



## CITY COUNCIL AGENDA REGULAR MEETING

**Monday, May 10, 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 Cathy Jones – House of Grace

**4. PLEDGE OF ALLEGIANCE**

**5. APPROVAL OF AGENDA**

**6. APPROVAL OF CONSENT AGENDA**

**A. Minutes**

1. April 12, 2021 Regular City Council Meeting – prepared by J. Bonniwell
2. April 12, 2021 City Council Workshop – prepared by W. Manson
2. May 6, 2021 Special City Council Meeting – prepared by J. Bonniwell

**B. Accounts Payable**

1. City, May 10, 2021 – prepared by W. Manson
2. Fire Department, May 10, 2021 – prepared by W. Manson

**C. Monthly Utility Adjustments, April, 2021 - prepared by C. Gerard**

**D. May 10, 2021 Personnel Policy Update – prepared by J. Bonniwell**

- E. Resolution 2021-14 – Resolution Opting to Participate in the Wright County Economic Development Authority

**7. OPEN FORUM**

**8. REQUEST FOR COUNCIL ACTION**

- A. Peter Losch – 905 Patriot Circle

**9. WRIGHT COUNTY SHERIFF'S OFFICE**

- A. March, 2021 Monthly Report and Hours Report

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

- A. City Council
  - 1. Monthly Activity Report
- B. Montrose Fire Department
  - 1. April, 2021 Activity Report
  - 2. DNR Equipment Grant Application – Approval for \$5,000 matching grant
- C. Emergency Management
  - 1. Updates
- D. Economic Development Authority
  - 1. April 20, 2021 ZOOM Meeting Minutes
- E. Employee Development and Personnel Committee
  - 1. City Administrator 90-Day Review
  - 2. Deputy Treasurer – Job Description Approval
  - 3. Hiring of Michael Sommerfeld for Deputy Treasurer
- F. Park and Recreation Commission
  - 1. Resignation of Ms. Sue Saman
  - 2. Updates
- E. Planning and Zoning Commission
  - 1. April 14, 2021 Planning and Zoning Commission Meeting Minutes
  - 2. Updates from City Planner
- F. City Engineer
  - 1. Quiet Zone Study – Discussion
- G. Public Works Department
  - 1. Updates

**11. OLD BUSINESS**

**12. NEW BUSINESS**

- A. Trail Repair in Forest Creek
- B. State Bonding Bill Discussion

C. Casey's Water Refill Station Permit Fee Discussion

**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 – Tuesday, May 18, 2021 at 12:00 p.m. in the Montrose City Hall
- C. Park and Recreation Meeting – Thursday, June 3, 2021 at 5:30 p.m. in the Montrose City Hall
- D. Regular City Council Meeting – Monday, June 14, 2021 at 7:00 p.m. in the Montrose Community Center

**14. ACKNOWLEDGEMENTS**

**15. CLOSED SESSION**

- A. Purchase of Property within the City pursuant to Minnesota Statutes, Section 13D.05, Subdivision 3(c)(3).

**16. ADJOURNMENT**

City of Montrose  
 Regular City Council Meeting  
 Montrose Community Center  
 200 Center Avenue South  
 Monday, April 12, 2021  
 7:00 P.M.

# **1. CALL TO ORDER**

**Pursuant** to call and notice the Montrose City Council met in Regular Session on Monday, April 12, 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  
 Ms. Wendy Manson, Deputy Clerk  
 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  
 Mr. Daniel Elder, City Planner

# **3. INVOCATION**

A. Pastor Ryan Clark – St. John's Lutheran Church

Pastor Ryan Clark 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 April 12, 2021 Regular City Council Meeting Agenda as written. Council Member Solarz seconded the motion. Motion carried 5-0.**

# **6. APPROVAL OF THE CONSENT AGENDA**

A. Minutes

1. Accepted the minutes of the March 8, 2021 Regular City Council Meeting.
2. Accepted the minutes of the March 29, 2021 Special City Council Meeting.

B. Accounts Payable

1. Approved the April 12, 2021 Accounts Payable for the City of Montrose.



2. Approved the April 12, 2021 Accounts Payable for the Montrose Fire Department.

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

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

## **7. 2020 AUDIT REPORT – ABDO EICK & MEYERS**

**Council Member Marszalek motioned to approve the 2020 Audit Report prepared by Abdo, Eick and Meyers. Council Member Paradise seconded the motion. Motion carried 5-0.**

## **8. OPEN FORUM**

- Michelle Otto from 205 Garfield Ave N addressed the City Council regarding the culvert and pond behind her property and asked that the Public Works Director go out and take a look at it and see what can be done to fix the flooding and culvert problem.
- Michael Pilarski from 923 Aspen Lane addressed the City Council regarding the Planned Unit Development (PUD) for Steamboat Lane. He thanked the Mayor for coming out to Steamboat and talking with the neighborhood and viewing the property for the potential development in person. He had several concerns regarding the PUD and urged City Council not to approve the potential development.
- Carissa Stier from 928 Steamboat Lane addressed the City Council regarding the PUD for Steamboat Lane. She shared concerns about the amount of traffic this development would bring into the dead-end road with no current outlet. She also urged the City Council not to approve the proposed development.
- Katie Mika from 926 Steamboat Lane addressed the City Council regarding the PUD for Steamboat with similar concerns and urging City Council not to approve the development.

## **9. WRIGHT COUNTY SHERIFF'S OFFICE**

### **A. March, 2021 Monthly Report and Hours Report**

Wright County Sheriff's Office Deputy Mr. Eric Larson gave an overview of the March, 2021 Monthly Report.

## **11. 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. March, 2021 Activity Report**

#### **2. Year 2020 Annual Report**

**Council Member Marszalek motioned to approve the Year 2020 Annual Report for the Montrose Fire Department. Council Member Solarz seconded the motion. Motion carried 5-0.**

#### **3. Community Center Audio System Upgrade**

Mr. Triplett presented two options for having extra microphones for the audio system at the Community Center. The City can purchase two extra microphones for \$2,020.00 or purchase four extra microphones for \$4,304.00. Mr. Triplett recommended the purchase of four extra microphones in case one of the current ones breaks or is defective, we will have some extra.

**Council Member Marszalek motioned to approve the purchase of four additional microphones for use in The City of Montrose Community Center. Council Member Andreoff seconded the motion. Motion carried 5-0.**

4. Request for Compost Site Burning Approval

**Mayor Moynagh motioned to approve Compost Site Burning as needed. Council Member Marszalek seconded the motion. Motion carried 5-0.**

C. Emergency Management

1. Updates

2. Request for Emergency Management iPad Purchase Approval

**Mayor Moynagh motioned to approve the purchase of an iPad for Emergency Management use. Council Member Andreoff seconded the motion. Motion carried 5-0.**

D. Park and Recreation Commission

1. April 1, 2021 Park and Recreation Commission Meeting Minutes

Ms. Ashlyn Otto, Park and Recreation Commission Chair, addressed the City Council and gave an overview of the Thursday, April 1, 2021 Park and Recreation Commission Meeting.

2. Fish Sunflower Fields Discussion

Mr. Olson from Fish Sunflower Fields addressed City Council regarding installing a Sunflower Field in the Regional Park. The City Council would like to see a signed agreement between Mr. Olson and the City to ensure the City is covered as far as decommissioning the field, if necessary.

**Mayor Moynagh motioned to approve a two-year (2-year) agreement to allow Fish Sunflowers to plant around four (4) acres at the Montrose Regional Park. Motion seconded by Council Member Paradeise. Motion carried 5-0.**

3. Concession Stand Discussion

No comments for this discussion.

4. Park and Recreation Meeting Schedule Discussion

The decision was made to have a joint Park and Recreation and City Council Meeting on Thursday, May 6, 2021 in order to discuss the meeting schedule further.

E. Planning and Zoning Commission

1. Loomis Homes Revised Planned Unit Development Plan and Preliminary Plat

**Council Member Marszalek motioned against approval of the Loomis Homes Planned Unit Development. Council Member Andreoff seconded the motion. Motion carried 5-0.**

2. Updates from City Planner

The City Planner, Mr. Daniel Elder, gave updates on the following:

- ✓ Preserve Housing Development – Water testing has been done and developer will be discussing the results of the testing with the City Engineer.
- ✓ Laundromat Business Proposal – Mr. Bolke is having trouble with an equipment supplier and because of this is unable to come up with a final budget amount that it will cost to develop the laundromat. He is in limbo while he waits for his supplier to contact him with final pricing.
- ✓ Business at 300 Nelson Boulevard – Mr. Trelstad still too busy and has not contacted the City regarding business requirements for the property.
- ✓ Ouverson 2<sup>nd</sup> Addition – Renewed interest has been shown by Mr. Kent Pfeifer to develop the Ouverson 2<sup>nd</sup> Addition. The final plat was originally approved for this development back in 2005, but was never recorded at the County to make it official. The City will honor the preliminary plat approval, but Mr. Pfeifer will have to redo a development application and final plat approval before building the development out. Mr. Pfeifer was asked to contact Bolton and Menk regarding the existing utility lines, as well as the wetland area.
- ✓ Subway Business Proposal – Mr. Elder is working with the owner of the potential Subway business to have them apply for a Conditional Use Permit (CUP) which will be needed if the restaurant intends to have a drive-thru. The Subway restaurant will likely be going forward even if the laundromat does not.
- ✓ Business at 221 Nelson Boulevard – The new owners, Untiedt's, has contacted the City regarding potential plans for the property. Improvements to the site have already started. They may need to apply for a Conditional Use Permit, depending on what type of business they decide to conduct from that location.
- ✓ The Planning and Zoning Commission will be meeting on April 14<sup>th</sup> to discuss potential changes to Ordinance 2017-7, as well as City Code Chapter 50.01 regarding sidewalk repairs.

#### F. City Engineer

1. Memo – Request to Approve Revocation of County State Aid Highway (CSAH) Status of CSAH 60

**Mayor Moynagh motioned to approve the request to Approve Revocation of County State Aid Highway (CSAH) Status of CSAH 60. Council Member Paradeise seconded the motion. Motion carried 5-0.**

2. Memo – Manganese Analysis: Applications for Funding Programs for Water Treatment

**Council Member Marszalek motioned to authorize staff to update the applications for funding programs for water treatment. Council Member Solarz seconded the motion. Motion carried 5-0.**

#### E. Public Works Department

1. Updates

- Mr. McCormick stated the City received three applications for the City Compost Site Monitor, and recommended Mr. Jerome Plath be considered to fill that position.

**Mayor Moynagh motioned to approve the hiring of Jerome Plath to monitor the City Compost Site, starting on April 13, 2021. Council Member Marszalek seconded the motion. Motion carried 5-0.**

- The City will be conducting hydrant flushing starting on April 26<sup>th</sup> to hopefully be completed by the second week in May, weather permitting.
- Excavation for the Forest Creek Park will begin as soon as weather permits and the ground dries out so they are able to drive their trucks back into the park area.

**12. NO OLD BUSINESS.****13. NEW BUSINESS****A. City-Wide Clean-Up Day Discussion**

City Staff discussed allowing two free items again this year for clean-up day, but going forward that will not be an option since we will be depleting the Garbage Fund Account to be used elsewhere within the City as verified by the City Auditor for use of funds.

**B. Proclamation – Occupational Therapy Month**

1. City Council Proclamation recognizing the month of April to be known as Occupational Therapy Month.

**14. UPCOMING MEETINGS**

A. Planning and Zoning Commission Meeting – Wednesday, April 14, 2021 at 7:00 p.m. in the Montrose Community Center

B. Economic Development Authority Meeting – Tuesday, April 20, 2021 at 12:00 p.m. in the Montrose City Hall.

G. Park and Recreation Meeting/City Council Meeting – Thursday May 6, 2021 at 5:30 p.m. in the Montrose City Hall.

H. Regular City Council Meeting – Monday, May 10, 2021 at 7:00 p.m. in the Montrose Community Center.

**15. ACKNOWLEDGEMENTS**

- Mayor Moynagh made the following acknowledgements:
  - Deb Boelter for her time in service to the City of Montrose.
  - City Staff for their ongoing hard work.
  - Fire Department/Sheriff's Department/National Guard for all of their hard work with the unrest in the metro area.
- Council Member Solarz acknowledged the residents from Steamboat Lane for coming out to voice their opinions.
- Council Member Paradeise acknowledged Johnny Olson from Fish Sunflowers for coming to the meeting to discuss the Sunflower Field with Council. Council Member Paradeise also acknowledged the residents from Steamboat Lane for coming out to voice their opinions.

**16. ADJOURNMENT**

Mayor Moynagh motioned to the adjourn the Regular City Council Meeting at 8:45 p.m. Council Member Solarz seconded the motion. Motion carried 5-0.

ATTEST:

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Robert W. Moynagh, III  
Mayor  
City of Montrose

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Jessica Bonniwell  
City Administrator  
City of Montrose

City of Montrose  
City Council Workshop  
Montrose Community Center  
200 Center Avenue South  
Monday, April 12, 2021  
6:00 P.M.

**1. CALL TO ORDER**

Pursuant to call and notice the Montrose City Council met for a City Council Workshop on Monday, April 12, 2021 at 6:00 p.m.

Mayor Moynagh called the Meeting to order at 6:00 p.m.

