



## CITY COUNCIL AGENDA REGULAR MEETING

**Monday, April 11, 2022  
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 Ryan Clark – St. John’s Lutheran Church

**4. PLEDGE OF ALLEGIANCE**

**5. APPROVAL OF AGENDA**

**6. APPROVAL OF CONSENT AGENDA**

A. Minutes

1. March 14, 2022 Regular City Council Meeting – prepared by J. Bonniwell

B. Accounts Payable

1. City, April 11, 2022 – prepared by M. Sommerfeld

2. Fire Department, April 11, 2022 – prepared by M. Sommerfeld

C. Monthly Utility Adjustments, March 2022 – prepared by C. Gerard

D. Resolution 2022-16 – Resolution Reestablishing Precincts and Polling Places

1. Resolution 2022-16 – *A Resolution Approving Reestablishment of Precincts and Polling Places*

E. Resolution 2022-17 – Resolution for Bank Signature Card Changes

1. Resolution 2022-17 – *A Resolution Authorizing a Change to the Bank Signature Cards*

F. International Union of Operating Engineers, Local No. 49 Collective Bargaining Agreement  
Memorandum of Understanding for Public Works Wage Scales

G. Meeting Changes

1. Authorize to Schedule a Special City Council Meeting for Monday, May 2, 2022 at 7:00 p.m.
2. Authorize the Regular City Council Meeting, scheduled for Monday, May 9, 2022 at 7:00 p.m. to be cancelled and a Special City Council Meeting to be scheduled for Monday, May 23, 2022 at 7:00 p.m.
3. Authorize the Planning and Zoning Meeting, scheduled for Wednesday, May 11, 2022 at 7:00 p.m. be rescheduled for Wednesday, May 18, 2022 at 7:00 p.m.

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

A. March, 2022 Monthly Report and Hours Report

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

A. City Council

1. Monthly Activity Report
2. Student Liaison Discussion

B. Montrose Fire Department

1. March, 2022 Activity Report

C. Personnel and Employee Development

1. Advertising for Operator I Position

D. Park and Recreation

1. Commission Member Applications:
  1. Duane Isle
  2. Michelle Otto
  3. Edward Kolasa, Jr.
  4. Kayla McCluskey
  5. Toby Nelson

E. City Planner

1. Ouverson Addition Final Plat Review
2. Ouverson Addition Developer Agreement
3. Resolution 2022-18 – *A Resolution of the City Council of the City of Montrose Approving a Preliminary and Final Plat and Final Planned Unit Development (PUD), Along with a Development Agreement Regulating and Controlling Uses and Development Within the PUD, for a Thirteen Unit Townhouse Residential Project in Two Buildings*

F. City Engineer

1. 2021 Downtown Improvement Project, Phase 2 Bid Memo

2. Resolution 2022-19 – *A Resolution Accepting 2021 Downtown Improvement Phase 2 Bid and Awarding Contract*
3. BNSF Easement Agreement Memo
4. BNSF Easement Agreement for Roadway Construction, Maintenance and Use Contract and Memorandum of Easement
5. Resolution 2022-20 – *A Resolution Approving Easement Agreement and Memorandum of Easement with BNSF Railway Company*
6. Updates from City Engineer

**G. Public Works**

1. Property Demolition at 101 Center Avenue North
2. Influent Lift Station Control Replacement
3. Sidewalk Repair for Aspen Lane and along Hwy 12
4. Compost Site Hiring
5. Updates

**9. OLD BUSINESS**

- A. Clean-Up Day and Amnesty Items Discussion
- B. Resolution 2022-11 – Resolution Approving Transfer of Funds
  1. Resolution 2022-11 – *A Resolution Approving the Transfer of Funds to Close the Refuse (Garbage) Fund*
- C. Herzog Property Seeding Discussion
- D. Randy's Sanitation

**10. NEW BUSINESS**

- A. Resolution 2022-21 – Resolution to Support Housing and Local Authority
  1. Resolution 2022-21 - *A Resolution Supporting Housing and Local Decision-Making Authority*
- B. Delano Senior Center Request
  1. Request from Delano Area Senior Center to Contribute \$1,250.00 for the Continued Support of Programs for Seniors

**11. OPEN FORUM**

**12. UPCOMING MEETINGS**

- A. Economic Development Authority Meeting – Tuesday, April 19, 2022 at 12:00 p.m. in the Montrose City Hall Conference Room
- B. Special City Council Meeting – Monday, May 2, 2022 at 4:00 p.m. at the Montrose Community Center
- C. Park and Recreation Meeting – CANCELLED for May 5, 2022
- D. Regular City Council Meeting – CANCELLED for May 9, 2022

E. Planning and Zoning Commission Meeting – RESCHEDULED for May 18, 2022 at 7:00 p.m. at the Montrose Community Center

F. Special City Council Meeting – Monday, May 23, 2022 at 7:00 p.m. at the Montrose Community Center

**13. ACKNOWLEDGEMENTS**

**14. ADJOURNMENT**



City of Montrose  
Regular City Council Meeting  
Montrose Community Center  
200 Center Avenue South  
Monday, March 14, 2022  
7:00 P.M.

**1. CALL TO ORDER**

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, March 14, 2022 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 Sam Solarz  
Council Member David Paradeise  
Council Member Tom Marszalek  
Council Member Nicole Andreoff

Staff Present: Ms. Jessica Bonniwell, City Administrator  
Mr. Dan Remer, Operator II  
Mr. Jared Voge, City Engineer  
Mr. Joseph Sathe, City Attorney  
Mr. Michael Sommerfeld, City Clerk/Treasurer  
Ms. Cristy Gerard, Deputy Clerk

**3. INVOCATION**

A. Ms. Therese Marszalek, MA Div. from Buffalo Covenant Church gave the Invocation.

**4. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was taken.

**5. APPROVAL OF THE AGENDA**

A. Approval of the Agenda

**Council Member Solarz motioned to approve the March 14, 2022 City Council Agenda with the removal of Consent Agenda Item 6.D. – Resolution 2022-11, and the addition of said Consent Agenda Item to New Business Item E. Council Member Marszalek seconded the motion. Motion carried 5-0.**

**6. APPROVAL OF THE CONSENT AGENDA**

A. Minutes

- 1. Accepted the minutes of the February 14, 2022 Regular City Council Meeting
- 2. Accepted the minutes of the February 28, 2022 Special City Council Meeting

B. Accounts Payable

1. Approved the March 14, 2022 Accounts Payable for the City of Montrose
2. Approved the March 14, 2022 Accounts Payable for the Montrose Fire Department

C. Approved the Monthly Utility Adjustments for February 2022

~~D. Approved Resolution 2022-11 – A Resolution Approving the Transfer of Funds to Close the Refuse (Garbage) Fund~~ **Removed from Consent Agenda**

E. Approved Resolution 2022-12 – A Resolution Approving the Transfer of Funds for the 2020 Pavement Improvement Project

**Council Member Marszalek motioned to approve the amended March 14, 2022 Consent Agenda as amended to remove item 6.D. Council Member Solarz seconded the motion. Motion carried 5-0.**

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

A. February, 2022 Monthly Report presented in packet.

Deputy Mosiman stated that there were 169 calls for service in February. He also stated that he wants to continue to remind people to lock their homes and cars at night and make sure to take any valuable along with the garage door openers inside the house at night.

**8. 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. February, 2022 Activity Report

Fire Chief Triplett gave an overview of the February, 2022 Monthly Activity Report.

**C. Personnel and Employee Development Committee**

1. American Federation of State, County and Municipal Employees, Council 65, Local 2685-0002 Memorandum of Agreement for City Clerk/Treasurer and Public Works Director Salary

Ms. Bonniwell stated that she has been working with the AFSCME Union the past month or two to get wages set and approved for the City Clerk/Treasurer and Public Works Director. The positions currently have the same point values assigned to them, and so they will have the same wage scale. Ms. Bonniwell stated that staff recommends approval of the Memorandum of Agreement and wages for the City Clerk/Treasurer and Public Works Director.

**Council Member Marszalek motioned to approve the American Federation of State, County and Municipal Employees, Council 65, Local 2685-0002 Memorandum of Agreement for**

**City Clerk/Treasurer and Public Works Director Salary. Council Member Soalrz seconded the motion. Motion carried 5-0.**

## 2. Public Works Director Job Description Approval

Ms. Bonniwell stated that during several discussions with the potential incoming Public Works Director, he made it known that the position of Deputy Clerk (previously Utility Billing) should not report to the Public Works Director since they are part of the administrative staff and that person should report only to the City Administrator and City Clerk/Treasurer. Ms. Bonniwell stated that staff is recommending the requested change be approved for the Public Works Director Job Description.

**Mayor Moynagh motioned to approve the amended Public Works Director Job Description. Council Member Andreoff seconded the motion. Motion carried 5-0.**

## 3. Appoint New Public Works Director – Internal Promotion

Ms. Bonniwell stated that included in the packet for review was a short memo regarding staff's internal candidate recommendation to replace the Public Works Director. The position was offered to all current staff for a period of five business days to decide if they wanted to be interviewed by the Personnel and Employee Development Committee which was composed of the City Administrator, Mayor Moynagh, and Council Member Marszalek. Only one staff member is currently qualified for and interested in the position, and that staff member is Dan Remer. Dan Remer has been with the city for 20 years and currently holds a "B" Wastewater License and a "C" Water License, and is otherwise qualified. Two different interviews were conducted by the Personnel and Employee Development Committee, and it was decided the recommendation would be to appoint Mr. Dan Remer as the Public Works Director at this time. Ms. Bonniwell stated that the negotiated wage the Personnel and Employee Development Committee is recommending at this time is starting at \$81,000.00. If Mr. Remer is appointed this evening, an Operator I position will be available and we will be offering the position to all current employees to see if they would like to interview for the position. Ms. Bonniwell stated that staff will then either post outside the organization for an Operator I, or Maintenance Worker I position, depending on whether or not current staff want to try for the open position of Operator I, which would then open up a Maintenance Worker I position.

**Council Member Marszalek motioned to appoint Mr. Dan Remer to the Position of Public Works Director, with a starting salary of \$81,000.00, effective April 1, 2022. Council Member Paradeise seconded the motion. Motion carried 5-0.**

## D. City Engineer

### 1. Updates from City Engineer

Mr. Voge stated that bids will be opening on March 22, 2022 for Phase II of the 2021 Downtown Improvement Project and that there is a pre-construction meeting scheduled for April 6, 2022 for the Phase I part of the project.

Mr. Voge also stated that as soon as the weather warms up and the ground thaws, several projects around town will get started.

## E. Public Works

### 1. Compost Site Discussion – Approve Wage and Posting for Seasonal Position

Ms. Bonniwell stated that a draft of the possible newspaper ad for the compost site position was included in the packet for review by Council. Ms. Bonniwell stated that the city did receive some feedback regarding the hours for the compost site and many of the remarks said evening and weekend hours are ideal. Staff proposes keeping the same days and hours as last year, and people will start to get used to the schedule. However, the hours on Saturday were 10-2, but could be moved to 11-3 if Council thinks a bit later in the day would be better. Ms. Bonniwell stated that staff recommends the wage for the position be set at \$17.00 per hour.

Mayor Moynagh asked if a high school diploma needed to be a requirement, and just require the person to be 18 years or older. Ms. Bonniwell stated she would check to see if that needs to be a requirement for the position. Mr. Paradeise stated that he would like to see the hours not be later than 3:00 p.m. on Saturday.

**Mayor Moynagh motioned to approve the compost site position at \$17.00 per hour pending changes to the high school diploma requirement, and times the site will be open. Council Member Solarz seconded the motion. Motion carried 5-0.**

## 2. Lawn Mowing Bid for Summer Mowing

Ms. Bonniwell stated that staff received a revised bid from the contractor that was chosen at the February 28<sup>th</sup> meeting, increasing the price by \$624.76 per week. The contractor indicated this was due to the increasing gas prices.

Mayor Moynagh stated that even if the city was doing the mowing, the city would have to be paying more for gas as well, so this is not an unreasonable request. Council Member Marszalek asked the contractor if the gas prices fluctuate, or go down, if the price would be adjusted to reflect that. The contractor stated that he would be willing to work with the city if the situation changes or if there is a drought. Council Member Marszalek stated that it seems like the contractor not only increased to reflect gas prices, but also built a large buffer for the mowing beyond what gas prices could reach. Mr. Paradeise also asked if the prices would change, or if the city would not be charged for a week that was not mowed. The contractor stated again that he would be willing to work with the city on the situation as it unfolds. Mr. Paradeise stated that he thinks hiring an outside contractor for mowing is the right thing to do right now because of all of the road construction coming up so public works has less on their plates to deal with. Mr. Paradeise also mentioned that it is always good to work with a local company in town and support their business, and stated he thought this was the right decision to make. Mayor Moynagh asked Mr. Remer how long it would take city employees to do the mowing that we are talking about contracting for and Mr. Remer stated that it would take two employees a full two days, plus two days for trimming.

**Mayor Moynagh motioned to approve the Lawn Mowing Contract for Muddy Feet Lawn Service in the amount of \$2,543.67 per week. Council Member Marszalek seconded the motion. Motion carried 5-0.**

## 3. Clean-up Day Discussion

Ms. Bonniwell stated that since the city is no longer taking in money for garbage, and staff is planning to transfer the funds for a capital improvement item, that Council needs to decide about amnesty items as well as the location for this year's clean-up day. Ms. Bonniwell stated that the city hall parking lot was just repaved in 2021, and having all the big equipment moving around in there would likely cause damage to the new surface. Mr. Remer stated that he agrees that the city hall parking lot should not be used this year, even though it is a good location to host the event. Mayor Moynagh asked the hours of the event, and Mr. Remer stated staff is here at 7:00 a.m. preparing for the event, and the event is from 8:00 a.m. – 12:00 p.m. Mayor Moynagh asked Mr.

Remer where he would recommend having clean-up day and Mr. Remer stated there is not really another perfect spot for the event. Mr. Remer stated one possible location is the Waste Water Treatment Plant, but could be muddy if it rains and traffic would not be allowed to stack up on Hwy 25 to wait to get in. Mr. Remer stated other possible locations would be Carver Field, or the Regional Park. Mr. Remer stated staff would take a look at the areas and see which one would work best for traffic flow and vendor set-up. Mr. Remer stated that he would like to be able to contact the trailer park before clean-up day and have them come down earlier in the week to drop off their loads since it usually backs up the line for at least half an hour. Mayor Moynagh asked how much the city has paid for amnesty items in the past. Ms. Bonniwell stated she would have to look into it since it depends on the volume and items people bring to the event. Mr. Paradise stated he would like to see at least being able to have one amnesty item since the residents really appreciate the free items. Mr. Paradise asked if it would be possible to use the school parking lot for the event. Ms. Bonniwell stated that because of the impending road project, staff is not sure when that road will be impacted, or if the school would even allow the big equipment on their parking lot to cause damage. Mayor Moynagh stated that he would like to see the two free items, and if we have to hold back some of the garbage fund money in order to help pay for the cost of the event. Ms. Bonniwell stated that yes, if Council approves the use of the money, it can be used for clean-up day, but the money was supposed to be saved to help purchase a plow truck which is very much needed by public works. Mr. Solarz asked if Randy's will give us a discount for the items or on the rates for service on the event. Ms. Bonniwell asked if the money can stay in the garbage fund for another year and Mr. Sommerfeld stated that yes, Council could approve leaving the money in the fund for now. Ms. Bonniwell stated that the Council could decide to offer two free items again, but know that the money is not being replaced in the fund. Ms. Bonniwell stated that clean-up day will be on May 14<sup>th</sup> from 8:00 a.m. – 12:00 p.m. Mr. Remer asked if Council would approve public works to determine the best spot for the event this year. Mayor Moynagh stated that they should also include emergency management in the location decision, but that public works could decide the best location. Once a location is determined, staff will advertise that information around town and online.

