



## CITY COUNCIL AGENDA REGULAR MEETING

**Monday, February 14, 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 Paul Baker – Montrose United Methodist Church

**4. PLEDGE OF ALLEGIANCE**

**5. APPROVAL OF AGENDA**

**6. APPROVAL OF CONSENT AGENDA**

A. Minutes

1. January 10, 2022 Regular City Council Meeting – prepared by J. Bonniwell

B. Accounts Payable

- 1. City, February 14, 2022 – prepared by M. Sommerfeld
- 2. Fire Department, January 10, 2022 – prepared by M. Sommerfeld
- 3. Fire Department, February 14, 2022 – prepared by M. Sommerfeld

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

D. Resolution 2022-05 – Mayoral Appointments for 2022

1. Resolution 2022-05 – *A Resolution Approving the Mayoral Appointments for the Year 2022*

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

- A. January, 2022 Monthly Report and Hours Report

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

- A. City Council

1. Monthly Activity Report

- B. Montrose Fire Department

1. January, 2022 Activity Report
2. Accept Roy "Coco" Henry Jr. as a Firefighter effective January 13, 2022
3. Recognition of 2021 Awards Presented at Annual Dinner on February 5, 2022

- C. Economic Development Authority

1. January 19, 2022 Economic Development Authority Meeting Minutes

- D. Personnel and Employee Development Committee

1. Resignation of Mr. Wayne McCormick, Effective March 31, 2022

- E. Planning and Zoning Commission

1. February 9, 2022 Planning and Zoning Meeting Minutes
2. Preliminary Plat Application for the Property Located in the Area Known as Outlot A, Northridge 6<sup>th</sup> Addition, PID 112-044-000030

- F. City Engineer

1. 2021 Downtown Improvement Project – Phase 2 Memo to Recommend Approving Plans and Specifications and Ordering Advertisement of Bids
2. Resolution 2022-06 – *A Resolution Approving Plans and Specifications and Ordering Advertisement of Bids*
3. Updates from City Engineer

9. **OLD BUSINESS**

- A. Sidewalk Ordinance Revision

1. Ordinance No. 2022-02 – *An Ordinance Amending Sub-Section 50.01(E) of the Montrose City Code Relating to Repair of Sidewalks and Alleys*
2. Resolution 2022-07 – *A Resolution Authorizing Summary Publication of Ordinance 2022-02: An Ordinance Amending Sub-Section 50.01(E) of the Montrose City Code Relating to Repair of Sidewalks and Alleys*

10. **NEW BUSINESS**

- A. Randy's Sanitation/Republic Service Date Change Discussion

- B. Resolution 2022-08 – Infrastructure Accountability

1. Resolution 2022-08 – *A Resolution Supporting Infrastructure Accountability*

C. New City Sign Discussion

D. DNR Declaration of Use Deed Restriction Approval for Regional Park Grant

**11. OPEN FORUM**

**12. UPCOMING MEETINGS**

A. Economic Development Authority Meeting – CANCELLED for February 15, 2022

B. Special City Council Meeting – Monday, February 28, 2022 at 4:30 p.m. in the Montrose Community Center

C. Park and Recreation Meeting – CANCELLED for March 3, 2022

D. Planning and Zoning Commission Meeting – Wednesday, March 9, 2022 at 7:00 p.m. in the Montrose Community Center

E. Regular City Council Meeting – Monday, March 14, 2022 at 7:00 p.m. in the Montrose Community Center

F. Economic Development Authority Meeting – Tuesday, March 15, 2022 at 11:30 a.m. in the Montrose City Hall Conference Room

**13. ACKNOWLEDGEMENTS**

**14. ADJOURNMENT**

City of Montrose  
 Regular City Council Meeting  
 Montrose Community Center  
 200 Center Avenue South  
 Monday, January 10, 2022  
 7:00 P.M.

# **1. CALL TO ORDER**

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, January 10, 2022 at 7:00 p.m.

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

# **2. ROLL CALL**

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

Staff Present: Ms. Jessica Bonniwell, City Administrator  
 Mr. Stephen Grittman, City Planner  
 Mr. Jared Voge, City Engineer  
 Mr. Wayne McCormick, Public Works Director  
 Mr. Michael Sommerfeld, City Clerk/Treasurer

# **3. INVOCATION**

A. Pastor Cathy Jones from House of Grace 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 January 10, 2022 City Council Agenda, removing Consent Agenda Item B-4. Council Member Solarz seconded the motion. Motion carried 5-0.**

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

A. Minutes

1. Accepted the minutes of the December 13, 2021 Regular City Council Meeting

B. Accounts Payable



1. Approved the December 13, 2021 Accounts Payable for the City of Montrose
  2. Approved the January 10, 2022 Accounts Payable for the City of Montrose
  3. Approved the December 31, 2021 Accounts Payable for the Montrose Fire Department
  4. ~~Approved the January 10, 2022 Accounts Payable for the Montrose Fire Department~~ **To be corrected and put on the February 14, 2022 City Council Consent Agenda.**
  5. Approved the January 10, 2022 Accounts Payable for the Economic Development Authority
- C. Approved the Monthly Utility Adjustments for December 2021
- D. Approved Resolution the Public Works Department Wage Increase Memo
- E. Approved the Performance Reviews and Wage Increases for the City Administrator, Public Works Director, City Clerk/Treasurer and Deputy Clerk:
1. Upon a satisfactory Performance Review for City Administrator, Ms. Jessica Bonniwell, approve a salary increase of five percent (5%) in accordance with the City Administrator Employment Contract.
  2. Upon a satisfactory Performance Review for Public Works Director, Mr. Wayne McCormick, approve a salary increase of two percent (2%) plus the Cost-of-Living Adjustment (COLA) of two-point-five percent (2.5%) in accordance with the American Federation of State, County and Municipal Employees (AFSCME) Council 65, Union Contract.
  3. Upon a satisfactory Performance Review for City Clerk/Treasurer, Mr. Michael Sommerfeld, approve a salary increase of two percent (2%) plus the Cost-of-Living Adjustment (COLA) of two-point-five percent (2.5%) in accordance with the American Federation of State, County and Municipal Employees (AFSCME) Council 65, Union Contract.
  4. Upon a satisfactory Performance Review for Deputy Clerk, Ms. Cristy Gerard, approve a salary increase of two percent for merit (2%), plus the five percent (5%) wage increase in accordance with the International Union of Operating Engineers, Local No. 49 Union Contract.
- F. Approved Resolution 2022-01 – Accepting Donations

**Council Member Marszalek motioned to approve the amended January 10, 2022 Consent Agenda with the removal of item B-4 due to a duplicate entry. Council Member Paradeise seconded the motion. Motion carried 5-0.**

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

- A. December, 2021 Monthly Report presented in packet.

Deputy Mosiman introduced himself to Council and Staff and presented an overview of the Wright County Sheriff's Report from December 2021. Deputy Mosiman also indicated that vehicle thefts are still going on in the north part of the County and that everyone should be locking their car doors and making sure they take garage door openers inside with them at night.

## **8. BEYOND THE YELLOW RIBBON**

- A. The Beyond the Yellow Ribbon Representative was not present at the meeting, and no discussion was held.

## 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. December, 2021 Activity Report

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

### C. Planning and Zoning Commission

#### 1. December 8, 2021 Planning and Zoning Meeting Minutes

Ms. Bonniwell stated that in the December 8, 2021 meeting, the Commission had a public hearing for a Conditional Use Permit and Variance application for 125 Nelson Boulevard to install a drive-through for a Subway Restaurant in that location. Approval of the application was recommended for Council at that meeting and is up before Council for consideration of approval this evening.

#### 2. Resolution No. 2022-02 – *A Resolution of the City Council of the City of Montrose Approving a Conditional Use Permit for a Drive-Through Restaurant*

Mr. Grittmann stated that the Planning and Zoning Commission held a Public Hearing for this matter at the December 8, 2021 Planning and Zoning Commission Meeting. Mr. Grittmann stated that the Conditional Use Permit complies with the requirements set forth in the code, and a recommendation was made by Planning and Zoning to approve the CUP. Mr. Grittmann stated that the applicant will be required to install curbing only on the new portion of the paved surface and to stripe the maximum number of stalls for parking on existing pavement. Full reports available in the Planning and Zoning Minutes from December 8, 2021.

**Mayor Moynagh motioned to approve Resolution 2022-02 – *A Resolution of the City Council of the City of Montrose Approving a Conditional Use Permit for a Drive-Through Restaurant*. Council Member Marszalek seconded the motion. Motion carried 5-0.**

#### 3. Resolution 2022-03 – *A Resolution of the City Council of the City of Montrose Approving a Variance to the Required Side-Yard Setback to Allow the Installation of a Drive-Through Lane*

**Council Member Marszalek motioned to approve Resolution 2022-03 – *A Resolution of the City Council of the City of Montrose Approving a Variance to the Side-Yard Setback to Allow for the Installation of a Drive-Through Lane*. Council Member Solarz seconded the motion. Motion carried 5-0.**

### D. Park and Recreation Commission

## 1. Holiday Decorating Contest Winner Announcement

Ms. Bonniwell stated that staff posted pictures that were provided to them by City Council Members to the City Facebook page in order to allow residents to vote on their favorite. Votes were tallied for two different posts after it was shared to the local community pages. The winner for the Holiday Decorating Contest 2021 is 159 Park Place Circle. City Council offered congratulations to the winner of the contest and thanked all residents for participating both in decorating and voting for the winner.

## E. City Engineer

### 1. Updates from City Engineer

Mr. Voge stated that they have finally been contacted by the representatives from the Burlington Northern Santa Fe Corporation (BNSF) in order to discuss and easement opportunity for the upcoming road project. Mr. Voge stated that if all discussions go well, the engineers may be asking for approval to seek bids for Phase II of the project at the February 14, 2022 City Council Meeting.

## F. Public Works Department

### 1. Public Works Updates

Mr. McCormick stated that the Public Works Department will be collecting Christmas Trees throughout the month of January. Mr. McCormick also stated that the skating rink is now ready for use and has a timer for the lights to be on from 5:00 – 10:00 p.m. each night.

## 10. OLD BUSINESS

### A. FE+ED Program Discussion

Pastor Cathy Jones from Grace Place discussed the community FE+ED program which distributes free food boxes to residents on a monthly basis. Pastor Jones encouraged community members to help volunteer and to take advantage of the program and come get food on the designated days. She stated the average cost of a bag of groceries these days is about \$42.00, while they distribute large produce size boxes of food for just a few dollars cost per box. There is no charge to receive a box of food and all residents are encouraged to come participate.

## 11. NEW BUSINESS

### A. Discuss Mayoral Appointments Resolution – Year 2022

Ms. Bonniwell asked Mayor Moynagh if there were any changes needed to the Mayoral Appointments Resolution for Year 2022. Mayor Moynagh stated that Council Member Paradeise requested the city add the Buffalo Public School Board Meeting be added with Mr. Paradeise as the liaison. Mayor Moynagh also requested to have the Wright County Mayor's Association listed under City Meetings with the dates listed. Ms. Bonniwell stated that she would make the suggested changes and add a resolution number for approval at the February 14, 2022 City Council Meeting.

### B. Year 2022 Fee Schedule

Ms. Bonniwell stated that the changes to sewer and water were discussed at the December 2021 meeting, and very few other changes were made to the fee schedule for 2022. The liquor license fee went up to

cover the increased fee to be paid to Wright County for liquor license processing, otherwise fees stayed the same.

1. Ordinance No. 2022.01 – *An Ordinance Setting Various Development and Administrative Fees*

**Mayor Moynagh motioned to approve Ordinance No. 2022-01 – *An Ordinance Setting Various Development and Administrative Fees*. Council Member Marszalek seconded the motion. Motion carried 5-0.**

2. Resolution 2022-04 – *A Resolution Authorizing Summary Publication of Ordinance 2022-01 – An Ordinance Setting Various Development and Administrative Fees*

**Council Member Marszalek motioned to approve Resolution 2022-04 – *A Resolution Authorizing Summary Publication of Ordinance 2022-01 – An Ordinance Setting Various Development and Administrative Fees*. Council Member Solarz seconded the motion. Motion carried 5-0.**

C. Proclamation – Montrose School Choice Week

1. City Council Proclamation Recognizing the Week of January 23, 2022 through January 30, 2022 as School Choice Week in Montrose

Mayor Moynagh read the Proclamation for Montrose School Choice Week.

12. OPEN FORUM

No Open Forum requests were received.

13. UPCOMING MEETINGS

- A. Park and Recreation Meeting – CANCELLED for January 2022
- B. Planning and Zoning Commission Meeting – CANCELLED for January 2022
- C. Economic Development Authority Meeting – **RESCHEDULED for Wednesday, January 19 2022** at 12:00 p.m. in the Montrose City Hall Conference Room
- D. Regular City Council Meeting – Monday, February 14, 2022 at 7:00 p.m. in the Montrose Community Center

14. ACKNOWLEDGEMENTS

- 1. Council Member Marszalek acknowledged the Public Works Department for their ongoing hard work to keep streets clear of snow and ice.
- 2. Council Member Paradeise acknowledged the residents that participated in the Holiday Decorating Contest as it was nice to see so much participation for the holiday season.
- 3. Mayor Moynagh acknowledged the Montrose Fire Department and encouraged anyone interested to join them for the Montrose Firefighters Relief Association Annual Prime Rib Dinner and Gun Raffle being held this year on Saturday, February 5<sup>th</sup> from 5:00 – 8:00 p.m. at the Montrose

Community Center.

**15. ADJOURNMENT**

**Council Member Marszalek motioned to adjourn the Regular City Council Meeting at 7:24 p.m. Council Member Paradeise seconded the motion. Motion carried 5-0.**

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Robert W. Moynagh, III Mayor  
City of Montrose

ATTEST:

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Jessica Bonniwell  
City Administrator  
City of Montrose

# ACCOUNTS PAYABLE LIST

## February 14, 2022

Payroll	01/11/22 Payroll	14605.44
Payroll	01/24/22 Payroll	14901.19
Payroll	02/07/22 Payroll	14789.70
IRS-Federal Tax Payment	01/11/22 FED/FICA Tax	5032.53
IRS-Federal Tax Payment	01/24/22 FED/FICA Tax	5100.31
IRS-Federal Tax Payment	02/07/22 FED/FICA Tax	5073.01
MN Dept. of Revenue	01/11/22 State Withholding	964.74
MN Dept. of Revenue	01/24/22 State Withholding	973.64
MN Dept. of Revenue	02/07/22 State Withholding	967.09
PERA	01/11/22 Payroll	2928.28
PERA	01/24/22 Payroll	2974.23
PERA	02/07/22 Payroll	2959.74
*Ameritas Life Ins.	Employee Optical Ins.	49.40
MN Dept. of Revenue	December Sales Tax	63.00
Payment Service Network	December PSN/ACH Fees	1264.16
Abdo	2021 Audit	7600.00
*AFSCME #65	January Union Dues	117.30
Aramark	Uniforms/Floor Mats	238.65
Cardmember Services	Education/Certification	341.00
Cardmember Services	Postage	11.42
Cardmember Services	Heater and Mount	1759.29
*Citizens State Bank	January H.S.A. Deposit	350.00
*Colonial Life Ins.	February Employee Ins.	74.52
Gopher State One Call	Water/Sewer Locates	50.00
Hawkins	Water Chemicals	5304.24
*IUOE Local #49	January Union Dues	175.00
Lincoln Nat'l Life Ins.	February Life Ins.	147.29
*Metro West Insp. Svcs.	December Final Permits	3995.34
MN Computer Systems	Copier Maint. Agreement	245.98
MN Dept. of Labor & Ind.	Build Permit Surcharges	53.35
MN DNR WATERS	MPARS Water Permit	669.70
MN Municipal Utilities	Annual Dues	348.00
Montrose Waverly Chamber	Annual Dues	125.00
Nuso (NEC Cloud Comm.)	Telephone Service	184.48
MVTL Laboratories	Water Testing	74.00
MVTL Laboratories	WWTP Testing	262.28
*NW Assoc. Consultants	Planners Services	475.00
Paumen Computer Services	Monthly IT/Backup & Support	677.95
Petty Cash Replenish	2022 Liquor Lic. Fees	100.00
Petty Cash Replenish	Water Postage	22.33

February 14, 2022

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Petty Cash Replenish	Shop/Comm. Ctr. Supplies	7.52
Pitney Bowes	Postage Ink	226.08
Riteway Business Forms	Tax Forms	194.00
US Internet	Email Hosting	139.30
WakeSun, LLC	Solar Energy	5182.95
Wex Bank	PW,Str,Sew,WW Vehicle Fuel	681.50
Windstream	Telephone Service	114.72
Wright County Highway Dept.	Road Salt	4481.37
Xcel Energy	Electric/Gas Charges	6212.76
Ziegler	System Maint.	6609.43
	<b>ACCOUNTS PAYABLE SUBTOTAL</b>	<b>119898.21</b>

Adam's Pest Control	City Hall Pest Control	80.53
Aramark	Uniforms/Floor Mats	244.06
Badger Meter	January Hosting	129.99
*Bolton & Menk	Engineering Services	17582.00
Carmember Services	Training	370.54
Cardmember Services	Rural Water Conference	250.00
Centra Sota Coop.	Wintermaster Fuel / Tank	1050.89
Comcast	Internet Service	543.48
Delano Auto Parts	PW Shop/Veh. Supplies	62.98
Duane W. Nielsen Co.	Water Flow Master Install	658.30
Gopher State One Call	Water/Sewer Locates	39.15
Hawkins, Inc.	Water Chemicals	2306.61
*IUOE Local #49	February Union Dues	175.00
IUOE Local #49 HW FUND	March Hlth, Dent, HRA	7625.00
Marie Jenson	January CH/CC Cleaning	470.00
*Kennedy & Graven	Legal Fees	4503.70
Macqueen Emergency Equip.	Street Sweeper Parts	1046.24
*Madison Nat'l Life	February Disability Ins.	349.42
Marco Tech.	Printer Maint.	66.17
Menards	Shop Supplies/Small Tools	261.57
Midwest Machinery Co.	Equip. Maint.	816.06
MN Computer Systems	Copier Maint. Agreement	234.00
MN Dept. of Public Safety	Veh. Registration Renewals	269.50
MN Public Fac. Auth.	Bond Payment	12849.42
MVTL Labs	WWTP Testing	544.62
Nuso (NEC Cloud Comm.)	Telephone Service	184.48
Paumen Computer Services	Monthly IT/Backup & Support	460.00
Pitney Bowes	Machine Rental	131.88
Quality Flow Systems	Flow Meter Replacement	33532.00



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Riteway Business Forms	Checks	223.11
Sentry Systems	Monitoring Service	147.38
Sommerfeld, Michael	Mileage Reimbursement	94.01
Trick My Truck/Snowplows	Veh./Plow Parts	791.87
Trueman Welters	Snowplow Parts	428.38
US Internet	Email Hosting	139.30
USA BlueBook	Water/WWTP Supplies	871.23
Verizon	Cellphones/Tablets	556.00
Ziegler	System Maint.	2352.15
WakeSun, LLC	Solar Energy	2442.97
Walmart	CH Office Supplies	44.76
Windstream	Telephone Service	229.44
Wright Co. Finance Dept.	Jan. & Feb. Patrol Services	51221.66
Wright Co. Treasurer	December Fines	754.93
*Wright Co. Journal Press	Legal Notices	59.50
Wright-Hennepin Co-op	Electrical Services	264.00
Xcel Energy	Electric/Gas Charges	8535.59
*Cogley, Chuck & Amanda	Utility Overpayment	129.33
*Demorett, Heather	Utility Overpayment	120.11
*Nelson, Lee & Amy	Utility Overpayment	334.69
*Open Door Labs	Utility Overpayment	113.93
*Rolfzen, Carroll	Utility Overpayment	43.43
	<b>TOTAL ACCOUNTS PAYABLE</b>	<b>276633.57</b>

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MOYNAGH

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BONNIWELL

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MARSZALEK

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ANDREOFF

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SOLARZ

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PARADEISE**\* Appendix**

Payments received to offset checks written

Payroll Deduction	January H.S.A. Deposit	250.00
Payroll Deduction	February Disability Ins.	349.42
Payroll Deduction	AFSCME #65 Jan. Union Dues	117.30



February 14, 2022

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Payroll Deduction	IUOE #49 Jan. Union Dues	175.00
Payroll Deduction	IUOE #49 Feb. Union Dues	175.00
Payroll Deduction	Feb. EE Ins.	74.52
Developer Expense	Bolton & Menk	11077.50
Developer Expense	Kennedy & Graven	412.50
Developer Expense	Metro West Insp. Svcs.	3995.34
Developer Expense	Wright Co. Journal Press	38.50
Utility Overpayment	Cogley, Chuck & Amanda	129.33
Utility Overpayment	Demorett, Heather	120.11
Utility Overpayment	Nelson, Lee & Amy	334.69
Utility Overpayment	Open Door Labs	113.93
Utility Overpayment	Rolfzen, Carroll	43.43

**FIRE DEPARTMENT  
ACCOUNTS PAYABLE LIST**

**January 10, 2022**

Payroll	Annual Payroll	52500.83
Emer. Med. Training Spec.	EMR Training New FFs	3475.00
Comcast	Internet Service	97.85
	<b>TOTAL ACCOUNTS PAYABLE</b>	<b>56073.68</b>

