



CITY COUNCIL AGENDA REGULAR MEETING

**Monday, December 12, 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. November 14, 2022 Regular City Council Meeting – prepared by J. Bonniwell
2. November 17, 2022 Canvassing Board Meeting – prepared by J. Bonniwell
3. November 28, 2022 Special City Council Workshop – prepared by J. Bonniwell

B. Accounts Payable

1. City, December 12, 2022 – prepared by M. Sommerfeld
2. Fire Department, December 12, 2022 – prepared by M. Sommerfeld

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

D. Performance Review – City Administrator – Salary Increase

1. Upon a satisfactory Performance Review for Ms. Jessica Bonniwell, approve a salary increase of five percent (5%) as outlined in the City Administrator Employment Contract – effective January 1, 2023

E. Performance Review – City Clerk/Treasurer – Salary Increase

1. Upon a satisfactory Performance Review for Mr. Michael Sommerfeld, approve a salary increase of two percent (2%) plus the Cost-of-Living Adjustment (COLA) in accordance within the American Federation of State, County and Municipal Employees (AFSCME) Council 65, Union Contract – effective January 1, 2023

F. Performance Review – Public Works Director – Salary Increase

1. Upon a satisfactory Performance Review for Mr. Daniel Remer, approve a salary increase of two percent (2%) plus the Cost-of-Living Adjustment (COLA) in accordance within the American Federation of State, County and Municipal Employees (AFSCME) Council 65, Union Contract – effective January 1, 2023

G. Performance Review – Deputy Clerk – Salary Increase

1. Upon a satisfactory Performance Review for Ms. Cristy Gerard, approve a salary increase of two percent (2%) plus the Cost-of-Living Adjustment (COLA) in accordance with the International Union of Operating Engineers, Local No. 49, Union Contract – effective January 1, 2023

H. Public Works Department – Wage Increase Memo

I. Resolution 2022-34 – *Authorizing a Change to the Bank Signature Cards*

J. Authorization to close City Hall from 12:00 p.m. – 2:00 p.m. December 14, 2022 for Staff Holiday Event

7. TRUTH-IN-TAXATION PUBLIC HEARING

A. Resolution 2022-35 – *A Resolution Authorizing the Year 2023 Final Property Tax Levy and Budget*

8. WRIGHT COUNTY SHERIFF’S OFFICE

A. November, 2022 Monthly Report and Hours Report

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

A. City Council

1. Monthly Activity Report

B. Montrose Fire Department

1. November, 2022 Activity Report
2. Acknowledgement to Pep Island Food Truck
3. New Policy – Creation of Lieutenant Position (Policy 102(e))
4. Update the Following Policies:
 1. Captain Job Description (Policy 102(b))
 2. Wages & Salary (Policy 103)

C. Planning and Zoning

1. No meeting in November – no updates or minutes

D. Park and Recreation

1. November 10, 2022 Park and Recreation Meeting Minutes
2. 2022 Halloween Decorating Contest Winners
3. New Commission Member Application – Joshua Swanson

E. City Engineer

1. 2021 Downtown Improvement Project Phase I – Pay Application No. 9
2. 2021 Downtown Improvement Project Phase II – Pay Application No. 7
3. Regional Park – Park Shelter and Soil Boring Results
4. Updates from City Engineer

F. Public Works

1. Updates

10. OLD BUSINESS

- A. The Preserve Housing Development Request for Proposal
- B. Cost Sharing for Creekside Hollow Creek Crossing
- C. Pheasant Hills Backyard Drainage

11. NEW BUSINESS

- A. Resolution 2022-36 – *A Resolution Increasing the Montrose Water Access Charges*
- B. Resolution 2022-37 – *A Resolution Increasing the Montrose Sewer Access Charges*
- C. Resolution 2022-38 – *A Resolution Increasing the Montrose Water System Monthly and Tier Rates*
- D. Resolution 2022-39 – *A Resolution Increasing the Montrose Storm Water System Monthly Rate*
- E. Proclamation – Declaring the City of Montrose a “Second Amendment Dedicated City”

12. PUBLIC HEARING – PETITION FOR ANNEXATION

- A. Information on Petition for Annexation from Woodland Township for PID 220-000-023300 & 220-000-113200

13. OPEN FORUM

14. UPCOMING MEETINGS

- A. Planning and Zoning Meeting – CANCELLED for December
- B. Economic Development Authority Meeting – Tuesday, December 20, 2022 at 12:00 p.m. in the Montrose City Hall Conference Room

C. Park and Recreation Meeting – Thursday, January 12, 2022 at 6:30 p.m. in the Montrose City Hall Conference Room

D. Regular City Council Meeting – Monday, January 9, 2022 at 7:00 p.m. at the Montrose Community Center

15. ACKNOWLEDGEMENTS

16. ADJOURNMENT

City of Montrose
 Regular City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, November 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, November 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 Tom Marszalek
 Council Member Sam Solarz
 Council Member David Paradeise
 Council Member Nicole Andreoff
 Student Liaison Avery Hausladen

Staff Present: Ms. Jessica Bonniwell, City Administrator
 Mr. Dan Remer, Public Works Director
 Mr. Michael Sommerfeld, City Clerk/Treasurer
 Mr. Jared Voge, City Engineer
 Mr. Joseph Sathe, City Attorney

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 Marszalek motioned to approve the November 14, 2022, 2022 City Council Agenda with the following changes: Add Item 9. B. 2: Approval to Burn Brush Pile, also Change Item 9. D. 3 to Item 9. D. 2. and Change Item 9. D. 2. To Item 9. D. 3 and Add Resolution 2022-32 Under Item 9. D. 3. - Creekside Hollow Preliminary Plat as the first sub-item. Council Member Solarz seconded the motion. Motion carried 5-0.

6. APPROVAL OF THE CONSENT AGENDA

A. Minutes

1. Accepted the minutes of the October 10, 2022 Regular City Council Meeting
2. Accepted the minutes of the October 24, 2022 Special City Council Meeting

B. Accounts Payable

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

C. Approved the Monthly Utility Adjustments for October 2022

D. Year 2023 Liquor Licenses

- 1. Approved the Year 2023 Liquor Licenses

E. Approved the Wright County Assessment Agreement

F. Approved Scheduling a Special City Council Year 2023 Budget Workshop for Monday, November 28, 2022 at 4:00 p.m. at Montrose City Hall Conference Room to review the proposed year 2023 Final Budget and Levy

G. Approved Scheduling a Canvassing Board Meeting – Thursday, November 17, 2022 to be held at 4:00 p.m. in the Conference Room at City Hall

Mayor Moynagh motioned to approve the November 14, 2022 Consent Agenda as presented. Council Member Solarz seconded the motion. Motion carried 5-0.

7. WRIGHT COUNTY SHERIFF’S OFFICE

- A. October, 2022 Monthly Report presented in packet.

8. REQUEST FOR COUNCIL ACTION

- A. Mr. Scott and Ms. Jean Loebrick – 519 1st Street North

Ms. Jean Loebrick was requesting late fees to be waived from their water utility account until they get caught up with payments as the late fees are hindering their ability to become caught up. The residents had a toilet leak which caused an abnormally high water bill. Mayor Moynagh stated that he spoke with staff regarding this issue before the meeting and staff recommendation was to waive late fees going forward as long as the residents make a payment plan with the city and stick to the plan.

Mayor Moynagh motioned to waive late fees going forward contingent upon a signed payment agreement for residents at 519 1st St N. Council Member Solarz seconded the motion. Motion carried 5-0.

9. 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. October, 2022 Activity Report

Fire Chief Triplett asked if City Council had any questions on his report that was included in the packet, otherwise he had no additional comments.

2. Approval to Burn Brush Pile at Compost Site

Mr. Triplett stated that he would like to burn the brush pile now that the compost site is closed for the season.

Council Member Marszalek motioned to approve burning the brush pile at the City of Montrose Compost Site. Council Member Solarz seconded the motion. Motion carried 5-0.

C. Economic Development Authority

1. October 18, 2022 Economic Development Authority Meeting Minutes

Council Member Marszalek stated that during the last EDA meeting, there was a presentation proposal made by a group that is interested in putting an autocross driving track surrounded by condos on about 40 acres towards the north side of town – it would be identified as the Rolling Meadows 2nd Addition area. More details are available in the EDA meeting minutes.

D. Planning and Zoning

1. October 12, 2022 Planning and Zoning Commission Meeting Minutes

Commission Chair Smallwood stated that during the October 12th meeting, the new tree preservation and replacement ordinance amendment was presented in a public hearing setting. The Planning Commission's recommendation to Council is to adopt the proposed ordinance amendment related to tree preservation and replacement.

2. Tree Preservation and Replacement Ordinance Amendments

1. Ordinance 2022-08: An Ordinance Amendment to Chapters 1107.14 and 1110.04 of the Subdivision Ordinance; and 1020-4 of the Zoning Ordinance of the City of Montrose, Related to Tree Preservation and Replacement.

Council Member Marszalek motioned to approve Ordinance 2022-08: An Ordinance Amendment to Chapters 1107.14 and 1110.04 of the Subdivision Ordinance; and 1020-4 of the Zoning Ordinance of the City of Montrose, Related to Tree Preservation and Replacement. Council Member Andreoff seconded the motion. Motion carried 5-0.

2. Resolution 2022-31: A Resolution Authorizing Summary Publication of Ordinance 2022-08: An Ordinance Amendment to Chapters 1107.14 and 1110.04 of the Subdivision Ordinance; and 1020-4 of the Zoning Ordinance of the City of Montrose, Related to Tree Preservation and Replacement.

Mayor Moynagh motioned to approve Resolution 2022-31: A Resolution Authorizing Summary Publication of Ordinance 2022-08: An Ordinance Amendment to Chapters 1107.14 and 1110.04 of the Subdivision Ordinance; and 1020-4 of the Zoning Ordinance of the City of Montrose, Related to Tree Preservation and Replacement. Council Member Solarz seconded the motion.

Motion carried 5-0.

3. Creekside Hollow Preliminary Plat

The Preliminary Plat for Creekside Hollow was discussed with the updated material submitted by the developer. Ms. Bonniwell noted that the City Council had watched the Public Hearing that was held on August 10, 2022 and are aware of the concerns from residents that live near the project. Mr. Sobe, the developer, approached the podium to answer any questions from Council. Mr. Sobe stated that there was a workshop wherein they met with Council regarding some concerns and changes that needed to be made that have been incorporated into the updated plans that have been submitted. Mr. Sobe stated the only outstanding items that they would need answers to is the cost sharing request for the creek crossing that goes through the development wherein they are asking the city for 2/3 contribution for the crossing. Mr. Sobe stated that they have justified the cost sharing for the creek crossing by saying that it is a bigger benefit for the city than the development and that the development could be built without a crossing at all. Mayor Moynagh stated that the main concern is making sure the crossing gets built as part of an early phase in case the market crashes and the developer pulls out and leaves the development only partially built. Mr. Sobe stated that if they have good success with Phase I of the project, there would be no reason to not continue with the development of the project. Staff has relayed to the developer that the crossing will be required as part of the development, and it will likely be a stipulation in the developer agreement on when the crossing will be required to be built. Council Member Marszalek stated that it is his understanding that part of the beginning of Phase II of the project includes installing the creek crossing connection to 7th St N which is vital for the city and for traffic flow from the Forest Creek Development. Council Member Marszalek stated that he was not in favor of having the city pay for any part of this development as that is the burden of the developer with the plat approval. Council Member Marszalek stated that there may be an option of a low interest loan from the City's Economic Development Authority if it is a matter of cash flow to get the creek crossing built. Mr. Sobe stated that he thought it should fall on the city to cost share this part of the development and that he did not feel it would be setting precedence for development going forward. Mayor Moynagh asked if Council had any questions on how the plat is laid out and that the cost sharing for the creek crossing will be discussed at a later date.

1. Resolution 2022-32: A Resolution of the City Council of the City of Montrose Approving a Preliminary Plat for a 79-Lot Single-Family Residential Project

Mayor Moynagh motioned to approve the Creekside Hollow Preliminary Plat which includes all comments and requirements from City Staff to be incorporated for Final Plat. Council Member Andreoff seconded the motion. Motion carried 5-0.

E. Park and Recreation

1. October 13, 2022 Park and Recreation Minutes
2. October 27, 2022 Park and Recreation Minutes

Mr. Isle gave a brief overview of the Park and Recreation meetings from October 13th and October 27th. Mr. Isle stated that the Park and Trail Plan is still a work-in-progress and would hope to have an initial draft of the new plan by February, 2023. Mr. Isle stated the commission is reviewing the Community Garden Rules for possible changes based on the participation this year and people leaving items and vegetation in their plots at the end of the season. Mr. Isle stated they are also working on updating the Park Brochure and would hope to have this completed by spring of 2023 so they can get fresh pictures in the spring. Mr. Isle stated the Halloween Decorating Contest went well and thanked all the commission members for going out either with the group or solo if they were unable to attend the group meeting for judging. Mr. Isle stated that three winners have been recognized and would like to bring them all in for recognition at the December 12th

City Council Meeting. Mr. Isle stated they would also like to announce the winner to give out the award and certificates of appreciation for the 2nd and 3rd place winners. Mr. Isle stated that he is also working on recruiting more members for the commission, especially with the upcoming exit of Ms. Otto as she was elected to City Council.

F. City Engineer

1. 2021 Downtown Improvement Project Phase I – Pay Application No. 8 - \$480,166.50

Mr. Voge stated that Phase I is approximately 92% complete according to the contract.

Mayor Moynagh motioned to approve the 2021 Downtown Improvement Project Phase I – Pay Application No. 8 for \$480,166.50. Council Member Marszalek seconded the motion. Motion carried 5-0.

2. 2021 Downtown Improvement Project Phase II – Pay Application No. 6 - \$100,592.65

Mr. Voge stated that Phase II is approximately 85.5% complete according to the contract.

Council Member Marszalek motioned to approve the 2021 Downtown Improvement Project Phase II – Pay Application No. 6 for \$100,592.65. Council Member Paradeise seconded the motion. Motion carried 5-0.

3. Wellhead Protection Plan Update

Mr. Voge stated that for the Wellhead Protection Plan there are two phases and phase one has been completed. Mr. Voge stated the next step is to complete phase two which identifies potential contaminates within the drinking water supply management area, identifies how any potential contaminate sources may need to be addressed, identifies goals of the drinking water supply management area, and identifies objectives and a plan of action to meet those goals. The plan will then go out for approval from different state agencies.

4. Pheasant Hills Backyard Drainage Quotes

Mr. Voge stated that the engineers had been directed by Council to obtain quotes for the work to be done for the backyard drainage issue at Pheasant Hills. Mayor Moynagh confirmed that Public Works could not handle this project and Mr. Remer stated that was correct that Public Works could not do this project. The quotes were received from Stones Edge Landscaping Inc. in the amount of \$13,417.50 and from Northdale Construction in the amount of \$74,125.65. The attorney, Mr. Sathe, interjected that he just wanted to state that he was not familiar with this project and in order to allow the city to expend public funds it needs to be for a public purpose either a problem being caused by the city or having something to do with the drainage or storm water system. Mr. Sathe stated that council action should be based on council action and staff needs to see if the project was approved by council back when the first part of the project be completed and public funds were expended. Mr. Sathe stated that the claim is that the city was sued or threatened to be sued back when the other part of the project was done, but there is not currently any information to back this proposed expenditure of money. Mr. Sathe stated that staff needs to do some research and dig into what was done in the past in the area, why it was done, and if it was for a public purpose. Mayor Moynagh stated that this item should be tabled to the December 12th meeting so staff can investigate the project that was done in the past.

Mayor Moynagh motioned to table the Pheasant Hills Backyard Drainage Quotes to the December 12, 2022 City Council Meeting and direct staff to seek further information on the project that was done in the Pheasant Hills area in the past where public funds were

expended. Council Member Solarz seconded the motion. Motion carried 5-0.

5. Updates from City Engineer

No further updates from the City Engineer.

G. Public Works

1. Updates

Mr. Remer stated that the new employee in Public Works, Keegan Hayson, started on October 31st and said that he should fit in well with the team and has some previous knowledge on the water and waste water systems.

Mr. Remer stated that the biosolids have been removed and the total amount ended up being 1,250 dry tons for a total bill of \$125,403.00, which was less than the \$195,000.00 that was approved to be spent on the project.

Mr. Remer stated that plowing in the construction area this winter will not be curb-to-curb because the final lift is not laid yet and the height difference from the curb edge to the street will destroy the plow blade.

Mr. Remer stated that the Pheasant Hills drainage road project has been completed as well as the Forest Creek Trail repair.

10. OLD BUSINESS

A. Refuse and Recycling RFP Update

Ms. Bonniwell stated that she along with Council Members Marszalek and Paradeise, Mr. Herman from Republic Services and legal representation met at the end of October to discuss the RFP for Refuse and Recycling that went out in September. Ms. Bonniwell stated that Republic Services offered potential solutions for some of the issues that have come up with the garbage service in the past year and would like to try to work out these issues and cancel the RFP so they could continue to be the city's provider. Mr. Herman was present at the meeting and stated that he will not claim their service has been perfect over the past year with all the changes company-wide, including a service day change for the city. Mr. Herman stated that a couple things that were discussed was better communication from both the city and Republic Services. Mr. Herman stated that one way they are addressing this is that Ms. Bonniwell and himself will have monthly service check-in meetings to discuss any issues found throughout the month and make sure both parties are aware of everything that is going on so issues can be addressed in a timely manner. Mr. Herman stated that him and Ms. Bonniwell will also be discussing education outreach opportunities that Republic and the city will work on together to get information out to residents as needed as well as discuss any upcoming things such as road construction that may impact their service. Mr. Herman stated that in order to allow Montrose residents to communicate more effectively with Republic Services, an email address has been created that is specific to Montrose and residents can email Republic Services local team directly into a shared email box in hopes of getting better and faster response times in responding to any issues. The email address is Montrose@RepublicServices.com. Mr. Herman also stated that Montrose residents should keep calling the "local" 763-972-3335 old Randy's number as this has the best chance to get a local representative and not go into the national call center queue. Mr. Herman stated that Republic is committed to great service for the residents of Montrose and told the Council to please reach out directly to him or his team with any concerns. Mr. Herman also stated that due to the service issues and everything, they will forego the scheduled increase that should have taken effect earlier this year, and just take the next increase in prices in 2023. Mayor Moynagh asked if the billing issues have been resolved and Mr. Herman stated that he was confident these issues with

autopay and a duplicate invoice run have been resolved. Council Member Solarz asked about yard waste and if that could be offered in the city. Mr. Herman stated that they do not currently have a yard waste truck that comes west of Delano. If the demand was there, a truck or route could be added and then offered to Montrose residents.

Council Member Solarz motioned to terminate the RFP and reject the proposal from Waste Management and stay with Republic Services. Council Member Marszalek seconded the motion. Motion carried 4-1 with Mayor Moynagh voting against the motion.

11. NEW BUSINESS

A. Rate Study Quote from ABDO

Ms. Bonniwell stated that staff has received the rate study quote in the amount of \$13,500.00 that was included in the packet from ABDO in order to assist with an in-depth rate study which would include helping plan rate increases for a Water Treatment Facility and a Waste Water Treatment Facility upgrade. Mayor Moynagh asked if this was something that could be handled on a staff level so there would be no need to involve ABDO and pay for a rate study from them. Ms. Bonniwell stated staff could look into rate quotes from other companies and see if staff could do this without an outside entity.

B. Regional Safety Group – Interim Agreement

Ms. Bonniwell stated that the city has been looking for a safety training program since before the previous Public Works Director retired because the safety program we had been using no longer exists as those people also retired. Ms. Bonniwell stated that Mr. McCormick had been looking into programs that were around \$1,500 per meeting, which was far beyond the budget the city had for safety training courses. Ms. Bonniwell stated that the League of MN Cities has regional safety groups made up of a handful of towns each that cost-share the cost of the meetings, and the League pays for about half of each meeting as well. Ms. Bonniwell stated that the total cost of each meeting within this regional safety group that is trying to start up would be around \$150-200 per class, which is a significant decrease from anything the city could get trying to get classes scheduled on their own. Ms. Bonniwell stated the League has great resources and this one is no different. Council Member Solarz echoed Ms. Bonniwell's statement and agreed this would be the way to go for safety training. Mr. Sommerfeld stated that the \$150-200 per class would be the maximum amount as the cities in the group that have more employees have offered to pay more depending on how many employees each city has. Ms. Bonniwell stated that safety training is required for staff and public works employees and this would be the cheapest option the city will find. Mr. Remer stated that Montrose would be in a team with Waverly, Howard Lake, Dassel, and Cokato. Mr. Remer stated that the city is required to have at minimum six safety training sessions each year, so it will at minimum be that many and twelve meetings at most.

Council Member Andreoff motioned to approve the Regional Safety Group Interim Agreement. Council Member Solarz seconded the motion. Motion carried 5-0.

12. OPEN FORUM

A. Mr. Matt Lyrek – 115 Nelson Boulevard

Mr. Lyrek stated that he had a complaint against a city employee and wants to see something done as far as discipline against this employee. Mayor Moynagh stated that there is a procedure for complaints about city staff to fill out a formal complaint form and it will be handled at a private personnel meeting since the employees are union protected. Mayor Moynagh informed Mr. Lyrek this would not be discussed at the meeting and asked Mr. Lyrek to take his seat several times after he spoke on the matter for over twenty minutes. Mayor Moynagh asked Wright County Deputy to escort Mr. Lyrek out of the meeting for creating a disturbance at the meeting after he has been told what the proper procedure for complaints on

city staff.

B. Ms. Sue Saman – 206 Pheasant Run Drive

Ms. Saman wanted clarity for the decision that was made regarding the Pheasant Hills Backyard Drainage project. Mr. Sathe stated that any project being undertaken and funds expended by the city has to be for a public purpose, and the city is not sure this project meets these criteria. Mr. Sathe stated that staff will look into the history of this project and see what was done and if any council action was taken back when part of neighborhood drainage was fixed by city staff.

C. Mr. J.T. Casari – 202 Ringneck Drive

Mr. Casari thanked city staff and council for the work that was done to fix the road and catch basin out near Ringneck Drive.

13. UPCOMING MEETINGS

- A. Economic Development Authority Meeting – Tuesday, November 15, 2022 - CANCELLED
- B. City Council Budget Workshop – Monday, November 28, 2022 at 4:00 p.m. in the Montrose City Hall Conference Room
- C. Park and Recreation Meeting – Thursday, December 1, 2022 at 6:30 p.m. in the Montrose City Hall Conference Room
- D. Regular City Council Meeting – Monday, December 12, 2022 at 7:00 p.m. at the Montrose Community Center
- E. Planning and Zoning Commission – Wednesday, December 14, 2022 at 7:00 p.m. at the Montrose Community Center
- F. Economic Development Authority Meeting – Tuesday, December 20, 2022 at 12:00 p.m. in the Montrose City Hall Conference Room

14. ACKNOWLEDGEMENTS

Mayor Moynagh acknowledged Veteran's Day and thanked all the Vets for their service. Mayor Moynagh acknowledged all the hunters that participated in the Halloween Decorating Contest – winners will be announced at the December meeting. Mayor Moynagh also acknowledged Avery Hausladen for continuing to serve as the student liaison for the City Council.

Council Member Marszalek acknowledged the election judges and city staff for their hard work on election day.

Council Member Solarz acknowledged the election judges and city staff for their hard work on the election. Council Member Solarz acknowledged the Montrose Residents for their great turnout for elections. Council Member Solarz acknowledged and congratulated Ms. Michelle Otto and Mr. David Paradeise for their win in the elections.

Council Member Paradeise acknowledged and congratulated Ms. Michelle Otto for her election win.

Council Member Andreoff acknowledged the city staff and election judges for their work on election day.

15. ADJOURNMENT

Mayor Moynagh motioned to adjourn the Regular City Council Meeting at 9:01 p.m. Council Member Solarz seconded the motion. Motion carried 5-0.

Robert W. Moynagh, III Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

City of Montrose
 Canvassing Board Meeting
 Montrose City Hall
 Conference Room
 311 Buffalo Avenue South
 Thursday, November 17, 2022
 4:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose Canvassing Board met on Thursday, November 17, 2022 at 4:00 p.m.

Mayor Moynagh called the meeting to order at 4:00 p.m.

2. ROLL CALL

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

Staff Present: Ms. Jessica Bonniwell, City Administrator
 Mr. Michael Sommerfeld, City Clerk/Treasurer

3. CERTIFY YEAR 2022 GENERAL ELECTION RESULTS

Ms. Bonniwell presented Resolution No. 2022-33 *A Resolution Canvassing the November 8, 2022 Municipal Election Returns and Declaring Results* for the positions of two (2) City Council Members.

A. Resolution No. 2022-33 *A Resolution Canvassing the November 8, 2022 Municipal Election Returns and Declaring Results*

Council Member Marszalek motioned to adopt Resolution No. 2022-33 A Resolution Canvassing the November 8, 2022 Municipal Election Returns and Declaring Results. Council Member Solarz seconded the motion. Motion carried 5-0.