**2. PRESENT AT THE MEETING**

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

Staff Present: City Administrator Jessica Bonniwell  
City Clerk-Treasurer Wendy Manson  
Public Works Director Wayne McCormick  
Andy Berg – Abdo, Eick & Meyers, LLC  
Jeff Hines – Abdo, Eick & Meyers, LLC

**3. PRESENTATION OF 2020 FINANCIAL STATEMENTS**

Berg reviewed the financial statements for the fiscal year 2020. Berg stated that the city complied with all of the laws and regulations and that an unmodified or clean opinion was issued.

**4. ADJOURNMENT**

Mayor Moynagh adjourned the City Council Workshop at 6:30 p.m.

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Robert Moynagh III  
Mayor  
City of Montrose

ATTEST:

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Wendy Manson  
City Clerk-Treasurer  
City of Montrose

City of Montrose  
 Special City Council Meeting  
 Montrose Community Center  
 200 Center Avenue South  
 Thursday, May 6, 2021  
 5:30 P.M.

## 1. CALL TO ORDER

**Pursuant** to call and notice the Montrose City Council met in a Special City Council Meeting on Monday, May 6, 2021 at 5:30 p.m.

Council Member Marszalek called the meeting to order at 5:30 p.m.

## 2. ROLL CALL

Present: Council Member Tom Marszalek  
 Council Member Nicole Andreoff  
 Council Member David Paradeise  
 Council Member Sam Solarz

Absent: Mayor Robert W. Moynagh III

Staff Present: Ms. Jessica Bonniwell, City Administrator  
 Mr. Wayne McCormick, Public Works Director  
 Ms. Cristy Gerard, Deputy Clerk

Park and Recreation Commission Present:  
 Ms. Ashlyn Otto  
 Ms. Sylvia Henry

Park and Recreation Commission Absent:  
 Ms. Katie Borrett

## 3. APPROVAL OF AGENDA

**Council Member Andreoff motioned to approve the May 6, 2021 Special City Council Meeting Agenda. Council Member Paradeise seconded the motion. Motion carried 4-0.**

## 4. BUSINESS

### A. Park and Recreation – Park and Trail Plan Discussion

1. Carver Field:
  - a. Needs new diamond dust
  - b. Public Works to work on maintaining field and filling holes
  - c. New Concession stand with plumbing for water
2. Forest Creek:
  - a. Playground currently being installed
  - b. Fix trail that is falling apart
3. Lent Park:
  - a. New skate equipment when needed – Public Works maintains and checks this equipment yearly and will advise when it needs to be replaced
  - b. Field lights at park
4. Lions Park:
  - a. Remove old equipment and replace with new
  - b. Plant trees
  - c. Leave green space open

5. Northridge Park:
  - a. Lights recently added
  - b. Skating rink added
  - c. Plant more trees
6. Hill Street Green Space:
  - a. Leave as green space
  - b. Possibly add trees or bench
7. Pheasant Hills:
  - a. Area under swings needs to be filled or replaced with mat for handicap access to swings
  - b. Park area is small and cannot accommodate more equipment
8. Veterans Park:
  - a. New handicap accessible playground equipment
9. Preserve Park/Green Space:
  - a. Waiting for developer to submit plat plans to see if park area should be green space with gazebo or playground
10. Rock Brook Park:
  - a. Mats to replace mulch to make handicap accessible
11. Regional Park:
  - a. Develop according to plan
  - b. Shelter to be added first
  - c. Playground should be priority along with shelter
12. Thoreson Park:
  - a. Future trail possible once City owns connecting property
13. White Tail Ridge Disc Golf Course:
  - a. Replace/repair damaged boxes
14. Highway 12 Trail:
  - a. Needs repair

**B. Park and Recreation – Commission Schedule Discussion**

The Commission will meet monthly until further notice as long as they have active agenda items.

**5. OTHER**

- A. Fish Sunflower Fields – City Council confirmed decision to require a contract in order for Fish Sunflowers to plant in Regional Park. Mr. Olson has been so far resistant to signing the proposed contract.
- B. Resignation of Ms. Sue Saman – Park and Recreation were informed of the formal resignation of Ms. Sue Saman from the Park and Recreation Commission effective May 6, 2021

**6. ADJOURNMENT**

**Council Member Andreoff motioned to adjourn the Special City Council Meeting at 6:13 p.m. Council Member Solarz seconded the motion. Motion carried 4-0.**

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Robert W. Moynagh III  
Mayor  
City of Montrose

ATTEST:

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Jessica Bonniwell  
City Administrator  
City of Montrose

# ACCOUNTS PAYABLE LIST

MAY 10, 2021

Payroll	4/19/21 Payroll	13145.78
Payroll	5/3/21 Payroll	13407.98
IRS-Federal Tax Payment	4/19/21 FED/FICA Tax	4776.38
IRS-Federal Tax Payment	5/3/21 FED/FICA Tax	4837.37
MN Dept. of Revenue	4/19/21 State Withholding	884.74
MN Dept. of Revenue	5/3/21 State Withholding	893.38
PERA	4/19/21 Payroll	2730.65
PERA	5/3/21 Payroll	2748.25
*Ameritas Life Ins.	Employee Optical Ins	58.20
MN Dept of Revenue	Mar. Sales Tax	1699.00
Payment Service Network	Apr. PSN/ACH Fees	1227.25
Abdo, Eick & Meyers	2020 Audit	6750.00
*AFSCME #65	Apr. Union Dues	115.40
Aramark	Uniforms/Floor Mats	258.95
Dan Berent	Utility Overpayment	18.00
Campbell, Kuntson	Legal Services	24.49
Citizens State Bank	Clean Up Day Cash	200.00
*Citizens State Bank	Apr. H.S.A. Deposit	2750.00
Comcast	WWTP Internet Service	109.85
CR Electric	Rolling Meadows Lift Station	360.00
CR Electric	Northridge Ice Rink Lights	2550.00
Delano Auto Parts	WWTP/Truck Batteries	311.96
Delta Dental	May Dental Ins.	765.50
Billi Jo Grams	Utility Overpayment	91.52
Jason Groen	Utility Overpayment	59.73
Hawkins	Water/WWTP Repair Supplies	270.00
Hawkins	WWTP Chemicals	4958.16
Health Partners	May Health Ins.	12441.83
Hillyard	Community Center Supplies	75.82
Hydro Klean	WWTP Lift Station Cleaning	4340.00
*IUOE Local #49	Apr. Union Dues	140.00
Kennedy & Graven	Legal Services	2750.00
Lincoln Nat'l Life Ins.	May Life Ins.	147.29
*Madison Nat'l Life	May Disability Ins.	277.58
Marco Tech.	Printer Mtce Agreement	71.32
Melchert, Hubert, Sjodin	Administrator Contract	338.55
Menards	Parks & Park Benches	137.59
Menards	PW/Water/WWTP Supplies	185.95
MN Dept. of Labor	1 <sup>st</sup> Qtr Bldg Permit Surcharge	394.77
MVTL Labs	Water Testing	49.85
MVTL Labs	WWTP Testing	393.42
*NW Assoc. Consultants	Planners Services	1359.20



May 10, 2021

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NEC Cloud Comm.	Telephone Service	189.48
North Star Awards	Holiday Trophies	17.50
Paumen Computer Services	Community Center Router	327.99
Paumen Computer Services	Computer Repairs	385.00
Paumen Computer Services	Monthly IT/Backup/Repairs	600.00
Quill Corp	City Hall Office supplies	199.54
Russell Security	City Hall Door Handle/Rekey	290.00
Russell Security	Comm Ctr Door Handle/Rekey	310.75
Sentry Systems	City Hall Alarm System	147.38
US Internet	Email Host	129.35
USA BlueBook	Water/WWTP Supplies	153.46
WakeSun, LLC	Solar Energy	7542.01
Wal-Mart	City Hall Supplies	133.11
Wal-Mart	Comm Ctr Router	245.89
Windstream	Telephone Charges	117.50
Wright Cty Jrnl Press	Annual Subscription	44.50
Wright-Hennepin CO-OP	Electric Services	256.68
Xcel Energy	Electric & Gas Charges	3106.01
	ACCOUNTS PAYABLE SUBTOTAL	103301.86

Adam's Pest Control	Comm Ctr/City Hall	80.53
Aramark	Uniforms/Rugs	246.68
Badger Meter	Apr. Hosting Fee	97.06
BHS All Night Grad Party	2021 Donation	100.00
Central Fire Protection	Annual Fire Ext. Mtce.	441.13
*Citizens State Bank	Employee H.S.A. Deposit	6150.00
*Colonial Life Ins.	Apr. Employee Ins.	74.52
Comcast	Internet Service	543.08
Culligan	City Hall Softener	66.10
Delano Auto Parts	Carver Field Mower	92.94
Delano True Value	Compost/Lift Station	11.09
Gopher State-One Call	Water/Sewer Locates	133.65
Internal Revenue Service	Council Payroll Taxes	283.00
Marie Jenson	Janitorial Services	320.00
Loomis Homes	Landscape/Grading Escrow	4500.00
*Metro West Inspect.	Bldg. Permits/Inspect.	1683.44
Mill Pond	Storm Water Repairs	143.00
MN Computer Systems	Copier Mtce. Agreement	282.04
MVTL Labs	WWTP Testing	282.34
*NW Assoc. Consultants	Planners Services	1047.90
Petty Cash	Replenish Petty Cash	103.60
U.C. Laboratory	WWTP Testing	86.00
Varner Mobile Services	Repair Orange Plow Truck	6558.88
Verizon	Cellphones	377.49
WakeSun, LLC	Solar Energy	10952.68
Wright Cty Auditor	May Patrol Services	24865.63

May 10, 2021

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Wright Cty Jrnl Press	Seasonal/Compost Ads	592.26
Wright Cty Jrnl Press	Downtown Imp Project Notice	20.25
Xcel Energy	Gas Charges	98.37

TOTAL ACCOUNTS PAYABLE	163535.52
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MOYNAGH

BONNIWELL

MARSZALEK

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ANDREOFF

SOLARZ

PARADEISE

## \* Appendix

Payments received to offset checks written

Payroll Deduction	Apr. Optical Ins.	54.52
Payroll Deduction	AFSCME #65 Apr. Union Dues	115.40
Payroll Deduction	Apr. H.S.A. Deposit	1350.00
Payroll Deduction	IUOE #49 Apr. Union Dues	140.00
Payroll Deduction	May Disability Ins	277.58
Developer Expense	NW Assoc Consultants	288.30
Payroll Deduction	EE H.S.A. Deposit	6150.00
Payroll Deduction	April EE Insurance	74.52
Building Permits	Metro West	1683.44
Developer Expense	NW Assoc Consultants	140.50

# FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

## MAY 10, 2021

Delano CarQuest	Utility 11 Mtce.	13.83
Municipal Emerg Services	FF Gear Bags	1217.61
Central Fire Protection	Annual Fire Extinguisher Mtce.	134.72
Comcast	Internet Service	97.85
Delano CarQuest	Utility 11 Repairs	226.15
Equipment Mgmt. Co.	Engine 12 Repairs	1505.00
Menards	Station Supplies	107.96
MN Fire Service Cert Board	Fire Officer I Cert.	360.00
SYNCB/Amazon	FF Gear Bags/Computer	1108.44
Verizon	FD I-Pad	40.01

TOTAL ACCOUNTS PAYABLE	4811.57
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**MOYNAGH**
**BONNIWELL**
**MARSZALEK**


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**ANDREOFF**
**SOLARZ**
**PARADEISE**

### \*APPENDIX

Payments received to offset checks written

**CITY OF MONTROSE**  
**Monthly Adjustments**

04/30/21 8:44 AM  
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Account	Tran Type	Charge Name	Charge Type	Amount	Date
00-00002572-02-	Adjustment		UR	(\$59.73)	4/28/2021
00-00002695-03-	Adjustment		UR	(\$91.52)	4/28/2021
00-00001819-00-	Adjustment		UR	(\$18.00)	4/28/2021
01-00002539-00-	Adjustment	Hang Disconnect N Service		\$25.00	4/14/2021
				(\$144.25)	

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



# **MONTROSE PERSONNEL POLICY**

October 14, 2013

Amended March 28, 2016

Amended, August 8, 2016

Amended, October 10, 2016

Amended, November 14, 2016

Amended, March 13, 2017

Amended, May 10, 2021

# City of Montrose

## Personnel Policies and Procedures

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# City of Montrose

## Personnel Policies and Procedures

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# City of Montrose

## Personnel Policies and Procedures

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### INTRODUCTION

#### PURPOSE

It is the purpose of this Policy to establish a uniform and equitable system of personnel administration for employees of the City of Montrose.

This Policy does not create conditions of employment, nor does it constitute a contract between the City of Montrose and any employee.

This Policy supersedes all previous personnel policies.

Except as otherwise prohibited by law, the City has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any or no reason.

#### AUTHORITY

The provisions of this Policy may be revised or amended at any time at the sole discretion of the City Council. Interpretation of these policies or decisions on items not covered herein will be made by the City Council with a recommendation from the Personnel Committee.

#### SCOPE

These policies apply to all employees of the City. Unless otherwise noted, this Policy does not apply to the following:

1. Elected officials;
2. City Attorney and other consultants and contractors;
3. Members of City boards, commissions and committees;
4. City volunteers;
5. Members of the Montrose Fire Department; and
6. Emergency employees.

If any specific provision of this Policy conflicts with any current union agreement, separate employment agreement, or civil service rules, those agreements or rules will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in this Policy is intended to modify or supersede any applicable state or federal law.

The Montrose Fire Department is governed by separate policies and standard operating guidelines.

#### EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The City of Montrose is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation and selection for training.



