



CITY COUNCIL AGENDA REGULAR MEETING

**Monday, June 14, 2021
7:00 P.M.**

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

Montrose Community Center
200 Center Avenue South
Montrose, Minnesota 55363

1. CALL TO ORDER

2. ROLL CALL

3. INVOCATION

A. Pastor Paul Baker – Montrose Methodist Church

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA

6. APPROVAL OF CONSENT AGENDA

A. Minutes

1. May 10, 2021 Regular City Council Meeting – prepared by J. Bonniwell

B. Accounts Payable

1. City, June 14, 2021 – prepared by W. Manson
2. Fire Department, June 14, 2021 – prepared by W. Manson

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

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

7. PUBLIC HEARING

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

1. Resolution 2021-15 – Resolution Adopting a Street Reconstruction Plan and Approving the Issuance of General Obligation Street Reconstruction Bonds
2. Resolution 2021-16 – Resolution Approving the Issuance of General Obligation Bonds, Series 2021A

8. REQUEST FOR COUNCIL ACTION

A. Mr. Peter Losch from 905 Patriot Circle

9. OPEN FORUM

10. WRIGHT COUNTY SHERIFF'S OFFICE

A. May, 2021 Monthly Report and Hours Report

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

A. City Council

1. Monthly Activity Report

B. Montrose Fire Department

1. 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.

C. Park and Recreation Commission

1. June 3, 2021 Park and Recreation Commission Meeting Minutes
2. Summer Splash Spending Authority
3. Soccer Nets at Regional Park

D. Planning and Zoning Commission

1. Commission Member Application Consideration for Ms. Catherine Neiberger
2. Updates for July 12, 2021 Meeting (Minutes from June 9, 2021 Planning and Zoning Meeting will be included with the July 12, 2021 Packet due to timing of meeting)

E. City Engineer

1. Resolution 2021-17 – Resolution Approving Plans and Specifications and Ordering Advertisement for Bids
2. Updates from City Engineer

F. Public Works Department

1. Purchase of Handheld Tablet to read existing water meters from Metering and Technology Solutions \$7,600.00
2. Promotion of Ryan Eischens from Operator I to Operator II with wage increase
3. Seasonal Lawn Mowing
5. Updates

12. OLD BUSINESS

- A. CR Electric Accounts Payable Question from May 10, 2021 City Council Meeting Open Forum
- B. City Administrator Contract Attorney Authorization Question from May 10, 2021 City Council Meeting Open Forum

13. NEW BUSINESS

- A. Solicitor and Peddler Permits

14. UPCOMING MEETINGS

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

15. ACKNOWLEDGEMENTS

16. ADJOURNMENT

City of Montrose
 Regular City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, May 10, 2021
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, May 10, 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. Wayne McCormick, Public Works Department Director
 Mr. Kevin Triplett, Montrose Fire Department Chief and Emergency Management Director
 Mr. Sam Ketchum, City Attorney
 Mr. Jared Voge, City Engineer

3. INVOCATION

A. Pastor Cathy Jones – House of Grace

Pastor Cathy Jones 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 May 10, 2021 Regular City Council Meeting Agenda with the correction under 9. A. "April, 2021 Monthly Report and Hours Report". Council Member Solarz seconded the motion. Motion carried 5-0.

6. APPROVAL OF THE CONSENT AGENDA

A. Minutes

1. Accepted the minutes of the April 12, 2021 Regular City Council Meeting.
2. Accepted the minutes of the April 12, 2021 City Council Workshop
2. Accepted the minutes of the May 6, 2021 Special City Council Meeting.

B. Accounts Payable

1. Approved the May 10, 2021 Accounts Payable for the City of Montrose.
2. Approved the May 10, 2021 Accounts Payable for the Montrose Fire Department.
- C. Approved the Monthly Utility Adjustments, April, 2021.
- D. Approved the May 10, 2021 Personnel Policy Update.
- E. Approved Resolution 2021-14 – Resolution Opting to Participate in the Wright County Economic Development Authority.

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

7. OPEN FORUM

- Michelle Otto from 205 Garfield Ave North – Questions about Accounts Payable: Total expense of lights at Northridge Park and would like to know who authorized a private attorney to write and execute the contract for City Administrator. Staff and Council will look into this and provide an answer at the June 14, 2021 City Council Meeting.
- April Herzog – 4671 County Road 12: Questioned why the soccer nets were placed at Regional Park instead of another park with more shade. Mr. McCormick stated the Regional Park is where the nets will be this year.
- Duane Isle – 517 2nd St South: Requested an answer for Michelle Otto's question. Staff will look into these questions and provide an answer at the June 14, 2021 City Council Meeting.

8. 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. Before the May 10th meeting, restoration to his property had begun, but had not been finished and he was concerned about the ruts and uneven ground on the backside of his property. The Council agreed that the City would complete restoration of his property as soon as possible. Mr. Losch also requested that, going forward, the City notify residents by letter, when possible, if the City needs to access the property owner's easement in order to work on City utility lines. The Council also agreed this process would be followed going forward whenever possible.

9. WRIGHT COUNTY SHERIFF'S OFFICE

A. April, 2021 Monthly Report and Hours Report

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

Council Member Solarz asked the Deputy how often rounds are done in Forest Creek as there have been some vehicle thefts lately. Mr. Ellis stated they do rounds regularly out there, but would make sure they go there a few extra times after dark.

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

A. City Council

1. Monthly Activity Report

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

B. Montrose Fire Department

1. April, 2021 Activity Report

Mr. Triplett gave an overview of the April, 2021 Activity Report. Mr. Triplett acknowledged Craft Pattern for allowing the Fire Department to use their facility for training purposes. Mr. Triplett also acknowledged LP Gas Supply for supplying a training event with propane.

2. DNR Equipment Grant Application – Approval for \$5,000 matching grant

Mayor Moynagh motioned to approve the Fire Department to apply for the \$5,000 matching DNR Equipment Grant. Council Member Paradeise seconded. Motion carried 5-0.

C. Emergency Management

1. Updates – no new updates

D. Economic Development Authority

1. April 20, 2021 ZOOM Meeting Minutes

Council Member Marszalek gave an overview of the items discussed at the April 20, 2021 ZOOM Meeting.

E. Employee Development and Personnel Committee

1. City Administrator 90-Day Review

Ms. Bonniwell stated that the Personnel and Employee Development Committee met on April 23, 2021 to conduct a 90-Day Review for the City Administrator position. Mayor Moynagh and Council Member Marszalek agreed that the first 90-Days have gone very well, and proposed goals for the remainder of the year are in line with City goals overall. They recommended to approve the review and increase in salary for the City Administrator position. Salary increase will be from \$82,500 to \$85,000 until next review by December 31, 2021.

Mayor Moynagh motioned to approve the City Administrator's 90-Day Review and salary increase to \$85,000 effective April 25, 2021. Motion seconded by Council Member Marszalek. Motion carried 5-0.

2. Deputy Treasurer – Job Description Approval

Ms. Bonniwell stated that in order to set the City up for future success once the current City Clerk/Treasurer retires, staff is recommending hiring a Deputy Treasurer to train with her until that time. With the City Clerk/Treasurer's retirement on the horizon in the next year or so, staff would like to get someone in to start training since many of the City Clerk/Treasurer duties only happen once a year, or in the case of elections, once every two years. The City Clerk/Treasurer duties are highly specific and she will need to be the one to train someone to take over once she retires.

The candidate, Michael Sommerfeld, was one of the applicants from the Deputy Clerk formal job posting and interview process that was done back in February. This particular candidate stood out as someone that would be perfect to train under the City Clerk/Treasurer because of his background in Accounting and Business Administration. During the interview process, Mr. Sommerfeld was one of the top candidates for consideration. Please see below for a summary of the application process for the similar Deputy Clerk position:

The Deputy Clerk position was posted to the public on February 9, 2021 with a deadline for application submissions of Friday, February 19, 2021. All 25 applications received through February 19, 2021 were reviewed and scored by February 23, 2021. Ms. Bonniwell and Ms. Boelter then compiled all scores into a spreadsheet and the cut-off for interviews was at an average of 50 points per applicant. As a result, eight (8) people were offered interview opportunities, and interviews were scheduled for March 3, 2021. The application review board and interview board consisted of Ms. Bonniwell, Ms. Boelter, Ms. Manson, and Mr. McCormick from staff and Mr. Marszalek and Mr. Solarz from the City Council. With staff not hiring an administrative assistant, this position will pick up some of those duties along with code enforcement, planning and zoning and community center management along with learning all of the finance. This would be a somewhat temporary position until the current City Clerk/Treasurer retires and then Mr. Sommerfeld would be moved into that position and the City would not re-hire for this position. This position has been approved by the 49 Union and they are working on drafting a Memorandum of Understanding to include this position in the Union. Staff has also reviewed the hiring process for the Deputy Treasurer position with the City Attorney and the process has been approved and validated by Ms. Tietjen.

In order to fully accommodate this position, the current City Clerk/Treasurer will be cutting her hours back to 30 once Mr. Sommerfeld starts in order to counteract the impact on the budget.

Ms. Bonniwell also stated that the proposed starting wage for Mr. Sommerfeld would be \$32.00 with a cap of \$38.00.

With not hiring an administrative assistant, the City has an excess \$27,305.87 (\$30,420 budgeted for position less \$3,114.13 which was paid out to the previous administrative assistant for accrued vacation upon her departure). In calculating the impact on the budget with Ms. Manson cutting her hours and bringing Mr. Sommerfeld on starting May 17th, we would be over budget by \$2,958.23 for the year. If he were to start June 1st, we would be over budget by \$398.23.

Mayor Moynagh motioned to approve the hiring of Mr. Michael Sommerfeld starting at \$32.00 per hour to start on May 17, 2021. Seconded by Council Member Marszalek. Motion carried 5-0.

F. Park and Recreation Commission

1. Resignation of Ms. Sue Saman

Council Member Andreoff motioned to accept the resignation of Ms. Sue Saman from Park and Recreation effective immediately. Council Member Marszalek seconded the motion. Motion carried 5-0.

2. Updates

Ms. Bonniwell gave a brief update of the items discussed at the May 6, 2021 Special City Council meeting with Park and Recreation. Some progress was made with updating the Park and Trail Plan and recommendations for parks were made by Commission Members. The Park and Recreation meeting schedule was also discussed, and the next Park and Recreation meeting will be held on June 3, 2021.

D. Planning and Zoning Commission

1. April 14, 2021 Planning and Zoning Commission Meeting Minutes

Ms. Bonniwell informed the Council that the April 14, 2021 Planning and Zoning Commission Meeting was called to order and cancelled due to lack of quorum.

2. Updates

Ms. Bonniwell stated that the developers from the Ouverson 2nd Addition have submitted their application and materials and the engineer and planner are currently reviewing those documents with the hope to be able to have a Public Hearing at the June 9, 2021 Planning and Zoning meeting, and go for final approval at the June 14, 2021 City Council meeting.

City Engineer

1. Quiet Zone Study Discussion

Mr. Voge stated that quiet zones are locations along a railroad where trains do not regularly blow a train horn at roadway crossings. Quiet zones are regulated by rules of the Federal Railroad Administration (FRA). In 2009, a Quiet Zone Feasibility Study was completed for the City of Montrose. The study considered the crossings at Clementa Ave. and Buffalo Ave. (CSAH 12) for a proposed quiet zone. The study concluded that in order to meet quiet zone requirements, a center median with curb and gutter would need to be constructed in the center of Buffalo Ave. near the railroad crossing. Additionally, the study recommended a similar median be installed on Clementa Ave. Upon review and consideration of the required improvements, the City Council decided to not proceed with a quiet zone in 2009.

The criteria for establishment of a quiet zone is based on risk indexes which constantly change based upon a number of factors such as number of trains, speed of trains, number of vehicles, crash data, etc. Therefore, if the City Council would like to consider implementation of a quiet zone at this time, updated calculations and analysis would be required and the feasibility report would need to be updated to determine required improvements and associated estimated costs.

Clementa Ave. is scheduled for a bituminous overlay in 2023 and Wright County has a pavement project planned for Buffalo Ave. (CSAH 12) between Buffalo and Montrose in 2025. If the City Council would like to pursue a quiet zone within the City of Montrose in the near-term or mid-term future, it is likely that medians would be required at both locations and constructing medians concurrently with these projects would minimize costs and disruption for the City of Montrose.

If the City Council would like to proceed with planning for a future quiet zone, we recommend the City Council authorize updating the Railroad Quiet Zone Feasibility Report, including meetings and discussions with appropriate agencies.

The City Council decided to table this discussion for the June 14, 2021 City Council meeting and requested the engineers let the Council review the report from 2009 and see if this is something the City would like to move forward with and have a new feasibility report completed.

E. Public Works Department

1. Updates

Mr. McCormick stated that the monitor at the compost site is going well and has prevented many illegal items from being dumped. Mr. McCormick is getting summer maintenance workers lined up to start by early June. Mr. McCormick also stated that work on the Forest Creek park has begun and public works will hopefully be able to get the playground set up once the already laid cement base cures for two weeks.

11. NO OLD BUSINESS.

12. NEW BUSINESS

A. Trail Repair at Forest Creek

Council Member Solarz submitted photos of the trail at Forest Creek that is very damaged and needs repairs. Mr. McCormick stated that there are several trails in town that need repairs done. Mr. McCormick is going to get some quotes for those repairs to be completed so all trails can be fixed at the same time.

B. State Bonding Bill Discussion

Mayor Moynagh stated that he had been in touch with the state legislative staff to try to get some funding opportunities to pay for a water filtration plant. The bonding bill would be for \$5 million dollars and would

be introduced at the current 2021 session so that we could be included in tours later this year. The City will need to complete the Minnesota Management and Budget (MMB) application and agree to go forward with the bonding bill in order to be considered. Mayor Moynagh stated that Senator Anderson informed staff that the bond would not necessarily need to be picked up right away and could potentially be held by the state until a time when the City can afford not only the bond payments, but the additional funds to complete the \$8 - \$10 million water filtration plant. Bolton and Menk will work on submitting the MMB application, calculate a more accurate cost estimate, and get some plans drawn up for the water filtration plant.

Mayor Moynagh motioned to approve allowing Senator Anderson's staff to submit the \$5 million bonding bill to the 2021 State Legislative Session. Council Member Paradeise seconded. Motion carried 5-0.

13. UPCOMING MEETINGS

- A. Planning and Zoning Commission Meeting – Wednesday, May 12, 2021 at 7:00 p.m. in the Montrose Community Center
- B. Economic Development Authority Meeting – CANCELLED
- A. Park and Recreation Meeting/City Council Meeting – Thursday June 3, 2021 at 5:30 p.m. in the Montrose City Hall.
- B. Regular City Council Meeting – Monday, June 14, 2021 at 7:00 p.m. in the Montrose Community Center.

14. ACKNOWLEDGEMENTS

- Council Member Paradeise acknowledged Mother's Day on Sunday, May 9th.
- Mayor Moynagh acknowledged the City Administrator for personally delivering packets on Friday, May 7th.
- Council Member Marszalek acknowledged all of the City employees that participated in the annual Clean Up Day which was held on May 1, 2021.

15. CLOSED SESSION

Mayor Moynagh motioned to close the meeting pursuant to Minnesota Statutes, Section 13D.05, Subdivision 3(c)(3) to discuss and develop offer for the purchase of property located at Parcel Identification Numbers 112-010-002020 and 112-010-002011 within the City. Council Member Marszalek seconded the motion. Motion carried 5-0.