Mr. Sommerfeld had all Council Members in attendance sign the Oath for Canvassing attesting they certify the election results.

5. ADJOURNMENT

Mayor Moynagh motioned to adjourn the Canvassing Board Meeting at 4:02 p.m. Council Member Solarz seconded the motion. Motion carried 5-0.

Council Member Marszalek
 City Council Member
 City of Montrose

ATTEST:

Jessica Bonniwell
 City Administrator
 City of Montrose

City of Montrose
 City Council Workshop
 Montrose City Hall
 311 Buffalo Avenue South
 Monday, November 28, 2022
 4:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met for a City Council Workshop on Monday, November 28, 2022 at 4:00 p.m.

Mayor Moynagh called the Workshop to order at 4:00 p.m.

2. PRESENT AT THE MEETING

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

Absent: Council Member Nicole Andreoff

Staff Present: Michael Sommerfeld, City Clerk/Treasurer

3. 2023 Proposed Final Budget and Levy Discussion

Mr. Sommerfeld stated that the preliminary budget and the enterprise funds have been reviewed and has a final budget proposal for council consideration. Mr. Sommerfeld stated that there were some overall increases for items such as fuel, natural gas, and other building supply increases due to prices in the economy raising on many items. Mr. Sommerfeld stated all staff salaries have been included with new staff members this amount has also increased.

Mr. Sommerfeld stated that the enterprise funds have a shortfall in both water and storm water due to the bond payment that is due in 2023, and as a result, the rates for water and storm water will need to be increased. Mr. Sommerfeld stated that sanitary sewer and waste water funds are sitting in the positive due to some financing being paid off, so those funds will be able to sustain themselves, at least through 2023. Mr. Sommerfeld proposed a rate increase that would be either a larger base rate increase, or a combination of a base rate and tier rate increase. Mr. Sommerfeld asked council to consider and advise him for the final budget that will be going up for vote in the December 12th meeting. Mr. Sommerfeld stated that the base rate for storm sewer will need to increase in the amount of \$2.75, with a total base rate of \$7.75 per month per resident. Mayor Moynagh asked to see a few examples on how this would impact an average bill and Mr. Sommerfeld stated he would get some examples to council to help aid their decisions. Mayor Moynagh asked to see both scenarios in an example for the utility bills with just a base rate change and then with the mix of base rate change and tier rate change. Mr. Sommerfeld stated that these rate increases could be quelled by assessing property owners for the 2021 Downtown Improvement Project work that was done and would be considered a private property improvement. Mayor Moynagh asked if we could do increases for sanitary and waste water even though those funds are already sustaining themselves and with the larger increases for storm water and water rates, we could look at increasing those within the next year or two. Mr. Sommerfeld stated that the tax rate is going down, but the levy is going up and because of the increase in tax capacity, the actual rate is going down. Mr. Sommerfeld cautioned that if resident's home values have gone up in the past year, the amount of taxes assessed to a property will likely increase.

Mr. Sommerfeld stated that the 2023 levy for the City of Montrose that is being considered is \$1,902,857.00. This is a 27.6% increase or \$411,612.00 over 2022 budget. The major contributing factor in this increase is the shift in financing of the entire Fire Department budget (\$345,150.00) from individual property assessments to the levy. Mr. Sommerfeld stated that the estimated tax capacity for 2023 is \$3,689,661.00 compared to \$2,885,872.00 for

2022, or approximately a 27.9% increase. Mr. Sommerfeld stated that with the estimated increase in tax capacity, the tax rate will decrease by approximately 0.12%, which is a 51.57% tax rate.

7. ADJOURNMENT

Mayor Moynagh adjourned the City Council Workshop at 4:36 p.m.

Robert Moynagh III
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

ACCOUNTS PAYABLE LIST

December 12, 2022

Payroll	11/14/22 Payroll	17038.32
Payroll	11/28/22 Payroll	17763.26
IRS-Federal Tax Payment	11/14/22 FED/FICA Tax	5567.93
IRS-Federal Tax Payment	11/28/22 FED/FICA Tax	6058.85
MN Dept. of Revenue	11/14/22 State Withholding	1088.88
MN Dept. of Revenue	11/28/22 State Withholding	1194.07
PERA	11/14/22 Payroll	3038.21
PERA	11/28/22 Payroll	3828.50
*Ameritas Life Ins.	Employee Optical Ins.	49.40
MN Dept. of Revenue	November Sales Tax	65.00
Payment Service Network	Sep.-Nov. PSN/ACH Fees	3737.46
*AFSCME #65	November Union Dues	117.30
Aramark	Uniforms/Floor Mats	214.82
*Bolton & Menk	Engineering Services	44335.58
Boy Scout Troop #312	LMC Training/Conference	30.00
Cardmember Services	Notary Recording	21.80
Cardmember Services	Bench Materials	130.00
Cardmember Services	Hydraulic Motors	821.00
Cardmember Services	Dumped Trash Removal	114.79
*Citizens State Bank	November H.S.A. Deposit	750.00
Crosstown Mechanical	C.C. Oven Connect/Install	1364.26
Emery's Truck Repair	Plow Trucks Maint.	3631.72
Farm-Rite Equipment	Bobcat Maint.	414.34
Grainger	Wat. Build. Thermostat	193.70
Hawkins	Water Treatment Chemicals	50.00
Health Partners	Jul.-Dec. Health Ins.	35908.32
*Kennedy & Graven	Legal Fees	3607.50
Kuechle Underground	Dwtn. Proj. Phase 1, App. 8	480166.50
Lincoln Nat'l Life Ins.	December Life Ins.	192.74
*Madison Nat'l Life	Dec. Disability Ins.	407.47
Menards	PW/Parks/WW Tools & Supplies	696.09
Midwest Machinery Co.	John Deere Parts	474.78
Milhausen Auto Repair	PW Vehicle Maint.	812.00
Mini Biff	Parks, WWTP Sani. Rentals	984.92
MN Muni. Util. Association	Drug & Alc. Testing Consort.	155.00
MVTL Laboratories	WWTP Testing	295.60
Northdale Construction Co.	Dwtn. Proj. Phase 2, App. 6	100592.65
Northern Lines Contracting	Biosolids Removal	125403.28
Paumen Computer Services	Monthly IT/Backup & Support	480.00
Rustic Garden	Winter Pots	459.15

December 12, 2022

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Sommerfeld, Michael	Travel Expense - Elections	123.56
Steiner Auto Parts	PW Vehicle Maint. Supp.	341.76
Total Printing	Office Supplies	755.00
USA BlueBook	WWTP Supplies	1103.05
Wakesun	Electrical Services	20377.80
Wex Bank	PW,Str,Sew,WW Vehicle Fuel	1114.52
*Wright County Sheriffs Ofc.	Liquor License Renewals	300.00
Wright-Hennepin Co-op	Electrical Services	284.48
Xcel Energy	Electric/Gas Charges	3093.61

ACCOUNTS PAYABLE SUBTOTAL	889748.97
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Acme Tools	PW Road Cones	719.60
Adam's Pest Control	CH Pest Control	80.53
Aramark	Uniforms/Floor Mats	320.73
Badger Meter	Nov. Hosting	162.03
Bauernschmitt, Joan	Election Judge Pay	96.00
*Bolton & Menk	Engineering Services	43103.50
Braun InterTec	D.I. Proj. Mats. Testing	6789.50
Braun InterTec	Reg. Park Geo. Eval.	7385.00
Centra Sota Coop.	Fuel Oil	3971.20
*Colonial Life Ins.	Nov. Employee Ins.	19.56
Comcast	Internet Service	543.49
Delano True Value	W/WW Supplies	23.82
Delta Dental	December Dental Insurance	497.17
Fraumann, Roger	Election Judge Pay	192.00
Gerard, Cristy	Clothing Allow. - Prot. Gear	200.00
Gerard, Cristy	Clothing Allow. - Boots	200.00
Gopher State One Call	Water/Sewer Locates	54.00
Goski, Philip	Election Judge Pay	96.00
Grainger	Water/WWTP Heater Parts	44.93
Hayson, Keagan	Clothing Allow. - Prot. Gear	192.15
Hayson, Keagan	Clothing Allow. - Boots	192.15
Hayson, Keagan	Clothing Allowance - Boots	199.99
Health Partners	January Health Ins.	6311.75
Helgeson, Helen	Election Judge Pay	108.00
Hillmyer Radiator	WWTP Generator Parts	95.00
IUOE Local #49 CPF	November HRA	1200.00
IUOE Local #49 FBF	Nov.-Dec. Health,Dental	2690.00
IUOE Local #49 FBF	January Health,Dental	8070.00
Jenson, Marie	October CH/CC Cleaning	480.00
Kuechle Underground	Dwtn. Proj. Phase 1, App. 9	214896.94

December 12, 2022

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Marszalek, Therese	Election Judge Pay	108.00
Menards	Parks Christmas Lights	100.90
Menards	Wat/PW Tools & Equip.	69.82
*Metro West Insp. Svcs.	Oct., Nov. Finaled Permits	9996.59
Mid-American Rsch. Chemical	Parks/PW Checmicals	1850.50
MN Computer Systems	Copier Maint. Agreement	368.09
MN Dept. of Health	Water Connection Fees	3024.00
MVTL Labs	WWTP Testing	468.59
Nelson Sanitation & Rental	Lift Station Maint.	2822.40
Nelson, Todd	Election Judge Pay	96.00
Northdale Construction Co.	Dwtm. Proj. Phase 2, App. 7	71054.87
Northern Lights Display	Streets Decoration	2080.00
Nuso (NEC Cloud Comm.)	Telephone Service	185.65
*NW Assoc. Consultants	Planners Services	1728.20
Pitney Bowes Purch. Power	Postage Meter Refill	2172.15
*Republic Services	Delinquent Acct. Assessments	4960.78
Resemius, Luke	Election Judge Pay	108.00
St. Louis MRO	DOT Drug/Alc. Screening	65.00
Steiner Auto Parts	PW Plow Veh. Parts	59.98
Trueman Welters	PW Plow Truck Parts	40.50
U.C. Laboratory	WW Testing	36.00
US Internet	Email Hosting/Annual Sec.	449.26
USA BlueBook	Water/WWTP Supplies	177.35
Verizon	Cellphones/Tablets	474.26
Wakesun	Electrical Services	7612.22
Walmart	WW/CH Office Clean. Supplies	51.16
Wex Bank	PW, Str, Sew, WW Vehicle Fuel	791.72
Windstream	Telephone Service	130.44
Wright Co. Finance Dept.	December Patrol Svcs.	25610.83
*Wright Co. Journal Press	Election/Ordinance Notices	22.75
Wright Co. Treasurer	October Fines	349.99
Xcel Energy	Electric/Gas Charges	582.49
Clark, Bridget	Utility Overpayment	180.00
Dalchow, Luella	Utility Overpayment	42.35
Danielson Real Estate	Utility Overpayment	29.17
Dubbin, Marcy	Utility Overpayment	56.62
Hammer, Kelsey & John	Utility Overpayment	228.99
Hawke, Kayla & Joseph	Utility Overpayment	54.26
Heinrichs, Sara	Utility Overpayment	30.00
Hertell, Nicole	Utility Overpayment	5.93
Hopkins, Natasha	Utility Overpayment	147.92
Kane, Joseph	Utility Overpayment	27.85
Lakes Area Realty	Utility Overpayment	165.09

December 12, 2022

Page 4

Lindsley, Christopher	Utility Overpayment	42.79
McCormick, Timothy	Utility Overpayment	96.39
Niemeyer, Tanner	Utility Overpayment	30.57
Plaisted, Joseph	Utility Overpayment	158.71
Posorske, Bryan & Lora	Utility Overpayment	285.40
Potter, Marianne	Utility Overpayment	82.38
Roetzler, David	Utility Overpayment	31.84
Rollag, Aaron	Utility Overpayment	48.32
Sloan, Adam	Utility Overpayment	319.50
TOTAL ACCOUNTS PAYABLE		1328396.58

MOYNAGH

BONNIWELL

MARSZALEK

ANDREOFF

SOLARZ

PARADEISE

December 12, 2022

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* Appendix

Payments received to offset checks written

Payroll Deduction	November EE Ins.	19.56
Payroll Deduction	November H.S.A. Deposit	650.00
Payroll Deduction	Oct. Optical Ins.	49.40
Payroll Deduction	Nov. Union Dues	117.30
COBRA Deduction	Jul.-Dec. COBRA	13207.81
Developer Expense	Engineering Services	3088.50
Developer Expense	Planners Services	534.80
Business Expense	Liquor License Renewal	300.00
Property Owner Expense	Delinquent Acct. Assessments	4960.78
Utility Overpayment	Clark, Bridget	180.00
Utility Overpayment	Dalchow, Luella	42.35
Utility Overpayment	Danielson Real Estate	29.17
Utility Overpayment	Dubbin, Marcy	56.62
Utility Overpayment	Hammer, Kelsey & John	228.99
Utility Overpayment	Hawke, Kayla & Joseph	54.26
Utility Overpayment	Heinrichs, Sara	30.00
Utility Overpayment	Hertell, Nicole	5.93
Utility Overpayment	Hopkins, Natasha	147.92
Utility Overpayment	Kane, Joseph	27.85
Utility Overpayment	Lakes Area Realty	165.09
Utility Overpayment	Lindsley, Christopher	42.79
Utility Overpayment	McCormick, Timothy	96.39
Utility Overpayment	Niemeyer, Tanner	30.57
Utility Overpayment	Plaisted, Joseph	158.71
Utility Overpayment	Posorske, Bryan & Lora	285.40
Utility Overpayment	Potter, Marianne	82.38
Utility Overpayment	Roetzler, David	31.84
Utility Overpayment	Rollag, Aaron	48.32
Utility Overpayment	Sloan, Adam	319.50

FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

December 12, 2022

Cardmember Services	Small Tools & Equip	116.54
Cardmember Services	Conference Hotels	4450.30
Delano Carquest	T-12 Parts	10.49
M&M Express	Small Engine Fuel	140.00
Menards	Filters	119.96
Sync. Amazon	T-12 Parts / FF Gear	141.12
Xcel Energy	Electric/Gas Utilities	188.53
Wex Bank	Vehicle Fuel	636.70
	ACCOUNTS PAYABLE SUBTOTAL	5803.64

BCA, MN	Firefighter Background Chks	15.00
Comcast	Internet Service	97.85
Delano Carquest	Shop Supplies	14.95
Emer. Apparatus Maint.	E-11 Repairs	112.95
Verizon	FD iPad	40.01
Wex Bank	Vehicle Fuel	314.96
Xcel Energy	Electric/Gas Utilities	607.63
	TOTAL ACCOUNTS PAYABLE	7006.99

MOYNAGH

BONNIWELL

MARSZALEK

ANDREOFF

SOLARZ

PARADEISE

CITY OF MONTROSE

Monthly Adjustments

Account	Tran Type	Charge Name	Charge Type	Amount	Date
02-00001427-00-	Adjustment	WWTP-Comm	Service	(\$0.34)	11/3/2022
01-00005026-01-	Adjustment	Sewer Collection	Service	(\$0.96)	11/1/2022
01-00006030-00-	Adjustment	Hang Disconnect N	Service	\$25.00	11/8/2022
01-00006007-00-	Adjustment	Hang Disconnect N	Service	\$25.00	11/8/2022
00-00003126-09-	Adjustment	Hang Disconnect N	Service	\$25.00	11/8/2022
01-00001564-00-	Adjustment	Hang Disconnect N	Service	(\$25.00)	11/8/2022
01-00002688-00-	Adjustment	Hang Disconnect N	Service	\$25.00	11/8/2022
01-00001941-00-	Adjustment	Hang Disconnect N	Service	\$25.00	11/8/2022
01-00001202-00-	Adjustment	Hang Disconnect N	Service	\$25.00	11/8/2022
01-00001146-00-	Adjustment	Hang Disconnect N	Service	\$25.00	11/8/2022
01-00001119-00-	Adjustment	Hang Disconnect N	Service	\$25.00	11/8/2022
01-00001036-00-	Adjustment	Hang Disconnect N	Service	\$25.00	11/8/2022
02-00001427-00-	Adjustment	Water-Comm	Service	\$0.29	11/3/2022
02-00001427-00-	Adjustment	Storm Water	Service	\$1.50	11/3/2022
00-00001741-01-	Adjustment	Sewer Collection	Service	(\$1.90)	11/21/2022
02-00001109-00-	Adjustment	Storm Water	Service	(\$0.75)	11/1/2022
01-00005026-01-	Adjustment	WWTP	Service	(\$1.00)	11/1/2022
01-00005026-01-	Adjustment	Storm Water	Service	(\$0.24)	11/1/2022
01-00005026-01-	Adjustment	Combo Water	Service	(\$1.23)	11/1/2022
01-00005026-01-	Adjustment	R Water	Service	(\$68.45)	11/1/2022
02-00001109-00-	Adjustment	Water-Comm	Service	(\$0.30)	11/1/2022
02-00001427-00-	Adjustment	WWTP-Comm	Service	\$0.34	11/3/2022
02-00001109-00-	Adjustment	WWTP-Comm	Service	(\$0.32)	11/1/2022
02-00001427-00-	Adjustment	Water-Comm	Service	(\$0.29)	11/3/2022
02-00001400-00-	Adjustment	Water-Comm	Service	(\$1.74)	11/1/2022
02-00001400-00-	Adjustment	Sewer-Comm	Service	(\$1.53)	11/1/2022
02-00001400-00-	Adjustment	WWTP-Comm	Service	(\$1.55)	11/1/2022
02-00001400-00-	Adjustment	Storm Water	Service	(\$1.00)	11/1/2022
02-00001427-00-	Adjustment	Storm Water	Service	(\$1.50)	11/3/2022
00-00001741-01-	Adjustment	WWTP	Service	(\$2.16)	11/21/2022
02-00001109-00-	Adjustment	Sewer-Comm	Service	(\$0.24)	11/1/2022
00-00001973-01-	Adjustment		UR	(\$180.00)	11/30/2022
01-00003050-00-	Adjustment	WWTP	Service	(\$0.94)	11/30/2022
01-00003050-00-	Adjustment	Sewer Collection	Service	(\$0.89)	11/30/2022
01-00003050-00-	Adjustment	Combo Water	Service	(\$0.98)	11/30/2022
00-00005051-00-	Adjustment		UR	(\$158.71)	11/30/2022
00-00005062-02-	Adjustment		UR	(\$30.57)	11/30/2022
00-00005160-01-	Adjustment		UR	(\$54.26)	11/30/2022
01-00001606-00-	Adjustment	NSF	Service	\$30.00	11/30/2022
00-00001073-00-	Adjustment		UR	(\$56.62)	11/30/2022
00-00001121-00-	Adjustment		UR	(\$42.35)	11/30/2022
00-00001021-00-	Adjustment		UR	(\$31.84)	11/30/2022
00-00001026-00-	Adjustment		UR	(\$5.93)	11/30/2022
00-00001500-01-	Adjustment		UR	(\$147.92)	11/30/2022
00-00001714-01-	Adjustment		UR	(\$228.99)	11/30/2022
00-00001741-01-	Adjustment	R Water	Service	(\$2.11)	11/21/2022
00-00005163-01-	Adjustment		UR	(\$48.32)	11/30/2022
00-00001741-01-	Adjustment	Storm Water	Service	(\$1.00)	11/21/2022
01-00010211-00-	Adjustment	2nd Water Meter	Service	(\$529.66)	11/28/2022
01-00010211-00-	Adjustment	Annual State Wa	Service	(\$0.50)	11/28/2022
01-00004096-00-	Adjustment	WWTP	Service	(\$0.51)	11/28/2022
01-00004096-00-	Adjustment	Sewer Collection	Service	(\$0.44)	11/28/2022
00-00001545-01-	Adjustment		UR	(\$42.79)	11/30/2022
01-00004096-00-	Adjustment	R Water	Service	(\$0.49)	11/28/2022

Dec 1st 2022
CG

Account	Tran Type	Charge Name	Charge Type	Amount	Date
00-00001874-01-	Adjustment		UR	(\$319.50)	11/30/2022
00-00006032-01-	Adjustment		UR	(\$82.38)	11/30/2022
00-00002529-02-	Adjustment		UR	(\$30.00)	11/30/2022
00-00001946-01-	Adjustment		UR	(\$27.85)	11/30/2022
00-00003110-07-	Adjustment		UR	(\$29.17)	11/30/2022
00-00002660-03-	Adjustment		UR	(\$165.09)	11/30/2022
01-00003050-00-	Adjustment	Storm Water	Service	(\$0.25)	11/30/2022
01-00004096-00-	Adjustment	Storm Water	Service	(\$0.25)	11/28/2022
				<u>(\$2,073.68)</u>	

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

Public Works Department Salary's January 1, 2023

Ryan Eischens, (Operator 1) is not at his top wage, Ryan will get 5% wage increase and 2% because he had a successful annual performance review (per IUOE 49 contract). Ryan's current rate will go from \$28.00/hr to \$29.96/hr.

Roy Henry Jr, (Maintenance Worker 3) is not at his top wage, Roy will get 5% wage increase and 2% because he had a successful annual performance review (per IUOE 49 contract). Roy's current rate will go from \$30.00/hr to \$32.10/hr.

John Kurkosky, (Maintenance Worker 2) is not at his top wage, John will get 5% wage increase and 2% because he had a successful annual performance review (per IUOE 49 contract). John's current rate will go from \$26.00/hr to \$27.82/hr.

Ryan Ross, (Maintenance Worker 1) is at his top wage, Ryan will get 5% wage increase (per IUOE 49 contract). Ryan's current rate will go from \$25.00/hr to \$26.25/hr.

Keegan Hayson, (Maintenance Worker 1) is at his top wage, Keegan will get 5% wage increase (per IUOE 49 contract). Keegan's current rate will go from \$25.00/hr to \$26.25/hr.

CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA

RESOLUTION NO. 2022-34

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 Tom Marszalek from all city accounts and that Jessica Bonniwell, Daniel Remer, Robert W. Moynagh III and Sam Solarz 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 January 1, 2023.

Adopted by the Montrose City Council on December 12, 2022.

Robert W. Moynagh III, Mayor

Michael Sommerfeld, City Clerk/Treasurer

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

RESOLUTION NO. 2022-35

**A RESOLUTION AUTHORIZING THE YEAR 2023 FINAL PROPERTY TAX LEVY
AND BUDGET**

WHEREAS, the City of Montrose is required by State Law to approve a Resolution setting forth the annual Tax Levy to the Wright County Auditor-Treasurer; and

WHEREAS, Minnesota State Statutes currently in force require approval of a Property Tax Levy in December of each year; and

WHEREAS, the City Council of the City of Montrose, Wright County, Minnesota has received the proposed 2023 City Budget Document.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Montrose, Wright County, Minnesota that the following sum of money be levied in the year 2022, collectible in the year 2023 upon the taxable property in said City of Montrose for the following purposes, as shown in the attached Exhibit "A" to this Resolution; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Montrose, Wright County, Minnesota that the proposed year 2023 City Budget Document attached to this Resolution as Exhibit "B" is hereby approved; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Clerk-Treasurer or designee is hereby instructed to transmit a certified copy of this Resolution to the Wright County Auditor-Treasurer.

ADOPTED by the City Council of the City of Montrose this 12th day of December, 2022.

Robert W. Moynagh III, Mayor

ATTEST:

Michael Sommerfeld, City Clerk/Treasurer

Exhibit B

2023 BUDGET COMPARISON

General Fund	2022	2023
Council	\$24,950.00	\$25,930.00
Elections	\$6,500.00	\$3,075.00
Administration	\$261,200.00	\$266,450.00
Assessing	\$28,000.00	\$30,000.00
Legal	\$29,000.00	\$29,000.00
P&Z	\$114,800.00	\$83,300.00
Buildings	\$13,000.00	\$15,000.00
Police	\$307,330.00	\$316,638.00
Building Inspect/Permits	\$35,000.00	\$35,000.00
Emergency Mgmt.	\$12,440.00	\$15,385.00
Animals	\$300.00	\$0.00
Public Works/Streets	\$293,400.00	\$384,200.00
General Fund Total	\$1,125,920.00	\$1,203,978.00
Fire Department	\$321,900.00	\$345,150.00
Park & Rec (General)	\$152,475.00	\$277,475.00
Park Development	\$150,000.00	\$10,000.00
EDA	\$37,400.00	\$13,500.00
Community Center	\$33,150.00	\$42,360.00
Debt Service	\$640,440.00	\$574,275.00
Capital Projects	\$125,000.00	\$120,000.00
Utility Expansion Funds	\$80,000.00	\$80,000.00
Water Fund	\$542,133.00	\$663,409.00
Sewer Fund	\$270,325.00	\$288,510.00
Storm Water Fund	\$85,800.00	\$139,150.00
WWTP Fund	\$824,421.00	\$474,290.00
Total Budget	\$4,388,964.00	\$4,232,097.00

December 12, 2022

The 2023 levy for the City of Montrose that is being considered is \$1,762,857. This is a 18.2% increase or \$271,612 over 2022. The major contributing factor in this increase is the shift in financing of the entire Fire Department budget (\$345,150) from property assessments to the levy.

