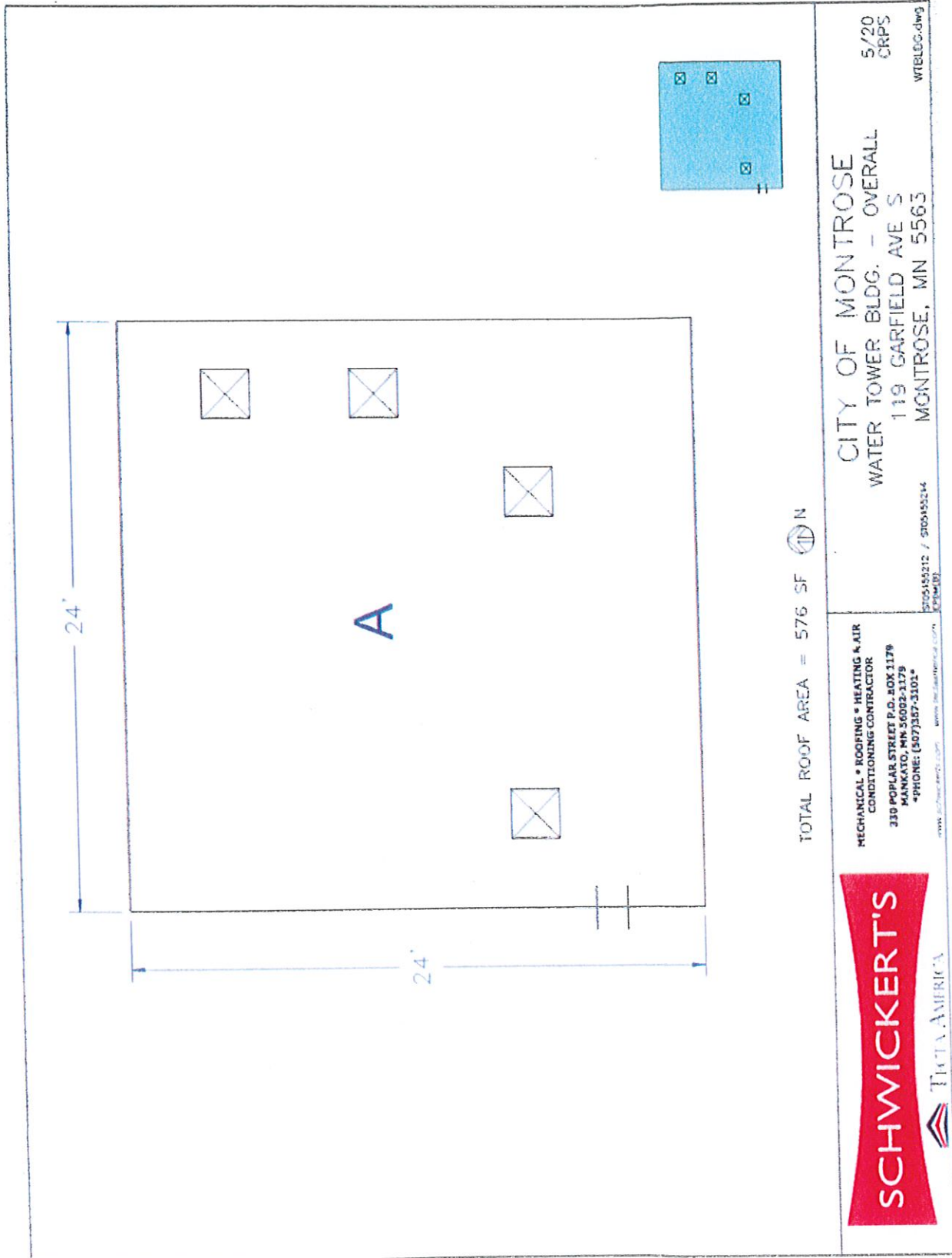
We look forward to working with you to address your needs. Our goal is to ensure that you are able to focus on meeting your core business objectives, and will rarely have to think about roof performance.

Sincerely,

Mitch Baumhoefner

Service Manager

507-380-8062

FACILITY DRAWING


SCOPE OF WORK

PRIORITY - B REPAIRS

\$2,795.00

<https://www.tectatracker.com/w49133>

Section A

- **Repair #1** (Thin or Weathered Base Flashing) -Aged or severely weathered membrane flashing will be replaced using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards. (Approximately 12 EA)

Section A



Section A - Deficiency #1
deficiency photo before

CITY OF MONTROSE'S INVESTMENT

CONTRACT SUM: Schwickert's Tecta America, by and through its subsidiaries and affiliates, shall perform the Work for two thousand seven hundred ninety-five dollars (**\$2,795.00**) in current funds, and if this Proposal is accepted by the Owner, Owner shall pay said sum as provided herein.

Total price including labor, materials, supplies & tax	\$2,795.00
TOTAL PROJECT COST	\$2,795.00

If this proposal is accepted by Owner, Owner shall pay said sum as provided herein.

The proposal sum indicated assumes all deficiencies are selected to be repaired. If all deficiencies are not accepted for repair and client/owner authorizes select deficiencies, contact Tecta America for pricing revisions.

This proposal is subject to revision or withdrawal by Tecta America until communication of acceptance. This proposal expires **thirty (30) days** after the date stated above, if not earlier accepted, revised or withdrawn.

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The undersigned hereby accepts this Proposal, and agrees that this writing shall be a binding contract and authorizes Schwickert's Tecta America to proceed with the Work.

Owner/Customer:

Schwickert's Tecta America

By: _____

By: _____

Name: _____

Name: Mitch Baumhoefner

Title: _____

Title: _____

Date: _____

Date: _____

ZIEGLER
Power Systems


Minnesota	800-352-2812
Iowa	800-342-7002
Missouri	800-342-7002
Wisconsin	800-342-7002

Customer CITY OF MONTROSE
PO BOX 25
MONTROSE, MN 00000
763-675-3717

Service Estimate

Estimate Number SE000001398
Estimate Date 3/22/2021
Service Call Number SC00018999
Account Number 6155500
Expiration Date 4/21/2021
Page 1 / 1

Contact WAYNE MCCORMICK
Contact Phone 763-238-2388
Contact Email wmccormick@montrose-mn.com

Salesperson Jake Wiederhold
Salesperson Phone 952-445-4272
Salesperson Email Jacob.Wiederhold@zieglercat.com

Equipment:

Serial Number	Make	Model	Customer Equipment Number	Equipment Number
NAT00823	AA	D150P1		G2100

SC00018999-001 - Rebuild - Fuel Injection Pump

4,639.36

Notes

Remove Injection pump and have it rebuilt and reinstalled. The lead time to rebuild pump would be 7-10 days after it is delivered to vendor.

Rolling Meadows Light Station

Equipment:

Serial Number	Make	Model	Customer Equipment Number	Equipment Number
NAT00823	AA	D150P1		G2100

SC00018999-002 - Remove & Install - Battery

500.00

Notes

Level 9 to replace Batteries

Flat Rate Total

500.00

Y

Equipment:

Serial Number	Make	Model	Customer Equipment Number	Equipment Number
NAT00823	AA	D150P1		G2100

SC00018999-003 - Travel To/From

792.46

Notes

Two Trips, one to remove pump and one to reinstall after rebuild.

Subtotal	\$5,931.82
Sales Tax	\$0.00
Total	\$5,931.82



Minnesota 800-352-2812
Iowa 800-342-7002
Missouri 800-342-7002
Wisconsin 800-342-7002

Customer CITY OF MONTROSE
PO BOX 25
MONTROSE, MN 55363-0025
763-675-3717

Service Estimate

Estimate Number SE000002507
Estimate Date 5/12/2021
Service Call Number SC00045580
Account Number 6155500
Expiration Date 6/11/2021
Page 1 / 2

Contact WAYNE MCCORMICK
Contact Phone 763-238-2388
Contact Email wmccormick@montrose-mn.com

Salesperson Mike Berko
Salesperson Phone 952-233-4346
Salesperson Email Michael.Berko@zieglercat.com

Equipment:

Serial Number	Make	Model	Customer Equipment Number	Equipment Number
NAT00949	AA	D150P1		G2281

SC00045580-001 - Replace - Radiator

5,156.21

Notes

Replace Leaking Radiator

Well House #2

Equipment:

Serial Number	Make	Model	Customer Equipment Number	Equipment Number
NAT00949	AA	D150P1		G2281

SC00045580-002 - Replace - Board Control Module

1,480.64

Notes

Replace Circuit Boards to resolve a Battery Charger Failure light fault.