Council Members Present:

- Mayor Moynagh
- Council Member Marszalek
- Council Member Solarz
- Council Member Andreoff
- Council Member Paradeise

City Staff Present:

- Jessica Bonniwell, City Administrator
- Wayne McCormick, Public Works Director
- Jared Voge, City Engineer
- Sam Ketchum, City Attorney

By general consensus, the City Council agreed to allow staff to notify the resident and pursue the purchase of property in order to complete the 2021-2022 Downtown Improvement Project.

Mayor Moynagh motioned to re-open the meeting. Council Member Solarz seconded. Motion carried 5-0.

16. ADJOURNMENT

Mayor Moynagh motioned to the adjourn the Regular City Council Meeting at 8:55 p.m. Council Member Andreoff 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

JUNE 14 2021

Payroll	5/17/21 Payroll	13994.27
Payroll	6/1/21 Payroll	15185.67
IRS-Federal Tax Payment	5/17/21 FED/FICA Tax	5091.70
IRS-Federal Tax Payment	6/1/21 FED/FICA Tax	5168.60
MN Dept. of Revenue	5/17/21 State Withholding	944.76
MN Dept. of Revenue	6/1/21 State Withholding	966.73
PERA	5/17/21 Payroll	2872.73
PERA	6/1/21 Payroll	3049.50
*Ameritas Life Ins.	Employee Optical Ins	58.20
MN Dept of Revenue	Apr. Sales Tax	80.00
Payment Service Network	May PSN/ACH Fees	1227.25
*AFSCME #65	May Union Dues	115.40
Aramark	Uniforms/Floor Mats	369.40
*Bolton & Menk	Engineering Services	157824.50
Campbell, Kuntson	Legal Services	82.00
Cardmember Services	RM Lift Station	508.42
Cardmember Services	City Hall Zoom Mtg Acct.	166.38
*Citizens State Bank	May H.S.A. Deposit	2450.00
*Delta Dental	June Dental Ins.	1002.55
Hawkins	WWTP Chemicals	4781.57
Health Partners	June Health Ins.	12505.76
*IUOE Local #49	May Union Dues	140.00
Jake's Excavating	Forest Creek Park	36189.00
Kennedy & Graven	Legal Services	2750.00
LMCIT	2021-22 Workers' Comp	25083.00
LMCIT	2021-22 Municipal Ins	49301.00
Lincoln Nat'l Life Ins.	June Life Ins.	147.29
*Madison Nat'l Life	June Disability Ins.	324.93
Marco Tech.	Printer Mtce Agreement	68.51
MVTL Labs	Water Testing	49.85
MVTL Labs	WWTP Testing	393.42
NEC Cloud Comm.	Telephone Service	189.45
Paumen Computer Services	Community Center Internet	140.00
Paumen Computer Services	Computer Repairs	315.00
Paumen Computer Services	Monthly IT/Backup	360.00
Quality Flow Systems	WWTP Sludge Tank Repairs	1710.00
Quill Corp	City Hall paper Folder	1116.99
Randy's Enviro Services	Clean Up Day	4056.40
Surplus Warehouse	Clean Up Day	2344.90
US Internet	Email Host	129.35
Vessco	WWTP Repairs	570.63
Wex Bank	Gas Charges	551.69

June 14, 2021

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Windstream	Telephone Charges	117.50
Wright-Hennepin CO-OP	Electric Services	248.17
Xcel Energy	Electric & Gas Charges	2514.64

ACCOUNTS PAYABLE SUBTOTAL	357257.11
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Adam's Pest Control	City Hall Pest Control	80.53
Aramark	Uniforms/Rugs	255.87
Badger Meter	May Hosting Fee	97.06
*Bolton & Menk	Engineering Services	46375.00
Carlson's Greenhouse	Hwy 12 Planters	279.10
Centra Sota	Diesel Fuel	847.20
*Colonial Life Ins.	May Employee Ins.	74.52
Comcast	Internet Service	543.09
Isaiah Davidson	Utility Overpayment	91.37
Econo Signs	Park/Trail Signs	1416.62
EPA Audio Visual	Additional Mics-Sound System	4304.00
Skip Gillstrom	Utility Overpayment	86.67
Gopher State-One Call	Water/Sewer Locates	124.20
Danyelle Hansen	Utility Overpayment	75.32
Edwin Hillukka	Utility Overpayment	80.50
Hydro Klean	Lift Station Cleaning	3138.75
Dennis Isaacs	CUP Escrow Refund	3921.28
Marie Jenson	Janitorial Services	460.00
Timothy Johnson	Utility Overpayment	52.14
Caitlyn Jones	Utility Overpayment	41.34
Steve Jordan	Utility Overpayment	91.00
LGI Homes	Utility Overpayment	2206.18
Menards	WWTP/City Hall Supplies	140.77
*Metro West Inspect.	Bldg. Permits/Inspect.	963.37
Midwest Machinery	Lawnmower Rollover	9000.00
Mill Pond	Storm Water Repairs	264.00
Mini Biff	Park Biffs	358.02
MN Dept. of Health	2 nd Qtr. Water Connect. Fee	3005.00
MN Pollution Control	Eischens WW License	45.00
MVTL Labs	WWTP Testing	413.48
MCFOA	2021-22 Membership	100.00
*NW Assoc. Consultants	Planners Services	1074.93
Quill Corp.	City Hall Supplies	267.62
Timothy Schoen	Utility Overpayment	116.74
Schwicker's	Wellhouse/WWTP Roof Mtce.	570.00
Tim Solien	Utility Overpayment	81.63
Stephanie Stewart	Utility Overpayment	118.71
Team Lab	WWTP Weed Killer	3257.36
US Internet	Email Hosting	139.30
USA BlueBook	Water Supplies	76.85
U.C. Laboratory	WWTP Testing	86.00
Verizon	Cellphones	377.49

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WakeSun, LLC	Solar Energy	8088.72
Wex Bank	Gas Charges	546.03
Windstream	Telephone Charges	117.50
Wright Cty Finance Dept	2021 Assessment Contract	25804.00
Wright Cty Finance Dept	June Patrol Services	24865.63
Wright Cty Jrnl Press	Seasonal Ad	128.40
Wright Cty Jrnl Press	Legal Notices	1389.00
Xcel Energy	Electric/Gas Charges	2815.68

TOTAL ACCOUNTS PAYABLE	506110.08
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MOYNAGH

BONNIWELL

MARSZALEK

ANDREOFF

SOLARZ

PARADEISE

* Appendix

Payments received to offset checks written

Payroll Deduction	May Optical Ins.	58.20
Payroll Deduction	AFSCME #65 May Union Dues	115.40
Payroll Deduction	May H.S.A. Deposit	1250.00
Payroll Deduction	IUOE #49 May Union Dues	140.00
Payroll Deduction	June Disability Ins	324.93
Payroll Deduction	May EE Insurance	74.52
Building Permits	Metro West	963.37
Developer Expense	NW Assoc Consultants	255.00
Developer Expense	Bolton & Menk	5416.50
COBRA Reimbursement	Delta Dental	270.00
Developer Expense	Bolton & Menk	1782.50

FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

JUNE 14, 2021

Adam's Pest Control	Station Pest Control	149.25
Bound Tree Medical	Medical Supplies	167.90
Cardmember Services	Small Engine Fuel	167.01
Equipment Mgmt. Co.	Extrication Equip Mtce	1505.00
LMCIT	2021-22 Workers' Comp	9280.00
LMCIT	2021-22 Municipal Ins.	4945.00
M&M Express Sales	Chain Saw Oil/Fuel	33.62
Menards	Station Mtce.	45.67
MN Fire Service Cert.	FFI Certification	480.00
Municipal Emerg Services	Hose Gaskets	132.66
SYNCB/Amazon	Station/Office Supplies	198.96
Wex Bank	Gas Charges	279.62
Bound Tree	Medical Supplies	167.90
Comcast	Internet Service	97.85
Customized Fire Training	Officer I Training	1500.00
Customized Fire Training	FFI Training	5480.00
MN Computer Systems	Copier Mtce Agreement	147.00
Municipal Emerg Services	FF Equipment	742.91
Schwicker's	FD Roof Inspection	550.00
Verizon	FD I-Pad	40.01
Wex Bank	Gas Charges	224.21

TOTAL ACCOUNTS PAYABLE	26334.57
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MOYNAGH
BONNIWELL
MARSZALEK

ANDREOFF
SOLARZ
PARADEISE

CITY OF MONTROSE

Monthly Adjustments

06/01/21 1:26 PM

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Account	Tran Type	Charge Name	Charge Type	Amount	Date
01-00001550-00-	Adjustment	Hang Disconnect N	Service	\$25.00	5/11/2021
01-00002696-00-	Adjustment	Storm Water	Service	\$0.15	5/5/2021
01-00002696-00-	Adjustment	Recycle-60	Service	\$0.03	5/5/2021
01-00002696-00-	Adjustment	WWTP	Service	\$0.34	5/5/2021
01-00002696-00-	Adjustment	Sewer Collection	Service	\$0.32	5/5/2021
01-00002696-00-	Adjustment	Garbage- 30 GAL	Service	\$0.15	5/5/2021
01-00002696-00-	Adjustment	R Water	Service	(\$0.36)	5/5/2021
01-00002696-00-	Adjustment	Garbage- 30 GAL	Service	(\$0.15)	5/5/2021
01-00002696-00-	Adjustment	Sewer Collection	Service	(\$0.32)	5/5/2021
01-00002696-00-	Adjustment	WWTP	Service	(\$0.34)	5/5/2021
01-00002696-00-	Adjustment	Recycle-60	Service	(\$0.03)	5/5/2021
01-00002696-00-	Adjustment	Storm Water	Service	(\$0.15)	5/5/2021
01-00002696-00-	Adjustment	Storm Water	Service	\$0.07	5/5/2021
00-00001256-00-	Adjustment	Hang Disconnect N	Service	\$25.00	5/11/2021
00-00001548-00-	Adjustment		UR	(\$91.37)	5/20/2021
01-00001685-00-	Adjustment	Hang Disconnect N	Service	\$25.00	5/11/2021
01-00002539-00-	Adjustment	Hang Disconnect N	Service	\$25.00	5/11/2021
01-00002570-00-	Adjustment	Hang Disconnect N	Service	\$25.00	5/11/2021
01-00003118-00-	Adjustment	Hang Disconnect N	Service	\$25.00	5/11/2021
01-00003118-00-	Adjustment	Hang Disconnect N	Service	\$25.00	5/11/2021
01-00002539-00-	Adjustment	Hang Disconnect N	Service	\$25.00	5/17/2021
00-00001984-00-	Adjustment		UR	(\$91.00)	5/20/2021
00-00001004-01-	Adjustment		UR	(\$52.14)	5/20/2021
00-00001922-01-	Adjustment		UR	(\$81.63)	5/20/2021
00-00002584-00-	Adjustment		UR	(\$5.87)	5/20/2021
00-00006009-00-	Adjustment		UR	(\$355.82)	5/20/2021
01-00001202-00-	Adjustment	Hang Disconnect N	Service	\$25.00	5/11/2021
				(\$453.12)	

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

**Memorandum of Understanding
Between
The City of Montrose
And
The International Union of Operating Engineers, Local 49**

WHEREAS, the City of Montrose ("City") and the International Union of Operating Engineers, Local 49 ("Union") are parties to a Collective Bargaining Agreement ("Agreement") in effect from January 1, 2021 through December 31, 2023; and

WHEREAS, this Memorandum of Understanding ("MOU") is intended to address the job classification of Deputy Treasurer; and

WHEREAS, the Union and City wish to include and recognize the job classification of Deputy Treasurer in the established and recognized Union bargaining unit covered by all terms and conditions of the Agreement, unless modified by this MOU; and

WHEREAS, this MOU will be effective May 10, 2021.

NOW, THEREFORE BE IT RESOLVED AND STIPULATED that the parties mutually agree as follows:

1. The job classification of Deputy Treasurer will be included in the recognized bargaining unit of the Agreement;
2. The Deputy Treasurer wage range will be a minimum of \$32.00 to a maximum of \$38.00;
3. During contract negotiations the City and Union agree to incorporate all applicable provisions of this MOU into the Agreement;
4. All other terms and conditions of the Agreement will apply to the Deputy Treasurer classification.

IN WITNESS WHEREOF, the parties have executed this MOU on _____, 2021.

Christopher J. Chantry
Area Business Representative
International Union of Operating Engineers, Local 49

Robert W. Moynagh III
Mayor
City of Montrose

PROPOSED
CITY OF MONTROSE, MN
2021 to 2025 STREET RECONSTRUCTION PLAN

Public Hearing: June 14, 2021

Adopted: _____, 2021

Resolution No. 2021-15

City of Montrose, MN
2021-2025 Street Reconstruction Plan

Introduction

The City of Montrose (the “City”) historically has conducted street maintenance and reconstruction as part of its annual operational budget or as part of a street improvement capital improvement project. The City finds that it does not have the resources for reconstructing streets as quickly as required, due to increased need for major reconstruction projects.

Due to this fact, the City has decided to finance a portion of its street reconstruction through the issuance of General Obligation Street Reconstruction Bonds pursuant to Minnesota Statutes, Section 475.58, Subd. 3b (the “Act”) (the “Bonds”).

Statutory Authority and Requirements

The Act authorizes Minnesota cities to adopt a Street Reconstruction Plan. The Plan must cover at least a five-year period and set forth the streets to be reconstructed, the estimated costs, and any planned reconstruction of other streets in the municipality over the next five years.

The Bonds can be used to finance the reconstruction and bituminous overlay of existing city streets. Eligible improvements may include turn lanes and other improvements having a substantial public safety function, realignments, other modifications to intersect with state and county roads, and the local share of state and county road projects. Except in the case of turn lanes, safety improvements, realignments, intersection modifications, and the local share of state and county road projects, street reconstruction does not include the portion of project cost allocable to widening a street or adding curbs and gutters where none previously existed. The Bonds are subject to the debt limit.

The Act sets forth specific requirements for the issuance of street reconstruction bonds by a city, which are as follows:

- The projects financed under this authority must be described in a street reconstruction plan, as described above.
- The city must publish notice of and hold a public hearing on the proposed plan and the related issuance of bonds. The notice must be published at least ten days but not more than 28 days prior to the hearing date.
- The plan and the issuance of bonds must be approved by a vote of two-thirds of the members of the governing body present at the meeting following the public hearing.
- The issuance of bonds is subject to a reverse referendum. An election is required if voters equal to 5% of the votes cast in the last municipal general election file a petition with the city clerk within 30 days of the public hearing. If the city decides not to undertake an

election, it may not propose the issuance of street reconstruction bonds for the same purpose and in the same amount for a period of 365 days from the date of receipt of the petition. If the question of issuing the bonds is submitted and not approved by the voters, the provisions of section 475.58, subdivision 1a, shall apply (no resubmission for same purpose/amount for 180 days).

History and Existing Street Reconstruction Bonds

At the time of the approval of this Street Reconstruction Plan, the City has the following outstanding Street Reconstruction Bonds issued under the Act.

<u>Series</u>	<u>Original Par</u>	<u>Outstanding as of June 1, 2021</u>
G.O. 2017A Bonds	\$366,000	\$219,000

Net Debt Limits

Minnesota Statutes Section 475.53, Subd. 1, states that no municipality, except a school district or a city of the first class, shall incur or be subject to a net debt in excess of 3% percent of the market value of taxable property in the municipality.

Bonds issued under the authority granted by this Plan and the Act are subject to the net debt limit restriction described above. The City has the following net debt capacity.