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**MOYNAGH**

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**BONNIWELL**

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**MARSZALEK**

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**ANDREOFF**

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**SOLARZ**

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**PARADEISE**

# FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

## February 14, 2022

Aspen Mills	Uniforms	24.27
Cardmember Services	Station Supplies	31.12
Delano Carquest	FD Vehicle Parts/Supplies	178.04
Emer. Apparatus Maint. Inc.	Fire Engine Repairs	2118.42
Milhausen Auto Repair	FD Vehicle Maint.	50.00
MN State Fire Chiefs Assoc.	Annual Dues	340.00
Performance Plus LLC	Medical Evaluations	1853.50
R&D Sales	Uniforms	1350.00
SYNCB/Amazon	Medical Supplies	115.89
Volunteer FF Benefit Assoc.	Annual Life Ins.	180.00
Wex Bank	Vehicle Fuel	227.75
Xcel Energy	Electric/Gas Charges	1017.63
	<b>ACCOUNTS PAYABLE SUBTOTAL</b>	<b>7486.62</b>
Comcast	Internet Service	97.85
*Customized Fire Rescue Trg.	Training	2300.00
MN Computer Systems	Copier Maint. Agreement	155.51
North Star Awards & Troph.	Awards/Nameplates	52.00
Verizon	FD iPad	40.01
Xcel Energy	Electric/Gas Charges	1225.29
	<b>TOTAL ACCOUNTS PAYABLE</b>	<b>11357.28</b>

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**MOYNAGH**


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**BONNIWELL**


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**MARSZALEK**


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**ANDREOFF**


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**SOLARZ**


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**PARADEISE**

# CITY OF MONTROSE

## Monthly Adjustments

01/31/22 12:39 PM  
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Account	Tran Type	Charge Name	Charge Type	Amount	Date
00-00001675-01-	Adjustment		UR	(\$22.38)	1/5/2022
00-00002681-01-	Adjustment	Sewer Collection	Service	(\$0.06)	1/26/2022
00-00002681-01-	Adjustment	WWTP	Service	(\$0.06)	1/26/2022
00-00002681-01-	Adjustment	Storm Water	Service	(\$0.01)	1/26/2022
01-00002681-00-	Adjustment	Combo Water	Service	(\$0.91)	1/5/2022
01-00002681-00-	Adjustment	Sewer Collection	Service	(\$0.83)	1/5/2022
01-00002681-00-	Adjustment	WWTP	Service	(\$0.89)	1/5/2022
01-00002681-00-	Adjustment	Storm Water	Service	(\$0.18)	1/5/2022
00-00004084-02-	Adjustment		UR	(\$37.74)	1/5/2022
00-00002683-01-	Adjustment		UR	(\$115.00)	1/5/2022
00-00002681-01-	Adjustment	Combo Water	Service	(\$0.07)	1/26/2022
00-00005076-00-	Adjustment		UR	(\$72.81)	1/5/2022
01-00004094-00-	Adjustment	Storm Water	Service	(\$0.23)	1/27/2022
00-00002626-01-	Adjustment		UR	(\$104.65)	1/5/2022
00-00002537-02-	Adjustment		UR	(\$78.43)	1/5/2022
00-00001037-00-	Adjustment		UR	(\$35.24)	1/5/2022
01-00001169-00-	Adjustment	R Water	Service	(\$2.81)	1/24/2022
01-00001169-00-	Adjustment	Sewer Collection	Service	(\$2.56)	1/24/2022
01-00001169-00-	Adjustment	WWTP	Service	(\$2.55)	1/24/2022
01-00001169-00-	Adjustment	Storm Water	Service	(\$0.23)	1/24/2022
01-00004094-00-	Adjustment	R Water	Service	(\$2.34)	1/27/2022
01-00004094-00-	Adjustment	Sewer Collection	Service	(\$2.16)	1/27/2022
01-00004094-00-	Adjustment	WWTP	Service	(\$2.17)	1/27/2022
00-00002664-05-	Adjustment		UR	(\$30.00)	1/5/2022
				(\$514.31)	

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

Jan 31st, 2022  
CG

CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

RESOLUTION NO. 2022-05

A RESOLUTION APPROVING THE MAYORAL APPOINTMENTS FOR THE YEAR 2022

<b>Acting Mayor:</b>	Council Member Tom Marszalek
<b>Buffalo Public Schools Board Meetings:</b>	Council Member David Paradeise
<b>Chamber of Commerce Representative:</b>	City Administrator Council Member Tom Marszalek
<b>Community Education Representative:</b>	Mayor Kirby Moynagh
<b>Economic Development Authority:</b>	Council Member Tom Marszalek Mayor Kirby Moynagh Dr. Sonya Tourville, Montrose Family Chiropractic Mr. Robb Kirkpatrick, Minnesota Auto Werks Mr. Matt Smith, Carpentry Contractors Company City Administrator
<b>Fire Department/Emergency Management Chief/Emergency Management Director:</b>	Fire Chief
<b>Assistant Fire Chief/Emergency Management Director:</b>	Assistant Fire Chief and/or Fire Department Captains
<b>Fire Department Council Liaison:</b>	Council Member David Paradeise
<b>U.S. Highway 12 Safety Coalition:</b>	Mayor Kirby Moynagh City Administrator
<b>Personnel and Employee Relations Committee:</b>	Mayor Acting Mayor Public Works Department Director City Administrator
<b>Park and Recreation Commission Members:</b>	<i>7 vacancies</i>
<b>Park and Recreation Commission Council Liaison:</b>	Council Member Nicole Andreoff
<b>Park and Recreation Commission Alternate Council Liaison:</b>	Council Member David Paradeise
<b>Park and Recreation Commission Staff Coordinator:</b>	Deputy Clerk
<b>Planning and Zoning Commission Members:</b>	Charles Smallwood, Chair Sylvia Henry, Vice-Chair Shawn Cuff Roger Fraumann Catherine Neiberger <i>2 Vacancies</i>
<b>Planning and Zoning Commission Council Liaison:</b>	Council Member Sam Solarz

**Planning and Zoning Commission Planner:** Steve Gritman  
Northwest Associated Consultants

**Planning and Zoning Commission Staff Coordinator:** City Administrator

**Finance Committee:** Council Member Nicole Andreoff  
Council Member Sam Solarz  
City Clerk-Treasurer

**Finance Committee Alternate:** City Administrator

**Montrose Days Celebration Committee Council Liaison:** Council Member David Paradeise

**Wright County Area Transportation:** City Clerk-Treasurer

**Wright County Board of Commissioners Meetings:** Council Member Tom Marszalek

**Wright County Mayor's Association** Mayor Kirby Moynagh

**Official Depositories:** Citizens State Bank of Waverly  
Northland Securities  
League of Minnesota Cities 4M Fund

**Official Newspaper:** Wright County Journal Press

**City Meetings:**

Regular City Council Meeting	Community Center	Monthly - Second Monday	7:00 p.m.
City Council Workshop/Special City Council Meeting	City Hall	Fifth Monday of Applicable Month	4:00 p.m.
Economic Development Authority	City Hall	Monthly - Third Tuesday	12:00 p.m.
Finance Committee	City Hall	Quarterly - Fourth Thursday	9:00 a.m.
Montrose Fire Department	Community Center	Weekly - Tuesdays	6:30 p.m.
Park and Recreation Commission	City Hall	Monthly - First Thursday	5:30 p.m.
Planning and Zoning Commission	Community Center	Monthly - Second Wednesday	7:00 p.m.

Adopted by the City Council of Montrose, Minnesota this 14<sup>th</sup> day of February, 2022.

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Robert W. Moynagh III  
Mayor  
City of Montrose

ATTEST:

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Jessica Bonniwell  
City Administrator  
City of Montrose



# 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 February 1, 2022

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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## 911 Abandoned Total: 2

01/15/22 13:51	911 Abandoned	2022003914			911
01/15/22 23:04	911 Abandoned	2022004039			911

## 911 Abandoned; Dispatch - CAD - Addressing Problems; Missing Person Total: 1

01/05/22 11:45	911 Abandoned;	2022001079	911 Abandoned	WP22000318	911
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## 911 Abandoned; Domestic Disturbance Total: 1

01/29/22 23:34	911 Abandoned;	2022007526			911
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## 911 Hang-up Total: 1

01/12/22 05:30	911 Hang-up	2022002905			911
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## 911 Open Line Total: 8

01/07/22 22:19	911 Open Line	2022001828			911
01/09/22 10:21	911 Open Line	2022002165			911
01/13/22 17:52	911 Open Line	2022003398			911
01/17/22 15:39	911 Open Line	2022004404			911
01/20/22 21:36	911 Open Line	2022005217			911
01/22/22 18:27	911 Open Line	2022005685			911
01/25/22 00:56	911 Open Line	2022006233			911
01/26/22 21:47	911 Open Line	2022006717	911 Open Line	WP22002019	911

## 911 Open Line; Medical - Fall Under 6 Feet Total: 1

01/22/22 10:41	911 Open Line; Medical	2022005565			911
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## Abandoned Vehicle Total: 1

01/19/22 14:23	Abandoned Vehicle	2022004882	Abandoned Vehicle	WP22001446	Phone
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## Agency Assist Total: 1

01/05/22 15:37	Agency Assist	2022001136	Domestic Disturbance	WP22000341	Phone
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## Animal Total: 2

01/09/22 11:23	Animal	2022002177	Animal	WP22000646	Phone
01/09/22 16:41	Animal	2022002242	Animal	WP22000670	Phone

## Animal - Barking Dog Total: 1

01/18/22 00:24	Animal - Barking Dog	2022004500	Animal - Barking Dog	WP22001336	Phone
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## Check Welfare Total: 5

01/05/22 17:04	Check Welfare	2022001157	Check Welfare	WP22000347	Phone
01/20/22 10:56	Check Welfare	2022005078	Check Welfare	WP22001510	Phone
01/20/22 19:11	Check Welfare	2022005190	Check Welfare	WP22001545	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
01/27/22 10:57	Check Welfare	2022006826	Check Welfare	WP22002048	Phone
01/30/22 01:47	Check Welfare	2022007554	Check Welfare	WP22002267	Phone

**Citizen Aid Total: 1**

01/03/22 16:30	Citizen Aid	2022000581	Intoxicated Person	WP22000155	Phone
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**Civil Complaint Total: 7**

01/04/22 22:47	Civil Complaint	2022000971	Civil Complaint	WP22000264	Phone
01/06/22 12:00	Civil Complaint	2022001363	Civil Complaint	WP22000415	Phone
01/06/22 14:49	Civil Complaint	2022001404	Civil Complaint	WP22000431	Phone
01/11/22 10:07	Civil Complaint	2022002657	Civil Complaint	WP22000793	Phone
01/14/22 17:13	Civil Complaint	2022003660	Civil Complaint	WP22001120	Other
01/27/22 11:39	Civil Complaint	2022006834	Civil Complaint	WP22002053	Phone
01/29/22 11:27	Civil Complaint	2022007367	Civil Complaint	WP22002226	Phone

**Civil Process Total: 5**

01/05/22 09:33	Civil Process	2022001054			Officer
01/07/22 17:35	Civil Process	2022001731			Officer
01/13/22 08:45	Civil Process	2022003238			Officer
01/14/22 08:57	Civil Process	2022003545			
01/19/22 13:55	Civil Process	2022004871			Officer

**Commercial General Alarm Total: 3**

01/10/22 14:46	Commercial General	2022002456			Phone
01/16/22 11:44	Commercial General	2022004130			Phone
01/26/22 05:29	Commercial General	2022006485			Phone

**Court Order Violation Total: 1**

01/23/22 17:49	Court Order Violation	2022005921	Court Order Violation	WP22001780	Phone
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**Domestic Disturbance Total: 5**

01/02/22 10:23	Domestic Disturbance	2022000261	Domestic Disturbance	WP22000071	911
01/05/22 00:50	Domestic Disturbance	2022000987	Domestic Disturbance	WP22000269	Phone
01/09/22 19:03	Domestic Disturbance	2022002274	Domestic Disturbance	WP22000677	Phone
01/14/22 15:35	Domestic Disturbance	2022003634	Domestic Disturbance	WP22001117	Phone
01/19/22 19:03	Domestic Disturbance	2022004950	Domestic Disturbance	WP22001469	911

**Drug Court Home Visit Total: 1**

01/19/22 20:20	Drug Court Home Visit	2022004964			
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**Drugs Total: 1**

01/05/22 13:09	Drugs	2022001095	Drugs	WP22000327	Phone
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**Fire - Gas Leak Total: 1**

01/15/22 07:17	Fire - Gas Leak	2022003814	Fire - Gas Leak	WP22001167	911
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**Fraud - Forgery Total: 1**

01/13/22 13:16	Fraud - Forgery	2022003304	Fraud - Forgery	WP22000998	911
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**Lift Assist Total: 1**

01/28/22 06:08	Lift Assist	2022007041			
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Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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**Lock Out - Lock In Total: 1**

01/06/22 18:18	Lock Out - Lock In	2022001454	Lock Out - Lock In	WP22000446	Phone
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**Lost - Found Property Total: 1**

01/05/22 14:11	Lost - Found Property	2022001106	Lost - Found Property	WP22000332	
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**Medical - Abdominal Pain Total: 1**

01/28/22 01:29	Medical - Abdominal	2022007016			911
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**Medical - Breathing Problems Total: 3**

01/12/22 08:25	Medical - Breathing	2022002925			Phone
01/18/22 11:55	Medical - Breathing	2022004603			911
01/24/22 01:21	Medical - Breathing	2022005991			911

**Medical - Carbon Monoxide Inhalation Total: 2**

01/13/22 21:56	Medical - Carbon	2022003467			Phone
01/18/22 23:17	Medical - Carbon	2022004750			911

**Medical - Chest Pain Total: 1**

01/18/22 08:57	Medical - Chest Pain	2022004552			911
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**Medical - Heart Problems Total: 1**

01/16/22 18:26	Medical - Heart	2022004198			911
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**Medical - Psychiatric - Behavioral Total: 2**

01/04/22 19:59	Medical - Psychiatric -	2022000941	Medical - Psychiatric -	WP22000254	Officer
01/18/22 00:21	Medical - Psychiatric -	2022004499	Medical - Psychiatric -	WP22001334	911

**Medical - Seizure Total: 1**

01/02/22 05:02	Medical - Seizure	2022000233			911
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**Medical - Sick Total: 6**

01/05/22 14:36	Medical - Sick	2022001113	Intoxicated Person	WP22000339	911
01/07/22 20:16	Medical - Sick	2022001778			911
01/09/22 07:41	Medical - Sick	2022002138	Medical - Sick	WP22000637	911
01/24/22 20:16	Medical - Sick	2022006191			911
01/26/22 12:53	Medical - Sick	2022006585			911
01/26/22 20:48	Medical - Sick	2022006696			911

**Medical - Stroke Total: 1**

01/06/22 15:45	Medical - Stroke	2022001417			911
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**Medical - Unconscious - Fainting Total: 1**

01/03/22 15:53	Medical - Unconscious -	2022000568	Medical - Unconscious -	WP22000151	Phone
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**MVA - No Injuries Total: 8**

01/04/22 06:04	MVA - No Injuries	2022000720	MVA - No Injuries	WP22000186	
01/05/22 08:28	MVA - No Injuries	2022001037	MVA - No Injuries	WP22000290	
01/05/22 08:39	MVA - No Injuries	2022001040	MVA - No Injuries	WP22000298	
01/12/22 18:12	MVA - No Injuries	2022003112	MVA - No Injuries	WP22000932	

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
01/12/22 21:51	MVA - No Injuries	2022003161	DUI - MVA	WP22000944	911
01/14/22 08:48	MVA - No Injuries	2022003542	MVA - No Injuries	WP22001083	911
01/23/22 17:25	MVA - No Injuries	2022005915	MVA - Hit & Run	WP22001776	
01/31/22 09:18	MVA - No Injuries	2022007808	MVA - No Injuries	WP22002348	

### Noise Total: 4

01/03/22 22:54	Noise	2022000680	Noise	WP22000172	
01/04/22 05:22	Noise	2022000714	Noise	WP22000183	
01/08/22 14:56	Noise	2022001975	Noise	WP22000589	
01/21/22 20:07	Noise	2022005433	Noise	WP22001618	911

### Parking Total: 1

01/13/22 16:20	Parking	2022003358	Parking	WP22001018	
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### Probation Check Total: 6

01/02/22 12:09	Probation Check	2022000279			Officer
01/02/22 12:17	Probation Check	2022000281			Officer
01/20/22 17:24	Probation Check	2022005159			Officer
01/20/22 17:36	Probation Check	2022005163			Officer
01/31/22 13:19	Probation Check	2022007883			Officer
01/31/22 13:26	Probation Check	2022007884			Officer

### Repossession Total: 1

01/11/22 23:46	Repossession	2022002873			
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### Residential General Alarm Total: 3

01/01/22 12:06	Residential General	2022000080			Phone
01/19/22 05:49	Residential General	2022004778			Phone
01/21/22 13:01	Residential General	2022005338			Phone

### Residential Medical Alarm Total: 2

01/10/22 11:07	Residential Medical	2022002396			Phone
01/13/22 21:48	Residential Medical	2022003463			Phone

### Robbery Total: 1

01/29/22 19:41	Robbery	2022007477	Suspicious - Circumstances	WP22002249	911
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### SIA Area Watch Total: 2

01/01/22 13:06	SIA Area Watch	2022000088			
01/23/22 21:08	SIA Area Watch	2022005965			

### SIA Business Walk Through Total: 2

01/01/22 13:05	SIA Business Walk	2022000087			
01/10/22 15:14	SIA Business Walk	2022002465			

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

01/10/22 18:00	SIA City Council - City	2022002516			Officer
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### SIA Other Total: 2

01/11/22 01:53	SIA Other	2022002589			
01/11/22 22:32	SIA Other	2022002856			

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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### SIA Other; Traffic - Hazard Total: 1

01/24/22 12:07	SIA Other; Traffic -	2022006081			
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### SIA Parks Total: 3

01/01/22 14:38	SIA Parks	2022000107			
01/01/22 15:53	SIA Parks	2022000122			
01/02/22 15:29	SIA Parks	2022000325			

### SIA School Check Total: 2

01/07/22 07:43	SIA School Check	2022001583			
01/25/22 07:33	SIA School Check	2022006257			

### Snowbird Total: 24

01/06/22 01:34	Snowbird	2022001266	Snowbird	WP22000371	
01/06/22 02:06	Snowbird	2022001269	Snowbird	WP22000373	
01/07/22 01:28	Snowbird	2022001548	Snowbird	WP22000467	
01/07/22 01:41	Snowbird	2022001550	Snowbird	WP22000468	
01/08/22 01:23	Snowbird	2022001862	Snowbird	WP22000554	
01/11/22 01:15	Snowbird	2022002584	Snowbird	WP22000772	
01/11/22 01:31	Snowbird	2022002585	Snowbird	WP22000773	
01/11/22 01:36	Snowbird	2022002587	Snowbird	WP22000774	
01/11/22 01:42	Snowbird	2022002588	Snowbird	WP22000775	
01/14/22 01:56	Snowbird	2022003498	Snowbird	WP22001058	
01/14/22 02:03	Snowbird	2022003499	Snowbird	WP22001059	
01/14/22 02:20	Snowbird	2022003502	Snowbird	WP22001061	
01/14/22 02:29	Snowbird	2022003504	Snowbird	WP22001062	
01/14/22 02:40	Snowbird	2022003506	Snowbird	WP22001064	
01/15/22 01:12	Snowbird	2022003771	Snowbird	WP22001144	
01/15/22 01:29	Snowbird	2022003774	Snowbird	WP22001146	
01/15/22 01:33	Snowbird	2022003775	Snowbird	WP22001147	
01/17/22 01:13	Snowbird	2022004269	Snowbird	WP22001265	
01/23/22 01:06	Snowbird	2022005742	Snowbird	WP22001716	
01/23/22 01:12	Snowbird	2022005745	Snowbird	WP22001717	
01/23/22 01:16	Snowbird	2022005747	Snowbird	WP22001719	
01/23/22 01:25	Snowbird	2022005751	Snowbird	WP22001721	
01/23/22 01:32	Snowbird	2022005756	Snowbird	WP22001724	
01/24/22 01:16	Snowbird	2022005990	Snowbird	WP22001796	

### Snowmobile Complaint Total: 1

01/14/22 23:18	Snowmobile Complaint	2022003750	Snowmobile Complaint	WP22001140	Phone
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### Stolen - Vehicle Total: 1

01/17/22 15:41	Stolen - Vehicle	2022004405	Civil Complaint	WP22001308	Phone
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### Surveillance Total: 4

01/13/22 09:46	Surveillance	2022003253			
01/25/22 09:40	Surveillance	2022006283			
01/25/22 10:48	Surveillance	2022006303			