#### 4. City Property Garage and House Demolition Discussion

Mr. Remer stated that staff attended a meeting on March 8<sup>th</sup> and discussed the city acquired property at 101 Center Ave N and that the garage would need to come down as soon as possible in order to start the road project. Mr. Remer stated that he put some numbers together to determine how much it would cost for public works to take down the garage – a dumpster rental would be around \$665.00 for 7 tons and concrete would have to go into a separate dumpster so two would be required, plus public works wages and a jackhammer rental of around \$400.00. Mr. Remer stated that he spoke with Mr. Ward Carlson regarding taking down the garage and was quoted a total cost of \$1,500.00 to remove the entire garage. Mr. Remer stated that he thinks it would cost more than \$1,500.00 for public works to take down the garage. Mr. Remer also stated that when he was on site with the contractor bidding the garage, Mr. Carlson stated that he may know someone that would move the house off of the foundation and take the house for free, leaving the basement to be taken down by Mr. Carlson for an additional quote. Mayor Moynagh asked the City Attorney if they need to go out for multiple bids for this project. Mr. Sathe stated that only if the value of the project is over \$175,000.00, but might be different since it would technically be a donation of the house. Mr. Sathe stated he would look into this and get back to staff. Mr. Paradise stated that the Fire Department is currently doing some search and rescue training in the house and wanted to know when something might happen with the house. Mr. Remer stated that the person was currently on vacation, but sounded very motivated to take a look at the house and see if it would be something he would be interested in moving off the foundation when he returns from vacation. There is no set date for demolition or moving of the house at this time.

**Mayor Moynagh motioned to approve the demolition of the garage at 101 Center Ave N for**

a cost of \$1,500.00. Council Member Solarz seconded the motion. Motion carried 5-0.

## 9. OLD BUSINESS

### A. Lions Club Gambling License Discussion

Mr. Roger Vanderlinde, President of the local Lions Club, from the Montrose Lions approached the podium to discuss all of the positive impacts the Lions organization has made in town over the years and asked Council not to change the ordinance so they are able to resume gambling services after their 6-month license suspension. Mr. Vanderlinde emphasized that the suspension was temporary and they are expecting to have it back in six months. Mayor Moynagh stated that changing the ordinance to allow other organizations to conduct gambling within the city is not the city saying that the Lions Organization is not important to the community. Mayor Moynagh stated that it is going to be huge for the Lions to not have gambling income for six months, but asking the local businesses to forego that revenue stream for six months, when they are not to blame for the license suspension, is not fair to those businesses that rely on this income. Mayor Moynagh stated that he would like to see the Lions be able to go back into those businesses after six months, but that will ultimately be up to the business owners regarding which organization they want to work with. Mr. Vanderlinde reiterated how important the Lions are to the community and they worry they will not be able to get back into the businesses after the suspension. Mr. Paradeise stated that will be up to the individual business owners, and would not be able to dictate to them which organization to use. Mr. Paradeise stated that he does not want to see any negative impacts to the Lions due to this situation, but will be up to the business owners and the relationship between them and the Lions. Mr. Solarz stated this is not any sort of punishment for the Lions, but the Council needs to do what is right for the City and its business owners to be able to thrive. Mr. Paradeise stated he wanted to thank the Lions for everything they do for the community and it does not go unnoticed or unappreciated.

### B. Lawful Gambling Ordinance Amendment

#### 1. Ordinance No. 2022-03 – *An Ordinance Amending Chapter 73 of the Montrose City Code Relating to Lawful Gambling*

Ms. Bonniwell stated that this is the completed ordinance amendment staff has been working on since the February 14th meeting. The ordinance amendment removes any restrictions on which non-profit type organizations are allow to conduct gambling within the City and this will be up to the business owners and City Council moving forward. Mr. Sathe, the City Attorney, stated that the main goal was to simplify and replace the existing ordinance.

**Council Member Marszalek motioned to approve Ordinance No. 2022-03 – *An Ordinance Amending Chapter 73 of the Montrose City Code Relating to Lawful Gambling*. Council Member Andreoff seconded the motion. Motion carried 5-0.**

#### 2. Resolution 2022-13 – *A Resolution Authorizing Summary Publication of Ordinance 2022-03: An Ordinance Amending Chapter 73 of the Montrose City Code Relating to Lawful Gambling*

**Mayor Moynagh motioned to approve Resolution 2022-13 – *A Resolution Authorizing Summary Publication of Ordinance 2022-03: An Ordinance Amending Chapter 73 of the Montrose City Code Relating to Lawful Gambling*. Council Member Marszalek seconded the motion. Motion carried 5-0.**

### C. Resolution 2022-14 – *A Resolution Approving a Charitable Gambling License for the Delano Area Youth Hockey Association*

Ms. Bonniwell stated that the resolution is to approve the Delano Area Youth Hockey Association to conduct gambling at the Ugly Bar and Jacque B's. Mr. Paradeise asked about the process and timeline to get the licenses up and running. Ms. Bonniwell stated that the applications will be completed after the



meeting, and the organization will then send to the state for processing and licenses are issued on the 1<sup>st</sup> of each month, so they would hopefully be up and running by the 1<sup>st</sup> or 2<sup>nd</sup> of April, depending on when they are able to have license in hand from the state.

**Council Member Marszalek motioned to approve Resolution 2022-14 - *A Resolution Approving a Charitable Gambling License for the Delano Area Youth Hockey Association*. Council Member Solarz seconded the motion. Motion carried 5-0.**

## 10. NEW BUSINESS

### A. Easter Egg Hunt – Candy and Egg Count Info

Ms. Bonniwell stated that there are around 5,000 eggs, and asked Council if that was the number of eggs that would be needed at the event. Ms. Bonniwell stated that in the past, there has been around 200-300 kids at the event and staff has 5,000 eggs ready to be stuffed with candy. Ms. Bonniwell stated that she would be getting candy this week and historically have spent anywhere from \$300 - \$500 on candy on past egg hunt events. Mayor Moynagh stated he would like to have coffee, juice and donuts available at the event, but was informed a food license would be necessary for anything that is not pre-packaged. Chief Triplett stated that it took about eight weeks to get a license the last time they applied for one. Ms. Bonniwell stated they could try to do pre-packaged juice boxes and donuts if they are unable to obtain a license. Chief Triplett stated that it would potentially be possible for the Council to use the Fire Department Relief Association's food license since there will be members of the Relief Association hosting the event. Council agreed that 5,000 eggs should be used, and Ms. Bonniwell stated that she would purchase enough candy for 5,000 eggs.

### B. Xcel Energy Mobile Substation Site Lease Contract

#### 1. Xcel Energy Mobile Substation Site Lease Contract

Ms. Bonniwell stated that she spoke with Mr. McCormick about this and he said Xcel has used our land before to set up temporary substations, and this is no different. The City Attorneys drafted up an agreement that Xcel has agreed to the terms of, has agreed to all items stipulated by engineers as well. Xcel will pay the city \$2,500 to lease property near the waste water treatment plant from August 1 – December 31, 2022. Council Member Solarz asked what they needed to set up the substation for, and Ms. Bonniwell stated it is for a longer project for which they need the additional location.

**Council Member Marszalek motioned to approve the Xcel Energy Mobile Substation Site Lease Contract. Council Member Paradeise seconded the motion. Motion carried 5-0.**

#### 2. Resolution 2022-15 – *A Resolution Approving a Mobile Substation Site Lease with Northern States Power Company*

**Council Member Marszalek motioned to approve Resolution 2022-15 - *A Resolution Approving a Mobile Substation Site Lease with Northern States Power Company*. Council Member Solarz seconded the motion. Motion carried 5-0.**

### C. Forest Creek Walking Trail Repair Discussion

Ms. Bonniwell stated that it was discussed last year to get the trails around town that have a lot of damage fixed in the near future, particularly the one in Forest Creek that was damaged excessively when the playground equipment was installed. Ms. Bonniwell asked Mr. Voge if this could be done as part of the



road project, or if the contractor would even be interested in that. Mr. Voge said they could certainly ask, otherwise the city could request quotes for the work to be done. Ms. Bonniwell told Mr. Voge to ask the contractor, or get some quotes for the walking trails.

#### D. May Meeting Date Discussion

Ms. Bonniwell stated that the city administrator and City Clerk/Treasurer will be attending a week-long institute training in St. Cloud the week of May 9-13th, which is when both the Regular City Council Meeting and Planning and Zoning meetings fall in May. Staff attendance at the training is required and attendance is taken at the beginning and end of each class, which would make it nearly impossible to get back to Montrose in order to set up and attend the meetings. Ms. Bonniwell spoke with the League of MN Cities about this and they said we have two options: 1) Cancel the regular meeting and reschedule as a Special meeting for the following week, or 2) the Council would meet in chambers (as long as there was a quorum) and make a motion to recess and reconvene at the new meeting time. Ms. Bonniwell recommended to just cancel and post for a new special meeting since we have some time to get this information out in the newspaper and posted around town. Ms. Bonniwell stated that for the City Council meeting, she recommends moving the meeting to May 16<sup>th</sup> and for Planning and Zoning to move that meeting to the 18<sup>th</sup>. Mayor Moynagh stated that not having the City Administrator or City Clerk/Treasurer available makes it hard to conduct a meeting, but he is struggling with moving the date since that is not typically done. Ms. Bonniwell stated that she wanted to get this information to the Council early so if they agreed to move the meetings, the staff would have plenty of time to get the information posted in the newspaper, online and around town. Mayor Moynagh asked if the meeting could be moved to the first week in May, and Ms. Bonniwell stated that yes it could be the first week in May, but would rather give an extra week then short the month by a week.

**Mayor Moynagh motioned to Cancel the May 9, 2022 Regular City Council meeting and move the May City Council Meeting to May 16, 2022 at 7:00 p.m. Council Member Andreoff seconded the motion. Motion carried 5-0.**

#### E. Resolution 2022-11 – Resolution Approving Transfer of Funds

##### 1. Resolution 2022-11 – *A Resolution Approving the Transfer of Funds to Close the Refuse (Garbage) Fund*

Ms. Bonniwell stated that if the Council wants money available in the Garbage Fund for clean-up day, the resolution is no longer valid and will be revisited at a later date once clean-up day is paid for. Council Member Marszalek stated he would like to see how much we have paid for clean-up day in the past before they vote so they are able to discuss the impact of continuing to drain the Garbage Fund when Council agreed that money would be used for a new Plow Truck. Council member Solarz stated that he would also like to have that information before a vote and would like to table the resolution until more information is available for Council to make a decision.

## 11. OPEN FORUM

Michelle Otto – 205 Garfield Avenue North

Ms. Otto approached the podium with a request to move Open Forum back to the beginning of the meeting so people can voice their opinions before Council makes their decision.

Ms. Otto stated that the Council should definitely use all 5,000 eggs as she has ran the event in the past and that many is necessary.

Ms. Otto also stated that she believes the city should do more to help the Lions since they do so much for the community and is disheartening that the ordinance change may cause the Lions to not be able to conduct gambling if they are unable to get back into the businesses after their suspension is complete.

## 12. UPCOMING MEETINGS

- A. Park and Recreation Meeting – CANCELLED for April 7, 2022
- B. Regular City Council Meeting – Monday, April 11, 2022 at 7:00 p.m. in the Montrose Community Center
- C. Planning and Zoning Commission Meeting – Wednesday, April 13, 2022 at 7:00 p.m. in the Montrose Community Center
- D. Economic Development Authority Meeting – Tuesday, April 19, 2022 at 11:30 a.m. in the Montrose City Hall Conference Room

## 13. ACKNOWLEDGEMENTS

Mayor Moynagh acknowledged Mr. Wayne McCormick for his 16 years of service in the city, and Mr. Dan Remer for being willing to take over the position. Mayor Moynagh also acknowledged Montrose Days for their hard work on the Fish Fry from the previous weekend. Mayor Moynagh also acknowledged Lieutenant Wirkkula for coming last month to talk about the annual Wright County Report. Mayor Moynagh also announced the city is looking for a student liaison from the local schools.

Council Member Paradeise acknowledged the Lions for coming out to the meeting and for everything they do in the community.

## 14. ADJOURNMENT

**Council Member Marszalek motioned to adjourn the Regular City Council Meeting at 8:17 p.m. Mayor Moynagh seconded the motion. Motion carried 5-0.**

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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

April 11, 2022

Payroll	03/21/22 Payroll	15378.02
IRS-Federal Tax Payment	03/21/22 FED/FICA Tax	5394.41
MN Dept. of Revenue	03/21/22 State Withholding	1025.80
PERA	03/21/22 Payroll	3088.15
*Ameritas Life Ins.	Employee Optical Ins.	49.40
MN Dept. of Revenue	February Sales Tax	65.00
*AFSCME #65	March Union Dues	117.30
Aramark	Uniforms/Floor Mats	82.28
Cardmember Services	Flower Arrangement	122.98
Cardmember Services	Travel Expense - Training	123.79
Cardmember Services	Training and Conferences	710.00
Cardmember Services	Water Operator Training	290.00
Cardmember Services	DPS HSEM Dues	204.98
*Citizens State Bank	March H.S.A. Deposit	350.00
*Colonial Life Ins.	Employee Ins.	74.52
Cottens' Buffalo Napa	PW Shop/Veh. Supplies	98.77
*Delta Dental	March Dental Insurance	309.15
Lincoln Nat'l Life Ins.	April Life Ins.	147.29
*Madison Nat'l Life	April Disability Ins.	349.42
Marco Tech.	Printer Maint.	61.13
MVTL Laboratories	WWTP Testing	295.40
MVTL Laboratories	Water Testing	74.00
Paumen Computer Services	Monthly IT/Backup & Support	905.00
Paumen Computer Services	Power Supply	499.96
Pitney Bowes	Machine Rental	180.00
Quality Flow	QCI Controller	3680.00
Total Printing Services	Office Supplies	85.00
Walmart	Egg Hun Candy	483.23
Wakesun	Electrical Services	3249.53
Wex Bank	PW, Str, Sew, WW Vehicle Fuel	982.51
Wright-Hennepin Co-op	Electrical Services	258.51

April 11, 2022

Page 2

TOTAL ACCOUNTS PAYABLE

38735.53

MOYNAGH

BONNIWELL

MARSZALEK

ANDREOFF

SOLARZ

PARADEISE

**\* Appendix**

Payments received to offset checks written

Payroll Deduction	March H.S.A. Deposit	250.00
Payroll Deduction	AFSCME #65 Mar. Union Dues	117.30
Payroll Deduction	Feb. Optical Ins.	49.40
Payroll Deduction	Apr. EE Ins.	74.52

**FIRE DEPARTMENT  
ACCOUNTS PAYABLE LIST**

**April 11, 2022**

Bound Tree	Medical Supplies	293.73
Cardmember Services	FD Vehicle Maint.	597.85
Menards	Station Supplies	25.99
Wex Bank	Vehicle Fuel	118.79
<b>TOTAL ACCOUNTS PAYABLE</b>		<b>1036.36</b>

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**MOYNAGH**

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**BONNIWELL**

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**MARSZALEK**

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**ANDREOFF**

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**SOLARZ**

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**PARADEISE**

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

04/05/22 8:04 AM  
Page 1

Account	Tran Type	Charge Name	Charge Type	Amount	Date
01-00001146-00-	Adjustment	Hang Disconnect N	Service	\$25.00	3/10/2022
01-00005871-00-	Adjustment	Hang Disconnect N	Service	\$25.00	3/10/2022
01-00006031-00-	Adjustment	Storm Water	Service	(\$0.25)	3/2/2022
01-00006031-00-	Adjustment	WWTP	Service	(\$0.91)	3/2/2022
01-00006031-00-	Adjustment	Sewer Collection	Service	(\$0.86)	3/2/2022
01-00006031-00-	Adjustment	R Water	Service	(\$0.95)	3/2/2022
				<u>\$47.03</u>	

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

*April 5th, 2022*  
*CG*

## Resolution 2022-16

### Reestablishing Precincts and Polling Places

WHEREAS, the legislature of the State of Minnesota has been redistricted; and

WHEREAS, Minnesota Statute section 204B.14, subd. 3 (d) requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first;

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Montrose, County of Wright, State of Minnesota hereby reestablishes the boundaries of the voting precinct(s) and polling place(s) as follows:

**Precinct 1 (Community Center, 200 Center Avenue South)**

The entire City of Montrose

Attached to this resolution, for illustrative purposes, is a map showing said precinct(s) and the location of each polling place.