Computation of Legal Debt Margin:

2020/2021 Estimated Market Value	\$ 275,111,700
Multiplied by 3%	<u>x .03</u>
Statutory Debt Limit	<u>\$ 8,253,351</u>
<i>Less outstanding debt applicable to debt limit:</i>	
\$366,000 G.O. Street Reconstruction Bonds, Series 2017A	\$ 219,000
Legal debt margin as of June 2, 2021	<u>\$8,034,351</u>
<i>Less planned new debt issuance in Year 2021 applicable to debt limit:</i>	
\$5,505,000 General Obligation Bonds, Series 2021A (Portion of the Series 2021A Related to Street Reconstruction, including new money and refunding of Series 2012B)	5,505,000
Total Debt applicable to Statutory Debt Limit (including outstanding debt applicable to debt limit and planned 2021A debt issuance applicable to debt limit)	<u>\$5,724,000</u>
Legal debt margin*	<u>\$ 2,529,351</u>

***Notes to calculation of Legal Debt Margin:**

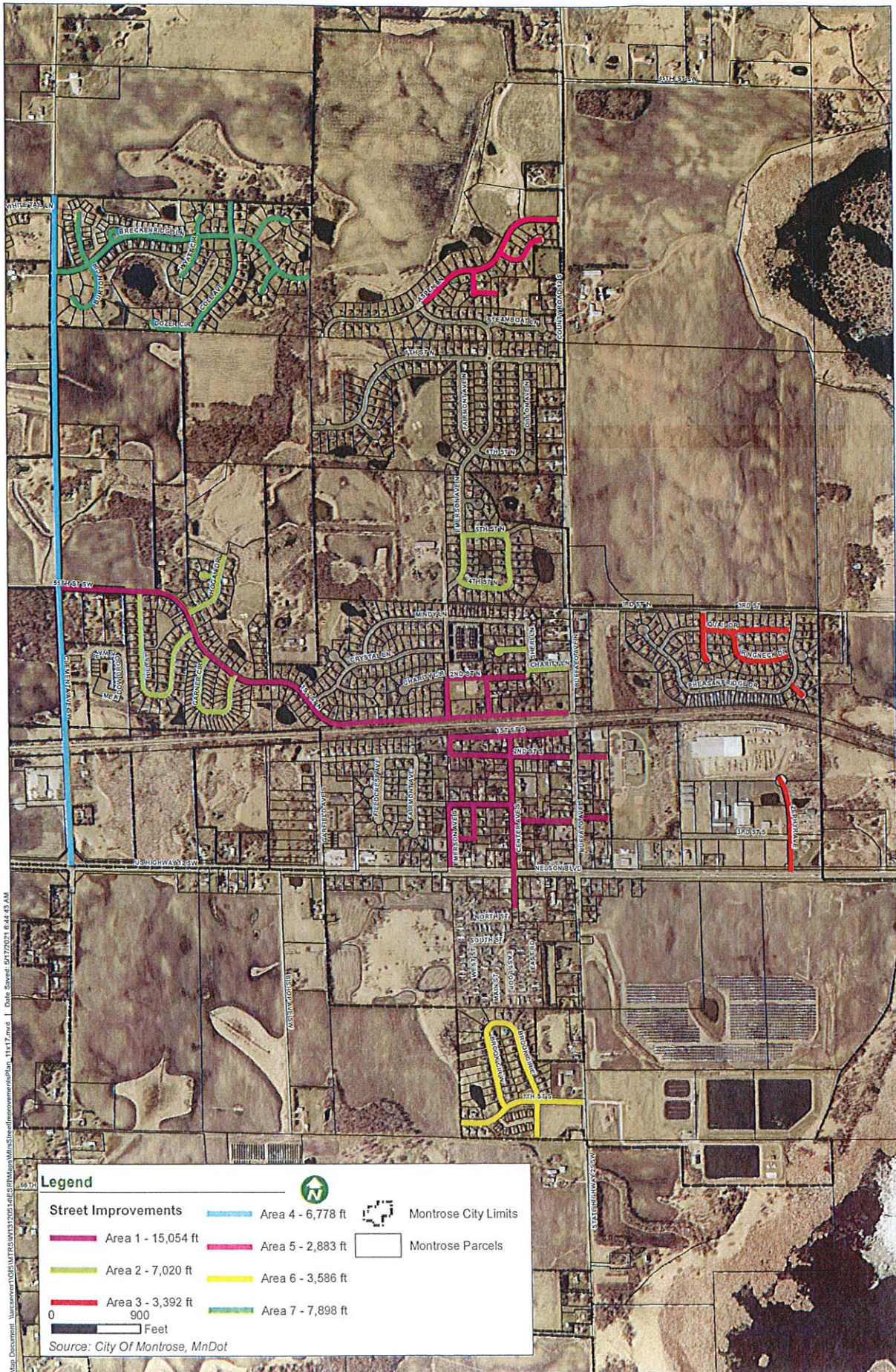
- The City may issue up to a maximum of \$6,500,000 in General Obligation Street Reconstruction Bonds between years 2021 and 2025 to finance street reconstruction, as detailed by year and estimated cost in Exhibit A and by location in the attached Map in Exhibit B. The proposed maximum not to exceed bond issuance is within the current City's Legal Debt Margin.
- The proposed par amount of the 2021A Bonds includes \$5,505,000 related to Street Reconstruction Bonds). This amount includes \$4,325,000 of bond proceeds to finance \$4,220,717 of street reconstruction costs plus cost of issuance of the bonds; and \$1,180,000 to refund the 2012B Bonds for interest savings.
- The refunding of the 2012B Bonds does not count against the maximum \$6,500,000 issuance of new General Obligation Street Reconstruction Bonds. If the City issues the 2021A Bonds, and the Portion of this issue related to new money for street reconstruction is issued in the amount of \$4,325,000, the City will have remaining authority to issue Street Reconstruction Bonds in the amount of \$2,175,000, which is within the calculated City's Legal Debt Margin of \$2,529,351.

Proposed Street Reconstruction and Cost Estimate

The City's Street Reconstruction Plan, as detailed in Exhibit A and shown on the Map in Exhibit B, includes all street reconstructions to be undertaken between years 2021 and 2025 to be financed through the issuance of the Bonds and other revenue sources. The City reserves the right to adjust the amount of annual spending between years, as long as the overall 2021-2025 Street Reconstruction Plan is not increased, and the issuance of new General Obligation Street Reconstruction Bonds does not exceed \$6,500,000 during the five-year period.

EXHIBIT A
City of Montrose, MN
Project Spending and
Bonding Authorized in 2021-2025 Street Reconstruction Plan

MONTROSE 2021-2025 STREET RECONSTRUCTION PLAN		Amounts in Plan
Year 2021		
Area 1		\$5,800,000
TOTAL		\$5,800,000
Year 2022		
Area 2		\$562,000
TOTAL		\$562,000
Year 2023		
Area 3		\$272,000
Area 4		\$543,000
TOTAL		\$815,000
Year 2024		
Area 5		\$231,000
Area 6		\$287,000
TOTAL		\$518,000
Year 2025		
Area 7		\$632,000
TOTAL		\$632,000
GRAND TOTAL (between 2021-2025)		\$8,327,000
Maximum Bonding Authorized (between 2021-2025)		\$6,500,000



EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE
CITY OF MONTROSE, MINNESOTA

HELD: June 14, 2021

Pursuant to due call, a regular or special meeting of the City Council of the City of Montrose, Wright County, Minnesota, was duly held at the Montrose Community Center on June 14, 2021, at 7:00 p.m., for the purpose, in part, of adopting a street reconstruction plan and authorizing issuance of street reconstruction bonds.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-15

RESOLUTION ADOPTING A STREET RECONSTRUCTION PLAN AND APPROVING
THE ISSUANCE OF GENERAL OBLIGATION STREET RECONSTRUCTION BONDS

WHEREAS, the City of Montrose, Minnesota (the "City"), has determined that it is in the best interest of the City to authorize the issuance and sale of general obligation street reconstruction bonds pursuant to Minnesota Statutes, Section 475.58, subdivision 3b, as amended (the "Act"), to finance the cost of street reconstruction projects, as described in the proposed street reconstruction plan described below, a copy of which is on file in the City Clerk/Treasurer's office; and

WHEREAS, pursuant to the Act, the City is authorized to issue and sell general obligation street reconstruction bonds for street reconstruction under the circumstances and within the limitations set forth in the Act. The Act provides that a street reconstruction plan may be financed with general obligation street reconstruction bonds, following adoption of a street reconstruction plan, after a public hearing on the street reconstruction plan and on the issuance of general obligation street reconstruction bonds and other proceedings conducted in accordance with the requirements of the Act; and

WHEREAS, pursuant to the Act, the City has prepared a five-year (2021 to 2025) street reconstruction plan (the "Street Reconstruction Plan"), which describes the streets to be reconstructed, the estimated costs and any planned reconstruction of other streets in the City, including the issuance of general obligation street reconstruction bonds under the Act, to determine the funding strategy for street reconstruction projects; and

WHEREAS, on June 14, 2021, the City Council held a public hearing on the adoption of the Street Reconstruction Plan and the issuance of not to exceed \$6,500,000 general obligation street reconstruction bonds (the "Bonds") under the Street Reconstruction Plan for street reconstruction improvements to those streets described in the Street Reconstruction Plan (the

"Street Reconstruction Projects") after publication of the notice of public hearing not less than 10 days nor more than 28 days prior to the date thereof in the City's official newspaper; and

WHEREAS, all parties who appeared at the public hearing were given an opportunity to express their views with respect to the proposal to adopt the Street Reconstruction Plan and to undertake and finance the Street Reconstruction Projects by the issuance of Bonds and any written comments submitted prior to the public hearing were considered.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Montrose, Minnesota, as follows:

1. City Policies and Goals. The financing of the Street Reconstruction Projects and the issuance and sale of the Bonds would further the policies and goals of the City as set forth in the Street Reconstruction Plan, hereby adopted by the City Council in connection with the issuance of the Bonds.

2. Public Hearing Notice. The City Council hereby ratifies the actions of the City Clerk/Treasurer in causing the publication of the Notice of Public Hearing to be published in the City's official newspaper as required by law; and

3. Adoption of Street Reconstruction Plan. Based on information received at the public hearing, such written comments (if any) and such other facts and circumstances as the City Council deems relevant, it is hereby found, determined and declared that:

- (a) the Street Reconstruction Projects proposed in the Street Reconstruction Plan will allow the City to upgrade its transportation infrastructure to accommodate anticipated and existing residential and commercial development; and
- (b) the Street Reconstruction Plan is hereby approved and adopted in the form presently on file with the City.

4. Authorization and Approval of Bonds. The City is hereby authorized to issue the Bonds, the proceeds of which will be used, together with any additional funds of the City which might be required, to finance certain costs of the Street Reconstruction Projects and to pay costs of issuance of the Bonds.

5. Execution of Documents. The Mayor and City Clerk/Treasurer are authorized and directed to execute such other documents and instruments as may be required to give effect to the transactions herein contemplated.

6. Voter Referendum Contingency. Pursuant to the Act, a petition requesting a vote on the question of issuing the Bonds, signed by voters equal to five percent of the votes cast in the last municipal general election, may be filed within thirty days of the public hearing. Upon receipt of such petition within the prescribed time period, the City may issue the Bonds only after obtaining the approval of a majority of the voters voting on the question of the issuance of the Bonds. The authorizations and approvals contained herein are subject to and contingent upon not receiving such a petition, or, in the event such a petition is filed, the approving vote of a majority of the voters voting on the question of the issuance of the Bonds.

Whereupon the resolution was declared duly passed and adopted on this 14th day of June, 2021.

	<u>Yes</u>	<u>No</u>
Moynagh		
Marszalek		
Andreoff		
Solarz		
Paradeise		

[Bonds must be approved by at least a two-thirds vote of the membership present.]

[Issuance of Bonds is subject to a 30-day reverse referendum after the public hearing.]

STATE OF MINNESOTA
COUNTY OF WRIGHT
CITY OF MONTROSE

I, the undersigned, being the duly qualified and acting City Clerk/Treasurer of the City of Montrose, Minnesota, do hereby certify that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council, duly called and held on the date therein indicated, insofar as such minutes relate to adopting a street reconstruction plan and the issuance of general obligation street reconstruction bonds.

WITNESS my hand on June 14, 2021.

City Clerk/Treasurer

Finance Plan

City of Montrose, Minnesota

\$9,960,000

General Obligation Bonds, Series 2021A

June 14, 2021



150 South 5th Street, Suite 3300

Minneapolis, MN 55402

612-851-5900 800-851-2920

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Executive Summary

The following is a summary of the recommended terms for the issuance of \$9,960,000 General Obligation Bonds, Series 2021A (the "Bonds" or "2021A Bonds"). Additional information on the proposed finance plan and issuing process can be found after the Executive Summary, in the Issue Overview and Attachment 3 – Related Considerations.

Purpose	Proceeds from the Bonds will be used to fund the City's 2021 Downtown Improvements, and to current refund the City's General Obligation Crossover Refunding Bonds, Series 2012B on September 14, 2021.									
Security	<p>The Bonds will be a general obligation of the City. The City will pledge for payment of the Bonds:</p> <ul style="list-style-type: none">• Property tax levies.• Net revenues of the City's Storm Water, Sanitary Sewer and Water utilities.									
Repayment Term	The Bonds will mature annually each February 1 in the years 2022 - 2042. Interest on the Bonds will be payable on February 1, 2022 and semiannually thereafter on each August 1 and February 1.									
2012B Refunding Summary	<table><tr><td>Estimated Savings:</td><td>Gross savings</td><td>\$29,368</td></tr><tr><td></td><td>Net Present Value</td><td>\$28,367</td></tr><tr><td></td><td>Net PV Percent</td><td>2.41%</td></tr></table> <p>Other Factors: No change in the debt structure is proposed.</p>	Estimated Savings:	Gross savings	\$29,368		Net Present Value	\$28,367		Net PV Percent	2.41%
Estimated Savings:	Gross savings	\$29,368								
	Net Present Value	\$28,367								
	Net PV Percent	2.41%								
Estimated Interest Rate	<table><tr><td>Average coupon:</td><td>1.52%</td></tr><tr><td>True interest cost (TIC):</td><td>1.67%</td></tr></table>	Average coupon:	1.52%	True interest cost (TIC):	1.67%					
Average coupon:	1.52%									
True interest cost (TIC):	1.67%									
Prepayment Option	Bonds maturing on and after February 1, 2030 will be subject to redemption on February 1, 2029 and any day thereafter at a price of par plus accrued interest.									
Rating	A rating will be requested from Standard and Poor's (S&P). The City's general obligation debt is currently rated "AA-" by S&P.									
Tax Status	The Bonds will be tax-exempt, bank qualified obligations.									
Risk Factors	There are certain risks associated with all debt. Risk factors related to the Bonds are discussed in Attachment 5.									
Type of Bond Sale	Negotiated Sale									
Pricing Date	Monday, August 9, 2021									
Council Consideration	Monday, August 9, 2021 @ 7:00 P.M.									

Issue Overview

Purpose

Proceeds from the Bonds will be used to fund the City's 2021 Downtown Improvements (the "New Money Portion"), and to current refund the City's General Obligation Crossover Refunding Bonds, Series 2012B (the "2012B Portion") on September 14, 2021. The Bonds have been sized based on City staff estimates on the New Money Portion (and County funding of \$700,000 for the project) and the outstanding principal and interest on the 2012B Portion. The table below contains the sources and uses of funds for the bond issue.