Equipment:

Serial Number	Make	Model	Customer Equipment Number	Equipment Number
NAT00949	AA	D150P1		G2281

SC00045580-003 - Replace - Disconnect Switch

387.32

Notes

Replace Emergency Stop button

Equipment:

Serial Number	Make	Model	Customer Equipment Number	Equipment Number
NAT00949	AA	D150P1		G2281

SC00045580-004 - Travel To/From

682.10

Notes

Hydrogeologic Assessment of the Drinking Water Source and Wells for the City of Montrose

DELINEATIONS – WELLHEAD PROTECTION AREA AND DRINKING WATER
SUPPLY MANAGEMENT AREA

VULNERABILITY ASSESSMENTS – WELLS AND DRINKING WATER SUPPLY
MANAGEMENT AREA

June 17, 2021

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

Signature: _____



Date: 06/17/2021

Printed Name: John Woodside

License Number: 55398

Contact Information

Wellhead Protection Plan Manager

Wayne McCormick, Director of Public Works
763-238-2388
wmccorick@montrose-mn.com

State and Local Technical Assistance Planning Staff

Robyn Hoerr, Minnesota Rural Water Association Groundwater Specialist
218-821-5028
Robyn.Hoerr@mrwa.com

Licensed Hydrologist

John Woodside, Minnesota Department of Health Source Water Protection Hydrologist
651-201-4658
john.woodside@state.mn.us

Glossary of Terms

Data Element. A specific type of information required by the Minnesota Department of Health to prepare a wellhead protection plan.

Drinking Water Supply Management Area (DWSMA). The area delineated using identifiable landmarks that reflects the scientifically calculated wellhead protection area boundaries as closely as possible (Minnesota Rules, part 4720.5100, subpart 13).

Drinking Water Supply Management Area Vulnerability. An assessment of the likelihood that the aquifer within the DWSMA is subject to impact from land and water uses within the wellhead protection area. It is based upon criteria that are specified under Minnesota Rules, part 4720.5210, subpart 3.

Emergency Response Area (ERA). The part of the wellhead protection area that is defined by a one-year time of travel within the aquifer that is used by the public water supply well (Minnesota Rules, part 4720.5250, subpart 3). It is used to set priorities for managing potential contamination sources within the DWSMA.

Inner Wellhead Management Zone (IWMZ). The land that is within 200 feet of a public water supply well (Minnesota Rules, part 4720.5100, subpart 19). The public water supplier must manage the IWMZ to help protect it from sources of pathogen or chemical contamination that may cause an acute health effect.

Wellhead Protection (WHP). A method of preventing well contamination by effectively managing potential contamination sources in all or a portion of the well's recharge area.

Wellhead Protection Area (WHPA). The surface and subsurface area surrounding a well or well field that supplies a public water system, through which contaminants are likely to move toward and reach the well or well field (Minnesota Statutes, section 1031.005, subdivision 24).

Well Vulnerability. An assessment of the likelihood that a well is at risk to human-caused contamination, either due to its construction or indicated by criteria that are specified under Minnesota Rules, part 4720.5550, subpart 2.

Acronyms

CWI - County Well Index

DNR - Minnesota Department of Natural Resources

EPA - United States Environmental Protection Agency

FSA - Farm Security Administration

MDA - Minnesota Department of Agriculture

MDH - Minnesota Department of Health

MGS - Minnesota Geological Survey

MLAEM - Multi Layer Analytic Element Model

MnDOT - Minnesota Department of Transportation

MnGEO - Minnesota Geospatial Information Office

MPCA - Minnesota Pollution Control Agency

NRCS - Natural Resource Conservation Service

SWCD - Soil and Water Conservation District

UMN - University of Minnesota

USDA - United States Department of Agriculture

USGS - United States Geological Survey

Summary

Protection Areas - The recharge area for the wells is known as the wellhead protection area, or WHPA, and represents the area that contributes water to the city's wells within a 10-year period. The area that contributes water within a one-year period is known as the emergency response area, or ERA. Practical reasons require the designation of a management area that fully envelops the wellhead protection area, called the drinking water supply management area, or DWSMA. Each of these areas is shown in Figure 1.

Geology and Groundwater Flow – The city of Montrose has three primary wells screened in a sand and gravel aquifer that is buried beneath a layer of clay-rich sediment. Such aquifers are known generically as Quaternary Buried Artesian Aquifers (QBAA). The depths of the wells are represented in Table 1. Regionally, groundwater flow is from the southwest to the northeast (Figure 2).

Table 1 - Water Supply Well Information

Local Well ID	Unique Number	Use/ Status	Casing Diameter (inches)	Casing Depth (feet)	Well Depth (feet)	Date Constructed/ Reconstructed	Aquifer	Well Vulnerability
Well #4	700302	Primary	12	155	175	7/15/2004	QBAA	Not Vulnerable
Well #5	700301	Primary	12	155	175	7/15/2004	QBAA	Not Vulnerable
Well #6	843402	Primary	12	145	161	9/18/2019	QBAA	Not Vulnerable

Well Vulnerability - The vulnerability of each well has been assessed based on 1) well construction details, especially conformance with standards required by the state well code, 2) the geologic sensitivity of the aquifer, and 3) past monitoring results. All wells meet construction standards.

Table 2 - Isotope and Water Quality Results

Well Name (Unique Number)	Tritium	Nitrate (mg/L)	Chloride (mg/L)	Bromide (mg/L)	Chloride/ Bromide Ratio
Montrose Well #4 (700302)	< 0.8 11/30/2012	< 0.05 4/7/2014	< 1 7/30/2013	0.0288 7/30/2013	< 35
Montrose Well #5 (700301)	-	< 0.5 4/7/2014	1.57 7/30/2013	0.0246 7/30/2013	63.8
Montrose Well #6 (843402)	-	< 0.05 9/18/2019	-	-	-

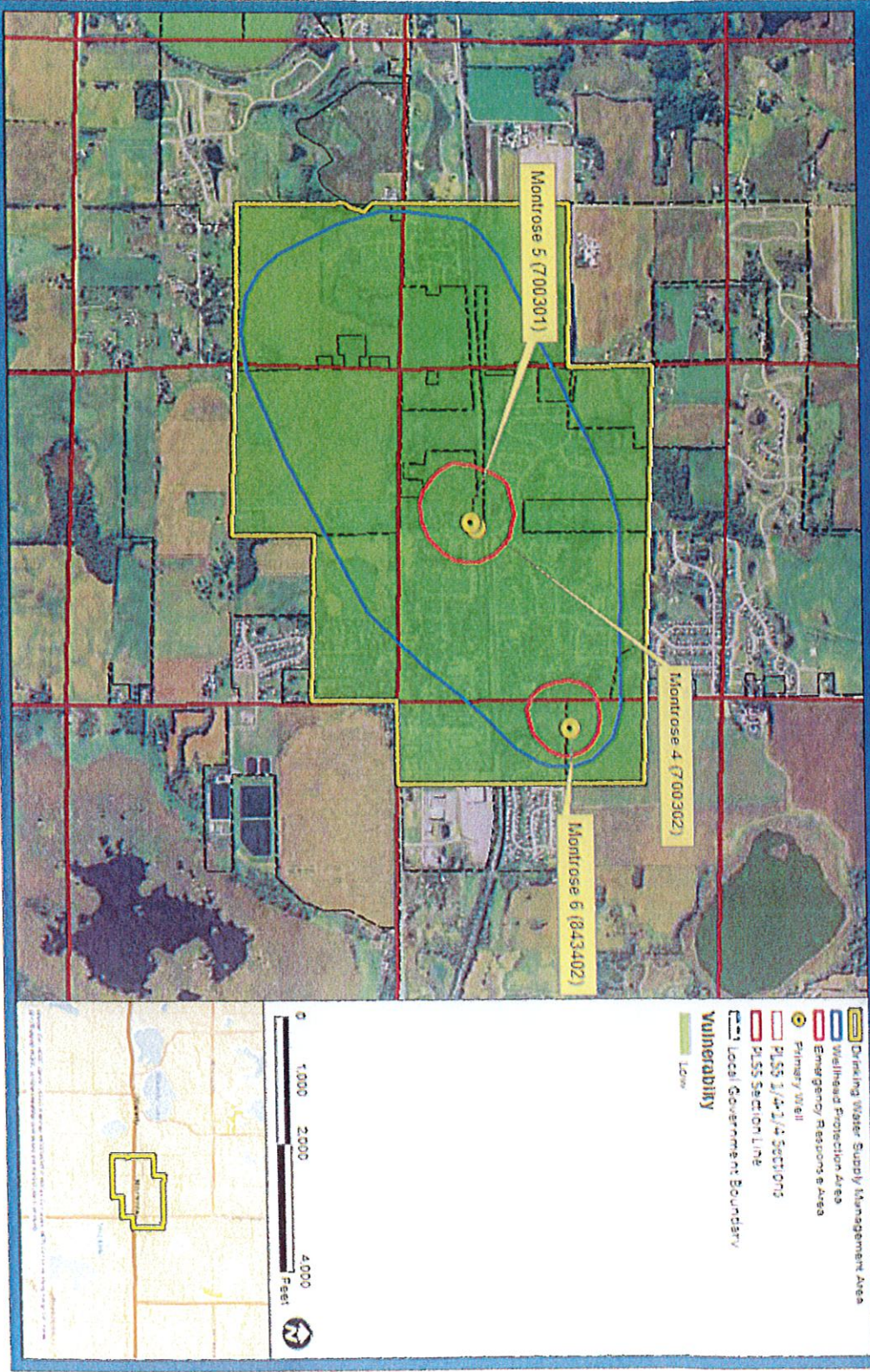
DWSMA Vulnerability - The vulnerability of the city's aquifer throughout the DWSMA is based on the geologic sensitivity ratings of wells and their monitoring data. Based on this information MDH has assigned a low vulnerability to the DWSMA. This suggests that the clay-rich sediments that overlie the city's aquifer prevent water and contaminants from moving quickly from the land surface into the city's aquifer and implies a time of travel of decades or longer. The principal threats to this aquifer are unsealed abandoned wells that penetrate through this clay layer. Such wells are 145 feet or greater in depth in the Montrose area.