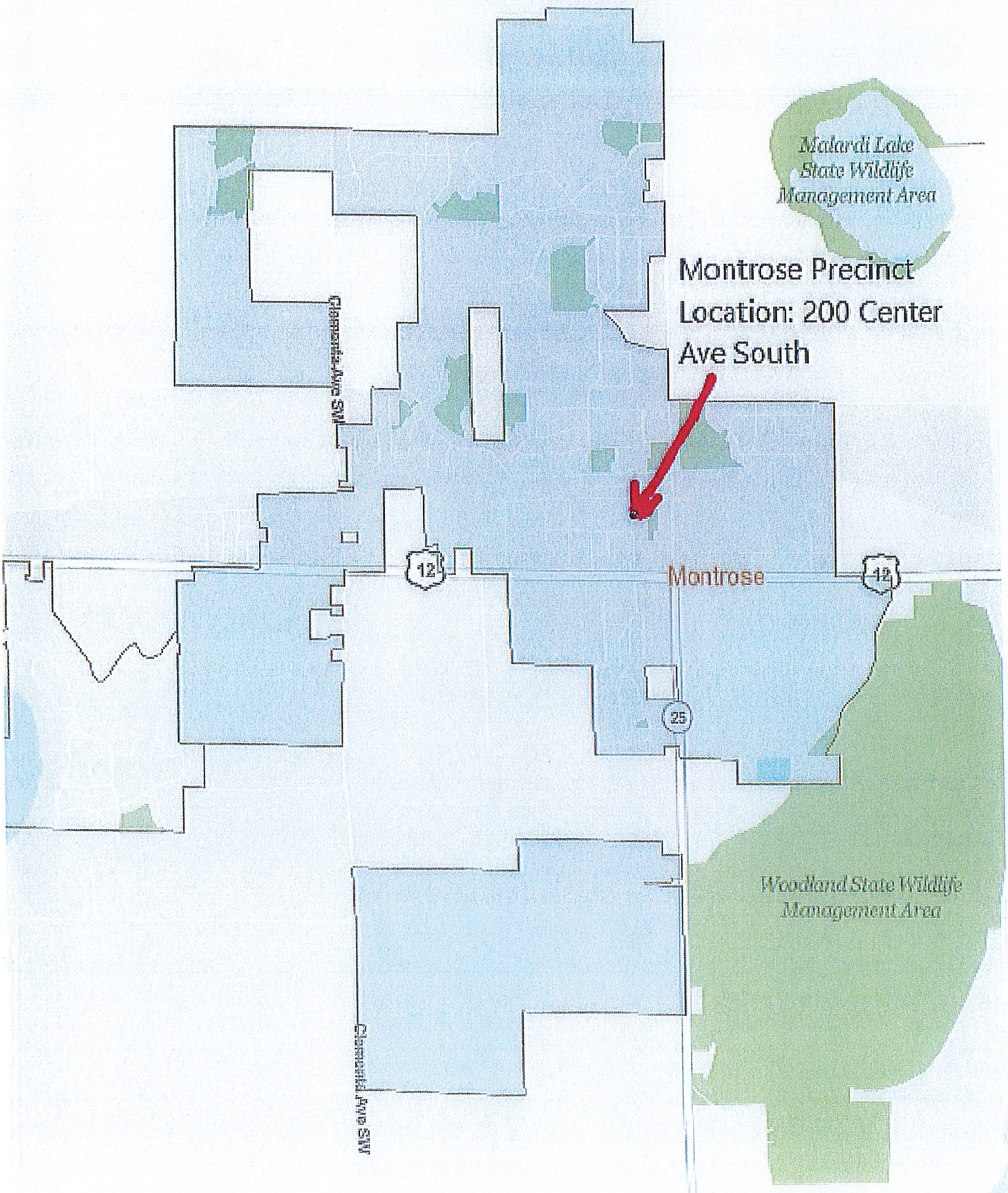
Adopted by the Montrose City Council this 11<sup>th</sup> day of April, 2022.

Signed: \_\_\_\_\_  
Robert W. Moynagh, III, Mayor

ATTEST:

\_\_\_\_\_  
Jessica Bonniwell, City Administrator







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

**RESOLUTION NO. 2022-17**

**RESOLUTION AUTHORIZING A CHANGE TO THE BANK SIGNATURE CARDS**

**WHEREAS**, Banking Standards require all changes to signature cards be submitted in writing, and

**WHEREAS**, the City of Montrose has had a change in administration;

**NOW THEREFORE, BE IT RESOLVED**; that the City Council authorizes the removal of Wayne McCormick from all city accounts and that Jessica Bonniwell, Daniel Remer, Robert W. Moynagh III and Thomas Marszalek be signers on the city accounts (General Checking Account, EDA Account and Money Market and Safe Deposit Box), that Jessica Bonniwell and Michael Sommerfeld be able to make deposits, electronic funds transfers and manage investments (ie CD's, etc.) effective April 1, 2022.

Adopted by the Montrose City Council on April 11, 2022.

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Robert W. Moynagh III, Mayor

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Jessica Bonniwell, City Administrator

# INTERNATIONAL UNION OF OPERATING ENGINEERS

LOCAL NO. 49, 49A, 49B, 49C, 49D, 49E, 49L  
MINNESOTA • NORTH DAKOTA • SOUTH DAKOTA

CLAYTON J. JOHNSON, President  
RYAN P. DAVIES, Vice President  
STEVE R. PIPER, Recording-Corresponding Secretary  
OSCAR J. SLETTEN, Treasurer



JASON A. GEORGE  
Business Manager/Financial Secretary

2829 Anthony Lane South, Minneapolis, MN 55418-3285  
Phone (612) 788-9441 • Toll Free (866) 788-9441 • Fax (612) 788-1936

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

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

WHEREAS, this Memorandum of Understanding ("MOU") is intended to address the modification to Wage Appendix "A"; and

WHEREAS, the Union and the City wish to include and recognize the modification of Wage Appendix "A" in the established and recognized Union bargaining unit covered by all terms and conditions of the agreement, unless modified by this MOU; and

WHEREAS, this MOU will be effective April \_\_\_\_, 2022.

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

1. The attached modified Wage Appendix "A" will be included in Appendix "A" 2021-2023 Wage Schedule of the agreement;
2. During contract negotiations the City and the Union agree to incorporate all applicable provisions of this MOU into the agreement;

IN WITNESS WHEREOF, the parties have executed this MOU on April \_\_\_\_, 2022.

\_\_\_\_\_  
Aaron Rasset  
Area Business Representative  
International Union of Operating Engineers, Local 49

\_\_\_\_\_  
Robert W. Moynagh III  
Mayor  
City of Montrose

## Appendix "A"

### Wage and Classification Rates

2021. All Employees covered under this agreement shall receive a (2%) wage increase. All Employees who have not reached their max wage amount as listed in the table below shall receive an additional two (2%) wage increase with a successful annual performance review, which will be made up of four quarterly reviews. Employees will not receive the performance increase once they have reached their maximum wage as identified in the table below. In 2021, Employer and Union agree to meet to negotiate health insurance premium contribution rates for contract years 2022 and 2023 and up to a five percent (5%) increase to all wages and classifications.

2022. All Employees covered under this agreement shall receive a (5%) wage increase. All Employees who have not reached their max wage amount as listed in the table below shall receive an additional two (2%) wage increase with a successful annual performance review, which will be made up of four quarterly reviews. Employees will not receive the performance increase once they have reached their maximum wage as identified in the table below.

2023. All Employees covered under this agreement shall receive a (5%) wage increase. All Employees who have not reached their max wage amount as listed in the table below shall receive an additional two (2%) wage increase with a successful annual performance review, which will be made up of four quarterly reviews. Employees will not receive the performance increase once they have reached their maximum wage as identified in the table below.

	MIN	MAX
Administrative Assistant	\$22.00	\$26.00
Deputy Clerk	\$25.00	\$32.00
Deputy Treasurer	\$32.00	\$38.00
Operator I	\$28.00	\$30.00
Operator II	\$31.00	\$35.00
Chief Operator	\$36.00	\$40.00
Maint Worker I	\$23.00	\$25.00
Maint Worker II	\$26.00	\$29.00
Maint Worker III	\$30.00	\$36.00



# 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 2022

Printed on April 1, 2022

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>911 Abandoned Total: 3</b>					
03/21/22 23:10	911 Abandoned	2022021751			911
03/22/22 20:39	911 Abandoned	2022021982			911
03/27/22 20:00	911 Abandoned	2022023457			911
<b>911 Hang-up Total: 4</b>					
03/01/22 17:02	911 Hang-up	2022015708			911
03/05/22 09:44	911 Hang-up	2022016879			911
03/26/22 14:52	911 Hang-up	2022023040			911
03/27/22 19:10	911 Hang-up	2022023442			911
<b>911 Hang-up; Criminal Damage to Property; Civil Complaint Total: 1</b>					
03/04/22 15:56	911 Hang-up; Criminal	2022016651	Civil Complaint	WP22005075	911
<b>911 Open Line Total: 7</b>					
03/17/22 08:04	911 Open Line	2022020262			911
03/17/22 23:45	911 Open Line	2022020545			911
03/20/22 09:40	911 Open Line	2022021243			911
03/23/22 13:52	911 Open Line	2022022132			911
03/26/22 20:21	911 Open Line	2022023139			911
03/28/22 08:46	911 Open Line	2022023568			911
03/29/22 14:22	911 Open Line	2022023976			911
<b>Abandoned Vehicle Total: 1</b>					
03/19/22 12:13	Abandoned Vehicle	2022020972	Abandoned Vehicle	WP22006348	Phone
<b>Abuse Total: 1</b>					
03/10/22 09:50	Abuse	2022018267	Abuse	WP22005560	Phone
<b>Agency Assist Total: 2</b>					
03/19/22 10:31	Agency Assist	2022020953	Agency Assist	WP22006340	Phone
03/25/22 22:39	Agency Assist	2022022874	Agency Assist	WP22006928	Phone
<b>Alarm Total: 1</b>					
03/01/22 22:54	Alarm	2022015811			Phone
<b>Animal Total: 5</b>					
03/03/22 12:05	Animal	2022016240	Animal	WP22004947	Phone
03/10/22 16:56	Animal	2022018372	Animal	WP22005602	Phone
03/10/22 19:39	Animal	2022018429			Phone
03/13/22 12:53	Animal	2022019191	Animal	WP22005819	Phone
03/18/22 13:01	Animal	2022020674			Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>Burglary Total: 1</b>					
03/14/22 06:45	Burglary	2022019392	Burglary	WP22005882	Phone
<b>Check Welfare Total: 4</b>					
03/04/22 09:30	Check Welfare	2022016530	Suspicious - Circumstances	WP22005030	Phone
03/09/22 10:04	Check Welfare	2022017955	Check Welfare	WP22005464	Phone
03/11/22 02:24	Check Welfare	2022018498	DUI	WP22005632	Officer
03/18/22 18:45	Check Welfare	2022020783	Check Welfare	WP22006289	Officer
<b>Citizen Aid Total: 2</b>					
03/15/22 12:29	Citizen Aid	2022019712	Citizen Aid	WP22005974	Phone
03/28/22 20:22	Citizen Aid	2022023795	Citizen Aid	WP22007193	Phone
<b>Civil Complaint Total: 5</b>					
03/15/22 09:59	Civil Complaint	2022019678	Civil Complaint	WP22005963	Phone
03/17/22 20:00	Civil Complaint	2022020475	Civil Complaint	WP22006189	Phone
03/19/22 13:15	Civil Complaint	2022020993	Civil Complaint	WP22006354	Phone
03/27/22 18:38	Civil Complaint	2022023435	Civil Complaint	WP22007067	Phone
03/31/22 19:21	Civil Complaint	2022024572	Civil Complaint	WP22007440	Phone
<b>Civil Process Total: 8</b>					
03/03/22 10:26	Civil Process	2022016214			Officer
03/07/22 15:09	Civil Process	2022017502			Officer
03/07/22 15:16	Civil Process	2022017507			Officer
03/10/22 08:05	Civil Process	2022018240			Officer
03/17/22 14:49	Civil Process	2022020361			Officer
03/18/22 11:43	Civil Process	2022020646			Officer
03/22/22 11:03	Civil Process	2022021843			Officer
03/31/22 11:35	Civil Process	2022024430			Officer
<b>Commercial Medical Alarm Total: 1</b>					
03/21/22 12:06	Commercial Medical	2022021580			Phone
<b>Court Order Violation Total: 1</b>					
03/25/22 18:13	Court Order Violation	2022022796	Court Order Violation	WP22006911	Phone
<b>Domestic Disturbance Total: 3</b>					
03/09/22 12:12	Domestic Disturbance	2022017987	Domestic Disturbance	WP22005477	911
03/15/22 19:22	Domestic Disturbance	2022019833	Suspicious - Person - Vehicle	WP22006012	Phone
03/27/22 12:33	Domestic Disturbance	2022023341	Domestic Disturbance	WP22007041	Phone
<b>Extra Patrol Total: 2</b>					
03/14/22 18:25	Extra Patrol	2022019532			Phone
03/18/22 12:20	Extra Patrol	2022020659	Extra Patrol	WP22006249	
<b>Fight Total: 1</b>					
03/26/22 01:24	Fight	2022022914	Fight	WP22006938	911
<b>Fraud - Forgery Total: 1</b>					
03/22/22 13:19	Fraud - Forgery	2022021883	Fraud - Forgery	WP22006623	Phone



Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>Fraud - Internet Total: 1</b>					
03/08/22 13:12	Fraud - Internet	2022017719	Suspicious - Circumstances	WP22005399	Phone
<b>Harassment Total: 2</b>					
03/09/22 19:24	Harassment	2022018119	Harassment	WP22005518	Phone
03/28/22 15:05	Harassment	2022023683	Neighborhood Dispute	WP22007159	Phone
<b>Info Total: 2</b>					
03/05/22 16:07	Info	2022016978			Phone
03/24/22 07:49	Info	2022022319			Officer
<b>Intoxicated Person Total: 1</b>					
03/29/22 03:00	Intoxicated Person	2022023853	Intoxicated Person	WP22007212	911
<b>Juvenile - Complaint Total: 4</b>					
03/06/22 08:40	Juvenile - Complaint	2022017184	Juvenile - Complaint	WP22005231	911
03/10/22 16:14	Juvenile - Complaint	2022018362	Juvenile - Complaint	WP22005596	911
03/26/22 11:46	Juvenile - Complaint	2022022988	Juvenile - Complaint	WP22006957	Phone
03/30/22 17:21	Juvenile - Complaint	2022024273	Medical - Psychiatric -	WP22007342	Phone
<b>Medical - Abdominal Pain Total: 1</b>					
03/26/22 10:14	Medical - Abdominal	2022022970			Phone
<b>Medical - Bleeding - Lacerations Total: 1</b>					
03/17/22 17:40	Medical - Bleeding -	2022020435			Phone
<b>Medical - Breathing Problems Total: 1</b>					
03/09/22 12:45	Medical - Breathing	2022017995			911
<b>Medical - Chest Pain Total: 1</b>					
03/29/22 21:11	Medical - Chest Pain	2022024073			911
<b>Medical - Fall Over 6 Feet Total: 1</b>					
03/23/22 11:37	Medical - Fall Over 6	2022022098			Phone
<b>Medical - Fall Under 6 Feet Total: 1</b>					
03/26/22 20:00	Medical - Fall Under 6	2022023131			911
<b>Medical - Heart Problems Total: 1</b>					
03/13/22 16:04	Medical - Heart	2022019244			Phone
<b>Medical - Psychiatric - Behavioral Total: 2</b>					
03/03/22 07:39	Medical - Psychiatric -	2022016183	Medical - Psychiatric -	WP22004924	Phone
03/10/22 21:19	Medical - Psychiatric -	2022018451	Medical - Psychiatric -	WP22005622	Phone
<b>Medical - Stroke Total: 1</b>					
03/23/22 18:36	Medical - Stroke	2022022213	Medical - Overdose - Poisoning	WP22006730	911
<b>Motorist Aid Total: 4</b>					
03/03/22 12:17	Motorist Aid	2022016245			Phone
03/07/22 04:23	Motorist Aid	2022017384			Phone



Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
03/19/22 10:57	Motorist Aid	2022020958			Phone
03/29/22 11:55	Motorist Aid	2022023931			Phone
<b>MVA - Hit &amp; Run Total: 1</b>					
03/05/22 23:13	MVA - Hit & Run	2022017092	MVA - Hit & Run	WP22005198	Phone
<b>Noise Total: 3</b>					
03/03/22 02:48	Noise	2022016151	Noise	WP22004911	
03/18/22 15:40	Noise	2022020720	Noise	WP22006270	
03/20/22 09:01	Noise	2022021228	Noise	WP22006434	
<b>Off-Road Vehicle Complaint Total: 1</b>					
03/21/22 18:14	Off-Road Vehicle	2022021688	Off-Road Vehicle Complaint	WP22006568	Phone
<b>Parking Total: 3</b>					
03/03/22 20:12	Parking	2022016404	Parking	WP22004991	
03/23/22 21:40	Parking	2022022257	Parking	WP22006739	
03/29/22 09:34	Parking	2022023903	Parking	WP22007230	
<b>Phone Call Total: 2</b>					
03/10/22 08:17	Phone Call	2022018243			Other
03/16/22 18:19	Phone Call	2022020137	Phone Call	WP22006101	Other
<b>Probation Check Total: 6</b>					
03/02/22 15:10	Probation Check	2022015998			Officer
03/10/22 15:09	Probation Check	2022018331			Officer
03/10/22 15:17	Probation Check	2022018337			Officer
03/15/22 15:52	Probation Check	2022019772			Officer
03/29/22 14:13	Probation Check	2022023970			Officer
03/29/22 15:07	Probation Check	2022023992			Officer
<b>Public Works - Utilities Total: 2</b>					
03/15/22 03:17	Public Works - Utilities	2022019630	Public Works - Utilities	WP22005949	
03/25/22 18:05	Public Works - Utilities	2022022791	Public Works - Utilities	WP22006909	Phone
<b>Repossession Total: 1</b>					
03/24/22 00:12	Repossession	2022022280			
<b>Residential General Alarm Total: 1</b>					
03/19/22 12:24	Residential General	2022020978			Phone
<b>Residential Medical Alarm Total: 2</b>					
03/12/22 20:56	Residential Medical	2022019032			Phone
03/19/22 22:33	Residential Medical	2022021147	Residential Medical Alarm	WP22006405	Phone
<b>Search Warrant Total: 1</b>					
03/02/22 09:18	Search Warrant	2022015897	Search Warrant	WCID22004829	Officer
<b>SIA Area Watch Total: 1</b>					
03/27/22 00:10	SIA Area Watch	2022023199			

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

03/14/22 18:00	SIA City Council - City	2022019525			Officer
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**SIA Door Check Total: 1**

03/16/22 00:49	SIA Door Check	2022019918			
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**SIA House Check Total: 1**

03/05/22 10:12	SIA House Check	2022016882			
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**SIA Other Total: 2**

03/27/22 06:48	SIA Other	2022023243			
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03/27/22 06:51	SIA Other	2022023244			
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**SIA Parks Total: 1**

03/22/22 22:49	SIA Parks	2022021998			
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**Snowbird Total: 5**

03/04/22 01:00	Snowbird	2022016472	Snowbird	WP22005003	
03/06/22 01:01	Snowbird	2022017106	Snowbird	WP22005202	Officer
03/06/22 01:07	Snowbird	2022017107	Snowbird	WP22005203	
03/06/22 01:12	Snowbird	2022017108	Snowbird	WP22005204	
03/06/22 01:17	Snowbird	2022017109	Snowbird	WP22005205	

**Snowmobile Complaint Total: 1**

03/05/22 14:29	Snowmobile Complaint	2022016952	Snowmobile Complaint	WP22005166	Phone
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**Stolen - Vehicle Total: 1**

03/14/22 06:38	Stolen - Vehicle	2022019390	Stolen - Vehicle	WP22005874	Phone
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**Suspicious - Circumstances Total: 2**

03/17/22 04:32	Suspicious -	2022020235	Suspicious - Circumstances	WP22006121	911
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03/26/22 12:42	Suspicious -	2022023006	Suspicious - Circumstances	WP22006962	Phone
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**Suspicious - Circumstances; Medical - Psychiatric - Behavioral Total: 1**

03/07/22 19:07	Suspicious -	2022017555	Medical - Psychiatric -	WP22005353	911
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**Suspicious - Person - Vehicle Total: 5**

03/05/22 00:39	Suspicious - Person -	2022016802	Suspicious - Person - Vehicle	WP22005107	Phone
03/21/22 16:33	Suspicious - Person -	2022021653	Suspicious - Person - Vehicle	WP22006551	Phone
03/24/22 23:58	Suspicious - Person -	2022022595	Suspicious - Circumstances	WP22006846	Officer
03/28/22 19:57	Suspicious - Person -	2022023781	Intoxicated Person	WP22007190	Officer
03/31/22 22:41	Suspicious - Person -	2022024633	Suspicious - Person - Vehicle	WP22007456	Officer

**Theft Total: 1**

03/22/22 12:40	Theft	2022021872	Theft	WP22006618	Phone
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**Traffic - Complaint Total: 5**

03/06/22 17:49	Traffic - Complaint	2022017306	Traffic - Complaint	WP22005270	911
03/08/22 19:41	Traffic - Complaint	2022017839	Traffic - Complaint	WP22005434	911
03/10/22 19:08	Traffic - Complaint	2022018422	Traffic - Complaint	WP22005612	Phone
03/24/22 22:06	Traffic - Complaint	2022022571	Traffic - Complaint	WP22006842	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
03/25/22 22:04	Traffic - Complaint	2022022865	Traffic - Complaint	WP22006925	Phone
<b>Traffic - Complaint; Noise Total: 1</b>					
03/22/22 21:23	Traffic - Complaint;	2022021990	Traffic - Complaint	WP22006661	Phone
<b>Traffic Stop Total: 68</b>					
03/01/22 16:43	Traffic Stop	2022015698	Traffic Stop	WP22004778	Officer
03/01/22 18:42	Traffic Stop	2022015735			Officer
03/01/22 21:07	Traffic Stop	2022015777			Officer
03/02/22 01:45	Traffic Stop	2022015844	Traffic Stop	WP22004811	Officer
03/02/22 18:35	Traffic Stop	2022016059			Officer
03/02/22 23:36	Traffic Stop	2022016129	Traffic Stop	BP22001757	Officer
03/03/22 11:52	Traffic Stop	2022016235			Officer
03/03/22 23:23	Traffic Stop	2022016460			Officer
03/04/22 15:20	Traffic Stop	2022016637			Officer
03/04/22 16:22	Traffic Stop	2022016658	Traffic Stop	WP22005078	Officer
03/04/22 16:30	Traffic Stop	2022016664	Traffic Stop	WP22005079	Officer
03/04/22 17:06	Traffic Stop	2022016681	Traffic Stop	WP22005085	Officer
03/04/22 19:04	Traffic Stop	2022016712			Officer
03/04/22 19:13	Traffic Stop	2022016715			Officer
03/04/22 19:19	Traffic Stop	2022016718			Officer
03/05/22 06:17	Traffic Stop	2022016844			Officer
03/05/22 11:55	Traffic Stop	2022016910			Officer
03/05/22 22:43	Traffic Stop	2022017089			Officer
03/06/22 10:52	Traffic Stop	2022017209			Officer
03/06/22 12:52	Traffic Stop	2022017243			Officer
03/06/22 12:55	Traffic Stop	2022017245			Officer
03/06/22 13:00	Traffic Stop	2022017248			Officer
03/07/22 00:36	Traffic Stop	2022017373			Officer
03/07/22 12:22	Traffic Stop	2022017465			Officer
03/07/22 20:41	Traffic Stop	2022017580			Officer
03/07/22 22:16	Traffic Stop	2022017598	Drugs	WP22005365	Officer
03/07/22 22:35	Traffic Stop	2022017601			Officer
03/08/22 01:08	Traffic Stop	2022017619			Officer
03/09/22 00:19	Traffic Stop	2022017891			Officer
03/11/22 00:01	Traffic Stop	2022018481			Officer
03/11/22 10:52	Traffic Stop	2022018565	Traffic Stop	WP22005657	Officer
03/11/22 14:25	Traffic Stop	2022018621			Officer
03/12/22 00:47	Traffic Stop	2022018789			Officer
03/12/22 14:45	Traffic Stop	2022018912			Officer
03/12/22 18:50	Traffic Stop	2022018978	Traffic Stop	WP22005770	Officer
03/13/22 01:21	Traffic Stop	2022019106	Traffic Stop	WP22005799	Officer
03/13/22 10:57	Traffic Stop	2022019171	Traffic Stop	WP22005814	Officer
03/13/22 16:47	Traffic Stop	2022019250			Officer
03/14/22 11:21	Traffic Stop	2022019452			Officer
03/15/22 01:37	Traffic Stop	2022019620			Officer
03/15/22 20:32	Traffic Stop	2022019857			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
03/15/22 22:47	Traffic Stop	2022019898			Officer
03/15/22 23:50	Traffic Stop	2022019909	Traffic Stop	WP22006028	Officer
03/16/22 14:38	Traffic Stop	2022020058			Officer
03/17/22 21:30	Traffic Stop	2022020512			Officer
03/18/22 11:38	Traffic Stop	2022020644			Officer
03/18/22 20:40	Traffic Stop	2022020823			Officer
03/18/22 21:06	Traffic Stop	2022020841			Officer
03/18/22 22:12	Traffic Stop	2022020859	Traffic Stop	WP22006311	Officer
03/20/22 00:23	Traffic Stop	2022021174			Officer
03/20/22 19:39	Traffic Stop	2022021423			Officer
03/22/22 22:05	Traffic Stop	2022021994			Officer
03/24/22 20:32	Traffic Stop	2022022540			Officer
03/24/22 21:01	Traffic Stop	2022022551			Officer
03/24/22 21:46	Traffic Stop	2022022565	Traffic Stop	WP22006841	Officer
03/25/22 01:46	Traffic Stop	2022022605			Officer
03/25/22 06:45	Traffic Stop	2022022622			Officer
03/25/22 16:39	Traffic Stop	2022022768			
03/25/22 21:09	Traffic Stop	2022022851			Officer
03/26/22 17:15	Traffic Stop	2022023076			Officer
03/27/22 22:40	Traffic Stop	2022023513	Warrant - Arrest	WP22007093	Officer
03/28/22 05:14	Traffic Stop	2022023541			Officer
03/28/22 08:01	Traffic Stop	2022023556	Traffic Stop	WP22007102	Officer
03/29/22 16:16	Traffic Stop	2022024011			Officer
03/30/22 20:30	Traffic Stop	2022024328			Officer
03/30/22 22:57	Traffic Stop	2022024350			Officer
03/31/22 11:53	Traffic Stop	2022024441			Officer
03/31/22 23:56	Traffic Stop	2022024653			Officer

### Unwanted Person Total: 1

03/29/22 07:38	Unwanted Person	2022023873	Domestic Disturbance	WP22007221	Phone
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### Warrant - Attempt Total: 3

03/08/22 11:40	Warrant - Attempt	2022017697			
03/08/22 12:25	Warrant - Attempt	2022017707			Officer
03/15/22 12:16	Warrant - Attempt	2022019706			

**Total Records: 202**

## Montrose/Waverly Patrol Hour Summary

<b>Hours Purchased Per Contract:</b>	<b>5,840.00</b>
<b>Starting Hours (beginning of month):</b>	<b>4,900.00</b>
<b>M-T-D (detailed below):</b>	<b>498.00</b>
<b>Balance going forward (to next month):</b>	<b>4,402.00</b>
<b>Y-T-D:</b>	<b>1,438.00</b>

\*\* Estimated Hours not verified by final monthly payroll

Shift Start		Shift Stop		Schedule	Position	Time Type	Regular Hours
Date	Shift Start Time	Shift Stop Date	Time				
11-Mar-22	20:00	11-Mar-22	22:15	Montrose/Waverly (16)	4630 Regular		2.25
12-Mar-22	20:00	13-Mar-22	3:00	Montrose/Waverly (16)	4630 Regular		6.00
2-Mar-22	20:00	3-Mar-22	2:00	Montrose/Waverly (16)	4630 Regular		6.00
3-Mar-22	20:00	4-Mar-22	2:00	Montrose/Waverly (16)	4630 Regular		6.00
4-Mar-22	20:00	5-Mar-22	2:00	Montrose/Waverly (16)	4630 Regular		6.00
5-Mar-22	20:00	6-Mar-22	2:00	Montrose/Waverly (16)	4630 Regular		6.00
6-Mar-22	20:00	7-Mar-22	2:00	Montrose/Waverly (16)	4630 Regular		6.00
10-Mar-22	20:00	11-Mar-22	2:00	Montrose/Waverly (16)	4630 Regular		6.00
13-Mar-22	20:00	14-Mar-22	2:00	Montrose/Waverly (16)	4630 Regular		6.00
14-Mar-22	20:00	15-Mar-22	2:00	Montrose/Waverly (16)	4630 Regular		6.00
19-Mar-22	20:00	20-Mar-22	0:00	Montrose/Waverly (16)	4630 Regular		4.00
25-Mar-22	11:15	25-Mar-22	13:15	Montrose/Waverly (16)	4610 Regular		2.00
4-Mar-22	10:00	4-Mar-22	16:00	Montrose/Waverly (16)	4620 Regular		6.00
1-Mar-22	10:00	1-Mar-22	20:00	Montrose/Waverly (16)	4620 Regular		10.00
2-Mar-22	10:00	2-Mar-22	20:00	Montrose/Waverly (16)	4620 Regular		10.00
3-Mar-22	10:00	3-Mar-22	20:00	Montrose/Waverly (16)	4620 Regular		10.00
9-Mar-22	10:00	9-Mar-22	20:00	Montrose/Waverly (16)	4620 Regular		10.00
10-Mar-22	10:00	10-Mar-22	20:00	Montrose/Waverly (16)	4620 Regular		10.00
11-Mar-22	10:00	11-Mar-22	20:00	Montrose/Waverly (16)	4620 Regular		10.00
12-Mar-22	10:00	12-Mar-22	20:00	Montrose/Waverly (16)	4620 Regular		10.00
13-Mar-22	10:00	13-Mar-22	20:00	Montrose/Waverly (16)	4620 Regular		10.00
17-Mar-22	10:00	17-Mar-22	20:00	Montrose/Waverly (16)	4620 Regular		10.00
18-Mar-22	10:00	18-Mar-22	20:00	Montrose/Waverly (16)	4620 Regular		10.00
19-Mar-22	10:00	19-Mar-22	20:00	Montrose/Waverly (16)	4620 Regular		10.00
20-Mar-22	10:00	20-Mar-22	20:00	Montrose/Waverly (16)	4620 Regular		10.00
21-Mar-22	10:00	21-Mar-22	20:00	Montrose/Waverly (16)	4620 Regular		10.00
25-Mar-22	10:00	25-Mar-22	20:00	Montrose/Waverly (16)	4620 Regular		10.00
26-Mar-22	10:00	26-Mar-22	20:00	Montrose/Waverly (16)	4620 Regular		10.00
27-Mar-22	10:00	27-Mar-22	20:00	Montrose/Waverly (16)	4620 Regular		10.00
28-Mar-22	10:00	28-Mar-22	20:00	Montrose/Waverly (16)	4620 Regular		10.00
29-Mar-22	12:00	29-Mar-22	20:00	Montrose/Waverly (16)	4620 Regular		8.00
30-Mar-22	20:00	30-Mar-22	22:00	Montrose/Waverly (16)	4630 Regular		2.00