	Street Reconstruction	Storm Water	Sanitary Sewer	Water	2012B	Issue Summary
Sources Of Funds						
Par Amount of Bonds	\$4,325,000.00	\$540,000.00	\$960,000.00	\$2,955,000.00	\$1,180,000.00	\$9,960,000.00
County Funds	700,000.00	-	-	-	-	700,000.00
Total Sources	\$5,025,000.00	\$540,000.00	\$960,000.00	\$2,955,000.00	\$1,180,000.00	\$10,660,000.00
Uses Of Funds						
Total Underwriter's Discount (1.500%)	64,875.00	8,100.00	14,400.00	44,325.00	17,700.00	149,400.00
Costs of Issuance	15,958.18	1,992.47	3,542.18	10,903.25	4,353.92	36,750.00
Deposit to Capitalized Interest (CIF) Fund	21,219.78	-	-	-	-	21,219.78
Deposit to Project Construction Fund	4,920,717.00	527,683.00	944,587.00	2,900,000.00	-	9,292,987.00
Deposit to Current Refunding Fund	-	-	-	-	1,157,753.49	1,157,753.49
Rounding Amount	2,230.04	2,224.53	(2,529.18)	(228.25)	192.59	1,889.73
Total Uses	\$5,025,000.00	\$540,000.00	\$960,000.00	\$2,955,000.00	\$1,180,000.00	\$10,660,000.00

Authority

The Bonds will be issued pursuant to the authority of Minnesota Statutes, Chapters 444, 475.58, Subd. 3b, and 475.

Structure

The New Money portion of the Bonds has been structured to result in relatively level annual debt service payments over the 20-year life of the Bonds. The 2012B portion of the Bonds has been structured to result in relatively level annual debt service savings, which preserves the original structure of the 2012B Bonds.

The proposed structure for the bond issue and preliminary debt service and debt services savings projections are illustrated in Attachments 1 and 2.

Security and Source of Repayment

The Bonds will be general obligations of the City. The finance plan relies on the following assumptions for the revenues used to pay debt service, as provided by City staff:

- Utility Revenues. Net revenues of the City's storm water, sanitary sewer, and water utilities will be pledged for payment of the Bonds. The City will covenant to institute water, sanitary sewer, and storm water rates and charges that are sufficient to produce net revenues equal to at least 105% of the debt service requirements on the utility portions of the Bonds. In the event there is a deficiency in the amount of net revenues available for payment of that portion of the debt service, the City may levy taxes to cover the insufficiency, but only on a temporary basis until rates are adjusted.

Property Taxes. The remaining revenues needed to pay debt service on the Bonds are expected to come from property tax levies. The initial projections show an annual tax

levy, averaging \$265,833.75 annually on the New Money Street Reconstruction portion of the Bonds, is needed, which includes the statutory requirement of 105% of debt service. The initial tax levy will be made in 2021 for taxes payable in 2022. Given the timing of the initial revenue from the tax levy, capitalized interest will be included in the bond issue to cover the New Money Street Reconstruction Portion of the first interest payment due on February 1, 2022, before the first tax collections are received for the New Money Portion of the Bonds.

Plan Rationale

The Finance Plan recommended in this report is based on a variety of factors and information provided by the City related to the financed projects and City objectives, Northland's knowledge of the City and our experience in working with similar cities and projects. The issuance of General Obligation Bonds provides the best means of achieving the City's objectives and cost effective financing. The City has successfully issued and managed this type of debt for previous projects.

Issuing Process

The City has engaged Northland to act as underwriter for the Bonds pursuant to federal securities regulations. Northland will purchase the Bonds in an "arm's length" negotiated sale. The City has chosen this approach for a variety of reasons, including flexibility in timing, ability of the underwriter to explain the Bonds to investors and cultivate investor interest in the issue in advance of the sale, certainty of underwriting commitment and transparency of pricing process. The calendar of events for the issuing process can be found in Attachment 4.

Underwriter: Northland Securities, Inc., Minneapolis, Minnesota

Bond Counsel: Taft Stettinius & Hollister LLP, Minneapolis, Minnesota

Paying Agent: U.S. Bank, National Association, St. Paul, Minnesota

Attachment 1 – Preliminary Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
09/14/2021	-	-	-	-	-
02/01/2022	190,000.00	0.200%	45,077.76	235,077.76	235,077.76
08/01/2022	-	-	59,036.25	59,036.25	-
02/01/2023	595,000.00	0.250%	59,036.25	654,036.25	713,072.50
08/01/2023	-	-	58,292.50	58,292.50	-
02/01/2024	600,000.00	0.350%	58,292.50	658,292.50	716,585.00
08/01/2024	-	-	57,242.50	57,242.50	-
02/01/2025	605,000.00	0.500%	57,242.50	662,242.50	719,485.00
08/01/2025	-	-	55,730.00	55,730.00	-
02/01/2026	605,000.00	0.600%	55,730.00	660,730.00	716,460.00
08/01/2026	-	-	53,915.00	53,915.00	-
02/01/2027	605,000.00	0.750%	53,915.00	658,915.00	712,830.00
08/01/2027	-	-	51,646.25	51,646.25	-
02/01/2028	410,000.00	0.900%	51,646.25	461,646.25	513,292.50
08/01/2028	-	-	49,801.25	49,801.25	-
02/01/2029	415,000.00	1.000%	49,801.25	464,801.25	514,602.50
08/01/2029	-	-	47,726.25	47,726.25	-
02/01/2030	415,000.00	1.100%	47,726.25	462,726.25	510,452.50
08/01/2030	-	-	45,443.75	45,443.75	-
02/01/2031	420,000.00	1.200%	45,443.75	465,443.75	510,887.50
08/01/2031	-	-	42,923.75	42,923.75	-
02/01/2032	425,000.00	1.300%	42,923.75	467,923.75	510,847.50
08/01/2032	-	-	40,161.25	40,161.25	-
02/01/2033	430,000.00	1.400%	40,161.25	470,161.25	510,322.50
08/01/2033	-	-	37,151.25	37,151.25	-
02/01/2034	440,000.00	1.500%	37,151.25	477,151.25	514,302.50
08/01/2034	-	-	33,851.25	33,851.25	-
02/01/2035	450,000.00	1.600%	33,851.25	483,851.25	517,702.50
08/01/2035	-	-	30,251.25	30,251.25	-
02/01/2036	460,000.00	1.650%	30,251.25	490,251.25	520,502.50
08/01/2036	-	-	26,456.25	26,456.25	-
02/01/2037	460,000.00	1.700%	26,456.25	486,456.25	512,912.50
08/01/2037	-	-	22,546.25	22,546.25	-
02/01/2038	470,000.00	1.750%	22,546.25	492,546.25	515,092.50
08/01/2038	-	-	18,433.75	18,433.75	-
02/01/2039	475,000.00	1.800%	18,433.75	493,433.75	511,867.50
08/01/2039	-	-	14,158.75	14,158.75	-
02/01/2040	490,000.00	1.850%	14,158.75	504,158.75	518,317.50
08/01/2040	-	-	9,626.25	9,626.25	-
02/01/2041	495,000.00	1.900%	9,626.25	504,626.25	514,252.50
08/01/2041	-	-	4,923.75	4,923.75	-
02/01/2042	505,000.00	1.950%	4,923.75	509,923.75	514,847.50
Total	\$9,960,000.00	-	\$1,563,712.76	\$11,523,712.76	-

Yield Statistics

Bond Year Dollars	\$102,680.33
Average Life	10.309 Years
Average Coupon	1.5228941%
Net Interest Cost (NIC)	1.6683942%
True Interest Cost (TIC)	1.6690775%
Bond Yield for Arbitrage Purposes	1.5072362%
All Inclusive Cost (AIC)	1.7094392%

IRS Form 8038

Net Interest Cost	1.5228941%
Weighted Average Maturity	10.309 Years

Optional Redemption

02/01/2029	@100.000%
------------	-----------

Attachment 2 – Preliminary Debt Service Savings Schedule

Date	Total P+I	Net New D/S	Old Net D/S	Savings
02/01/2022	191,997.92	191,805.33	196,526.25	4,720.92
02/01/2023	199,870.00	199,870.00	205,000.00	5,130.00
02/01/2024	199,382.50	199,382.50	206,300.00	6,917.50
02/01/2025	203,700.00	203,700.00	207,500.00	3,800.00
02/01/2026	202,700.00	202,700.00	208,600.00	5,900.00
02/01/2027	201,500.00	201,500.00	204,400.00	2,900.00
Total	\$1,199,150.42	\$1,198,957.83	\$1,228,326.25	\$29,368.42

PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings	28,174.69
Net PV Cashflow Savings @ 1.507%(Bond Yield).....	28,174.69
Contingency or Rounding Amount	192.59
Net Present Value Benefit	\$28,367.28
Net PV Benefit / \$1,176,565.17 PV Refunded Debt Service	2.411%
Net PV Benefit / \$1,155,000 Refunded Principal	2.456%
Net PV Benefit / \$1,180,000 Refunding Principal	2.404%

Attachment 3 – Related Considerations

Bank Qualification

We understand the City (in combination with any subordinate taxing jurisdictions or debt issued in the City's name by 501(c)3 corporations) anticipates issuing \$10,000,000 or less in tax-exempt debt during this calendar year. Therefore the Bonds will be designated as "bank qualified" obligations pursuant to Federal Tax Law.

Arbitrage Compliance

The Bonds are expected to qualify for the "18-month spending" exemption related to arbitrage rebate.

The City should become familiar with the various Arbitrage Compliance requirements for this bond issue. The Resolution for the Bonds prepared by Bond Counsel explains the requirements in greater detail.

Continuing Disclosure

Type: Full

Dissemination Agent: Northland Securities

The requirements for continuing disclosure are governed by SEC Rule 15c2-12. The primary requirements of Rule 15c2-12 actually fall on underwriters. The Rule sets forth due diligence needed prior to the underwriter's purchase of municipal securities. Part of this requirement is obtaining commitment from the issuer to provide continuing disclosure. The document describing the continuing disclosure commitments (the "Undertaking") is contained in the Official Statement that will be prepared to offer the Bonds to investors.

The City has more than \$10,000,000 of outstanding debt and is required to undertake "full" continuing disclosure. Full disclosure requires annual posting of the audit and a separate continuing disclosure report, as well as the reporting of certain "material events." Material events set forth in the Rule, including, but not limited to, bond rating changes, call notices, and issuance of "financial obligations" (such as PFA loans, leases, or bank placements) must be reported within ten business days of occurrence. The report contains annual financial information and operating data that "mirrors" material information presented in the Official Statement. The specific contents of the annual report will be described in the Undertaking that appears in the appendix of the Official Statement. Northland currently serves as dissemination agent for the City, assisting with the annual reporting. The information for the Bonds will be incorporated into our reporting.

Premiums

In the current market environment, it is likely that the proposed pricing will include premiums. A premium price occurs when the underwriter pays the City an amount in excess of the par amount of a maturity in exchange for a higher coupon (interest rate). The use of premiums reflects the underwriter's view on future market conditions, tax considerations for investors and other factors. Ultimately, the true interest cost calculation ("TIC") will indicate the overall cost to the City, regardless of premium.

A premium price produces additional funds that can be used in several ways:

- The premium means that the City needs less bond proceeds and can reduce the size of the issue by the amount of the premium.

-
- The premium can be deposited in the Construction Fund and used to pay additional project costs, rather than used to reduce the size of the issue.
 - The premium can be deposited in the Debt Service Fund and used to pay principal and interest.

Northland will work with City staff on the day of pricing to determine use of premium (if any).

Rating

A rating will be requested from Standard and Poor's (S&P). The City's general obligation debt is currently rated "AA-" by S&P. The rating process will include a conference call with the rating analyst. Northland will assist City staff in preparing for and conducting the rating call.

Attachment 4 – Calendar of Events

June 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Date	Action	Responsible Party
May 17	City confirms project costs to be financed with proceeds from 2021A Bonds City confirms street projects and project costs to be included in the Five Year (2021-2025) Street Reconstruction Plan	City
May 24	Public hearing notice sent to City Draft Street Reconstruction Plan sent to City	Bond Counsel, Northland
June 3	Deadline to Publish Notice for Street Reconstruction Hearing (Notice must be published at least ten days but not more than 28 days prior to the hearing)	City
June 9	Resolution Approving the Issuance of Bonds and Finance Plan Sent to the City	Northland
June 14	Public hearing for Street Reconstruction Plan held Presentation of Finance Plan and adoption of Resolution Approving the Issuance of Bonds ("Trigger Resolution")	City Council Action, Northland, Bond Counsel
July 7	Preliminary Official Statement Sent to City for Sign Off and to Rating Agency	Northland, City
July 14	Reverse Referendum Period Expires (30-day period after the public hearing date)	City
Week of July 19	Rating Call	Northland, City, Rating Agency
July 26	City to confirm municipal advisor that will provide the pricing opinion for the 2021A Bonds	City
July 30	Rating Received	Northland, City, Rating Agency

Date	Action	Responsible Party
August 9	Bond Pricing Date Bond Purchase Contract Signed and Awarding Resolution Adopted – 7:00 p.m.	City Council Action, Northland, Bond Counsel
September 14	Closing on the Bonds (Proceeds Available)	Northland, City, Bond Counsel

Attachment 5 - Risk Factors

Property Taxes: Property tax levies shown in this Finance Plan are based on projected debt service and other revenues. Final levies will be set based on the results of sale. Levies should be reviewed annually and adjusted as needed. The debt service levy must be included in the preliminary levy for annual Truth in Taxation hearings. Future Legislative changes in the property tax system, including the imposition of levy limits and changes in calculation of property values, would affect plans for payment of debt service. Delinquent payment of property taxes would reduce revenues available to pay debt service.

Utility Revenues: The City pledges the net revenues of the Storm Water, Sanitary Sewer, and Water utilities to the payment of principal and interest on the Bonds. The failure to adjust rates and charges as needed and the loss of significant customers will affect available net revenues. If the net revenues are insufficient, the City is required to levy property taxes or use other revenues to cover the deficiency. Property taxes can only be used on a temporary basis and may not be an ongoing source of revenue to pay debt service.

General: In addition to the risks described above, there are certain general risks associated with the issuance of bonds. These risks include, but are not limited to:

- Failure to comply with covenants in bond resolution.
- Failure to comply with Undertaking for continuing disclosure.
- Failure to comply with IRS regulations, including regulations related to use of the proceeds and arbitrage/rebate. The IRS regulations govern the ability of the City to issue its bonds as tax-exempt securities and failure to comply with the IRS regulations may lead to loss of tax-exemption.

**CERTIFICATION OF MINUTES
RELATING TO GENERAL OBLIGATION BONDS, SERIES 2021A**

ISSUER: City of Montrose, Minnesota

BODY: City Council

KIND, DATE, TIME AND PLACE OF MEETING:

A regular meeting held on Monday, June 14, 2021, at 7:00 p.m., in the City Offices

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION APPROVING THE ISSUANCE OF
GENERAL OBLIGATION BONDS, SERIES 2021A**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer on June 14, 2021.