The estimated tax capacity for 2023 is \$3,681,203 compared to \$2,885,872 for 2022 or approximately a 27.6% increase. With the estimated increase in the tax capacity the tax rate will decrease by approximately 3.8% which is a 47.89% tax rate.

Property tax is calculated as follows:

Tax Capacity (1% of your property value as shown on your tax statement) x Tax Rate

Tax Rate calculation is:

Proposed Levy divided by the total city Tax Capacity

Below is an estimate of property tax based on value:

2022 Property Value	\$ 150,000	\$ 200,000	\$ 250,000
Tax Amount at 51.69%	\$ 775.35	\$ 1,033.80	\$ 1,292.25
2023 Property Value	\$ 150,000	\$ 200,000	\$ 250,000
Tax Amount at 47.89%	\$ 716.70	\$ 955.60	\$ 1,194.50
Difference	\$ -58.65	\$ -78.20	\$ -97.75

NET TAX CAPACITY

<u>Payable Year</u>	<u>Taxable Net Tax Capacity</u>
2023	\$3,681,203 (Updated Estimate)
2022	\$2,885,872
2021	\$2,695,905
2020	\$2,576,199
2019	\$2,195,173
2018	\$1,987,141
2017	\$1,856,872
2016	\$1,761,784
2015	\$1,634,237
2014	\$1,479,534
2013	\$1,349,426
2012	\$1,517,241
2011	\$1,775,497
2010	\$1,985,905
2009	\$2,189,232
2008	\$2,080,680
2007	\$1,846,642
2006	\$1,450,926



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 December 5, 2022

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
911 Abandoned Total: 1					
11/24/22 03:30	911 Abandoned	2022097217			911
911 Hang-up Total: 2					
11/03/22 16:32	911 Hang-up	2022091487			911
11/04/22 23:46	911 Hang-up	2022091902			911
911 Hang-up; Domestic Disturbance Total: 1					
11/29/22 21:15	911 Hang-up; Domestic	2022098780	911 Hang-up	WP22031469	911
911 Open Line Total: 2					
11/16/22 09:18	911 Open Line	2022095039			911
11/26/22 09:24	911 Open Line	2022097823			911
Abuse Total: 1					
11/08/22 16:32	Abuse	2022092810	Domestic Disturbance	WP22029588	Phone
Agency Assist Total: 1					
11/01/22 12:08	Agency Assist	2022090791	Agency Assist	WP22028932	Phone
Animal Total: 2					
11/10/22 03:44	Animal	2022093188	Animal	WP22029716	911
11/24/22 13:50	Animal	2022097291	Animal	WP22031041	Phone
Animal - Barking Dog Total: 2					
11/22/22 20:55	Animal - Barking Dog	2022096856	Animal - Barking Dog	WP22030913	Phone
11/23/22 21:44	Animal - Barking Dog	2022097169	Animal - Barking Dog	WP22031005	Phone
Check Welfare Total: 7					
11/02/22 11:23	Check Welfare	2022091059	Check Welfare	WP22029027	911
11/03/22 17:31	Check Welfare	2022091509	Check Welfare	WP22029177	Phone
11/10/22 09:59	Check Welfare	2022093264	Check Welfare	WP22029740	Phone
11/13/22 16:00	Check Welfare	2022094211	Check Welfare	WP22029994	Phone
11/13/22 17:59	Check Welfare	2022094236	Check Welfare	WP22030009	Phone
11/16/22 07:58	Check Welfare	2022095018	Check Welfare	WP22030299	Phone
11/29/22 17:10	Check Welfare	2022098733	Check Welfare	WP22031453	Phone
Citizen Aid Total: 2					
11/21/22 04:38	Citizen Aid	2022096355	Citizen Aid	WP22030722	Phone
11/26/22 21:13	Citizen Aid	2022097993	Citizen Aid	WP22031222	Phone
Civil Complaint Total: 4					
11/02/22 15:57	Civil Complaint	2022091140	Civil Complaint	WP22029060	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/02/22 21:27	Civil Complaint	2022091247	Civil Complaint	WP22029088	Phone
11/10/22 15:12	Civil Complaint	2022093346	Juvenile - Complaint	WP22029775	Phone
11/16/22 17:54	Civil Complaint	2022095182	Civil Complaint	WP22030373	Phone

Civil Process Total: 18

11/01/22 11:56	Civil Process	2022090786			Officer
11/02/22 11:35	Civil Process	2022091065			Officer
11/02/22 11:49	Civil Process	2022091070			Officer
11/02/22 18:21	Civil Process	2022091182			Phone
11/04/22 15:52	Civil Process	2022091754			Officer
11/07/22 11:23	Civil Process	2022092449			Officer
11/08/22 09:26	Civil Process	2022092701			Officer
11/09/22 12:48	Civil Process	2022093016			Officer
11/10/22 16:59	Civil Process	2022093381			Officer
11/10/22 17:06	Civil Process	2022093383			Officer
11/15/22 09:22	Civil Process	2022094714			Officer
11/17/22 16:12	Civil Process	2022095421			Officer
11/21/22 16:52	Civil Process	2022096528			Officer
11/22/22 09:07	Civil Process	2022096676			Officer
11/28/22 14:24	Civil Process	2022098411			Officer
11/29/22 10:21	Civil Process	2022098616			Officer
11/30/22 10:11	Civil Process	2022098932			Officer
11/30/22 15:06	Civil Process	2022099015			Officer

Court Order Violation Total: 1

11/14/22 09:03	Court Order Violation	2022094395	Court Order Violation	WP22030058	Phone
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Disorderly Total: 1

11/24/22 21:08	Disorderly	2022097389	Domestic Disturbance	WP22031072	911
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DNR Wildlife Violations Total: 1

11/06/22 05:59	DNR Wildlife Violations	2022092171	DNR Wildlife Violations	WP22029384	Phone
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Domestic Disturbance Total: 4

11/11/22 13:06	Domestic Disturbance	2022093617	Medical - Psychiatric -	WP22029835	911
11/25/22 23:40	Domestic Disturbance	2022097767	Domestic Disturbance	WP22031156	911
11/26/22 20:06	Domestic Disturbance	2022097977	Domestic Disturbance	WP22031218	911
11/30/22 17:45	Domestic Disturbance	2022099061	Domestic Disturbance	WP22031574	911

Drug Court Home Visit Total: 2

11/11/22 19:50	Drug Court Home Visit	2022093721			
11/12/22 18:15	Drug Court Home Visit	2022093979			

Fire - Smoke - Odor Total: 1

11/10/22 21:25	Fire - Smoke - Odor	2022093452	Fire - Smoke - Odor	WP22029800	911
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Fraud - Checks - Cards Total: 1

11/07/22 11:13	Fraud - Checks - Cards	2022092446	Fraud - Checks - Cards	WP22029466	Phone
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Fraud - Internet Total: 1

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/29/22 19:15	Fraud - Internet	2022098755	Fraud - Internet	WP22031459	Phone
Harassment Total: 1					
11/14/22 12:16	Harassment	2022094451	Suspicious - Circumstances	WP22030071	911
Intoxicated Person Total: 1					
11/29/22 17:48	Intoxicated Person	2022098742	Intoxicated Person	WP22031456	Phone
Juvenile - Complaint Total: 2					
11/02/22 19:06	Juvenile - Complaint	2022091198	Juvenile - Complaint	WP22029075	Phone
11/17/22 18:44	Juvenile - Complaint	2022095470	Juvenile - Complaint	WP22030466	911
Juvenile - Runaway Total: 1					
11/07/22 18:26	Juvenile - Runaway	2022092570	Juvenile - Runaway	WP22029507	Phone
Lock Out - Lock In Total: 2					
11/01/22 07:52	Lock Out - Lock In	2022090726			Phone
11/07/22 12:58	Lock Out - Lock In	2022092477	Lock Out - Lock In	WP22029475	Phone
Lost - Found Property Total: 1					
11/05/22 16:44	Lost - Found Property	2022092049	Lost - Found Property	WP22029348	
Medical - Abdominal Pain Total: 3					
11/19/22 15:56	Medical - Abdominal	2022095975			911
11/20/22 16:03	Medical - Abdominal	2022096234			911
11/23/22 14:41	Medical - Abdominal	2022097058			911
Medical - Back Pain Total: 1					
11/29/22 19:40	Medical - Back Pain	2022098759			Phone
Medical - Bleeding - Lacerations Total: 1					
11/29/22 09:51	Medical - Bleeding -	2022098609			Phone
Medical - Breathing Problems Total: 3					
11/09/22 02:00	Medical - Breathing	2022092900			911
11/22/22 21:14	Medical - Breathing	2022096861			911
11/24/22 23:35	Medical - Breathing	2022097431			911
Medical - Carbon Monoxide Inhalation Total: 1					
11/27/22 07:55	Medical - Carbon	2022098067			Phone
Medical - Chest Pain Total: 3					
11/02/22 00:25	Medical - Chest Pain	2022090971			911
11/14/22 01:48	Medical - Chest Pain	2022094326			911
11/14/22 16:54	Medical - Chest Pain	2022094516			911
Medical - Headache Total: 1					
11/13/22 22:46	Medical - Headache	2022094301			Phone
Medical - Heart Problems Total: 1					
11/20/22 00:47	Medical - Heart	2022096099			911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Medical - Psychiatric - Behavioral Total: 2					
11/07/22 19:52	Medical - Psychiatric -	2022092595	Medical - Psychiatric -	WP22029515	911
11/15/22 01:52	Medical - Psychiatric -	2022094610	Medical - Psychiatric -	WP22030128	911
Medical - Seizure Total: 3					
11/14/22 17:14	Medical - Seizure	2022094524			911
11/26/22 07:59	Medical - Seizure	2022097805			911
11/29/22 18:40	Medical - Seizure	2022098748			911
Medical - Sick Total: 3					
11/10/22 19:00	Medical - Sick	2022093411			911
11/19/22 09:42	Medical - Sick	2022095894			911
11/21/22 03:19	Medical - Sick	2022096353			911
Medical - Unconscious - Fainting Total: 2					
11/26/22 18:23	Medical - Unconscious -	2022097949	Death Investigation - Natural	WP22031213	911
11/29/22 14:00	Medical - Unconscious -	2022098676	Medical - Unconscious -	WP22031437	911
MVA - Hit & Run Total: 2					
11/12/22 20:58	MVA - Hit & Run	2022094019	MVA - Hit & Run	WP22029938	911
11/21/22 14:04	MVA - Hit & Run	2022096475	MVA - Hit & Run	WP22030770	
MVA - Injuries Total: 1					
11/03/22 07:18	MVA - Injuries	2022091317	Agency Assist	WP22029105	
MVA - No Injuries Total: 3					
11/07/22 15:43	MVA - No Injuries	2022092514	MVA - No Injuries	WP22029491	911
11/09/22 16:47	MVA - No Injuries	2022093083	MVA - No Injuries	WP22029691	911
11/09/22 17:17	MVA - No Injuries	2022093092	MVA - No Injuries	WP22029692	
Neighborhood Dispute Total: 1					
11/03/22 09:57	Neighborhood Dispute	2022091356	Neighborhood Dispute	WP22029122	911
Noise Total: 1					
11/05/22 16:41	Noise	2022092046	Noise	WP22029346	
Parking Total: 3					
11/03/22 15:08	Parking	2022091456	Parking	WP22029158	
11/07/22 10:20	Parking	2022092427	Parking	WP22029460	
11/17/22 17:03	Parking	2022095440	Parking	WP22030452	
POR Check Total: 1					
11/30/22 09:55	POR Check	2022098928			Officer
Probation Check Total: 1					
11/22/22 13:57	Probation Check	2022096744			Officer
Residential Fire Alarm Total: 1					
11/14/22 11:14	Residential Fire Alarm	2022094434			Phone
Residential Medical Alarm Total: 2					

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/10/22 00:29	Residential Medical	2022093169			Phone
11/10/22 03:31	Residential Medical	2022093183			Phone

Search Warrant Total: 1

11/28/22 19:50	Search Warrant	2022098490	Search Warrant	WSIU22031379	
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SIA Area Watch Total: 1

11/02/22 13:45	SIA Area Watch	2022091102			
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SIA City Council - City Hall Total: 1

11/14/22 17:59	SIA City Council - City	2022094536	SIA City Council - City Hall	WP22030117	Officer
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SIA Winter Parking Warning Total: 48

11/03/22 01:23	SIA Winter Parking	2022091286
11/03/22 01:25	SIA Winter Parking	2022091287
11/03/22 01:28	SIA Winter Parking	2022091288
11/03/22 01:30	SIA Winter Parking	2022091289
11/03/22 01:33	SIA Winter Parking	2022091290
11/03/22 01:43	SIA Winter Parking	2022091291
11/03/22 01:45	SIA Winter Parking	2022091293
11/03/22 01:49	SIA Winter Parking	2022091294
11/03/22 01:53	SIA Winter Parking	2022091295
11/03/22 01:56	SIA Winter Parking	2022091296
11/11/22 01:26	SIA Winter Parking	2022093482
11/11/22 01:29	SIA Winter Parking	2022093483
11/11/22 01:30	SIA Winter Parking	2022093484
11/11/22 01:33	SIA Winter Parking	2022093485
11/11/22 01:38	SIA Winter Parking	2022093486
11/11/22 01:40	SIA Winter Parking	2022093487
11/11/22 01:42	SIA Winter Parking	2022093488
11/11/22 01:45	SIA Winter Parking	2022093489
11/11/22 01:47	SIA Winter Parking	2022093490
11/11/22 01:52	SIA Winter Parking	2022093493
11/13/22 01:32	SIA Winter Parking	2022094070
11/13/22 01:34	SIA Winter Parking	2022094071
11/13/22 01:36	SIA Winter Parking	2022094072
11/13/22 01:38	SIA Winter Parking	2022094073
11/13/22 01:40	SIA Winter Parking	2022094074
11/13/22 01:46	SIA Winter Parking	2022094075
11/13/22 01:51	SIA Winter Parking	2022094076
11/14/22 01:11	SIA Winter Parking	2022094312
11/14/22 01:14	SIA Winter Parking	2022094313
11/14/22 01:16	SIA Winter Parking	2022094314
11/14/22 01:21	SIA Winter Parking	2022094316
11/14/22 01:25	SIA Winter Parking	2022094317
11/14/22 01:27	SIA Winter Parking	2022094318
11/14/22 01:30	SIA Winter Parking	2022094319
11/14/22 01:31	SIA Winter Parking	2022094320

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/14/22 01:34	SIA Winter Parking	2022094321			
11/14/22 01:36	SIA Winter Parking	2022094322			
11/14/22 01:39	SIA Winter Parking	2022094323			
11/14/22 01:44	SIA Winter Parking	2022094324			
11/14/22 01:45	SIA Winter Parking	2022094325			
11/15/22 01:40	SIA Winter Parking	2022094606			
11/15/22 01:42	SIA Winter Parking	2022094607			
11/15/22 01:43	SIA Winter Parking	2022094608			
11/15/22 01:45	SIA Winter Parking	2022094609			
11/17/22 01:27	SIA Winter Parking	2022095256			
11/17/22 01:32	SIA Winter Parking	2022095257			
11/17/22 01:40	SIA Winter Parking	2022095258			
11/17/22 01:45	SIA Winter Parking	2022095259			

Snowbird Total: 22

11/15/22 01:08	Snowbird	2022094603	Snowbird	WP22030125	
11/15/22 01:20	Snowbird	2022094605	Snowbird	WP22030127	
11/16/22 01:23	Snowbird	2022094949	Snowbird	WP22030259	Officer
11/16/22 01:29	Snowbird	2022094950	Snowbird	WP22030260	Officer
11/16/22 01:37	Snowbird	2022094951	Snowbird	WP22030261	Officer
11/16/22 01:45	Snowbird	2022094952	Snowbird	WP22030262	Officer
11/16/22 01:52	Snowbird	2022094954	Snowbird	WP22030263	Officer
11/16/22 02:01	Snowbird	2022094956	Snowbird	WP22030266	Officer
11/20/22 01:48	Snowbird	2022096109	Snowbird	WP22030645	
11/20/22 01:51	Snowbird	2022096110	Snowbird	WP22030646	
11/20/22 01:53	Snowbird	2022096111	Snowbird	WP22030647	
11/20/22 01:57	Snowbird	2022096112	Snowbird	WP22030648	
11/20/22 01:59	Snowbird	2022096113	Snowbird	WP22030649	
11/20/22 02:02	Snowbird	2022096114	Snowbird	WP22030650	
11/21/22 01:33	Snowbird	2022096332	Snowbird	WP22030713	
11/21/22 01:40	Snowbird	2022096333	Snowbird	WP22030714	
11/21/22 01:44	Snowbird	2022096334	Snowbird	WP22030715	
11/22/22 01:32	Snowbird	2022096596	Snowbird	WP22030809	
11/22/22 01:54	Snowbird	2022096597	Snowbird	WP22030810	
11/30/22 01:09	Snowbird	2022098807	Snowbird	WP22031477	
11/30/22 01:14	Snowbird	2022098808	Snowbird	WP22031478	
11/30/22 01:33	Snowbird	2022098810	Snowbird	WP22031480	

Stoparm Violation Total: 1

11/15/22 09:17	Stoparm Violation	2022094711	Stoparm Violation	WP22030176	Other
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Surveillance Total: 1

11/22/22 11:37	Surveillance	2022096716			
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Suspicious - Circumstances Total: 2

11/01/22 07:20	Suspicious -	2022090717	Suspicious - Circumstances	WP22028902	Phone
11/22/22 09:57	Suspicious -	2022096691	Suspicious - Circumstances	WP22030865	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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Suspicious - Person - Vehicle Total: 2

11/15/22 16:37	Suspicious - Person -	2022094847	Suspicious - Person - Vehicle	WP22030232	Phone
11/20/22 08:22	Suspicious - Person -	2022096134	Suspicious - Person - Vehicle	WP22030654	Phone

Traffic - Complaint Total: 2

11/08/22 11:07	Traffic - Complaint	2022092719	Traffic - Complaint	WP22029562	Phone
11/24/22 22:49	Traffic - Complaint	2022097410	Traffic - Complaint	WP22031077	911

Traffic Stop Total: 48

11/02/22 21:57	Traffic Stop	2022091253			Officer
11/02/22 22:00	Traffic Stop	2022091254			Officer
11/04/22 21:22	Traffic Stop	2022091863	Traffic Stop	WP22029290	Officer
11/04/22 21:49	Traffic Stop	2022091870			Officer
11/04/22 22:11	Traffic Stop	2022091878			Officer
11/05/22 00:01	Traffic Stop	2022091907			Officer
11/05/22 00:22	Traffic Stop	2022091910			Officer
11/05/22 01:07	Traffic Stop	2022091914			Officer
11/05/22 01:11	Traffic Stop	2022091915			Officer
11/05/22 13:23	Traffic Stop	2022092006	Traffic Stop	WP22029326	Officer
11/08/22 00:44	Traffic Stop	2022092635			Officer
11/08/22 13:25	Traffic Stop	2022092752			Officer
11/09/22 19:53	Traffic Stop	2022093127			Officer
11/10/22 02:34	Traffic Stop	2022093173			Officer
11/12/22 10:34	Traffic Stop	2022093859			Officer
11/12/22 10:37	Traffic Stop	2022093863			Officer
11/12/22 19:39	Traffic Stop	2022093998			Officer
11/13/22 05:29	Traffic Stop	2022094086	Traffic Stop	WP22029963	Officer
11/13/22 14:56	Traffic Stop	2022094198			Officer
11/13/22 15:02	Traffic Stop	2022094200			Officer
11/14/22 00:09	Traffic Stop	2022094308			Officer
11/16/22 21:37	Traffic Stop	2022095240			Officer
11/17/22 16:38	Traffic Stop	2022095431			Officer
11/17/22 16:46	Traffic Stop	2022095432	Traffic Stop	WP22030449	Officer
11/17/22 20:37	Traffic Stop	2022095499			Officer
11/18/22 20:00	Traffic Stop	2022095759			Officer
11/18/22 22:25	Traffic Stop	2022095793			Officer
11/18/22 22:37	Traffic Stop	2022095800			Officer
11/20/22 19:46	Traffic Stop	2022096286			Officer
11/20/22 22:58	Traffic Stop	2022096324			Officer
11/21/22 11:52	Traffic Stop	2022096437			Officer
11/22/22 00:42	Traffic Stop	2022096593	Drugs	WP22030808	Officer
11/22/22 20:29	Traffic Stop	2022096852			Officer
11/23/22 08:35	Traffic Stop	2022096948	Traffic Stop	WP22030946	Officer
11/24/22 15:54	Traffic Stop	2022097317			Officer
11/24/22 16:03	Traffic Stop	2022097320			Officer
11/24/22 18:43	Traffic Stop	2022097358			Officer
11/25/22 08:41	Traffic Stop	2022097489			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/25/22 16:33	Traffic Stop	2022097625	Traffic Stop	WP22031126	Officer
11/25/22 19:09	Traffic Stop	2022097681			Officer
11/25/22 21:52	Traffic Stop	2022097739			Officer
11/26/22 14:11	Traffic Stop	2022097892			Officer
11/27/22 22:33	Traffic Stop	2022098244			Officer
11/28/22 05:29	Traffic Stop	2022098294	Traffic Stop	WP22031472	Officer
11/29/22 18:07	Traffic Stop	2022098743			Officer
11/29/22 23:15	Traffic Stop	2022098796			Officer
11/30/22 11:22	Traffic Stop	2022098952			Officer
11/30/22 21:16	Traffic Stop	2022099105			Officer

Warrant - Attempt Total: 3

11/03/22 19:11	Warrant - Attempt	2022091536	Warrant - Arrest	WP22029188	Officer
11/15/22 22:45	Warrant - Attempt	2022094929			
11/16/22 20:51	Warrant - Attempt	2022095228			

Total Records: 235

Montrose/Waverly Patrol Hour Summary

Hours Purchased Per Contract:	5,840.00
Starting Hours (beginning of month):	939.25
M-T-D (detailed below):	485.50
Balance going forward (to next month):	453.75
Y-T-D:	5,386.25

** Estimated Hours not verified by final monthly payroll

Shift Start

Date	Shift Start Time	Shift Stop Date	Shift Stop Time	Schedule	Position	Time Type	Regular Hours
1-Nov-22	10:00	1-Nov-22	20:00	Montrose/Wave	4620 Sheriff Genera		10.00
1-Nov-22	20:00	2-Nov-22	2:00	Montrose/Wave	4630 Sheriff Genera		6.00
2-Nov-22	10:00	2-Nov-22	20:00	Montrose/Wave	4620 Sheriff Genera		10.00
2-Nov-22	20:00	3-Nov-22	2:00	Montrose/Wave	4630 Sheriff Genera		6.00
3-Nov-22	10:00	3-Nov-22	20:00	Montrose/Wave	4620 Sheriff Genera		10.00
3-Nov-22	20:00	4-Nov-22	2:00	Montrose/Wave	4630 Sheriff Genera		6.00
4-Nov-22	10:00	4-Nov-22	16:00	Montrose/Wave	4620 Sheriff Genera		6.00
4-Nov-22	16:00	5-Nov-22	2:00	Montrose/Wave	4630 Sheriff Genera		10.00
5-Nov-22	10:00	5-Nov-22	20:00	Montrose/Wave	4620 Sheriff Genera		10.00
5-Nov-22	20:00	6-Nov-22	2:00	Montrose/Wave	4630 Sheriff Genera		7.00
5-Nov-22	20:00	6-Nov-22	0:30	Extra Hours: Mo	4620 EOS Premium		4.50
6-Nov-22	10:00	6-Nov-22	20:00	Montrose/Wave	4620 Sheriff Genera		10.00
6-Nov-22	20:00	7-Nov-22	2:00	Montrose/Wave	4630 Sheriff Genera		6.00
7-Nov-22	10:00	7-Nov-22	20:00	Montrose/Wave	4620 Sheriff Genera		10.00
7-Nov-22	20:00	8-Nov-22	2:00	Montrose/Wave	4630 Sheriff Genera		6.00
8-Nov-22	10:00	8-Nov-22	20:00	Montrose/Wave	4620 Sheriff Genera		10.00
8-Nov-22	20:00	9-Nov-22	2:00	Montrose/Wave	4630 Sheriff Genera		6.00
9-Nov-22	10:00	9-Nov-22	20:00	Montrose/Wave	4620 Sheriff Genera		10.00
9-Nov-22	20:00	10-Nov-22	2:00	Montrose/Wave	4630 Sheriff Genera		6.00
10-Nov-22	10:00	10-Nov-22	20:00	Montrose/Wave	4620 Sheriff Genera		10.00
10-Nov-22	20:00	11-Nov-22	2:00	Montrose/Wave	4630 Sheriff Genera		6.00
11-Nov-22	10:00	11-Nov-22	20:00	Montrose/Wave	4620 Sheriff Genera		10.00
11-Nov-22	20:00	12-Nov-22	2:00	Montrose/Wave	4630 Sheriff Genera		6.00
12-Nov-22	10:00	12-Nov-22	20:00	Montrose/Wave	4620 Sheriff Genera		10.00
12-Nov-22	20:00	13-Nov-22	2:00	Montrose/Wave	4630 Sheriff Genera		6.00
13-Nov-22	10:00	13-Nov-22	20:00	Montrose/Wave	4620 Sheriff Genera		10.00
13-Nov-22	20:00	14-Nov-22	2:00	Montrose/Wave	4630 Sheriff Genera		6.00
14-Nov-22	10:00	14-Nov-22	20:00	Montrose/Wave	4620 Sheriff Genera		10.00
14-Nov-22	20:00	15-Nov-22	2:00	Montrose/Wave	4630 Sheriff Genera		6.00
15-Nov-22	10:00	15-Nov-22	20:00	Montrose/Wave	4620 Sheriff Genera		10.00
15-Nov-22	20:00	16-Nov-22	2:00	Montrose/Wave	4630 Sheriff Genera		6.00
16-Nov-22	10:00	16-Nov-22	20:00	Montrose/Wave	4620 Sheriff Genera		10.00