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
01/31/22 13:37	Surveillance	2022007888	Drugs	WSIU22002385	
<b>Suspicious - Person - Vehicle Total: 3</b>					
01/21/22 13:34	Suspicious - Person -	2022005344	Suspicious - Person - Vehicle	WP22001586	
01/21/22 13:50	Suspicious - Person -	2022005349	Suspicious - Person - Vehicle	WP22001589	911
01/25/22 20:31	Suspicious - Person -	2022006442	Suspicious - Person - Vehicle	WP22001939	Phone
<b>Theft - Identity Theft Total: 2</b>					
01/06/22 08:19	Theft - Identity Theft	2022001311	Theft - Identity Theft	WP22000395	Phone
01/06/22 10:19	Theft - Identity Theft	2022001338	Theft - Identity Theft	WP22000404	Phone
<b>Theft - Shoplifting Total: 1</b>					
01/31/22 12:58	Theft - Shoplifting	2022007878	Theft - Shoplifting	WP22002372	Phone
<b>Traffic - Complaint Total: 4</b>					
01/14/22 12:54	Traffic - Complaint	2022003596	Traffic - Complaint	WP22001105	Phone
01/22/22 17:47	Traffic - Complaint	2022005680	Traffic - Complaint	WP22001693	Phone
01/23/22 15:51	Traffic - Complaint	2022005892	Traffic - Complaint	WP22001770	Phone
01/27/22 20:18	Traffic - Complaint	2022006963	Traffic - Complaint	WP22002094	Phone
<b>Traffic Stop Total: 51</b>					
01/01/22 23:31	Traffic Stop	2022000212			Officer
01/02/22 20:19	Traffic Stop	2022000371			Officer
01/03/22 13:17	Traffic Stop	2022000530	Traffic Stop	WP22000136	Officer
01/04/22 14:51	Traffic Stop	2022000839	Traffic Stop	WP22000227	Officer
01/07/22 00:15	Traffic Stop	2022001536	Traffic Stop	WP22000465	Officer
01/07/22 15:50	Traffic Stop	2022001701	Traffic Stop	WP22000523	Officer
01/07/22 20:21	Traffic Stop	2022001783			Officer
01/08/22 00:14	Traffic Stop	2022001854	Traffic Stop	WP22000552	Officer
01/09/22 01:19	Traffic Stop	2022002103			Officer
01/09/22 16:43	Traffic Stop	2022002243			Officer
01/09/22 22:56	Traffic Stop	2022002310			Officer
01/10/22 15:08	Traffic Stop	2022002463			Officer
01/11/22 09:41	Traffic Stop	2022002644			Officer
01/11/22 13:34	Traffic Stop	2022002705			Officer
01/11/22 15:47	Traffic Stop	2022002742			Officer
01/12/22 17:21	Traffic Stop	2022003087			Officer
01/13/22 05:49	Traffic Stop	2022003203			Officer
01/13/22 11:18	Traffic Stop	2022003275			Officer
01/14/22 01:01	Traffic Stop	2022003490	Traffic Stop	WP22001055	Officer
01/14/22 10:55	Traffic Stop	2022003563			Officer
01/14/22 22:59	Traffic Stop	2022003744			Officer
01/14/22 23:29	Traffic Stop	2022003754			Officer
01/15/22 23:05	Traffic Stop	2022004040	DUI	WP22001209	Officer
01/16/22 14:56	Traffic Stop	2022004162			Officer
01/16/22 18:08	Traffic Stop	2022004193			Officer
01/17/22 01:47	Traffic Stop	2022004272			Officer
01/17/22 10:41	Traffic Stop	2022004330			Officer
01/18/22 11:30	Traffic Stop	2022004593			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
01/18/22 21:13	Traffic Stop	2022004739			Officer
01/18/22 22:37	Traffic Stop	2022004748			Officer
01/21/22 07:37	Traffic Stop	2022005265			Officer
01/21/22 15:38	Traffic Stop	2022005377	Traffic Stop	WP22001602	Officer
01/21/22 15:45	Traffic Stop	2022005380			Officer
01/21/22 19:46	Traffic Stop	2022005429			Officer
01/22/22 15:05	Traffic Stop	2022005643	Traffic Stop	WP22001684	Officer
01/22/22 15:44	Traffic Stop	2022005652			Officer
01/22/22 19:57	Traffic Stop	2022005701	Traffic Stop	WP22001702	Officer
01/24/22 11:38	Traffic Stop	2022006078			Officer
01/24/22 12:12	Traffic Stop	2022006082	Info	WP22001825	Officer
01/24/22 22:15	Traffic Stop	2022006219			Officer
01/25/22 07:49	Traffic Stop	2022006260			Officer
01/26/22 00:05	Traffic Stop	2022006471			Officer
01/26/22 22:30	Traffic Stop	2022006723			Officer
01/27/22 17:45	Traffic Stop	2022006924			Officer
01/28/22 22:15	Traffic Stop	2022007269			Officer
01/28/22 23:56	Traffic Stop	2022007287			Officer
01/30/22 01:21	Traffic Stop	2022007545			Officer
01/30/22 13:13	Traffic Stop	2022007626	Traffic Stop	WP22002292	Officer
01/30/22 14:17	Traffic Stop	2022007639			Officer
01/31/22 10:22	Traffic Stop	2022007830	Traffic Stop	WP22002355	Officer
01/31/22 10:54	Traffic Stop	2022007837			Officer

### Vehicle Off Road; Traffic - Complaint Total: 1

01/15/22 13:16	Vehicle Off Road;	2022003899	MVA - No Injuries	WP22001182	Phone
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### Warrant - Attempt Total: 8

01/01/22 19:37	Warrant - Attempt	2022000164			
01/07/22 00:51	Warrant - Attempt	2022001541			
01/12/22 13:27	Warrant - Attempt	2022003006	Warrant - Attempt	WP22000899	
01/12/22 20:48	Warrant - Attempt	2022003149			
01/21/22 14:17	Warrant - Attempt	2022005361			
01/24/22 12:57	Warrant - Attempt	2022006093			
01/31/22 11:50	Warrant - Attempt	2022007848			
01/31/22 23:36	Warrant - Attempt	2022008031	Warrant - Arrest	WP22002423	Officer

**Total Records: 211**

## Montrose/Waverly Patrol Hour Summary

<b>Hours Purchased Per Contract:</b>	<b>5,840.00</b>
<b>Starting Hours (beginning of month):</b>	<b>5,840.00</b>
<b>M-T-D (detailed below):</b>	<b>492.00</b>
<b>Balance going forward (to next month):</b>	<b>5,348.00</b>
<b>Y-T-D:</b>	<b>492.00</b>

\*\* 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-Jan-22	10:00	1-Jan-22	20:00	Montrose/Wave	4620	Regular	10.00
2-Jan-22	10:00	2-Jan-22	20:00	Montrose/Wave	4620	Regular	10.00
2-Jan-22	10:30	2-Jan-22	14:30	Montrose/Wave	4610	Regular	4.00
2-Jan-22	20:00	3-Jan-22	2:00	Montrose/Wave	4630	Regular	6.00
3-Jan-22	10:00	3-Jan-22	20:00	Montrose/Wave	4620	Regular	10.00
3-Jan-22	20:00	4-Jan-22	2:00	Montrose/Wave	4630	Regular	6.00
4-Jan-22	10:00	4-Jan-22	20:00	Montrose/Wave	4620	Regular	10.00
4-Jan-22	20:00	5-Jan-22	2:00	Montrose/Wave	4630	Regular	6.00
5-Jan-22	10:00	5-Jan-22	20:00	Montrose/Wave	4620	Regular	10.00
5-Jan-22	20:00	6-Jan-22	2:00	Montrose/Wave	4630	Regular	6.00
6-Jan-22	10:00	6-Jan-22	20:00	Montrose/Wave	4620	Regular	10.00
6-Jan-22	20:00	7-Jan-22	2:00	Montrose/Wave	4630	Regular	6.00
7-Jan-22	10:00	7-Jan-22	20:00	Montrose/Wave	4620	Regular	10.00
7-Jan-22	20:00	8-Jan-22	2:00	Montrose/Wave	4630	Regular	6.00
8-Jan-22	10:00	8-Jan-22	20:00	Montrose/Wave	4620	Regular	10.00
8-Jan-22	20:00	9-Jan-22	2:00	Montrose/Wave	4630	Regular	6.00
9-Jan-22	10:00	9-Jan-22	20:00	Montrose/Wave	4620	Regular	10.00
9-Jan-22	20:00	10-Jan-22	2:00	Montrose/Wave	4630	Regular	6.00
10-Jan-22	10:00	10-Jan-22	20:00	Montrose/Wave	4620	Regular	10.00
10-Jan-22	20:00	11-Jan-22	2:00	Montrose/Wave	4630	Regular	6.00
11-Jan-22	10:00	11-Jan-22	12:00	Montrose/Wave	4620	Regular	2.00
11-Jan-22	12:00	11-Jan-22	20:00	Montrose/Wave	4620	Regular	8.00
11-Jan-22	20:00	12-Jan-22	2:00	Montrose/Wave	4630	Regular	6.00
12-Jan-22	10:00	12-Jan-22	20:00	Montrose/Wave	4620	Regular	10.00
12-Jan-22	20:00	13-Jan-22	2:00	Montrose/Wave	4630	Regular	6.00
13-Jan-22	10:00	13-Jan-22	20:00	Montrose/Wave	4620	Regular	10.00
13-Jan-22	20:00	14-Jan-22	2:00	Montrose/Wave	4630	Regular	6.00
14-Jan-22	10:00	14-Jan-22	20:00	Montrose/Wave	4620	Regular	10.00
14-Jan-22	20:00	15-Jan-22	2:00	Montrose/Wave	4630	Regular	6.00
15-Jan-22	10:00	15-Jan-22	20:00	Montrose/Wave	4620	Regular	10.00
15-Jan-22	20:00	16-Jan-22	2:00	Montrose/Wave	4630	Regular	6.00
16-Jan-22	10:00	16-Jan-22	20:00	Montrose/Wave	4620	Regular	10.00

16-Jan-22	20:00	17-Jan-22	2:00 Montrose/Wave	4630 Regular	6.00
17-Jan-22	10:00	17-Jan-22	20:00 Montrose/Wave	4620 Regular	10.00
17-Jan-22	20:00	18-Jan-22	2:00 Montrose/Wave	4630 Regular	6.00
18-Jan-22	10:00	18-Jan-22	20:00 Montrose/Wave	4620 Regular	10.00
18-Jan-22	20:00	19-Jan-22	2:00 Montrose/Wave	4630 Regular	6.00
19-Jan-22	10:00	19-Jan-22	20:00 Montrose/Wave	4620 Regular	10.00
19-Jan-22	20:00	20-Jan-22	2:00 Montrose/Wave	4630 Regular	6.00
20-Jan-22	10:00	20-Jan-22	20:00 Montrose/Wave	4620 Regular	10.00
20-Jan-22	20:00	21-Jan-22	2:00 Montrose/Wave	4630 Regular	6.00
21-Jan-22	10:00	21-Jan-22	20:00 Montrose/Wave	4620 Regular	10.00
21-Jan-22	20:00	22-Jan-22	2:00 Montrose/Wave	4630 Regular	6.00
22-Jan-22	10:00	22-Jan-22	20:00 Montrose/Wave	4620 Regular	10.00
22-Jan-22	20:00	23-Jan-22	2:00 Montrose/Wave	4630 Regular	6.00
23-Jan-22	10:00	23-Jan-22	20:00 Montrose/Wave	4620 Regular	10.00
23-Jan-22	20:00	24-Jan-22	2:00 Montrose/Wave	4630 Regular	6.00
24-Jan-22	10:00	24-Jan-22	20:00 Montrose/Wave	4620 Regular	10.00
24-Jan-22	20:00	25-Jan-22	2:00 Montrose/Wave	4630 Regular	6.00
25-Jan-22	10:00	25-Jan-22	20:00 Montrose/Wave	4620 Regular	10.00
25-Jan-22	20:00	26-Jan-22	2:00 Montrose/Wave	4630 Regular	6.00
26-Jan-22	8:00	26-Jan-22	16:00 Montrose/Wave	4620 Regular	8.00
26-Jan-22	20:00	27-Jan-22	2:00 Montrose/Wave	4630 Regular	6.00
27-Jan-22	10:00	27-Jan-22	20:00 Montrose/Wave	4620 Regular	10.00
27-Jan-22	20:00	28-Jan-22	2:00 Montrose/Wave	4630 Regular	6.00
28-Jan-22	10:00	28-Jan-22	20:00 Montrose/Wave	4620 Regular	10.00
28-Jan-22	20:00	29-Jan-22	2:00 Montrose/Wave	4630 Regular	6.00
29-Jan-22	10:00	29-Jan-22	20:00 Montrose/Wave	4620 Regular	10.00
29-Jan-22	20:00	30-Jan-22	2:00 Montrose/Wave	4630 Regular	6.00
30-Jan-22	10:00	30-Jan-22	20:00 Montrose/Wave	4620 Regular	10.00
30-Jan-22	20:00	31-Jan-22	2:00 Montrose/Wave	4630 Regular	6.00
31-Jan-22	10:00	31-Jan-22	20:00 Montrose/Wave	4620 Regular	10.00
31-Jan-22	20:00	1-Feb-22	2:00 Montrose/Wave	4630 Regular	6.00

TOTAL:	<u>492.00</u>
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# Monthly Activity Report Montrose Fire Department

Prepared and Presented by  
Kevin Triplett – Fire Chief



**Period: 01/01/2022 thru 01/31/2022 (JANUARY)**

## **CALLS**

Total Calls: 36

# of Calls JANUARY 2021 = 23

EMS Calls: 28

2021 vs 2022 (2022 = +13)

Other Calls:

01/26 - #22032 – Odor Investigation/Electrical Fire – Waverly City

Mutual Aid to Waverly Fire Department

01/24 - #22031 – Odor Investigation/Electrical Fire – Waverly City

Mutual Aid to Waverly Fire Department

01/18 - #22024 – Carbon Monoxide problems at residence – Montrose

01/16 - #22017 – Citizen Aid – Marysville Township

01/15 - #22015 – Gas Leak – Montrose

01/13 - #22014 – CO Alarm – Montrose

01/04 - #22006 – Citizen Aid – Marysville Township

01/02 - #22002 – Structure Fire – Waverly City

Mutual Aid to Waverly Fire Department

Total calls to Date 2022 – 036

2021 vs 2022 ( 2022 = +13)

Total calls this time in 2021 - 023

## **Call Districts**

Montrose City: 22

Franklin Township: 2

Marysville Township: 7

Woodland Township: 2

Other: 3 (3 mutual aid calls to Waverly Fire Dept)

## **TRAINING:**

01/04/2022 – Staff Meeting / Truck Maintenance – In House

01/18/2022 – Small Tools & Equipment – In House

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

01/13/2022 – Roy “Co-Co” Henry starts as a firefighter w/ Montrose Fire Dept.

01/25/2022 – First Aid lesson/class w/ Girl Scouts (Holman & VonThoma)

## **SPECIAL INFO**

-

## **Acknowledgments**

- 2021 Firefighter of the Year Diane Holman

- 2021 Top Responders (Those who responded to over 60% of all calls for service)

- Diane Holman

- Wilbert Bauernschmitt

- Michael Marketon

- Joseph Von Thoma

- Kelly Stoll

- Firefighters Diane Holman, Joseph Theis & Zack Walters who were presented their badges after successful completion of their probation period (2 Years)



City of Montrose  
 Economic Development Authority Meeting  
 311 Buffalo Avenue South  
 Montrose, MN 55363  
 RESCHEDULED TO Wednesday, January 19, 2022  
 12:00 P.M.

# **1. CALL TO ORDER**

**Pursuant** to call and notice the Montrose Economic Development Authority (EDA) met in Regular Session on Wednesday, January 19, 2022 at 12:00 p.m.

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

# **2. ROLL CALL**

Present: Council Member Tom Marszalek  
 EDA Member Matt Smith  
 EDA Member Robb Kirkpatrick – arrived at 12:13 p.m.

Staff Present: Ms. Jessica Bonniwell, City Administrator  
 Mr. Michael Sommerfeld, City Clerk/Treasurer  
 Mr. Stephen Grittman, City Planner – Northwest Associated Consultants  
 Mr. Shannon Sweeney, David Drown and Associates

Absent: Mayor Kirby Moynagh  
 EDA Member Sonya Tourville

# **3. APPROVAL OF AGENDA**

**EDA President Marszalek motioned to approve the agenda as written.**

# **4. APPROVAL OF MINUTES**

A. June 15, 2021 Economic Development Authority Meeting Minutes

**No quorum present until 12:13 – minutes will go on next agenda for approval.**

# **5. TREASURER'S REPORT**

A. Economic Development Authority Fund

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

Economic Development Authority - \$197,210.05

EDA Revolving Loan Fund – \$257,754.78

# **6. OLD BUSINESS**

A. Update on The Preserve & Tax Increment Financing (TIF) – Mr. Shannon Sweeney, David Drown and Associates

Mr. Sweeney updated the EDA regarding the progress the developer of the Preserve has made regarding submitting an application for TIF. The applicants are currently working with the County on the Taxable Market Value for the rental properties. The developer is also working on their application and plan and is expected to submit an application to be considered for TIF within the next month. The application will

come before the EDA for initial recommendation for approval before going to Council for final approval. Mr. Sweeney reminded the EDA that if this were to get approved 2 of every 10 rental units in the development will have income restrictions for the people renting. Mr. Sweeney questioned Mr. Smith and Mr. Kirkpatrick regarding what they are currently paying for wages and if that amount would disqualify people for the income restricted rentals and both businesses are paying more than the income restriction would allow (income limited to \$36,750 in gross household income or less for a single person). Mr. Sweeney stated that it is often the seniors with income limitations that would qualify for these types of income restricted rental properties. The applicants are aware they need to get their application in if they would like to start building this upcoming season due to approvals for the plat and TIF.

B. Update on Subway and other developers – Mr. Stephen Gritman, Northwest Associated Consultants

Mr. Gritman stated that the Subway has been fully approved for their Conditional Use Permit for their drive-through window and will be ready to go as soon as they finish some upgrades to the property.

Mr. Gritman stated that the city has received an application for a preliminary plat from LGI Homes for the Northridge 6<sup>th</sup> Development which is around 27 single family homes that connects to Aspen Lane and 7<sup>th</sup> St N. Mr. Gritman stated that staff is currently reviewing the preliminary plat and expects to have a public hearing at the February 9, 2022 Planning and Zoning meeting to get the approval process started.

Mr. Gritman stated that the Autumn Winds development is also working on plans and will likely be submitting an application for a preliminary plat in the coming months. There are a handful of other potential developments that staff is getting interest in, but no other applications have been received at this time.

## 7. NEW BUSINESS

A. Welcome New Members – Mr. Robb Kirkpatrick and Mr. Matt Smith

EDA President Marszalek welcomed the new members and thanked them for their interest and participation in the EDA as it is essential to have input from local businesses.

B. Initiative Foundation 2022 Budget Confirmation – Increase Contribution to \$500.00 for 2022

Ms. Bonniwell stated that the EDA contributes to the Initiative Foundation annually and the foundation does a lot to help with economic development and continued support of them is important.

**EDA President Marszalek motioned to approve the increased contribution of \$500.00 to the Initiative Foundation. EDA Member Kirkpatrick seconded the motion. Motion carried 3-0.**

C. Strategizing for 2022

1. Attracting Small Businesses and Light Manufacturing

Mr. Marszalek stated that he has been working hard the past few years to attract businesses to Montrose. Mr. Marszalek spent a good amount of time trying to attract an Aldi grocery store to town, only to be turned down due to strict population requirements from Aldi corporate. Ms. Bonniwell stated that she has been contacted by Wright County Economic Development for businesses looking for existing empty buildings to be able to come in and set up. Ms. Bonniwell stated that unfortunately, Montrose does not currently have any light manufacturing space that currently exists and is empty, but there is a lot of potential land for development available.

2. Updating Flyer

Mr. Marszalek asked the EDA to review the current flyer that he made a few years ago for attracting potential businesses. The flyer has a lot of demographic information about the city included in it so businesses can have a snap shot of the median age and income for current residents as well as available land to be used for business development in the city. Some small changes were suggested to make information a bit clearer and Mr. Marszalek said he would send out the revised flyer and asked EDA to review and add suggestions for improvement.

### 3. Utilizing the Montrose-Waverly Chamber of Commerce

Mr. Marszalek discussed the fact that the Chamber has been struggling to get new membership due to lack of benefits to businesses. Mr. Marszalek, who also attends Chamber meetings, stated that he suggested offering to post videos for businesses on the Chamber website to give some benefit and exposure to the business, but this has not yet come to fruition. Recently, the Chamber joined the Buffalo Area Chamber in order to get some help from them to increase Chamber participation and have the resources of the Buffalo Chamber available to them. However, this move did not directly impact or benefit any existing Chamber business members. Mr. Marszalek is hoping to get the EDA flyer posted to the Chamber website so potential businesses have access to the snap shot of information provided by the flyer.

### 8. NEXT MEETING

A. Tuesday, February 15, 2022 at 12:00 p.m. in the Montrose City Hall Conference Room

### 9. ADJOURNMENT

EDA Member Kirkpatrick motioned to adjourn the Economic Development Authority Meeting at 12:57 p.m.  
EDA Member Smith seconded the motion. Motion carried 3-0.

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Council Member Tom Marszalek  
President  
City of Montrose Economic Development Authority

ATTEST:

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Jessica Bonniwell  
City Administrator  
City of Montrose

## Wayne McCormick Retirement

This notice is to inform you that I, Wayne McCormick, will be retiring from employment with the City of Montrose Thursday March 31, 2022.

Thank you for the opportunity to serve the city for the last 16 years.

Wayne McCormick

A handwritten signature in black ink that reads "Wayne McCormick". The signature is written in a cursive style with a small flourish at the end.

City of Montrose  
 Planning and Zoning Commission Meeting  
 Montrose Community Center  
 200 Center Avenue South  
 Wednesday, February 9, 2022  
 7:00 P.M.

## **1. CALL TO ORDER**

Pursuant to call and notice the Montrose Planning and Zoning Commission met in Regular Session on Wednesday, February 9, 2022 at 7:00pm.

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

## **2. ROLL CALL**

Present: Commissioner Charles Smallwood  
 Commissioner Sylvia Henry  
 Commissioner Shawn Cuff – Joined the meeting at 7:04 p.m.  
 Commissioner Catherine Neiberger  
 Commissioner Roger Fraumann  
 City Council Liaison Sam Solarz

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

## **3. PLEDGE OF ALLEGIENCE**

The Pledge of Allegiance was taken.