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The City of Montrose will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission.

### DEFINITIONS

For purposes of these policies, the following definitions will apply:

**“City”** means the City of Montrose, Minnesota.

**“City Council”** means the City Council of the City of Montrose.

**“Department Head”** means, in the case of the City’s administrative department, the City Clerk/Treasurer, and in the case of the City’s public works department, the Public Works Director.

**“Exempt Employee”** means an employee who is not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

**“Full-time Employee”** means an employee who is required to work forty (40) or more hours per week, year round in an ongoing position.

**“Non-exempt Employee”** means an employee who is covered by the overtime provisions of the federal or state Fair Labor Standards Act.

**“Part-time Employee”** means an employee who is required to work at least 29 hours per week, year round in an ongoing position.

**“Personnel Committee”** means the committee of the City Council authorized to handle certain personnel matters as identified by this policy or as directed by the City Council.

**“Probationary Period”** means a 12-month period at the start of employment with the City (or at the beginning of a promotion, reassignment or transfer) that is designated as a period to learn the job.

**“Regular Employee”** means an employee who is employed on a full-time or part-time basis and has successfully completed the probationary period.

**“Seasonal Employee” or “Temporary Employee”** means an employee who only works part of the year to conduct seasonal or temporary work. These employees may work full-time or part-time, and may work for defined start and end dates or for the duration of a specific project. Such employees shall not (i) work more than 67 days in any calendar year, or (ii) shall not work more than 100 days in any calendar year, as long as the employees are under the age of 22, are full-time students enrolled in an educational institution before being hired by the City,

# City of Montrose

## Personnel Policies and Procedures

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and have indicated an intention to continue as a student during or after seasonal or temporary employment with the City. These employees do not earn benefits or credit for seniority.

## EMPLOYEE RECRUITMENT & SELECTION

### APPOINTMENTS

Every appointment to municipal service shall be made by the City Council on the basis of merit and fitness for the position. When required by law or by the City Council, merit and fitness shall be ascertained by written, oral or other examinations designed to evaluate the ability of the candidate to discharge the position for which the examination is held. Results of any such examination will be kept in the employee's personnel file.

Before reviewing applications the Council will devise a 100-point scoring system in order to objectively rank applicants. Scores shall be awarded for education, experience, and other objective factors which are relevant to the position. Veterans shall receive additional points for their military service, in accordance with the Veterans Preference Act, found at Minnesota Statutes, Section 197.455, *et seq.* The Council may delegate responsibility for the creation of this 100-point system to other qualified persons.

Using the 100-point scale, the Council shall designate "finalists" who shall be notified and subjected to interviews and testing as the Council may deem appropriate for the position. The Council may delegate responsibility for screening applicants to other qualified persons who shall provide a recommendation to the Council, along with the reasons for recommending the offer or employment to a particular applicant.

### PRE-EMPLOYMENT MEDICAL EXAMS

Any Department Head or designee may in his/her sole discretion determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Where a medical exam is required, an offer of employment is contingent upon successful completion of the medical exam. Information obtained from the medical exam is confidential. If an applicant is rejected for employment based on the results of the medical exam, the City will notify the applicant of this determination.

### BACKGROUND CHECKS

All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the applicable Department Head will determine the level of background check to be conducted based on the position being filled.



# City of Montrose

## Personnel Policies and Procedures

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### PROBATIONARY PERIOD

#### **Purpose**

The probationary period is an integral part of the selection process and shall be utilized for observing the employee's work. Performance, skills, and ability demonstrated during the probationary period shall be evaluated by the applicable Department Head to recommend or deny regular employment.

#### **Duration**

Every original appointment and every promotional appointment is subject to a probationary period of 12 months from the date of appointment. The probationary period may be extended in certain circumstances to enable further observation of the employee's ability to perform the duties of the position.

#### **Termination**

The City Council, in its sole discretion, may terminate a probationary employee at any time during the probationary period. If the employee is a veteran, the City will follow all applicable procedures under state law.

#### **Performance Evaluation**

The employee's Department Head shall prepare a performance evaluation report after six months or more often at the Department Head's discretion during the probationary period. Performance evaluations will be completed annually thereafter. Each report shall be reviewed with the employee. Any failure to complete the performance evaluation does not invalidate the probationary period.

#### **Completion**

Following the probationary period, the employee will be evaluated and considered for a pay increase and promotion to a Regular Employee.

### **MOTOR VEHICLE RECORD/DRIVER'S LICENSE CHECK**

Finalists for employment who will be driving City vehicles or equipment or who will be driving personal vehicles for City business must undergo a motor vehicle and driver's license check before being hired. The City Clerk/Treasurer will review the check and will bring any concerns to the City Council, at which point the City Council will determine whether the person is qualified for employment with the City.

Once employed, every employee at the City who drives City vehicles or equipment or who drives a personal vehicle for City business will be subject to an annual motor vehicle record and driver's license check.

### **DRUG TESTING**

Holders of a commercial driver's license are subject to drug and alcohol testing pursuant to the Minnesota Municipal Utilities Association policy.

# City of Montrose

## Personnel Policies and Procedures

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### HOURS OF WORK

#### EMPLOYEE SCHEDULES

Employee work schedules will be established by the appropriate Department Head with the approval of the City Council. The regular work week for Regular Full-Time Employees is Monday through Thursday, 7 a.m. to 4:30 p.m., and Friday, 7 a.m. to 11:00 a.m., unless otherwise established by the Department Head in accordance with the custom and needs of the department.

Temporary and Part-Time Employees are not allowed to make up missed time from work without prior Department Head permission.

#### REST PERIODS AND MEAL BREAKS

Every regular employee when working under conditions where a break period is practical shall be granted a 15-minute rest period for each four (4) hours worked. Rest periods should be scheduled so as not to interfere with work requirements. Rest periods can be taken at the end of the first four hours of the work day and at the beginning of the last four hours of the work day, thus creating a 1-hour lunch period for employees who wish to do so.

A lunch rest period not to exceed 30 minutes (unless used in conjunction with the two daily 15-minute rest periods) will be allowed for each shift of eight (8) consecutive hours worked. The lunch period is unpaid and shall be taken as close to the middle of the shift as possible.

Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time or lunch time by saving these breaks.

#### WORKING FROM HOME/REMOTELY

Since municipal employees are expected to report into City Hall each and every day, working from home/remotely will be an exception and not the rule. Requests to work remotely will require written approval from a supervisor a minimum of 24 hours in advance and will only be approved under certain circumstances. These circumstances, such as a medical condition or surgery, would require a note from your doctor, or if you are required to care for a family member on a short term, temporary basis. In addition, working remotely will be authorized if we are under an executive order, which would require a rotation for office employees.



# City of Montrose

## Personnel Policies and Procedures

### COMPENSATION

#### WAGES AND SALARY

The City shall compensate employees according to guidelines adopted in the attached addendum. The City shall separately reimburse employees for travel or other official business expenses as allowed by this Policy. The City Council may, in its discretion, withhold a salary increase in individual cases if the employee's performance warrants such action.

#### OVERTIME

This section applies only to Non-exempt Employees. Employees may be asked to work overtime consistent with municipal operational needs. Employees may only work overtime with the authorization of their Department Head. Employees will be compensated at the rate of one and one-half times their regular rate of pay for all hours worked in excess of 40 per week. In emergency situations, all employees will be guided by the City's Emergency Management Policy.

Actual time worked, vacation and sick time will be considered in pay status or time worked for the purpose of accruing overtime compensation. Compensatory time will not be considered as in pay status or time worked for the purposes of accruing overtime compensation.

#### ON-CALL PAY

Employees who are required to be on-call shall be paid at the rate of \$1.00 per hour/\$126 maximum per week for the period of time the employee is on-call. Employees responding to a call shall be paid their regular rate of pay for time actually worked during the call. Employees on any type of paid leave shall not receive on-call pay.

#### PAY DAYS

Employees shall be paid biweekly by automatic deposit for the prior two weeks work on alternating Thursdays. When a payday falls on a holiday, employees shall receive pay the preceding workday.

# City of Montrose

## Personnel Policies and Procedures

### PERFORMANCE REVIEWS

The Department Head shall use an objective performance review system for the purpose of periodically evaluating the performance of all City employees within the jurisdiction of such Department Head. The quality of an employee's past performance is considered in personnel decisions such as promotions, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. Employees do not have the right to change their performance review, but may submit a written response which will be attached to the performance review. Employees may address concerns with their performance review with the Personnel Committee or the City Council. An employee may only appear once before the Personnel Committee and the City Council for each performance review. If the employee addresses the City Council, the discussion may occur in a closed session, unless the employee requests the City Council meeting remain open.

Performance reviews are done annually, no later than April 1. The performance review form, with all required signatures, will be retained as part of the employee's personnel file.

During the training, or probationary period, informal performance meetings should occur frequently between the applicable Department Head and the employee.

Signing of the performance review document by the employee acknowledges that the review has been discussed and does not necessarily constitute agreement by the employee to any determination made in the performance review. Failure to sign the document by the employee will not delay processing.

The City Council will conduct the annual reviews, no later than April 1, for the City Clerk/Treasurer and the Public Works Director in a closed meeting unless the employee requests otherwise.



# City of Montrose

## Personnel Policies and Procedures

### **BENEFITS**

#### **INSURANCE BENEFITS**

The City will provide dental, medical, and life insurance coverage to all Regular Full-time and Part-time Employees. The City will contribute an amount determined by the City Council toward the insurance premiums. The City will also make a monthly contribution to a health care savings account for all Regular Full-time and Part-time Employees. Reference Benefits Addendum for additional information.

#### **RETIREMENT**

The City participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. The City and each eligible employee contribute to PERA each pay period as determined by state law.

#### **TUITION REIMBURSEMENT**

Employees may be reimbursed for educational expenses up to \$5,000 annually when the education is relevant to the position of employment. To be eligible for reimbursement, the employee must first have prior approval from the City Council and the employee's Department Head and present proof of completion with a passing grade.

The City will pay the cost of tuition upon successful completion (C grade or better, or "pass" in a pass/fail course) of the approved course. Employees must reimburse the City if they leave employment within twelve (12) months of receiving tuition reimbursement from the City.

#### **PAY INCREASE AND VACATION AND SICK LEAVE APPLIED**

Any approved pay increases, vacation and sick leave will be credited to employees on April 1 of each year.

#### **EXPENSE REIMBURSEMENT**

Employees shall be reimbursed for mileage at the federally-recognized rate for use of personal vehicles used in traveling to and from approved meetings, training, or other approved city business. The City will pay all approved registration costs for meetings and training, as well as meals and lodging as needed.

## City of Montrose

### Personnel Policies and Procedures

#### HOLIDAYS

The following calendar days and such other days as the City Council may fix are paid holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving in lieu of Columbus Day
- Christmas Eve
- Christmas Day

All employees are entitled to paid time off for normal hours worked for the respective day of the work week the holiday falls on. The City shall be closed for business on each such holiday.

Employees may be required to work on paid holidays when the nature of the duties or other conditions require it. An employee required to work on a holiday shall receive holiday pay, plus time and one-half for hours worked.

When a holiday falls on Sunday, the following Monday is a paid holiday, and if any such Holiday falls on a Saturday, the preceding Friday is the holiday. When a recognized holiday falls on a day the employee has been excused with pay, they shall have the last day in the preceding or the first day of the following week as a replacement day for said holiday.

Part-time Employees are entitled to pay on the day of the week designated as the holiday and they shall be paid only for the hours they would have worked.



## City of Montrose

### Personnel Policies and Procedures

## LEAVE

### SICK LEAVE

#### Purpose

Sick leave may be granted to employees not on personal leave when the employee is unable to perform work duties due to illness or disability, which prevent the employee's attendance and performance of duties on that day or days.

#### Pro-rated

All Regular Full-time Employees shall earn sick leave at the rate of eight hours sick leave per month; Regular Part-time Employees shall earn sick leave based upon their full time equivalent.

#### Accumulate

Unused sick leave days may accumulate to a maximum credit of 480 hours of sick leave per employee. After an employee has accumulated 480 hours of sick leave, the employee will stop earning sick leave until the total hours have decreased below the 480 maximum. An employee will not be allowed to use sick leave until after completion of the initial 90 days after appointment as an employee. However, sick leave will accrue from the date of such appointment.

#### Cessation of Employment

Upon cessation of employment one-third of an employee's accumulated sick time will be rolled over into their Health Savings Account (H.S.A.), unless the employee requests that the amount be paid out to them directly.

#### Utilization

Employees may use sick leave for medical appointments, to care for a sick child or other uses as authorized by federal or state law.

#### Approval

To be eligible for sick leave with pay, employees shall contact their Department Head as soon as possible stating the reason for absence. The employees shall keep the Department Head informed as to their condition. Absences of more than three (3) days may require documentation from a medical professional.

#### Deduction

Any sick leave allowed shall be deducted from the accrued sick leave hours earned by the employee.

#### Accrual During Leave

For the purpose of accumulation of additional vacation or sick leave, an employee using earned vacation or sick leave is considered to be working.

## City of Montrose

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### Personnel Policies and Procedures

#### **BEREAVEMENT LEAVE**

Up to three (3) days with pay may be taken in the case of serious illness or death in any employee's immediate family. Immediate family includes: spouse, partner, children, grandchildren, parents, grandparents, siblings (including any step- or in-law in the preceding list.) Additional days may be allowed by an employee's applicable Department Head, but will be considered as unpaid leave. Accumulated sick leave or vacation may be used for unpaid days.