City Clerk

EXTRACT OF MINUTES OF A MEETING
OF THE CITY COUNCIL OF THE CITY OF MONTROSE, STATE OF MINNESOTA

HELD: Monday, June 14, 2021

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Montrose, State of Minnesota, was duly held on Monday, June 14, 2021 at 7:00 p.m.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION 2021-16 APPROVING THE ISSUANCE OF
GENERAL OBLIGATION BONDS, SERIES 2021A**

BE IT RESOLVED by the City Council of the City of Montrose, Minnesota (herein, the "City"), as follows:

1. The City Council hereby finds and declares that it is necessary and expedient for the City to sell and issue its fully registered general obligation improvement and refunding bonds in the total aggregate principal amount not to exceed \$10,000,000 (herein, the "Bonds"). A portion of the proceeds of the Bonds will be used to finance the City's 2021 Downtown Improvements (the "new money portion") and a portion of the proceeds will be used to finance a current refunding (the "refunding portion") of all or a portion of the February 1, 2022 through 2027 maturities, aggregating up to \$1,155,000 in principal amount, of the City's General Obligation Crossover Refunding Bonds, Series 2012B, dated December 1, 2012 as date of original issue (the "Refunded Bonds") and to pay the costs of issuing the Bonds.
2. The City Council desires to proceed with the sale of the Bonds by direct negotiation to Northland Securities, Inc. (herein, "NSI"). NSI will purchase the Bonds in an arm's-length commercial transaction with the City.
3. The Mayor and City Administrator are hereby authorized to approve the sale of the Bonds in an aggregate principal amount not to exceed \$10,000,000 and to execute a bond purchase agreement for the purchase of the Bonds with NSI, provided the true interest cost on the new money portion is less than 2.00% and the total net savings on the refunding portion exceeds the costs of issuance attributable to the refunding portion.
4. Upon approval of the sale of the Bonds by the Mayor and the City Administrator:
 - a. The City Council will take action at its next regularly scheduled or special meeting thereafter to adopt the necessary approving resolutions as prepared by the City's bond counsel (the "Ratifying Resolutions"); and
 - b. The Refunded Bonds will be redeemed and prepaid in accordance with the terms and conditions set forth in the Ratifying Resolutions and US Bank, N.A., as registrar and paying agent on the Refunded Bonds, is hereby authorized and

directed to cause notice of such redemption to be given to each registered holder of the Refunded Bonds not less than thirty (30) days prior to the redemption date, and to notify DTC.

5. NSI is authorized to prepare an Official Statement related to the sale of the Bonds.
6. If the Mayor and the City Administrator have not approved the sale of the bonds to NSI and executed the related bond purchase agreement by December 31, 2021, this resolution shall expire.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

(1)

REQUEST FOR COUNCIL ACTION

Submittal deadline is Tuesday prior to the council meeting

MEETING DATE JUNE 14, 2021

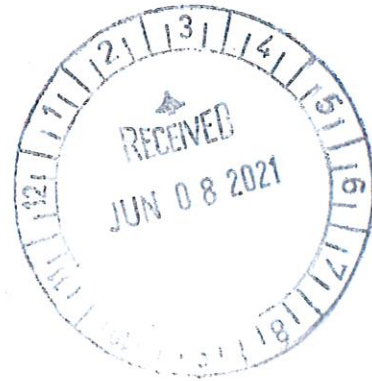
NAME: Peter LOSCH

ADDRESS: 905 PATRIOT CIRCLE

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

DURING THE LAST REGULAR COUNCIL MEETING, THE MEMBERS INDICATED THEY WOULD DEVELOPE A SET OF RULES OR GUIDELINES FOR THE CONDUCT OF WAYNE MC CORMICK.

WHAT PROGRESS HAS BEEN MADE ON THIS TO DATE?



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

(2)

REQUEST FOR COUNCIL ACTION

Submittal deadline is Tuesday prior to the council meeting

MEETING DATE JUNE 14, 2021

NAME: Peter LOSCH

ADDRESS: 905 PATRIOT CIRCLE

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

DURING the LAST COUNCIL meeting MAYOR Kirby STATED that ALL of the DOCUMENTATION Related to the EASEMENT - CULVERTWORK ADJACENT to my Property would be provided. TO DATE ONLY 2 of 3 SURVEY'S were provided AND NOTHING REGARDING A FORMAL COMPLAINT from the Resident of 932 Brecken Ridge of Rising WATER LEVELS.

When will these LAST pieces of Documentation be provided?

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



(3)

REQUEST FOR COUNCIL ACTION

Submittal deadline is Tuesday prior to the council meeting

MEETING DATE June 14, 2021

NAME: Peter Losch

ADDRESS: 905 PATRIOT CIRCLE

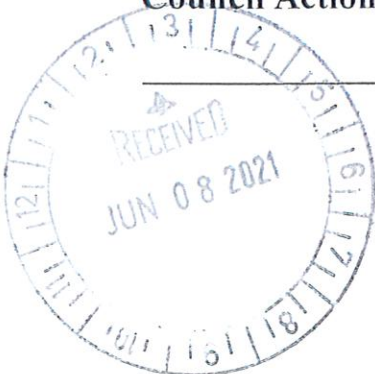
Please write a brief paragraph listing the item you wish to present to the council:

SINCE THE CITY HAS ENCROACHED AND DESTROYED PARTS OF MY USEABLE LAND SPACE, I WISH TO ENCROACH ONTO CITY LAND LIKE OTHERS IN THE FOREST CREEK SUBDIVISION.

WHAT CITY ORDINANCE GOVERNS THE USE/OCCUPATION/ENCROACHMENT OF RESIDENTS ONTO CITY OR PARK PROPERTY?

SHOULD THE CITY DENY MY REQUEST, THEN I EXPECT THE CITY TO VISIT THE FOREST CREEK SUB DIVISION AND DETERMINE WHAT RESIDENTS ARE ALREADY DOING THIS AND INSTRUCT THEM TO STOP. I OFFER MY PROPERTY AS A STARTING POINT

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



4

REQUEST FOR COUNCIL ACTION

Submittal deadline is Tuesday prior to the council meeting

MEETING DATE June 14, 2021

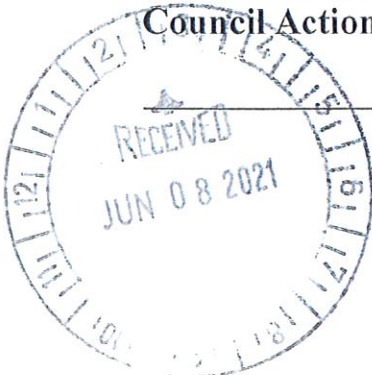
NAME: Peter Losch
 ADDRESS: 905 PATRIOT CIRCLE

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

IT HAS BEEN 4 weeks Since Dirt + Seed
 were put down in the EASEMENT AREA.
 LESS THAN 20% OF SEED HAS TAKEN ROOT.

I STRONGLY URGE THE COUNCIL TO INSTRUCT
 THE PUBLIC WORKS DEPT. TO RE-SEED THE
 ENTIRE AREA AND THEN COVER THE SEED
 WITH STRAW OR SIMILAR MATERIAL TO
 RETAIN SOIL MOISTURE

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 1, 2021

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
911 Abandoned Total: 3					
05/03/21 12:49	911 Abandoned	2021034119			911
05/14/21 03:26	911 Abandoned	2021037585			911
05/16/21 16:26	911 Abandoned	2021038402			911
911 Hang-up Total: 5					
05/12/21 17:06	911 Hang-up	2021037109			911
05/12/21 18:54	911 Hang-up	2021037136			911
05/15/21 20:24	911 Hang-up	2021038160			911
05/17/21 16:36	911 Hang-up	2021038727			911
05/28/21 13:15	911 Hang-up	2021042266			911
911 Open Line Total: 6					
05/02/21 10:25	911 Open Line	2021033774			911
05/17/21 16:32	911 Open Line	2021038723			911
05/21/21 19:52	911 Open Line	2021040094			911
05/23/21 01:11	911 Open Line	2021040537			911
05/24/21 19:18	911 Open Line	2021041104	Civil Complaint	WP21013298	911
05/26/21 15:52	911 Open Line	2021041689			911
Agency Assist Total: 2					
05/08/21 09:37	Agency Assist	2021035685	Agency Assist	WP21011508	Phone
05/25/21 23:18	Agency Assist	2021041487	Medical - Psychiatric -	WP21013444	Phone
Alarm Total: 1					
05/29/21 16:31	Alarm	2021042726			911
Animal Total: 4					
05/27/21 23:21	Animal	2021042129			Phone
05/28/21 14:17	Animal	2021042290	Animal	WP21013692	Phone
05/28/21 18:17	Animal	2021042388	Animal	WP21013735	Phone
05/30/21 11:24	Animal	2021042945	Animal	WP21013886	Phone
Animal - Abuse Total: 1					
05/03/21 15:25	Animal - Abuse	2021034180	Animal - Abuse	WP21011015	Phone
Animal - Bites - Attacks Total: 2					
05/21/21 14:52	Animal - Bites - Attacks	2021039978	Animal - Bites - Attacks	WP21012928	Phone
05/30/21 18:43	Animal - Bites - Attacks	2021043076	Animal - Bites - Attacks	WP21013927	Phone
Check Welfare Total: 6					
05/05/21 13:22	Check Welfare	2021034769	Check Welfare	WP21011207	Phone
05/14/21 15:18	Check Welfare	2021037730	Check Welfare	WP21012156	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
05/14/21 23:25	Check Welfare	2021037884	Check Welfare	WP21012204	911
05/16/21 04:43	Check Welfare	2021038262	Domestic Disturbance	WP21012328	911
05/23/21 16:14	Check Welfare	2021040711	Check Welfare	WP21013162	Phone
05/27/21 17:16	Check Welfare	2021042032	Check Welfare	WP21013609	Phone

Citizen Aid Total: 4

05/06/21 12:31	Citizen Aid	2021035057	Citizen Aid	WP21011309	Phone
05/10/21 15:48	Citizen Aid	2021036422	Citizen Aid	WP21011727	Phone
05/18/21 10:25	Citizen Aid	2021038922	Citizen Aid	WP21012578	Phone
05/18/21 17:22	Citizen Aid	2021039076	Citizen Aid	WP21012624	Phone

Civil Complaint Total: 8

05/01/21 08:02	Civil Complaint	2021033389	Civil Complaint	WP21010780	Phone
05/02/21 10:53	Civil Complaint	2021033782	Civil Complaint	WP21010884	Phone
05/08/21 07:42	Civil Complaint	2021035669	Domestic Disturbance	WP21011505	911
05/17/21 17:16	Civil Complaint	2021038752	Civil Complaint	WP21012519	Phone
05/17/21 18:06	Civil Complaint	2021038771	Civil Complaint	WP21012524	Phone
05/27/21 14:51	Civil Complaint	2021041980	Civil Complaint	WP21013597	Phone
05/31/21 14:56	Civil Complaint	2021043310	Civil Complaint	WP21013995	Phone
05/31/21 18:06	Civil Complaint	2021043372	Civil Complaint	WP21014022	911

Civil Process Total: 7

05/19/21 09:44	Civil Process	2021039222			Officer
05/19/21 12:43	Civil Process	2021039271			Officer
05/19/21 15:51	Civil Process	2021039322			Officer
05/21/21 13:18	Civil Process	2021039953			Officer
05/24/21 09:53	Civil Process	2021040904			Officer
05/24/21 17:41	Civil Process	2021041062			Officer
05/24/21 18:11	Civil Process	2021041071			

Commercial General Alarm Total: 2

05/21/21 05:09	Commercial General	2021039832	Commercial General Alarm	WP21012869	Phone
05/26/21 06:06	Commercial General	2021041519			Phone

Court Order Violation Total: 1

05/20/21 16:33	Court Order Violation	2021039676	Court Order Violation	WP21012824	911
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Criminal Damage to Property Total: 2

05/02/21 10:57	Criminal Damage to	2021033784	Neighborhood Dispute	WP21010885	Phone
05/07/21 17:34	Criminal Damage to	2021035505	Criminal Damage to Property	WP21011460	Phone

Domestic Disturbance Total: 4

05/15/21 10:03	Domestic Disturbance	2021037960	Domestic Disturbance	WP21012231	911
05/16/21 07:39	Domestic Disturbance	2021038271	Domestic Disturbance	WP21012334	Phone
05/18/21 07:15	Domestic Disturbance	2021038872	Drugs	WP21012554	Phone
05/23/21 01:20	Domestic Disturbance	2021040541	Domestic Disturbance	WP21013106	Phone

Extra Patrol Total: 1

05/11/21 19:23	Extra Patrol	2021036826			Phone
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Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Fight Total: 3					
05/15/21 10:12	Fight	2021037963	Check Welfare	WP21012232	911
05/16/21 01:08	Fight	2021038243	Fight	WP21012321	911
05/28/21 17:22	Fight	2021042370	Juvenile - Complaint	WP21013728	911
Fire - Gas Leak Total: 1					
05/26/21 10:49	Fire - Gas Leak	2021041584	Fire - Gas Leak	WP21013477	Phone
Fire - Structure Total: 1					
05/22/21 01:36	Fire - Structure	2021040198	Fire - Structure	WP21013000	911
Found Person Total: 2					
05/09/21 21:26	Found Person	2021036191	Found Person	WP21011658	Phone
05/20/21 19:23	Found Person	2021039735	Found Person	WP21012841	Phone
Fraud - Forgery Total: 1					
05/20/21 09:52	Fraud - Forgery	2021039539	Fraud - Checks - Cards	WP21012775	Phone
Fraud - Internet Total: 1					
05/07/21 14:13	Fraud - Internet	2021035421	Fraud - Internet	WP21011426	Phone
Funeral Escort Total: 1					
05/10/21 07:41	Funeral Escort	2021036274			Phone
Gun Incident Total: 1					
05/24/21 21:39	Gun Incident	2021041154	Gun Incident	WP21013311	911
Harassment Total: 1					
05/13/21 20:38	Harassment	2021037518	Harassment	WP21012087	911
Info Total: 2					
05/15/21 15:48	Info	2021038081			Phone
05/22/21 19:32	Info	2021040428			Phone
Juvenile - Complaint Total: 2					
05/20/21 13:52	Juvenile - Complaint	2021039617	Drugs	WP21012806	Phone
05/21/21 10:04	Juvenile - Complaint	2021039895	Juvenile - Complaint	WP21012895	Phone
Juvenile - Runaway Total: 1					
05/20/21 18:18	Juvenile - Runaway	2021039717	Juvenile - Runaway	WP21012836	Phone
Lock Out - Lock In Total: 1					
05/12/21 13:57	Lock Out - Lock In	2021037037	Lock Out - Lock In	WP21011930	Phone
Medical - Breathing Problems Total: 1					
05/16/21 08:23	Medical - Breathing	2021038279			911
Medical - Carbon Monoxide Inhalation Total: 1					
05/02/21 01:25	Medical - Carbon	2021033735			911
Medical - Choking Total: 1					
05/09/21 22:37	Medical - Choking	2021036210			911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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Medical - Diabetic Total: 4

05/10/21 20:10	Medical - Diabetic	2021036504			
05/22/21 14:13	Medical - Diabetic	2021040313			Phone
05/23/21 20:19	Medical - Diabetic	2021040776			911
05/26/21 20:16	Medical - Diabetic	2021041786			Phone

Medical - Overdose - Poisoning Total: 1

05/18/21 03:48	Medical - Overdose -	2021038858	Medical - Overdose - Poisoning	WP21012548	911
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Medical - Psychiatric - Behavioral Total: 3

05/06/21 14:29	Medical - Psychiatric -	2021035100	Medical - Psychiatric -	WP21011317	911
05/14/21 21:36	Medical - Psychiatric -	2021037853	Medical - Psychiatric -	WP21012198	Phone
05/17/21 15:35	Medical - Psychiatric -	2021038694	Medical - Psychiatric -	WP21012497	911