## **4. APPROVAL OF THE AGENDA**

Commissioner Henry motioned to approve the February 9, 2022 Planning and Zoning Commission Meeting Agenda as presented. Commissioner Fraumann seconded the motion. Motion carried 4-0.

## **5. APPROVAL OF THE MINUTES**

Commissioner Henry motioned to approve the December 8, 2021 Planning and Zoning Commission Meeting Minutes as written. Commissioner Fraumann seconded the motion. Motion carried 4-0.

## **6. PUBLIC HEARING**

- A. Public Hearing – To Consider an Application for the Preliminary Plat for the Property Located in the Area Known as Outlot A, Northridge 6<sup>th</sup> Addition, PID 112-044-000030

Commissioner Henry motioned to close the Planning and Zoning Meeting and Open the Public Hearing at 7:02 p.m. Commissioner Neiberger seconded the motion. Motion carried 4-0.

Commissioner Smallwood asked the City Planner, Mr. Grittmann, to give an overview of the Preliminary Plat Application for the development known as Northridge 6<sup>th</sup>. Mr. Grittmann reviewed his report that was prepared for the meeting.

The Planner's Report is as follows:

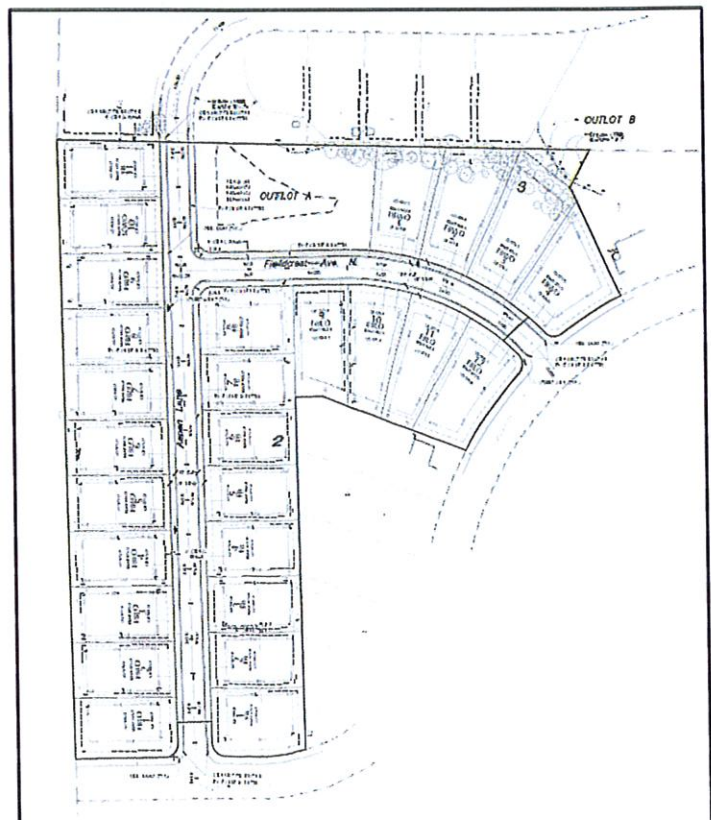
### Background and Analysis

The subject property consists of approximately 10.6 acres, and is currently identified as Outlot A of Northridge 3<sup>rd</sup> Addition. As part of the original Northridge plat, the property was planned for 27 single family lots and a pond outlot along an extension of Aspen Lane, a city street that is designed to be connected to 7<sup>th</sup> Street North, and then would eventually extend farther west and south to connect to Hogan Drive and other developed areas. The property is zoned R-1, Single Family Residential, and is adjoined by other single-family parcels to the north and east.

As it currently exists, the existing portion of Aspen Lane is approximately 1,100 feet long from its intersection with Emerson Avenue North. The extension of Aspen through this plat would complete a loop with 7<sup>th</sup> Street North, which itself is a dead-end road of nearly 1,900 feet. As such, the current long temporary dead ends would be linked, resolving both public safety and maintenance difficulties.

### Northridge 6<sup>th</sup> Addition Preliminary Plat

The proposed subdivision consists of 27 proposed lots, in the same manner as the original Preliminary Plat, which had expired over time. The applicant illustrates home sites on each of the 27 parcels, consistent with the City's R-1 zoning regulations, which require lots of 10,000 square feet in area and 80 feet of width. Setbacks are shown to be consistent with the requirements for 25 feet front, 10 feet side, and 20 feet rear. Corner lots are required (and are shown) to maintain a 25-foot setback from both streets.



The lots show a combination of lookout and walkout designs along the west side of Aspen Lane, with full basement lots along the east side of Aspen Lane. The easterly extension of Fieldcrest Avenue North show full-basement walkouts and lookouts.

### Tree Preservation/Replacement

A significant amount of tree cover is impacted by the proposed plat. The City's Subdivision Ordinance allows 50% of the trees on a subdivision property to be removed for development activity. When more than 50% are removed, the additional removals are to be replaced at a 1.5 caliper inch replanting rate per 1.0 caliper inches removed.

For this project, the applicant's survey summary indicates that 81% of the caliper inches of existing trees are being removed, resulting in excess above the 50% threshold of 1,353 caliper inches of tree removal. This results in a required replacement of 2,031 caliper inches of new tree planting. At a typical size of 2.5 caliper inches at the time of planting, this would result in a replacement requirement of approximately 812 newly planted trees.

The proposed landscaping plan shows a planting plan of 104 new trees, or 260 caliper inches. The Subdivision Ordinance establishes two alternate replacement options for excess removal. That clause reads as follows:

- (a) Cash Payment. The Subdivider may mitigate the tree loss via cash payment to the city. Such payment shall equal the product of the total required caliper inches to be replaced multiplied by the fee per diameter inch as set forth by the City Fee Schedule. The cash payment shall be utilized for City Forestry projects as determined by the City.
- (b) Off-Site Planting. The Subdivider may plant replacement trees upon either property located within the City which is either under the control of the subdivider or owned by the City of Montrose.

In planning staff's estimation, there are three factors that may be considered, given the extensive requirements for replacement planting. First, due to the nature of the property in question, there is a significant amount of tree cover that is inevitably going to be lost for street construction, house pad grading, and the associated lot and stormwater grading necessary.

However, it would appear that the west side of Aspen Lane, which is designated to have a combination of lookout and walkout house designs create a large part of the resultant tree loss. Exploring the option of lowering these buildings to full basement designs can sometimes have less impact on rear-lot grading. This option may save more of the existing tree cover – although it is noted in this plan that the grading plan is designed to direct stormwater to a series of rear catch basins, so this option could raise other issues with the project.

Secondarily, the rear-yard planting on many of the lots along the west of Aspen Lane and the north of Fieldcrest have only limited tree planting, where much of the tree removal is occurring. Increasing tree planting in these rear areas could make up a portion of the gap.

Finally, front yard planting for the project is shown to be a single tree per lot. The Subdivision Ordinance provides for two trees per lot, and with 80 feet of lot width, this planting plan should be attainable.

Once these options are explored, the remaining gap should be assigned according to the ordinance cited above.

### Parks, Trails, and Open Space



The Subdivision Ordinance provides for park dedication from every subdivision, either land or cash. No park land is proposed with this project – a cash payment of \$1,600.00 per unit of development per the City Fee Schedule would be expected, on the assumption that the park dedication requirements for this portion of the Northridge project have not been accounted for previously.

Sidewalk is currently in a place along the west side of Aspen Lane to the north. The proposed plat drawing includes an extension of this sidewalk along the west side of the street to 7<sup>th</sup> Street North. In addition, the plans show sidewalk along the north side of Fieldcrest Avenue, linking 7<sup>th</sup> Street North and Aspen Lane, in accordance with the Ordinance. Sidewalk is in place along the south side of 7<sup>th</sup> Street North for its full length – no gaps are foreseen as part of this project.

### **Summary and Recommendation**

The proposed preliminary plat for Northridge 6<sup>th</sup> Addition is consistent with the original plat, and resolves an existing condition of two long, unconnected dead-end streets. The lot sizes for all lots are consistent with that plan, and with those of the surrounding neighborhoods. All lots meet the dimensional standards of the R-1 District, and as such, planning staff recommends approval of the Preliminary Plat, with the following conditions:

1. The applicant works with the city staff and consultants on amending grading in the plat to further reduce tree loss and the attendant replacement requirements.
2. The applicant increases replacement planting in accordance with the comments in this report and where available as a part of revisions to the grading plan noted above.
3. The applicant provides additional replacement tree planting not possible in the proposed plat in accordance with the Subdivision Ordinance noted above, including either both tree planting in eligible off-site locations and/or cash payments according to city policy and ordinances.
4. The applicant enters into a development contract securing the various public and private improvements and the established required park dedication.
5. The applicant provides for and financially secures tree and lawn planting as a part of the plat construction.
6. The applicant complies with the requirements of the City Engineer related to street, utility, grading, and stormwater requirements.
7. Other recommendations of staff and/or Planning Commission following the public hearing.

### **Engineer's Report**

The engineer's report consisted of the following comments and recommendations:

1. The proposed right-of-way width shall be modified to 60-feet to allow room for a 5' boulevard and 5' wide sidewalk within the right-of-way.
2. A detail for Pond #400 Outlet Control Structure shall be submitted.
3. Label the pond bottom elevation on the plan.



4. Water quality calculations shall be provided documenting compliance with TP and TSS requirements using the Minimal Impact Design Standards (MIDS) Calculator available on the MPCA website.
5. The Stormwater Pollution Prevention Plan shall be modified to indicate that the City of Montrose will be responsible for long term O&M of the permanent stormwater management system.
6. Inlet protection shall be installed on all existing inlets at Seventh St. and Aspen Lane intersection.
7. All slopes shall be a maximum of 4:1. The slopes in the rear yards of Block 2 exceed that slope.
8. All swales shall have a minimum slope of 2%. Lots 6 and 9 of Block 2 do not meet this requirement.
9. Emergency overflows shall be clearly noted on grading plan sheets and street and utility plans. Label the EOF across Aspen Lane near the north end of the project. All EOF's shall be seeded, blanketed, and protected with construction or silt fence so as to protect the finished grade during the home building process.
10. The Developer shall provide additional information on catch basins in back yards to show that no flooding of adjacent buildings will occur.
11. Lot 10, Block 1 low opening elevation shall be raised 0.5' to be 2' above the adjacent EOF.
12. Lots 8 and 9 Block 2 low opening elevations shall be 3' above the adjacent EOF.
13. There is an existing depression within the trees in the rear yard of Lot 2 Block 3. The grading plan shall address how this area will be drained (unless it is a delineated wetland in which case it shall be labeled and located within an easement or outlot).
14. A riprap EOF detail for the pond shall be provided.
15. Proposed contours shall contain additional labels.
16. The existing topography shall be shown a minimum 200 feet beyond the property line to the west.
17. The drainage and utility easement in the rear yard of Lot 8 Block 2 shall be 20' wide for access to the storm sewer.
18. All approved wetlands and adjacent 30' wetland buffers shall be shown and labeled on the grading plan and existing conditions plan. The wetlands and buffers shall be within an outlot with the exception of the small piece of wetland located in Outlot B which can be within a drainage and utility easement. Outlot B can be eliminated.
19. Crosswalks shall be installed across 7th Street at both intersections and at Aspen Lane and Fieldcrest Ave. Crosswalk signs shall also be installed.
20. Driveways for Lot 4 Block 3; Lots 1 and 12 Block 2 and Lot 1 Block 1 shall be moved away from the adjacent intersections to provide additional distance between the intersection and driveway.
21. Street plan and profile sheets shall be submitted with the final plans. Include labeling of all radii on the plan.
22. Include a typical section specific to this development in the final plans. The typical section shall consist of 60' or right-of-way with a 5' boulevard and 5' wide sidewalk all located within the right-of-way.
23. Utility plan and profile sheets shall be submitted with the final plans.
24. Proposed water and sewer services shall be shown on the final plans.
25. All storm sewer shall have a minimum cover of 3' over the top of the pipe.
26. A catch basin shall be added on the west side of Aspen Lane between Lots 8 and 9.

27. A catch basin shall be added in the rear yards between Lots 6 and 7 Block 1.
28. All watermain shall be PVC C900 complete with a tracer system.
29. All watermain fittings shall be secured using COR-BLUE-T-BOLTS or approved equal.
30. Two large zinc anode caps shall be installed on all fitting glands.
31. All watermain fittings shall be fusion bonded, epoxy coated, with a minimum thickness of 6-8 mils.
32. The connection to the existing sanitary sewer manhole shall include a Kor-n-Seal boot or approved equal.
33. All catch basins within the roadway shall have rings coated with Flex-Seal.
34. The Street Sign Detail shall be modified to include 6" tall letters for street name signs.
35. All proposed trees shall be located outside of the drainage and utility easements. The trees within Outlot A can remain but shall not be located within 10' of any storm sewer pipe.
36. The tree preservation plan and landscape plan shall be subject to review and comment by the City Planner.
37. The applicant shall enter into a development agreement prior to recording of final plat.
38. All construction shall be in accordance with the City of Montrose Standards.
39. A soils report, including soil borings, shall be submitted.
40. The wetland delineation application has been received from the applicant. The delineation shall be approved prior to final plat submission.
41. As part of the final plat submittal, the Developer shall be responsible for obtaining all permits including but not limited to Corps of Engineer Wetland Impact permit (if applicable), Wetland Conservation Act Wetland Impact permit (if applicable), MDH Watermain Extension permit, MPCA Sanitary Sewer Extension permit, and MPCA NPDES Construction Stormwater permit.
42. Revised plans and documents incorporating the above referenced comments shall be submitted for review by the City Engineer prior to final plat approval.

The Engineer recommends approval of the Preliminary Plat contingent on the above referenced comments and those comments provided by other city staff, commissions and council.

Commission Chair Smallwood stated if anyone from the public had any questions or comments to approach the podium and state their name and address for the record. The following public comments were heard:

- Mandy Musta – 622 7<sup>th</sup> St North

Ms. Musta questioned the home designs, including square footage, and asked if there would be a mix of single and multi-family homes. Mr. Gritman stated that it would be only single-family homes and no twin or multi-family units and there are not design restrictions as far as how the house will look and if it will be a Rambler or Lookout/Walkout. Ms. Musta stated that she believes the city is growing too fast and needs to think about capacity with their water and sewer systems. Ms. Musta stated that she currently spends a lot of money buying water because of the manganese issue and the city needs to figure the water issue out before thinking about expanding and developing. Ms. Bonniwell stated that the water in the city is safe to drink per the Minnesota Department of Health, but that the levels of manganese are higher than the newly established standards for drinking water. Ms. Bonniwell stated that some people are choosing to use filters or

drink bottled water, but those are by personal choice. Ms. Musta asked if the city had updated test results for the water and Ms. Bonniwell stated the Public Works Department is doing testing and that Ms. Musta would have to contact the Public Works Director for more information about the water issue. Ms. Musta also asked if the property to the west of the proposed development has been approved for development. Ms. Bonniwell stated that there is a developer that is interested and doing some research on the property, but has not submitted plans nor been approved for any development.

- Alex Esler – 707 Aspen Lane

Mr. Esler raised concerns regarding stormwater drainage as his property already floods when there is heavy rain and he is worried that the new construction will make that worse. Mr. Esler is concerned about the creek behind his house which has increased in size due to erosion over the years. Mr. Esler also stated there is a lot of unkempt property that attracts snakes and rodents near the wetland and creek area that he would like to see improve near the development area. Mr. Grittmann explained that part of the grading and engineering for the proposed development is addressing any drainage issues and the developer is not allowed to negatively impact any other property with drainage or water runoff.

- Sara Schumm – 846 Aspen Lane

Ms. Schumm also raised concerns about drainage and flooding since her property abuts the proposed pond that will be used for drainage in the new development. Ms. Schumm stated she contacted the city a while ago to have them come look at her property and the pond/wetland and has not been followed-up with as of yet. Ms. Schumm is wondering what the grading plan is for the pond area and how much excavation will be done. Mr. Grittmann said this issue will be discussed with the developer's engineer since the developer is responsible to make sure the drainage water does not negatively impact her property, or any surrounding properties.

**Commissioner Fraumann motioned to close the Public Hearing and Open the Planning and Zoning Meeting at 7:28 p.m. Commissioner Henry seconded the motion. Motion carried 5-0.**

Commission Chair Smallwood asked the commission if they had any comments or questions for the developer. Ms. Neiberger asked how close this development was to a small nearby stream and Mr. Grittmann stated the stream was outside the project area. Commissioner Fraumann stated that before he moved into the area, and he lives right near the proposed project area, he pulled up the FEMA flood plain maps to see the flood risk for the area since there are a lot of surrounding wetlands and tributaries for the Crow River. Commissioner Fraumann stated that there are often layered retention ponds that flow through areas to direct water flow and prevent flooding, and he assumes this due-diligence has been done by the developer's engineer to ensure drainage and stormwater are contained. Ms. Neiberger asked about concerns of the Crow River flooding the area and stated that the area has flooded severely in the past and urged the developer to make sure all of the drainage is going to work the way they think it will because it is an important issue and can impact surrounding homes. Ms. Neiberger asked about the homes on Block 2, Lots 9-12 because there are four homes/backyards that abut a currently existing property and she was concerned about where the drainage will go for these homes as to not impact the already existing home. Mr. Zach Webber from Loucks Engineering approached the podium to address Ms. Neiberger's question stating that there will be a backyard swale installed to collect water and force it down between lots 7 and 9 which is a storm sewer catch basin that will take it over to the pond. Mr. Webber stated that there is an emergency overflow in between lots 8 and 9 which will collect the water and take it to the pond as well. Ms. Neiberger asked if there were any easements on lots 9-12. Mr. Webber stated that yes, there are drainage and utility easements on those properties that increase in size from 12-9 in order to carry the water down to the catch basin. Ms. Neiberger asked if the home owners will have restrictions in those

easements. Mr. Webber said that yes, there will be restrictions to not put structures on that portion of their property that is within the easement, in order for Public Works to have future access to the underground utilities. Ms. Neiberger asked if the existing property that will have four backyards along their side yard will be allowed to build a fence. Mr. Webber stated that they would have to comply with the city's fence policy and obtain a permit for a fence if the homeowner decides to build one.

Ms. Neiberger asked how they determine which types of homes to put on the property since a walkout is much more appealing, especially for those with families to allow easy access to the backyard area. Mr. Jay Roos from LGI approached the podium and stated that they perform a lot-fit matrix to determine which type of house product will be built on a particular parcel of land. This matrix takes into account the grading and drainage for a property and selects the best type of home for the parcel. Mr. Roos also said that having a variety of home type is important as there are advantages and disadvantages to all of the different home types and different homes appeal to different types of people. Mr. Roos stated that LGI has a large database of home types and designs to pick from for whichever house and design will go on which parcel based on the grading plan, lot sizes and setbacks required.

City Council Member Solarz brought up his concerns about the tree replacement discrepancy from the city ordinance and how that will be remedied. Mr. Roos stated that existing trees tend to be hard to save in a development situation because of the necessary grading and pipes that need to be installed underground. Mr. Roos stated they would take a look and try to preserve as many trees as possible and then work with the city to possibly plant more trees in a larger development they are considering that is mostly farm field. Mr. Roos stated it would be easier to add trees in a farm field development since it is a much larger piece of land and it is not already covered with trees. Commissioner Cuff asked if the trees to the direct west side of the property would be saved. Mr. Roos stated that LGI does not own the land next to the development, so all of the trees that are on the west side of the existing property line will not be taken down since that is not their property, but most of the trees to the east of the property line would likely need to be taken down.

Commission Chair Smallwood asked for any final comments or questions, or a motion to approve or deny the Preliminary Plat Application.

**Commissioner Neiberger motioned to recommend approval for the Preliminary Plat for the Property Located in the Area Known as Outlot A, Northridge 6<sup>th</sup> Addition, PID 112-044-000030 contingent upon recommendations from the City Planner, Engineer, City Staff and Commission Members. Commissioner Cuff seconded the motion. Motion carried 5-0.**

## 7. OLD BUSINESS

### A. No Old Business

## 8. NEW BUSINESS

### A. Updates from City Planner

City Planner, Mr. Stephen Gritman stated that the city has received a lot of interest in residential development, but nothing that has been confirmed yet. The city is waiting for applications from a few proposed developments to start the approval process. Mr. Gritman stated that he was unsure whether or not the Subway, which the Planning Commission recommended approval for a Conditional Use Permit for a drive-through, will be going forward. Staff has been unable to contact them since the C.U.P. approval and it looks as though all of the equipment has been removed from the proposed site for

Subway.

## 9. NEXT MEETING

A. Wednesday, March 9, 2022 to be held at the Montrose Community Center – 7:00 p.m.

## 10. ADJOURNMENT

**Commissioner Henry motioned to adjourn the Planning and Zoning Commission Meeting at 7:58 p.m.  
Commissioner Cuff seconded the motion. Motion carried 5-0.**

---

Charles Smallwood  
Planning and Zoning Chair  
City of Montrose

ATTEST:

---

Jessica Bonniwell  
City Administrator  
City of Montrose



## NORTHWEST ASSOCIATED CONSULTANTS, INC.

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

### MEMORANDUM

TO: Montrose Planning Commission

FROM: Stephen Gritman

DATE: February 4, 2022

MEETING DATE: November 8, 2022

RE: Montrose – Preliminary Plat for Northridge 6<sup>th</sup> Addition

FILE NO: 273.03 – 22.01

#### Background and Analysis

The subject property consists of approximately 10.6 acres, and is currently identified as Outlot A of Northridge 3<sup>rd</sup> Addition. As a part of the original Northridge plat, the property was planned for 27 single family lots and a pond outlot along an extension of Aspen Lane, a city street that is designed to connect to 7<sup>th</sup> Street, and then would eventually extend farther west and south to connect to Hogan Lane and other developed areas. The property is zoned R-1, Single Family Residential, and is adjoined by other single-family parcels to the north and east.