Employees may be allowed one-half unpaid day off or may utilize sick leave or vacation to attend the funeral of a friend or acquaintance other than a member of the employee's immediate family.

#### **MILITARY LEAVE**

State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or active duty. The City will grant leave for military duty with or without pay consistent with all applicable state and federal laws.

#### **FAMILY CARE LEAVE**

The City may grant an unpaid leave to an employee for family care or other approved reasons for a period not to exceed 12 weeks, unless an extension is approved by the City Council. An employee requesting such leave must have the approval of their Department Head and must submit a written request for the leave to the City Clerk/Treasurer 30 days before the commencement of the leave, unless such notice is not practical or in cases of emergency. The request must include the employee's date of intended return.

During the leave, the employee shall update the Department Head or City Council when possible. Upon return, the City will make every attempt to reinstate the employee to his or her original position or an equivalent job.

Before an employee is eligible for unpaid family care leave under this paragraph, the employee must first exhaust all accrued vacation and sick time.

#### **PARENTING LEAVE**

Employees who work 20 or more hours per week and have been employed for more than one year are entitled to take an unpaid leave of absence in connection with the birth or adoption of a child. The leave may not exceed six weeks and must begin within six weeks after the birth or adoption of the child.

An employee may also concurrently use accrued vacation or sick leave for parenting leave.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance will remain in effect during the leave.

#### **LEAVE WITHOUT PAY**



## City of Montrose

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### Personnel Policies and Procedures

A Department Head may grant a leave of absence without pay for a period not to exceed two (2) weeks. The City Council may grant employees a leave of absence without pay for a period not to exceed thirty (30) days. Such leave may be extended to a maximum period of one (1) year upon further City Council consideration for extraordinary circumstances. No benefits shall accrue or be granted during a leave of absence without pay.

#### **JURY OR WITNESS DUTY**

When an employee performs jury duty or is subpoenaed as a witness in court or voluntarily serves as a witness in a case in which the City is a party, the employee is entitled to compensation from the City equal to the difference between the employee's regular pay and the amount received as a juror or witness.

Employees must notify their Department Head as soon as possible after receiving notice to report for jury duty.

Temporary and Seasonal Employees are not eligible for compensation for absences due to jury duty, but can take leave without pay.

#### **VACATION**

##### **Eligibility**

All Regular Employees are entitled to paid vacation leave. The employee's most recent annual review shall be used as the anniversary date for determining the vacation leave accumulation level.

##### **Length of Vacation Eligibility**

Upon employment with the City, employees will receive 40 hours of vacation. The hours cannot be used until after 3 months of employment, but after such date the hours may be expended during an employee's Probationary Period.

~~Once the employee has reached their one-year anniversary date, they will receive vacation from the date of their one-year anniversary to the next annual review date. The vacation earned will be pro-rata based on 40 hours earned per year.~~

Once the employee has successfully reached the end of their 90-day Probationary Period, they will receive 80 hours of vacation.

At each following annual review date, employees will receive the following vacation hours:

##### START OF:

- 0—1 year—40 hours (not to be used until after 3 months of employment)
- 1 year—40 hours (1 week)
- 2-5 years—80 hours (2 weeks)
- 6-10 years—120 hours (3 weeks)
- 11-15 years—160 hours (4 weeks)
- 15+ years—200 hours (5 weeks)

## City of Montrose

### Personnel Policies and Procedures

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#### START OF:

0-3 Months:	0 hours
3 Months – 5 years:	80 hours (2 weeks)
6 - 11 years:	120 hours (3 weeks)
12-15 years:	160 hours (4 weeks)
15+ years:	200 hours (5 weeks)

#### **Accrual**

An employee may not carry over more than 120 hours of vacation beyond the employee's annual review date. If more than 120 hours is banked at the end of the year, any amount over 120 will be lost.

#### **When taken**

Each Department Head is responsible for the leave schedule of City employees within the Department Head's jurisdiction. Leaves of one week or more shall be scheduled with no less than two weeks' notice. Leaves of three weeks or more require City Council approval. Employees wishing to use vacation time are to submit a leave request form to their Department Head.

#### **Cessation of Employment**

Upon leaving employment with the City of Montrose unused vacation time that has been accrued up to the date of cessation shall be paid out at the employee's current rate of pay if the employee has been employed with the City for a year or more.



# City of Montrose

## Personnel Policies and Procedures

### WORK RULES AND CODE OF CONDUCT

#### RESPECTFUL WORKPLACE POLICY

It is the policy of the City to maintain a respectful work and public-service environment free from violence and other offensive or degrading remarks or conduct. The City will not tolerate such behavior by or toward any employee or official. Any employee or official of the City who engages in such behavior is subject to consequences. This Policy applies to all officials and employees of the City.

#### Definition of Inappropriate Workplace Conduct

All employees and officials are prohibited from engaging in behavior that interferes with a professional, productive, respectful working environment, including behavior that is disrespectful, obscene, inappropriate, violent or offensive. Prohibited behavior includes, but is not limited to:

1. Offensive, disrespectful, or obscene remarks about or conduct relating to another employee or member of the public;
2. Behavior that includes the use of physical force or intimidation when the impact causes physical or emotional pain, fear, or hurt or reasonable fear of the same;
3. The abuse of power or authority, including verbal abuse, toward other employees or members of the public;
4. Making threatening remarks, swearing or gestures;
5. Intentionally damaging or threatening to damage employer property of another employee, or member of the public;
6. Deliberate or careless conduct endangering the safety of other employees.

#### Reporting a Complaint

1. City employees and officials should report concerns or complaints about inappropriate workplace conduct to their Department Head. If a Department Head is the subject of a complaint under this Policy, the complainant shall file the complaint with another Department Head or with the Personnel Committee.
2. Depending upon the nature and seriousness of the allegation or complaint, the Department Head will determine the scope of any investigation or follow-up procedures. If a Department Head is the subject of an allegation or complaint, any other Department Head or the Personnel Committee will determine the scope of any investigation or follow-up procedures.
3. Department Heads must report concerns or complaints about inappropriate workplace conduct to the Personnel Committee.
4. Individuals found to have violated this Policy may be subject to discipline, up to and including dismissal.
5. No retaliatory action will be taken against any person who makes a complaint about or reports inappropriate workplace conduct. Individuals who retaliate against persons making such a report or complaint may be subject to discipline, up to and including dismissal.

## City of Montrose

### Personnel Policies and Procedures

#### SEXUAL HARASSMENT

The City is committed to providing a work environment free from harassment and discrimination. In keeping with this commitment, the City maintains a strict policy prohibiting harassment, including sexual harassment. This Policy prohibits harassment in any form, including verbal and physical harassment. This Policy applies to all employees, elected and appointed officials, consultants, contractors and volunteers.

This Policy is intended to make all employees and city officials sensitive to the matter of sexual harassment, to express the City's strong disapproval of sexual harassment, to advise employees of their behavioral obligations and to inform them of their rights.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

1. Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or continuing employment;
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
3. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment and the employer knows or should have known of the existence of the harassment and fails to take timely and appropriate action.

Examples of inappropriate conduct include, but are not limited to: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures of any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome, and repeated action of an individual against another individual, using sexual overtones as a means of creating stress.

The City recognizes the need to educate its employees and officials on the subject of sexual harassment and stands committed to provide information and training. All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from harassment. Violations of this Policy, including retaliation or intimidation against an individual who has reported harassment, may result in discipline, including possible discharge. Each situation will be evaluated on a case-by-case basis depending on the severity and the circumstance involved.

An employee who believes he or she has been harassed by a co-worker, supervisor or agent of the City should promptly report the facts of the incident or incidents and the names of the individuals involved to your Department Head, City Attorney, Mayor or Council member, or Personnel Committee, who will investigate such claims and take appropriate action.



## City of Montrose

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In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also urged to take the following steps:

1. Make it clear to the harasser that the conduct is unwelcome and document the conversation;
2. Document the occurrences of the harassment;
3. Submit the documented complaints to your Department Head, City Attorney, Mayor or Council member. The City urges the employee to put the complaint in writing; and,
4. Document any further harassment or reprisals that occur after the complaint is made.

Employees have the right to raise the issue of sexual harassment and to file complaints with respect to such harassment without reprisal. The City recognizes that there are inherent difficulties in developing evidence and maintaining close working relationships among employees in instances where harassment has occurred. Because of this, the City urges that conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and initial counseling, if appropriate.

Management has the obligation to provide an environment free of sexual harassment. The City is obligated to prevent and correct unlawful harassment in a manner that does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

The City will, in all cases, take action to correct any reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

### **POSSESSION AND USE OF A DANGEROUS WEAPON**

Possession or use of a dangerous weapon is prohibited on City property, in City vehicles, or in any personal vehicle which is being used for City business. This prohibition extends to employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

1. Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
2. A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
3. Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.
4. Public works employees who have met the training and safety requirements and received Department Head approval for use of a firearm to eliminate certain animals causing damage to waste water treatment plant property.

## City of Montrose

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### Personnel Policies and Procedures

#### **OUTSIDE EMPLOYMENT**

Employees may hold outside jobs as long as they meet the performance standards of their job with the City and with the written permission of the employee's Department Head. Staff shall inform the Department Head of the outside employment.

If the City determines that an employee's outside work interferes with performance or the ability to meet the requirements of the City as they are modified from time to time, the employee may be told in writing to terminate the outside employment if he or she wishes to remain with the City.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income of material gain from individuals outside the City organization for materials produced or services rendered while performing jobs for the City. Employees may not use City equipment, resources or staff in the course of the outside employment.

#### **FALSIFICATION OF RECORDS**

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

#### **RENDERING OF CONSIDERATION**

No person seeking employment to or promotion in City employment shall either directly or indirectly give, receive, or pay any money, service or other valuable consideration to any person, or on account of, or in connection with, any test, appointment, promotion, or proposed appointment or promotion.

#### **CONFLICT OF INTEREST**

The credibility of local government rests heavily upon the confidence citizens have in public employees to render fair and impartial services to all, without regard to personal interest and/or political influence. The delivery of public services to our citizens requires that City employees scrupulously avoid any activity which suggests a conflict of interest between their private interest and City responsibilities. Employees of the City shall not engage or have financial interests in any business or other activity which is a conflict of interest with the employee's City responsibilities.

#### **SEPERATION FROM SERVICE**

##### **RESIGNATION**

Resignation means the voluntary resignation of a satisfactory employee. Any employee wishing to leave municipal service in good standing shall file with the City Clerk/Treasurer at least fourteen (14) days before leaving, a written notice of voluntary resignation stating the effective date of resignation. Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the City.



# City of Montrose

## Personnel Policies and Procedures

### LAYOFF

After at least two weeks' notice to the employee (if such notice is possible), the City Council may lay off any employee whenever such action is necessary because of shortage of work or funds, the abolition of a position, or changes in the organization. No Regular or probationary Employee shall be laid off while there is a Temporary Employee serving in the same class of position for which the Regular or probationary Employee is qualified, eligible, and available.

### DISCIPLINE

#### IN GENERAL

The City's organizational mission is to professionally provide quality services. Professionalism includes action in a way that shows pride in one's work, projecting a positive image and maintaining integrity. Employees will be subject to discipline when they fail to fulfill their duties and responsibilities or violate this policy or established work rules. It is the policy of the City of Montrose to administer discipline fairly and without discrimination.

This Policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

#### PROGRESSIVE DISCIPLINE

The City will normally use progressive discipline, unless the circumstances warrant deviation or where progressive discipline is not appropriate. The following are the types of discipline that may be administered:

Step 1. Oral reprimand. The applicable Department Head will keep documentation of all oral reprimands and address it in the performance evaluation process.

Step 2. Written reprimand. A written reprimand shall state that the employee is being warned for misconduct; describe the misconduct; describe past actions to correct the problem; urge prompt correction or improvement by the employee; include timetables and goals for improvement when appropriate; and outline any further disciplinary action should the problem continue. The Personnel Committee must be advised of all written reprimands after they are issued.

Step 3. Administrative leave. An administrative leave may be imposed if further disciplinary investigation is required. Prior to this leave being imposed, the employee shall be notified in writing of the reason for the leave, its length, and whether the leave is with or without pay. During the extent of the administrative leave, the employee must be available during normal business hours if on administrative leave with pay.

Step 4. Suspension. The City Council may suspend an employee if such discipline is warranted. Prior to the suspension, the employee shall be notified in writing of the reason for suspension, its length, and whether the suspension is with or without pay. Upon the employee's return to work, they shall be given a written statement outlining

## City of Montrose

### Personnel Policies and Procedures

further disciplinary actions should the misconduct continue.

Step 5. Further Discipline. The City Council may take the following actions against any employee, if such actions are warranted: (i) demotion; (ii) transfer to a different position within the City; (iii) withholding of salary increase, if the employee is otherwise eligible; and (iv) termination of employment.

### DISCIPLINARY ACTION PROCESS

All discipline will be initially handled by the employee's Department Head, except for discipline related to the City Clerk/Treasurer and Public Works Director, whose discipline will be handled by the City Council. The Department Head will take the appropriate action or make the appropriate recommendation to the City Council as follows:

If the employee is on Step 2, written reprimand, the Department Head or supervisor shall enforce the appropriate discipline. At the next Personnel Committee Meeting, the City Clerk/Treasurer will report on any discipline imposed as allowed by the Minnesota Data Practices Act.