16-Nov-22	20:00	17-Nov-22	2:00 Montrose/Wave	4630 Sheriff Genera	6.00
17-Nov-22	10:00	17-Nov-22	20:00 Montrose/Wave	4620 Sheriff Genera	10.00
17-Nov-22	20:00	18-Nov-22	2:00 Montrose/Wave	4630 Sheriff Genera	6.00
18-Nov-22	10:00	18-Nov-22	20:00 Montrose/Wave	4620 Sheriff Genera	10.00
18-Nov-22	20:00	19-Nov-22	1:00 Montrose/Wave	4630 Sheriff Genera	5.00
19-Nov-22	10:00	19-Nov-22	20:00 Montrose/Wave	4620 Sheriff Genera	10.00
19-Nov-22	20:00	20-Nov-22	2:00 Montrose/Wave	4630 Sheriff Genera	6.00
20-Nov-22	10:00	20-Nov-22	20:00 Montrose/Wave	4620 Sheriff Genera	10.00
20-Nov-22	20:00	21-Nov-22	2:00 Montrose/Wave	4630 Sheriff Genera	6.00
21-Nov-22	10:00	21-Nov-22	20:00 Montrose/Wave	4620 Sheriff Genera	10.00
21-Nov-22	20:00	22-Nov-22	2:00 Montrose/Wave	4630 Sheriff Genera	6.00
22-Nov-22	10:00	22-Nov-22	20:00 Montrose/Wave	4620 Sheriff Genera	10.00
22-Nov-22	20:00	23-Nov-22	2:00 Montrose/Wave	4630 Sheriff Genera	6.00
23-Nov-22	10:00	23-Nov-22	20:00 Montrose/Wave	4620 Sheriff Genera	10.00
23-Nov-22	20:00	24-Nov-22	2:00 Montrose/Wave	4630 Sheriff Genera	6.00
24-Nov-22	10:00	24-Nov-22	20:00 Montrose/Wave	4620 Sheriff Genera	10.00
24-Nov-22	20:00	25-Nov-22	2:00 Montrose/Wave	4630 Sheriff Genera	6.00
25-Nov-22	10:00	25-Nov-22	20:00 Montrose/Wave	4620 Sheriff Genera	10.00
25-Nov-22	20:00	26-Nov-22	2:00 Montrose/Wave	4630 Sheriff Genera	6.00
26-Nov-22	10:00	26-Nov-22	20:00 Montrose/Wave	4620 Sheriff Genera	10.00
26-Nov-22	20:00	27-Nov-22	2:00 Montrose/Wave	4630 Sheriff Genera	6.00
27-Nov-22	10:00	27-Nov-22	20:00 Montrose/Wave	4620 Sheriff Genera	10.00
27-Nov-22	20:00	28-Nov-22	2:00 Montrose/Wave	4630 Sheriff Genera	6.00
28-Nov-22	10:00	28-Nov-22	20:00 Montrose/Wave	4620 Sheriff Genera	10.00
28-Nov-22	20:00	29-Nov-22	2:00 Montrose/Wave	4630 Sheriff Genera	6.00
29-Nov-22	2:00	29-Nov-22	3:00 Extra Hours: Mo	4630 EOS Premium	1.00
29-Nov-22	10:00	29-Nov-22	20:00 Montrose/Wave	4620 Sheriff Genera	10.00
29-Nov-22	20:00	30-Nov-22	2:00 Montrose/Wave	4630 Sheriff Genera	6.00
30-Nov-22	10:00	30-Nov-22	20:00 Montrose/Wave	4620 Sheriff Genera	10.00
30-Nov-22	20:00	1-Dec-22	2:00 Montrose/Wave	4630 Sheriff Genera	6.00

TOTAL:

485.50



Monthly Activity Report Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief



Period: 11/01/2022 thru 11/30/2022 (NOVEMBER)

CALLS

Total Calls: 44

of Calls NOVEMBER 2021 = 27

EMS Calls: 34

2021 vs 2022 (2022 = +17)

Other Calls:

- 11/27 - #22314 – CO Alarm – Montrose
- 11/26 - #22312 – Structure Fire – Mutual Aid to Waverly FD – Waverly City
- 11/25 - #22308 – CO Alarm – Woodland Township
- 11/21 - #22303 – Assist to WCSO – Franklin Township
- 11/14 - #22292 – Fire Alarm – Montrose
- 11/13 - #22289 – Motor Vehicle Accident – Marysville Township
- 11/10 - #22287 – Odor Investigation – Montrose
- 11/03 - #22279 – Motor Vehicle Accident – Montrose
- 11/02 - #22278 – Grass Fire (Assist to Watertown FD) – Franklin Township
- 11/01 - #22276 – Smoke Investigation – Franklin Township

Total calls to Date 2022 – 319

2021 vs 2022 (2022 = +12)

Total calls this time in 2021 - 307

Call Districts

Montrose City: 28 Franklin Township: 2 Marysville Township: 10
Woodland Township: 3 Other: 1-Waverly City

TRAINING:

- 11/01/2022 – Staff Meeting & Truck Maintenance
- 11/15/2022 – Pride & Ownership - CFRT

Other Activities, Special Mention, Etc.

- 11/06/2022 – Two tenders to assist Watertown FD/MN DNR for peat fire in Franklin Township (Stoll, Paradeise, Theis & Holman)
- 11/14/2022 – City Council Meeting

SPECIAL INFO

-

Acknowledgments

- Michael Marketon – Fixing Tender 12 water pump



MONTROSE FIRE DEPARTMENT

Policies & Standard Operating Guidelines (SOG's)

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Chief Approval

KT #29

Job Description - Lieutenant

DATE: 01/01/2023

Position Statement:

Lieutenants are the front-line firefighters with no administrative supervisory duties and tasks. The role of Lieutenant within the Montrose Fire Department is primarily a mentorship role. When a Chief Officer or Captain is not present, Lieutenant may assume the role of Commanding Officer. Lieutenants commonly direct a group of firefighters and supervise various tasks during emergency and non-emergency functions.

Position Overview:

Fire Lieutenants assist Fire Captains and Chief Officers in planning, organizing, coordinating, and directing emergency and non-emergency activities of the Fire Department. Lieutenants may take on command roles at scenes and during trainings, as well as assist with a variety of staff support functions. They perform related work as assigned or directed by Chief Officers and Captains. They assist with Emergency Management planning, events, training, and organization.

Fire Lieutenants assist in overall department planning, programming and administration; represent the department in meetings, conferences and public events; participate in planning, developing and implementing the department's public education and community outreach program; complete special projects as assigned; participate in the development and implementation of departmental policies, procedures and standards; communicate with other communities to develop mutual aid activities; coordinate and participate in special research projects involving all aspects of the department's operations.

Fire lieutenants assist in the preparation and review of a variety of records and reports; prepare paperwork for training, emergency response, and other assistance necessary to support the mission of the Montrose Fire Department; may delegate special assignments to company personnel.

Reports to: Captains

Supervision Exercised: NONE

Minimum Qualifications:

- 2 consecutive years of service with the Montrose Fire Department
- Firefighter I, Firefighter II, Emergency Medical Responder (EMR)
- Satisfactory attendance for calls for service, trainings, special events
- Maintain all minimum qualifications outlined in the Firefighter job description (Policy 102(a))
- PLEASE NOTE – Fire Officers are not eligible to request to be placed on special probation unless special circumstances exist (Special probation outlined in Policy 110 – Probationary status)

PREFERRED – Fire Officer 1, Fire Instructor 1

Selection

The Chief Officers and Captains shall select Lieutenants on a yearly basis. Lieutenants shall assume the duties of Lieutenant on January 1 of each year.

The Chief Officers and Captains shall select the best process to select and appoint persons to the position of Lieutenant.

PLEASE NOTE: The position of Lieutenant is an at-will position within the Montrose Fire Department and anyone may be removed from this position with or without cause. Furthermore, lieutenants may not be assigned on a given year due to interest or staffing needs (to be determined by the Chief Officers)



MONTROSE FIRE DEPARTMENT

Policies & Standard Operating Guidelines (SOG's)

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Chief Approval

KT #29

Job Description - Captain

DATE: 12/11/2017 01/01/2023

Position Statement:

Captains are the front line firefighters with supervisory duties and tasks. When a Chief Officer is not present Captains shall assume the role of Commanding Officer. Captains commonly direct a group of firefighters and supervise various tasks during emergency and non-emergency functions.

Position Overview:

Fire Captains plan, organize, coordinate and direct emergency and non-emergency activities of the Fire Department. Captains may take on command roles at scenes and during trainings, as well as direct and performs a variety of staff support functions. They perform related work as assigned or directed by Chief Officers. They assist with Emergency Management planning, events, training, and organization.

Fire Captains assists in overall department planning, programming and administration; represent the department in meetings, conferences and public events; participate in planning, developing and implementing the department's public education and community outreach program; communicates and ensures understanding of the department's policies and procedures; assumes command of the Fire Department in the absence of the Chief Officers; completes special projects as assigned; participates in the development and implementation of departmental policies, procedures and standards; communicates with other communities to develop mutual aid activities; coordinates and participates in special research projects involving all aspects of the department's operations.

Fire Captains prepare and review a variety of records and reports; prepare paper work for training, emergency response, performance evaluations, leave requests, purchase documents and budget requests; delegates special assignments to company personnel.

Mentor Lieutenants and up and coming Firefighters. Educate and encourage Lieutenants in administrative and training functions normally preformed by a Captain.

Reports to: Chief Officers

Supervision Exercised: Lieutenant's & Firefighters

Minimum Qualifications:

- 4 consecutive years of service with the Montrose Fire Department
- Firefighter I, Firefighter II, Emergency Medical Responder (EMR)
- Exemplary attendance for calls for service, trainings, special events
- Maintain all minimum qualifications outlined in the Firefighter job description (Policy 102(a))
- PLEASE NOTE – Fire Officers are not eligible to request to be placed on special probation unless special circumstances exist (Special probation outlined in Policy 110 – Probationary status)

PREFERRED – Fire Officer 1 & Fire Instructor 1

Selection

The Fire Chief shall select Captains on a yearly basis. Captains shall assume the duties of Captain on January 1 of each year.

The Fire Chief, along with assistance from the Assistant Fire Chief shall select the best process to select and appoint persons to the position of Captain.

PLEASE NOTE: The position of Captain is an at-will position within the Montrose Fire Department and anyone may be removed from this position with or without cause



MONTROSE FIRE DEPARTMENT

Policies & Standard Operating Guidelines (SOG's)

Job Description - Captain

DATE: ~~12/11/2017~~ 01/01/2023

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MONTROSE FIRE DEPARTMENT

Policies & Standard Operating Guidelines (SOG's)

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Chief Approval

KT #29

Wages & Salary

DATE: 01/01/2023

PURPOSE

To outline wages paid to the employees of the Montrose Fire Department for services rendered (Including calls, trainings, and command officer salary)

DATES

1. Payment to firefighters will be made yearly and shall be calculated utilizing official attendance documents by the Chief Officers.
2. Payment shall be made after the 1st of each year for the year prior.
3. ~~Any increases or decreases in payment shall be approved by the Montrose City Council on or before the 1st of December of each year.~~
4. Increases or decreases will be effective on the 1st day of January of each year; no change or adjustment shall be made without special circumstances being identified.

TRAINING PAY

- The Montrose Fire Department Current Training Pay Rate: ~~\$10.00~~ \$15.00 per authorized training event.
- Authorized Training events shall be determined by Officers of the Montrose Fire Department (See Attendance Credit guideline 201) (Pay rate effective 01/01/2023)

CALL PAY

The Montrose Fire Department shall pay members ~~\$10.00~~ \$12.50 per incident response (See Attendance Credit guideline 201) (Pay rate effective 01/01/2023)

OFFICER PAY & INCENTIVES

Officers of the Montrose Fire Department have added responsibility and jobs and shall be compensated for the additional work and responsibilities according to the schedule listed below. All figures are paid annually. In the event a person serves only a partial year they shall be compensated for months completed in a given position.

FIRE CHIEF

- The appointed Fire Chief shall be paid ~~\$6,000~~ \$8,000 annually
(~~\$1,000~~ \$2500 from Emergency Management Budget for Emergency Management Director Duties)
- The Fire Chief shall also be issued an iPad for performing duties while not at the station with an associated data plan selected by the Fire Chief

ASSISTANT CHIEF(S)

- Assistant Fire Chief(s) shall be paid ~~\$4,000~~ \$6,000 annually
(~~\$200~~ \$1,000 from Emergency Management Budget for Emergency Management Team duties)

CAPTAIN(S)

- Captains shall be paid ~~\$2,000~~ \$3,000 each annually
(~~\$200~~ \$500 for each captain from Emergency Management Budget for Emergency Management duties)

LIEUTENANT(S)

- Lieutenants shall be paid \$500 each annually



MONTROSE FIRE DEPARTMENT

Policies & Standard Operating Guidelines (SOG's)

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Chief Approval

KT #29

Wages & Salary

DATE: 01/01/2023

EMPLOYEE RECOGNITION PROGRAM – FIRE DEPARTMENT

Purpose –

The City of Montrose recognizes that its Fire Department employees respond to a wide array of emergencies including but not limited to, fires, accidents, medical emergencies, illness, and disease. The magnitude and severity of these emergencies varies widely and can be complicated by various unforeseen circumstances. The city values its Fire Department employees and wishes to retain their valuable services. Therefore, to recognize Fire Department employees whose service in responding to emergencies goes above and beyond the normal call of duty the City has adopted an employee recognition program effective December 13, 2021.

Program –

Pursuant to Minnesota State Statutes Section 15.46, the City Council may authorize an annual recognition award not to exceed \$500 per Fire Department employee to recognize Fire Department employees whose service goes above and beyond the normal call of duty.

In determining the amount of the award, the council shall consider for the prior year:

- Performance of duties when responding to emergencies
- Circumstances that differ from the normal call of duty
- Unforeseen circumstances that complicate responding to emergencies
- The magnitude and severity of the emergencies to which Fire Department employees respond.
- The number of emergencies to which Fire Department employees respond

Process –

The Fire Chief or his designee must approach City Council to authorize this program and determine the amount of the award. The Fire Chief or his designee must cite specific facts that justify the employee recognition program to be utilized. The pay for this award will be made with the employees' normal annual paycheck generally given in January of each year for the previous year of service.

**City of Montrose
Park & Recreation Commission**

Minutes
November 10, 2022

Pursuant to call and notice the Park & Recreation Commission met on November 10th, 2022 at 6:30 p.m. at Montrose City Hall.

1. CALL TO ORDER

The meeting was called to order at 6:32 p.m. by Commission Chair Isle.

2. ROLL CALL

Present were Commission Members Duane Isle, Toby Nelson, Eddie Kolasa, Kayla McCluskey and Deputy Clerk Cristy Gerard. City Council member David Paradeise filled in as city council liaison for Nicole Andreoff, who was absent. Commission member Michelle Otto was absent from the meeting.

3. APPROVAL OF MEETING AGENDA

A motion was made by Commissioner Kolasa to add back the discussion about the community gardens (4c.) as a local resident was present and had some input for the commission. Commissioner Nelson seconded the motion and it was carries 4-0-1.

Commissioner McCluskey made a motion to add item 5b. to the agenda. Commissioner Kolasa seconded the motion. Motion carried 4-0-1.

4. OLD BUSINESS

a. Halloween Decoration Judging

The commission viewed a slide show of all of the photos of Halloween decorations that were taken by members and chose the first place winner and 2nd and 3rd runners up. Cristy will contact the winners. Duane plans to attend the next city council meeting and ask if the City Council is willing to invite the winners and present the trophy to the 1st place winner at the December meeting as well as certificates to the runners up. It was discussed that a monetary gift be given but decided against due to uncertainty in the future and fairness to prior winners.

b. Park & Trail Plan

The commissioners were reminded to visit the four remaining parks and be ready for discussion at the December meeting. Commissioner McCluskey agreed to present the proposed changes to the Park & Trail Plan for the parks visited so far at the December meeting. It was also discussed that a local company may be wanting to donate some park equipment.

c. City Parks Flyer Follow-Up

Commissioner McCluskey and Deputy Clerk Gerard advised the commission that new photos and maps are needed to update the flyer and it was agreed that this project would be tabled until spring when new park photos can be taken.

d. **Parks & Rec Commission By-Laws**

A review of the vote that was taken at the special meeting October 27th was given. Commissioner Nelson made a motion to vote again on accepting the P&R By-Laws as written, officially, and Commissioner Kolasa seconded the motion. The vote was taken and the motion carried 4-0-1.

e. **Community Garden Rules**

The commission discussed the existing rules regarding how the garden plots are cleared out each fall and what, if any, changes there would be to these rules since residents are now allowed to re-rent their same plots for subsequent years. It was decided that the official rules would be changed to clarify that all biological plant growth be removed from the plots in order to prevent the spread of pests and disease. It was also decided that a checklist will be put together for city works so that they know exactly what to check for when examining the gardens at the end of each season. Further discussion was had as to if renters would be allowed to leave fabric and plastic materials used for weed prevention in their garden plots over winter. It was decided that the commission would consult with other local cities to find out what their rules are. Further decision will be tabled until the December meeting.

5. **NEW BUSINESS**

a. **Parks & Rec Commission Financial Report**

The commission reviewed the balance in the Parks & Rec budget and discussed ways that the funds could be used by the end of the year. It was advised that members come to the December meeting with any additional ideas so that the funds can be allocated.

b. **Search for New P&R Members**

Because Michelle Otto was elected to City Council the commission will be losing her as of Jan 1, 2023. Due to this the commission will need to find at least one new member. Deputy Clerk Gerard suggested that the City Council candidates who did not get elected be contacted to ask if they are interested in serving on the Parks & Recreation Commission. Commissioner Isle agreed to get their contact information and contact them. It was also discussed that commissioners would reach out to anyone they know who has expressed interest in serving. Commissioner Isle also plans to attend the next City Council meeting and ask for special permission to be granted that the commission be allowed to continue meeting with only four members (if necessary) until a new member can be found and sworn in.

6. **NEXT MEETING**

A motion was made by Commissioner Kolasa to change the date of the next official meeting to December 1, 2022 at 6:30 pm. The motion was seconded by Commissioner McCluskey. Motion carried 4-0-1.

7. **AJOURN**

Commissioner Nelson motioned to adjourn the meeting at 8:01 pm, Commissioner Kolasa seconded the motion. Motion carried 4-0-1.



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: Joshua Lars Swanson
 Address: [REDACTED]
 Phone: [REDACTED] Other: [REDACTED]
 E-mail: [REDACTED]
 Please indicate your preferred form of communication: Email
 How long have you lived in Montrose? + 1 year

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>X</u>	Planning & Zoning Commission
<u>Y</u>	<u>①</u>	Park & Recreation Commission
<u>N</u>	<u>X</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:

BS Natural Resource Management, Minor Soil Science, 4 year professional landscaping
Farmer WA Fish & Wildlife, Team lead Sact Fox Tribe of the MS in IA, AQ CFE MPCA.

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:

Hector MN: Habitat for Humanity + Lions Club (non-member)

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

Provide a community Environment for all citizens to participate in;
Reduction of Noxious weed, Increase Pollinators + Biodiversity to landscape.

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

Signature: [Signature]

Date: 11-16-2022



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

December 2, 2022

Jessica Bonniwell
City Administrator
City of Montrose
311 Buffalo Avenue South
Montrose, MN 55363

RE: 2021 Downtown Improvement Project Phase 1
City of Montrose, Minnesota
Project No.: W13.120514

Dear Jessica:

Please find enclosed Payment Estimate No. 9 for the above referenced project. The estimate includes all work completed through November 30, 2022. We have reviewed the estimate and recommend approval. If you agree, please sign and date three copies and return one with payment to Kuechle Underground, Inc. and one to me for our files.

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

Sincerely,

Bolton & Menk, Inc.

Spencer Johnson, P.E.
Project Engineer

Enclosures

Contractor's Application for Payment

Owner:	City of Montrose		Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.		Engineer's Project No.:	W13.120514
Contractor:	Kuechle Underground		Other Project No.:	
Project:	2021 Downtown Improvement Project - Phase 1			
Contract:	2021 Downtown Improvement Project - Phase 1			
Application No.:	9	Application Date:	12/2/2022	
Application Period:	From	11/1/2022	to	11/30/2022

1. Original Contract Price	\$	5,185,007.34
2. Net change by Change Orders	\$	88,686.77
3. Current Contract Price (Line 1 + Line 2)	\$	5,273,694.11
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	5,095,219.44
5. Retainage		
a. 5% X \$ 5,095,219.44 Work Completed	\$	254,760.97
b. X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	254,760.97
6. Amount eligible to date (Line 4 - Line 5.c)	\$	4,840,458.47
7. Less previous payments (Line 6 from prior application)	\$	4,625,561.53
8. Amount due this application	\$	214,896.94
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	178,474.67

Contractor's Certification

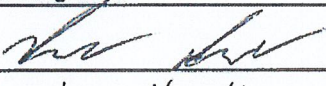
The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

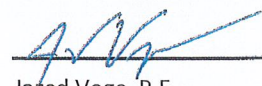
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Kuechle Underground

Signature:  Date: 12-02-2022

Name: Brandon Kuechle Title: Project Manager

Recommended by Engineer	Approved by Owner
By: 	By: _____
Name: Jared Voge, P.E.	Name: _____
Title: City Engineer	Title: _____
Date: 12/2/2022	Date: _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Montrose	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	W13.120514
Contractor:	Kuechle Underground	Contractor's Project No.:	
Project:	2021 Downtown Improvement Project - Phase 1		
Contract:	2021 Downtown Improvement Project - Phase 1		