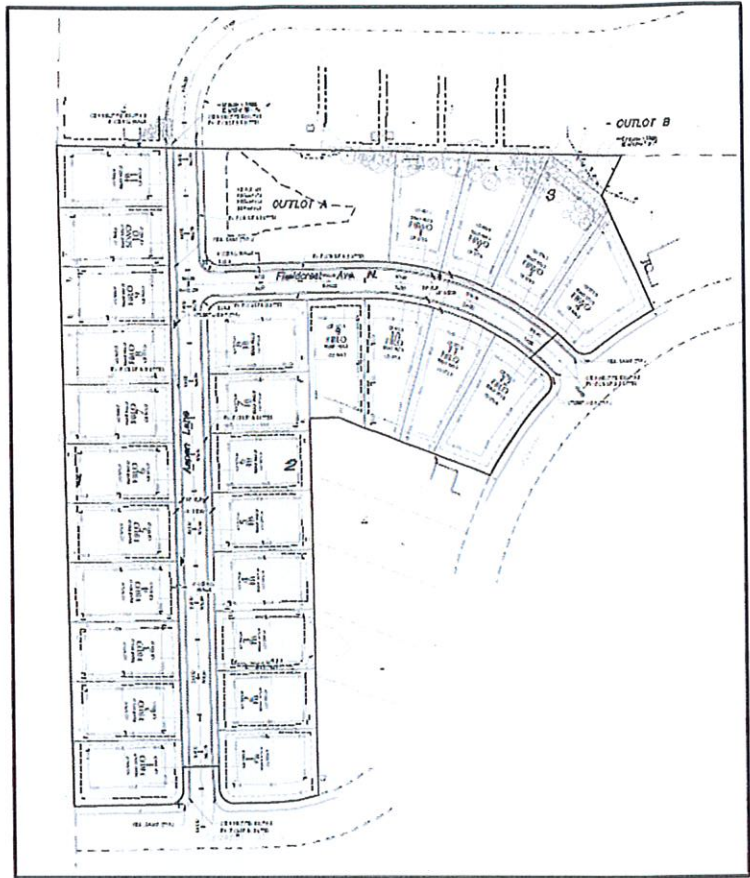
As it currently exists, the existing portion of Aspen Lane is approximately 1,100 feet long from its intersection with Emerson Avenue North. The extension of Aspen through this plat would complete a loop with 7<sup>th</sup> Street, which itself is a dead-end road of nearly 1,900 feet. As such, the current long temporary dead ends would be linked, resolving both public safety and maintenance difficulties.

#### Northridge 6<sup>th</sup> Addition Preliminary Plat.

The proposed subdivision consists of 27 proposed lots, in the same manner as the original Preliminary Plat, which had expired over time. The applicant illustrates home sites on each of the 27 parcels, consistent with the City's R-1 zoning regulations, which require lots of 10,000 square feet in area and 80 feet of width. Setbacks are shown to be consistent with the requirements for 25 feet front, 10 feet side, and 20 feet rear.



Corner lots are required (and are shown) to maintain a 25 foot setback from both streets.



The lots show a combination of lookout and walkout designs along the west side of Aspen Lane, with full basement lots along the east side of Aspen. The easterly extension of Fieldcrest Avenue shows full-basement walkouts and lookouts.

#### Tree Preservation/Replacement.

A significant amount of tree cover is impacted by the proposed plat. The City's Subdivision Ordinance allows 50% of the trees on a subdivision property to be removed for development activity. When more than 50% are removed, the additional removals are to be replaced at a 1.5 caliper inch replanting rate per 1.0 caliper inches removed.

For this project, the applicant's survey summary indicates that 81% of the caliper inches of existing trees are being removed, resulting in excess above the 50% threshold of 1,353 caliper inches of tree removal. This results in a required replacement of 2,031 caliper inches of new tree planting. At a typical size of 2.5 caliper inches at the time of planting, this would result in a replacement requirement of approximately 812 newly planted trees.

The proposed landscaping plan shows a planting plan of 104 new trees, or 260 caliper inches. The Subdivision Ordinance establishes two alternative replacement options for excess removal. That clause reads as follows:

- (a) Cash Payment. The subdivider may mitigate the tree loss via cash payment to the City. Such payment shall equal the product of the total required caliper inches to be replaced multiplied by the fee per diameter inch as set forth by the City fee schedule. The cash payment shall be utilized for City forestry projects as determined by the City.
- (b) Off-Site Planting. The subdivider may plant replacement trees upon either property located within the City which is either under the control of the subdivider or owned by the City of Montrose.

In planning staff's estimation, there are three factors that may be considered, given the extensive requirements for replacement planting. First, due to the nature of the property in question, there is a significant amount of tree cover that is inevitably going to be lost for street construction, house pad grading, and the associated lot and stormwater grading necessary.

However, it would appear that the west side of Aspen Lane, which is designed to have a combination of lookout and walkout house designs create a large part of the resultant tree loss. Exploring the option of lowering these buildings to full basement designs can sometimes have less impact on rear-lot grading. This option may save more of the existing tree cover – although it is noted in this plan that the grading plan is designed to direct stormwater to a series of rear catch basins, so this option could raise other issues with the project.

Secondarily, the rear-yard planting on many of the lots along the west of Aspen and the north of Fieldcrest have only limited tree planting, where much of the tree removal is occurring. Increasing tree planting in these rear areas could make up a portion of the gap.

Finally, front yard planting for the project is shown to be a single tree per lot. The Subdivision Ordinance provides for two trees per lot, and with 80 feet of lot width, this planting plan should be attainable.

Once these options are explored, the remaining gap should be assigned according to the ordinance cited above.

#### Parks, Trails, and Open Space.

The Subdivision Ordinance provides for park dedication from every subdivision, either land or cash. No park land is proposed with this project – a cash payment in lieu of land per City fee schedule would be expected, on the assumption that the park dedication



requirements for this portion of the Northridge project have not been accounted for previously.

Sidewalk is currently in place along the west side of Aspen Lane to the north. The proposed plat drawing includes an extension of this sidewalk along the west side of the street to 7<sup>th</sup> Street. In addition, the plans show sidewalk along the north side of Fieldcrest Avenue, linking 7<sup>th</sup> Street and Aspen Lane, in accordance with the Ordinance. Sidewalk is in place along the south side of 7<sup>th</sup> Street for its full length - no gaps are foreseen as a part of this project.

### **Summary and Recommendation**

The proposed preliminary plat for Northridge 6<sup>th</sup> Addition is consistent with the original plat, and resolves an existing condition of two long, unconnected dead-end streets. The lot sizes for all lots are consistent with that plan, and with those of the surrounding neighborhoods. All lots meet the dimensional standards of the R-1 District, and as such, planning staff recommends approval of the Preliminary Plat, with the following conditions:

1. The applicant works with the city staff and consultants on amending grading in the plat to further reduce tree loss and the attendant replacement requirements.
2. The applicant increases replacement planting in accordance with the comments in this report and where available as a part of revisions to the grading plan noted above.
3. The applicant provides additional replacement tree planting not possible in the proposed plat in accordance with the Subdivision Ordinance noted above, including either or both tree planting in eligible off-site locations and/or cash payments according to city policy and ordinances.
4. The applicant enters into a development contract securing the various public and private improvements and the established required park dedication.
5. The applicant provides for and financially secures tree and lawn planting as a part of the plat construction.
6. The applicant complies with the requirements of the City Engineer related to street, utility, grading, and stormwater requirements.
7. Other recommendations of staff and/or Planning Commission following the public hearing.



Real People. Real Solutions.

2040 Highway 12 East  
Willmar, MN 56201-5818

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

February 4, 2022

Honorable Mayor Moynagh  
City Council Members  
Planning Commission  
City of Montrose

via e-mail: [jbonniwell@montrose-mn.com](mailto:jbonniwell@montrose-mn.com)

RE: Northridge 6<sup>th</sup> Addition - Preliminary Plat  
Montrose, Minnesota  
Project No.: 0W1.126364

Dear Council and Planning Commission,

We have reviewed the Preliminary Plat and Preliminary Construction Plans dated 1/12/2022 and have the following comments.

1. The proposed right-of-way width shall be modified to 60-feet to allow room for a 5' boulevard and 5' wide sidewalk within the right-of-way.
2. A detail for Pond #400 Outlet Control Structure shall be submitted.
3. Label the pond bottom elevation on the plan.
4. Water quality calculations shall be provided documenting compliance with TP and TSS requirements using the Minimal Impact Design Standards (MIDS) Calculator available on the MPCA website.
5. The Stormwater Pollution Prevention Plan shall be modified to indicate that the City of Montrose will be responsible for long term O&M of the permanent stormwater management system.
6. Inlet protection shall be installed on all existing inlets at Seventh St. and Aspen Lane intersection.
7. All slopes shall be a maximum of 4:1. The slopes in the rear yards of Block 2 exceed that slope.
8. All swales shall have a minimum slope of 2%. Lots 6 and 9 of Block 2 do not meet this requirement.
9. Emergency overflows shall be clearly noted on grading plan sheets and street and utility plans. Label the EOF across Aspen Lane near the north end of the project. All EOF's shall be seeded, blanketed, and protected with construction or silt fence so as to protect the finished grade during the home building process.
10. The Developer shall provide additional information on catch basins in back yards to show that no flooding of adjacent buildings will occur.
11. Lot 10, Block 1 low opening elevation shall be raised 0.5' to be 2' above the adjacent EOF.

12. Lots 8 and 9 Block 2 low opening elevations shall be 3' above the adjacent EOF.
13. There is an existing depression within the trees in the rear yard of Lot 2 Block 3. The grading plan shall address how this area will be drained (unless it is a delineated wetland in which case it shall be labeled and located within an easement or outlot).
14. A riprap EOF detail for the pond shall be provided.
15. Proposed contours shall contain additional labels.
16. The existing topography shall be shown a minimum 200 feet beyond the property line to the west.
17. The drainage and utility easement in the rear yard of Lot 8 Block 2 shall be 20' wide for access to the storm sewer.
18. All approved wetlands and adjacent 30' wetland buffers shall be shown and labeled on the grading plan and existing conditions plan. The wetlands and buffers shall be within an outlot with the exception of the small piece of wetland located in Outlot B which can be within a drainage and utility easement. Outlot B can be eliminated.
19. Crosswalks shall be installed across 7th Street at both intersections and at Aspen Lane and Fieldcrest Ave. Crosswalk signs shall also be installed.
20. Driveways for Lot 4 Block 3; Lots 1 and 12 Block 2 and Lot 1 Block 1 shall be moved away from the adjacent intersections to provide additional distance between the intersection and driveway.
21. Street plan and profile sheets shall be submitted with the final plans. Include labeling of all radii on the plan.
22. Include a typical section specific to this development in the final plans. The typical section shall consist of 60' or right-of-way with a 5' boulevard and 5' wide sidewalk all located within the right-of-way.
23. Utility plan and profile sheets shall be submitted with the final plans.
24. Proposed water and sewer services shall be shown on the final plans.
25. All storm sewer shall have a minimum cover of 3' over the top of the pipe.
26. A catch basin shall be added on the west side of Aspen Lane between Lots 8 and 9.
27. A catch basin shall be added in the rear yards between Lots 6 and 7 Block 1.
28. All watermain shall be PVC C900 complete with a tracer system.
29. All watermain fittings shall be secured using COR-BLUE-T-BOLTS or approved equal.
30. Two large zinc anode caps shall be installed on all fitting glands.
31. All watermain fittings shall be fusion bonded, epoxy coated, with a minimum thickness of 6-8 mils.
32. The connection to the existing sanitary sewer manhole shall include a Kor-n-Seal boot or approved equal.



Northridge 6<sup>th</sup> Addition – Preliminary Plat  
 February 4, 2022  
 Page 3

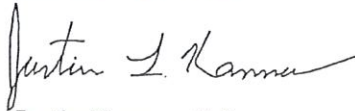
33. All catch basins within the roadway shall have rings coated with Flex-Seal.
34. The Street Sign Detail shall be modified to include 6" tall letters for street name signs.
35. All proposed trees shall be located outside of the drainage and utility easements. The trees within Outlot A can remain but shall not be located within 10' of any storm sewer pipe.
36. The tree preservation plan and landscape plan shall be subject to review and comment by the City Planner.
37. The applicant shall enter into a development agreement prior to recording of final plat.
38. All construction shall be in accordance with the City of Montrose Standards.
39. A soils report, including soil borings, shall be submitted.
40. The wetland delineation application has been received from the applicant. The delineation shall be approved prior to final plat submission.
41. As part of the final plat submittal, the Developer shall be responsible for obtaining all permits including but not limited to Corps of Engineer Wetland Impact permit (if applicable), Wetland Conservation Act Wetland Impact permit (if applicable), MDH Watermain Extension permit, MPCA Sanitary Sewer Extension permit, and MPCA NPDES Construction Stormwater permit.
42. Revised plans and documents incorporating the above referenced comments shall be submitted for review by the City Engineer prior to final plat approval.

We recommend approval of the Preliminary Plat contingent on the above referenced comments and those comments provided by other city staff, commissions, and council.

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

Sincerely,

**Bolton & Menk, Inc.**



**Justin Kannas, P.E.**  
 Principal Engineer

# NORTHBRIDGE 6th ADDITION

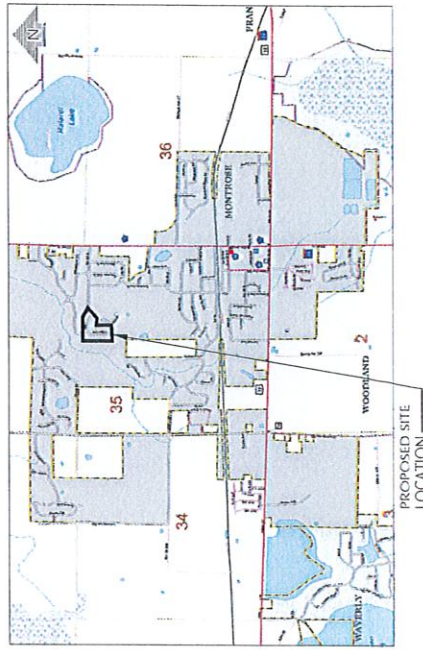
## MONTROSE, MINNESOTA

PLANS FOR:  
SITE GRADING, SANITARY SEWER, WATER MAIN,  
STORM SEWER AND STREET CONSTRUCTION

### SHEET INDEX

- C0-1 Cover Sheet
- C1-1 Existing Conditions
- C1-2 Preliminary Plat
- C2-1 Site Plan
- C2-2 Grading Plan
- C3-1 Stormwater Pollution Prevention Plan (SMPPP)
- C3-2 Stormwater Pollution Prevention Plan Notes
- C4-1 Utility Plan
- C8-1 Details
- C8-2 Details
- C8-3 Details
- L1-1 Tree Preservation Plan
- L1-2 Tree Preservation Plan
- L2-1 Landscape Plan
- L2-2 Landscape Details

### VICINITY MAP



### DEVELOPER

LGI HOMES - MINNESOTA, LLC  
2850 CUTTERS GROVE AVE., SUITE 207  
ANOKA, MN 55303  
JAY ROOS  
TEL: 612.840.3438

**CAD CONVERSION**  
This drawing was created using AutoCAD 2013. The drawing was converted from a previous version of AutoCAD. The drawing was converted using the following settings:  
- Layer names were preserved.  
- Line weights were preserved.  
- Text styles were preserved.  
- Block names were preserved.  
- The drawing was saved as a DWG file.  
- The drawing was plotted as a PDF file.  
- The drawing was printed as a hard copy.

**SUBMITTAL REVISIONS**  
01/12/2022 CITY SUBMITTAL

**PROFESSIONAL SEAL**  
The undersigned hereby certifies that he is a duly licensed Professional Engineer in the State of Minnesota, and that he is the author of the design and calculations shown on this drawing. He further certifies that he is not providing engineering services to the client in violation of the Minnesota Engineering Board rules and regulations. He further certifies that he is not providing engineering services to the client in violation of the Minnesota Engineering Board rules and regulations. He further certifies that he is not providing engineering services to the client in violation of the Minnesota Engineering Board rules and regulations.

**QUANTITY CONTROL**  
Locality Project No. 21758  
Project Name  
Created By  
Checked By  
Review Date  
01/12/2022

**CALL BEFORE YOU DIG!**  
Gopher State One Call  
TOLL FREE: 1-800-252-1166  
TOWN CITY AREA: 651-454-0002



**WARNING:**  
THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

**BENCHMARKS**  
TOP OF HYDRANT LOCATED AT  
INTERSECTION OF SEVENTH ST. N. AND  
ELEVATION = 983.30 (NGVD29)

**COVER SHEET**  
C0-1

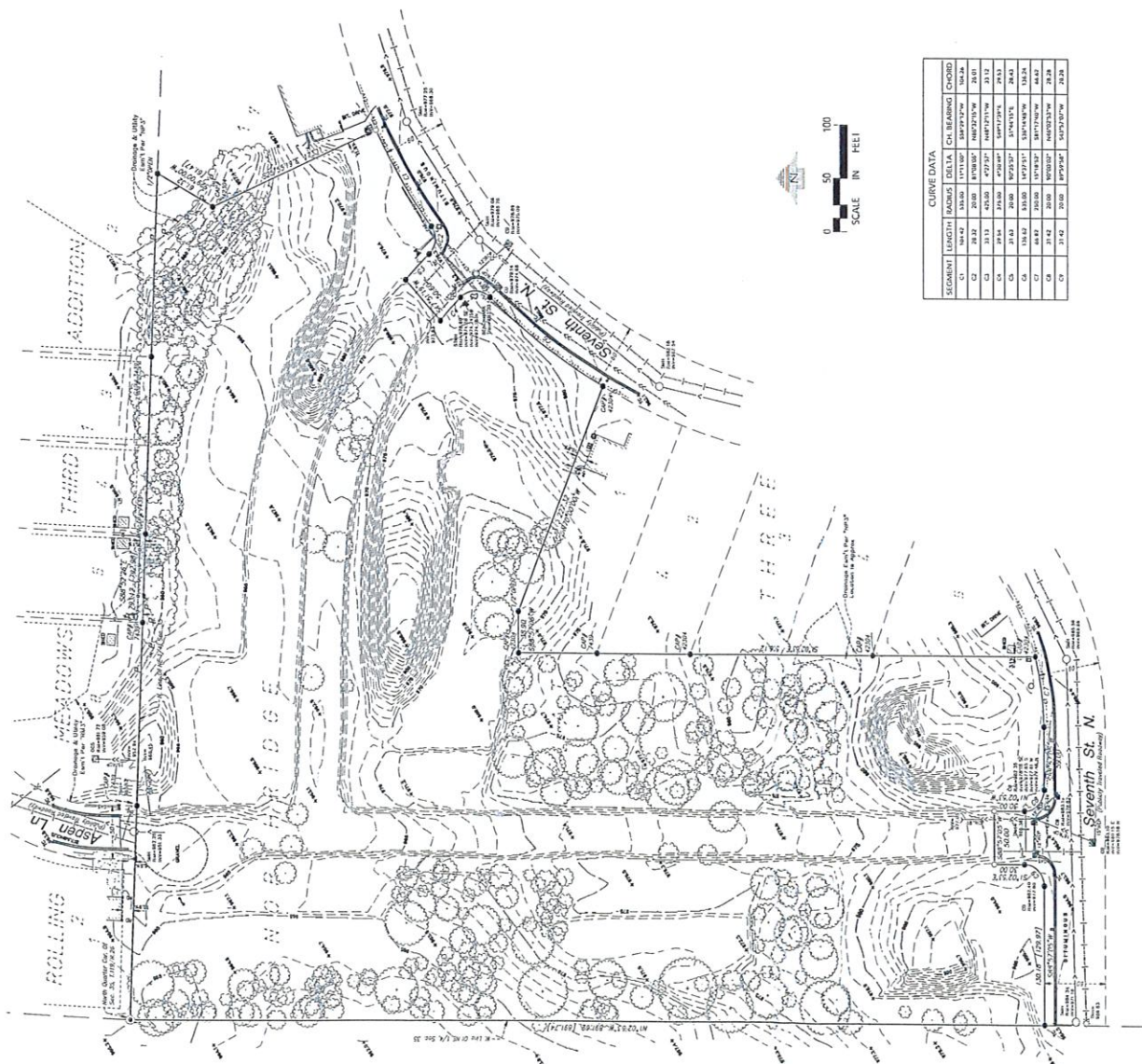


## DESCRIPTION OF PROPERTY SURVEYED

Outlot A, NORTHRIDGE PLAT THREE, Wright County, Minnesota.  
(Per Wright County Tax Records)

## SURVEY REPORT

1. This survey was prepared without benefit of a Title Commitment. There may or may not be easements affecting the property.
  2. Most encumbrances are indicated as to general, not all major interests of the boundaries. The property is related solely by reference or existing monuments or witness to the corners are shown herein.
  3. The address, if disclosed in documents provided to or obtained by the surveyor, or observed while conducting the fieldwork is unassigned.
  4. The Gross land area is 467,397 +/- square feet or 10.59 +/- acres.
  5. The bearings for this survey are based on the plat NORTH-REDCE FLAT THREE.
  6. Benchmark MDOOT H 118 (Concrete Monument - Steel lid buried in Moat)  
0.25 mile north from junction of CR 12 and Tn 12 in Morrow; 90.9 feet southwest of a signal monument located at intersection of CR 12 and Tn 12 in Morrow;  
0.25 mile south-southwest of a signal monument located at intersection of CR 12 and Tn 12 in Morrow;  
0.25 mile northwest of a cable pedestal, southeast of a railroad, 0.5 foot east of a witness post.  
Elevation = 993.20 (NMDVD2)
  7. City Benchmark: Top mark of hydrant located at intersection of Seventh St. N. and Fieldcrest Ave. N., as shown herein.  
Elevation = 993.20 (NMDVD2)
- We have been independent utilities and following services the surveyed property were notified One-Call ticket Nos. 121362797 and 121342003. The following utility and municipalities were notified:
- |                           |               |                      |               |
|---------------------------|---------------|----------------------|---------------|
| COMCAST                   | (800)778-9140 | CITY OF MINNETONKA   | (762)228-2389 |
| WINDSTREAM COMMUNICATIONS | (800)229-1901 | WRIGHT HEIGHTEN COOP | (952)78-6110  |
| XCEL ENERGY               | (800)467-558  |                      |               |
- a. Utility operation do not consistently respond to local requests through the Operator State One Call service and they do not always provide information regarding their operations. They do not always provide information about their main lines to the customer's structure of facility. They consider those utilities "invisible" installations that are not known to the jurisdiction. These "invisible" utilities are not always aware of their own properties, and they do not always make it clear that they are not always aware of their own properties.
  - b. We contacted to investigate these utilities further. If requested by the client, we can provide more information about our work. We will not make any statement or give any opinion or conclusion, except to state that we have been contacted by the client and we have been asked to investigate these utilities further. It is requested by the client, we can provide more information about our work. We will not make any statement or give any opinion or conclusion, except to state that we have been contacted by the client and we have been asked to investigate these utilities further.
  - c. EXCESSIVE CAUTION MUST BE EXERCISED BEFORE AN EXAMINATION TAKES PLACE ON NEAR THIS SITE. BEFORE DIGGING, YOU ARE REQUIRED BY LAW TO OBTAIN A UTILITY LOCATION IDENTIFICATION AND MARKING SURVEY FROM THE STATE OF MINNESOTA.
  - d. Certified Abstract and former with Treble on 12/21/2021.
- The field work was completed on December 1st, 2021.
- Snow and the conditions during winter months may obscure any observable visible evidence of site improvements.