Water Quality Concerns - At present, none of the contaminants for which the Safe Drinking Water Act has established health-based standards has been found above maximum allowable levels in the city's water supply, nor are any present at one-half of those levels.

Recommendations - Recommendations have been generated to improve future delineations and vulnerability assessments and should be considered for inclusion as management strategies in the city's wellhead protection plan. These activities include: well locating, water quality monitoring and aquifer testing. Further details can be found in Section 2.7 of this report.

Wright County
Minnesota

Figure 1
Drinking Water Supply Management Area and Vulnerability
City of Montrose



Technical Report

Discussion

The Minnesota Department of Health (MDH) developed Part I of the wellhead protection (WHP) plan at the request of the city of Montrose (PWSID 1860016). The work was performed in accordance with the Minnesota Wellhead Protection Rule, parts 4720.5100 to 4720.5590.

This report presents delineations of the wellhead protection area (WHPA) and drinking water supply management area (DWSMA), and the vulnerability assessments for the public water supply wells and DWSMA. Figure 1 shows the boundaries for the WHPA and the DWSMA. The WHPA is defined by a 10-year time of travel. Figure 1 also shows the emergency response area (ERA), which is defined by a one-year time of travel. Definitions of rule-specific terms used are provided in the "Glossary of Terms."

In addition, this report documents the technical information required to prepare this portion of the WHP plan in accordance with the Minnesota Wellhead Protection Rule. Additional technical information is available from MDH.

Table 1 lists all the wells in the public water supply system. Only wells listed as primary are required to be included in the WHP plan.

Assessment of the Data Elements

MDH staff met with representatives of the city of Montrose on November 30, 2016, for a scoping meeting that identified the data elements required to prepare Part I of the WHP plan. Subsequently, wellhead protection activities were paused while Montrose installed a new public water supply well and treatment plant. MDH and Minnesota Rural Water Association staff met again with the city of Montrose on April 08, 2021, to discuss updates to wellhead protection planning efforts in light of the addition of Well #6 to the city's water system. Appendix A presents the assessment of these data elements relative to the present and future implications of planning items specified in Minnesota Rules, part 4720.5210.

General Descriptions

Description of the Water Supply System

The city of Montrose obtains its drinking water supply from three primary wells. Table 1 summarizes information regarding them.

Description of the Hydrogeologic Setting

The city of Montrose draws groundwater from a glacial sand and gravel aquifer found approximately 145 feet below the land surface. The aquifer is overlain by a layer of clay-rich sediments and is designated as a Quaternary Buried Artesian Aquifer (QBAA). For this report, an estimated aquifer thickness of 24 feet is used (Barry 2018). The true thickness is unknown due to the lack of wells that fully-penetrate the aquifer. Regionally, groundwater flows from southwest to northeast.

A description of the hydrogeologic setting for the aquifer used to supply drinking water is presented in Table 3.

Table 3 - Description of the Local Hydrogeologic Setting

Attribute	Descriptor	Data Source
Aquifer Material	Unconsolidated sand and gravel	CWI
Porosity Type and Value	20 percent	Fetter, 2001
Aquifer Thickness	Aquifer thickness is regionally variable and uncertain due to the lack of fully penetrative borehole data in the surrounding area. The Montrose city wells draw from a sand and gravel aquifer approximately 24 feet thick.	CWI, Figures 4 and 5
Stratigraphic Top Elevation	Approximately 840 feet AMSL depending on regional deposition of sand, gravel, and clay layers.	CWI, Figures 4 and 5
Stratigraphic Bottom Elevation	Approximately 816 feet AMSL depending on regional deposition of sand, gravel, and clay layers.	CWI, Figures 4 and 5
Hydraulic Confinement	Confined	CWI

Attribute	Descriptor	Data Source
Transmissivity	Range of Values: 1,632 - 6,600 ft ² /day	The range of transmissivity values was derived using specific capacity data obtained from well records. See Table 4 for the reference value.
Hydraulic Conductivity	Range of Values: 68 - 275 ft/day	The range of K values was obtained from the range of transmissivity values.
Groundwater Flow Field	Groundwater flow is southwest to northeast through Montrose with an approximate compass direction of 66° and gradient of 0.0018517 (Figure 2).	Defined by using static water level elevations from well records in the CWI database.

The distribution of the aquifer and its stratigraphic relationships with adjacent geologic materials are shown in Figures 3, 4, and 5. They were prepared using well record data contained in the CWI database. The geological maps and studies used to further define local hydrogeologic conditions are provided in the "Selected References" section of this report.

Delineation of the Wellhead Protection Area

Delineation Criteria

The boundaries of the WHPA for the city of Montrose are shown in Figure 1. Table 4 describes how the delineation criteria specified under Minnesota Rules, part 4720.5510, were addressed.

Table 4 - Description of WHPA Delineation Criteria

Criterion	Description	How the Criterion was Addressed
Flow Boundary	Other High-Capacity Wells	High-capacity wells within two miles of the city wells were included in the groundwater models.
Daily Volume of Water Pumped	See Table 5	Pumping information was obtained from the DNR, Appropriations Permit Number 1984-3186, and was converted to a daily volume pumped by a well.
Groundwater Flow Field	See Figure 2	The groundwater flow field was determined from local well data and input explicitly into MLAEM and capture zones were calculated based on the flow field. Oneka was used to evaluate the uncertainty of the wells' capture areas based on the simplified conceptual model and regional flow, recharge and local well data.
Aquifer Transmissivity (T)	Reference Value: 2,688 ft ² /day	The aquifer test plan was approved on 05/27/2021, and T was determined from specific capacity data. Uncertainty regarding aquifer transmissivity was addressed as described in Section 2.4.6.
Time of Travel	10 years	The public water supplier selected a 10-year time of travel.

Pumping data was obtained from the DNR Permit and Reporting System (MPARS) for the public water supply's Appropriation Permit Number 1984-3186. These values, confirmed by the public water supplier, were used to identify the maximum volume of water pumped annually by each well over the previous five-year period, as shown in Table 5. An estimate of the pumping for the next five years is also shown. The maximum daily volume of discharge used as an input parameter in the model was calculated by dividing the greatest annual pumping volume by 365 days.

Table 5 - Annual Volume of Water Discharged from Water Supply Wells

Well Name	Unique Number	2015	2016	2017	2018	2019	Daily Volume (cubic meters)
Well #4	700302	20.913	22.206	22.035	21.379	19.935	230
Well #5	700301	22.680	21.883	23.136	27.255	23.856	283
Well #6	843402	-	-	-	-	-	281

(Expressed as millions of gallons. Bolding indicates greatest annual pumping volume.)

In addition to the wells used by the public water supplier, Table 6 shows other high-capacity wells included in the delineation to account for their pumping impacts on the capture areas for the public water supply wells. Pumping data was obtained from the DNR MPARS database.

Table 6 - Other Permitted High-Capacity Wells

Unique Number	Well Name	DNR Permit Number	Aquifer	Use	Annual Volume of Water Pumped (gallons) ¹	Daily Volume (cubic meters)
218012	Waverly 1	1975-3023	QBAA	Municipal/Public Water Supply	10.414	108
182086	Waverly 2	1975-3023	QBAA	Municipal/Public Water Supply	9.932	103
258207	12 Hi MHP	1992-3191	QBAA	Public Water Supply	7.886	82

¹ = Expressed as millions of gallons

Method Used to Delineate the Wellhead Protection Area

The WHPA for the city of Montrose's wells were determined using a combination of two methods. The first method involved calculating the groundwater capture zones deterministically using representative aquifer parameters that were input into MLAEM, a groundwater modeling code (Strack, 1989). The second method used the stochastic analytical groundwater flow method Oneka (Barnes and Soule, 2002). The resulting WHPA boundaries are a composite of the capture zones calculated using these two approaches (Figure 1). The input files and related information are available at MDH upon request.

MLAEM: The MLAEM Code was selected because it is a quantitative method capable of simulating both simple and complex groundwater flow processes, including the influence of vertical infiltration and the pumping influence of multiple high-capacity wells, if necessary. Here, it produces a conservative estimate because aquifer recharge is not used as an input parameter. It is appropriate to use MLAEM for this particular delineation because no flow boundaries were directly observed in drillers' logs in the area around the primary public water supply wells, at least in the areas defined by a one-year and a 10-year time of travel.