30-Mar-22	22:00	31-Mar-22	0:00 Montrose/Waverly (16)	4630 OT	2.00
11-Mar-22	22:15	12-Mar-22	2:00 Montrose/Waverly (16)	4630 Regular	3.75
20-Mar-22	0:00	20-Mar-22	2:00 Montrose/Waverly (16)	4630 Regular	2.00
20-Mar-22	20:00	21-Mar-22	2:00 Montrose/Waverly (16)	4630 Regular	6.00
28-Mar-22	20:00	29-Mar-22	2:00 Montrose/Waverly (16)	4630 Regular	6.00
29-Mar-22	20:00	30-Mar-22	2:00 Montrose/Waverly (16)	4630 Regular	6.00
1-Mar-22	20:00	2-Mar-22	2:00 Montrose/Waverly (16)	4630 Regular	6.00
7-Mar-22	20:00	8-Mar-22	2:00 Montrose/Waverly (16)	4630 Regular	6.00
8-Mar-22	20:00	9-Mar-22	2:00 Montrose/Waverly (16)	4630 Regular	6.00
9-Mar-22	20:00	10-Mar-22	2:00 Montrose/Waverly (16)	4630 Regular	6.00
15-Mar-22	20:00	16-Mar-22	2:00 Montrose/Waverly (16)	4630 Regular	6.00
16-Mar-22	20:00	17-Mar-22	2:00 Montrose/Waverly (16)	4630 Regular	6.00
17-Mar-22	20:00	18-Mar-22	2:00 Montrose/Waverly (16)	4630 Regular	6.00
23-Mar-22	20:00	24-Mar-22	2:00 Montrose/Waverly (16)	4630 Regular	6.00
24-Mar-22	20:00	25-Mar-22	2:00 Montrose/Waverly (16)	4630 Regular	6.00
25-Mar-22	20:00	26-Mar-22	2:00 Montrose/Waverly (16)	4630 Regular	6.00
26-Mar-22	20:00	27-Mar-22	2:00 Montrose/Waverly (16)	4630 Regular	6.00
27-Mar-22	20:00	28-Mar-22	2:00 Montrose/Waverly (16)	4630 Regular	6.00
31-Mar-22	20:00	1-Apr-22	2:00 Montrose/Waverly (16)	4630 Regular	6.00
4-Mar-22	16:00	4-Mar-22	20:00 Montrose/Waverly (16)	4620 Regular	4.00
5-Mar-22	10:00	5-Mar-22	20:00 Montrose/Waverly (16)	4620 Regular	10.00
6-Mar-22	10:00	6-Mar-22	20:00 Montrose/Waverly (16)	4620 Regular	10.00
7-Mar-22	10:00	7-Mar-22	20:00 Montrose/Waverly (16)	4620 Regular	10.00
8-Mar-22	10:00	8-Mar-22	20:00 Montrose/Waverly (16)	4620 Regular	10.00
14-Mar-22	10:00	14-Mar-22	20:00 Montrose/Waverly (16)	4620 Regular	10.00
15-Mar-22	10:00	15-Mar-22	20:00 Montrose/Waverly (16)	4620 Regular	10.00
16-Mar-22	10:00	16-Mar-22	20:00 Montrose/Waverly (16)	4620 Regular	10.00
22-Mar-22	10:00	22-Mar-22	20:00 Montrose/Waverly (16)	4620 Regular	10.00
23-Mar-22	10:00	23-Mar-22	20:00 Montrose/Waverly (16)	4620 Regular	10.00
24-Mar-22	10:00	24-Mar-22	20:00 Montrose/Waverly (16)	4620 Regular	10.00
30-Mar-22	10:00	30-Mar-22	20:00 Montrose/Waverly (16)	4620 Regular	10.00
31-Mar-22	10:00	31-Mar-22	20:00 Montrose/Waverly (16)	4620 Regular	10.00
21-Mar-22	20:00	22-Mar-22	2:00 Montrose/Waverly (16)	4630 Regular	6.00
22-Mar-22	20:00	23-Mar-22	2:00 Montrose/Waverly (16)	4630 Regular	6.00
31-Mar-22	0:00	31-Mar-22	2:00 Montrose/Waverly (16)	4630 Regular	2.00
18-Mar-22	20:00	19-Mar-22	2:00 Montrose/Waverly (16)	4630 Regular	6.00
29-Mar-22	10:00	29-Mar-22	12:00 Montrose/Waverly (16)	4620 Regular	2.00

TOTAL: 498.00



## Student Liaison of Montrose

The City of Montrose's Student Liaison Program provides students with the opportunity to get involved in local government through practical hands-on experience, but it also gives city officials the opportunity to hear from youth on important issues!

### What do youth liaisons do?

- Provide youth perspective on relevant issues to the mayor, councilmembers and other groups
- Introduce and help execute a community improvement project of their choosing
- Work to raise the awareness of youth issues in the community

### Expectations

- Be between the ages of 8 and 18.
- Commit to serving as the student liaison from May to December
- Attend at least one City Council meeting per month (meetings the 2nd Monday of every month)

**\*\*Youth liaisons also have the option to attend commission meetings and special council meetings held at various other times\*\***

- Execute a community improvement project of their choosing
- Participate in City Council discussions

### How to Apply

All applications can be mailed or dropped off at Montrose City Offices, 311 Buffalo Ave S.

Application deadline is Friday, April 8<sup>th</sup>.



# Monthly Activity Report Montrose Fire Department

Prepared and Presented by  
Kevin Triplett – Fire Chief



**Period: 03/01/2022 thru 03/31/2022 (MARCH)**

## **CALLS**

Total Calls: 21

# of Calls MARCH 2021 = 21

EMS Calls: 14

2021 vs 2022 (2022 = +/- 0)

Other Calls:

- 03/25 - #22081 – Structure Fire (Mutual Aid to Watertown FD) – Watertown City
- 03/20 - #22077 – Grass/Swamp Fire (Mutual Aid to Waverly FD)–Woodland Twsp
- 03/15 - #22074 – Structure Fire (Mutual Aid to Delano FD) – Delano City
- 03/13 - #22073 – Structure/Vehicle Fire (Mutual Aid to Buffalo FD) – Buffalo City
- 03/12 - #22071 – Structure Fire (Mutual Aid to Delano FD) – Delano City
- 03/04 - #22068 – CO Alarm – Marysville Township
- 03/02 - #22066 – Vehicle Fire – Franklin Township

Total calls to Date 2022 – 085

2021 vs 2022 ( 2022 = +13)

Total calls this time in 2021 - 072

## **Call Districts**

Montrose City: 9

Franklin Township: 1

Marysville Township: 2

Woodland Township: 5

Other: 1-Buffalo City, 1-Watertown City, 2-Delano City

## **TRAINING:**

- 03/01/2022 – Richard Gasaway Presentation – Buffalo High School
- 03/08/2022 – Search & Rescue – CFRT
- 03/15/2022 – Deployment into structure/Search & Rescue – Officers
- 03/22/2022 – CPR Refresher – ACLS Co.

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

- 03/07/2022 – Engineer Meeting (Triplett)
- 03/14/2022 – City Council Meeting (Triplett)
- 03/29/2022 – Meeting w/ Tate Mills from the State Fire Marshals Office (Triplett, Stoll, M. Marketon & T. Marketon)

## **SPECIAL INFO**

- 03/05/2022 -Night Out – MFRA provided a night out for members of the MFRA/Montrose Fire Department at the Monticello RiverCity Extreme Bowling Alley
- Waverly FD Provided coverage to our area during this event

## **Acknowledgments**

- Waverly Fire Department for covering our area on 03/05/2022 1600-0000

**City Name:** City of Montrose

**Job Title of Listing:** Water/Wastewater Operator I

**Starting Salary:** \$28.00

**Application Deadline:** April 29, 2022

**General Duties**

The City of Montrose Minnesota Public Works Department is accepting applications for a Full Time Water/Wastewater Operator I. Position will schedule, perform and document all water/wastewater treatment and preventative maintenance. The City of Montrose is an Equal Opportunity Provider and Employer. This position is part of International Union of Operating Engineers, Local No.49 AFL-CIO bargaining unit.

**Minimum Requirements**

A class "D" water treatment license issued by the Minnesota Department of Health. A class "D" wastewater treatment license issued by the Minnesota Pollution Control Agency. A valid state of Minnesota class "B" CDL driver's license. Must have a strong working knowledge related to the operation and maintenance of water/wastewater treatment facilities, and the related equipment. Snowplowing experience preferred.

**Apply**

Submit application and resume to City of Montrose: 311 Buffalo Ave. South. P.O. Box 25, Montrose, MN 55363. Application and job description is available at [www.montrose-mn.com](http://www.montrose-mn.com).

## CITY OF MONTROSE JOB DESCRIPTION

**POSITION:** WATER/WASTEWATER TREATMENT OPERATOR I

**DEPARTMENT:** PUBLIC WORKS

**POINT RANGE:** 167-180

### QUALIFICATIONS

A class "D" water treatment license issued by the Minnesota Department of Health. A class "D" wastewater treatment license issued by the Minnesota Pollution Control Agency. A valid state of Minnesota class B driver's license. Good working mechanical knowledge related to the operation and maintenance of water/wastewater treatment facilities and the equipment involved.

Reports To: Public Works Director

### Responsibilities

#### I. GENERAL

- a) Locate Services, Gopher State One Call.
- b) Assist Public Works Director with yearly public utility project planning.
- c) Ensures that all water/wastewater treatment preventative maintenance is scheduled, performed, and documented.

#### II. WATER TREATMENT OPERATIONS

- a) Hold and maintain at least a current class "D" water treatment license issued by the Minnesota Department of Health.
- b) Perform all daily, monthly, quarterly, and annual sampling of drinking water, and prepare related water treatment reports to the Minnesota Department of Health.
- c) Daily inspections of ground water wells.
- d) Daily inspections of the water towers.
- e) Daily inspections, and documenting of water flows
- f) Daily inspection and testing of all chemical feed equipment.
- g) Maintenance of all chemical feed equipment.
- h) Bi-annual flushing of water mains and fire hydrants.
- i) Winter weather preparation of the water treatment, and water distribution system.
- j) Water meter installations, replacements.
- k) Assist in reading of water meters.
- l) Assist in the maintenance and repair of the following;
  - a. Water lines
  - b. Fire hydrants



- c. Water towers
- d. Pumps
- e. Wells
- f. Pump houses
- g. SCADA system
- m) Any other tasks as determined by the Public Works Director.

### III. WASTEWATER TREATMENT OPERATIONS

- a) Hold and maintain at least a current class "D" wastewater treatment license issued by the Minnesota Pollution Control Agency.
- b) Perform all daily, weekly, monthly, quarterly, and annual sampling of all parameters outlined in the City of Montrose Wastewater Treatment Plant NPDES operating permit.
- c) Daily inspection, and documentation of the operations of the wastewater treatment plant.
- d) Prepare discharge monitoring reports to the Minnesota Pollution Control Agency.
- e) Coordinate and execute all required wetland sampling.
- f) Maintain all records for a minimum of 3 years.
- g) Perform annual bio-solids sampling.
- h) Perform calibration and documentation of calibration on all lab equipment.
- i) Ensure that all daily wastewater treatment in-house lab testing is completed.
- j) Daily inspection, and documentation of the operations of all city lift stations.
- k) Perform maintenance on all city lift stations.
- l) Coordinate and assist in cleaning all city lift stations.
- m) Exercise and maintain emergency stand-by generators monthly.
- n) Coordinate and assist in annual jetting of sewer lines and manhole inverts.
- o) Perform maintenance on all equipment at the Wastewater Plant including.
  - a. Sewer Collection System
  - b. Storm Water Collection System
  - c. Control Structures
  - d. SCADA system
  - e. Maintenance on all utility facilities and their grounds.
- p) Winter weather preparation of wastewater treatment, and sewer collection systems
- q) Assist in snow removal when needed.
- r) Any other tasks as determined by the Public Works Director.

### IV. ANY OTHER DUTIES/RESPONSIBILITIES IN THE DAY TO DAY OPERATION OF THE CITY AS REQUESTED



# Commissions Application

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

Name: Duane Isle  
Address: [REDACTED]  
Phone: [REDACTED] Other: N/A  
E-mail: [REDACTED]  
Please indicate your preferred form of communication: [REDACTED]  
How long have you lived in Montrose? 11 years

The City of Montrose currently maintains four Commissions/Authorities upon which volunteers may serve. Please indicate your interest in serving on the following Commissions. If you are interested in multiple commissions, please rank your preference from 1 to 3.

Interested (Y/N)	Rank	Commission List
N	_____	Planning & Zoning Commission
Y	_____	Park & Recreation Commission
N	_____	Economic Development Authority

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

Solutions oriented professional qualified by over 34 years of combined military service and federal employment  
Proven leadership with a stellar track record of superior performance working in the public arena.

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

None

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

To enrich the quality of life for our community by providing a variety of recreation activities, parks, and facilities that promote health and wellness, learning, and fun within fiscal restraints

Please list the day(s) you would be available for meetings after 5:00 p.m.: \_\_\_\_\_

Signature: Duane Isle Date: 25 October 2021





## Commissions Application

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

Name: Michelle Otto  
 Address: [REDACTED]  
 Phone: [REDACTED] Other: [REDACTED]  
 E-mail: [REDACTED]  
 Please indicate your preferred form of communication: [REDACTED]  
 How long have you lived in Montrose? 29 years

The City of Montrose currently maintains four Commissions/Authorities upon which volunteers may serve. Please indicate your interest in serving on the following Commissions. If you are interested in multiple commissions, please rank your preference from 1 to 3.

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

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

Former Mayor / Liason for Park & Rec

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

Yes Mayor, Council, Park & Rec, Volunteer, MN, Grace Place  
girl scouts - Community Meals

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

Continue to grow a commission that was successful  
and update park & trail plan, bring back community involvement

Please list the day(s) you would be available for meetings after 5:00 p.m.: Tue, Wed, Thur -

Signature: [Signature]

Date: 10-26-2021



## Commissions Application

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

Name: Edward G Kolas Jr  
 Address: [REDACTED]  
 Phone: [REDACTED] Other: [REDACTED]  
 E-mail: [REDACTED]  
 Please indicate your preferred form of communication: [REDACTED]  
 How long have you lived in Montrose? 15 years

The City of Montrose currently maintains four Commissions/Authorities upon which volunteers may serve. Please indicate your interest in serving on the following Commissions. If you are interested in multiple commissions, please rank your preference from 1 to 3.