If the employee is on Step 3, administrative leave, Step 4, suspension, or Step 5, further discipline, the Department Head will forward a report to the City Council. The report shall include the alleged infraction, the suggested discipline, and the Department Head's recommendation for action. The City Council shall hold a hearing on the possible discipline (which may be a closed meeting pursuant to the Minnesota Open Meeting Law) at which hearing the City Council will review the report, hear from the employee and Department Head if they desire to speak, and make a final determination on discipline.

The employee must be provided with written notice of:

- 1) the possible discipline and the reasons for the discipline;
- 2) that the employee may respond to the charges either orally or in writing; and
- 3) that he/she may appear personally before the City Council at the hearing. Any such hearing shall be held in accordance with the Minnesota Data Practices Act and Minnesota Open Meeting Law.

The steps will be followed in numerical order, unless the Department Head believes that the infraction is serious enough to warrant more serious discipline than the current step would suggest. In such cases, the Department Head must forward a report to the City Council. The report shall include the alleged infraction, the suggested discipline, the Department Head's recommendation for action, and an explanation of why a more serious step is warranted. The City Council will review the report, hear from the employee and Department Head if they desire to speak, and make a final determination on discipline.

The employee must be provided with written notice of:

- 1) the possible discipline and the reasons for the discipline;
- 2) that the employee may respond to the charges either orally or in writing;



## City of Montrose

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### Personnel Policies and Procedures

- 3) why the steps are not being followed in order; and
- 4) that he/she may appear personally before the City Council at the hearing.

Any action taken by the City Council shall be taken in accordance with the Minnesota Data Practices Act and Minnesota Open Meeting Law. If the disciplinary action involves the removal of a veteran, a hearing shall be held in accordance with Minnesota Statutes, Section 197.46. Except when it involves the rights of a veteran, the City and the employee can waive any of these steps upon mutual written agreement.

## DRUG FREE WORKPLACE

In accordance with federal law, the City has adopted the following policy on drugs in the workplace:

1. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.
2. The unlawful manufacture, distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this Policy will result in disciplinary action, up to and including termination, and may have legal consequences.
3. The City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
4. Employees must, as a condition of employment, abide by the terms of this Policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

## EMPLOYEE SAFETY PROGRAM

All employees are required to comply with the Montrose Safety Program. Noncompliance may result in discipline.

This Policy will be effective upon approval by the City Council.

**CITY OF MONTROSE, MINNESOTA**

**RESOLUTION NO. 2021-14**

**RESOLUTION OPTING TO PARTICIPATE IN THE WRIGHT COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

WHEREAS, the City of Montrose, Minnesota (the "Municipality") is located within Wright County, Minnesota (the "County"); and

WHEREAS, pursuant to a resolution adopted by the Board of Commissioners of the County on November 24, 2020, the County established the Wright County Economic Development Authority (the "EDA") in accordance with Minnesota Statutes, Sections 469.090 through 469.1082, as amended (the "EDA Act"); and

WHEREAS, Section 469.1082, subdivision 5 of the EDA Act provides that the area of operation of the EDA shall include all cities and townships within the County that have adopted resolutions electing to participate in the EDA; and

WHEREAS, the governing body of the Municipality has determined that it is in the best interests of the Municipality to elect to participate in the EDA; and

WHEREAS, the Municipality may make an election to withdraw from participation in the EDA every fifth year following the adoption of the resolution electing to participate, all in accordance with the terms of Section 469.1082, subdivision 5 of the EDA Act; and

WHEREAS, notwithstanding Section 469.1082, subdivision 5, if the EDA enacts an EDA levy, the EDA will notify the Municipality of the enactment of such levy and the Municipality shall have the opportunity to withdraw its participation in the EDA prior to the levy going into effect; and

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

1. The Municipality hereby elects to participate in the EDA.
2. The election to participate in the EDA shall take effect on the date of adoption of this approval and may only be withdrawn in accordance with Section 469.1082, subdivision 5 of the EDA Act.

Adopted by the City Council of the City of Montrose, Minnesota on this 10<sup>th</sup> day of May, 2021.

ATTEST:

\_\_\_\_\_  
[Mayor]

\_\_\_\_\_  
[City Administrator]

AMENDED COPY II 5/3/2021

# REQUEST FOR COUNCIL ACTION

Submittal deadline is Tuesday prior to the council meeting

MEETING DATE 5/10/2021

NAME: Peter Losch

ADDRESS: 905 PATRIOT Circle

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

EASEMENTS for utility + DRAINAGE -  
What is the City Required to do prior to work  
being done + Accessing Property?

WORK DONE effecting my property 905 PATRIOT Circle  
WAS Requested By a Resident? OR Determined to be  
AN ACT of NATURE? PLEASE Produce the documents  
Related to the Decision Process, meeting records, Surveys done  
etc...

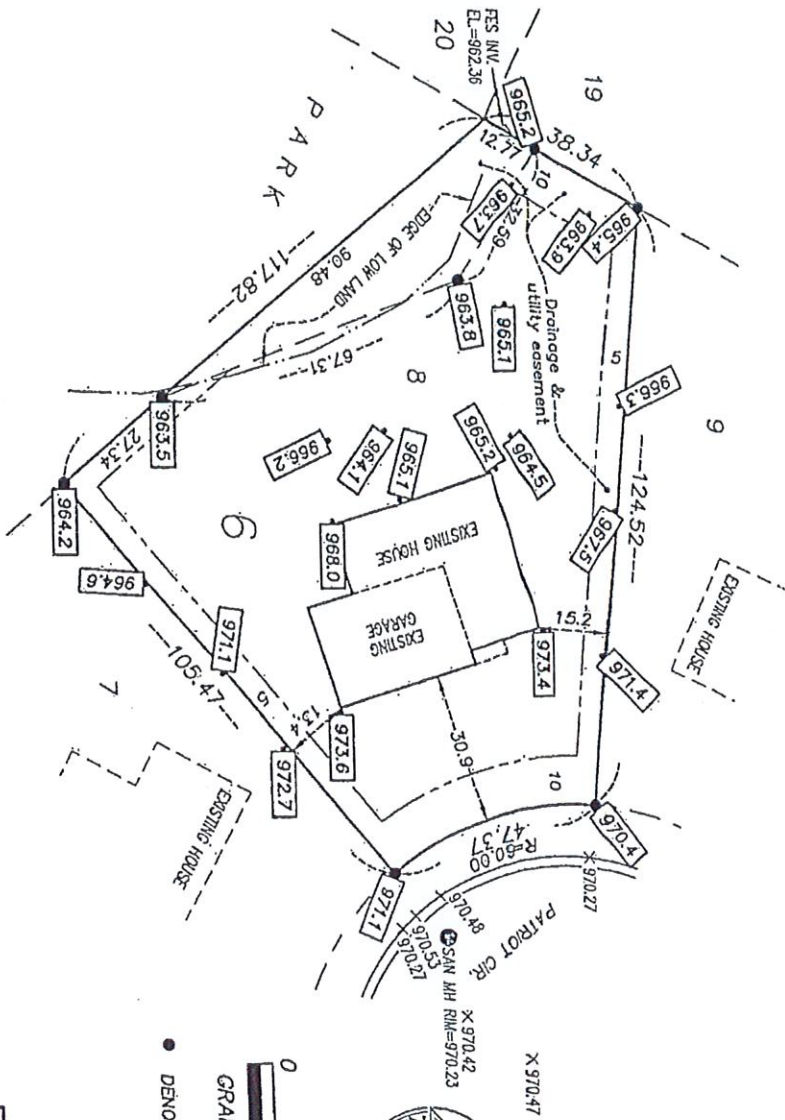
The matter of MR. McBRICK and his efforts to misrepresent  
facts, Giving answers that contradict others will be considered

Council Action: Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_ To: \_\_\_\_\_

By the Wright County Prosecutors office, BASED on the minutes  
Recorded During this Council meeting



N:\land Projects\14344 - LB B6 Forest Creek\dwg\14344 as built.dwg



AS - BUILT ELEVATIONS  
AND HOUSE LOCATION  
FOR  
FEDDER HOMES, LLC

LOT 8, BLOCK 6  
FOREST CREEK  
WRIGHT COUNTY, MN

BENCHMARK: TOP NUT OF HYDRANT AT  
LOTS 6 & 7, BLOCK 6. ELEV.=973.06



GRAPHIC SCALE IN FEET

● DENOTES IRON MONUMENT FOUND

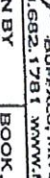
I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a licensed land surveyor under the laws of the State of Minnesota.

Date 7/21/15  
Abram A. Niemela  
 Abram A. Niemela

-Abram A. Niemela  
License No. 48664

## REVISIONS

DATE 7/21/15



**Meyer-Rohling**  
LAND SERVICES

708 1ST AVENUE NE, #1  
BUFFALO, MN 55312  
PH. 763.682.1781 WWW.MEYERROHLING.COM

DRAWN BY	BOOK	SHEET	DATE	REVISONS
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**LEGEND**

X 963.5 EXISTING GROUND ELEVATION

964.2 AS-BUILT GROUND ELEVATION

**PROPOSED ELEVATIONS**

TOP OF FOUNDATION = 874.3  
GARAGE FLOOR ELEV. = 873.9  
LOWEST FLOOR ELEV. (walkout) = 865.5

**AS-BUILT ELEVATIONS**

TOP OF FOUNDATION = 974.4

GARAGE FLOOR ELEV. = 973.9

LOWEST FLOOR ELEV. (walkout) = 965.7





## 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 May 3, 2021

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>911 Abandoned Total: 1</b>					
04/17/21 23:20	911 Abandoned	2021029598			911
<b>911 Open Line Total: 8</b>					
04/04/21 12:44	911 Open Line	2021025692			911
04/05/21 12:10	911 Open Line	2021026004			911
04/07/21 09:25	911 Open Line	2021026559			911
04/08/21 07:20	911 Open Line	2021026803			911
04/08/21 08:24	911 Open Line	2021026812			911
04/23/21 15:56	911 Open Line	2021031181			911
04/25/21 11:02	911 Open Line	2021031680			911
04/30/21 20:03	911 Open Line	2021033225			911
<b>Agency Assist Total: 2</b>					
04/01/21 08:32	Agency Assist	2021024575	Drugs	WSIU21007934	Phone
04/01/21 17:11	Agency Assist	2021024734	Agency Assist	WP21007996	Phone
<b>Alarm Total: 1</b>					
04/10/21 18:32	Alarm	2021027562			Phone
<b>Animal Total: 7</b>					
04/05/21 08:52	Animal	2021025948			Phone
04/07/21 09:26	Animal	2021026560			Phone
04/21/21 21:58	Animal	2021030648			Phone
04/22/21 17:20	Animal	2021030897	Animal	WP21009983	Phone
04/27/21 10:47	Animal	2021032199	Animal	WP21010404	Phone
04/28/21 12:02	Animal	2021032510	Animal	WP21010504	Phone
04/30/21 14:34	Animal	2021033123	Animal	WP21010711	Phone
<b>Animal - Barking Dog Total: 2</b>					
04/10/21 16:54	Animal - Barking Dog	2021027529	Animal - Barking Dog	WP21008849	Phone
04/26/21 00:06	Animal - Barking Dog	2021031825	Animal - Barking Dog	WP21010272	Phone
<b>Animal - Bites - Attacks Total: 2</b>					
04/29/21 18:35	Animal - Bites - Attacks	2021032930	Animal - Bites - Attacks	WP21010650	Phone
04/30/21 21:39	Animal - Bites - Attacks	2021033272	Animal - Bites - Attacks	WP21010760	911
<b>Burglary Total: 3</b>					
04/02/21 11:52	Burglary	2021024972	Suspicious - Circumstances	WP21008058	Phone
04/11/21 01:08	Burglary	2021027679	Suspicious - Person - Vehicle	WP21008903	911
04/27/21 12:31	Burglary	2021032230	Civil Complaint	WP21010414	Phone



Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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**Check Welfare Total: 1**

04/14/21 17:30	Check Welfare	2021028675	Domestic Disturbance	WP21009242	911
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**Citizen Aid Total: 3**

04/03/21 20:57	Citizen Aid	2021025515	Citizen Aid	WP21008213	Phone
04/06/21 19:37	Citizen Aid	2021026440	Citizen Aid	WP21008510	Phone
04/20/21 10:50	Citizen Aid	2021030231	Citizen Aid	WP21009756	Phone

**Civil Complaint Total: 12**

04/02/21 16:14	Civil Complaint	2021025058	Civil Complaint	WP21008089	Phone
04/04/21 18:28	Civil Complaint	2021025794	Civil Complaint	WP21008300	911
04/05/21 09:57	Civil Complaint	2021025968	Civil Complaint	WP21008355	Phone
04/11/21 18:07	Civil Complaint	2021027873	Civil Complaint	WP21008968	Phone
04/15/21 10:15	Civil Complaint	2021028841	Civil Complaint	WP21009300	Phone
04/21/21 17:33	Civil Complaint	2021030592	Civil Complaint	WP21009888	911
04/24/21 16:46	Civil Complaint	2021031484	Civil Complaint	WP21010160	Phone
04/25/21 05:32	Civil Complaint	2021031633	Civil Complaint	WP21010213	911
04/25/21 10:25	Civil Complaint	2021031669			911
04/27/21 15:20	Civil Complaint	2021032276	Civil Complaint	WP21010433	Phone
04/28/21 09:56	Civil Complaint	2021032475	Civil Complaint	WP21010496	Phone
04/29/21 11:03	Civil Complaint	2021032785	Civil Complaint	WP21010599	Phone