Oneka Model: Oneka was used to assess the probability of impacts that local variations in hydrogeologic conditions may have on a well capture zone. This model treats the aquifer properties and the available water level measurements as variable input parameters. The locations of wells, water levels, and the aquifer geometry were evaluated using information from the CWI database. For the solution, Oneka finds the flow field that best fits the network

of water level elevations by varying the values of the aquifer thickness and transmissivity. Oneka then evaluates the probability of the capture of a given point based on the number of times it is included in the capture areas generated by the total number of solutions. The output from the model is a capture zone probability map for the specified time of travel (10 years).

The combined output from the MLAEM and Oneka models were composited to create the final WHPA (Figure 1).

Results of Model Calibration and Sensitivity Analysis

Model calibration is a procedure that compares the results of a model based on estimated input values to measured or known values. This procedure can be used to define model validity over a range of input values, or it helps determine the level of confidence with which model results may be used. As a matter of practice, groundwater flow models are usually calibrated using water elevation or flux.

There is nothing to calibrate for the MLAEM delineation because it is based on calculating flowpath lines using equations that reflect 1) a constant pumping rate, 2) direction of groundwater flow, 3) hydraulic gradient, 4) aquifer thickness, 5) aquifer permeability, and 6) aquifer porosity. As such, it is a simple calculation of the portion of the aquifer that contributes water, based on the width of the flow field that is affected by pumping.

The Oneka Model is used to support the MLAEM results by using an iterative process which provides the best fit for the ranges of values assigned to its input parameters. This helps to define the subset of values for which the delineation results are most likely to reflect local hydrogeologic conditions and, therefore, provide the best calibration results.

Model sensitivity is the amount of change in model results caused by the variation of a particular input parameter. Because of the simplicity of the MLAEM, the direction and extent of the modeled capture zone may be very sensitive to any of the input parameters:

- The pumping rate directly affects the volume of the aquifer that contributes water to the well. An increase in pumping rate leads to an equivalent increase in the volume of aquifer within the capture zone, proportional to the porosity of the aquifer materials. However, the pumping rate is based on the results presented in Table 5 and, therefore, is not a variable factor that will influence the delineation of the WHPA.
- The direction of groundwater flow determines the orientation of the capture area. Variations in the direction of groundwater flow will not affect the size of the capture zone but are important for defining the areas that are the source of water to the well. The ambient groundwater flow field defined in Figure 2 provides the basis for determining the extent to which each model run reflects the conceptual understanding of the orientation of the capture area for a well.
- A hydraulic gradient of zero produces a circular capture zone, centered on the well. As the hydraulic gradient increases, the capture zone changes into an elliptical shape, with the well centered on the down-gradient focal point. The hydraulic gradient was

determined by using water level elevations that were taken from wells that have verified locations (Figure 2). Generally, the accuracy of the hydraulic gradient determination is directly proportional to the amount of available data that describes the distribution of hydraulic head in the aquifer.

- The aquifer thickness, hydraulic conductivity, and porosity influence the size and shape of the capture zone. A decrease in porosity causes a linear, proportional increase in the areal extent of the capture zone; whereas thickness and hydraulic conductivity each factor into the transmissivity, which defines the relative proportions of the capture zone width to length. A decrease in thickness or hydraulic conductivity decreases the length of the capture zone and increases the distance to the stagnation point, making the capture zone more circular in shape and centered around the well.

Addressing Model Uncertainty

Using computer models to simulate groundwater flow involves representing a complicated natural system in a simplified manner. Local geologic conditions may vary within the capture areas of the public water supply wells, but the amount of existing information needed to accurately define this degree of variability is often not available for portions of the WHPA. In addition, the current capabilities of groundwater flow models may not be sufficient to represent the natural flow system exactly. However, the results are valid within a range defined by the reasonable variation of input parameters for this delineation setting.

The MLAEM Code, used as it was in this delineation, has limited capabilities in addressing these kinds of uncertainties, other than by using multiple runs in which the following six input parameters are varied: 1) constant pumping rate, 2) hydraulic gradient, 3) direction of ambient flow, 4) aquifer thickness, 5) aquifer permeability, and 6) porosity. The uncertainty associated with the MLAEM results from 1) the model limitations mentioned above and 2) the fact that the model cannot be calibrated.

The steps employed for this delineation to address model uncertainty were:

1. Pumping Rate - For each well, a maximum historical (five-year) pumping rate or an engineering estimate of future pumping, whichever is greater (Minnesota Rules, part 4720.5510, subpart 4).
2. Ambient Flow Field - A composite of capture zones created from angles of flow that are 10 degrees greater and 10 degrees lesser than the representative angle of ambient flow (Minnesota Rules, part 4720.5510, subpart 5, B(2)).

Capture areas were developed for a range of groundwater flow directions, aquifer permeabilities, and times of travel of one and ten years (Figure 6). As the model code uses constant input values for each run, several runs were required to include all variations in input parameters. Table 7 documents the variables used to address MLAEM uncertainty.

Table 7 - Model Parameters Used in MLAEM Base Case and Uncertainty Runs

File Name	Well Name	Discharge (cubic meters per day)	Hydraulic Conductivity (meters per day)	Gradient	Flow Angle	Porosity (%)	Aquifer Thickness (meters)
Montrose.dat	Well #4 (700302)	230	34	0.001852	14	20	7.32
					24		
					34		
	Well #5 (700301)	283	34	0.001852	14	20	7.32
					24		
					34		
	Well #6 (843402)	281	34	0.001852	14	20	7.32
					24		
					34		

For the Oneka Model, uncertainty related to water levels reported on well records is based on the accuracy of the ground elevation assigned to the well using topographic maps and the transient variability of the water levels in the aquifer over time. Water levels that are probably inaccurate were identified using data from 1) the CWI database, and 2) DNR observation well measurements. Only water levels that fit the flow field (Figure 2) were used for the Oneka analysis.

The Oneka Model helps to address uncertainties related to aquifer parameters as variations of the flow field. A 10-year capture zone probability map (Figure 6) was generated for the public water supply wells; the values used for the Oneka Model are shown in Table 7. The Oneka results fit well with the capture zones calculated by MLAEM. The probability map for the public water supply wells shows that uncertainty of the capture zone increases as the distances from the public water supply wells increase (Figure 6).

Table 8 - Ranges of Values Used for the Oneka Model

Well Number	File Name	Hydraulic Conductivity (meters/day)	Thickness (meters)	Porosity (%)
Well #4 (700302)	Montrose.one	20.7 - 83.7	7.32	20
Well #5 (700301)	Montrose.one	20.7 - 83.7	7.32	20
Well #6 (843402)	Montrose.one	20.7 - 83.7	7.32	20

Delineation of the Drinking Water Supply Management Area

The boundaries of the Drinking Water Supply Management Area (DWSMA) were defined by the city of Montrose using the following features (Figure 1):

- Center-lines of highways, streets, roads, or railroad rights-of-ways
- Public Land Survey coordinates
- Property or fence lines

Vulnerability Assessments

The Part I wellhead protection plan includes the vulnerability assessments for the city of Montrose's wells and DWSMA. These vulnerability assessments are used to help define potential contamination sources within the DWSMA and select appropriate measures for reducing the risk that they present to the public water supply.

Assessment of Well Vulnerability

The vulnerability assessments for each well used by the city of Montrose are listed in Table 1 and are based upon the following conditions:

1. The geologic conditions at the well sites include a cover of clay-rich geologic materials over the aquifer that is sufficient to retard or prevent the vertical movement of contaminants.
2. None of the human-caused contaminants regulated under the federal Safe Drinking Water Act have been detected at levels indicating that the wells themselves serve to draw contaminants into the aquifer from pumping.
3. Water samples were collected from Montrose Wells 4, 5, and 6 were analyzed for tritium (Well #4), nitrate, chloride, and bromide (Table 2). No tritium or nitrate was detected, and the groundwater age classification based on the tritium result is mostly premodern (MDNR and MDH, 2020). This confirms the non-vulnerable nature of the wells (Alexander and Alexander, 1989). In addition, the chloride and bromide results confirm that the wells have not been impacted by land-use activities (Mullaney et. al, 2009).

Assessment of Drinking Water Supply Management Area Vulnerability

The DWSMA vulnerability is shown in Figure 1 and is based upon the following information:

- 1) Isotopic and water chemistry data from wells located within the DWSMA indicate that the aquifer contains water that has no detectable levels of tritium or human-caused contamination.
- 2) Review of the geologic logs contained in the CWI database, geological maps, and reports indicate that the aquifer exhibits a low geologic sensitivity throughout the DWSMA and is isolated from the direct vertical recharge of surface water.

Therefore, given the information currently available, it is prudent to assign a low vulnerability rating to the DWSMA, in accordance with the Minnesota Wellhead Protection Rule (parts 4720.5100 to 4720.5590) (Barry 2018).

Recommendations

The following recommendations have been generated to inform the next amendment of the city of Montrose's Wellhead Protection Plan.