Interested (Y/N)	Rank	Commission List
<u>N</u>	<u>2</u>	Planning & Zoning Commission
<u>Y</u>	<u>1</u>	Park & Recreation Commission
<u>N</u>	<u>3</u>	Economic Development Authority

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

College Courses in Sports management & business management

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

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

Try and find better way to make our parks and trails more attractive to people for more use of what we have in town.

Please list the day(s) you would be available for meetings after 5:00 p.m.: Sun, Wed

Signature: Edward G Kolas Jr

Date: 4/7/2022



## Commissions Application

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

Name: Kayla McCluskey  
 Address: [REDACTED]  
 Phone: [REDACTED] Other: [REDACTED]  
 E-mail: [REDACTED]  
 Please indicate your preferred form of communication: [REDACTED]  
 How long have you lived in Montrose? 5 1/2 years

The City of Montrose currently maintains four Commissions/Authorities upon which volunteers may serve. Please indicate your interest in serving on the following Commissions. If you are interested in multiple commissions, please rank your preference from 1 to 3.

Interested (Y/N)	Rank	Commission List
<u>Y</u>	<u>1</u>	Planning & Zoning Commission
	<u>2</u>	Park & Recreation Commission
	<u>3</u>	Economic Development Authority

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

I am a small business owner who runs my own business as well as assisting with my husband's small business. I have two children ages 9 & 11. I would like to offer to the commission my skills of creative thinking, event planning/organizing and a drive to make the Montrose community a better place to live for all its citizens.

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

No.

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

Hold more neighborhood and citywide events for families. Perhaps some specific events for kids, adults and seniors. Utilize the city's parks for events. Come up with creative ways to fund events. Foster a positive working relationship between the Parks Commission and City Council. Address underserved neighborhoods in regards to future park construction. Address issues of connectivity between neighborhoods, specifically safe walking/bike paths to connect new neighborhoods on the outskirts of Montrose to the city.

Please list the day(s) you would be available for meetings after 5:00 p.m.: any

Signature: Kayla McCluskey Date: 12/26/2021



## Commissions Application

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

Name: Toby Nelson  
 Address: [REDACTED]  
 Phone: [REDACTED] Other: [REDACTED]  
 E-mail: [REDACTED]  
 Please indicate your preferred form of communication: [REDACTED]  
 How long have you lived in Montrose? 2 years

The City of Montrose currently maintains four Commissions/Authorities upon which volunteers may serve. Please indicate your interest in serving on the following Commissions. If you are interested in multiple commissions, please rank your preference from 1 to 3.

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

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

Office MANAGER for Tri-K sports in Maple Plain. Previously heavily involved in youth Hockey and Baseball in New Hope, MN

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

NO

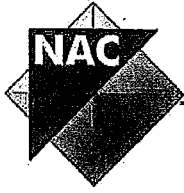
Please provide any goals or objectives you wish to accomplish if chosen to serve on a Montrose Commission/Authority:

To improve our Parks and Recreational options and make them a benefit to the current and future residents of MONTROSE

Please list the days you would be available for meetings after 5:00 p.m.: Tues, Wed, Thurs, Sun

Signature: [Signature]

Date: 10-20-21



## **NORTHWEST ASSOCIATED CONSULTANTS, INC.**

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422  
 Telephone: 763.957.1100 Website: [www.nacplanning.com](http://www.nacplanning.com)

### **PLANNING REPORT**

TO: Montrose Planning Commission  
 FROM: Matt Brillhart  
 DATE: June 9, 2021  
 RE: Ouverson 2<sup>nd</sup> Addition PUD and Final Plat  
 NAC FILE: 21.05

### **BACKGROUND**

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

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

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

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

Attached for reference:

- Exhibit A – Site Location
- Exhibit B – Existing Conditions
- Exhibit C – Preliminary Plat/Final Plat
- Exhibit D – Grading Plan
- Exhibit E – Utility Plan
- Exhibit F – Landscape/Lighting Plan
- Exhibit G – Building Elevations

## ANALYSIS

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

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

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

*Minimum Base Lot Area (total): 20,000 square feet.*

*Minimum Lot Area Per Dwelling Unit: 5,000 square feet.*

This lot area requirement does not lend itself to an application to townhome-type developments in which unit lots correspond to the footprints of individual dwelling units. Unit lot areas range from 1,665 to 2,681 square feet in size. With 13 units proposed on the overall 57,533 square foot site, this results in an average of 4,425 square feet of lot area per dwelling unit. While this is less than the 5,000 square feet required in the zoning code, flexibility from this requirement can be granted via the PUD.

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

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

Front Yard: 25 feet

Side Yard: 10 feet

Rear Yard: 20 feet

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

**Building Design/Architecture.** As a PUD, the City has the ability to address the design and appearance of the proposed units in order to ensure a high-quality development. The townhome buildings are proposed to be finished in vinyl lap siding with brick veneer at the base of the front elevations. Since the initial approval of a nearly identical proposal on this



site in 2005, the City has strengthened its design standards (Section 1060-10) to require that a minimum of twenty five percent (25%) of the area of all building facades have an exterior finish of brick, stucco and/or natural or artificial stone. As a condition of project approval, final elevation plans will have to be modified to meet this material requirement.

The front garage elevations are slightly staggered to provide some variation and visual interest. To be noted, while such staggering of units is illustrated on the attached plat drawing, the submitted building elevations do not illustrate this feature. As a condition of approval, the building elevations should be modified to illustrate this feature consistent with the plat drawings. As shown on the submitted building elevation, proposed rowhouse units are provided patio doors to the rear yard. As proposed, there is no inclusion of privacy screening between each patio. To ensure a uniform appearance (rather than later additions by individual unit owners), it is recommended that "wing walls" or projecting privacy fences be constructed between the individual patios.

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

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

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

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

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

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

## RECOMMENDATION

Based on the preceding review, our office recommends the following:

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


**BOLTON  
& MENK**

Real People. Real Solutions.

2040 Highway 12 East  
Willmar, MN 56201-5818

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

## MEMORANDUM

**Date:** June 3, 2021

**To:** Honorable Mayor Moynagh, Members of the City Council and Members of the Planning Commission – Montrose, Minnesota

**From:** Jared Voge, P.E.  
City Engineer  
  
Justin Kannas, P.E.  
Assistant City Engineer

**Subject:** Ouverson 2<sup>nd</sup> Addition – Final Plat and PUD  
Montrose, Minnesota  
Project No.: 0W1.124618

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

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

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

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

JLK/jk





## EXHIBIT A – SITE LOCATION





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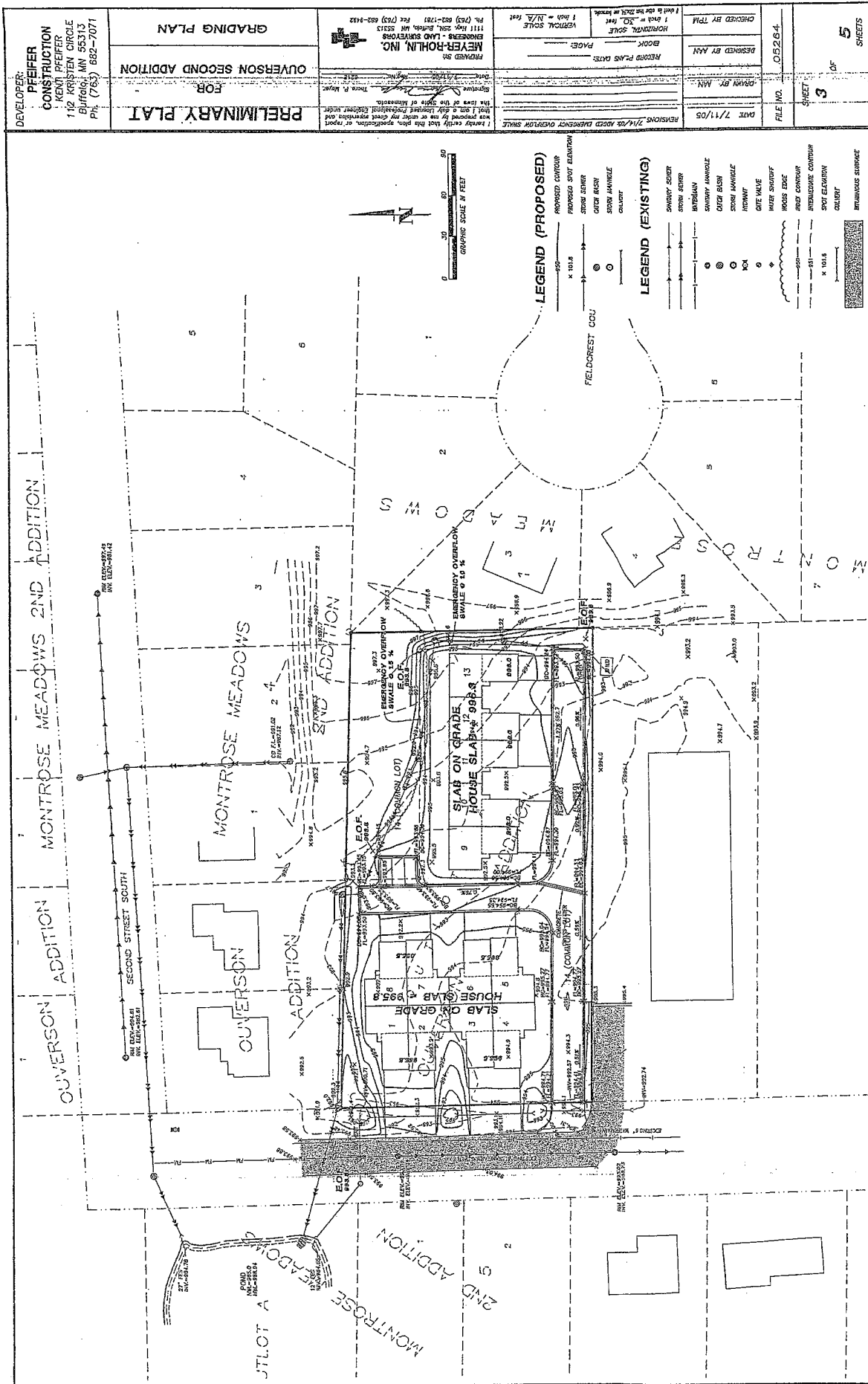