Medical - Sick Total: 2

05/10/21 20:09	Medical - Sick	2021036503			911
05/17/21 12:10	Medical - Sick	2021038624			911

Medical - Unconscious - Fainting Total: 2

05/07/21 05:29	Medical - Unconscious -	2021035294	Medical - Unconscious -	WP21011376	911
05/08/21 07:46	Medical - Unconscious -	2021035670			911

Motorist Aid Total: 1

05/08/21 10:29	Motorist Aid	2021035694			
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MVA - Injuries Total: 1

05/21/21 21:11	MVA - Injuries	2021040120	MVA - Injuries	WP21012977	911
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MVA - No Injuries Total: 2

05/17/21 07:12	MVA - No Injuries	2021038544	Agency Assist	WP21012431	
05/22/21 13:33	MVA - No Injuries	2021040298	MVA - No Injuries	WP21013030	

Neighborhood Dispute Total: 1

05/24/21 21:43	Neighborhood Dispute	2021041157	Neighborhood Dispute	WP21013314	
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Noise Total: 2

05/13/21 06:13	Noise	2021037243	Noise	WP21012005	911
05/30/21 23:23	Noise	2021043161	Noise	WP21013951	911

Probation Check Total: 5

05/05/21 20:54	Probation Check	2021034891			Officer
05/10/21 19:34	Probation Check	2021036492			Officer
05/17/21 14:25	Probation Check	2021038663			Officer
05/20/21 17:31	Probation Check	2021039699			Officer
05/27/21 17:59	Probation Check	2021042048			Officer

Residential General Alarm Total: 1

05/13/21 11:07	Residential General	2021037330			Phone
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Residential Medical Alarm Total: 2

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
05/02/21 14:16	Residential Medical	2021033825			Phone
05/31/21 17:23	Residential Medical	2021043354			Phone

SIA Area Watch Total: 9

05/01/21 15:42	SIA Area Watch	2021033526			
05/03/21 11:17	SIA Area Watch	2021034098			
05/11/21 12:08	SIA Area Watch	2021036676			
05/12/21 13:53	SIA Area Watch	2021037034			
05/13/21 10:43	SIA Area Watch	2021037321			
05/18/21 12:33	SIA Area Watch	2021038970			
05/26/21 11:26	SIA Area Watch	2021041598			
05/26/21 18:39	SIA Area Watch	2021041750			
05/29/21 15:26	SIA Area Watch	2021042708			

SIA Business Walk Through Total: 3

05/01/21 03:28	SIA Business Walk	2021033368			
05/07/21 14:06	SIA Business Walk	2021035419			
05/11/21 11:16	SIA Business Walk	2021036656			

SIA City Council - City Hall Total: 1

05/10/21 17:59	SIA City Council - City	2021036468			Officer
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SIA Community Presentation Total: 1

05/01/21 16:59	SIA Community	2021033558			
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SIA Door Check Total: 1

05/26/21 01:00	SIA Door Check	2021041493			
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SIA Other Total: 1

05/10/21 20:59	SIA Other	2021036513			
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SIA Parks Total: 10

05/03/21 13:31	SIA Parks	2021034130			
05/04/21 14:03	SIA Parks	2021034451			
05/11/21 10:37	SIA Parks	2021036641			
05/11/21 11:27	SIA Parks	2021036662			
05/11/21 15:51	SIA Parks	2021036755			
05/12/21 15:39	SIA Parks	2021037080			
05/12/21 15:47	SIA Parks	2021037084			
05/13/21 12:55	SIA Parks	2021037370			
05/18/21 18:47	SIA Parks	2021039103			
05/29/21 13:12	SIA Parks	2021042675			

Stalking Total: 2

05/29/21 20:49	Stalking	2021042816	Stalking	WP21013848	Phone
05/30/21 17:06	Stalking	2021043042	Stalking	WP21013914	911

Stolen - Vehicle Total: 1

05/23/21 09:46	Stolen - Vehicle	2021040598	Stolen - Vehicle	WP21013123	911
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Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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Suspicious - Circumstances Total: 1

05/02/21 00:35	Suspicious -	2021033724	Suspicious - Circumstances	WP21010868	911
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Suspicious - Person - Vehicle Total: 3

05/15/21 22:12	Suspicious - Person -	2021038204	Suspicious - Person - Vehicle	WP21012309	911
05/17/21 09:42	Suspicious - Person -	2021038583			911
05/20/21 15:10	Suspicious - Person -	2021039635	Suspicious - Person - Vehicle	WP21012814	911

Theft Total: 6

05/03/21 16:07	Theft	2021034200	Suspicious - Circumstances	WP21011026	Phone
05/07/21 14:38	Theft	2021035434	Theft	WP21011437	911
05/18/21 16:09	Theft	2021039051	Burglary	WP21012616	911
05/23/21 09:07	Theft	2021040590	Theft	WP21013120	Phone
05/23/21 16:23	Theft	2021040717	Theft	WP21013167	Phone
05/30/21 09:28	Theft	2021042925	Theft	WP21013879	911

Traffic - Complaint Total: 4

05/05/21 09:27	Traffic - Complaint	2021034699	Traffic - Complaint	WP21011175	Phone
05/06/21 15:06	Traffic - Complaint	2021035113	Traffic - Complaint	WP21011322	911
05/13/21 14:18	Traffic - Complaint	2021037398	Traffic - Complaint	WP21012056	Phone
05/27/21 18:45	Traffic - Complaint	2021042061			Phone

Traffic - Complaint; Domestic Disturbance Total: 1

05/07/21 15:41	Traffic - Complaint;	2021035461	Traffic - Complaint	WP21011440	Phone
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Traffic Stop Total: 87

05/01/21 01:24	Traffic Stop	2021033357	Traffic Stop	WP21010776	Officer
05/02/21 08:49	Traffic Stop	2021033764	Traffic Stop	WP21010876	Officer
05/03/21 13:41	Traffic Stop	2021034133			Officer
05/03/21 13:50	Traffic Stop	2021034138	Traffic Stop	WP21011005	Officer
05/03/21 14:30	Traffic Stop	2021034153			Officer
05/04/21 19:55	Traffic Stop	2021034574			Officer
05/04/21 23:18	Traffic Stop	2021034624			Officer
05/05/21 22:33	Traffic Stop	2021034922			Officer
05/06/21 19:44	Traffic Stop	2021035206			Officer
05/06/21 20:51	Traffic Stop	2021035227			Officer
05/06/21 20:57	Traffic Stop	2021035232			Officer
05/06/21 21:05	Traffic Stop	2021035234			Officer
05/06/21 21:44	Traffic Stop	2021035240			Officer
05/06/21 22:12	Traffic Stop	2021035247			Officer
05/06/21 22:22	Traffic Stop	2021035253			Officer
05/06/21 22:35	Traffic Stop	2021035255			Officer
05/07/21 09:55	Traffic Stop	2021035351			Officer
05/07/21 19:26	Traffic Stop	2021035540			Officer
05/07/21 20:45	Traffic Stop	2021035565			Officer
05/07/21 22:53	Traffic Stop	2021035605			Officer
05/07/21 23:44	Traffic Stop	2021035623	Traffic Stop	WP21011490	Officer
05/08/21 00:33	Traffic Stop	2021035632			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
05/08/21 01:54	Traffic Stop	2021035637			Officer
05/08/21 11:47	Traffic Stop	2021035715			
05/08/21 16:31	Traffic Stop	2021035815			Officer
05/09/21 12:26	Traffic Stop	2021036057			
05/10/21 00:38	Traffic Stop	2021036230			Officer
05/10/21 20:16	Traffic Stop	2021036505			Officer
05/11/21 00:56	Traffic Stop	2021036558			Officer
05/11/21 00:58	Traffic Stop	2021036559			Officer
05/11/21 12:20	Traffic Stop	2021036679			Officer
05/11/21 12:38	Traffic Stop	2021036681			Officer
05/11/21 12:51	Traffic Stop	2021036683	Traffic Stop	WP21011804	Officer
05/11/21 20:54	Traffic Stop	2021036850	Traffic Stop	WP21011867	Officer
05/12/21 00:07	Traffic Stop	2021036900	Traffic Stop	WP21011887	Officer
05/12/21 12:14	Traffic Stop	2021037003			Officer
05/12/21 13:43	Traffic Stop	2021037031			Officer
05/12/21 19:10	Traffic Stop	2021037138			Officer
05/12/21 22:38	Traffic Stop	2021037203			Officer
05/12/21 22:49	Traffic Stop	2021037205			Officer
05/13/21 10:27	Traffic Stop	2021037314	Traffic Stop	WP21012025	Officer
05/13/21 11:55	Traffic Stop	2021037350			Officer
05/13/21 12:25	Traffic Stop	2021037357			Officer
05/13/21 15:51	Traffic Stop	2021037430			Officer
05/14/21 00:29	Traffic Stop	2021037564			Officer
05/16/21 12:09	Traffic Stop	2021038325			
05/17/21 09:55	Traffic Stop	2021038589			Officer
05/17/21 22:40	Traffic Stop	2021038831	Drugs	WP21012543	Officer
05/20/21 01:11	Traffic Stop	2021039464			Officer
05/20/21 22:29	Traffic Stop	2021039787			Officer
05/20/21 22:46	Traffic Stop	2021039793			Officer
05/20/21 23:21	Traffic Stop	2021039800			Officer
05/22/21 13:29	Traffic Stop	2021040296	Traffic Stop	WP21013029	Officer
05/23/21 16:19	Traffic Stop	2021040714	Traffic Stop	WP21013163	Officer
05/23/21 21:39	Traffic Stop	2021040805			Officer
05/24/21 17:53	Traffic Stop	2021041066			Officer
05/24/21 20:32	Traffic Stop	2021041132			Officer
05/25/21 00:12	Traffic Stop	2021041184			Officer
05/25/21 16:28	Traffic Stop	2021041368			Officer
05/25/21 16:35	Traffic Stop	2021041372	Traffic Stop	WP21013407	Officer
05/25/21 16:48	Traffic Stop	2021041374			Officer
05/25/21 21:28	Traffic Stop	2021041470			Officer
05/25/21 22:19	Traffic Stop	2021041483	Traffic Stop	WP21013442	Officer
05/26/21 18:49	Traffic Stop	2021041755			Officer
05/26/21 18:58	Traffic Stop	2021041759			Officer
05/27/21 14:47	Traffic Stop	2021041978			Officer
05/28/21 22:50	Traffic Stop	2021042491			Officer
05/29/21 00:17	Traffic Stop	2021042514			Officer
05/29/21 04:28	Traffic Stop	2021042549	Drugs	WP21013781	Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
05/29/21 11:17	Traffic Stop	2021042629			Officer
05/29/21 11:24	Traffic Stop	2021042635			Officer
05/29/21 15:12	Traffic Stop	2021042704			Officer
05/29/21 19:00	Traffic Stop	2021042780	Traffic Stop	WP21013842	Officer
05/29/21 21:43	Traffic Stop	2021042829			Officer
05/29/21 22:02	Traffic Stop	2021042836			Officer
05/29/21 22:14	Traffic Stop	2021042839			Officer
05/29/21 23:31	Traffic Stop	2021042870	Traffic Stop	WP21013862	Officer
05/30/21 01:44	Traffic Stop	2021042894			Officer
05/30/21 05:29	Traffic Stop	2021042906			Officer
05/30/21 10:58	Traffic Stop	2021042941			Officer
05/30/21 16:57	Traffic Stop	2021043038			Officer
05/30/21 19:14	Traffic Stop	2021043088	Traffic Stop	WP21013929	Officer
05/30/21 19:18	Traffic Stop	2021043089			Officer
05/31/21 12:37	Traffic Stop	2021043258			
05/31/21 19:27	Traffic Stop	2021043395	Traffic Stop	WP21014030	Officer
05/31/21 21:22	Traffic Stop	2021043432			Officer
05/31/21 21:39	Traffic Stop	2021043439	Traffic Stop	BP21004386	Officer

Unwanted Person Total: 2

05/08/21 07:32	Unwanted Person	2021035666	Civil Complaint	WP21011503	911
05/20/21 01:34	Unwanted Person	2021039467			Phone

Warrant - Attempt Total: 3

05/08/21 20:28	Warrant - Attempt	2021035884			Officer
05/11/21 13:56	Warrant - Attempt	2021036703			
05/18/21 12:40	Warrant - Attempt	2021038975			

Total Records: 243

Montrose/Waverly Patrol Hour Summary

Hours Purchased Per Contract:	5,856.00
Starting Hours (beginning of month):	3,947.75
M-T-D (detailed below):	499.50
Balance going forward (to next month):	3,448.25
Y-T-D:	2,407.75

Shift Start

Date	Shift Start Time	Shift Stop Date	Shift Stop Time	Schedule	Position	Time Type	Regular Hours
1-May-21	10:00	1-May-21	20:00	Montrose/Wave	4620	Regular	10.00
1-May-21	20:00	2-May-21	2:00	Montrose/Wave	4630	Regular	6.00
2-May-21	10:00	2-May-21	20:00	Montrose/Wave	4620	Regular	10.00
2-May-21	20:00	3-May-21	2:00	Montrose/Wave	4630	Regular	6.00
3-May-21	10:00	3-May-21	20:00	Montrose/Wave	4620	Regular	10.00
3-May-21	20:00	4-May-21	2:00	Montrose/Wave	4630	Regular	6.00
4-May-21	10:00	4-May-21	20:00	Montrose/Wave	4620	Regular	10.00
4-May-21	20:00	5-May-21	2:00	Montrose/Wave	4630	Regular	6.00
5-May-21	10:00	5-May-21	20:00	Montrose/Wave	4620	Regular	10.00
5-May-21	20:00	6-May-21	2:00	Montrose/Wave	4630	Regular	6.00
6-May-21	10:00	6-May-21	20:00	Montrose/Wave	4620	Regular	10.00
6-May-21	20:00	7-May-21	2:00	Montrose/Wave	4630	Regular	6.00
7-May-21	10:00	7-May-21	20:00	Montrose/Wave	4620	Regular	10.00
7-May-21	20:00	8-May-21	2:00	Montrose/Wave	4630	Regular	6.00
8-May-21	10:00	8-May-21	20:00	Montrose/Wave	4620	Regular	10.00
8-May-21	20:00	9-May-21	2:00	Montrose/Wave	4630	Regular	6.00
9-May-21	10:00	9-May-21	20:00	Montrose/Wave	4620	Regular	10.00
9-May-21	20:00	10-May-21	2:00	Montrose/Wave	4630	Regular	6.00
10-May-21	10:00	10-May-21	20:00	Montrose/Wave	4620	Regular	10.00
10-May-21	20:00	11-May-21	2:00	Montrose/Wave	4630	Regular	6.00
11-May-21	10:00	11-May-21	20:00	Montrose/Wave	4620	Regular	10.00
11-May-21	20:00	12-May-21	2:00	Montrose/Wave	4630	Regular	6.00
12-May-21	10:00	12-May-21	20:00	Montrose/Wave	4620	Regular	10.00
12-May-21	20:00	13-May-21	2:00	Montrose/Wave	4630	Regular	6.00
13-May-21	10:00	13-May-21	20:00	Montrose/Wave	4620	Regular	10.00
13-May-21	20:00	14-May-21	2:00	Montrose/Wave	4630	Regular	6.00
14-May-21	10:00	14-May-21	20:00	Montrose/Wave	4620	Regular	10.00
14-May-21	20:00	15-May-21	2:00	Montrose/Wave	4630	Regular	6.00
15-May-21	10:00	15-May-21	20:00	Montrose/Wave	4620	Regular	10.00
15-May-21	20:00	16-May-21	2:00	Montrose/Wave	4630	Regular	6.00
16-May-21	10:00	16-May-21	20:00	Montrose/Wave	4620	Regular	10.00
16-May-21	20:00	17-May-21	2:00	Montrose/Wave	4630	Regular	6.00