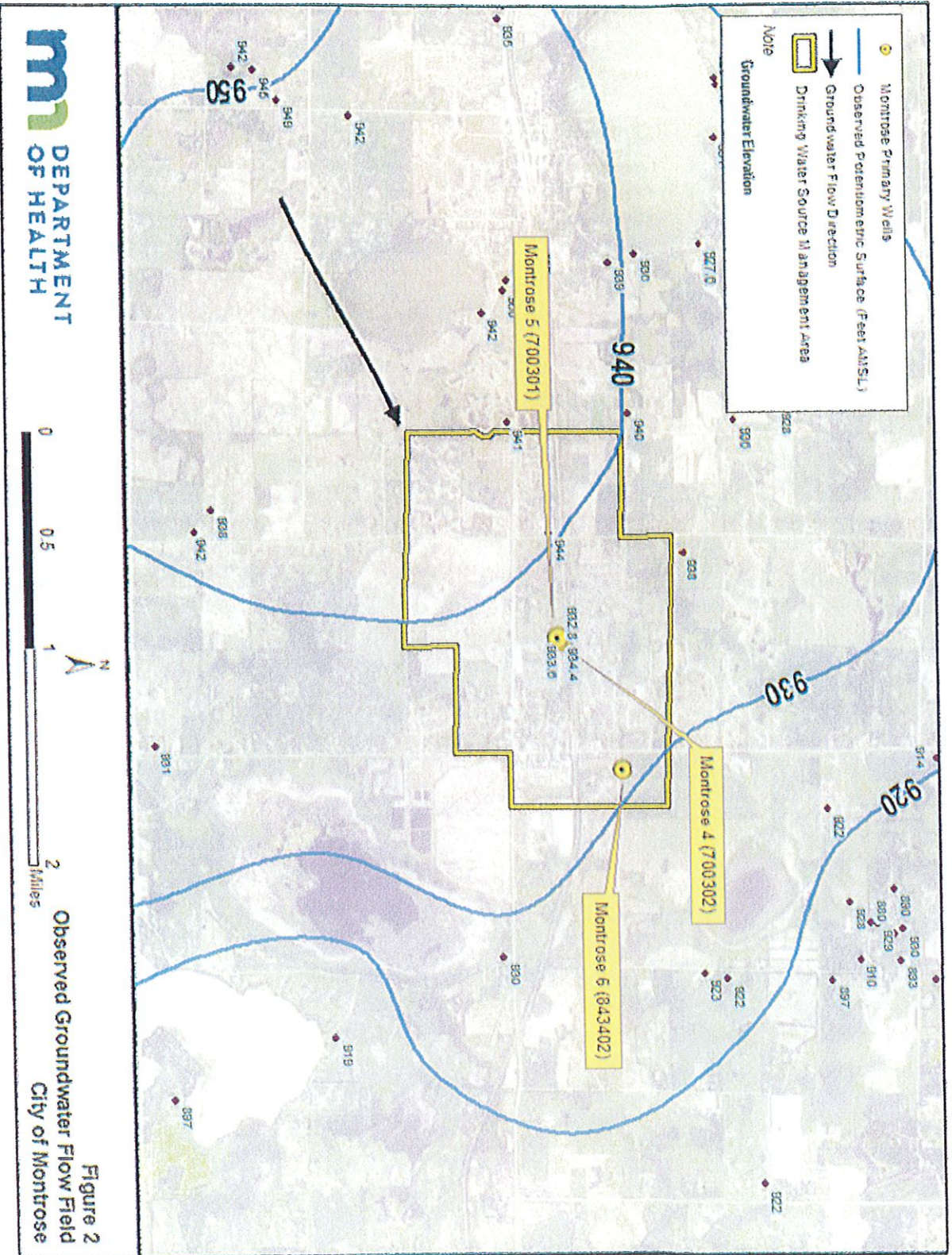
1. **Well Locating:** This delineation is based on very little well data. If wells are constructed within two-miles of the city or one mile of the DWSMA, their locations should be verified. This information may allow a better understanding of the extent and thickness of the city's aquifers and could result in a more refined WHPA in the future.
2. **Water Quality Monitoring:** The standard assessment monitoring package (which includes tritium, stable isotopes, and general chemistry suite) should be analyzed at all primary wells during year six, contingent on funding assistance from MDH for sampling and analysis. The city may need to collect the samples and ship them to MDH. Information generated by this sampling will be used to refine vulnerability assessments for the next amendment.
3. **Aquifer Testing:** Performing an aquifer test at the city wells might help to refine the hydraulic conductivity of the aquifer near the wells and confirm any potential geologic barriers for the next amendment. There are specific water system requirements for conducting a successful aquifer test, these should be discussed with the MDH hydrologist before committing to this option to ensure all requirements can be met. Any costs that might be associated with this activity could be eligible for a Source Water Protection Implementation Grant if this measure is included in the city's wellhead protection plan.