EXHIBIT D - GRADING PLAN

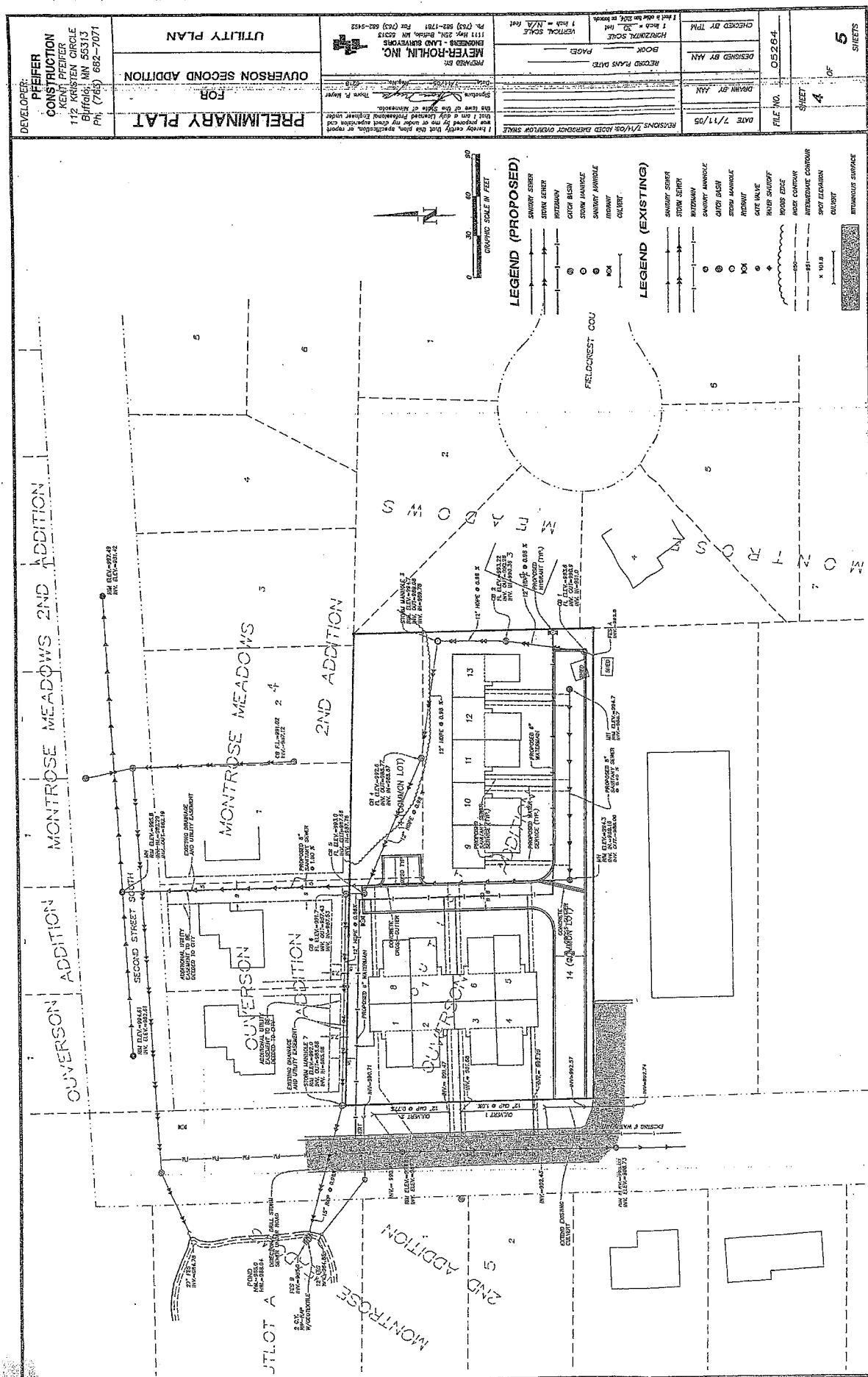
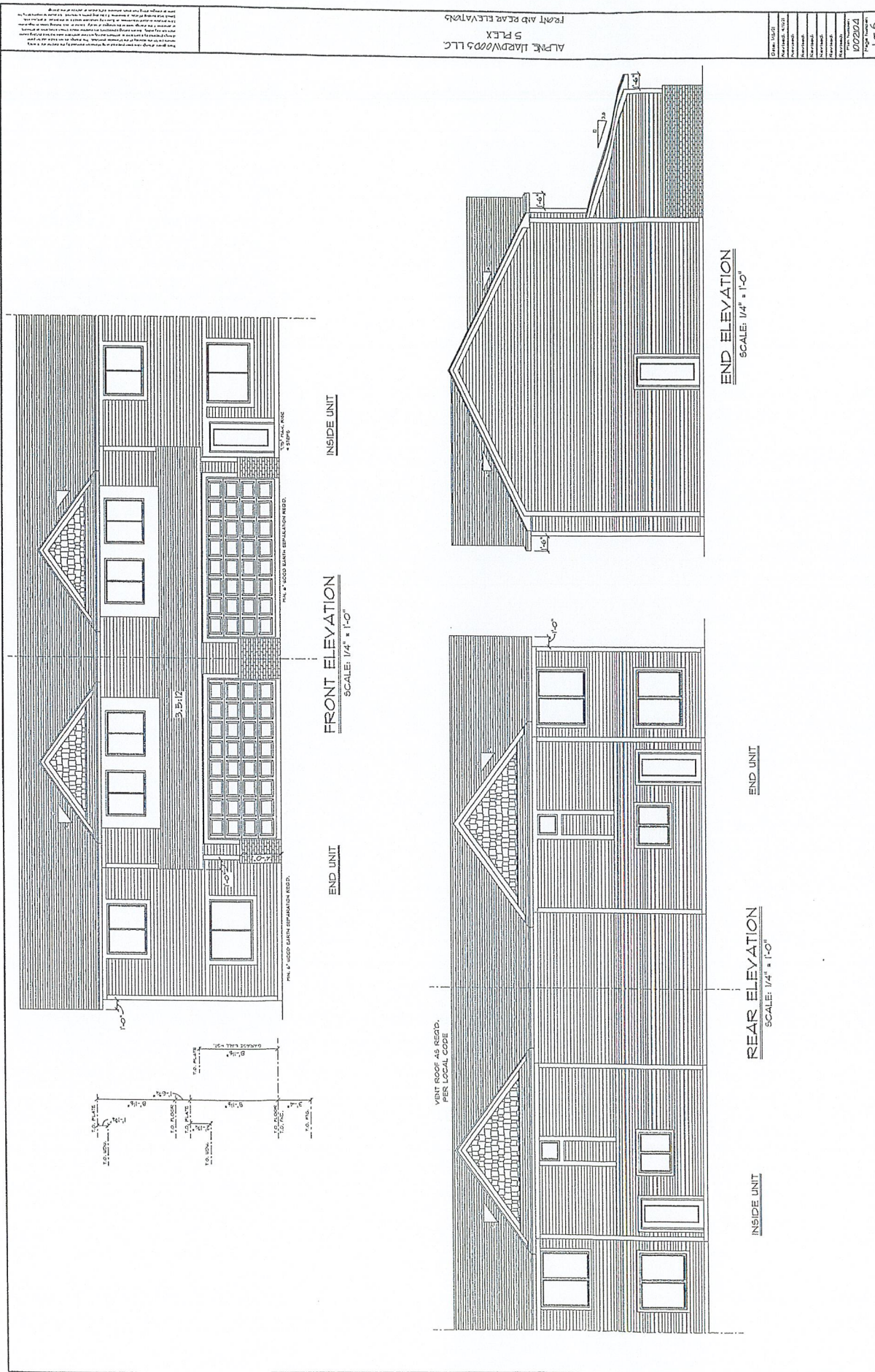
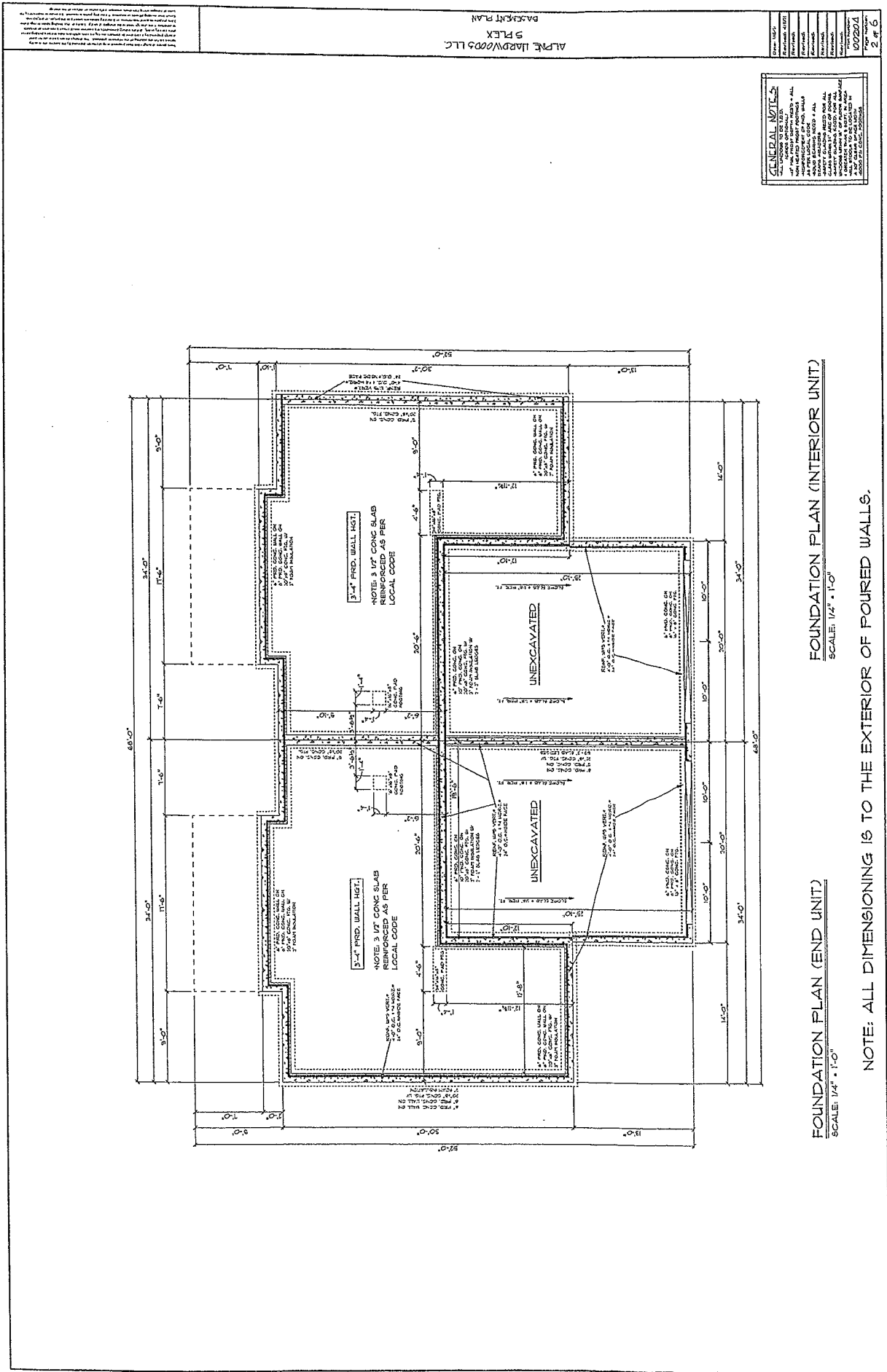


EXHIBIT E - UTILITY PLAN





**EXHIBIT G - BUILDING ELEVATIONS**

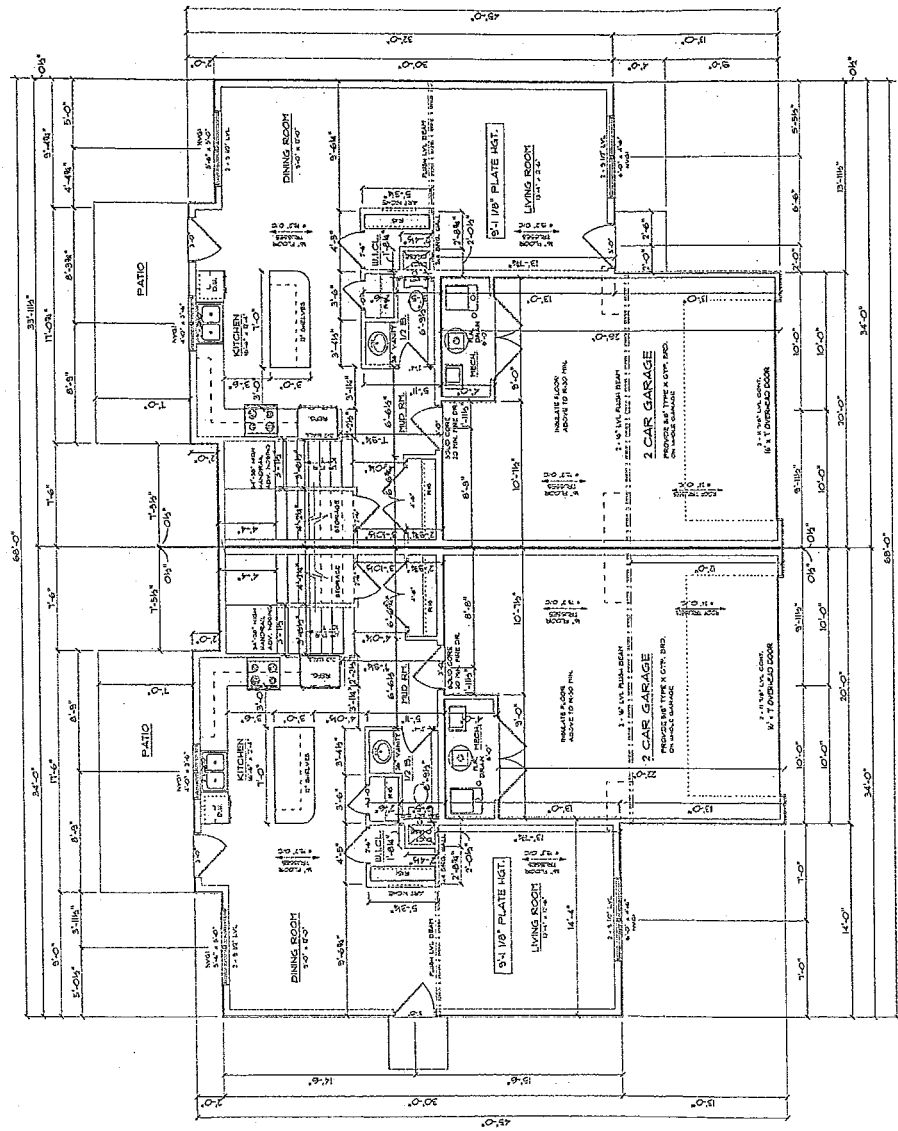




ALPHE HADWIGSONS LLC  
3 PLX  
MAIN FLOOR PLAN

DATE: 10/20/14	BY: J. HADWIGSON
REVISION: 001	BY: J. HADWIGSON
REVISION: 002	BY: J. HADWIGSON
REVISION: 003	BY: J. HADWIGSON
REVISION: 004	BY: J. HADWIGSON
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REVISION: 100	BY: J. HADWIGSON

**GENERAL NOTES**  
1. ALL DIMENSIONS ARE TO THE EXTERIOR OF 1/2" SHEATHING.  
2. ALL WALLS ARE 1/2" THICK UNLESS NOTED OTHERWISE.  
3. ALL FLOORS ARE 1/2" THICK UNLESS NOTED OTHERWISE.  
4. ALL ROOFS ARE 1/2" THICK UNLESS NOTED OTHERWISE.  
5. ALL CEILING ARE 1/2" THICK UNLESS NOTED OTHERWISE.  
6. ALL DOORS ARE 1/2" THICK UNLESS NOTED OTHERWISE.  
7. ALL WINDOWS ARE 1/2" THICK UNLESS NOTED OTHERWISE.  
8. ALL STAIRS ARE 1/2" THICK UNLESS NOTED OTHERWISE.  
9. ALL ELEVATIONS ARE TO THE EXTERIOR OF 1/2" SHEATHING.  
10. ALL FINISHES ARE TO BE DETERMINED BY THE ARCHITECT.

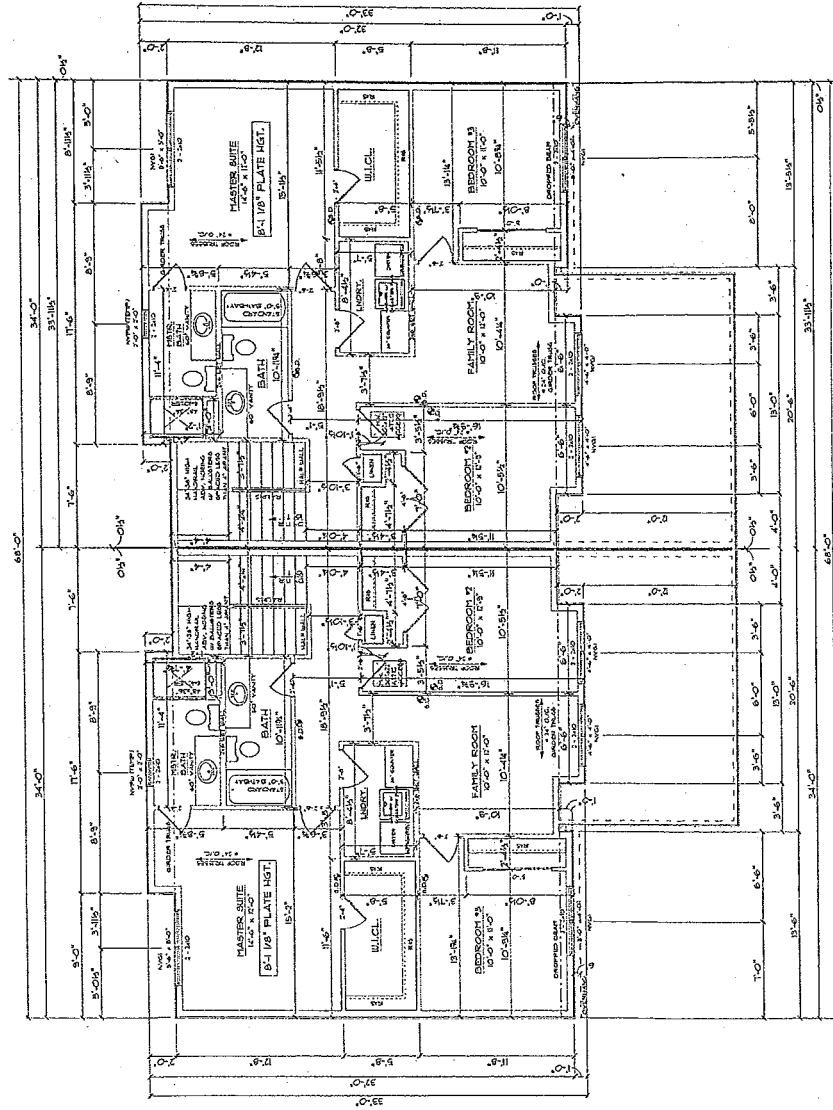


**MAIN FLOOR PLAN (INTERIOR UNIT)**  
SCALE: 1/4" = 1'-0"  
809 SQ. FT. MAIN FLOOR  
515 SQ. FT. GARAGE

**MAIN FLOOR PLAN (END UNIT)**  
SCALE: 1/4" = 1'-0"  
809 SQ. FT. MAIN FLOOR  
515 SQ. FT. GARAGE

NOTE: ALL DIMENSIONING IS TO THE EXTERIOR OF 1/2" SHEATHING





SECOND FLOOR PLAN (END UNIT)

SCALE: 1/4" = 1'-0"

1059 SQ. FT. MAIN FLOOR

SECOND FLOOR PLAN (INTERIOR UNIT)

SCALE: 1/4" = 1'-0"

1059 SQ. FT. MAIN FLOOR

NOTE: ALL DIMENSIONING IS TO THE EXTERIOR OF 1/2" SHEATHING

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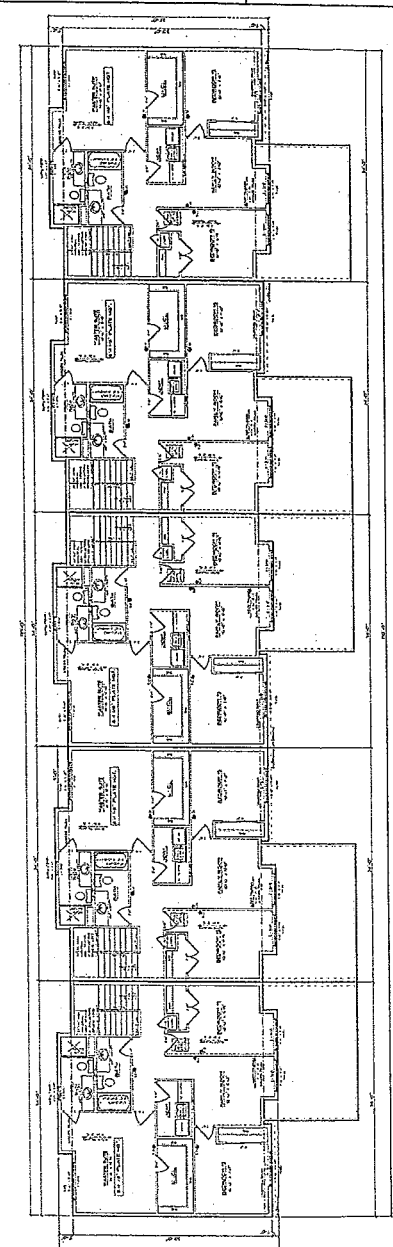
ALPINE HARDWOODS LLC  
5 PLEX  
SECOND FLOOR PLAN

1. La cultura es el conjunto de conocimientos, valores, creencias, actitudes, normas, costumbres, etc., que caracterizan a una sociedad o grupo humano. Es el resultado de la interacción entre el ser humano y su entorno.