Application No.:		9		Application Period:		From 11/01/22 to 11/30/22		Application Date:		12/02/22	
A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information		Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (I / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units								
Original Contract											
1	MOBILIZATION	1.00	LUMP SUM	152,000.00	152,000.00	0.9%	1,444,400.00		144,400.00	95%	7,600.00
2	CLEARING	71.00	TREE	200.00	14,200.00	45.00	9,000.00		9,000.00	63%	5,200.00
3	GRUBBING	71.00	TREE	50.00	3,550.00	43.00	2,150.00		2,150.00	61%	1,400.00
4	CLEARING (BUSH)	20.00	SQ YD	10.00	200.00	20.00	200.00		200.00	100%	-
5	20' WIDE TEMPORARY GRAVEL ROAD WITH GEOTEXTILE	1.00	LUMP SUM	3,800.00	3,800.00	1.0%	3,800.00		3,800.00	100%	-
6	REMOVE CURB AND GUTTER	2,654.00	LIN FT	4.00	10,616.00	2,860.00	11,440.00		11,440.00	108%	(824.00)
7	REMOVE BITUMINOUS PAVEMENT	25,459.00	SQ YD	2.00	50,918.66	25,871.66	51,743.32		51,743.32	102%	(825.32)
8	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	2,025.00	SQ YD	4.00	8,100.00	1,699.44	6,797.76		6,797.76	84%	1,302.24
9	REMOVE CONCRETE DRIVEWAY PAVEMENT	1,585.00	SQ YD	4.00	6,340.00	1,817.76	7,271.04		7,271.04	115%	(931.04)
10	REMOVE CONCRETE WALK	3,331.00	SQ YD	3.00	9,993.00	3,392.84	10,178.64		10,178.64	102%	(185.64)
11	REMOVE BOLLARD	14.00	EACH	150.00	2,100.00	14.00	2,100.00		2,100.00	100%	-
12	REMOVE GUARD RAIL	73.00	LIN FT	10.00	730.00	73.00	730.00		730.00	100%	-
13	SALVAGE SIGN	39.00	EACH	25.00	975.00	35.00	875.00		875.00	90%	100.00
14	SALVAGE MAILBOX	7.00	EACH	125.00	875.00	7.00	875.00		875.00	100%	-
15	SALVAGE FENCE	48.00	LIN FT	10.00	480.00	-	-		-	-	480.00
16	SALVAGE PAVERS	65.00	SQ FT	35.00	2,275.00	-	-		-	-	2,275.00
17	SALVAGE LANDSCAPING	415.00	SQ FT	6.00	2,490.00	-	-		-	-	2,490.00
18	COMMON LABORERS	50.00	hour	75.00	3,750.00	18.50	1,387.50		1,387.50	37%	2,362.50
19	3.0 CU YD SHOVEL	50.00	hour	180.00	9,000.00	5.50	990.00		990.00	11%	8,010.00
20	DOZER	50.00	hour	125.00	6,250.00	-	-		-	-	6,250.00
21	12 CU YD TRUCK	50.00	hour	125.00	6,250.00	-	-		-	-	6,250.00
22	3.0 CU YD FRONT END LOADER	50.00	hour	150.00	7,500.00	-	-		-	-	7,500.00
23	SKID LOADER	50.00	hour	140.00	7,000.00	27.00	3,780.00		3,780.00	54%	3,220.00
24	1.5 CU YD BACKHOE	50.00	hour	160.00	8,000.00	-	-		-	-	8,000.00
25	COMMON EXCAVATION (P)	24,675.00	CU YD	15.00	370,125.00	24,675.00	370,125.00		370,125.00	100%	-
26	SUBGRADE EXCAVATION (EV)	1,970.00	CU YD	15.00	29,550.00	4,336.76	65,051.40		65,051.40	220%	(35,501.40)
27	RUBBLE EXCAVATION (EV)	885.00	CU YD	8.00	7,080.00	123.50	988.00		988.00	14%	6,092.00
28	HAUL & DISPOSE OF RUBBLE (LV)	1,155.00	CU YD	7.00	8,085.00	123.50	864.50		864.50	11%	7,220.50
29	EXCAVATION SPECIAL (EV)	885.00	CU YD	8.00	7,080.00	1,963.88	15,711.04		15,711.04	222%	(8,631.04)
30	HAUL & DISPOSE OF CONTAMINATED MATERIAL (LV)	1,155.00	CU YD	62.00	71,610.00	2,510.17	155,630.54		155,630.54	217%	(84,020.54)
31	TRENCH COMPACTION SPECIAL	6.00	ROAD STATION	200.00	1,200.00	-	-		-	-	1,200.00
32	SELECT GRANULAR BORROW (CV)	13,470.00	CU YD	19.00	255,930.00	17,600.11	334,402.09		334,402.09	131%	(78,472.09)
33	GEOTEXTILE FABRIC TYPE V	29,125.00	SQ YD	2.62	76,307.50	29,587.04	77,518.04		77,518.04	102%	(1,210.54)
34	AGGREGATE BASE (CV) CLASS 5	8,035.00	CU YD	25.00	200,875.00	8,314.38	207,859.50		207,859.50	103%	(6,984.50)
35	AGGREGATE SURFACING (CV) CLASS 2	101.00	CU YD	30.00	3,030.00	127.00	3,810.00		3,810.00	126%	(780.00)
36	TYPE SP 9.5 WEARING COURSE MIX (2,B)	2,250.00	TON	68.00	153,000.00	50.00	3,400.00		3,400.00	2%	149,600.00
37	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	3,810.00	TON	66.00	251,460.00	3,649.91	240,894.72		240,894.72	96%	10,565.28
38	BITUMINOUS DRIVEWAY PAVEMENT	1,095.00	SQ YD	17.00	18,615.00	1,132.00	19,244.00		19,244.00	103%	(629.00)
39	BITUMINOUS STREET PATCH	235.00	SQ YD	24.00	5,640.00	-	-		-	-	5,640.00
40	BITUMINOUS PATCH, COUNTY ROAD 12	530.00	SQ YD	24.00	12,720.00	325.00	7,800.00		7,800.00	61%	4,920.00
41	5" CONCRETE WALK	37,950.00	SQ FT	5.75	218,212.50	35,063.36	201,614.32		201,614.32	92%	16,598.18
42	6" CONCRETE WALK (PEDESTRIAN RAMPS)	3,070.00	SQ FT	9.00	27,630.00	1,881.75	16,935.75		16,935.75	61%	10,694.25
43	CONCRETE CURB & GUTTER DESIGN B618	14,610.00	LIN FT	14.00	204,540.00	14,841.00	207,774.00		207,774.00	102%	(3,234.00)
44	7" CONCRETE DRIVEWAY PAVEMENT	2,620.00	SQ YD	59.00	154,580.00	2,731.25	161,144.34		161,144.34	104%	(6,564.34)

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Montrose	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	W13.120514
Contractor:	Kuehler Underground	Contractor's Project No.:	
Project:	2021 Downtown Improvement Project - Phase 1		
Contract:	2021 Downtown Improvement Project - Phase 1		

Application No.:		9	Application Period:		From	11/01/22	to	11/30/22	Application Date:					12/02/22
A	B		C	D	E	F	G		H	I	J	K	L	
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)	
45	8" CONCRETE DRIVEWAY PAVEMENT	625.00	SQ YD	66.00	41,250.00	403.23	26,613.18				26,613.18	65%	14,636.82	
46	TRUNCATED DOMES	400.00	SQ FT	50.00	20,000.00	451.00	22,550.00				22,550.00	113%	(2,550.00)	
47	4" PVC EDGE DRAIN	13,960.00	LIN FT	8.00	111,680.00	14,187.00	113,496.00				113,496.00	102%	(1,816.00)	
48	4" DRAIN CLEANOUT (ONE WAY)	13.00	EACH	117.00	1,521.00	17.00	1,989.00				1,989.00	131%	(468.00)	
49	4" DRAIN CLEANOUT (TWO WAY)	13.00	EACH	250.00	3,250.00	10.00	2,500.00				2,500.00	77%	750.00	
50	4" PRECAST CONCRETE HEADWALL	2.00	EACH	290.00	580.00	2.00	580.00				580.00	100%	-	
51	SUMP PUMP DRAINLINE SERVICE	21.00	EACH	138.00	2,898.00	8.00	1,104.00				1,104.00	38%	1,794.00	
52	TRAFFIC CONTROL	1.00	LUMP SUM	12,000.00	12,000.00	0.95	11,400.00				11,400.00	95%	600.00	
53	REMOVE EXISTING PAVEMENT MARKING	126.00	SQ FT	3.00	378.00	-	-				-	-	378.00	
54	PEDESTRIAN CROSS WALK MARKING	1,746.00	SQ FT	3.90	6,809.40	-	-				-	-	6,809.40	
55	4" PAVEMENT MARKING STRIPING (MULTICOMPONENT)	280.00	LIN FT	1.00	280.00	-	-				-	-	280.00	
56	CONCRETE BOLLARD	22.00	EACH	130.00	2,860.00	12.00	1,560.00				1,560.00	55%	1,300.00	
57	FURNISH & INSTALL SIGN TYPE C	19.00	EACH	380.00	7,220.00	19.00	7,220.00				7,220.00	100%	-	
58	FURNISH & INSTALL SIGN (STREET NAME)	15.00	EACH	400.00	6,000.00	15.00	6,000.00				6,000.00	100%	-	
59	REINSTALL SIGN	2.00	EACH	200.00	400.00	2.00	400.00				400.00	100%	-	
60	REINSTALL MAILBOX	7.00	EACH	250.00	1,750.00	7.00	1,750.00				1,750.00	100%	-	
61	REINSTALL FENCE	48.00	LIN FT	20.00	960.00	-	-				-	-	960.00	
62	REINSTALL PAVERS	65.00	SQ FT	50.00	3,250.00	-	-				-	-	3,250.00	
63	REINSTALL LANDSCAPING	415.00	SQ FT	6.00	2,490.00	-	-				-	-	2,490.00	
64	SEDIMENT CONTROL LOG, TYPE WOOD CHIP	100.00	LIN FT	3.00	300.00	398.00	1,194.00				1,194.00	398%	(894.00)	
65	SEDIMENT CONTROL LOG, TYPE ROCK	100.00	LIN FT	10.00	1,000.00	-	-				-	-	1,000.00	
66	SILT FENCE, TYPE MS	4,655.00	LIN FT	1.50	6,982.50	60.00	90.00				90.00	1%	6,892.50	
67	EROSION CONTROL BLANKET, CAT 3N	2,300.00	SQ YD	1.35	3,105.00	166.00	224.10				224.10	7%	2,880.90	
68	STORM DRAIN INLET PROTECTION	82.00	EACH	250.00	20,500.00	82.00	20,500.00				20,500.00	100%	-	
69	STABILIZED CONSTRUCTION EXIT	7.00	EACH	750.00	5,250.00	-	-				-	-	5,250.00	
70	SALVAGE, SCREEN, RESPREAD EXISTING TOPSOIL	1.00	LUMP SUM	97,000.00	97,000.00	1.00	97,000.00				97,000.00	100%	-	
71	COMMON TOPSOIL BORROW (LV)	2,764.00	CU YD	0.01	27.64	-	-				-	-	27.64	
72	TEMPORARY MULCH, HYDROMULCH	11,065.00	SQ YD	0.90	9,958.50	12,960.00	11,664.00				11,664.00	117%	(1,705.50)	
73	TURF ESTABLISHMENT (SOD)	3,525.00	SQ YD	9.00	31,725.00	-	-				-	-	31,725.00	
74	TURF ESTABLISHMENT (SEED)	2.28	ACRE	7,000.00	15,960.00	-	-				-	-	15,960.00	
75	REMOVE STORM SEWER PIPE (12" & LARGER)	3,088.00	LIN FT	9.00	27,792.00	3,123.00	28,107.00				28,107.00	101%	(315.00)	
76	REMOVE STORM MANHOLE OR CATCH BASIN	24.00	EACH	230.00	5,520.00	26.00	5,980.00				5,980.00	108%	(460.00)	
77	CONNECT TO EXISTING STORM STRUCTURE	5.00	EACH	1,600.00	8,000.00	8.00	12,800.00				12,800.00	160%	(4,800.00)	
78	CONNECT TO EXISTING STORM PIPE	4.00	EACH	780.00	3,120.00	4.00	3,120.00				3,120.00	100%	-	
79	8" PVC PIPE SEWER, SDR 26	20.00	LIN FT	38.00	760.00	20.00	7,600.00				7,600.00	1000%	(6,840.00)	
80	8" DIP PIPE SEWER	28.00	LIN FT	62.00	1,736.00	20.00	1,240.00				1,240.00	71%	496.00	
81	12" RC PIPE SEWER CLASS V	1,151.00	LIN FT	48.00	55,248.00	1,128.00	54,144.00				54,144.00	98%	1,104.00	
82	15" RC PIPE SEWER CLASS V	1,459.00	LIN FT	53.00	77,327.00	1,584.00	83,952.00				83,952.00	109%	(6,625.00)	
83	18" RC PIPE SEWER CLASS III	126.00	LIN FT	57.00	7,182.00	126.00	7,182.00				7,182.00	100%	-	
84	21" RC PIPE SEWER CLASS III	661.00	LIN FT	66.00	43,626.00	563.00	37,158.00				37,158.00	85%	6,468.00	
85	24" RC PIPE SEWER CLASS III	349.00	LIN FT	73.00	25,477.00	622.00	45,406.00				45,406.00	178%	(19,929.00)	
86	27" RC PIPE SEWER CLASS III	679.00	LIN FT	89.00	60,431.00	679.00	60,431.00				60,431.00	100%	-	
87	30" RC PIPE SEWER CLASS III	69.00	LIN FT	101.00	6,969.00	69.00	6,969.00				6,969.00	100%	-	
88	12" RCP APRON	3.00	EACH	880.00	2,640.00	1.00	880.00				880.00	33%	1,760.00	
89	15" RCP APRON	2.00	EACH	950.00	1,900.00	2.00	1,900.00				1,900.00	100%	-	

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Montrose	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	W13.120514
Contractor:	Kuechle Underground	Contractor's Project No.:	
Project:	2021 Downtown Improvement Project - Phase 1		
Contract:	2021 Downtown Improvement Project - Phase 1		

Application No.:		9		Application Period:		From		11/01/22		to		11/30/22		Application Date:		12/02/22	
A	B			C	D	E	F	G		H	I	J	K	L			
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)				
90	24" RCP APRON	1.00	EACH	1,200.00	1,200.00	3.00	3,600.00				3,600.00	300%	(2,400.00)				
91	27" RCP APRON	1.00	EACH	1,300.00	1,300.00	1.00	1,300.00				1,300.00	100%	-				
92	30" RCP APRON	1.00	EACH	1,500.00	1,500.00	1.00	1,500.00				1,500.00	100%	-				
93	TRASH GUARD FOR 15" PIPE APRON	2.00	EACH	480.00	960.00	2.00	960.00				960.00	100%	-				
94	TRASH GUARD FOR 24" PIPE APRON	1.00	EACH	1,100.00	1,100.00	3.00	3,300.00				3,300.00	300%	(2,200.00)				
95	TRASH GUARD FOR 27" PIPE APRON	1.00	EACH	1,200.00	1,200.00	1.00	1,200.00				1,200.00	100%	-				
96	TRASH GUARD FOR 30" PIPE APRON	1.00	EACH	1,300.00	1,300.00	1.00	1,300.00				1,300.00	100%	-				
97	RIP RAP, CLASS III	90.00	CU YD	79.00	7,110.00	90.00	7,110.00				7,110.00	100%	-				
98	CONSTRUCT DRAINAGE STRUCTURE, DES SPECIAL-1	1.00	EACH	2,100.00	2,100.00	-	-				-	-	2,100.00				
99	CONSTRUCT DRAINAGE STRUCTURE, DES H	75.70	LIN FT	460.00	34,822.00	67.37	30,990.20				30,990.20	89%	3,831.80				
100	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4020	20.20	LIN FT	680.00	13,736.00	28.26	19,216.80				19,216.80	140%	(5,480.80)				
101	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4022	78.20	LIN FT	620.00	48,484.00	83.10	51,522.00				51,522.00	106%	(3,038.00)				
102	CONSTRUCT DRAINAGE STRUCTURE, DES 60-4020	27.40	LIN FT	700.00	19,180.00	20.46	14,322.00				14,322.00	75%	4,858.00				
103	CONSTRUCT DRAINAGE STRUCTURE, DES 60-4022	39.30	LIN FT	720.00	28,296.00	32.70	23,544.00				23,544.00	83%	4,752.00				
104	CONSTRUCT DRAINAGE STRUCTURE, DES 84-4022	9.50	LIN FT	1,600.00	15,200.00	-	-				-	-	15,200.00				
105	INTERIOR LINING OF CATCH BASIN RINGS	50.00	EACH	810.00	40,500.00	50.00	40,500.00				40,500.00	100%	-				
106	CASTING ASSEMBLY (STORM)	57.00	EACH	500.00	28,500.00	54.00	27,000.00				27,000.00	95%	1,500.00				
107	ADJUST FRAME AND RING CASTING (STORM)	5.00	EACH	330.00	1,650.00	-	-				-	-	1,650.00				
108	TELEWISE EXISTING SANITARY SEWER	4,395.00	LIN FT	2.55	11,207.25	4,953.60	12,631.68				12,631.68	113%	(1,424.43)				
109	TELEWISE EXISTING SANITARY SEWER SERVICE FOR LOCATION & DEPTH	67.00	EACH	290.00	19,430.00	65.00	18,850.00				18,850.00	97%	580.00				
110	ABANDON & SAND FILL SANITARY SEWER PIPE	2,155.00	LIN FT	7.81	16,830.55	2,310.00	18,041.10				18,041.10	107%	(1,210.55)				
111	ABANDON & SAND FILL SANITARY SEWER MANHOLE	3.00	EACH	950.00	2,850.00	3.00	2,850.00				2,850.00	100%	-				
112	REMOVE SANITARY SEWER PIPE	2,195.00	LIN FT	2.50	5,487.50	2,195.00	5,487.50				5,487.50	100%	-				
113	REMOVE SANITARY MANHOLE	18.00	EACH	200.00	3,600.00	18.00	3,600.00				3,600.00	100%	-				
114	CONNECT TO EXISTING SANITARY SEWER MAIN	5.00	EACH	1,400.00	7,000.00	6.00	8,400.00				8,400.00	120%	(1,400.00)				
115	CONNECT TO EXISTING SANITARY SEWER MANHOLE	3.00	EACH	3,600.00	10,800.00	4.00	14,400.00				14,400.00	133%	(3,600.00)				
116	8"X6" PVC WYE, SDR 26	74.00	EACH	1,200.00	88,800.00	78.00	93,600.00				93,600.00	105%	(4,800.00)				
117	6" PVC SANITARY SERVICE PIPE, SDR 26	2,309.00	LIN FT	23.00	53,107.00	2,609.00	60,007.00				60,007.00	113%	(6,900.00)				
118	6" SANITARY CLEAN OUT	1.00	EACH	880.00	880.00	-	-				-	-	880.00				
119	8" PVC PIPE SEWER, SDR 35	5,824.00	LIN FT	81.00	471,744.00	5,531.00	448,011.00				448,011.00	95%	23,733.00				
120	CONSTRUCT SANITARY SEWER MANHOLE, DES 4007C	339.70	LIN FT	310.00	105,307.00	359.70	111,507.00				111,507.00	106%	(6,200.00)				
121	CONSTRUCT OUTSIDE DROP	10.10	LIN FT	1,200.00	12,120.00	9.20	11,040.00				11,040.00	91%	1,080.00				
122	CASTING ASSEMBLY (SANITARY)	24.00	EACH	820.00	19,680.00	24.00	19,680.00				19,680.00	100%	-				
123	CASTING ASSEMBLY SPECIAL - CLEANOUT	1.00	EACH	250.00	250.00	2.00	500.00				500.00	200%	(250.00)				
124	ADJUST FRAME AND RING CASTING (SANITARY)	29.00	EACH	330.00	9,570.00	-	-				-	-	9,570.00				
125	REMOVE WATERMAIN	2,450.00	LIN FT	2.00	4,900.00	2,450.00	4,900.00				4,900.00	100%	-				
126	REMOVE HYDRANT	13.00	EACH	50.00	650.00	14.00	700.00				700.00	108%	(50.00)				
127	TEMPORARY WATER SERVICE	1.00	LUMP SUM	45,000.00	45,000.00	1.00	45,000.00				45,000.00	100%	-				
128	CONNECT TO EXISTING WATERMAIN	14.00	EACH	1,800.00	25,200.00	15.00	27,000.00				27,000.00	107%	(1,800.00)				
129	HYDRANT (8.5' BURY)	16.00	EACH	5,400.00	86,400.00	17.00	91,800.00				91,800.00	106%	(5,400.00)				
130	6" GATE VALVE AND BOX	21.00	EACH	2,100.00	44,100.00	23.00	48,300.00				48,300.00	110%	(4,200.00)				
131	8" GATE VALVE AND BOX	23.00	EACH	2,600.00	59,800.00	23.00	59,800.00				59,800.00	100%	-				
132	10" GATE VALVE AND BOX	8.00	EACH	3,600.00	28,800.00	7.00	25,200.00				25,200.00	88%	3,600.00				
133	CASTING ASSEMBLY SPECIAL - CURB STOP	4.00	EACH	220.00	880.00	2.00	440.00				440.00	50%	440.00				
134	1" CORPORATION STOP & SADDLE	67.00	EACH	630.00	42,210.00	69.00	43,470.00				43,470.00	103%	(1,260.00)				



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

December 2, 2022

Jessica Bonniwell, City Administrator
City of Montrose
311 Buffalo Avenue South
P.O. Box 25
Montrose, MN 55363

RE: 2021 Downtown Improvement Project
Montrose, Minnesota
Project No.: W13.120514

Dear Jessica:

Please find enclosed Pay Application No. 7 for the above referenced project. The Pay Application is for work that was completed through November 25, 2022.

I have reviewed the Pay Application and recommend payment be made in the amount shown. If you agree, please sign all copies of the Pay Estimate and return one copy to the Contractor with payment and one to me for our files.

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

Sincerely,

Bolton & Menk, Inc.

Spencer Johnson, P.E.

Project Engineer

Enclosure

Contractor's Application for Payment

Owner: City of Montrose Owner's Project No.: _____
 Engineer: Bolton & Menk, Inc. Engineer's Project No.: W13.120514
 Contractor: Northdale Construction Company, Inc. Agency's Project No.: _____
 Project: 2021 Downtown Improvement Project Phase 2
 Contract: 2021 Downtown Improvement Project Phase 2

Application No.: 7 Application Date: 11/30/2022
 Application Period: From 11/1/2022 to 11/25/2022

1. Original Contract Price	\$	2,588,459.79
2. Net change by Change Orders	\$	4,440.60
3. Current Contract Price (Line 1 + Line 2)	\$	2,592,900.39
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	2,292,462.42
5. Retainage		
a. 5% X \$ 2,292,462.42 Work Completed	\$	114,623.12
b. X \$ Stored Materials	\$	
c. Total Retainage (Line 5.a + Line 5.b)	\$	114,623.12
6. Amount eligible to date (Line 4 - Line 5.c)	\$	2,177,839.30
7. Less previous payments	\$	2,106,784.43
8. Amount due this application	\$	71,054.87
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	300,437.97

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Northdale Construction Company, Inc.

Signature: Sheila Goeb Date: 12-1-2022
 Name: Sheila Goeb Title: Controller

Recommended by Engineer**Approved by Owner**

By: Jared Voge
 Name: Jared Voge, P.E.
 Title: City Engineer
 Date: 12/2/2022

By: _____
 Name: _____
 Title: _____
 Date: _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Montrose	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	W13.120514
Contractor:	Northdale Construction Company, Inc.	Agency's Project No.:	
Project:	2021 Downtown Improvement Project Phase 2		
Contract:	2021 Downtown Improvement Project Phase 2		

Application No.:		7		Application Period:		From		11/01/22		to		11/25/22		Application Date:		11/30/22	
A	B	C	D	E	F	G		H	I	J	K	L					
						Work Completed											
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)						
												Original Contract					
1	MOBILIZATION	1.00	LUMP SUM	32,152.50	32,152.50	0.90	28,937.25		28,937.25	90%	3,215.25						
2	CLEARING	9.00	TREE	735.00	6,615.00	30.00	22,050.00		22,050.00	333%	(15,435.00)						
3	GRUBBING	9.00	TREE	131.25	1,181.25	30.00	3,937.50		3,937.50	333%	(2,756.25)						
4	REMOVE CURB AND GUTTER	1,060.00	LIN FT	5.00	5,300.00	1,112.00	5,560.00		5,560.00	105%	(260.00)						
5	1.5" MILL BITUMINOUS PAVEMENT	12,870.00	SQ YD	1.05	13,513.50	-	-		-	-	13,513.50						
6	REMOVE BITUMINOUS PAVEMENT	13,625.00	SQ YD	2.47	33,653.75	13,625.00	33,653.75		33,653.75	100%	-						
7	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	105.00	SQ YD	7.50	787.50	151.67	1,137.53		1,137.53	144%	(350.03)						
8	REMOVE CONCRETE DRIVEWAY PAVEMENT	395.00	SQ YD	10.00	3,950.00	545.00	5,450.00		5,450.00	138%	(1,500.00)						
9	REMOVE CONCRETE WALK	1,503.00	SQ YD	10.00	15,030.00	1,577.00	15,770.00		15,770.00	105%	(740.00)						
10	REMOVE BOLLARD	4.00	EACH	136.95	547.80	1.00	136.95		136.95	25%	410.85						
11	REMOVE GUARD RAIL	28.00	LIN FT	25.00	700.00	-	-		-	-	700.00						
12	REMOVE FENCE	90.00	LIN FT	5.38	484.20	90.00	484.20		484.20	100%	-						
13	SALVAGE SIGN	18.00	EACH	42.00	756.00	18.00	756.00		756.00	100%	-						
14	SALVAGE MAILBOX	29.00	EACH	78.75	2,283.75	29.00	2,283.75		2,283.75	100%	-						
15	SALVAGE FENCE	279.00	LIN FT	8.69	2,424.51	8.00	69.52		69.52	3%	2,354.99						
16	COMMON LABORERS	20.00	HOUR	105.00	2,100.00	20.00	2,100.00		2,100.00	100%	-						
17	3.0 CU YD SHOVEL	10.00	HOUR	483.87	4,838.70	10.00	4,838.70		4,838.70	100%	-						
18	DOZER	10.00	HOUR	310.47	3,104.70	10.00	3,104.70		3,104.70	100%	-						
19	12 CU YD TRUCK	10.00	HOUR	136.95	1,369.50	10.00	1,369.50		1,369.50	100%	-						
20	3.0 CU YD FRONT END LOADER	10.00	HOUR	311.67	3,116.70	10.00	3,116.70		3,116.70	100%	-						
21	SKID LOADER	10.00	HOUR	188.07	1,880.70	10.00	1,880.70		1,880.70	100%	-						
22	1.5 CU YD BACKHOE	10.00	HOUR	365.22	3,652.20	10.00	3,652.20		3,652.20	100%	-						
23	STREET SWEEPING	25.00	HOUR	136.50	3,412.50	56.00	7,644.00		7,644.00	224%	(4,231.50)						
24	COMMON EXCAVATION (P)	13,670.00	CU YD	14.00	191,380.00	13,670.00	191,380.00		191,380.00	100%	-						
25	SUBGRADE EXCAVATION (EV)	1,065.00	CU YD	14.00	14,910.00	1,131.00	15,834.00		15,834.00	106%	(924.00)						
26	SELECT GRANULAR BORROW (CV)	6,355.00	CU YD	21.98	139,682.90	5,864.00	128,890.72		128,890.72	92%	10,792.18						
27	GEOTEXTILE FABRIC TYPE V	15,850.00	SQ YD	1.46	23,141.00	15,862.67	23,159.50		23,159.50	100%	(18.50)						
28	AGGREGATE BASE (CV) CLASS 5	4,370.00	CU YD	34.73	151,770.10	4,329.00	150,346.17		150,346.17	99%	1,423.93						
29	AGGREGATE SURFACING (CV) CLASS 2	29.00	CU YD	43.04	1,248.16	29.00	1,248.16		1,248.16	100%	-						
30	TYPE SP 9.5 WEARING COURSE MIX (2,B)	2,500.00	TON	83.48	208,700.00	-	-		-	-	208,700.00						
31	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	2,390.00	TON	75.08	179,441.20	2,296.45	172,417.47		172,417.47	96%	7,023.73						
32	BITUMINOUS PATCH, MILL & OVERLAY AREA	50.00	SQ YD	42.00	2,100.00	-	-		-	-	2,100.00						
33	5" CONCRETE WALK	17,702.00	SQ FT	6.45	114,177.90	16,672.02	107,534.53		107,534.53	94%	6,643.37						
34	6" CONCRETE WALK (PEDESTRIAN RAMPS)	883.00	SQ FT	15.78	13,933.74	902.00	14,233.56		14,233.56	102%	(299.82)						
35	TRUNCATED DOMES	128.00	SQ FT	63.00	8,064.00	133.00	8,379.00		8,379.00	104%	(315.00)						
36	CONCRETE CURB & GUTTER DESIGN B618	7,105.00	LIN FT	14.70	104,443.50	7,183.00	105,590.10		105,590.10	101%	(1,146.60)						
37	CONCRETE CURB & GUTTER DESIGN B418	945.00	LIN FT	17.85	16,868.25	926.00	16,529.10		16,529.10	98%	339.15						
38	7" CONCRETE DRIVEWAY PAVEMENT	600.00	SQ YD	98.15	58,890.00	648.81	63,680.70		63,680.70	108%	(4,790.70)						
39	BITUMINOUS DRIVEWAY PAVEMENT	165.00	SQ YD	53.00	8,745.00	153.05	8,111.65		8,111.65	93%	633.35						
40	4" PVC EDGE DRAIN	7,190.00	LIN FT	14.07	101,163.30	7,224.00	101,641.68		101,641.68	100%	(478.38)						
41	4" DRAIN CLEANOUT (ONE WAY)	4.00	EACH	249.83	999.32	5.00	1,249.15		1,249.15	125%	(249.83)						