**Civil Process Total: 14**

04/06/21 12:17	Civil Process	2021026323			Officer
04/06/21 18:49	Civil Process	2021026430			Officer
04/07/21 17:54	Civil Process	2021026691			
04/08/21 11:07	Civil Process	2021026838			Officer
04/09/21 11:01	Civil Process	2021027146			Officer
04/13/21 09:50	Civil Process	2021028305			Officer
04/13/21 14:04	Civil Process	2021028362			Officer
04/14/21 09:36	Civil Process	2021028555			Officer
04/14/21 10:32	Civil Process	2021028572			Officer
04/20/21 14:36	Civil Process	2021030280			Officer
04/27/21 16:13	Civil Process	2021032299			Officer
04/29/21 13:47	Civil Process	2021032838			Officer
04/30/21 11:00	Civil Process	2021033060			Officer
04/30/21 16:56	Civil Process	2021033170			Officer

**Commercial General Alarm Total: 3**

04/02/21 01:52	Commercial General	2021024892			Phone
04/20/21 08:10	Commercial General	2021030193			Phone
04/28/21 21:07	Commercial General	2021032664			Phone

**Court Order Violation Total: 1**

04/18/21 13:05	Court Order Violation	2021029742	Court Order Violation	WP21009592	911
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**Criminal Damage to Property Total: 1**

04/13/21 09:21	Criminal Damage to	2021028292	Criminal Damage to Property	WP21009106	911
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Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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**Disorderly Total: 1**

04/24/21 17:22	Disorderly	2021031492	Disorderly	WP21010162	911
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**Domestic Disturbance Total: 4**

04/01/21 18:27	Domestic Disturbance	2021024759	Domestic Disturbance	WP21008004	911
04/26/21 11:47	Domestic Disturbance	2021031913	Medical - Psychiatric -	WP21010308	Phone
04/27/21 15:41	Domestic Disturbance	2021032287	Disorderly	WP21010434	911
04/28/21 17:16	Domestic Disturbance	2021032602	Domestic Disturbance	WP21010538	Phone

**Drugs Total: 2**

04/17/21 16:06	Drugs	2021029475	Lost - Found Property	WP21009519	Phone
04/17/21 16:30	Drugs	2021029485	DUI	WP21009522	911

**Fight Total: 2**

04/10/21 22:55	Fight	2021027649	Fight	WP21008887	911
04/29/21 12:55	Fight	2021032823	Domestic Disturbance	WP21010608	Phone

**Fire - Other Total: 1**

04/22/21 15:32	Fire - Other	2021030858	Fire - Other	WP21009968	911
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**Fireworks Total: 1**

04/08/21 20:13	Fireworks	2021026979	Fireworks	WP21008684	911
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**Fraud - Checks - Cards Total: 1**

04/08/21 17:50	Fraud - Checks - Cards	2021026948	Fraud - Checks - Cards	WP21008674	Phone
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**Gun Incident Total: 1**

04/29/21 05:36	Gun Incident	2021032725	Gun Incident	WP21010576	911
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**Harassment Total: 3**

04/06/21 14:42	Harassment	2021026354	Harassment	WP21008483	Phone
04/20/21 10:59	Harassment	2021030236	Harassment	WP21009757	Phone
04/24/21 09:40	Harassment	2021031370	Harassment	WP21010119	Phone

**Intoxicated Person Total: 1**

04/24/21 01:48	Intoxicated Person	2021031318	Intoxicated Person	WP21010099	Phone
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**Juvenile - Complaint Total: 5**

04/06/21 10:23	Juvenile - Complaint	2021026296	Juvenile - Complaint	WP21008468	Phone
04/23/21 19:10	Juvenile - Complaint	2021031228	Juvenile - Complaint	WP21010078	911
04/24/21 16:30	Juvenile - Complaint	2021031473	Juvenile - Complaint	WP21010156	Phone
04/24/21 19:04	Juvenile - Complaint	2021031524	Juvenile - Complaint	WP21010173	911
04/26/21 18:16	Juvenile - Complaint	2021032027	Juvenile - Complaint	WP21010350	Phone

**Medical - Allergies - Stings Total: 1**

04/20/21 05:02	Medical - Allergies -	2021030174			911
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**Medical - Breathing Problems Total: 2**

04/22/21 12:18	Medical - Breathing	2021030799			911
04/22/21 16:33	Medical - Breathing	2021030879			911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>Medical - Diabetic Total: 1</b>					
04/30/21 06:41	Medical - Diabetic	2021033016			911
<b>Medical - Fall Under 6 Feet Total: 1</b>					
04/26/21 14:23	Medical - Fall Under 6	2021031954			Phone
<b>Medical - Heart Problems Total: 2</b>					
04/15/21 19:39	Medical - Heart	2021028982			911
04/23/21 22:10	Medical - Heart	2021031271			911
<b>Medical - Psychiatric - Behavioral Total: 6</b>					
04/02/21 17:01	Medical - Psychiatric -	2021025080	Medical - Psychiatric -	WP21008096	911
04/10/21 10:40	Medical - Psychiatric -	2021027453	Medical - Psychiatric -	WP21008821	911
04/10/21 20:49	Medical - Psychiatric -	2021027605	Medical - Psychiatric -	WP21008876	911
04/23/21 07:21	Medical - Psychiatric -	2021031047	Medical - Psychiatric -	WP21010024	Phone
04/23/21 22:17	Medical - Psychiatric -	2021031274	Disorderly	WP21010087	911
04/29/21 16:27	Medical - Psychiatric -	2021032890	Medical - Psychiatric -	WP21010636	911
<b>Medical - Sick Total: 2</b>					
04/07/21 02:10	Medical - Sick	2021026507			911
04/29/21 21:40	Medical - Sick	2021032969			911
<b>Medical - Stroke Total: 1</b>					
04/29/21 08:11	Medical - Stroke	2021032743			911
<b>Medical - Unconscious - Fainting Total: 1</b>					
04/29/21 13:22	Medical - Unconscious -	2021032829			911
<b>Motorist Aid Total: 1</b>					
04/24/21 01:06	Motorist Aid	2021031310			
<b>Noise Total: 1</b>					
04/10/21 23:01	Noise	2021027650	Noise	WP21008892	
<b>Parking Total: 1</b>					
04/02/21 17:24	Parking	2021025086	Parking	WP21008099	
<b>Phone Call Total: 1</b>					
04/13/21 20:37	Phone Call	2021028470			Other
<b>Probation Check Total: 7</b>					
04/01/21 20:15	Probation Check	2021024804			Officer
04/01/21 20:33	Probation Check	2021024816			Officer
04/07/21 20:22	Probation Check	2021026718			Officer
04/11/21 16:31	Probation Check	2021027843			Officer
04/14/21 18:29	Probation Check	2021028702			Officer
04/23/21 19:20	Probation Check	2021031230			Officer
04/25/21 15:03	Probation Check	2021031729			Officer
<b>Public Disturbance Total: 1</b>					
04/03/21 00:03	Public Disturbance	2021025224	Warrant - Arrest	WP21008141	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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**Residential Medical Alarm Total: 1**

04/30/21 16:55	Residential Medical	2021033168			Phone
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**SIA Area Watch Total: 10**

04/07/21 14:30	SIA Area Watch	2021026640			
04/09/21 15:55	SIA Area Watch	2021027219			
04/09/21 19:10	SIA Area Watch	2021027274			
04/10/21 19:38	SIA Area Watch	2021027585			
04/11/21 10:17	SIA Area Watch	2021027726			
04/13/21 13:55	SIA Area Watch	2021028361			
04/15/21 15:07	SIA Area Watch	2021028913			
04/18/21 15:25	SIA Area Watch	2021029789			
04/23/21 14:55	SIA Area Watch	2021031159			
04/24/21 12:00	SIA Area Watch	2021031399			

**SIA Business Walk Through Total: 2**

04/02/21 02:23	SIA Business Walk	2021024895			
04/02/21 22:25	SIA Business Walk	2021025198			

**SIA City Council - City Hall Total: 1**

04/12/21 17:59	SIA City Council - City	2021028156			Officer
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**SIA Community Presentation Total: 2**

04/03/21 09:51	SIA Community	2021025295			
04/30/21 17:56	SIA Community	2021033193			

**SIA Foot Patrol Total: 1**

04/22/21 10:26	SIA Foot Patrol	2021030759			
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**SIA Parks Total: 1**

04/16/21 12:29	SIA Parks	2021029136			
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**SIA School Check Total: 2**

04/14/21 07:31	SIA School Check	2021028533			
04/19/21 12:25	SIA School Check	2021029997			

**SIA School Check; SIA Door Check Total: 1**

04/27/21 04:36	SIA School Check; SIA	2021032145	Info	WP21010383	
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**Sign - Signal Repair Total: 2**

04/10/21 22:14	Sign - Signal Repair	2021027637			Officer
04/23/21 07:27	Sign - Signal Repair	2021031049			Phone

**Suspicious - Circumstances Total: 3**

04/11/21 05:19	Suspicious -	2021027694	Suspicious - Circumstances	WP21008908	Phone
04/11/21 05:31	Suspicious -	2021027695	Suspicious - Circumstances	WP21008909	
04/27/21 14:21	Suspicious -	2021032258	Suspicious - Circumstances	WP21010427	Phone

**Suspicious - Person - Vehicle Total: 4**

04/01/21 20:44	Suspicious - Person -	2021024818	Suspicious - Person - Vehicle	WP21008017	Phone
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Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
04/07/21 17:29	Suspicious - Person -	2021026682	Suspicious - Person - Vehicle	WP21008587	911
04/16/21 06:20	Suspicious - Person -	2021029059	Suspicious - Person - Vehicle	WP21009378	Other
04/21/21 23:43	Suspicious - Person -	2021030677	Suspicious - Person - Vehicle	WP21009914	911

### Theft - Identity Theft Total: 1

04/21/21 12:21	Theft - Identity Theft	2021030513	Theft - Identity Theft	WP21009860	911
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### Traffic - Complaint Total: 7

04/05/21 10:38	Traffic - Complaint	2021025978	Court Order Violation	WP21008360	Phone
04/10/21 23:10	Traffic - Complaint	2021027653	Sign - Signal Repair	WP21008891	911
04/11/21 17:03	Traffic - Complaint	2021027852	Traffic - Complaint	WP21008960	Phone
04/15/21 07:27	Traffic - Complaint	2021028804	Traffic - Complaint	WP21009283	Phone
04/15/21 09:56	Traffic - Complaint	2021028838	Traffic - Complaint	WP21009297	911
04/23/21 10:24	Traffic - Complaint	2021031088	Traffic - Complaint	WP21010038	911
04/24/21 07:46	Traffic - Complaint	2021031346	Traffic - Complaint	WP21010108	Phone

### Traffic Stop Total: 50

04/01/21 20:29	Traffic Stop	2021024813			Officer
04/01/21 22:12	Traffic Stop	2021024845			Officer
04/02/21 00:05	Traffic Stop	2021024874			Officer
04/02/21 00:28	Traffic Stop	2021024879	Traffic Stop	WP21008034	Officer
04/02/21 20:33	Traffic Stop	2021025155	Traffic - Complaint	WP21008127	Officer
04/02/21 21:40	Traffic Stop	2021025182			Officer
04/02/21 22:18	Traffic Stop	2021025194			Officer
04/02/21 22:44	Traffic Stop	2021025205	Traffic Stop	WP21008138	Officer
04/02/21 23:18	Traffic Stop	2021025215			Officer
04/03/21 14:21	Traffic Stop	2021025385	Traffic Stop	WP21008182	Officer
04/03/21 14:59	Traffic Stop	2021025397			Officer
04/03/21 18:53	Traffic Stop	2021025470			Officer
04/03/21 19:55	Traffic Stop	2021025487			Officer
04/03/21 23:02	Traffic Stop	2021025578			Officer
04/05/21 04:47	Traffic Stop	2021025918			Officer
04/07/21 01:06	Traffic Stop	2021026501			Officer
04/08/21 15:56	Traffic Stop	2021026915			Officer
04/09/21 02:03	Traffic Stop	2021027068			Officer
04/09/21 19:44	Traffic Stop	2021027281			Officer
04/09/21 20:24	Traffic Stop	2021027300			Officer
04/09/21 20:38	Traffic Stop	2021027304			Officer
04/09/21 23:44	Traffic Stop	2021027364			Officer
04/10/21 17:35	Traffic Stop	2021027540			Officer
04/10/21 18:10	Traffic Stop	2021027557			Officer
04/11/21 11:07	Traffic Stop	2021027741			Officer
04/11/21 19:28	Traffic Stop	2021027899			Officer
04/11/21 19:35	Traffic Stop	2021027901	Traffic Stop	WP21008977	Officer
04/13/21 10:26	Traffic Stop	2021028312	Traffic Stop	WP21009114	Officer
04/13/21 21:51	Traffic Stop	2021028486			Officer
04/15/21 02:37	Traffic Stop	2021028793			Officer
04/16/21 20:55	Traffic Stop	2021029278			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
04/18/21 17:27	Traffic Stop	2021029824	Traffic Stop	WP21009619	Officer
04/18/21 20:05	Traffic Stop	2021029855			Officer
04/18/21 23:37	Traffic Stop	2021029899			Officer
04/19/21 12:52	Traffic Stop	2021030002			Officer
04/19/21 13:21	Traffic Stop	2021030010			Officer
04/20/21 00:36	Traffic Stop	2021030155			Officer
04/20/21 17:11	Traffic Stop	2021030321	Warrant - Arrest	WP21009796	Officer
04/23/21 11:27	Traffic Stop	2021031103			Officer
04/23/21 22:37	Traffic Stop	2021031280			Officer
04/25/21 00:47	Traffic Stop	2021031616	Traffic Stop	WP21010206	Officer
04/25/21 19:17	Traffic Stop	2021031770			Officer
04/25/21 22:55	Traffic Stop	2021031815	Traffic Stop	WP21010269	Officer
04/26/21 17:32	Traffic Stop	2021032010	Traffic Stop	WP21010343	Officer
04/27/21 11:43	Traffic Stop	2021032218			Officer
04/27/21 21:57	Traffic Stop	2021032387	Warrant - Arrest	WP21010464	Officer
04/28/21 20:22	Traffic Stop	2021032652			Officer
04/28/21 21:20	Traffic Stop	2021032666			Officer
04/29/21 00:44	Traffic Stop	2021032712			Officer
04/29/21 18:17	Traffic Stop	2021032923			Officer