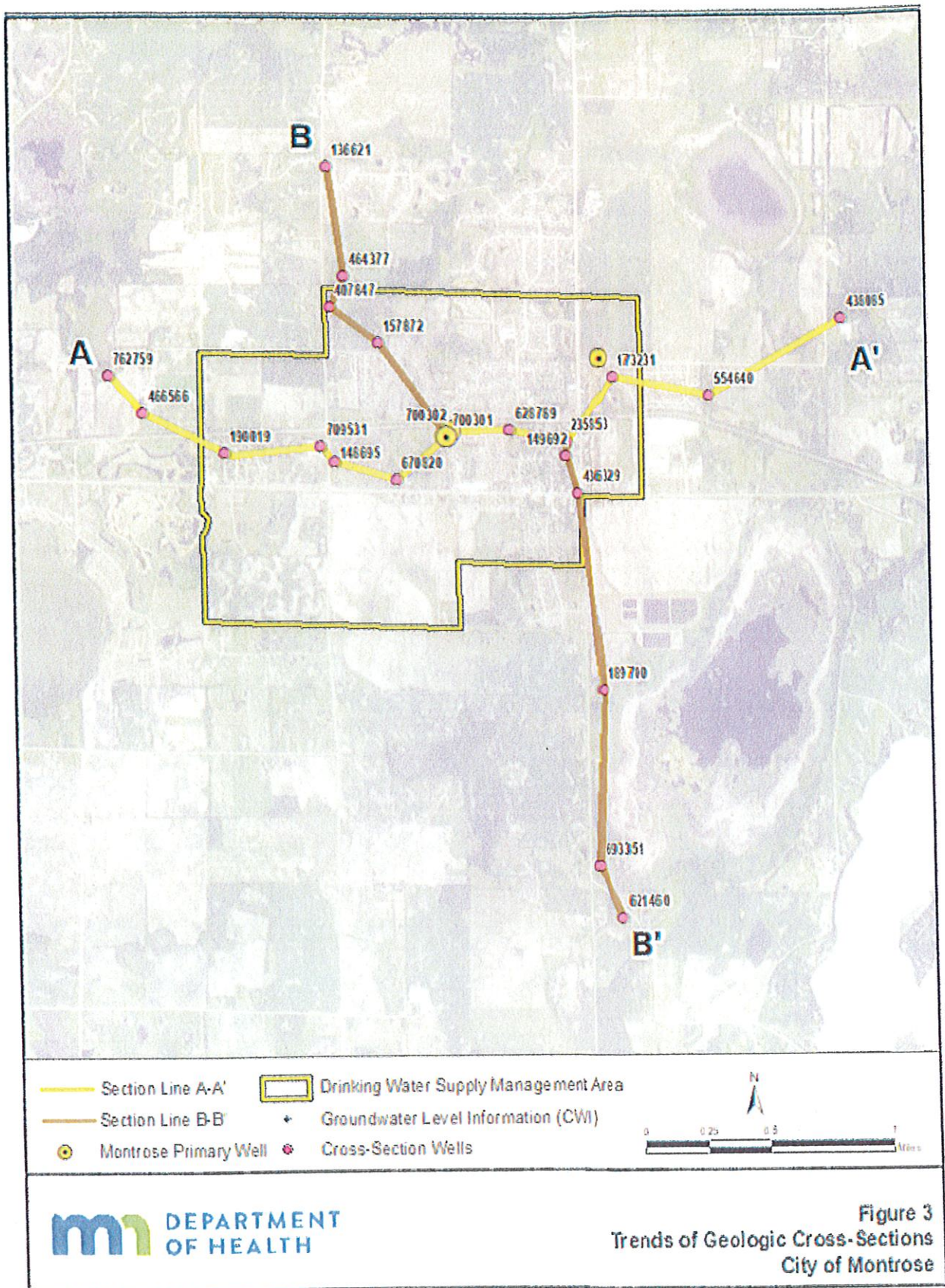
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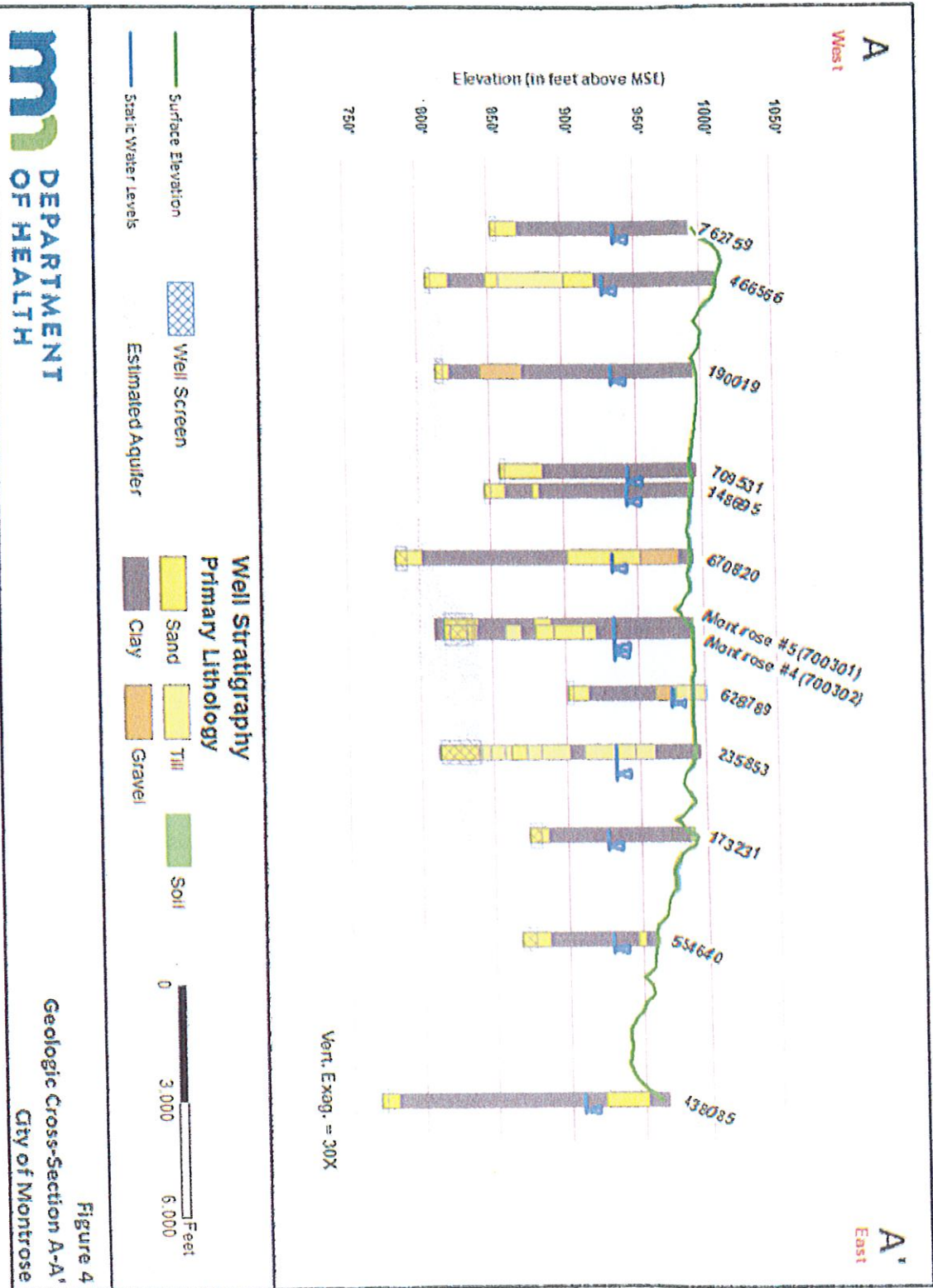
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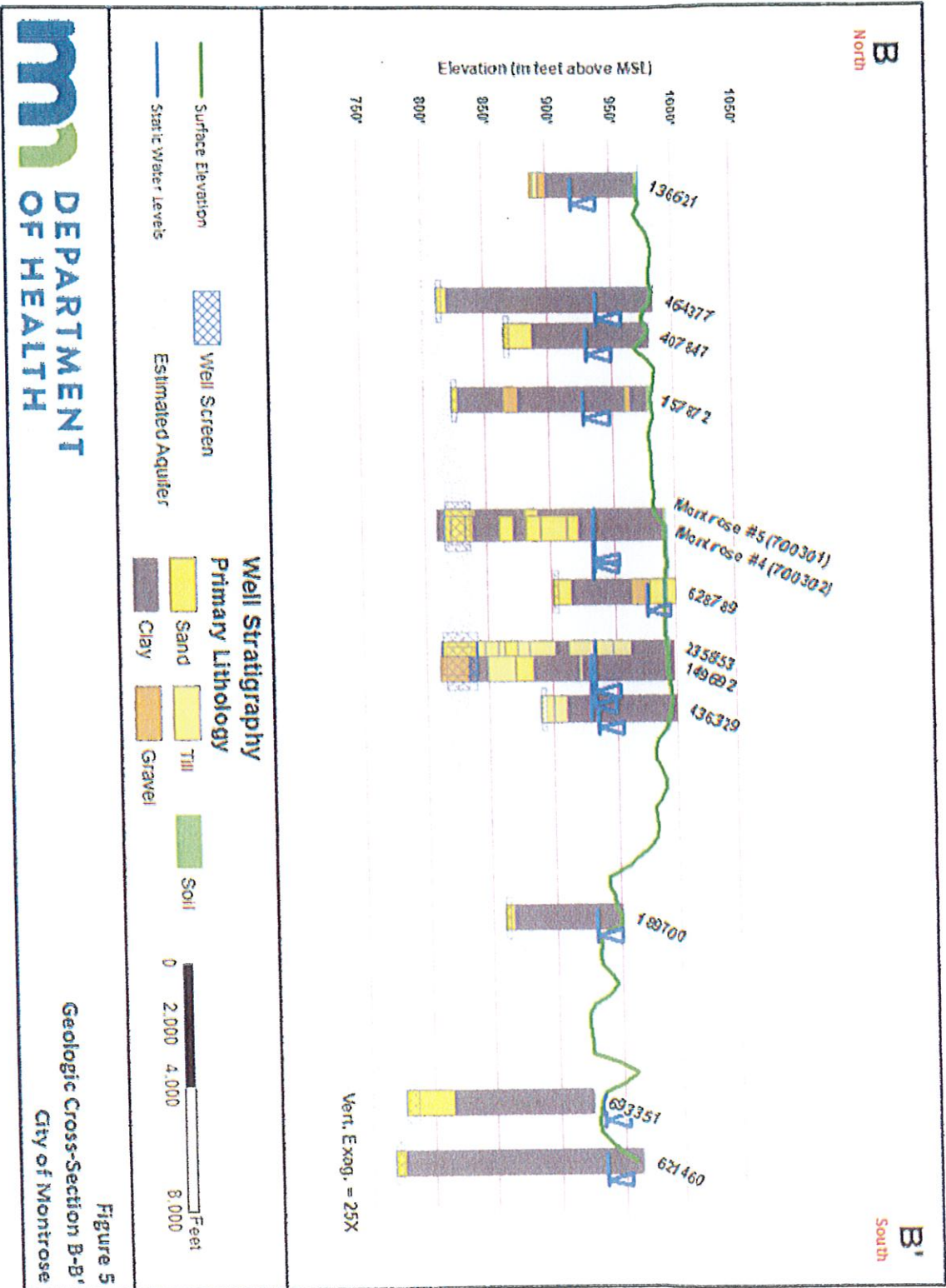
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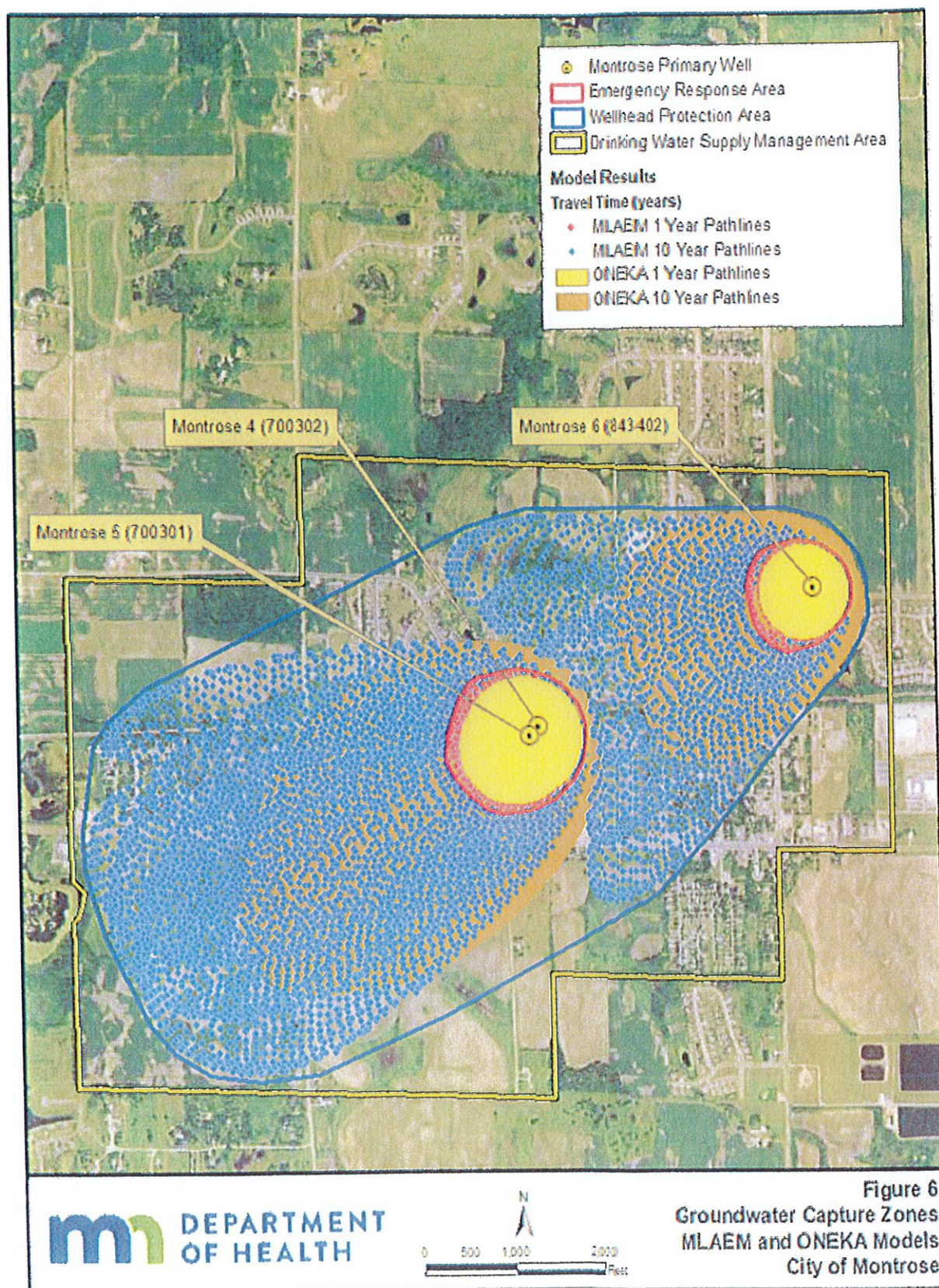
Figures