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Montrose	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	W13.120514
Contractor:	Northdale Construction Company, Inc.	Agency's Project No.:	
Project:	2021 Downtown Improvement Project Phase 2		
Contract:	2021 Downtown Improvement Project Phase 2		

Application No.: 7		Application Period:		From	11/01/22	to	11/25/22	Application Date:		11/30/22	
A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Item	Contract Information		Value of Bid Item (C X E) (\$)	Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
			Quantity	Units		Unit Price (\$)	Estimated Quantity Incorporated in the Work				
42	4" DRAIN CLEANOUT (TWO WAY)	9.00	EACH	387.91	3,491.19	9.00	3,491.19		3,491.19	100%	-
43	4" CONCRETE HEADWALL	1.00	EACH	572.26	572.26	-	-		-		572.26
44	CASTING ASSEMBLY SPECIAL - EDGE DRAIN CLEAN OUT	3.00	EACH	360.16	1,080.48	3.00	1,080.48		1,080.48	100%	-
45	SUMP PUMP DRAINLINE SERVICE	10.00	EACH	379.77	3,797.70	12.00	4,557.24		4,557.24	120%	(759.54)
46	TRAFFIC CONTROL	1.00	LUMP SUM	4,725.00	4,725.00	0.90	4,252.50		4,252.50	90%	472.50
47	4" DOUBLE YELLOW PAVEMENT MARKING STRIPING	5,870.00	LIN FT	0.65	3,815.50	-	-		-		3,815.50
48	PEDESTRIAN CROSS WALK MARKING	540.00	SQ FT	5.04	2,721.60	-	-		-		2,721.60
49	CONCRETE BOLLARD	3.00	EACH	365.22	1,095.66	-	-		-		1,095.66
50	FURNISH & INSTALL SIGN TYPE C	9.00	EACH	525.00	4,725.00	12.00	6,300.00		6,300.00	133%	(1,575.00)
51	FURNISH & INSTALL SIGN (STREET NAME)	8.00	EACH	525.00	4,200.00	8.00	4,200.00		4,200.00	100%	-
52	REINSTALL SIGN	5.00	EACH	367.50	1,837.50	4.00	1,470.00		1,470.00	80%	367.50
53	REINSTALL MAILBOX	29.00	EACH	131.25	3,806.25	29.00	3,806.25		3,806.25	100%	-
54	REINSTALL FENCE	240.00	LIN FT	21.92	5,260.80	-	-		-		5,260.80
55	REINSTALL PAVERS	20.00	SQ FT	42.00	840.00	-	-		-		840.00
56	4' CHAIN LINK FENCE	90.00	LIN FT	40.50	3,645.00	90.00	3,645.00		3,645.00	100%	-
57	SEDIMENT CONTROL LOG, TYPE WOOD CHIP	100.00	LIN FT	3.15	315.00	-	-		-		315.00
58	SEDIMENT CONTROL LOG, ROCK	100.00	LIN FT	9.45	945.00	4.00	37.80		37.80	4%	907.20
59	SILT FENCE, TYPE MS	4,003.00	LIN FT	1.76	7,045.28	4,208.00	7,406.08		7,406.08	105%	(360.80)
60	EROSION CONTROL BLANKET, CAT 20	2,070.00	SQ YD	1.47	3,042.90	100.00	147.00		147.00	5%	2,895.90
61	STORM DRAIN INLET PROTECTION	26.00	EACH	319.54	8,308.04	26.00	8,308.04		8,308.04	100%	-
62	STABILIZED CONSTRUCTION EXIT	1.00	EACH	2,741.51	2,741.51	1.00	2,741.51		2,741.51	100%	-
63	SALVAGE, SCREEN, RESPREAD EXISTING TOPSOIL	1.00	LUMP SUM	18,103.45	18,103.45	1.00	18,103.45		18,103.45	100%	-
64	COMMON TOPSOIL BORROW (LV)	1,260.00	CU YD	41.38	52,138.80	800.00	33,104.00		33,104.00	63%	19,034.80
65	TEMPORARY MULCH, HYDROMULCH	5,010.00	SQ YD	0.89	4,458.90	-	-		-		4,458.90
66	TURF ESTABLISHMENT (SOD)	1,843.00	SQ YD	8.93	16,457.99	-	-		-		16,457.99
67	TURF ESTABLISHMENT (SEED)	1.03	ACRE	5,512.50	5,677.88	1.90	10,473.75		10,473.75	184%	(4,795.87)
68	REMOVE STORM SEWER PIPE (12" & LARGER)	407.00	LIN FT	18.26	7,431.82	416.00	7,596.16		7,596.16	102%	(164.34)
69	REMOVE STORM MANHOLE OR CATCH BASIN	2.00	EACH	913.04	1,826.08	2.00	1,826.08		1,826.08	100%	-
70	CONNECT TO EXISTING STORM PIPE	3.00	EACH	1,186.44	3,559.32	3.00	3,559.32		3,559.32	100%	-
71	CONNECT TO EXISTING STORM STRUCTURE	2.00	EACH	1,553.25	3,106.50	4.00	6,213.00		6,213.00	200%	(3,106.50)
72	8" PVC PIPE SEWER, SDR 26	29.00	LIN FT	60.88	1,765.52	122.00	7,427.36		7,427.36	421%	(5,661.84)
73	12" RC PIPE SEWER CLASS V	318.00	LIN FT	74.20	23,595.60	318.00	23,595.60		23,595.60	100%	-
74	15" RC PIPE SEWER CLASS V	360.00	LIN FT	72.73	26,182.80	360.00	26,182.80		26,182.80	100%	-
75	18" RC PIPE SEWER CLASS III	543.00	LIN FT	76.82	41,713.26	543.00	41,713.26		41,713.26	100%	-
76	21" RC PIPE SEWER CLASS III	250.00	LIN FT	91.18	22,795.00	258.00	23,524.44		23,524.44	103%	(729.44)
77	15" RCP APRON	2.00	EACH	1,164.04	2,328.08	2.00	2,328.08		2,328.08	100%	-
78	TRASH GUARD FOR 15" RCP APRON	2.00	EACH	798.08	1,596.16	2.00	1,596.16		1,596.16	100%	-
79	RIP RAP, CLASS III	16.00	CU YD	228.26	3,652.16	22.30	5,090.20		5,090.20	139%	(1,438.04)
80	CONSTRUCT DRAINAGE STRUCTURE, DES SPECIAL-1	1.00	EACH	2,178.42	2,178.42	1.00	2,178.42		2,178.42	100%	-
81	CONSTRUCT DRAINAGE STRUCTURE, DES R-1	37.40	LIN FT	613.33	22,938.54	49.96	30,641.97		30,641.97	134%	(7,703.43)
82	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4020	5.80	LIN FT	535.36	3,105.09	5.80	3,105.09		3,105.09	100%	-
83	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4022	43.40	LIN FT	524.13	22,747.24	43.40	22,747.24		22,747.24	100%	-

Progress Estimate - Unit Price Work

Contractor's Application for Payment

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Contractor:	Northdale Construction Company, Inc.	Agency's Project No.:	
Project:	2021 Downtown Improvement Project Phase 2		
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Application No.:	7	Application Period:	From	11/01/22	to	11/25/22	Application Date:	11/30/22			
A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H+I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
84	CONSTRUCT DRAINAGE STRUCTURE, DES 60-4020	18.60	LIN FT	788.11	14,658.85	18.60	14,658.85		14,658.85	100%	-
85	CONSTRUCT DRAINAGE STRUCTURE, DES 72-4020	11.00	LIN FT	967.29	10,640.19	11.00	10,640.19		10,640.19	100%	-
86	INTERIOR LINING OF CATCH BASIN RINGS	35.00	EACH	787.50	27,562.50	18.00	14,175.00		14,175.00	51%	13,387.50
87	CASTING ASSEMBLY (STORM)	25.00	EACH	1,209.02	30,225.50	25.00	30,225.50		30,225.50	100%	-
88	ADJUST FRAME AND RING CASTING (STORM)	5.00	EACH	443.26	2,216.30	2.00	886.52		886.52	40%	1,329.78
89	SALVAGE & REINSTALL CASTING	9.00	EACH	684.93	6,164.37	-	-		-	-	6,164.37
90	REMOVE SANITARY MANHOLE	5.00	EACH	913.04	4,565.20	5.00	4,565.20		4,565.20	100%	-
91	CONNECT TO EXISTING SANITARY SEWER MAIN	2.00	EACH	1,302.38	2,604.76	2.00	2,604.76		2,604.76	100%	-
92	8"X6" PVC WYE, SDR 26	9.00	EACH	710.02	6,390.18	8.00	5,680.16		5,680.16	89%	710.02
93	6" PVC SANITARY SERVICE PIPE, SDR 26	270.00	LIN FT	51.98	14,034.60	189.00	9,824.22		9,824.22	70%	4,210.38
94	8" PVC PIPE SEWER, SDR 35	1,301.00	LIN FT	56.03	72,895.03	1,301.00	72,895.03		72,895.03	100%	-
95	CONSTRUCT DRAINAGE STRUCTURE, DESIGN 4007C	69.00	LIN FT	461.19	31,822.11	69.00	31,822.11		31,822.11	100%	-
96	CASTING ASSEMBLY (SANITARY)	7.00	EACH	773.50	5,414.50	7.00	5,414.50		5,414.50	100%	-
97	ADJUST FRAME AND RING CASTING (SANITARY)	9.00	EACH	671.52	6,043.68	-	-		-	-	6,043.68
98	ABANDON AND SAND FILL WATERMAIN	155.00	LIN FT	6.39	990.45	-	-		-	-	990.45
99	REMOVE HYDRANT	4.00	EACH	273.94	1,095.76	4.00	1,095.76		1,095.76	100%	-
100	4" POLYSTYRENE INSULATION	20.00	SQ YD	58.78	1,175.60	67.56	3,971.18		3,971.18	338%	(2,795.58)
101	TEMPORARY WATER SERVICE	1.00	LUMP SUM	18,260.87	18,260.87	1.00	18,260.87		18,260.87	100%	-
102	CONNECT TO EXISTING WATERMAIN	7.00	EACH	1,438.81	10,071.67	7.00	10,071.67		10,071.67	100%	-
103	HYDRANT (8.5' BURY)	7.00	EACH	5,894.31	41,260.17	7.00	41,260.17		41,260.17	100%	-
104	6" GATE VALVE AND BOX	7.00	EACH	2,068.72	14,481.04	7.00	14,481.04		14,481.04	100%	-
105	8" GATE VALVE AND BOX	12.00	EACH	2,819.25	33,831.00	12.00	33,831.00		33,831.00	100%	-
106	CASTING ASSEMBLY SPECIAL	2.00	EACH	360.16	720.32	3.00	1,080.48		1,080.48	150%	(360.16)
107	1" CORPORATION STOP	9.00	EACH	349.33	3,143.97	8.00	2,794.64		2,794.64	89%	349.33
108	1" CURB STOP & BOX	9.00	EACH	699.61	6,296.49	8.00	5,596.88		5,596.88	89%	699.61
109	1" PE WATER SERVICE PIPE	205.00	LIN FT	42.91	8,796.55	163.00	6,994.33		6,994.33	80%	1,802.22
110	6" C900 PVC WATERMAIN	170.00	LIN FT	56.04	9,526.80	170.00	9,526.80		9,526.80	100%	-
111	8" C900 PVC WATERMAIN	2,060.00	LIN FT	54.91	113,114.60	2,060.00	113,114.60		113,114.60	100%	-
112	12" C900 PVC RAW WATERMAIN	2,605.00	LIN FT	83.04	216,319.20	2,597.00	215,654.88		215,654.88	100%	664.32
113	WATERMAIN FITTINGS	1,640.00	POUND	13.59	22,287.60	1,775.00	24,122.25		24,122.25	108%	(1,834.65)
114	REPLACE VALVE BOX	4.00	EACH	817.72	3,270.88	1.00	817.72		817.72	25%	2,453.16
115	ADJUST VALVE BOX	14.00	EACH	228.26	3,195.64	-	-		-	-	3,195.64
116	LANDSCAPING ALLOWANCE	1.00	ALLOWANCE	7,500.00	7,500.00	-	-		-	-	7,500.00
Original Contract Totals					\$ 2,588,459.79		\$ 2,286,674.22	\$ -	\$ 2,286,674.22	88%	\$ 301,785.57



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: December 8, 2022
To: Honorable Mayor Moynagh
City Council Members
City of Montrose, Minnesota
From: Justin Kannas, P.E.
Assistant City Engineer
Subject: Regional Park – Park Shelter
City of Montrose, Minnesota
Project No.: W13.120546

Additional soil borings and soil analysis have been completed at the Regional Park per previous discussion.

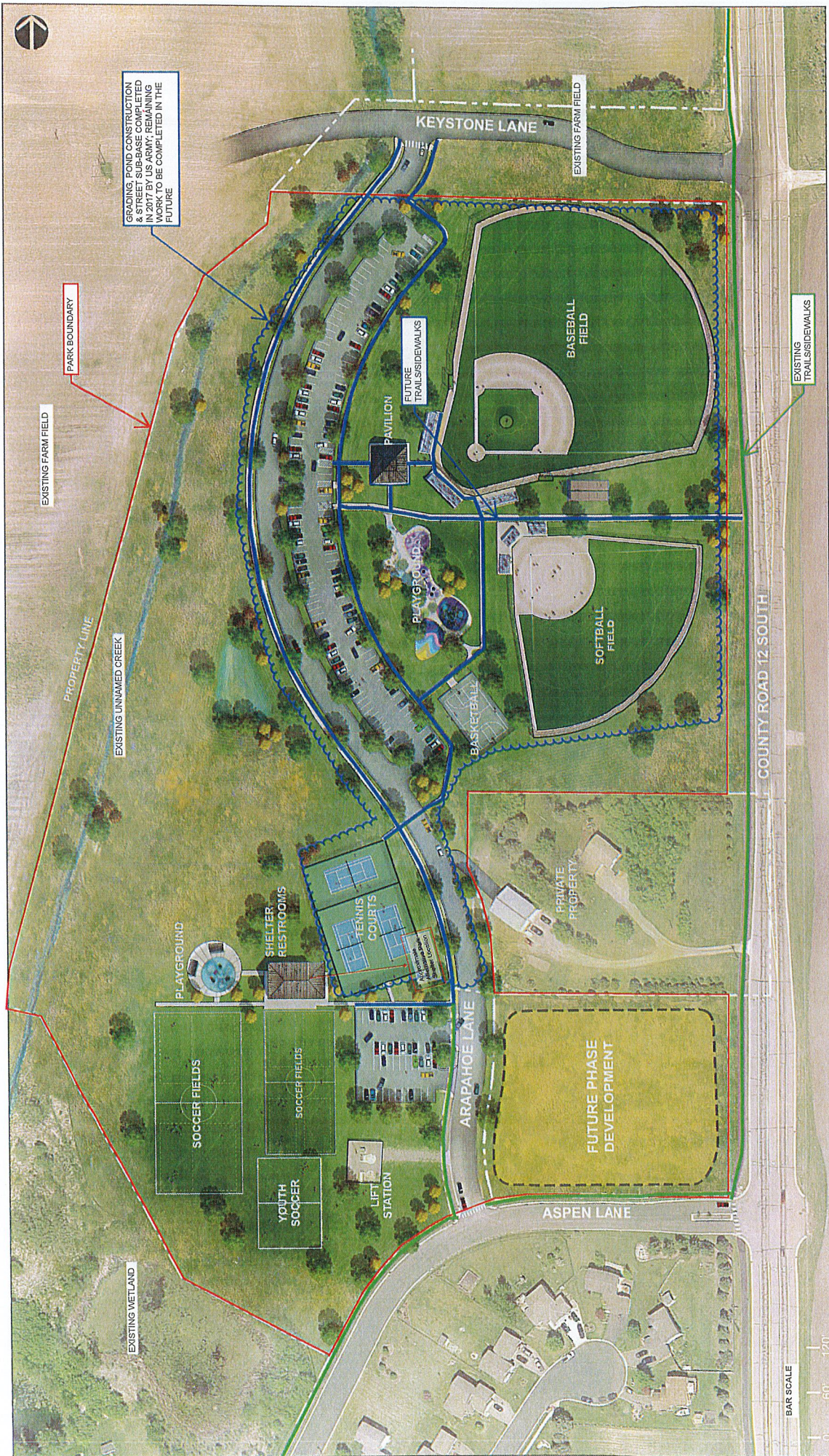
The Park Board's preferred alternative location identified at the August 15th Park Board meeting was directly east of the original Park Shelter location shown on the Park Master Plan (on the west side of Arapahoe Lane). Attached is a map showing the approximate location of the proposed Park Shelter.

Based on the soil borings, this site would be a suitable location for the Park Shelter. As noted in the geotechnical report, there is approximately 9' of in place fill in this area. It is recommended that the existing fill be excavated and compacted in place to assure that no building settlement occurs. Any fill found during excavation containing organics should be replaced with suitable structural fill. Based on the borings, it appears an adequate volume of non-organic material adjacent to the proposed park shelter is available for use. Based upon discussions with a local excavation contractor, the approximate cost to excavate and compact the fill material would be less than \$20,000. As noted previously, the estimated cost of soil corrections at the original Park Shelter location was \$65,000. Therefore, there would be substantial cost savings to move the proposed Park Shelter location to the area identified.

We would recommend the City Council approve proceeding with final design of the Park Shelter at the alternative location identified.

JLK/jk

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



Request for Proposals for The Preserve Housing Development

Responses submitted must provide complete information as indicated in this request. Please submit seven (7) copies, or an electronic copy by March 31, 2023 at 11 a.m.

**City of Montrose
Attention: City Administrator
311 Buffalo Avenue South
P.O. Box 25
Montrose, MN 55363**

Questions and inquiries regarding this request should be directed to:

**Jessica Bonniwell
City Administrator
311 Buffalo Avenue South
P O Box 25
Montrose, MN 55363
763-575-7425
Email to: jbonniwell@montrose-mn.com**

The City reserves the right to reject any and all responses and to request additional information from any and all companies.

In order to be considered a valid response, each response must meet the following requirements:

1. Written responses received after March 31, 2023 will not be considered.
2. Each response must be signed by an officer of your company who can be held accountable for all representations.

Responders are prohibited from contacting any representatives of the City Council regarding this response.

1. Intent of Offering

The City of Montrose EDA is seeking proposals from residential/commercial developers for the redevelopment of the "Preserve of Montrose" located along the south side of Highway 212 in Montrose.

The EDA is seeking experienced residential developers to replat the 54.22 acre townhouse plat to address housing needs within the community.

2. Community Background

Population

The City of Montrose has grown nearly 150% over the past ten years with an increase in population from the year 2000 (1,143 residents per the 2000 Census) to a 2020 population of 3,775, more than tripling in size. With 1,319 households and an average 2.86 people per household, the City is poised for continued growth. The area within a 5 mile radius has a population of over 11,000, and Wright County's population has grown by nearly 60% over the past 20 years.

Location

Montrose is ideally located along U.S. Highway 12, MN Highway 25 and Co. Rd 12. The community lies within 17 miles of Interstate 94. Located 25 miles west of I-494. Montrose residents have the convenience of Twin Cities amenities and a charming rural, small town setting.

Traffic counts along U.S. Highway 12 on the east side of Montrose have increased 36% from 8,800 ADT to 12,000 ADT between 2000 and 2018 (Source: MNDOT), providing businesses with exposure to local and regional traffic.

Education

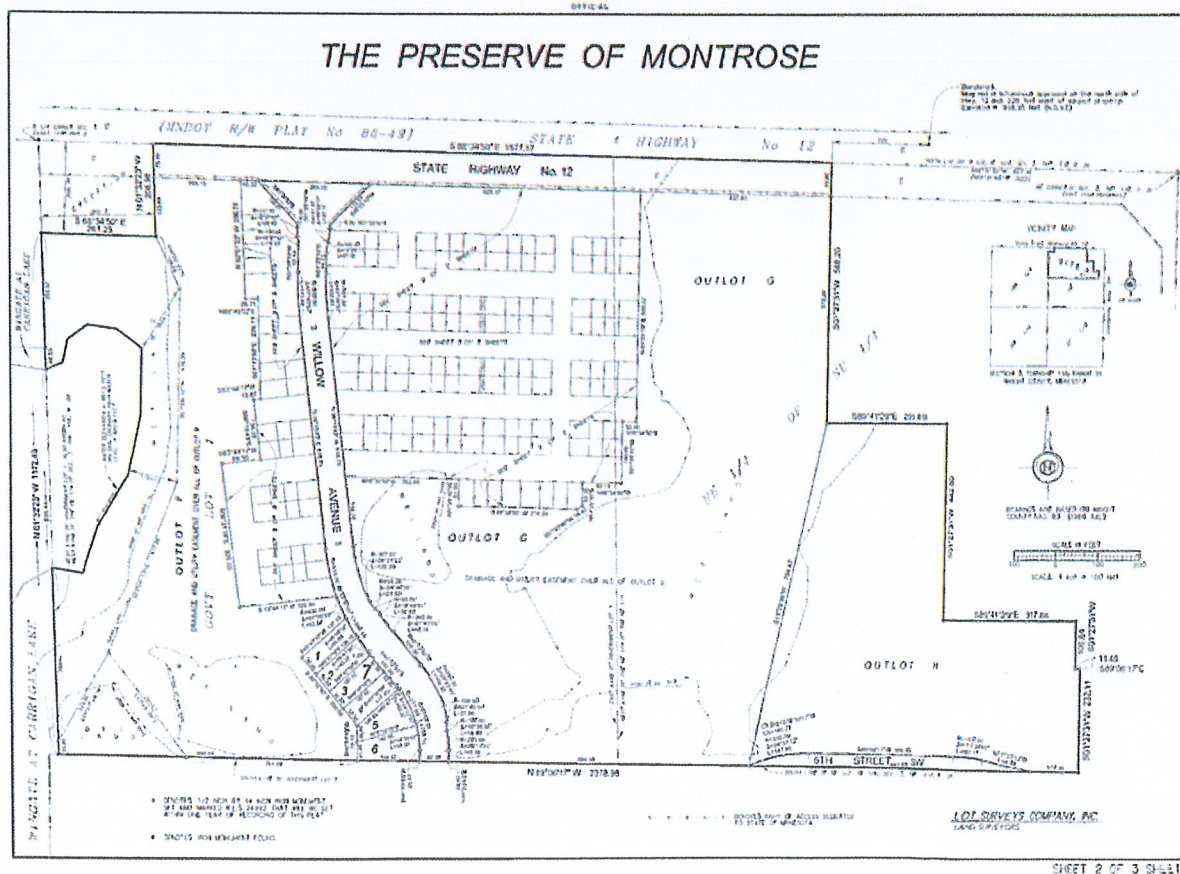
The City of Montrose is a part of the Buffalo-Hanover-Montrose School District (ISD #877). The District's Web Site is: www.buffalo.k12.mn.us The Montrose Elementary School is located at 100 2nd Street SW, Montrose. It includes kindergarten through 5th grade. It is also the Wright Co. site for head start and community education ECFE.