17-May-21	10:00	17-May-21	20:00 Montrose/Wave	4620 Regular	10.00
17-May-21	20:00	18-May-21	2:00 Montrose/Wave	4630 Regular	6.00
18-May-21	10:00	18-May-21	20:00 Montrose/Wave	4620 Regular	10.00
18-May-21	20:00	19-May-21	2:00 Montrose/Wave	4630 Regular	6.00
19-May-21	10:00	19-May-21	20:00 Montrose/Wave	4620 Regular	10.00
19-May-21	20:00	20-May-21	2:00 Montrose/Wave	4630 Regular	6.00
20-May-21	10:00	20-May-21	20:00 Montrose/Wave	4620 Regular	10.00
20-May-21	20:00	21-May-21	4:00 Montrose/Wave	4630 Regular	8.00
21-May-21	10:00	21-May-21	20:00 Montrose/Wave	4620 Regular	10.00
21-May-21	20:00	22-May-21	2:00 Montrose/Wave	4630 Regular	6.00
22-May-21	2:00	22-May-21	3:30 Montrose/Wave	4630 OT - Regular	1.50
22-May-21	10:00	22-May-21	20:00 Montrose/Wave	4620 Regular	10.00
22-May-21	20:00	23-May-21	2:00 Montrose/Wave	4630 Regular	6.00
23-May-21	10:00	23-May-21	20:00 Montrose/Wave	4620 Regular	10.00
23-May-21	20:00	24-May-21	2:00 Montrose/Wave	4630 Regular	6.00
24-May-21	10:00	24-May-21	20:00 Montrose/Wave	4620 Regular	10.00
24-May-21	20:00	25-May-21	2:00 Montrose/Wave	4630 Regular	6.00
25-May-21	10:00	25-May-21	20:00 Montrose/Wave	4620 Regular	10.00
25-May-21	20:00	26-May-21	2:00 Montrose/Wave	4630 Regular	6.00
26-May-21	10:00	26-May-21	20:00 Montrose/Wave	4620 Regular	10.00
26-May-21	20:00	27-May-21	2:00 Montrose/Wave	4630 Regular	6.00
27-May-21	10:00	27-May-21	20:00 Montrose/Wave	4620 Regular	10.00
27-May-21	20:00	28-May-21	2:00 Montrose/Wave	4630 Regular	6.00
28-May-21	10:00	28-May-21	20:00 Montrose/Wave	4620 Regular	10.00
28-May-21	20:00	29-May-21	2:00 Montrose/Wave	4630 Regular	6.00
29-May-21	10:00	29-May-21	20:00 Montrose/Wave	4620 Regular	10.00
29-May-21	20:00	30-May-21	2:00 Montrose/Wave	4630 Regular	6.00
30-May-21	11:00	30-May-21	21:00 Montrose/Wave	4620 Regular	10.00
30-May-21	20:00	31-May-21	2:00 Montrose/Wave	4630 Regular	6.00
31-May-21	10:00	31-May-21	20:00 Montrose/Wave	4620 Regular	10.00
31-May-21	20:00	1-Jun-21	2:00 Montrose/Wave	4630 Regular	6.00

TOTAL:	499.50
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Monthly Activity Report Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief



Period: 05/01/2021 thru 05/31/2021 (MAY)

CALLS

Total Calls: 26

EMS Calls: 20

Other Calls:

05/29 - #21115 – Smoke Alarm – Montrose

05/26 - #21112 – Gas Leak – Montrose

05/22 - #21107 – Structure Fire (Loss = \$40,000) – Montrose

05/21 - #21106 – Motor Vehicle Accident – Marysville Township

05/16 - #21101 – Vehicle Fire (multiple Vehicles) – Marysville Township

05/02 - #21091 – CO Alarms - Montrose

of Calls May 2020 = 26

2020 vs 2021 (2021 = +/- 0)

Total calls to Date 2021 – 116

2020 vs 2021 (2021 = + 10)

Total calls this time in 2020 - 106

Call Districts

Montrose City: 16

Franklin Township: 0

Marysville Township: 7

Woodland Township: 3

Other: 0

TRAINING:

05/04/2021 – Staff Meeting / Truck Maintenance

05/11/2021 – Thermal Imaging / Scene size up - CFRT

05/18/2021 – Driving & Grain Bin Rescue class room - CFRT

Other Activities, Special Mention, Etc.

- 05/01/2021 – Cover for Waverly Fire Department – 1300 hours – 2000 Hours

- Throughout the Month – Several Birthday Drive By events

SPECIAL INFO

Acknowledgments

- Firefighter Holman, Firefighter Stuntebeck, Firefighter Theis, Firefighter Walters – Completed their Firefighter 2 Training and also passed their tests for the certification – this ended their initial fire training which started at the beginning of January 2021

City of Montrose
Park & Recreation Commission
Minutes
June 3rd, 2021

Pursuant to call and notice the Park & Recreation Commission met on June 3rd, 2021 at 5:30 p.m. at Montrose City Hall. Those present were Commission Members Sylvia Henry, Katie Borrett, Ashlyn Otto, City Council Liaison Nicole Andreoff, David Paradeise, City Administrator Jessica Bonniwell and Deputy Clerk Cristy Gerard. Also present Michelle Otto.

Call to Order:

The meeting was called to order at 5:30 p.m. by Commission Member Otto.

Approval of Meeting Agenda

Motion was made by Commission member Henry to approval the agenda, second by Commission Member Otto. Motion carried 3-0.

Approval of April 1st, 2021 Meeting Minutes

Motion was made by Commission Otto to approve April 1st, 2021 meeting minutes as written, second by Commission Member Henry. Motion carried 3-0.

OLD BUSINESS:

Park & Trail Plan

Commission Members Otto and Borrett were asked to put together a bullet point list of recommendations and repairs for the Parks and Trail Plan.

Adopting A-Park Info

City to provide updated information about available parks & requirements for adopting parks.

Forest Creek Park Playground

Estimated to be completed by the middle to end of June, 2021. Update on progress from Wayne.

Lent Park/Skate Park

Talk to Wayne about the condition of the park & Equipment.

Summer Events

Commission Member Otto made the suggestion to have Summer Splash on 7/24/2021 from 3p-7p. Roles were assigned to different members for preparation.

Commission Member Henry suggested that we have Montrose Night Out on 8/3/2021 within the neighborhoods.

Commission Member Borrett suggested that Park & Rec host Montrose Night to Unite (Food Truck Event) Early October.

Adjourn

Motion to adjourn made by Commission Member Henry at 6:22 p.m., second by Commission Member Otto. Motion carried 3-0.



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: Catherine Neiberges
Address: [REDACTED]
Phone: [REDACTED] Other: —
E-mail: [REDACTED]
Please indicate your preferred form of communication: —
How long have you lived in Montrose? Since 2003

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>Y</u>	<u>1</u>	Planning & Zoning Commission
<u>—</u>	<u>—</u>	Park & Recreation Commission
<u>—</u>	<u>—</u>	Economic Development Authority
<u>Y</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 Planning Dept. Planning Director for over 20 years. Attended U. of Minnesota and the College of St. Scholastica.

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:

Montrose Planning & Zoning. I helped develop the Highway 12 Redevelopment Plan.

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

To work with the City to ensure that Montrose grows and develops according to the vision established in the Comp Plan, and to maintain an independent and non-partisan body on planning and zoning and other land use matters.

Signature:

Catherine Neiberges

Date:

May 10, 2021



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: June 8, 2021
To: Honorable Mayor Moynagh
Members of the City Council
From: Jared Voge, P.E.
City Engineer
Subject: 2021 Downtown Improvement Project
Montrose, Minnesota
Project No.: W14.120514

At the July 13, 2020 and the November 9, 2020 Council meetings, Council authorized Bolton & 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 & 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, we recommend that 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 this 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 Sept. 2021

If Council desires to phase the project as described above, we recommend council adopt the enclosed resolution approving Phase 1 plans and specifications and authorizing advertisement for bids.

If you have any questions, please call.

JAV/sj
Enclosures

CITY OF MONTROSE

CONSTRUCTION PLANS FOR

2021 DOWNTOWN IMPROVEMENT PROJECT

PHASE 1

STREET RECONSTRUCTION, BITUMINOUS PAVING, CONCRETE CURB AND GUTTER, STORM SEWER, WATERMAIN,
AND SANITARY SEWER CONSTRUCTION

JUNE, 2021

RESOURCE LIST

CITY OF Montrose

City Manager
111 Buffalo Avenue S
P.O. Box 29
Montrose, MN 55363
763-575-7422

City Clerk
Dore Boettner
City Manager
111 Buffalo Avenue S
Montrose, MN 55363
763-575-7422

City Engineer
Jared Vogel, P.E.
111 Buffalo Avenue S
Montrose, MN 55363
763-575-7422

Public Works Director
Jared Vogel, P.E.
111 Buffalo Avenue S
Montrose, MN 55363
763-575-7422

City Council Members:
Nicole Andrieff
Sarah Salari
Daniel Farnsworth
City Engineer
Jared Vogel, P.E.
111 Buffalo Avenue S
Montrose, MN 55363
763-575-7422

City Clerk
Dore Boettner
City Manager
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763-575-7422

City Engineer
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763-575-7422

Public Works Director
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111 Buffalo Avenue S
Montrose, MN 55363
763-575-7422

City Engineer
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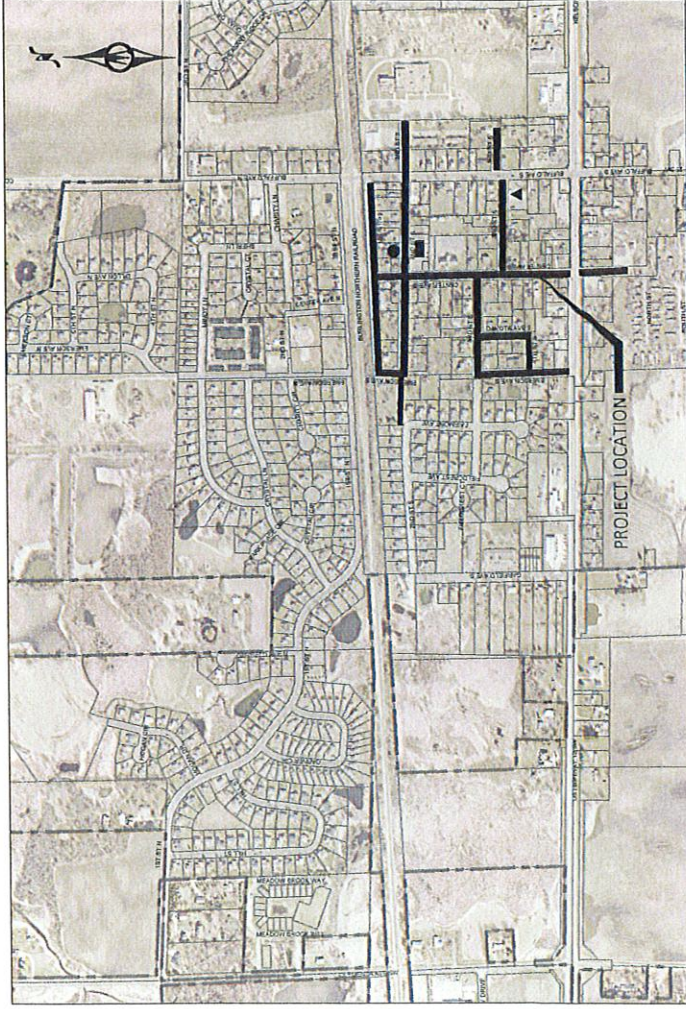
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MAP LEGEND

- PROJECT LIMITS
- CITY HALL
- COMMUNITY CENTER/FIRE HALL
- PUBLIC WORKS
- CITY LIMITS

PROJECT DATUM:
HORIZONTAL: NAD 83 (2011) WRIGHT COUNTY
VERTICAL: NAVD 88

BM=985.49
NAD 83
1ST STREET - 57.84+39
OFFSET -40.39' LT

SHEET
G0.01

CITY OF MONTROSE
2021 DOWNTOWN IMPROVEMENT PROJECT
TITLE SHEET



2040 HIGHWAY 12 EAST
WILLMAR, MINNESOTA 56201
Email: Willmar@bolton-menk.com
www.bolton-menk.com

Prepared by: JAV
Checked by: JAV
Reviewed by: JAV
Date: 6/1/2021

CITY OF MONTROSE

CONSTRUCTION PLANS FOR

2021 DOWNTOWN IMPROVEMENT PROJECT

PHASE 2

BITUMINOUS MILL AND OVERLAY, STREET RECONSTRUCTION, BITUMINOUS PAVING, CONCRETE CURB AND GUTTER,
STORM SEWER, WATERMAIN, AND SANITARY SEWER CONSTRUCTION

JUNE, 2021

RESOURCE LIST

CITY OF Montrose

City Hall

311 Buffalo Avenue S

P.O. Box 29

Montrose, MN 55363

763-271-4910

763-272-7422

CITY CLERK:

Debi Isenbier

Mayor: Kristy Monaghan

City Council Members:

Tom MacIsaac

Nicole Andrieff

David Peterson

City Engineer:

(Consultant)

Jared Vogel P.E.

2000 Highway 22 East

Willmar, MN 56201

320-231-9926

Public Works Director

Mark Swanson

11th Street N

Montrose, MN 55363

763-272-2388

Furnisher

Jed Georges

Volantown, MN 55388

952-492-2700

ELECTRIC

West Energy

1000 Energy Drive

Willmar, MN 56201

651-454-0002

THE SURFACE UTILITY INFORMATION SHOWN ON THIS

PLAN HAS BEEN PROVIDED BY THE CITY OF MONTROSE

TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE

LAW. NOTIFY GOMPER STATE ONE CALL 1-800-252-1166 OR

651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS

UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS

PLAN IS NOT TO BE USED FOR ANY OTHER PURPOSES

EXCEPT AS SPECIFICALLY NOTED. STANDARD

GUIDELINES FOR THE COLLECTION AND DEPICTION OF

EXISTING SUBSURFACE UTILITY DATA.



MAP LEGEND

PROJECT LIMITS

CITY HALL

COMMUNITY CENTER/FIRE HALL

PUBLIC WORKS

CITY LIMITS

MAP OF THE
CITY OF MONTROSE
WRIGHT COUNTY, MN

0 400 800
SCALE
FEET

+ BM=985.49
ANNOOT H 118
1ST STREET S - STA 64+39
OFFSET - 40.39' LT

PROJECT DATUM:
HORIZONTAL: NAD 83 (2011) WRIGHT COUNTY
COORDINATE SYSTEM
VERTICAL: NAVD 83

CITY OF MONTROSE

2021 DOWNTOWN IMPROVEMENT PROJECT

TITLE SHEET

SHEET
G0.01



72001 HIGHWAY 22 EAST
WILLMAR, MN 56201
Phone: (320) 231-9926
Email: Willmar@bolton-menk.com
www.bolton-menk.com

DATE: 05/03/2021
BY: JAM/AM/NOOK
PROJECT: 2021 DOWNTOWN IMPROVEMENT PROJECT
SHEET: G0.01

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

**EXTRACT OF MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY
OF MONTROSE, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Montrose, Wright County, Minnesota, was duly held in the Council Chambers of Montrose in said City on the 14th day of June, 2021, at 7:00 o'clock p.m.