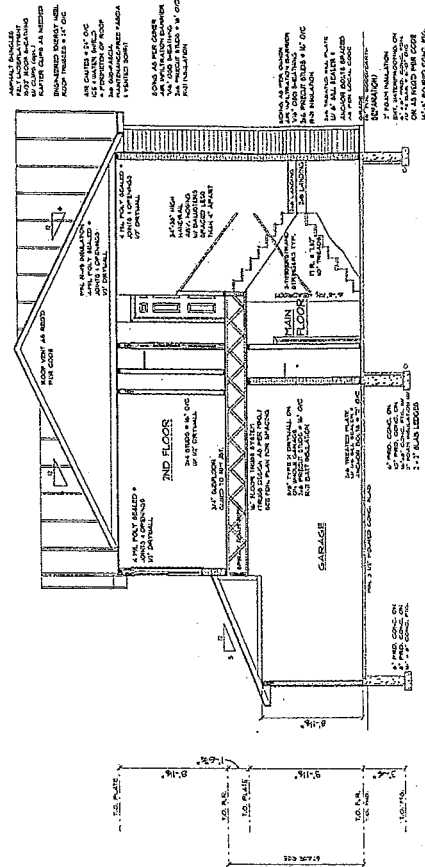
ALPINE LIPAD/2003 LLC  
5 FLEX  
WALL SECTIONS / OVERALL SECOND FLOOR

DATE	10/20/04
PROJECT	ALPINE LIPAD/2003 LLC
DESIGNER	ALPINE LIPAD/2003 LLC
ARCHITECT	ALPINE LIPAD/2003 LLC
ENGINEER	ALPINE LIPAD/2003 LLC
10/20/04	
6 OF 6	

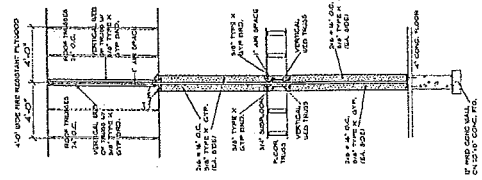


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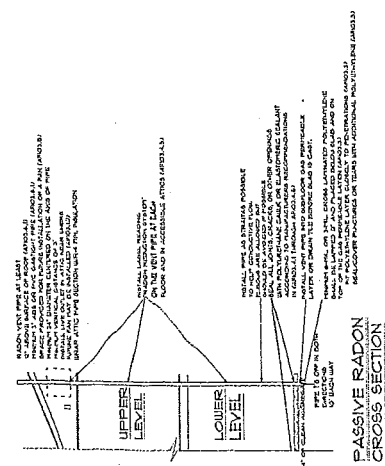
OVERALL SECOND FLOOR PLAN  
SCALE: 1/4" = 1'-0"



CUT THRU "A" / STAIR SECTION  
SCALE: 1/4" = 1'-0"



PARTY WALL SECTION  
SCALE: 1/4" = 1'-0"



PASSIVE RADON  
CROSS SECTION

## EXHIBIT A

### Legal Description of Relinquished Property

Outlot A, Ouverson Addition, according to the plat thereof on file and of record in the office of the County Recorder, Wright County, Minnesota.

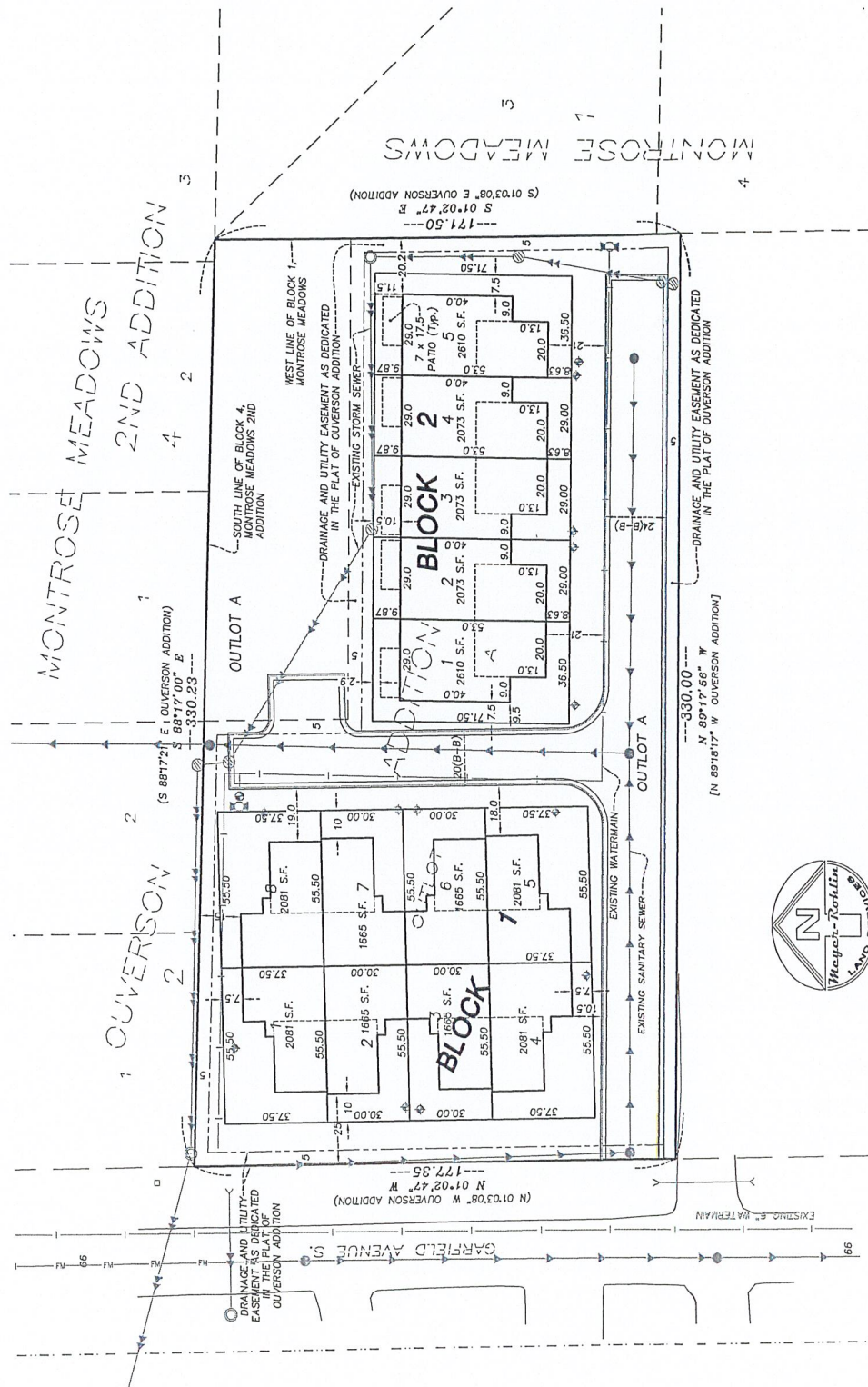
AND:

That part of the Southwest Quarter of the Southeast Quarter of Section 35, Township 119, Range 26, Wright County, Minnesota, lying southerly of the south line of Block 4, Montrose Meadows Second Addition, lying westerly of the west line of Block 1, Montrose Meadows, and northerly and easterly of Outlot A, Ouverson Addition, according to the plats thereof on file and of record in the office of the County Recorder, Wright County, Minnesota.

(P.I.D. #112-035-000010 and 112-500-354322)

Final conveyance instrument, Title Commitment, or Attorney's Opinion to govern.

SUPPLEMENT TO PRELIMINARY PLAT  
FOR  
OUVERSON SECOND ADDITION



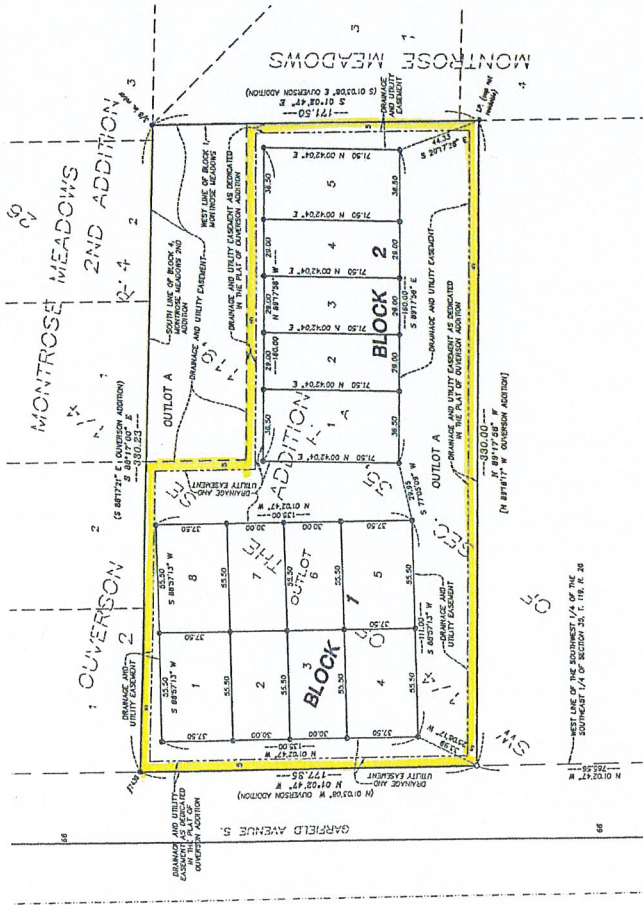
NOTE:  
THE PRELIMINARY PLAT AND CONSTRUCTION PLANS FOR OUVERSON SECOND ADDITION WERE PREPARED IN 2005 BY MEYER-ROHLIN, INC. (FILE NO. 05264). THE PROPOSED SECOND ADDITION PLAT AND CONSTRUCTION PLANS WERE PREPARED TO ILLUSTRATE THE MODIFIED FOOTPRINT AND SETBACKS OF THE PROPOSED 5-UNIT BUILDING ON BLOCK 2. REFER TO THE 2005 PLANS BY MEYER-ROHLIN, INC. FOR PROPOSED SITE GRADING, UTILITY INSTALLATION AND CONSTRUCTION DETAILS.

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 01/27/2022  
Trace C. McCoy  
License No. 44531



REVISIONS  
DATE 01/27/2022  
SHEET 1 OF 1  
FILE NO. 21334



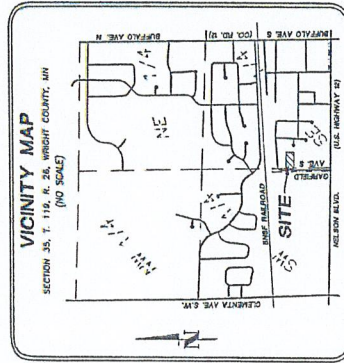


BEARING ORIENTATION:  
THE WEST LINE OF THE SOUTHWEST  
1/4 OF THE SOUTHEAST 1/4 OF  
SECTION 35, T. 119, R. 25 IS  
ASSUMED TO BEAR N 01°02'47" W.



0 30 60 90  
GRAPHIC SCALE IN FEET  
1 INCH = 30 FEET  
(IF PRINTED FULL SIZE)

- DENOTES IRON MONUMENT FOUND
- DENOTES IRON MONUMENT SET,  
MARKED BY LICENSE NO. 44531
- DENOTES IRON MONUMENT TO BE  
SET WITHIN 1 YEAR OF RECORDING  
OF THIS PLAT, MARKED BY LICENSE  
NO. 44531



KNOW ALL PERSONS BY THESE PRESENTS: That AA Properties 2, LLC, a Minnesota limited liability company, owner of the following described property situated in the County of Wright, State of Minnesota, to wit:

Outlot A, CUMFERTSON ADDITION

AND  
That part of the Southwest Quarter of Section 35, Township 119, Range 26, Wright County, Minnesota, lying southerly of the south line of Block 4 of MONTROSE MEADOWS 2ND ADDITION, lying westerly of the west line of Block 1 of MONTROSE MEADOWS, and northerly and easterly of Duluth Avenue, is hereunto more particularly described and defined in the plat hereto attached, and is hereby set apart, according to the plat, for use as a cemetery for the County Recorder, Wright County, Minnesota.

A. OUVERTON ADDITION, accuracy to the plan issued on the one or more of the following utility easements as created by this plat.

In witness whereof said AA Properties 2, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed: AA Properties 2, LLC

\_\_\_\_\_  
(Signature)

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_  
\_\_\_\_\_  
(Name Printed)  
\_\_\_\_\_  
(Title)

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

\_\_\_\_\_, of M Properties 2, LLC, a Minnesota limited liability company, on behalf of the company.

\_\_\_\_\_  
(Signature)

(Name Printed) \_\_\_\_\_  
 Madam, P.O.L.E. \_\_\_\_\_  
 Casella, Wisconsin \_\_\_\_\_

My Commission Expires \_\_\_\_\_  
 My County, \_\_\_\_\_

I Trace C. McGee, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that the location of the boundary survey, that all mathematical data and labels are correctly delineated on this plat; that the boundaries of the plat have been, or will be correctly set, within one year, that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 503.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
 Rose C. McCoy, Licensed Land Surveyor

STATE OF MINNESOTA  
Minnesota License No. 4453

COUNTY OF WRIGHT  
 The foregoing Surveyor's Certificate was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Trace C. McCoy, Land Surveyor.

The totally stampless and self-sealing new envelope saves you time and money.  
Minnesota License No. 44331.

\_\_\_\_\_  
(Name Printed)

Notary Public, \_\_\_\_\_ County, Minnesota  
My Commission Expires \_\_\_\_\_

**CITY COUNCIL, City of Montrose, Minnesota**  
This plat of **SUBDIVISION SECOND ADDITION** was approved and accepted by the City Council of the City of Montrose, Minnesota, at a regular meeting thereof

held this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and sold plot 14 in compliance with the provisions of Minnesota Statutes, Section 605.03, Subd. 2.

Major \_\_\_\_\_  
Clark \_\_\_\_\_

WRIGHT COUNTY SURVEYOR  
I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plot has been reviewed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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Wright County Surveyor

WRIGHT COUNTY LAND RECORDS

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable for the year 20\_\_\_\_ on the land hereinbefore described have been paid. Also,

\_\_\_\_\_ pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Wright County Land Records Administrator**

WRIGHT COUNTY RECORDER  
I hereby certify that this instrument was filed in the office of the County Recorder for record on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_ o'clock \_\_\_\_\_ M., and was duly recorded in Cabinet No. \_\_\_\_\_, Serial No. \_\_\_\_\_, as Document No. \_\_\_\_\_.

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*Wright County Recorder*

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REVISED FOR FINAL PLAT