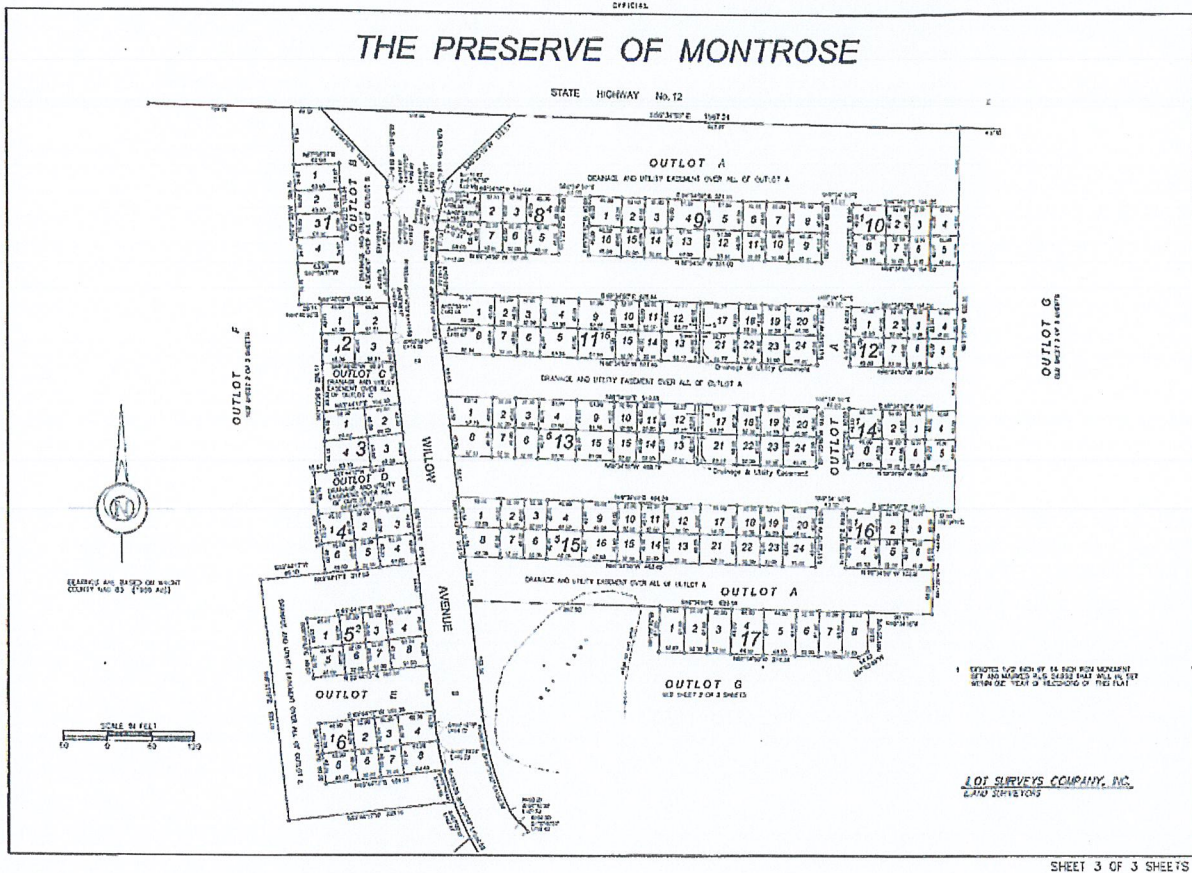
In 2010, the Montrose Early Education Center opened adjacent to the Elementary School. This features classrooms, a lunchroom, and large motor skills room for preschool and head start age children. Adult education classes are also offered in the facility. The space also offers a daycare facility on-site.

3. Site Description

The Preserve of Montrose site is located on the west side of the community on the south side of Highway 12. The 54.22 acre site was originally platted in 2007 with 182 townhouse lots. Public improvements are substantially in place; however due to the length of time the subdivision has been vacant and due to likely re-platting of the subdivision, substantial investment is required to existing infrastructure within the site (streets, water, storm sewer, sanitary sewer and wetland mitigation). While sanitary sewer connections to the municipal system have been made, the water service connection to the site under Highway 12 has not been made.

The Preserve of Montrose site location is depicted below. Copies of the Plat of the Preserve of Montrose also follow.





4. Housing Need.

In November, 2014, the City of Montrose engaged the services of Maxfield Research to complete a Housing Market Study. The study identified a need for 360 new housing units in the city by 2020. This includes 33 market rate rental, 15 affordable rental, 7 subsidized rental, 142 for-sale homes and 47 multifamily for sale units.

In addition, there is a need for 41 active adult ownership units, 14 active adult market rate rental units, 29 active adult affordable, 7 active adult subsidized, 16 congregate units, 11 assisted living units and 12 memory care units. A complete copy of the Market Study is available upon request.

The Montrose EDA has also identified a need for additional commercial development in the community. The development of commercial property along the Highway 12 corridor to serve the proposed new residential neighborhood as well as the community is desired.

Since the time of the original study, more than 150 housing units have been added to the community, the large majority of which are single family detached homes. Only a few two-family attached homes have been constructed. While an update to the Housing Study in Montrose has not been done, the market for similar housing has been a significant component of development in nearby communities.

The interest in continued residential development has been strong, and several development plans are in the works around the City. Again, the large majority of these are for single family detached housing. The City is willing to work with the selected developer as to housing style and density, and seeks a creative approach to development of the site, whether that includes reworking the original plat design, modifying it, or starting over. The City will share any information it has with regard to known conditions within the property and the existing infrastructure.

5. Proposal Contents

Proposals should provide a clear description of the Responder's capacity to redevelop the site and replat it as a residential or mixed-use development. The following evaluation point system shall be utilized for evaluating competing proposals:

- A. Proposed project description including proposed layout and type of housing units, as it relates to housing needs identified in the Housing Market Study, or the proposer's own market study, as well as any commercial sites. (10 points)
- B. Proposed ownership structure including entities, individual members and ownership percentages and the demonstrated successful experience of the team members. (10 points)
- C. Demonstrated successful residential and/or mixed use (residential commercial) development experience, including addresses of current/past locations and number of years of experience. (20 points)
- D. Proposed budget for the redevelopment project (15 points)
- E. Evidence of financial capacity to complete the project (10 points)
- F. A narrative demonstrating the capacity to redevelop the Preserve of Montrose site. (15 points)
- G. Development Schedule including financing, design, construction and anticipated occupancy dates(10 points).
- H. Clear and verifiable commitment to working in cooperation with the community and city to provide residential and/or residential/commercial sites. (10 points)

6. Submission Requirements

- A. This RFP is issued by the City of Montrose.
- B. The Proposer must provide a timeline for conducting its due diligence in determining its projected deadline for closing, land use approvals, and development construction. This aspect may be considered by the City in its review of proposals and project award.
- B. Please submit one original to: City of Montrose, Attn: City Administrator, PO Box 25. Montrose MN 55363. Electronic proposals are preferred, and may be emailed to: jbonniwell@montrose-mn.com
- C. Respondents may be required to make a presentation to the City Council of the City of Montrose.
- D. The City of Montrose reserves the right to reject any and all proposals.

7. Notice of Award

By submitting a proposal, the Respondent agrees if it issued a written Notice of Award to be bound by the conditions of this RFP. Acceptance of a proposal will be made by written Notice of Award from the City to the successful development partner.

8. Rights Reserved

- A. The City reserves the right to revise any part of this RFP to provide additional information necessary to adequately interpret the requirements of the project.
- B. The City reserves the right to extend the Due Date by a reasonable time.
- C. The City reserves the right to refuse to approve any and all proposals.
- D. The City reserves the right to request additional information from any or all Respondents to clarify information in the proposal.

9. Other

- A. The City shall not be responsible for costs incurred by any Respondent in preparing and submitting a proposal.
- B. By submitting a proposal, the Respondent acknowledges they are in compliance with all federal, state and city regulations related to this RFP.
- C. If a mistake in a proposal is suspected or alleged, the proposal may be corrected, at the sole discretion of the City.
- D. Limited Confidentiality. The City is subject to disclose public data. Information provided may be shared, subject to data privacy laws.

Request for Proposals and Selection Schedule**The Preserve Housing Development Request for Proposal**

Advertise and Distribute RFP:	December 15, 2022
RFP Submittal Deadline:	March 31, 2023
Staff/Council review of proposals	April, 2023
Interviews with City Council:	May 8, 2023
Notice of Award Issued:	May 8, 2023 or June 12, 2023

Applicant Assurances

The applicant hereby assures and certifies:

1. That the individual signing the assurance form on behalf of the individual, partnership, company or corporation named in the proposal possesses the legal authority to execute a contract for the proposed work.
2. That the firm(s) agree(s) to comply with all applicable federal, state and local compliance requirements.
3. That the firm(s) is/are adequately insured to do business and perform the services proposed (Attach Documentation).

(Name of Firm)

OFFICIAL ADDRESS

(Authorized Signature)

(Printed Name)

(Title)

(Date)

Public Notice

The City of Montrose, Minnesota is requesting proposals for a residential housing development, known as The Preserve. Copies of the Request for Proposal are available at City Hall, 311 Buffalo Avenue South or online at: www.montrose-mn.com. The city is accepting proposals until March 31, 2023. Questions can be directed to Jessica Bonniwell at 763-575-7425 or jbonniwell@montrose-mn.com.

CITY OF MONTROSE

Jessica Bonniwell

City Administrator

Publish: Delano Herald Journal December 16 and 23, 2022.

Publish: Wright County Journal Press December 15 and 22, 2022

To: City of Montrose
From: Robert Machacek/Phil Soby, Sheffer Group
Date: July 11, 2022

Re: Creekside Hollow

Thank you for taking the time to review our preliminary plat for Creekside Hollow.

Property

The property is located in the north central area of Montrose. There is a wooded public waterway running up through the east side of the property. The site is rolling with woodland areas and wetlands. Seventh Street is stubbed on the east property line, Cole Avenue to the north, and Humphrey Street to the south. There are existing and recently approved single family developments to the north, east, and south. It is rural or undeveloped directly west.

Zoning

The property is zoned R-1 single family residential with a shoreland overlay district 300' from the waterway. Our plat conforms to current zoning requirements and we are not requesting any variances.

Comprehensive Plan

The property is designated on the 2040 comprehensive plan as low density residential allowing for 2-4 units/acre.

Project Phasing

We anticipate the project to be constructed in phases. A preliminary phasing plan has been included and can be found in Exhibit A attached.

Infrastructure

Access

The proposed neighborhood has existing access points on the north, south, and east that will be utilized. Seventh Street will be stubbed to the west boundary for potential future extension.

Discussion of Waterway Crossing

It is our belief that a waterway crossing is not absolutely necessary for the development of our parcel. On its own merits, access to and from this parcel from the Northwest corner at Cole Avenue and the Southeast corner at 7th Street would be more than sufficient.

Under normal circumstances, after full review of the project with a waterway crossing, we would omit the crossing from the plan and move forward with a different design due to the overwhelming costs associated with such a crossing.

However, during our review of the project and discussions with City Staff, it was made clear to us that a waterway crossing would in fact be required. This requirement was due in large part to the City's need or desire to connect the adjoining neighborhoods and have it become a part of the City's Collector Street System. This benefits the City and the flow of traffic surrounding our project by way of a complete and unobstructed passage between County Road 12 to the East and Clementa Avenue to the West, which currently does not exist in this area.

We are mindful of the factors in consideration and the beneficial circumstances to the City in adding the waterway crossing, however, providing the crossing is fulfilling needs of the City more so than the needs of our development.

When combined, the fact that the City is requiring the crossing and the City is the largest beneficiary, it supports not only the idea that the cost of the crossing not be ours alone to bear but that the portion of cost share be relative to the beneficiary.

Due to these factors, we ask and request that the City participate in a cost sharing agreement in the following manner:

City Paid Portion = $\frac{2}{3}$ of total crossing construction costs

Developer Paid Portion = $\frac{1}{3}$ of total crossing construction costs

Accompanying this material is a diagram showing a visual of this and a methodology of allocating costs. This is represented on Exhibit B. We also have included a rough estimate of the materials cost of this crossing which was provided by the hydrology engineers who performed the drainage study of the existing waterway. Enclosed please find their design summary report.

We feel justified in making this request due to the nature of this component as part of the City's overall Collector Street system.

Water and Sewer

The new neighborhood will be serviced with water and sanitary sewer from existing infrastructure located to the south, east, and north.

Stormwater

The stormwater design will meet or exceed all relevant state and local regulations. There are two basins on the north end adjacent to the waterway and wetland. There is one basin on the south end.

Trees and Landscaping

There were over 2,000 trees tagged on site for a total of over 20,000 inches of significant trees. We are removing 71% of these trees leaving us with 4,298" removed over the allowable threshold. The City requires this removal beyond the threshold be replaced at a rate of 1.5" per 1" removed. This would require us with planting over 6,000" of new trees or 2,400 2.5" B&B trees (typical) on 80 lots. Essentially we would not only be required to plant more trees than we are removing, we would be required to plant more trees than are currently on site. The existing mitigation requirements appear to be disproportional. We are making every effort to save as many trees as possible. Most of the trees being saved are along the waterway. Ultimately, we are developing at the low end of the required comp plan

density of 2-4 units/acre and we are now required to plant more than the number of trees than are currently on site. We are proposing planting high quality tree species, removing the undesirable trees (such as the green ash trees which are showing signs of Emerald Ash Borer) and providing more tree diversity. The submitted landscape plan is a reasonable plan with as many trees as can be planted on site while maintaining best horticulture/landscape practices. We ask that the City recognize the burdensome 1.5":1" mitigation requirements on any property with even partially wooded areas and work with us to provide the City an attractive, reasonable landscape plan.

We are very excited about this new neighborhood and we look forward to working with the City as we move forward with our applications.






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: November 2, 2022
To: Honorable Mayor Moynagh and Members of the City Council
City of Montrose, Minnesota
From:  Jared Voge, P.E.
City Engineer
Subject: Pheasant Hills Backyard Drainage
City of Montrose
Project No.: W13.120188

The City Council requested that quotes be obtained for backyard drainage improvements within the Pheasant Hills Development. Staff requested quotes from three contractors. Two quotes were received for the improvements. The low quote total for grading and draitile is in the amount of \$13,417.50 and was submitted by Stones Edge Landscaping Inc., of Montrose. The two quotes have been enclosed for council consideration.

If you have any questions, please call.

QUOTE SCHEDULE

PHEASANT HILLS BACK YARD DRAINAGE

CITY OF MONTROSE, MN

BMI PROJECT NO. W13.120188

ONLY ONE QUOTE SCHEDULE from each QUOTER shall be considered for the project. When more than one QUOTE SCHEDULE from an individual QUOTER is received only the last submittal meeting the quoting requirements shall be considered and all other copies shall be left unopened.

QUOTER agrees to perform all of the work described in the CONTRACT DOCUMENTS for the following unit prices:
NOTE: QUOTES shall include sales tax and all applicable taxes and fees.

QUOTER must fill in unit prices in numerals, make extension for each item, and total.

CY (LV) = Cubic Yards, Loose Volume

CY (CV) = Cubic Yards, Compacted Volume (Measured in Place)

(P) = Planned Quantity Basis of Measurement

ITEM NO.	ITEM	NOTES	APPROX. QUANT.	UNIT	UNIT PRICE	AMOUNT
GRADING IMPROVEMENTS						
1	MOBILIZATION		1	LUMP SUM	\$ 300.00	\$ 300.00
2	CLEARING		1	TREE	\$ 100.00	\$ 200.00
3	GRUBBING		1	TREE	\$ 100.00	\$ 200.00
4	GRUBBING		4	BUSH	\$ 50.00	\$ 200.00
5	REMOVE EDGING & VEGETATION		170	SQ YD	\$ 1000.00	\$ 1000.00
6	GRADE DRAINAGE SWALE		1	LUMP SUM	\$ 900.00	\$ 900.00
7	TURF RESTORATION	Seed w/ straw blanket	380	SQ YD	4.25	\$ 1615.00
8	Topsoil Allowance		15	CY Yd	\$ 675.00	\$ 675.00
GRADING IMPROVEMENTS QUOTE:						\$ 5090.00

OPTIONAL DRAINTILE INSTALLATION (IN ADDITION TO GRADING IMPROVEMENTS)

1	MOBILIZATION		1	LUMP SUM	\$ 300.00	\$ 300.00
2	5-INCH DRAINTILE	4"	430	LIN FT	\$ 10.25	\$ 4407.50
3	YARD INLET		3	EACH	\$ 85.00	\$ 255.00
4	CONNECT TO EXISTING STORM SEWER STRUCTURE		1	EACH	\$ 300.00	\$ 300.00
5	REMOVE & REPLACE CONCRETE SIDEWALK		75	SQ FT	\$ 23.00	\$ 1725.00
6	TURF RESTORATION		280	SQ YD	\$ 4.25	\$ 1190.00
DRAINTILE INSTALLATION QUOTE:						\$ 8327.50

TOTAL AMOUNT QUOTED (GRADING + DRAINTILE):

\$ 13,417.50

QUOTE SCHEDULE

PHEASANT HILLS BACK YARD DRAINAGE
CITY OF MONTROSE, MN
BMI PROJECT NO. W13.120188

Northdale Construction Co., Inc. - QUOTE 10/6/2022

ONLY ONE QUOTE SCHEDULE from each QUOTER shall be considered for the project. When more than one QUOTE SCHEDULE from an individual QUOTER is received only the last submittal meeting the quoting requirements shall be considered and all other copies shall be left unopened.

QUOTER agrees to perform all of the work described in the CONTRACT DOCUMENTS for the following unit prices:
NOTE: QUOTES shall include sales tax and all applicable taxes and fees.

QUOTER must fill in unit prices in numerals, make extension for each item, and total.

CY (LV) = Cubic Yards, Loose Volume

CY (CV) = Cubic Yards, Compacted Volume (Measured in Place)

(P)=Planned Quantity Basis of Measurement

ITEM NO.	ITEM	NOTES	APPROX. QUANT.	UNIT	UNIT PRICE	AMOUNT
GRADING IMPROVEMENTS						
1	MOBILIZATION		1	LUMP SUM	\$16,473.49	\$16,473.49
2	CLEARING		1	TREE	\$1,575.00	\$1,575.00
3	GRUBBING		1	TREE	\$157.50	\$157.50
4	GRUBBING		4	BUSH	\$157.50	\$630.00
5	REMOVE EDGING & VEGETATION		170	SQ YD	\$20.00	\$3,400.00
6	GRADE DRAINAGE SWALE		1	LUMP SUM	\$12,000.00	\$12,000.00
7	TURF RESTORATION		200	SQ YD	\$15.25	\$3,050.00

GRADING IMPROVEMENTS QUOTE: \$ 37,285.99

OPTIONAL DRAINTILE INSTALLATION (IN ADDITION TO GRADING IMPROVEMENTS)

1	MOBILIZATION		1	LUMP SUM	\$0.01	\$0.01
2	5-INCH DRAINTILE		430	LIN FT	\$41.13	\$17,685.90
3	YARD INLET		3	EACH	\$311.25	\$933.75
4	CONNECT TO EXISTING STORM SEWER STRUCTURE		1	EACH	\$10,950.00	\$10,950.00
5	REMOVE & REPLACE CONCRETE SIDEWALK		75	SQ FT	\$40.00	\$3,000.00
6	TURF RESTORATION		280	SQ YD	\$15.25	\$4,270.00

DRAINTILE INSTALLATION QUOTE: \$ 36,839.66

TOTAL AMOUNT QUOTED (GRADING + DRAINTILE): \$ 74,125.65

****Price includes tax**



PH 763.675.3717
FAX 763.675.3032
TTD 800.627.3529

To: Montrose City Council
From: City of Montrose Public Works Director
Re: Pheasant Hills Storm Water Drainage Report

Upon the direction of the city council the City of Montrose Public Works Department/Bolton & Menk city engineers were directed to look into a possible remedy of the poor drainage of storm water on several properties in the Pheasant Hills subdivision. The properties involved are as follows:

1. 205,206,207 Pheasant Run Drive,
2. 139,145,153,157,181,165 Pheasant Ridge Drive

On September 12, 2007 the Public Works Department/Engineering held a meeting at City Hall with the residents at the before mentioned addresses get there buy-in on the project. At that meeting it was discussed if approved by city council the public works department would excavate, install, and backfill the drain tile line, and with the understanding that the property owners involved in this project would do the minor final grading and restoring their own yards with either sod or seeding once the project was completed. All attended the meeting agreed to the plan, if once again it were approved by the city council.

It is the recommendation of the Public Works Dept. to approve and proceed with the proposed improvements that are spelled out in the drainage report provided by Bolton & Menk. The Public Works Dept. in conjunction with Bolton & Menk will be installing the approx. 450' of drain tile as an extension of the existing storm sewer line that lays to the east at an estimated cost of \$1600.00 for time and materials. This includes rental of a small excavator, rock, and drain tile materials, and labor of two city employees for 2 days. This work would be classified as a storm sewer extension and would come out of that account which has a cash balance of approx.\$23,000.00.

Sincerely,

Sean Diercks
City of Montrose Public Works Director

9-24-07

Where quality of life is our mission.

Council
Approved
10/9/07
SD

Preliminary Engineering Report

Pheasant Hills Drainage Improvements

In



BMI Project No. W13.39539

June, 2007



BOLTON & MENK, INC.
Consulting Engineers & Surveyors

TABLE OF CONTENTS

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APPENDIX

Exhibit No. 1 Preliminary Cost Estimate

Figure No. 1 Project Location Map

Figure No. 2 Existing Conditions

Figure No. 3 Proposed Improvements

Figure No. 4 Drain Tile Detail

Preliminary Engineering Report
Pheasant Hills Drainage Improvements
in
Montrose, Minnesota

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

By:

Bradley C. DeWolf, P.E.
License No. 24000

Date:

06/1/2007

I. GENERAL

This Preliminary Engineering Report has been prepared at the request of the City of Montrose to address drainage complaints, which the City has received within the Pheasant Hills subdivision. The subject area is located in the back yards of 206, 207, and 205 Pheasant Run Drive and 139, 143, 153, 157, and 161 Pheasant Ridge Drive. A project location map is included as Figure No.1.

II. EXISTING CONDITIONS

Currently, a drainage swale is located along the rear lot lines in the area. The drainage swale is relatively flat with a 0% to 1% grade in spots. A catch basin is located in the rear yard near the intersecting lot lines of 202 and 204 Ringneck Drive and 203 and 205 Pheasant Run Drive. During wet times of the summer water remains standing in this drainage swale. For long periods during wet months, residents are unable to mow along the drainage swale in certain locations. Many of these homes also have sump pumps that drain into this swale. Figure No. 2 shows the existing conditions and some of the worst locations where water currently stands.

III. PROPOSED IMPROVEMENTS

To alleviate drainage issues within this area, the installation of a drain tile along the rear yard drainage swale is recommended. The drain tile would begin near the northeasterly property corner of 139 Pheasant Ridge Drive and run to the east along the swale and connect to the existing storm sewer catch basin located near the intersecting lot lines of 202 and 204 Ringneck Drive and 203 and 205 Pheasant Run Drive. Figure No. 3 shows the proposed improvements. A 5-inch diameter perforated corrugated polyethylene drain tile is recommended to be installed approximately 2-feet deep. The trench should be backfilled with 1/8" to 3/8" diameter coarse filter aggregate to within 4-inches of the surface. Black dirt and seed should then be placed on top of the trench.

It is also recommended that inlets be placed at two or three locations along the tile line to receive overland flows from sump pump discharges within the area.

The proposed improvements will drain intermediate depressions and flat areas within the swale by providing inlets and a drain tile system.

IV. PRELIMINARY COST ESTIMATE

A detailed preliminary cost estimate for the necessary improvements has been prepared and included in this report as Exhibit No. 1. The total project cost for the drainage improvements is estimated at \$8,000.

V. FUNDING AND ASSESSMENTS

The City Council would need to decide on a funding source for this project.

VI. CONCLUSION

Based on the findings presented in this report, the proposed improvements are necessary and feasible from an engineering standpoint. If and when the City approves the project, the project will be sent out to receive quotes from contractors to complete the work.