Appendix A: Data Elements Assessment

Data Type	Data Element	Use of the Well(s)	Delineation Criteria	Quality and Quantity of Well Water	Land and Groundwater Use in DWSMA	Data Source
Climate	Precipitation					
Geology	Maps and geologic descriptions	M	H	H	H	USGS, MGS, DNR
Geology	Subsurface data	M	H	H	H	MGS, MDH
Geology	Borehole geophysics	M	H	H	H	Not Available
Geology	Surface geophysics	L	L	L	L	Not Available
Soils	Maps and soil descriptions					
Soils	Eroding lands					
Water Resources	Watershed units					
Water Resources	List of public waters					
Water Resources	Shoreland classifications					
Water Resources	Wetlands map					
Water Resources	Floodplain map					
Land Use	Parcel boundaries map	L	H	L	L	Wright County
Land Use	Political boundaries map	L	H	L	L	MnGEO
Land Use	Public Land Survey map	L	H	L	L	MnGEO
Land Use	Land use map and inventory					
Land Use	Comprehensive land use map					
Land Use	Zoning map					
Public Utility Services	Transportation routes and corridors	L	L	L	L	MnDOT, MnGEO
Public Utility Services	Storm/sanitary sewers and PWS system map					
Public Utility Services	Oil and gas pipelines map					
Public Utility Services	Public drainage systems map or list					
Public Utility Services	Records of well construction, maintenance, and use	H	H	H	H	City of Montrose, CWI, MDH
Surface Water Quantity	Stream flow data					
Surface Water Quantity	Ordinary high water mark data					
Surface Water Quantity	Permitted withdrawals					

Data Type	Data Element	Use of the Well(s)	Delineation Criteria	Quality and Quantity of Well Water	Land and Groundwater Use in DWSMA	Data Source
Surface Water Quantity	Protected levels/flows					
Surface Water Quantity	Water use conflicts					
Groundwater Quantity	Permitted withdrawals	H	H	H	H	DNR
Groundwater Quantity	Groundwater use conflicts	H	H	H	H	DNR
Groundwater Quantity	Water Levels	H	H	H	H	MDH, MGS, DNR
Surface Water Quality	Stream and lake water quality management classifications					
Surface Water Quality	Monitoring data summary					
Groundwater Quality	Monitoring data	H	H	H	H	MDH
Groundwater Quality	Isotopic data	H	H	H	H	MDH
Groundwater Quality	Tracer studies	H	H	H	H	Not Available
Groundwater Quality	Contamination site data	M	M	M	M	Not Available
Groundwater Quality	Property audit data from contamination sites					
Groundwater Quality	MPCA and MDA spills/release reports	M	M	M	M	Not Available

Definitions Used for Assessing Data Elements

- High (H): the data element has a direct impact
- Moderate (M): the data element has an indirect or marginal impact
- Low (L): the data element has little if any impact
- Shaded: the data element was not required by MDH for preparing this delineation

Acronyms used in this report are listed after the Glossary of Terms.




Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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Bolton-Menk.com

MEMORANDUM

Date: June 2, 2021
To: Honorable Mayor Moynagh
City Council Members
City of Montrose
From:  Jared Voge, P.E.
City Engineer
Subject: Sidewalk Maintenance
City of Montrose, Minnesota
BMI Proj. No.: W13.120188

The City of Montrose is currently evaluating its sidewalk maintenance requirements. Based on city, state, and federal regulations, specific design and construction standards are applicable.

On July 26, 1990 the Americans with Disabilities Act (ADA) was enacted and identifies specific regulations surrounding access to services, activities, and facilities. After enactment of the ADA requirements, on October 20, 1999 the U. S. Access Board organized the Public Rights-of-Way Access Advisory Committee (PROWAAC) to develop requirements for access to sidewalks, streets, crosswalks, curb ramps, and other public rights-of-way components. On July 26, 2011 the committee developed Public Rights-of-Way Accessibility Guidelines (PROWAG) and issued them for public comment. Federal, state, county, and local agencies have been implementing the PROWAG requirements for multiple years.

To meet ADA and PROWAG requirements, public facilities such as sidewalks must be designed and constructed according to specific tolerances. For example, newly constructed sidewalks must have a cross-slope of 2% or less. Pedestrian ramps can be more complex and require a running slope of less than 8.34%, a landing area of 4 feet by 4 feet with less than 2% slope in all directions, and have an ADA compliant detectable warning, e.g. truncated domes. MnDOT has developed Standard Plans, consisting of 6 plan pages devoted entirely to pedestrian ramps. The city development standards require sidewalks to be a minimum of 5 feet in width consisting of 5-inches of concrete constructed over 6-inches of aggregate base class 5.

In summary, federal agencies have developed specific requirements for public rights-of-way components including sidewalks. As sidewalks or other components are replaced or constructed, they should satisfy those requirements. We recommend that any work associated with public rights-of-way components be reviewed by the City of Montrose.

If you have any questions, please call.



DATE: 06/04/2021

TO: Charles Smallwood, Planning and Zoning Commission Chair
 Shawn Cuff, Planning and Zoning Commissioner
 Justin Emery, Planning and Zoning Commissioner
 Sylvia Henry, Planning and Zoning Commissioner
 Planning and Zoning Commissioner
 Sam Solarz, City Council Liaison

FROM: Michael Sommerfeld, Deputy Treasurer

SUBJECT: Neighboring Community Sidewalk Repair and Budgeting

Good Evening,

In response to the request by Commission Chair Smallwood for research into any set precedent, regarding completion and funding of sidewalk repair, I was directed to survey the communities surrounding the City of Montrose. To fulfill this directive, I parsed through the ordinances of our neighboring cities throughout Wright County. I then made calls to each city to ask, in practice, who completes repairs and who is responsible for payment.

The following cities were surveyed:

Albertville	Delano	Rockford
Annandale	Hanover	St. Michael
Buffalo	Howard Lake	Waverly
Clearwater	Maple Lake	
Cokato	Monticello	

After review of the city code from the cities above, I found three that did not reference sidewalk repair. Those three have been removed from the 'Survey of City Ordinances' results. Additionally, after reaching out to city staff, I have yet to receive a response from three of the above cities. Those three have been removed from the 'Survey of City Staff' results.

All but one available city code identified the adjacent property owner as responsible for repairing or hiring out repair of sidewalks in accordance with city or state standards. When residents do



not repair or make arrangements to repair, these ordinances call for the city to make arrangements for repair and pass the cost onto the adjacent owner. All of the available city ordinances regarding sidewalk repair, required the adjacent property owner to pay for repairs directly, to the city, or through assessment. These ordinances are consistent with the current Montrose City Code.

When I spoke with representatives from city administrations and public works departments, the repair and funding model looked very different. Most stated that their sidewalk repairs were completed by city staff and funded through their city budgets. Many of these staff mentioned that budgeting made more sense given how few sidewalks were in their cities. Though this may be the rationale for the smaller cities surveyed, the largest population respondents also stated their repairs were completed and budgeted by the city. Only three cities deviated from that majority trend. Those cities were all in the median population range surveyed, from roughly 3,000 to 4,500 residents. The City of Montrose falls into this median range, where cities report that, in practice, their residents are responsible for the upkeep of their sidewalks.

On the following pages, please find visual aides showing the contrast between our neighboring communities' city codes and reported repair and funding models.