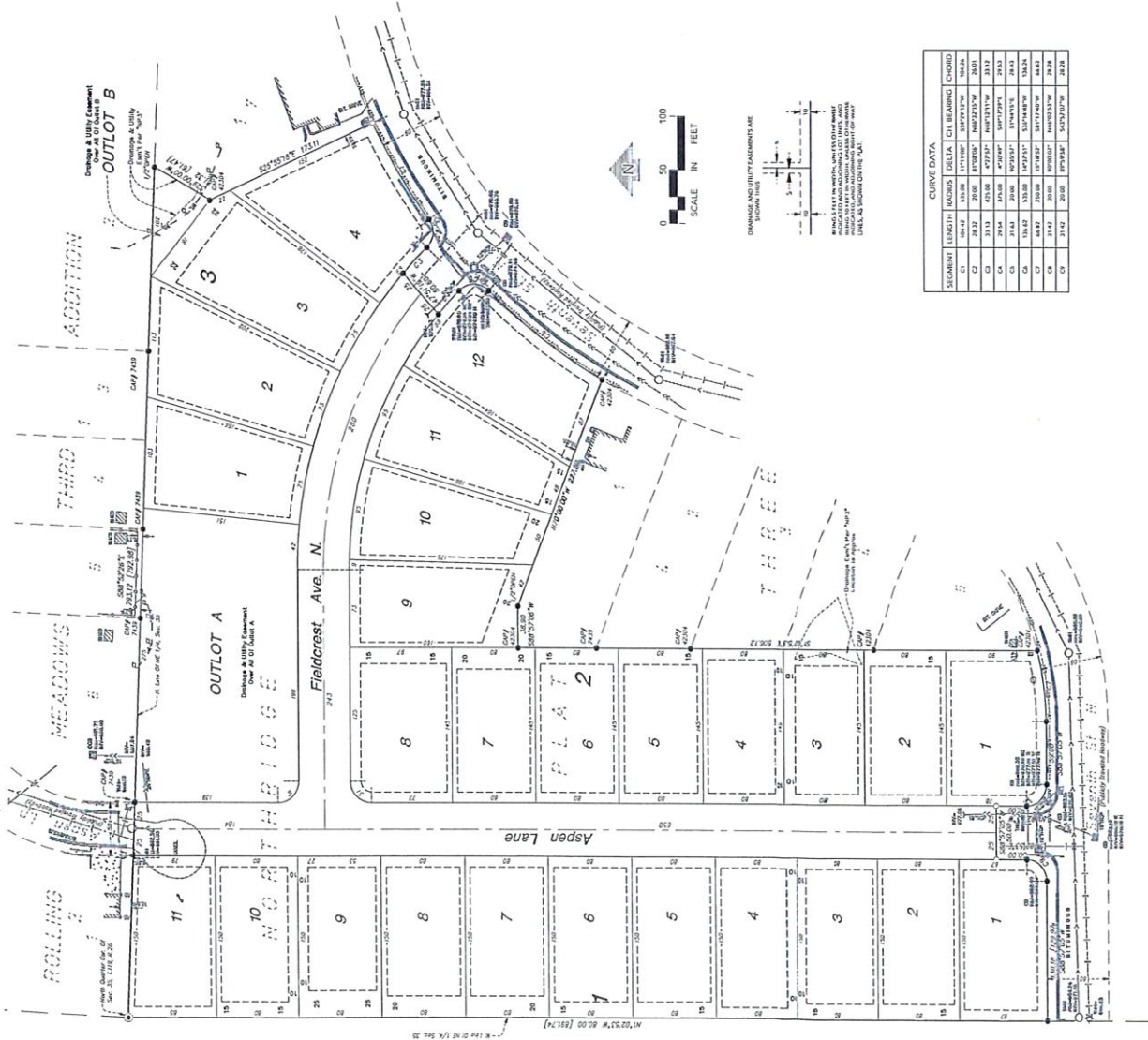


CURVE DATA					
SEGMENT	LENGTH	RADIUS	DELTA	CH BEARING	CHORD
C1	104.42	535.00	1°11'05"	N89°27'10"W	104.24
C2	28.22	20.00	1°11'05"	N89°27'10"W	28.01
C3	311.13	425.00	4°27'31"	S89°12'21"W	312.12
C4	276.00	20.00	89°23'32"	S1°14'11"E	276.03
C5	136.42	535.00	1°11'05"	S89°27'10"W	136.24
C6	46.89	20.00	1°11'05"	S89°27'10"W	46.62
C7	311.42	425.00	4°27'31"	N89°12'21"W	312.42
C8	276.00	20.00	89°23'32"	N1°14'11"E	276.28

### SURVEY LEGEND

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**NORTHBRIDGE  
SIXTH  
ADDITION**



2850 CUTTERS GROUND, SUITE 202  
ARLINGTON, VA 22207

**LOUCKS**  
PLANNING  
CIVIL ENGINEERING  
LAND SURVEYING  
LANDSCAPE ARCHITECTURE  
ENVIRONMENTAL

7200 Humboldt Lane, Suite 300  
Middletown, MA 01550  
783.434.5505

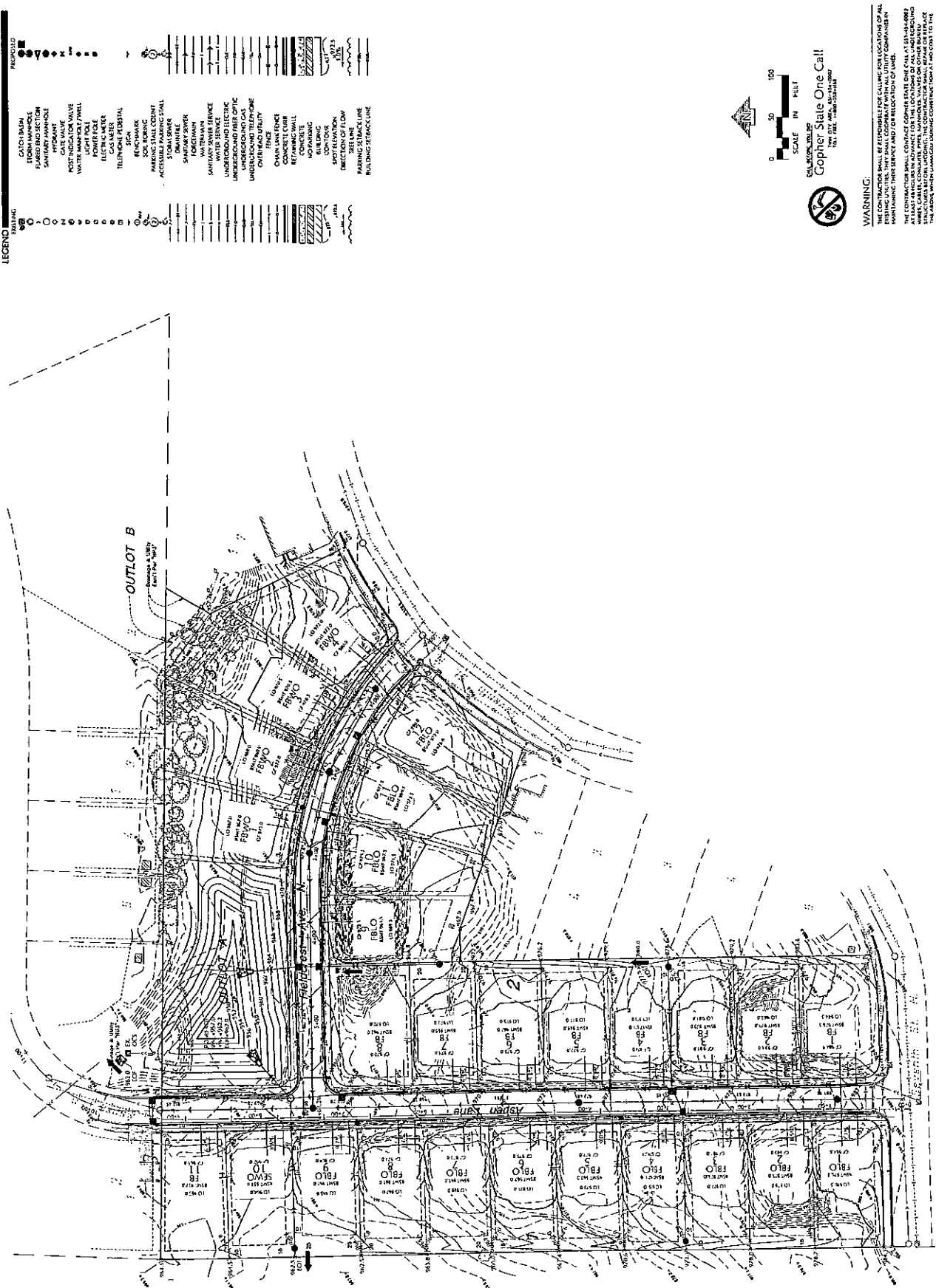
**CAD QUALIFICATION**

PROFESSIONAL SIGNATURE

QUALITY CONTROL	21758
Project No.	TR004
Project Lead	TR004
Team	TR004
Selected By	TR004

Review Date	01/12/2022
1	COVER SHEET
2	EXISTING CONDITIONS PLAN
3	PRELIMINARY PLAT
4	SITE PLAN
5	GRADING & DRAINAGE PLAN
6	AS2 TO C1-3 SWPPP PLAN & NOTES
7	UTILITY PLAN
8	CIVIL DETAIL 5
9	THREE PRESERVATION
10	LANDSCAPE PLAN

GRADING &  
DRAINAGE  
PLAN  
**C3-1**



**WARNING:** THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COORDINATE WITH ALL UTILITY COMPANIES IN MARKING THEIR SERVICE AND FOR RELOCATION OF UTILITIES.

THE CONTRACTOR SHALL CONTACT GOWDER STATE ONE CALL AT 651-454-6992 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATION OF ALL UNDERGROUND UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIR OR REPLACEMENT OF ANY UTILITIES DAMAGED DURING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES.

SCALE IN FEET  
Gopher State One Call  
TOWN CITY AREA 631-434-2007  
TOLL FREE 1-800-253-1114  
COP FOR 507/16 TW3

**NORTHIDGE SIXTH ADDITION**

100 FT. CLOS. & 100 FT. WIDE



**LGI HOMES**

2860 CUTTERS GROVE AVE. SUITE 207  
ANALIM, WA 98503

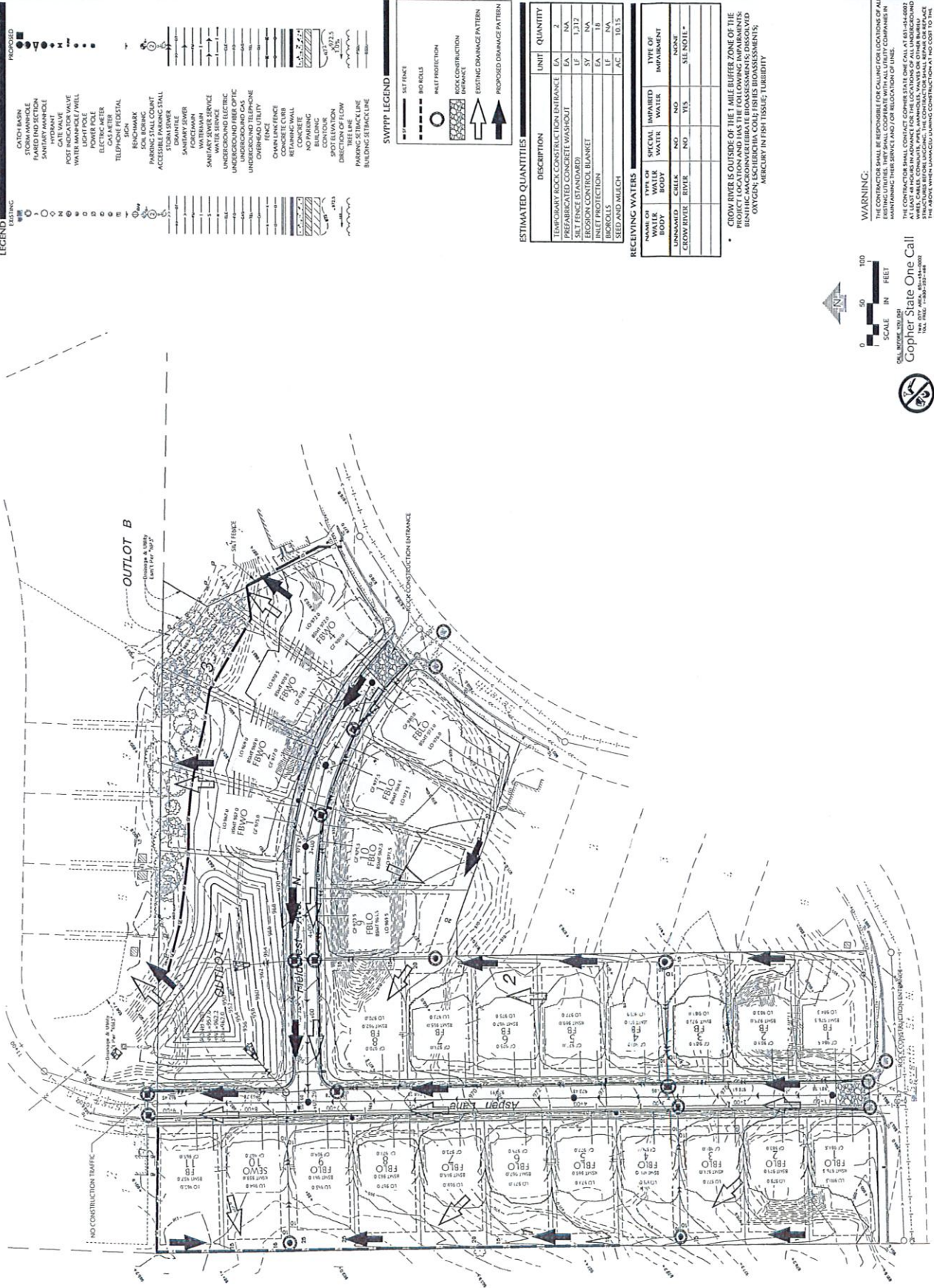
**LOUCKS**

PLANNING  
CIVIL ENGINEERING  
LANDSCAPE ARCHITECTURE  
ENVIRONMENTAL

7200 Hemlock Lane, Suite 200  
Anacortes, WA 98221  
Major Corridor: 764.424.5505  
www.loucksinc.com

[illegible][illegible]

C0-1	COVER SHEET
C1-1	EXISTING CONDITIONS PLAN
C1-2	PRELIMINARY PLAN
C2-1	SITE PLAN
C3-1	GRADING & DRAINAGE PLAN
C3-2 TO C3-3	SWPPP PLAN & NOTES
C4-1	UTILITY PLAN
C8-1 TO C8-3	CIVIL DETAILS
C1-1 TO L1-2	TREE PRESERVATION
C2-1	LANDSCAPE PLAN
C2-2	LANDSCAPE DETAILS

SWPPP PLAN  
C3-2

**WARNING:**

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT Gopher State ONE CALL AT 681-454-6002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL STRUCTURES BEFORE UNLEAVING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN UNNecessarily LEAVING CONSTRUCTION AT NO COST TO THE

CALL BEFORE YOU GO!

**Gopher State One Call**

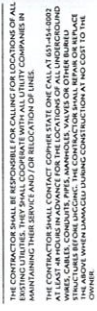
TRUNK CITY AREA: 855-434-0002  
TOLL FREE: 1-800-233-1188

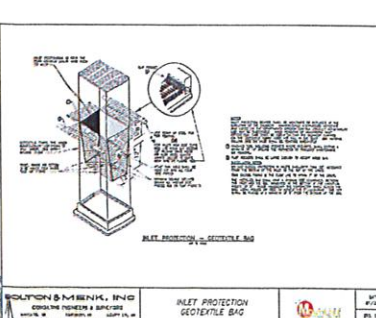
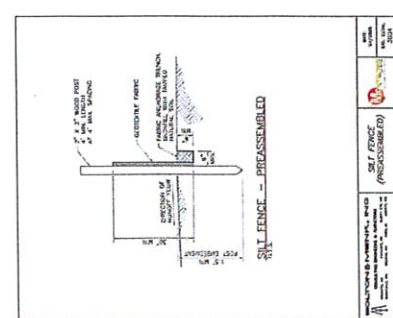
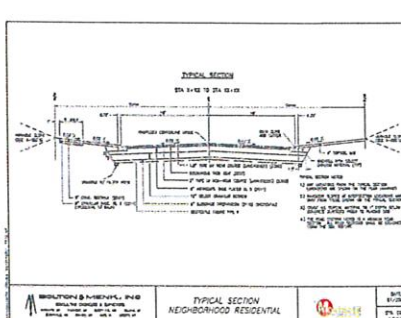
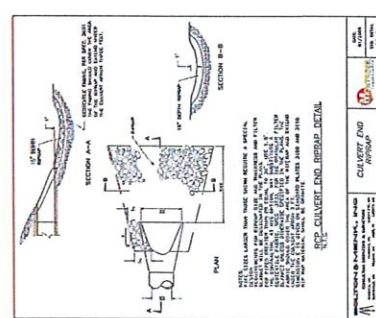
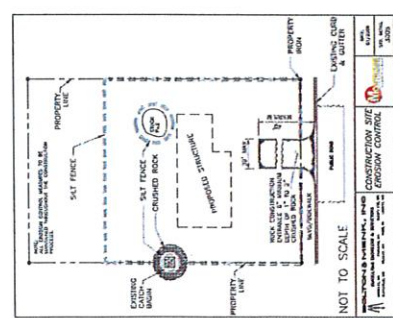
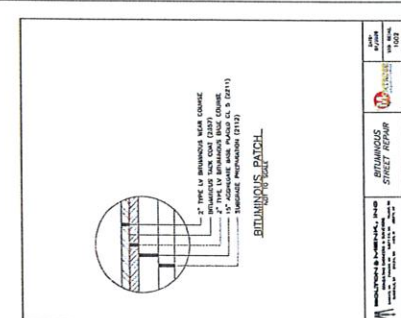
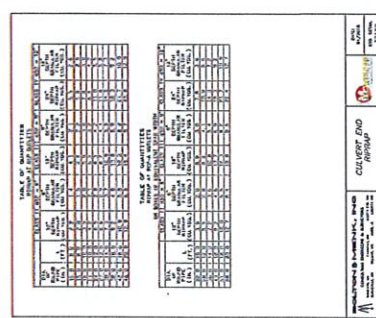
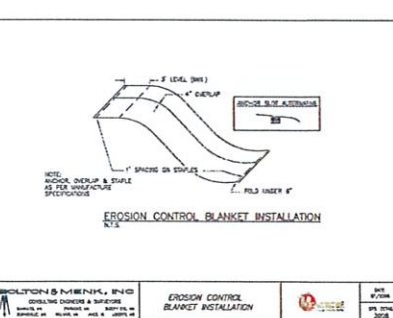
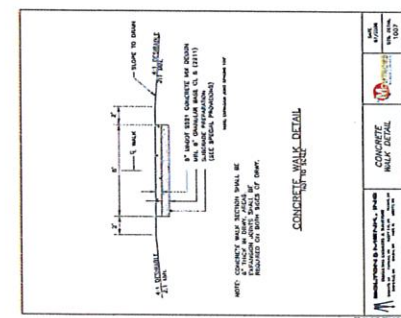
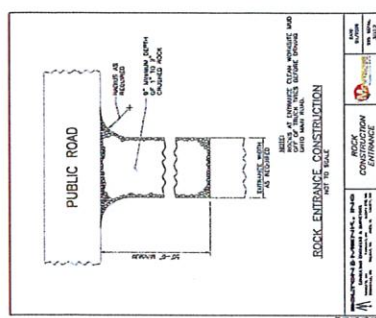
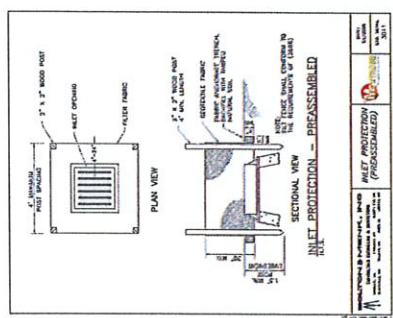
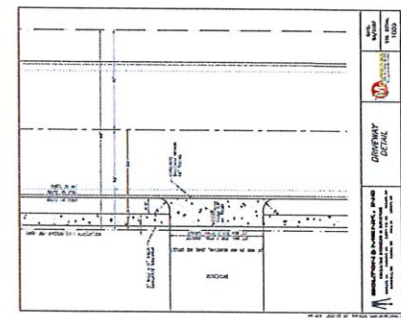
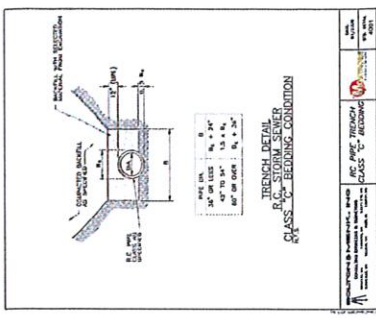
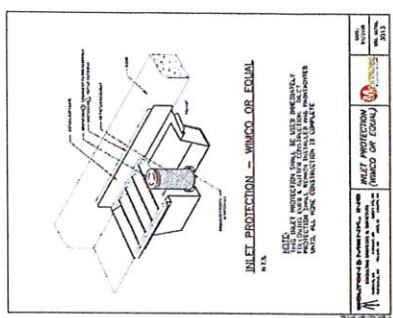
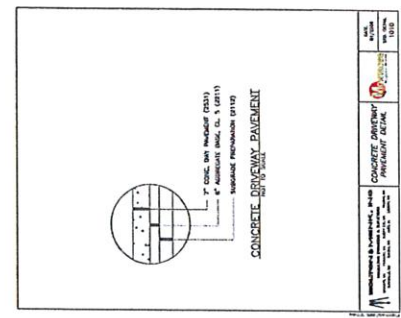