### Training Total: 1

04/20/21 19:31	Training	2021030362
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### Unwanted Person Total: 2

04/25/21 07:35	Unwanted Person	2021031641	Gun Incident	WP21010216	911
04/25/21 10:12	Unwanted Person	2021031664	Unwanted Person	WP21010225	Phone

### Warrant - Arrest Total: 1

04/14/21 16:38	Warrant - Arrest	2021028661	Warrant - Attempt	WP21009239
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### Warrant - Attempt Total: 9

04/08/21 21:24	Warrant - Attempt	2021027010		
04/09/21 16:32	Warrant - Attempt	2021027229		
04/10/21 00:04	Warrant - Attempt	2021027369		
04/12/21 16:55	Warrant - Attempt	2021028136	Warrant - Arrest	WP21009065
04/19/21 15:58	Warrant - Attempt	2021030041	Warrant - Arrest	WP21009703
04/20/21 20:35	Warrant - Attempt	2021030378	Warrant - Arrest	WP21009813
04/22/21 21:14	Warrant - Attempt	2021030968		
04/23/21 12:42	Warrant - Attempt	2021031118		
04/26/21 18:46	Warrant - Attempt	2021032035		

**Total Records: 213**

## Montrose/Waverly Patrol Hour Summary

<b>Hours Purchased Per Contract:</b>	<b>5,856.00</b>
Starting Hours (beginning of month):	4,421.75
M-T-D (detailed below):	474.00
Balance going forward (to next month):	3,947.75
Y-T-D:	1,908.25

### Shift Start

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

16-Apr-21	20:00	17-Apr-21	2:00 Montrose/Wave	4630 Regular	6.00
17-Apr-21	10:00	17-Apr-21	20:00 Montrose/Wave	4620 Regular	10.00
17-Apr-21	20:00	18-Apr-21	2:00 Montrose/Wave	4630 Regular	6.00
18-Apr-21	10:00	18-Apr-21	20:00 Montrose/Wave	4620 Regular	10.00
18-Apr-21	20:00	19-Apr-21	2:00 Montrose/Wave	4630 Regular	6.00
19-Apr-21	10:00	19-Apr-21	20:00 Montrose/Wave	4620 Regular	10.00
19-Apr-21	20:00	20-Apr-21	2:00 Montrose/Wave	4630 Regular	6.00
20-Apr-21	16:00	21-Apr-21	2:00 Montrose/Wave	4630 Regular	10.00
21-Apr-21	10:00	21-Apr-21	20:00 Montrose/Wave	4620 Regular	10.00
21-Apr-21	20:00	22-Apr-21	2:00 Montrose/Wave	4630 Regular	6.00
22-Apr-21	10:00	22-Apr-21	16:00 Montrose/Wave	4620 Regular	6.00
22-Apr-21	16:00	22-Apr-21	20:00 Montrose/Wave	4620 Regular	4.00
22-Apr-21	20:00	23-Apr-21	2:00 Montrose/Wave	4630 Regular	6.00
23-Apr-21	10:00	23-Apr-21	20:00 Montrose/Wave	4620 Regular	10.00
23-Apr-21	20:00	24-Apr-21	2:00 Montrose/Wave	4630 Regular	6.00
24-Apr-21	10:00	24-Apr-21	20:00 Montrose/Wave	4620 Regular	10.00
24-Apr-21	20:00	25-Apr-21	2:00 Montrose/Wave	4630 OT	6.00
25-Apr-21	10:00	25-Apr-21	20:00 Montrose/Wave	4620 Regular	10.00
25-Apr-21	20:00	26-Apr-21	2:00 Montrose/Wave	4630 Regular	6.00
26-Apr-21	10:00	26-Apr-21	20:00 Montrose/Wave	4620 Regular	10.00
26-Apr-21	20:00	27-Apr-21	2:00 Montrose/Wave	4630 Regular	6.00
27-Apr-21	10:00	27-Apr-21	20:00 Montrose/Wave	4620 Regular	10.00
27-Apr-21	20:00	28-Apr-21	2:00 Montrose/Wave	4630 Regular	6.00
28-Apr-21	10:00	28-Apr-21	20:00 Montrose/Wave	4620 Regular	10.00
28-Apr-21	20:00	29-Apr-21	2:00 Montrose/Wave	4630 Regular	6.00
29-Apr-21	10:00	29-Apr-21	20:00 Montrose/Wave	4620 Regular	10.00
29-Apr-21	20:00	30-Apr-21	2:00 Montrose/Wave	4630 Regular	6.00
30-Apr-21	10:00	30-Apr-21	20:00 Montrose/Wave	4620 Regular	10.00
30-Apr-21	20:00	1-May-21	2:00 Montrose/Wave	4630 Regular	6.00

<b>TOTAL:</b>	<b>474.00</b>
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# Monthly Activity Report Montrose Fire Department

Prepared and Presented by  
Kevin Triplett – Fire Chief



53

**Period: 04/01/2021 thru 04/30/2021 (APRIL)**

## **CALLS**

Total Calls: 18

EMS Calls: 14

Other Calls:

04/29 - #21087 – Structure Fire – Exterior (Loss = \$30,000) – Marysville

04/22 - #21080 – Grass Fire/Illegal Burn – Montrose

04/10 - #21076 – Fire Alarm – Montrose

04/05 - #21074 – Weather spotting/Standby - Montrose

# of Calls APRIL 2020 = 24

2020 vs 2021 (2021 = - 6)

Total calls to Date 2021 – 090

Total calls this time in 2020 - 080

2020 vs 2021 ( 2021 = + 10)

## **Call Districts**

Montrose City: 14

Franklin Township: 0

Marysville Township: 2

Woodland Township: 2

Other: 0

## **TRAINING:**

04/06/2021 – Staff meeting / Truck Maintenance

04/13/2021 – Active Shooter/Threat Response – Craft Pattern & Mold – CFRT

04/20/2021 – Propane Fire emergencies & training - CFRT

## **Other Activities, Special Mention, Etc.**

04/27/2021 – Cover for Waverly Fire Department Calls – 1900 hours – 2100 hours

## **SPECIAL INFO**

- Captain Stoll, Captain Phillips & Firefighter Von Thoma completing their Fire Officer 1 class

- Captains Stoll, Phillips & Firefighters VonThoma, DeWitte & Vanderbeek are currently taking Fire Instructor 1 course/certification

- Birthday Drive bys throughout the month

## **Acknowledgments**

- Craft Pattern & Mold – Allowing us to utilize their facility for Active Threat Response Training on 04/13/2021 and for some of their employees participating in the training

- LP Gas supply for supplying gas for our LP training on 04/20/2021 free of charge

- Captain Stoll, Captain Phillips & Firefighter Von Thoma for completing their Fire Officer 1 class

City of Montrose  
Economic Development Authority Meeting  
ZOOM Meeting  
311 Buffalo Avenue South  
Tuesday, April 20, 2021  
12:00 P.M.

**1. CALL TO ORDER**

**Pursuant** to call and notice the Montrose Economic Development Authority (EDA) met in a ZOOM Meeting on Tuesday, April 20, 2021 at 12:00 p.m.

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

**2. ROLL CALL**

Present: Mayor Kirby Moynagh  
Council Member Tom Marszalek

Staff Present: Ms. Jessica Bonniwell, City Administrator

Absent: EDA Member Patrick Baumgard  
EDA Member Sonya Tourville  
EDA Member Joe Rasmussen

**3. APPROVAL OF AGENDA**

**No motions made due to lack of quorum.**

**4. APPROVAL OF MINUTES**

A. January 19, 2021 Economic Development Authority Meeting Minutes

**No motions made due to lack of quorum.**

**5. TREASURER'S REPORT**

A. Account Payable – Economic Development Authority Fund – April 20, 2021

**No motions made due to lack of quorum.**

B. Economic Development Authority Fund

**6. OLD BUSINESS**

A. Updates

1. The Preserve Housing Development

Brummer has purchased Preserve Housing Development. They have begun testing on the water and sewer lines and will submit a plat once that testing has been completed.

## 2. The Former Casey's Building

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

Mr. Trelstad may have some interested parties to lease the building so he may be delaying completing tasks with the City while he sees if he can get someone to lease the property.

## 3. Laundromat Business Proposal Update – Jon Boike

Mr. Boike is having trouble with an equipment supplier and because of this is unable to come up with a final budget amount that it will cost to develop the laundromat. He is in limbo while he waits for his supplier to contact him with final pricing.

## 4. Subway Business Proposal Update

Mr. Elder is working with the owner of the potential Subway business to have them apply for a Conditional Use Permit (CUP) which will be needed if the restaurant intends to have a drive-thru. The Subway restaurant will likely be going forward even if the laundromat does not.

## 5. Update on Aldi Grocery Store

Mr. Marszalek will be following up with Aldi soon regarding some research he did on the location and distance between other Aldi stores.

## 6. Rolling Meadows – Fourth (4<sup>th</sup>) Addition

The addition as proposed by Loomis Homes was not approved at the April 12, 2021 City Council Meeting. The City Council would like to see that addition be only the nine (9) homes it was originally platted for during the Rolling Meadows First (1<sup>st</sup>) Addition.

## B. No Other.

# 7. NEW BUSINESS

## A. Ouverson 2<sup>nd</sup> Addition – Townhome Development

Mr. Kent Pfeifer has shown renewed interest in the Ouverson 2<sup>nd</sup> Addition (behind existing Rosehaven) to continue development of 12 townhomes. This was originally approved as a final plat in 2005, however, it was not recorded at Wright County and no further action had been taken since 2005. So, staff has requested that Mr. Pfeifer re-submit a development application and pay the \$10,000 escrow and \$650 application fee. The fees have been paid, but staff has not yet received the application from Mr. Pfeifer.

## B. Untiedt's Business at 221 Nelson Boulevard

Mr. Elder has been in contact with the new owners of 221 Nelson Boulevard, Untiedt's, and he is working with them on their desired business model. Staff has limited information currently, but expect more developments from them soon. They are hoping to have a canning kitchen, possibly a restaurant, a fruit/vegetable stand and an outdoor greenhouse. They have already started some demolition and property improvement measures.

## C. Other

# 8. NEXT MEETING

- A. Tuesday, May 18, 2021 from 12:00 p.m. to 1:00 p.m. in the Montrose City Hall Conference Room or via ZOOM.

Ms. Bonniwell stated that lunch will be provided for the EDA Members at the Meeting if it takes place at City Hall.

**9. ADJOURNMENT**

**Meeting was informally adjourned at 12:15 p.m.**

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Council Member Tom Marszalek  
President  
City of Montrose Economic Development Authority

ATTEST:

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Jessica Bonniwell  
City Administrator  
City of Montrose



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**Meeting Date:** May 10, 2021

**Submitted by:** Jessica Bonniwell  
City Administrator



***City Council Request***

**Subject:** City Administrator 90-Day Review

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**ACTION REQUESTED:**

Motion to approve City Administrator 90-Day Review and increase to \$85,000 annual salary.

**BACKGROUND:**

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.

**FINANCIAL/BUDGET:**

Increase from \$82,500 to \$85,000 until next review by December 31, 2021.

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**Meeting Date:** May 10, 2021

**Submitted by:** Jessica Bonniwell  
City Administrator



***City Council Request***

**Subject:** Approve Deputy Treasurer Position and Hiring

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**ACTION REQUESTED:**

Motion to approve staff recommendation for new Deputy Treasurer Position Description and Hiring of Mr. Michael Sommerfeld

**BACKGROUND:**

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.

**FINANCIAL/BUDGET:**

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 17<sup>th</sup>, we would be over budget by \$2,958.23 for the year. If he were to start June 1<sup>st</sup>, we would be over budget by \$398.23.

**ATTACHMENTS:**

- Deputy Treasurer Job Description

**CITY OF MONTROSE**  
**JOB DESCRIPTION**

**POSITION:** DEPUTY TREASURER  
COMMUNITY CENTER MANAGER

**DEPARTMENT:** ADMINISTRATION

**POINT RANGE:** 253-274

**QUALIFICATIONS**

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

**Reports To:** City Administrator, and City Clerk/Treasurer

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

**Supervises:** N/A

**Responsibilities**

- I. ANNUAL ASSESSMENTS
  - A. Prepares notices for delinquent utilities and unpaid charges.
  - B. Prepares resolutions and delinquent accounts reports for City Council approval.
  - C. Prepares reports to Wright County.
- II. COMMUNITY CENTER
  - A. Oversees operation of the Community Center.
  - B. Handles all rentals and contracts.
- III. FINANCES – Assists City Clerk-Treasurer with following duties:
  - A. Codes and enters all accounts payable and runs checks.
  - B. Maintains all accounts payable files.
  - C. Enters all data each month for monthly bank reconciliations.
  - D. Reconciles and balances all accounts each month.
  - E. Prepares and enters journal entries.
  - F. Works with City Administrator.
  - G. Prepares quarterly report for City Council.