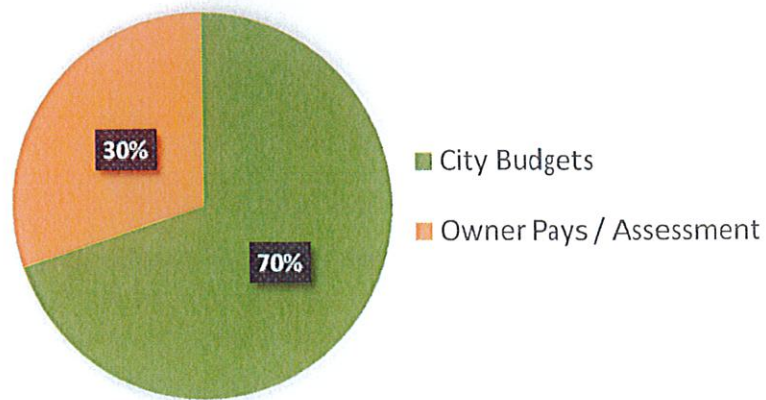
Who Completes Repairs, in Practice?

Survey of City Staff



Who Funds Repairs, in Practice?

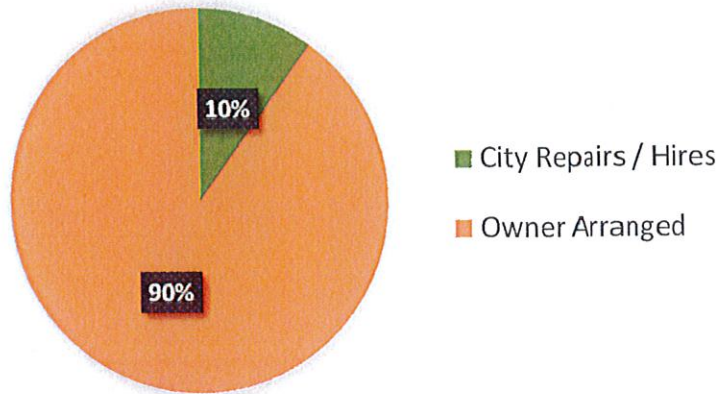
Survey of City Staff





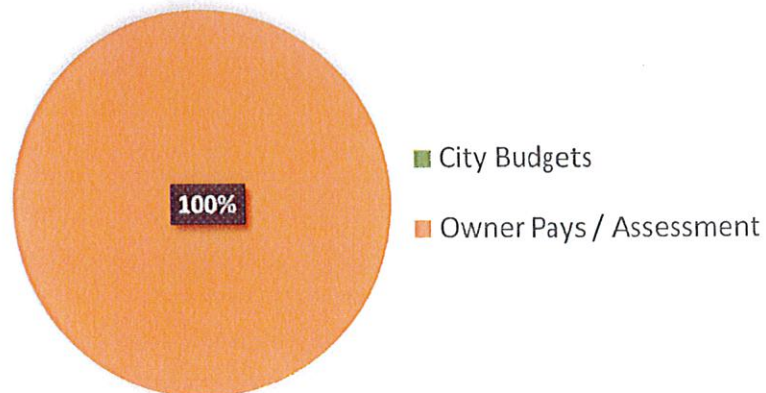
Who Completes Repairs, in Practice?

Survey of City Ordinances



Who Funds Repairs, in Practice?

Survey of City Ordinances



CITY OF MONTROSE
WRIGHT COUNTY, MINNESOTA

ORDINANCE NO. 2021-04

**AN ORDINANCE REPEALING ORDINANCE 2017-5 OF THE CITY CODE
RELATING TO REGISTRATION AND INSPECTION
OF RESIDENTIAL RENTAL PROPERTY**

THE CITY COUNCIL OF THE CITY OF MONTROSE ORDAINS:

Section 1. Ordinance 2017-5 of the Montrose City Code is hereby repealed in its entirety.

Section 2. This Ordinance shall be effective immediately upon its passage and publication.

ADOPTED this ____ day of _____, 2021 by the City Council of the City of Montrose.

CITY OF MONTROSE

By: _____
Kirby Moynagh, Mayor

ATTEST:

By: _____
Wendy Manson, City Clerk/Treasurer

Ordinance 2017-5

AN ORDINANCE OF THE CITY OF MONTROSE REGARDING RESIDENTIAL RENTAL PROPERTY REGISTRATION AND INSPECTION

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONTROSE, MINNESOTA, THAT:

SECTION 1. Chapter 90 of the City Code be amended to include the following:

90.03 Residential Rental Property Registration and Inspection

Purpose.

(A) The purpose of this article is to protect the health, safety and welfare of our community at large, and the occupants of residential rental properties in the City of Montrose. This article has also been developed to ensure that rental housing in our city is operated and maintained as not to become a nuisance to the neighborhood or an influence that fosters blight and deterioration, or does not create a disincentive to reinvest in our community.

(B) The operation of residential rental properties is a business enterprise that entails certain responsibilities. Owners and operators are responsible for taking such reasonable steps as are necessary to ensure that the citizens of the city who occupy such rental properties may pursue the quiet enjoyment of the normal activities of life in their surroundings that are: safe, secure and sanitary; free from noise nuisances or annoyances; and free from conditions that endanger the health or safety of persons, and the security of property.

Definitions.

(A) The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Apartment building means a multi-family building containing dwelling units in a stacked configuration, having common walls and floors/ceiling.

Applicant means the rental manager or residential rental property owner completing the registration form prescribed herein.

Dwelling unit means a single unit providing a living space delineated by partitions of any kind for one or more persons.

Multiple residential building means a building with any dwelling joined to another dwelling at one or more sides by a party wall or walls, including apartments, townhomes, twinhomes, duplexes or quadhomes.

Rental manager means a person who has been delegated by the residential rental property owner the day-to day charge, care or control of a residential rental property, and is able to respond in-person to issues related to the residential rental property.

Residential rental property means any building, or one or more portions thereof (assigned a unique property identification number), occupied or intended to be occupied for residential purposes by a residential tenant.

Residential rental property owner means any person or entity owning residential rental property within the City of Montrose.

Residential tenant means a person who does not own, but occupies a dwelling for residential purposes, for payment of a fee or other compensation to the owner, under a lease or contract, written or verbal.

Applicability; scope.

(A) This article applies to any dwelling, and any dwelling unit therein, that is a residential rental property as defined herein, including garages, storage buildings and appurtenances. This article does not apply to Minnesota Department of Health-licensed rest homes, convalescent care facilities, group homes and nursing homes; hotels, motels; or owner-occupied units.

Rental manager required.

(A) Each residential rental property owner shall appoint a rental manager upon whom the city may lawfully serve notices pertaining to the administration of this or any other article or chapter of the city code or state or federal law, service of which shall be as effective as if made upon such residential rental property owner.

(B) The residential rental property owner may serve as the rental manager, provided all requirements of a rental manager, prescribed within this article, have been met by the residential rental property owner.

Registration.

(A) All residential rental properties shall be registered with the city. The residential rental property owner or rental manager is responsible for completing this registration. Registration of each residential rental property shall be made on a separate form provided by the city, and shall include the following information:

- (1) The name, address and telephone number of the residential rental property owner and rental manager(s);
- (2) The name, address and telephone number of the rental manager or residential rental property owner completing the registration form;
- (3) The address of the residential rental property. In the case of an apartment building, the applicant shall provide the address and name for the building, as well as, the number of dwelling units contained therein;
- (4) Acknowledgement of the City's property maintenance requirements and agreement to maintain the residential rental property in compliance with all applicable standards;
- (5) Waiver agreeing to allow the City to inspect the residential rental property should the City determine that a violation of the property maintenance requirements exists on the property;

- (6) Whether or not the residential rental property owner or rental manager conducts a criminal background check on each and every rental tenant;
- (7) Whether a written lease exists for the residential rental property and each unit dwelling thereon; and
- (8) Whether a written lease addendum commonly known as a "Drug Free/Crime Free Lease Addendum" exists for each and every written lease.

(B) Upon completion of the registration form, the city shall issue to the registrant a certificate of registration as proof of the registration. Certificates of registration shall be non-transferrable and state the following: date of issuance; address of the residential rental property; name, if an apartment building, of the residential rental property owner; name(s) of the rental manager(s); and number of dwelling units located within the residential rental property. In the event of a transfer of ownership, change in rental manager, change in the number of rental units, or change in dwelling occupancy from owner occupancy to rental tenant occupancy, the residential rental property owner or rental manager shall complete and submit a new registration form for each and every affected residential rental property within 30 days. The rental manager or residential rental property owner shall maintain and have readily available a current list of the tenants in each multiple residential building owned and/or managed by them.

(C) A residential rental property owner owning residential rental property at the time of the adoption of this article shall have 180 days from its effective date to voluntarily comply with the registration provision contained herein.

SECTION 2. This ordinance shall take effect and be in force immediately after its passage and publication in accordance with applicable law.

Dated the 10 day of July, 2017.



Michelle Otto, Mayor

ATTEST:



Margaret McCallum, City Clerk - Treasurer