APPENDIX

PRELIMINARY COST ESTIMATE

DRAINAGE IMPROVEMENTS

PHEASANT HILLS DRAINAGE IMPROVEMENTS

MONTROSE, MINNESOTA

BMI PROJECT NO. W13.39539

5/31/2007

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	UNIT PRICE	AMOUNT
1	MOBILIZATION	1	LUMP SUM	\$500.00	\$500.00
2	INLET STRUCTURES	3	EACH	\$100.00	\$300.00
3	6" CORRUGATED POLYETHYLENE DRAIN TILE W/ ROCK	440	LIN FT	\$11.00	\$4,840.00
4	SEEDING, SEED & FERTILIZER	0.25	ACRE	\$2,000.00	\$500.00

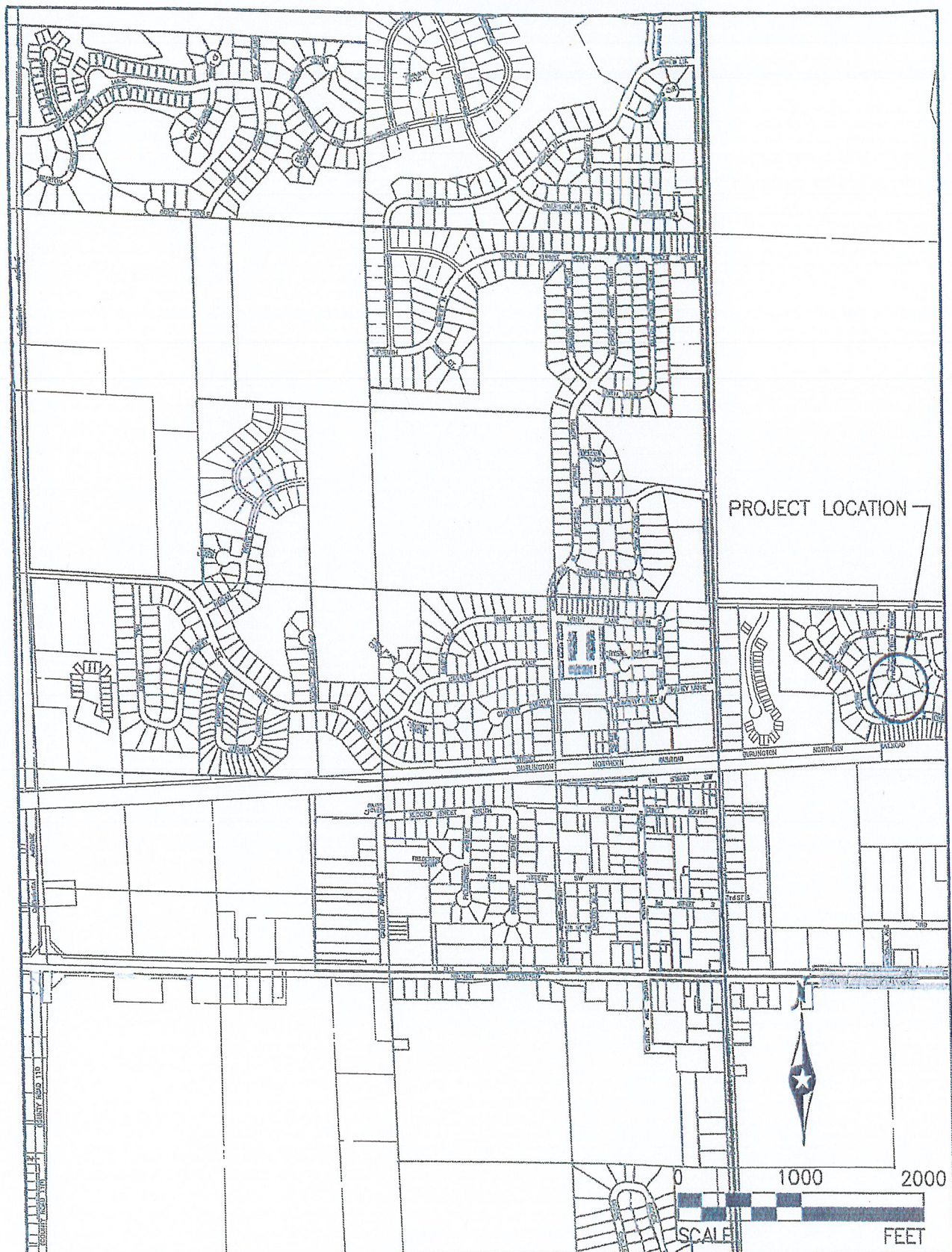
SUBTOTAL: \$6,140.00

CONTINGENCY (10%): \$600.00

ESTIMATED CONSTRUCTION COST: \$6,700.00

ENGINEERING & ADMINISTRATION: \$1,300.00

TOTAL ESTIMATED CONSTRUCTION COST: \$8,000.00



BOLTON & MENK, INC.
Consulting Engineers & Surveyors

MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN WILLMAR, MN
BURNSVILLE, MN CHASKA, MN RAMSEY, MN AMES, IA

©Bolton & Menk, Inc. 2007, All Rights Reserved
H:\MTRS\W1339539\CAD\39539FIG.dwg

CITY OF MONTROSE
PHEASANT HILLS
DRAINAGE IMPROVEMENTS
LOCATION MAP

JUNE, 2007

FIGURE NO. 1



BOLTON & MENK, INC.
 Consulting Engineers & Surveyors
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN WILLMAR, MN
 BURNSVILLE, MN CHASKA, MN RAMSEY, MN AMES, IA
 ©Bolton & Menk, Inc. 2007, All Rights Reserved
 H:\MTRS\W1339539\CAD\39539FIG.dwg

CITY OF MONTROSE
 PHEASANT HILLS
 DRAINAGE IMPROVEMENTS
 EXISTING CONDITIONS

JUNE, 2007

FIGURE NO 2



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN WILLMAR, MN
BURNSVILLE, MN CHASKA, MN RAMSEY, MN AMES, IA

©Bolton & Menk, Inc. 2007, All Rights Reserved

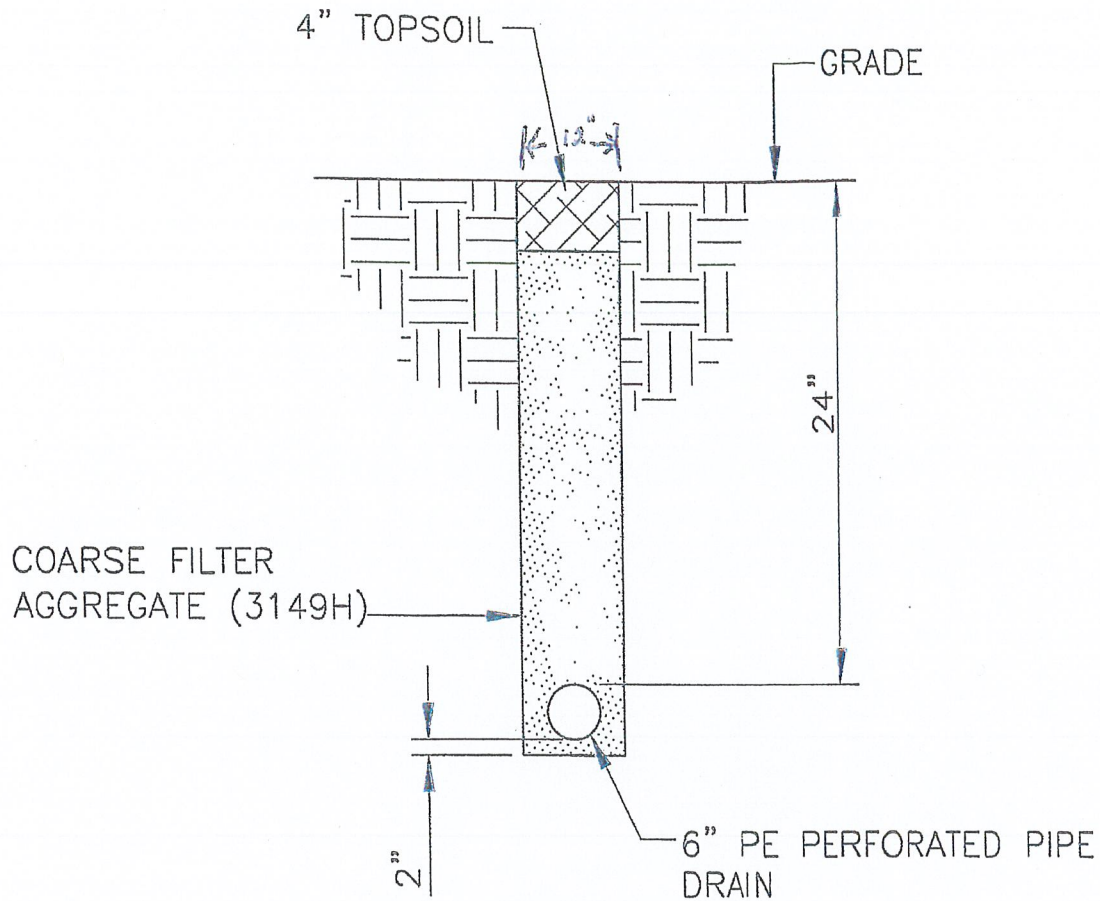
H:\MTRS\W1339539\CAD\39539FIG.dwg

CITY OF MONTROSE

PHEASANT HILLS
DRAINAGE IMPROVEMENTS
PROPOSED IMPROVEMENTS

JUNE, 2007

FIGURE NO. 3



SUBSURFACE PIPE DRAIN

NOT TO SCALE

Y:\Mont\detail\MON_700B.dwg



BOLTON & MENK, INC.
Consulting Engineers & Surveyors

MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN WILLMAR, MN
BURNSVILLE, MN CHASKA, MN RAMSEY, MN AMES, IA

*DRAINTILE
DETAIL*



It's good to be home.

DATE:
06/2007

STD. DETAIL
4-300

Public Works Temporary Employee

Diercks requested consideration to hire a temporary employee for a 12 week period beginning in October. The Public Works Department is in need of a temporary employee to cover the short term medical leave of a public works employee.

Motion by Knodel, seconded by Kauffman, to hire a temporary employee at \$12.00 to \$15.00 per hour for 12 weeks. Carried 5-0.

Pheasant Hills Drainage Improvement

Diercks presented a plan to correct a drainage problem in the rear yards of a Pheasant Hills neighborhood. The city will supply the labor and a drain tile, the property owners will finish grading and landscaping their property. Prior to the start of the project all of the neighbors must sign a release, to be provided by the city attorney.

Motion by Kauffman, seconded by Knodel, to approve the storm water drainage project as presented by Diercks. Carried 5-0.

Open Forum

Lloyd Johnson had a question regarding Eden Electronics. Mayor Nelson explained that Eden Electronics was the topic of the Closed Meeting held at 5:30p.m. on September 24, 2007, consequently was unable to answer his questions. The reason for the Closed Meeting was stated on the Posted Meeting Notice.

Catherine Neiberger complained about the council minutes and their lack of description relating to the Open Forum. Carr, city attorney, explained that by state statute the city minutes only need provide council action and the minutes prepared by the City of Montrose provide more information than is required.

Bob Chantland continued to ask if the Administrator's wages are net or gross, the question has been asked and answered numerous times. The Mayor asked Chantland to be seated.

Acknowledgements

Council Members Kauffman and Knodel acknowledge the Chamber of Commerce for organizing the Montrose/Waverly Business Expo and those that attended.

Adjournment

Motion by Beaton, seconded by Petersen, to adjourn at 7:35p.m. Carried 5-0.

Barbara C. Thwing Swanson
Administrator/Clerk/Treasurer

Charlie Nelson, Mayor

Current Rates

Proposed Utility Rate Increases

Tier 1 Usage at 5,000 Gallons					Tier 1 Usage at 5,000 Gallons				
Base Rate	Usage	Unit Rate	Amount		Base Rate	Usage	Unit Rate	Amount	
\$ 5.10	5,000	\$ 5.75	\$ 33.85	R Water (Tier 1)	\$ 6.00	5,000	\$ 6.00	\$ 36.00	
\$ 4.50	5,000	\$ 5.30	\$ 31.00	Sewer Collection	\$ 4.50	5,000	\$ 5.30	\$ 31.00	
\$ 6.05	5,000	\$ 5.05	\$ 31.30	WWTP	\$ 6.05	5,000	\$ 5.05	\$ 31.30	
\$ 5.00			\$ 5.00	Storm Sewer	\$ 7.75			\$ 7.75	
Total					Total				

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

RESOLUTION NO. 2022-36

**A RESOLUTION INCREASING THE MONTROSE
WATER ACCESS CHARGE**

WHEREAS, the City of Montrose annually reviews the water rates to ensure adequate funds to operate the Montrose Water System, and;

WHEREAS, the cost of system operation including debt service has increased, and;

WHEREAS, the State of Minnesota requires that all Enterprise Funds are self-supporting,

NOW THEREFORE BE IT RESOLVED by the City Council of Montrose, Minnesota to increase the water access charge from \$2,800.00 to \$2,900.00 effective January 1, 2023.

Adopted by the Montrose City Council on December 12, 2022.

Robert W. Moynagh III, Mayor

Jessica Bonniwell, City Administrator

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

RESOLUTION NO. 2022-37

**A RESOLUTION INCREASING THE MONTROSE
SEWER ACCESS CHARGE**

WHEREAS, the City of Montrose annually reviews the sanitary sewer rates to ensure adequate funds to operate the Montrose Sewer System inclusive of the wastewater treatment plant and sanitary sewer system, and;

WHEREAS, the cost of system operation including debt service has increased, and;

WHEREAS, the State of Minnesota requires that all Enterprise Funds are self-supporting,

NOW THEREFORE BE IT RESOLVED by the City Council of Montrose, Minnesota to increase the sewer access charge from \$5,600.00 to \$5,700.00 effective January 1, 2023, and:

BE IT FURTHER RESOLVED to distribute the sewer access charge as follows:

\$1,600.00 to the Wastewater Treatment Plant

\$4,100.00 to the Sanitary Sewer System

Adopted by the Montrose City Council on December 12, 2022.

Robert W. Moynagh III, Mayor

Jessica Bonniwell, City Administrator

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

RESOLUTION NO. 2022-38

**A RESOLUTION INCREASING THE MONTROSE WATER
SYSTEM MONTHLY AND TIER RATES**

WHEREAS, the City of Montrose annually reviews the water system rates to ensure adequate funds to operate the Montrose Water System, and

WHEREAS, the cost of system operations including debt service has increased, and

WHEREAS, the State of Minnesota requires that all Enterprise Funds are self-supporting,

NOW THEREFORE BE IT RESOLVED by the City Council of Montrose, Minnesota to increase the water system rates on January 1, 2023 as follows:

Base Rate from \$5.10 to \$6.00 monthly

Tier 1 from \$5.75/1,000 gallons to \$6.00/1,000 gallons

Tier 2 from \$6.33/1,000 gallons to \$6.60/1,000 gallons

Tier 3 from \$6.96/1,000 gallons to \$7.26/1,000 gallons

Adopted by the Montrose City Council on December 12, 2022.

Robert W. Moynagh III, Mayor

Jessica Bonniwell, City Administrator

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

RESOLUTION NO. 2022-39

**A RESOLUTION INCREASING THE MONTROSE STORM WATER
SYSTEM RATES**

WHEREAS, the City of Montrose annually reviews the sewer system rates to ensure adequate funds to operate the Montrose Storm Water System, and

WHEREAS, the cost of system operations including debt service has increased, and

WHEREAS, the State of Minnesota requires that all Enterprise Funds are self-supporting,

NOW THEREFORE BE IT RESOLVED by the City Council of Montrose, Minnesota to increase the storm water system monthly rate from \$5.00 to \$7.75 on January 1, 2023.

Adopted by the Montrose City Council on December 12, 2022.

Robert W. Moynagh III, Mayor

Jessica Bonniwell, City Administrator



PROCLAMATION

WHEREAS: the Second Amendment of the United States Constitution reads, “A well regulated Militia, being necessary to the security of a free state, the right of the people to keep and bear Arms, shall not be infringed.” and

WHEREAS: the United States Supreme Court is District of Columbia v. Heller, 554 U.S. 570 (2008), affirmed an individual’s right to possess firearms, unconnected with service in a militia, for traditionally lawful purposes, such as self-defense within the home; and,

WHEREAS: the United States Supreme Court in McDonald v. Chicago, 561 U.S. 742 (2010), affirmed that the right of an individual to “keep and bear arms,” as protected under the Second Amendment, is incorporated by the Due Process Clause of the Fourteenth Amendment against the states; and,

WHEREAS: certain legislation, beyond existing laws to date, that has or may be introduced in the Minnesota legislature in the future, and certain legislation which has or may be introduced in the United States Congress in the future, could have the effect of infringing on the rights of law-abiding citizens to keep and bear arms, as guaranteed by the Second Amendment to the United States Constitution; and,

WHEREAS: the City Council of Montrose, MN is concerned about the passage of any new legislation containing language which could be interpreted as infringing the rights of the citizens of Montrose, MN, to keep and bear arms; and,

WHEREAS: the criminal misuse of firearms is not a reason to infringe the rights of law-abiding citizens of Montrose, MN; and,

WHEREAS: the City Council of Montrose, MN wishes to express its deep commitment to the rights of all citizens of Montrose to keep and bear arms, except those prohibited by current law; and,

WHEREAS: the City Council of Montrose, MN wishes to express opposition to any law in the future, beyond existing laws to date, that would unconstitutionally restrict the rights of the citizens of Montrose to keep and bear arms.

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

That the City Council of Montrose, Minnesota hereby declares Montrose, Minnesota as a “Second Amendment Dedicated City,” and;

1. That the City Council wishes to express its intent to stand as a City Dedicated to Second Amendment rights and to oppose, within the limits of the Constitution of the United

States and the State of Minnesota, any efforts in the future to unconstitutionally restrict such rights, and to use such legal means at its disposal to protect the rights of the citizens of Montrose to keep and bear arms; and,

2. That the City Council will refuse to directly appropriate any City of Montrose resources to enforce any mandate, law, policy, or any directive which unconstitutionally infringes on the right of the law-abiding citizens to keep and bear arms; and,
3. That the City Council hereby expresses its intent to uphold the Second Amendment rights of the citizens of Montrose, Minnesota; and,
4. That the City Council hereby declares its intent to oppose any unconstitutional infringement on the right of law-abiding citizens to keep and bear arms.

Proclaimed by the council this 12th day of December, 2022

Kirby Moynagh
Mayor

Wright County Sheriff's Office

ATTEST:

Jessica Bonniwell
City Administrator



ANNEXATION REQUEST

Date: August 3, 2022

Jessica Bonniwell
City Administrator
City of Montrose
311 Buffalo Avenue South
P.O. Box 25
Montrose, MN 55363

RE: Annexation

Dear Ms. Bonniwell,

This letter serves to request the City of Montrose annex the property located at:
6824 Clementa Ave SW and 1847 75th St. SW

PID # 220000023300 and 220000113200

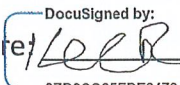
Shown on the attached exhibit A and described on the attached Exhibit B.

We understand that the City of Montrose has adopted a Comprehensive Plan, which discusses future growth, including our land. We would like to be annexed into the City of Montrose and have City sewer and water extended to the land.

Please contact me/us with any questions you have about the request.

Sincerely,

Name: Kent Roessler

Signature:  8/12/2022
DocuSigned by: 37D8CC65EBF6470...



August 18, 2022

Jessica Bonniwell
City of Montrose
311 Buffalo Avenue South
Montrose, MN 55363

Dear Ms. Bonniwell:

On behalf of current property owner Kent Roessler, please accept this application for annexation into Montrose from Woodland Township for the following two parcels:

R220-000-113200

R220-000-023300

A map of these parcels is included in this application. A copy of this letter is also being sent to Woodland Township.

Sincerely,

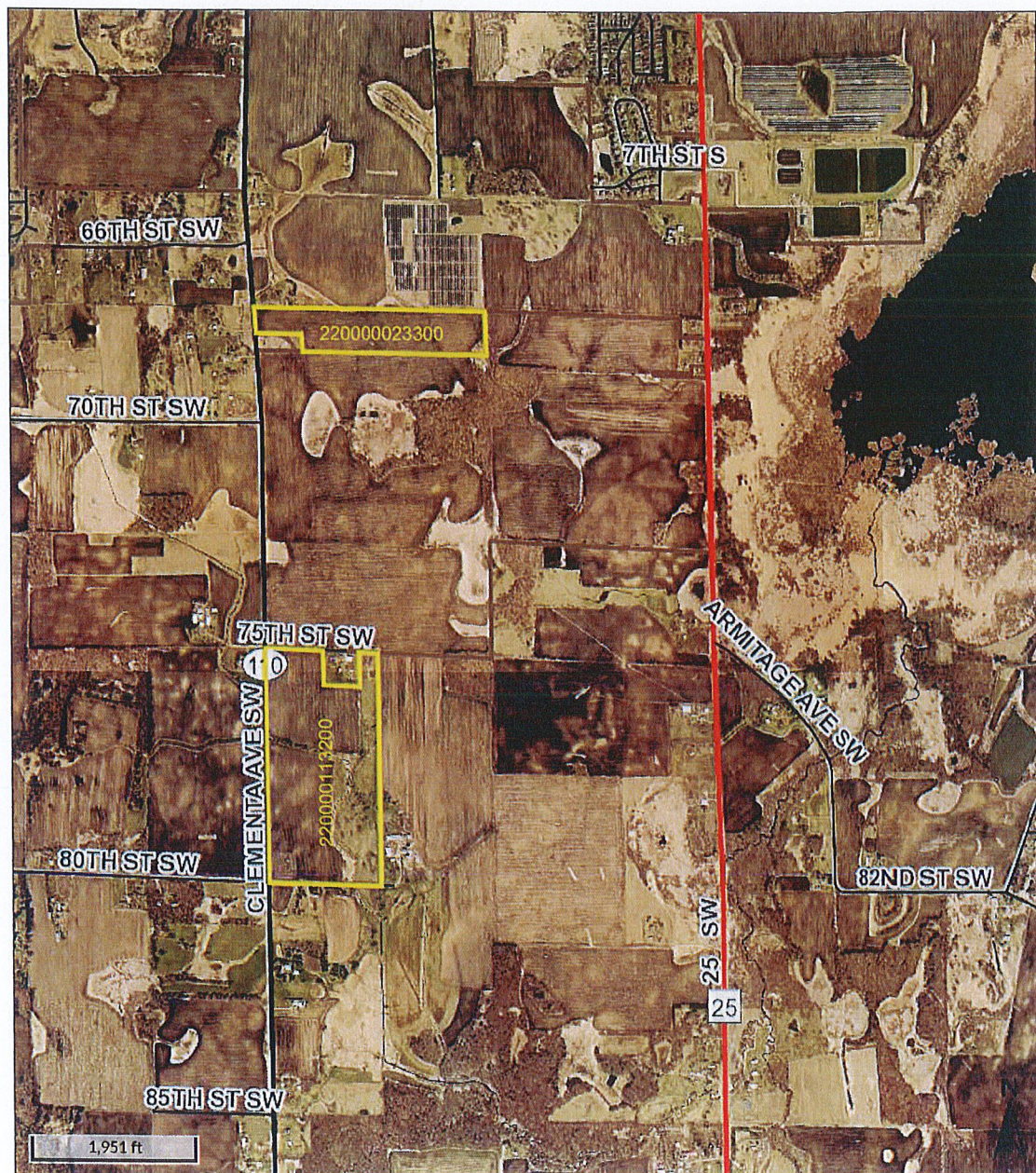
Steve Troskey, AICP
Residential Practice Leader

Enclosures:
Montrose Annexation Application
Map of Parcels
Tax Description of Parcels

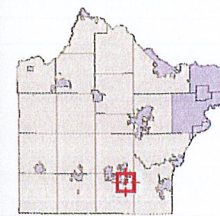
Beacon™ Wright County, MN

Exhibit A - Parcel Annexation Map

Created by: Sambatek, Inc.



Overview



Legend

Roads

- CSAHCL
- CTYCL
- MUNICL
- PRIVATECL
- TWPCCL

Highways

- Interstate
- State Hwy
- US Hwy

City/Township Limits

- c
- t
- Parcels
- Torrens

Date created: 8/3/2022

Last Data Uploaded: 8/3/2022 7:54:37 AM

Developed by  Schneider
GEOSPATIAL

EXHIBIT B – PROPERTY DESCRIPTIONS**Parcel R220-000-113200:**

Sect-11 Twp-118 Range-026



UNPLATTED LAND WOODLAND TWP 76.56 AC W1/2 OF SW1/4 EX TR DES ON DOC753383(113201)

Parcel R220-000-023300:

Sect-02 Twp-118 Range-026

UNPLATTED LAND WOODLAND TWP 27.51 AC N495FT OF S1/2OF SW1/4 EX S200FT OF W543FT OF N495FT OF S1/2 OF SW1/4 (023302)

Petition for Annexation:

-  = Parcels requested for Annexation
-  = Proposed development area