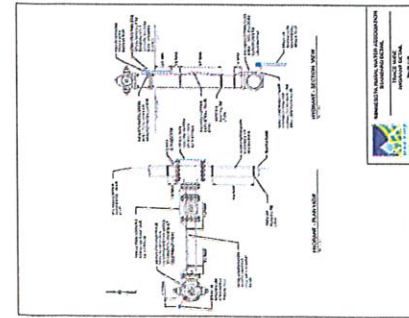
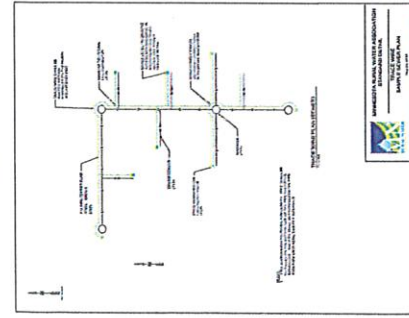
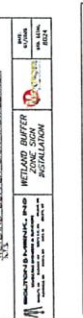
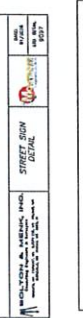




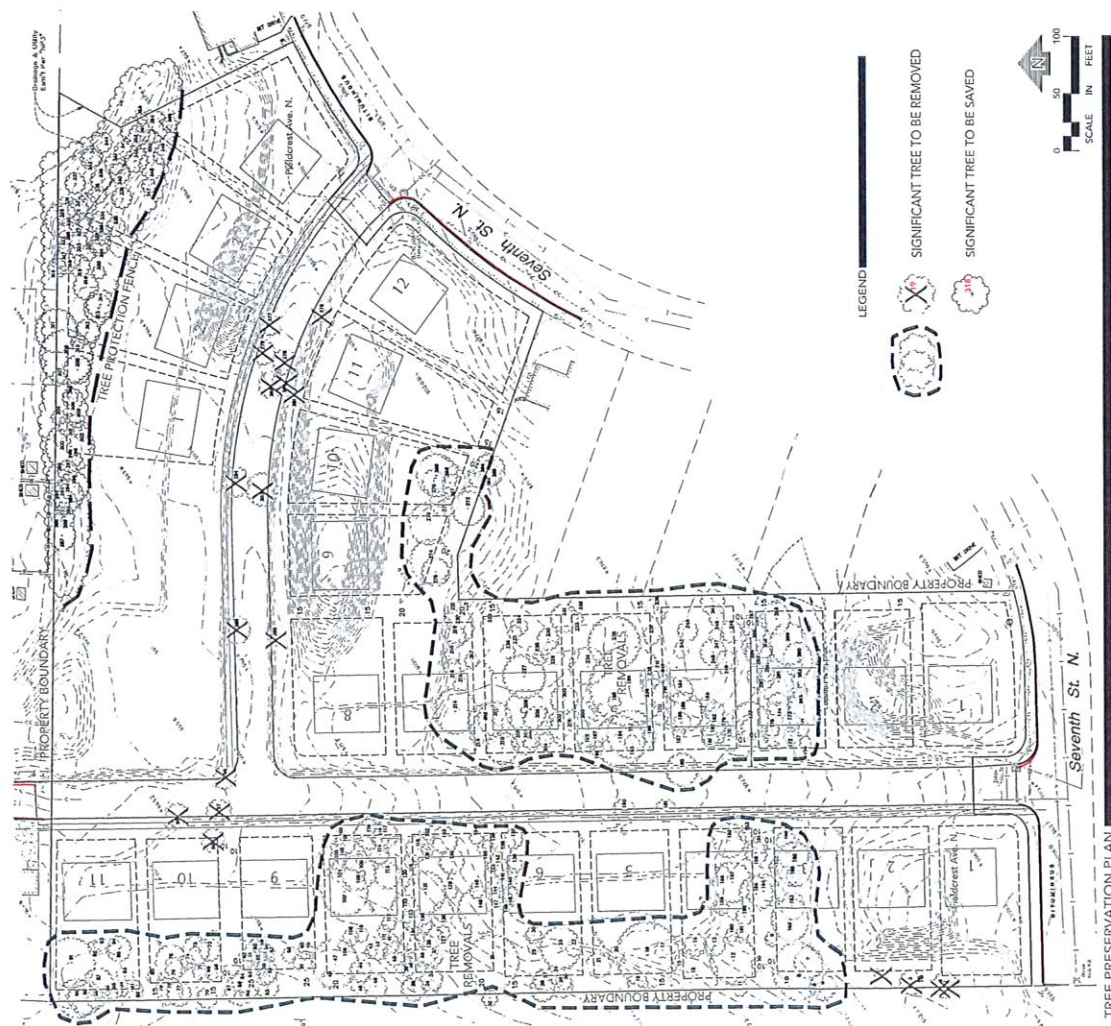
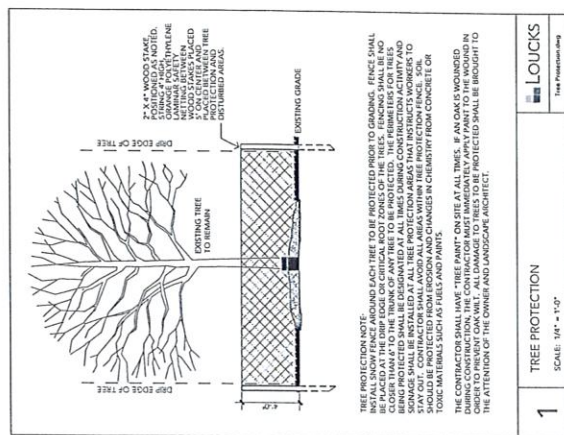












SIGNIFICANT TREE INVENTORY		
	CAL IN.	%
TOTAL SIGNIFICANT TREES ON SITE	4397.5	100%
ALLOWABLE TREE REMOVAL - 50%	2199.0	50%
TREES TO BE REMOVED	3552.5	81.0%
TREES TO BE PRESERVED	845.0	19.0%
TOTAL CAL IN. TO BE MITIGATED	1353.5	

SIGNIFICANT TREE REPLACEMENT	
TOTAL CAL IN. REQUIRED (1353.5 x 1.5)	2031.0
TOTAL CAL IN. PROPOSED - (78) DECIDUOUS x 2.5	195.0
TOTAL CAL IN. PROPOSED - (26) CONIFEROUS x 2.5	65.0
TOTAL CAL IN. PROPOSED	260.0












**BOLTON  
& MENK**

Real People. Real Solutions.

 2040 Highway 12 East  
 Willmar, MN 56201-5818

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

## MEMORANDUM

**Date:** February 1, 2022  
**To:** Honorable Mayor Moynagh  
 Members of the City Council  
**From:** Jared Voge, P.E.  
 City Engineer *JV*  
**Subject:** 2021 Downtown Improvement Project – Phase 2  
 Montrose, Minnesota  
 Project No.: W14.120514

At the June 2021 Council meeting, Council approved a resolution splitting the 2021 Downtown Improvement Project into two phases. Phase 1 includes the project areas south of the railroad tracks and Phase 2 includes the project areas north of the railroad tracks. This was done to allow construction to commence on Phase 1 and allow additional time to purchase a roadway easement within BNSF property for Phase 2. An agreement is currently in progress with BNSF and we anticipate the agreement to be complete soon.

In order to resume the improvement schedule for Phase 2, we recommend Council adopt the enclosed resolution approving Phase 2 plans and specifications and authorizing advertisement for bids. A proposed implementation schedule for Phase 1 is shown below:

<b>Item</b>	<b>Date</b>
Approve Phase 2 Plans and Specifications and Authorize Advertisement for Bids	February 14, 2022
Advertise for Bids	February 22, 2022
Online Bid Opening	March 22, 2022 @ 1:00 PM
Accept Bids and Award Contract	April 11, 2022
Phase 2 Construction Begins	May 2022

If you have any questions, please call.

JAV/sj  
 Enclosures

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

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Montrose, Wright County, Minnesota, was duly held in the Council Chambers of Montrose in said City on the 14th day of February, 2022, at 7:00 o'clock p.m.

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

**RESOLUTION NO. 2022 - 06  
RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING  
ADVERTISEMENT FOR BIDS**

WHEREAS, pursuant to resolutions passed by the council on July 13, 2020 and November 9, 2020, the City Engineer has prepared plans and specifications for the 2021 Downtown Improvement Project Phase 2, the improvement of 1st Street North from the west line of County Road 12 South (Buffalo Avenue North) to the east line of Clementa Avenue Southwest, Emerson Avenue North from the north line of 1st Street North to the north line of Charity Circle/2nd Street North, Center Avenue North from the north line of 1st Street North to the north line of 2nd Street North/Charity Lane North, and 2nd Street North from the west line of Emerson Avenue North to a point approximately 260 feet east of the east line of Center Avenue North by the construction of pavement, concrete curb and gutter, concrete sidewalk, storm sewer, sanitary sewer, and watermain and has presented such plans and specifications to the council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The city administrator shall prepare and cause to be inserted in the official paper and in QuestCDN an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received online until 1:00 p.m. on March 22, 2022, at which time they will be publicly opened in the council chambers of the city hall by the city administrator and engineer, will then be tabulated, and will be considered by the council at 7:00 p.m. on April 11, 2022, in the council chambers of the city hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless submitted online and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the administrator for 5 percent of the amount of such bid.

Adopted by the council this 14th day of February, 2022

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Administrator

STATE OF MINNESOTA  
CITY OF MONTROSE  
COUNTY OF WRIGHT

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

WITNESS my hand and the seal of said City this 14th day of February, 2022.

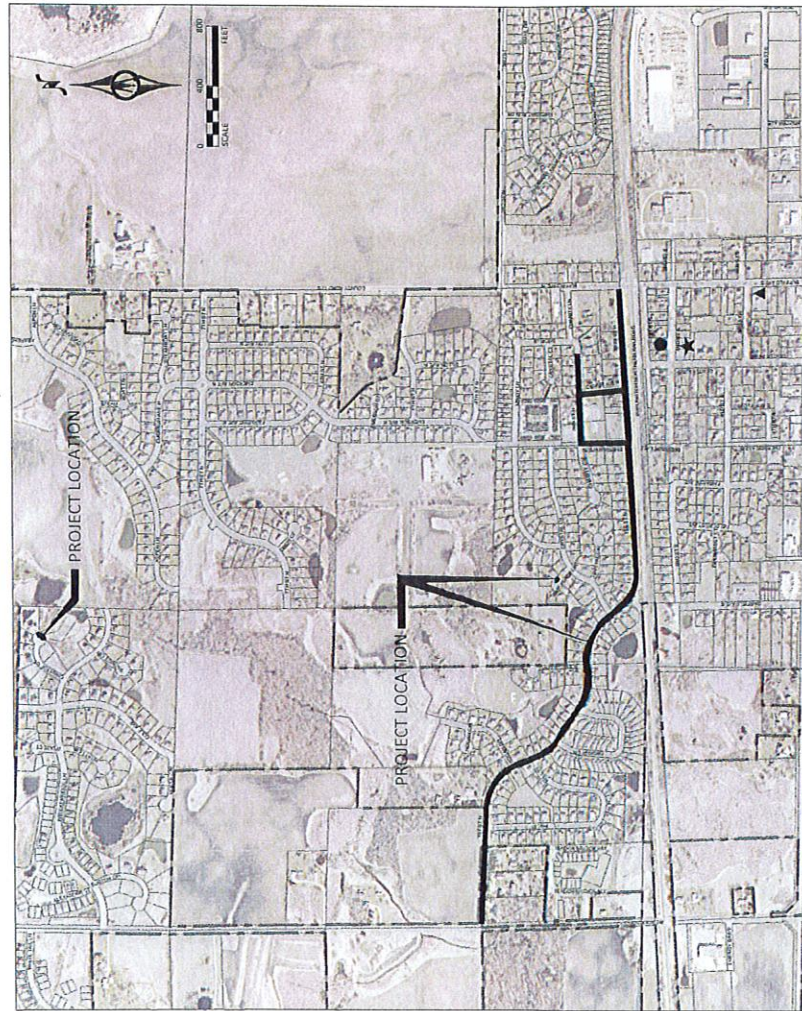
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City Administrator

(SEAL)



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

CITY OF MONTREAL  
RESCUEE LIST

SHEET NUMBER	SHEET TITLE
GENERAL	TITLE SHEET, LEGEND, GENERAL NOTES STATEMENT OF ESTIMATED QUANTITIES OVERALL LOCATION MAP EXISTING/PROPOSED UTILITY MAPS
CIVIL	EXISTING CONDITIONS, REMOVALS & DETAILS <div> <div>EXISTING CONDITIONS &amp; REMOVALS PLAN</div> <div> <div>EXISTING SECTIONS &amp; DETAILS</div> <div>PEDESTRIAN RAMP STANDARD PLATES</div> <div>MINNESOTA RURAL WATER STANDARD TRACER WIRE DETAILS</div> <div>STORMWATER POLLUTION PREVENTION PLAN (SWPPP)</div> <div>PROJECT INFORMATION, NARRATIVE, SOILS DETAILS</div> </div> </div>
	SWPPP PLANS
	SANITARY SEWER & WATERMAIN PLAN & PROFILE
	<div> <div>1ST STREET N</div> <div>2ND STREET N</div> <div>CENTER AVENUE N</div> </div>
	STORM SEWER PLAN & PROFILE
	<div> <div>1ST STREET N</div> <div>CHARITY LANE N</div> <div>EMERSON AVENUE N</div> <div>CENTER AVENUE N</div> </div>
	STREET PLAN & PROFILE
	<div> <div>1ST STREET N</div> <div>2ND STREET N &amp; CHARITY LANE N</div> <div>EMERSON AVENUE N</div> <div>CENTER AVENUE N</div> <div>1ST STREET N MILL AND OVERLAY</div> <div>SIDEWALK, INTERSECTION &amp; PEDESTRIAN RAMP DETAILS</div> </div>
	<div> <div>PEDESTRIAN RAMP DETAILS</div> <div>INTERSECTION DETAILS</div> </div>
	PHASING, TRAFFIC CONTROL, SIGNING & STRIPING PLANS
	<div> <div>PHASING PLAN / TRAFFIC CONTROL</div> <div>SIGNING &amp; STRIPING</div> </div>
	CROSS SECTIONS
	<div> <div>1ST STREET N</div> <div>2ND STREET N &amp; CHARITY LANE N</div> <div>EMERSON AVENUE N</div> <div>CENTER AVENUE N</div> </div>
	THIS PLAN SET CONTAINS 89 SHEETS.



MAP OF THE  
CITY OF MONTROSE

+ BM=985.49 MNDOT H 118 1ST STREET S - STA 6A+39 OFFSET - 40.39' LT	PROJECT DATUM: HORIZONTAL: NAD 83 (2011) WRIGHT COUNTY COORDINATE SYSTEM VERTICAL: NAVD 88
--	---

CITY OF MONTROSE	SHEET
2021 DOWNTOWN IMPROVEMENT PROJECT PHASE 2	
TITLE SHEET	G0.01

[illegible]

2040 HIGHWAY 12 EAST  
WILLMAR, MINNESOTA 56201  
Phone: (320) 231-3956  
Email: [Willmar@bolt-on-menk.com](mailto:Willmar@bolt-on-menk.com)  
[www.bolt-on-menk.com](http://www.bolt-on-menk.com)


**BOLTON  
& MENK**

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A QUALIFIED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Jared A. Voce*  
 Jared A. Voce  
 03.03.2023

**MAP LEGEND**

- PROJECT LIMITS
- CITY HALL
- COMMUNITY CENT
- PUBLIC WORKS
- CITY LIMITS

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN IS BASED ON THE RECORD DRAWINGS OF THIS UTILITY. THE CONTRACTOR SHALL VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS IT IS THE STATE'S POLICY TO NOT GUARANTEE THE ACCURACY OF THE UTILITY DATA. NOTIFY GOLDER STATE, ONE CALL, 1-800-252-7166 OR 351-454-0087.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

CITY OF MONTROSE  
WRIGHT COUNTY, MINNESOTA

ORDINANCE NO. 2022-02

AN ORDINANCE AMENDING SUB-SECTION 50.01(E) OF THE MONTROSE CITY CODE  
RELATING TO REPAIR OF SIDEWALKS AND ALLEYS

THE CITY COUNCIL OF THE CITY OF MONTROSE ORDAINS:

Section 1. Sub-section 50.01(E) of the Montrose City Code is hereby amended by adding the double-underlined language and deleting the ~~struck-through~~ language below:

E) Repair of sidewalks and alleys.

- 1) ~~Duty of owner. The owner of any property within the City abutting a public sidewalk or alley shall keep the sidewalk or alley in repair and safe for pedestrians.~~ Specifications. Repairs to public sidewalks and alleys shall be made in accordance with the standard specifications approved by the City Council and on file in ~~the Office of the City Administrator/Clerk-Treasurer at City Hall.~~
- 2) Inspections; notice.
  - a) ~~The City's Council or its designee shall make inspections as are necessary to determine that public sidewalks and alleys within the City are kept in repair and safe for pedestrians or vehicles.~~
  - b) ~~If it is found that any sidewalk or alley abutting on private property is unsafe and in need of repairs, the City Council shall cause a notice to be served, by registered or certified mail or by personal service, upon the record owner of the property, ordering the owner to have the sidewalk or alley repaired and made safe within 30 days and stating that if the owner fails to do so, the City will do so and that the expense thereof must be paid by the owner, and if unpaid it will be made a special assessment against the property concerned.~~
- 3) Repair by City. ~~If the sidewalk or alley is not repaired within 30 days after receipt of the notice, the City Administrator/Clerk-Treasurer~~ If the City's designee determines that a public sidewalk or alley requires repair or is unsafe for pedestrians or vehicles, the designee shall report the facts to the City Council and the City Council shall may by resolution order the work done by contract in accordance with law. The City Administrator/Clerk-Treasurer shall keep a record of the total cost of the repair attributable to each lot or parcel of property.

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



ADOPTED this 14<sup>th</sup> day of February, 2022 by the City Council of the City of Montrose.

CITY OF MONTROSE

By: \_\_\_\_\_  
Kirby Moynagh, Mayor

ATTEST:

By: \_\_\_\_\_  
Michael Sommerfeld, City Clerk/Treasurer

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

**RESOLUTION NO. 2022-07**

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 2022-02 AN  
ORDINANCE AMENDING SUB-SECTION 50.01(E) OF THE MONTROSE CITY CODE  
RELATING TO REPAIR OF SIDEWALKS AND ALLEYS**

WHEREAS, The City Council of the City of Montrose has determined the publication of the title and a summary of "Ordinance 2022-02 AN ORDINANCE AMENDING SUB-SECTION 50.01(E) OF THE MONTROSE CITY CODE RELATING TO REPAIR OF SIDEWALKS AND ALLEYS", finding a summary publication would clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, Pursuant to Minnesota Statutes 412.191, Subdivision 4 and M.S. 331A.01, Subd. 10, the City Council may, by a four-fifths vote of its members, direct that only the title of the Ordinance and a summary be published with notice that a printed copy of the Ordinance is available for inspection by any person during regular office hours at the City Offices; and,

WHEREAS, Prior to the publication of the title and summary, the City Council has read and approved the text of the summary and determined that it clearly informs the public of the intent and effect of the Ordinance.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Montrose, Minnesota that the title and summary of "Ordinance 2022-02 AN ORDINANCE AMENDING SUB-SECTION 50.01(E) OF THE MONTROSE CITY CODE RELATING TO REPAIR OF SIDEWALKS AND ALLEYS" be published with notice that a printed copy of Ordinance 2022-02 is available in its entirety for inspection by any person during regular office hours at the City Offices.