H. Cross train Deputy Clerk and Administrative Assistant on finance responsibilities.

IV. ANNUAL AUDIT -- Assists City Clerk-Treasurer with following duties:

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

V. BUDGET AND LEVY -- Assists City Clerk-Treasurer with following duties:

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

VI. ACCOUNTS RECEIVABLES

- A. Assists City Clerk-Treasurer with recording Accounts Receivables in receipt book.
- B. Processes daily utility receipts and run tape for Deputy Clerk.

VII. TAXES

- A. Completes Monthly sales tax statement.

VIII. LIQUOR LICENSING

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

IX. ELECTIONS

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

X. EMERGENCY MANAGEMENT

- A. Member of the Emergency Management Committee.

XI. DEVELOPMENT

- A. Maintains all City escrow deposits.
- B. Landscape inspections.

XII. RETENTION SCHEDULE MANAGEMENT

- A. Assist City Clerk-Treasurer with record retention.

### XIII. MAP ADDRESSING

- A. Provides addressing for new construction of houses, businesses, etc.
- B. Completes all mapping reports.

### XIV. INSURANCE – Assists City Clerk-Treasurer with following duties:

- A. Administers City medical, dental and disability insurance plans.
- B. Annual financial review with Underwriters for Municipal Insurance renewal.

### XV. ADMINISTRATIVE ASSISTANT TO MONTROSE FIRE DEPARTMENT

- A. Coordinates and prepares monthly accounts payable for the Montrose Fire Department.
- B. Prepares annual fire assessment and remits to Wright County.

### XVI. CITY COUNCIL

- A. Attends all required City meetings.
- B. Prepares any necessary reports or updates as needed.

### XVII. PAYROLL

- A. Provides backup for payroll duties when City Clerk-Treasurer is not available
- B. Enter all payroll information into Payroll accounting system and ensure information is accurate
- C. Transfer all tax and PERA information to online sites for time sensitive payments for taxes and PERA amounts
- D. Organizes all payroll paperwork for distribution to employees and management for approval

### XVIII. OTHER ADMINISTRATIVE DUTIES

- A. Assists with Reception duties including building permits, receipt of payments, and etcetera.
- B. Opens mail and distributes accordingly.
- C. Serves as a backup to Utility Billing.
- D. Serves as a backup to the complete duties and responsibilities as directed by the City Administrator.

### XIX. PLANNING AND ZONING COMMISSION

- A. Attends required meetings.
- B. Oversees and ensures the preparation and maintenance of all documents related to the Planning and Zoning Commission, including notice publication, minutes, agendas, publishing, distribution, maintenance documents and other documents for Commission functions.
- C. Interprets the Zoning Ordinance with regard to development, residents and etcetera.
- D. Works with the City Planner to review and update the Zoning Ordinance and Comprehensive Plan.

- E. Works with key staff and consultants for project management, long range planning, development and execution of Capital Improvement Plan and Comprehensive Plan.
- F. Manages Alternative Urban Areawide Review (AUAR) Policy and oversight.

XX. ORDINANCE ENFORCEMENT

- A. Monitors residential properties around the City for zoning or City Code violations.
- B. Writes letters to residents who are not in compliance and does follow-up to ensure residents have complied as requested and continue to be maintain compliance.

XXI. ANY OTHER DUTIES/RESPONSIBILITIES IN THE DAY-TO-DAY OPERATION OF THE CITY AS REQUESTED

- A. Participate in cross training to other City employees when directed.

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

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

May 5, 2021

Park and Rec Commission,

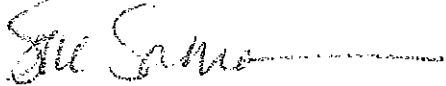
Please accept this letter as my resignation from the Commission, effective immediately.

Any and all monetary payment due to me may be donated to the City of Montrose for other uses.

Thank you for the opportunity to be of service this past year.

Sincerely,

Sue Saman

A handwritten signature in cursive script that reads "Sue Saman". The signature is written in dark ink and is positioned below the printed name "Sue Saman".

206 Pheasant Run Dr.

Montrose, MN 55363

612-876-6283



City of Montrose  
Planning and Zoning Commission Meeting  
Montrose Community Center  
200 Center Avenue South  
Wednesday, April 14, 2021  
7:00 P.M.

**1. CALL TO ORDER**

Pursuant to call and notice the Montrose Planning and Zoning Commission met in Regular Session on Wednesday, April 14, 2021, 2021 at 7:00 p.m.

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

**2. No Quorum Present – Meeting Cancelled**

**Present at Meeting:**    **Commission Chair Mr. Charles Smallwood**  
                                 **Commission Member Ms. Sylvia Henry**

**Staff:**    **Mr. Daniel Elder – City Planner**  
                 **Ms. Jessica Bonniwell – City Administrator**

Commissioner Smallwood opted to waive his meeting reimbursement for the April 14, 2021 meeting.

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Charles Smallwood  
Chair  
City of Montrose

ATTEST:

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Jessica Bonniwell  
City Administrator  
City of Montrose



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:** May 4, 2021

**To:** Honorable Mayor Moynagh  
City Council Members  
City of Montrose

**From:** Jared Voge, P.E.  
City Engineer

Justin Kannas, P.E.  
Assistant City Engineer

**Subject:** Railroad Quiet Zone  
City of Montrose, Minnesota  
BMI Proj. No.: W13.120188

The Montrose City Council is planning to discuss railroad quiet zones at the May 10<sup>th</sup> City Council meeting. This memo provides some basic background information and next steps for the City Council's information.

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.

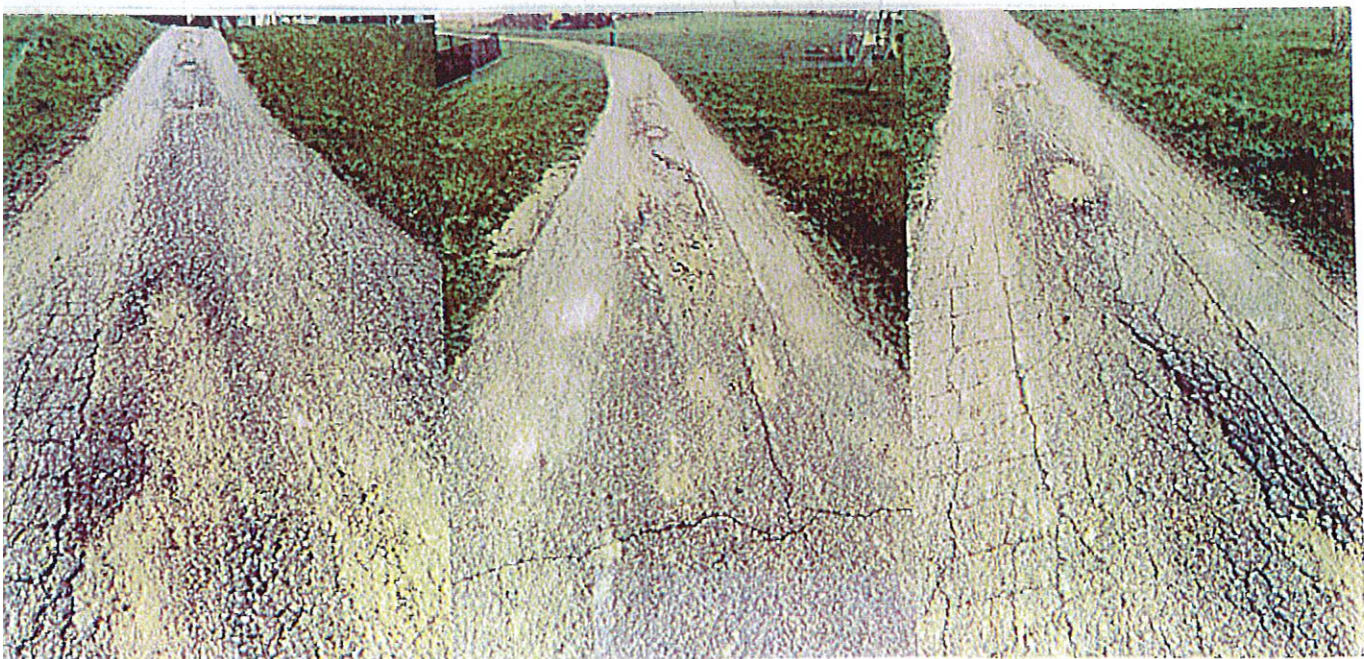
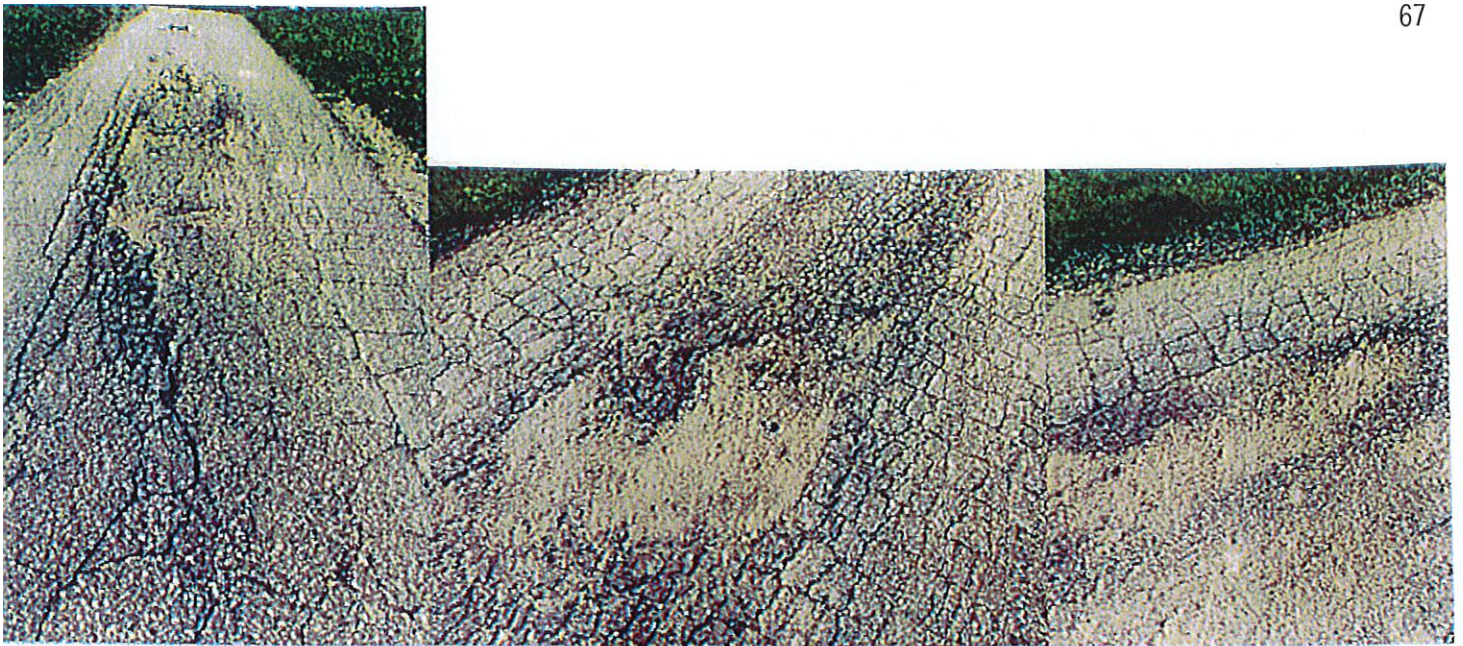
The criteria for establishment of a quiet zone is based on risk indexes which constantly change based upon a number of factors such as number of trains, speed of trains, number of vehicles, crash data, etc. Therefore, if the City Council would like to consider implementation of a quiet zone at this time, 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.

If you have any questions, please call.







- 1.1 A bill for an act
- 1.2 relating to capital investment; appropriating money for a water treatment facility
- 1.3 in Montrose; authorizing the sale and issuance of state bonds.
- 1.4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:
- 1.5 Section 1. **WATER TREATMENT FACILITY; MONTROSE.**
- 1.6 Subdivision 1. Appropriation. \$5,000,000 is appropriated from the bond proceeds fund
- 1.7 to the Public Facilities Authority for a grant to the city of Montrose to predesign, design,
- 1.8 construct, furnish, and equip a new water treatment facility in the city of Montrose. This
- 1.9 appropriation is available when the commissioner of management and budget determines
- 1.10 that sufficient resources have been committed to complete the project, as required by
- 1.11 Minnesota Statutes, section 16A.502.
- 1.12 Subd. 2. Bond sale. To provide the money appropriated in this section from the bond
- 1.13 proceeds fund, the commissioner of management and budget shall sell and issue bonds of
- 1.14 the state in an amount up to \$5,000,000 in the manner, upon the terms, and with the effect
- 1.15 prescribed by Minnesota Statutes, sections 16A.631 to 16A.675, and by the Minnesota
- 1.16 Constitution, article XI, sections 4 to 7.
- 1.17 **EFFECTIVE DATE.** This section is effective the day following final enactment.