The following members were present: _____ and the following were absent: _____. Member _____ introduced the following resolution and moved its adoption.

**RESOLUTION NO. 2021 - 17
RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS**

WHEREAS, pursuant to resolutions passed by the council on July 13, 2020 and November 9, 2020, the City Engineer has prepared plans and specifications for the 2021 Downtown Improvement Project Phase 1, the improvement of Emerson Avenue South between the north line of US Highway 12 (Nelson Boulevard) and the south line of 3rd Street South, Emerson Avenue South between the north line of 2nd Street South and the south line of 1st Street South, Dakota Avenue South between the north line of 4th Street South and the south line of 3rd Street South, Center Avenue South between the south line of US Highway 12 (Nelson Boulevard) and a point approximately 360 feet south of US Highway 12 (Nelson Boulevard), Center Avenue South between the north line of US Highway 12 (Nelson Boulevard) and the north line of First Street South, 4th Street South between the east line of Emerson Avenue South and the east line of Dakota Avenue South, 3rd Street South between the west line of Emerson Avenue South and the west line of Center Avenue South, 3rd Street South between the east line of Center Avenue South and the west line of County Road 12 South (Buffalo Avenue South), 3rd Street South between the east line of County Road 12 South (Buffalo Avenue South) and a point approximately 345 feet east of County Road 12 South (Buffalo Avenue South), the utility easement and trail connecting 2nd Street S and Fairmont Avenue South from the west line of Emerson Avenue S to the west line of Fairmont Avenue S, 2nd Street South between the west line of Emerson Avenue South and a point approximately 365 feet east of County Road 12 South (Buffalo Avenue South), and 1st Street South between the west line of Emerson Avenue South and the west line of County Road 12 South (Buffalo Avenue South) by the construction of pavement, concrete curb and gutter, concrete sidewalk, storm sewer, sanitary sewer, and watermain and has presented such plans and specifications to the council for approval;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MONTROSE, MINNESOTA:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The city clerk shall prepare and cause to be inserted in the official paper and in QuestCDN an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received online until 1:00 p.m. on July 28, 2021, at which time they will be publicly opened in the council chambers of the city hall by the city clerk and engineer, will then be tabulated, and will be considered by the council at 7:00 p.m. on August 9, 2021, in the council chambers of the city hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to

address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for 5 percent of the amount of such bid.

Adopted by the council this 14th day of June, 2021

Mayor

Clerk

STATE OF MINNESOTA
CITY OF MONTROSE
COUNTY OF WRIGHT

I, the undersigned, being the duly qualified and acting Clerk of the City of Montrose, Minnesota, DO
HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original
thereof on file in my office, and that the same is a full, true complete transcript of the minutes of a
meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as
such minutes approving plans and specifications and ordering advertisement for bids on said
improvement.

WITNESS my hand and the seal of said City this 14th day of June, 2021.

City Clerk

(SEAL)

PRICE QUOTATION
**METERING AND
TECHNOLOGY
SOLUTIONS**

Date

5/19/21

 MTS is your authorized  Badger Meter Distributor

FOR:

 12016 Riverwood Dr
Burnsville, MN 55337

 Lee: (763) 443-8250
 Office: (952) 242-1960
 Toll Free: (877) 398-0450
 Fax: (952) 882-6350

 City of Montrose
 Wayne McCormick
 (763) 238-2388
wmccormick@montrose-mn.com
RE: Badger AMA Software - Beacon

Line	Quantity	Product Description	Unit Price	Total
A		<u>Handheld</u>		
B	1	YUMA Tablet Handheld with ORION CE Antenna and (to read existing meters)	\$7,500.00	\$7,500.00
C				
D	1	IR Cable for new handheld	\$100.00	\$100.00
E				
F				
G				
H				
I				
J				
K				
L				
M				
N				
O				

Estimated Delivery: 4-6 weeks ARO

 Payment Terms: Net 30 with
approved credit

FOB: Factory / Burnsville

 MTS Contact: Lee Martin

 All quotes are good for 60 days from the
above date unless otherwise noted.

Meeting Date: June 14, 2021

Submitted By: Wayne McCormick
Public Works Director



Subject: *City Council Request*
Public Works Employee Promotion

BACKGROUND:

Mr. McCormick had discussed with City Council moving Ryan Eischens up to the Operator II position as soon as he passed his C Wastewater Test. Mr. Eischens passed this test at the end of May, 2021.

FINANCE

This promotion to Operator II would come with a \$2.00 per hour pay increase.

RECOMMENDATION:

The Public Works Director recommends promoting Ryan Eischens to Operator II with the \$2.00 per hour wage increase for passing his C Wastewater Test.

COUNCIL ACTION:

Motion needed regarding the recommended changes.

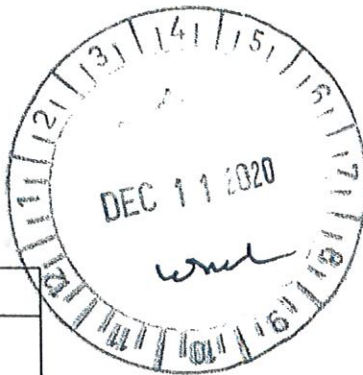
Invoice

CR Electric Inc

6874 230TH ST.

Winsted, MN 55395

320-485-3176 FAX # 485-4695



DATE	INVOICE #
12/8/2020	11958

BILL TO
CITY OF MONTROSE P.O. BOX 25 MONTROSE, MN 55363

P.O. NO.	TERMS	PROJECT
	NET 10 DAYS	

QUANTITY	DESCRIPTION	RATE	AMOUNT
	ICE RINK PROJECT-- AMOUNT DUE PER BID	5,950.00	5,950.00
	THANK YOU		
	<p>0 • C</p> <p>Per original bid 002</p> <p>5,950.00 +</p> <p>2,550.00 +</p> <p>8,500.00 G +</p> <p>100 - 530 - 5950.00</p>		
THERE WILL BE A LATE FEE SERVICE CHARGE OF 18% ON ANY BALANCE OVER 30 DAYS WITH A MINIMUM OF \$3.00.		Total	\$5,950.00

Invoice

CR Electric Inc

6874 230TH ST.

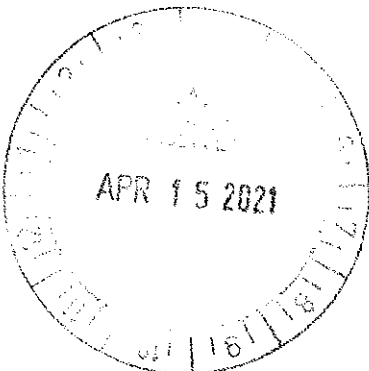
Winsted, MN 55395

320-485-3176 FAX # 485-4695

DATE	INVOICE #
4/13/2021	12135

BILL TO
CITY OF MONTROSE P.O. BOX 25 MONTROSE, MN 55363

P.O. NO.	TERMS	PROJECT
	NET 10 DAYS	

QUANTITY	DESCRIPTION	RATE	AMOUNT
	AMOUNT DUE PER BID- ICE RINK- FINAL	2,550.00	2,550.00
	THANK YOU		
			
THERE WILL BE A LATE FEE SERVICE CHARGE OF 18% ON ANY BALANCE OVER 30 DAYS WITH A MINIMUM OF \$3.00.		Total	\$2,550.00

Keith E. Sjodin*
 R. Lawrence Harris
 Bradley W. Solheim**
 J. Michael Melchert**
 Kelly C. Dohm***
 P. David Melchert
 Racheal M. Holland♦**
 Kathryn J. Barnes
 Jason M. Thlemann
 Matthew D. McDougall
 Lisa D. Hill
 Travis J. Adams
 Jason Lee
 Amber Donley
 Of Counsel:
 Paul A. Melchert
 David P. Hubert
 Luke L. Melchert
 Mac R. Willemssen
 Neil J. Jensen
 *Civil Trial Law Specialist, certified by
 the Minnesota State Bar Association
 **Real Property Law Specialist,
 certified by the Minnesota State Bar
 Association
 ***Labor and Employment Law
 Specialist, certified by the Minnesota
 State Bar Association
 ♦Also admitted in ND and SD



WACONIA OFFICE
 121 West Main Street, Suite 200
 Waconia, Minnesota 55387
 Telephone: (952) 442-7700

CHASKA OFFICE
 102 West 5th Street
 Chaska, MN 55318
 Telephone: (952) 448-2225
 Facsimile: (952) 448-6282

HUTCHINSON OFFICE
 22 Main Street North
 Hutchinson, MN 55350
 Telephone: (320) 587-2045
 Facsimile: (320) 587-1061

Firm Administrator
 Marla A. Wilmsen

WEB PAGE
www.mhsllaw.com

CONTRACT FOR LEGAL SERVICES AND POLICIES

1. DEFINITION OF PARTIES.

In this Agreement, I, me and my refer to **City of Montrose** the client; you and your refer to **Melchert Hubert Sjodin, PLLP, Attorneys at Law.**

2. AGREEMENT TO HIRE ATTORNEYS.

I agree to hire you, the law firm of Melchert Hubert Sjodin, PLLP, Attorneys at Law, to represent me in a legal proceeding described as follows: legal advice regarding Deb Boelter Employment Law Matter.

3. ATTORNEYS' FEES AND OTHER COSTS.

I agree to pay you for legal services at the rate of \$180.00 per hour for attorney time and \$135.00 per hour for legal assistant time during this calendar year, and is subject to increases in future calendar years. This hourly rate includes all time spent by you on my case, including office work, traveling, phone calls, or otherwise. In addition, I agree to repay you for all costs and expenses incurred by you in the handling of my case. These costs may include, but are not limited to, the following:

- A. Investigation and Experts' Fees;
- B. Long Distance Phone Calls; and
- C. Photocopy and Postage Expenses.

Other attorneys may be employed in your discretion in order to protect and enforce my rights.

4. TERMS OF PAYMENT.

I agree to pay as a retainer the amount of \$180.00 which retainer amount shall be kept in the firm's trust account until such time as I incur legal fees in said amount from you. I understand that this retainer is a down payment and that your services will very likely exceed this amount. I also agree to pay any additional retainers as you may require during the course of the litigation. I agree that all regularly issued billing statements are due in full within thirty (30) days, and that

POLICIES

A. CLIENT RIGHTS AND EXPECTATIONS

1. The attorney will work with me (the client) to help me limit my attorneys' fees and will not perform unnecessary functions. Each step which I am competent and comfortable in performing may be performed by me at my option. I will be given every opportunity to save on attorneys' fees throughout the process.
2. The total cost may not be possible to estimate; it depends primarily on how much the other party and us are able to agree. But I can at any time inquire as to where things stand financially and what might yet be involved.
3. If the other party and us do wish to try to reconcile our differences, I can at any time call off the legal proceeding. At our option I may have any unused retainer amounts returned at that time.

B. CLIENT OBLIGATIONS AND RESPONSIBILITIES

I understand and agree that the following policies shall apply in all matters for Melchert Hubert Sjodin, PLLP:

1. Any retainer or deposit quoted must be paid before any work begins by the attorney.
2. All billing statements are due when received, and I will be in default if payments are not made within thirty (30) days. If specifically agreed to with the attorney in writing, I may instead make a regular monthly payment in the amount so agreed until all fees have been paid in full.
3. Interest at an annual percentage rate of 6% will be charged on past due accounts.
4. If I am in default in payment, or if I refuse to follow the attorney's advice or we have a fundamental disagreement in our approach to the case, the attorney is entitled at his or her option to refuse to proceed with the case or to withdraw from the case.
5. In some cases it may be necessary for me to have a guarantor or co-signer on the Contract for Legal Services.
6. While it may be possible that a court would order the opposing party to pay some or all of my attorneys' fees, this cannot be counted on. I am ultimately responsible for all attorneys' fees and costs incurred as a result of this legal proceeding.
7. There are no minimum or maximum fees. I will be refunded any unused portions of the retainer, and will be billed for all additional charges.

MELCHERT HUBERT SJODIN PRIVACY POLICY

Melchert Hubert Sjodin knows that the privacy of the personal information that we receive about you is important to you. We understand that you trust us to protect the confidentiality and security of that information. The information that we collect about you is used only to provide the legal and related services that you request from us. Although there is a new federal law designed to protect the privacy of nonpublic personal information about consumers, as attorneys, we have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by this new law.

This notice informs you of our privacy policy and describes how we treat the information that we receive about you.

Information We May Collect About You

We collect nonpublic personal information about you only in connection with providing you with the services that you request. The types of nonpublic personal information that we collect vary according to the services that we perform for you, and may include:

- * Information that we receive from you (such as your name, address, income, assets, social security information, and other financial or household information);
- * Information about your relationship and past history with us and others (such as the types of legal services we provide to you, your invoice balances and payment history); and
- * Information that we receive, with your authorization, from third parties such as accountants, financial advisors, insurance agents, banking institutions and others.

How We Handle Your Information

We do not disclose any public or nonpublic personal information about you that you have provided to us to anyone outside of our firm, except as authorized by you or required by law. For example, with your consent, we may disclose personal information to a third-party contractor, such as an appraiser or accountant, who is assisting us in providing services to you. In addition, we will release information to the extent required by law or regulation. We do not sell client information to anyone or disclose client information to marketing companies.

How We Protect Your Information

We restrict access to public and nonpublic personal information about you that you have provided to us to those attorneys and staff members in our firm who need to know the information to provide services to you. All of our attorneys and employees are required to maintain the confidentiality of all nonpublic personal information about you. We maintain physical, electronic, and procedural safeguards that comply with both federal law and our more stringent professional standards to protect the public and nonpublic personal information that you have provided to us.

Questions

If you have questions or would like additional information about our privacy policy, please call the Firm Administrator at (952) 442-7700.

unpaid accounts will be charged to my MasterCard, Visa, or Discover account as provided, unless other mutually agreeable arrangements are made with your office. I understand that interest at an annual percentage rate of six percent (6%) will be charged on past-due accounts. If I am in default in any payment, or if I refuse to follow your advice or we fundamentally disagree on our approach to the case, you are entitled at your option to refuse to proceed with the case or to withdraw from the case. I have read the attached Policies (Client Rights and Expectations and Client Obligations and Responsibilities), and understand that they are an integral part of this Agreement.

To the extent that I have not paid all accounts in full within thirty (30) days, I specifically authorize Melchert Hubert Sjodin, PLLP to pay any outstanding amounts due in full from time to time from the MasterCard, Visa, or Discover account listed on the attached sheet.

CITY OF MONTROSE

Dated: October 21, 2019

Michelle Otto

Michelle Otto, Its Mayor

311 Buffalo Avenue South / P.O. Box 25

Address

Montrose, Minnesota 55363

Address

MELCHERT HUBERT SJODIN, PLLP

By Kelly C. Dohm
Kelly C. Dohm

Hello Michelle,

Thank you for coming to sign these documents. I really appreciate it.

This is the "Contract For Legal Services and Policies" for Ms. Kelly Dohm, the Personnel Attorney from Melchert, Hubert and Sjodin in Waconia. She is the Attorney that I told you and Tom about in the Personnel Meeting.

Ms. Dohm writes City Administrator Contracts for several other cities and has many years experience.

If you are still okay with her preparing my Contract (checked with Tom and Ju was), please sign and I'll have her start working on mine.