BE IT FURTHER RESOLVED: the publication shall read as follows:

"On February 14, 2022 the Montrose City Council approved the reading of Ordinance 2022-02 "AN ORDINANCE AMENDING SUB-SECTION 50.01(E) OF THE MONTROSE CITY CODE RELATING TO REPAIR OF SIDEWALKS AND ALLEYS".

The Ordinance, in its entirety is available for review and/or photocopying during regular office hours at the City of Montrose Offices, 311 Buffalo Avenue South, Montrose Minnesota.

Ordinance 2022-02 shall be in full force and effect from and after the date of its passage (February 14, 2022) and this summary publication according to law."

The motion for the adoption of the foregoing Resolution was duly made by \_\_\_\_\_ and seconded by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted this 14<sup>th</sup> day of February, 2022.

---

Robert W. Moynagh, III  
Mayor  
City of Montrose

ATTEST:

---

Jessica Bonniwell  
City Administrator  
City of Montrose

**Randy's Sanitation/Republic Services – Request for Service Day Change**

City Staff received the following request from Randy's Sanitation/Republic Services on Wednesday, February 9, 2022:

"Our operations team will be implementing a large system re-route beginning on Monday March 28<sup>th</sup>. The primary goal of the system change is to provide sustainable, reliable and efficient trash and recycling service across the twin cities. By better aligning our work with our workforce we will be able to meet our goal of being "route ready" every day. This means that we have our work evenly distributed with one driver using one truck on one route every day.

This consistency and predictability are important for the work life balance of our drivers and will lead to a world class customer experience.

As part of this transition, we would like to move the Montrose service day from Tuesday to Friday beginning in the first week of April. We would service the City on Tuesday 3/29 (per the old schedule) and then again on Friday 4/1 and every Friday thereafter.

We will create a postcard mailing and send them to every resident and will work with your team to put together a communication plan using social media and emails or phone calls for customers that we have that information for."

## RESOLUTION #2022-08

### A Resolution Supporting Infrastructure Accountability

**WHEREAS**, populations in Minnesota cities are growing statewide; and

**WHEREAS**, the development and construction associated with that growth are driving the need for road improvements, street oversizing, street redesign, and street reconstruction; and

**WHEREAS**, municipal statutory authority appropriately exists for fees to support added need for parks, sewer, and water; and

**WHEREAS**, this municipal authority does not exist for infrastructure development fees; and

**WHEREAS**, city streets are one of the four major types of infrastructure local government is responsible to provide to protect public safety and health, and city streets represent a separate but integral piece of the network of roads supporting movement of people and goods; and

**WHEREAS**, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes, and special assessments have limited applications, leaving cities under-equipped to address growing needs; and

**WHEREAS**, neighborhood streets are constructed according to city standards by developers; and

**WHEREAS**, funding sources for larger streets and intersections to support new developments have historically come from infrastructure development fees; and

**WHEREAS**, the Minnesota Supreme Court found in *Harstad v. City of Woodbury* that no statutory authority existed for these infrastructure development fees; and

**WHEREAS**, cities should not be forced to make current residents and businesses pay for costs of growth through local taxes but rather by those that are responsible for the growth; and

**WHEREAS**, cities are finding it difficult to develop adequate funding systems to support needed infrastructure development related to growth while complying with existing state statutes; and

**WHEREAS**, cities need flexible policies and greater resources in order to meet growing demands for street improvements.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONTROSE** that this Council supports legislation that would authorize cities to collect infrastructure development fees to fund municipal street improvements as a necessary component of growth.

**ADOPTED** by the Montrose City Council this 14<sup>th</sup> day of February, 2022.

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

ATTEST:

\_\_\_\_\_  
Jessica Bonniwell  
City Administrator  
City of Montrose

### **DECLARATION OF USE RESTRICTION**

THIS DECLARATION OF USE RESTRICTION effective this \_\_\_\_\_ day of \_\_\_\_\_, 2022 (the “Effective Date”), is made by the undersigned owner of the Restricted Parcels (hereinafter referred to as the “Declarant”).

WITNESSETH:

#### **RECITALS**

- A. Declarant is the owner of the Restricted Parcels (defined below); and
- B. Declarant desires to place a use restriction on a portion of the Restricted Parcels.

NOW, THEREFORE, THE DECLARANT HEREBY DECLARES AND IMPOSES THE FOLLOWING:

- 1. Recitals. The Recitals set forth above are incorporated by this reference.
- 2. Definitions.
  - a. “Declarant” means owner of the Restricted Parcel.
  - b. “Restricted Parcels” means the following parcels of real estate, to-wit:
    - 1) See Legal Description on the attached Exhibit “A”.

3. Use Restriction. In order to comply with the Minnesota Department of Natural Resources Outdoor Recreation Project Contract OR22-015, the Declarant does hereby impose the following restriction on the portion of the Restricted Parcels that is outlined on the attached Exhibit B:

- a. The portions of the Restricted Parcels that are outlined on the attached Exhibit B shall be permanently managed and maintained for public outdoor recreation use.
- b. The portions of the Restricted Parcels that are outlined on the attached Exhibit B cannot be converted to a use other than public outdoor recreation use without the written approval of the State of Minnesota acting through its Commissioner of Natural Resources and the Secretary of Interior.

4. Restriction Runs with the Land. The use restriction imposed by this instrument constitutes a covenant running with the land and, as such, will be binding upon the owners from time-to-time of the Restricted Parcels and their respective successors and assigns.

5. Severability. If any provision of this instrument is invalid, illegal or incapable of being enforced by any law or public policy, all other provisions of this declaration will remain in full force and effect.

*[SIGNATURES ON FOLLOWING PAGE(S)]*

IN WITNESS WHEREOF, the Declarant has caused this Declaration of Use Restriction to be executed on or as of the day and year first above written.

**DECLARANT:**

CITY OF MONTROSE

By: \_\_\_\_\_

Kirby Moynagh

Its: Mayor

By: \_\_\_\_\_

Michael Sommerfeld

Its: City Clerk/Treasurer

STATE OF MINNESOTA                    )  
  ) ss.  
COUNTY OF WRIGHT                    )

This instrument was acknowledged before me on February 14, 2022, by Kirby Moynagh and Michael Sommerfeld, the Mayor and City Clerk, respectively, of the City of Montrose, a Minnesota municipal corporation on behalf of the City.

NOTARIAL STAMP OR SEAL (OR  
OTHER TITLE OR RANK)

SIGNATURE OF NOTARY PUBLIC OR  
OTHER OFFICIAL

THIS DOCUMENT WAS DRAFTED BY:  
Kennedy & Graven, Chartered (MDT)  
Fifth Street Towers  
150 South Fifth Street, Suite 700  
Minneapolis, MN 55402  
(612) 337-9300



**EXHIBIT A**  
**LEGAL DESCRIPTIONS OF THE RESTRICTED PARCELS**

**Parcel 1**

That part of the Southeast Quarter and that part of the South Half of the Northeast Quarter of Section 26, Township 119, Range 26, Wright County, Minnesota, described as follows:

Beginning at the southeast corner of said Southeast Quarter, thence on an assumed bearing of North along the east line of said Southeast Quarter, a distance of 282.03 feet; thence on a bearing of West, a distance of 357.59 feet; thence North 1 degree 19 minutes 08 seconds East, a distance of 205.73 feet; thence on a bearing of East, a distance of 100.00 feet; thence on a bearing of North, a distance of 174.80 feet; thence North 88 degrees 52 minutes 00 seconds West, a distance of 58.45 feet; thence on a bearing of North, a distance of 313.00 feet; thence South 88 degrees 52 minutes 00 seconds East, a distance of 278.30 feet; thence on a bearing of South, a distance of 313.00 feet; thence South 88 degrees 52 minutes 00 seconds East, a distance of 33.00 feet to the east line of said Southeast Quarter; thence on a bearing of North along the east line of said Southeast Quarter, a distance of 902.89 feet; thence on a bearing of West, a distance of 396.00 feet; thence on a bearing of North, a distance of 275.00 feet; thence on a bearing of East, a distance of 396.00 feet to the east line of said Southeast Quarter; thence on a bearing of North, a distance of 835.70 feet to the southeast corner of said South Half of the Northeast Quarter; thence North 2 degrees 07 minutes 17 seconds West along the east line of said South Half of the Northeast Quarter, a distance of 100.00 feet; thence North 88 degrees 43 minutes 14 seconds West, parallel with the south line of said South Half of the Northeast Quarter, a distance of 500.00 feet; thence North 2 degrees 07 minutes 17 seconds West, parallel with said east line of the South Half of the Northeast Quarter, a distance of 501.10 feet; thence North 88 degrees 43 minutes 14 seconds West, parallel with the south line of said South Half of the Northeast Quarter, a distance of 403.40 feet; thence South 1 degree 24 minutes 20 seconds West, parallel with the west line of the said Southeast Quarter, a distance of 3277.98 feet to the south line of said Southeast Quarter; thence South 89 degrees 08 minutes 54 seconds East along said south line, a distance of 1005.94 feet to the point of beginning;

**EXCEPT**

That part of the Southeast Quarter and that part of the South Half of the Northeast Quarter of Section 26, Township 119, Range 26, Wright County, Minnesota, described as follows: Beginning at the Southeast corner of said Southeast Quarter; thence North 0 degrees 16 minutes 27 seconds East, assumed bearing, along the East line of said Southeast Quarter, a distance of 282.03 feet; thence North 89 degrees 43 minutes 33 seconds West, a distance of 357.59 feet; thence North 1 degree 35 minutes 35 seconds East, a distance of 205.73 feet; thence South 89 degrees 43 minutes 33 seconds East, a distance of 100.00 feet; thence North 0 degrees 16 minutes 27 seconds West, a distance of 174.80 feet; thence North 88 degrees 52 minutes 00 seconds West, a distance of 58.45 feet; thence North 0 degrees 16 minutes 27 seconds East, a distance of 313.00 feet; thence South 88 degrees 35 minutes 33 seconds East, a distance of 278.30 feet; thence South 0 degrees 16 minutes 27 seconds West, a distance of 313.00 feet; thence South 88 degrees 35 minutes 33

seconds East, a distance of 33.01 feet to the east line of said Southeast Quarter; thence North 0 degrees 16 minutes 27 seconds East along said East line, a distance of 902.89 feet to a point being 1110.70 feet South of the Northeast corner of said Southeast Quarter; thence North 89 degrees 43 minutes 33 seconds West, a distance of 396.00 feet; thence North 82 degrees 14 minutes 38 seconds West, a distance of 504.13 feet; thence North 10 degrees 47 minutes 30 seconds East, a distance of 1048.40 feet; to a line parallel with and distant 30.00 feet South of the North line of said Southeast Quarter; thence South 88 degrees 26 minutes 48 seconds East along said parallel line, a distance of 704.64 feet to the East line of said Southeast Quarter; thence North 0 degrees 16 minutes 27 seconds East along said East line the Southeast Quarter, a distance of 30.01 feet to the Southeast corner of said South half of the Northeast Quarter; thence North 1 degree 50 minutes 50 seconds West along said East line a distance of 100.00 feet; thence North 88 degrees 26 minutes 48 seconds West, a distance of 500.00 feet; thence North 1 degree 50 minutes 50 seconds West, a distance of 501.10 feet; thence North 88 degrees 26 minutes 48 seconds West, a distance of 1378.40 feet to a point being 660.00 feet East of the West line of said South Half of the Northeast Quarter; thence South 1 degree 40 minutes 47 seconds West, parallel with the West line of said South Half of the Northeast Quarter, a distance of 150.00 feet; thence North 88 degrees 39 minutes 04 seconds West, parallel with the North line of said South Half of the Northeast Quarter, a distance of 660.01 feet to the west line of said South Half of said Northeast Quarter, thence South 1 degree 40 minutes 47 seconds West along the West line of the said South half of the Northeast Quarter and the West line of said Southeast Quarter a distance of 3137.83 feet to the southwest corner of said Southeast Quarter; thence South 88 degrees 52 minutes 27 seconds East along the south line of said Southeast Quarter, a distance of 2641.02 feet to the point of beginning.

AND

That part of the Southeast Quarter of Section 26, Township 119, Range 26, Wright County, Minnesota, described as follows: Commencing at the Northeast corner of said Southeast Quarter; thence on an assumed bearing of South 0 degrees 16 minutes 27 seconds West along the East line of said Southeast Quarter, a distance of 30.01 feet to the actual point of beginning; thence continue South 0 degrees 16 minutes 27 seconds West along said East line of the Southeast Quarter, a distance of 805.69 feet; thence North 89 degrees 43 minutes 33 seconds West, a distance of 396.00 feet; thence South 0 degrees 16 minutes 27 seconds West, a distance of 275 feet; thence North 82 degrees 14 minutes 38 seconds West, a distance of 504.13 feet; thence North 10 degrees 47 minutes 30 seconds East, a distance of 1048.40 feet; to a line parallel with and distant 30.00 feet South of the North line of said Southeast Quarter; thence South 88 degrees 26 minutes 48 seconds East along said parallel line, a distance of 704.64 feet to the point of beginning.

AND

That part of the Southeast Quarter of Section 26, Township 119, Range 26, described as follows Commencing at the Northeast corner of said Southeast Quarter, thence on a bearing of South 0 degrees 00 minutes 00 seconds East along the East line of said Southeast Quarter, a distance of 835.70 feet to the point of beginning; thence continue South 0 degrees 00 minutes 00 seconds East along said East line a distance of 275.00 feet; thence North 90 degrees 00 minutes 00 seconds West, a distance of 396.00 feet; thence North 0 degrees 00 minutes 00 seconds West, a distance of 275.00 feet; thence South 0 degrees 00 minutes 00 seconds East, a distance of 396.00 feet to the

point of beginning, according to the United States Government Survey thereof, Wright County, Minnesota; LINE A Commencing at the northeast corner of the Southeast Quarter of Section 26, Township 119 North, Range 26 West, Wright County, Minnesota; thence South 00 degrees 16 minutes 27 seconds West, assumed bearing along the east line of said Southeast Quarter, 835.70 feet to the northeast corner of the above described tract; thence North 89 degrees 43 minutes 33 seconds West, along the north line of the above described tract, 396.00 feet to the northwest corner of the above described tract; thence continuing North 89 degrees 43 minutes 33 seconds West along the westerly extension of said north line 36.00 feet; thence South 00 degrees 16 minutes 27 seconds West, 102.43 feet; thence southeasterly 136.95 feet, along a non-tangential curve concave to the southwest, having a radius of 560.00 feet, a central angle of 14 degrees 00 minutes 44 seconds, and a chord which bears South 15 degrees 00 minutes 17 seconds East, to a west line of the above described tract and the point of beginning of the line to be described; thence southeasterly a distance of 41.03 feet continuing along the last described curve concave to the west, having a radius of 560.00 feet, a central angle of 04 degrees 11 minutes 53 seconds, to the south line of the above described tract and said line there terminating.

#### EXCEPT

That part of the Southeast Quarter of Section 26, Township 119, Range 26, Wright County, Minnesota, described as follows: Commencing at the Northeast corner of said Southeast Quarter, thence on an assumed bearing of South 0 degrees 16 minutes 27 seconds West along the East line of said Southeast Quarter, a distance of 30.01 feet to the actual point of beginning; thence continue South 0 degrees 16 minutes 27 seconds West along said East line of the Southeast Quarter, a distance of 805.69 feet; thence North 89 degrees 43 minutes 33 seconds West, a distance of 396.00 feet; thence South 0 degrees 16 minutes 27 seconds West, a distance of 275.00 feet; thence North 82 degrees 14 minutes 38 seconds West, a distance of 504.13 feet; thence North 10 degrees 47 minutes 30 seconds East, a distance of 1048.40 feet, to a line parallel with and distant 30.00 feet South of the North line of said Southeast Quarter; thence South 88 degrees 26 minutes 48 seconds East along said parallel line, a distance of 704.64 feet to the point of beginning, and as described as follows: Commencing at the northeast corner of the Southeast Quarter of Section 26, Township 119 North, Range 26 West, Wright County, Minnesota; thence South 00 degrees 16 minutes 27 seconds West, assumed bearing, along the east line of said Section 26, a distance of 835.70 feet to a southeast corner of the above described tract; thence North 89 degrees 43 minutes 33 seconds West, along a south line of the above described tract, 396.00 feet to a corner of the above described tract and the point of beginning of the land to be described; thence continuing North 89 degrees 43 minutes 33 seconds West along the westerly extension of said south line 36.00 feet; thence South 00 degrees 16 minutes 27 seconds West 102.43 feet; thence southeasterly 136.95 feet, along a non-tangential curve concave to the southwest, having a radius of 560.00 feet, a central angle of 14 degrees 00 minutes 44 seconds, and a chord which bears South 15 degrees 00 minutes 17 seconds East, to an easterly line of the above described tract; thence North 00 degrees 16 minutes 27 seconds East, not tangent to last described curve, along said easterly line, 234.22 feet to the point of beginning.

PID: 112-500-264102

Abstract Property

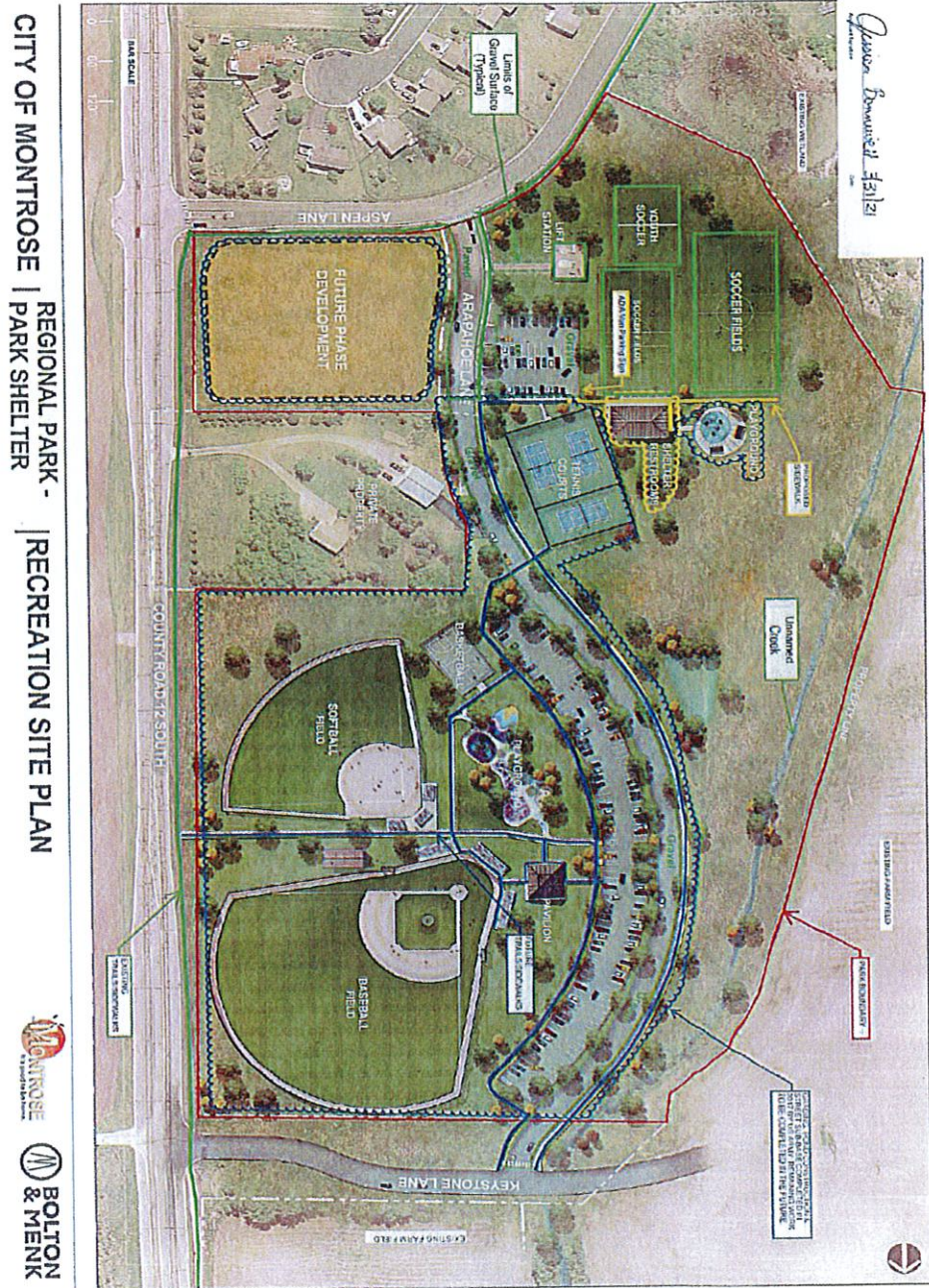
**Parcel 2**

Section 26, Township 119, Range 026, ROLLING MEADOWS SECOND ADDITION, County of Wright, State of Minnesota.

PID 112-039-000010

# EXHIBIT B

## Portions of the Restricted Parcels that are Subject to the Declaration



October 2020