



## CITY COUNCIL AGENDA REGULAR MEETING

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

**4. PLEDGE OF ALLEGIANCE**

**5. APPROVAL OF AGENDA**

**6. APPROVAL OF CONSENT AGENDA**

A. Minutes

1. December 13, 2021 Regular City Council Meeting – prepared by J. Bonniwell

B. Accounts Payable

1. City, December 31, 2021 – prepared by M. Sommerfeld
2. City, January 10, 2022 – prepared by M. Sommerfeld
3. Fire Department, December 31, 2021 – prepared by M. Sommerfeld
4. Fire Department, January 10, 2022 – prepared by M. Sommerfeld
5. Economic Development Authority, January 10, 2022 – prepared by M. Sommerfeld

C. Monthly Utility Adjustments, December, 2021 – prepared by C. Gerard

D. Public Works Department – Wage Increase Memo

E. Performance Reviews – 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. Resolution No. 2022-01 – Accepting Donations

1. Resolution No. 2022-01 – *A Resolution Accepting Donations*

7. **WRIGHT COUNTY SHERIFF’S OFFICE**

- A. December, 2021 Monthly Report and Hours Report

8. **BEYOND THE YELLOW RIBBON**

- A. Beyond the Yellow Ribbon Annual Update

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

A. City Council

1. Monthly Activity Report

B. Montrose Fire Department

1. December, 2021 Activity Report

C. Planning and Zoning Commission

1. December 8, 2021 Planning and Zoning Meeting Minutes
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*
3. Resolution No. 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*

D. Park and Recreation Commission

1. Holiday Decorating Contest – Facebook Voting Results

E. City Engineer

1. Updates from City Engineer

F. Public Works Department

1. General Updates

10. OLD BUSINESS

A. FE+ED Program Discussion

11. NEW BUSINESS

A. Discuss Mayoral Appointments Resolution – Year 2022

B. Year 2022 Fee Schedule

1. Ordinance No. 2022-01 – *An Ordinance Setting Various Development and Administrative Fees*

2. Resolution No. 2022-04 – *A Resolution Authorizing Summary Publication of Ordinance 2021-01 – An Ordinance Setting Various Development and Administrative Fees*

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

12. OPEN FORUM

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

15. ADJOURNMENT

City of Montrose  
 Regular City Council Meeting  
 Montrose Community Center  
 200 Center Avenue South  
 Monday, December 13, 2021  
 7:00 P.M.

# **1. CALL TO ORDER**

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, December 13, 2021 at 7:00 p.m.

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

# **2. ROLL CALL**

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

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

# **3. INVOCATION**

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

# **4. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was taken.

# **5. APPROVAL OF THE AGENDA**

A. Approval of the Agenda

**Council Member Marszalek motioned to accept the amended December 13 2021 Regular City Council Meeting Agenda which was changed by Adding Item "G. Resolution 2021-41 – A Resolution Approving the Memorandum of Agreement (MOA) Between the State of Minnesota and Local Governments and Authorizing Participation in the National Opioid Settlements" Under New Business. Council Member Solarz seconded the motion. Motion carried 5-0.**

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

A. Minutes

1. Accepted the minutes of the November 8, 2021 Regular City Council Meeting

2. Accepted the minutes of the November 29, 2021 Special City Council Meeting

B. Accounts Payable

1. Approved the December 13, 2021 Accounts Payable for the City of Montrose
2. Approved the December 13, 2021 Accounts Payable for the Montrose Fire Department
3. Approved the December 13, 2021 Accounts Payable for the Economic Development Authority

C. Approved the Monthly Utility Adjustments for November 2021

D. Approved Resolution 2021-40 – A Resolution Authorizing a Change to the Bank Signature Cards

E. Approved the Wright County Maintenance Agreement for CSAH 60 for the period of January 1, 2022 to June 30, 2022

**Council Member Marszalek motioned to approve the amended November 8, 2021 Consent Agenda as presented. Mayor Moynagh seconded the motion. Motion carried 5-0.**

**7. TRUTH-IN-TAXATION PUBLIC HEARING**

**Council Member Marszalek motioned to close the City Council Meeting and Open the Public Hearing for Truth-in-Taxation at 7:03 p.m. Council Member Paradeise seconded the motion. Motion carried 5-0.**

There were no comments or questions from the public.

**Mayor Moynagh motioned to close the Public Hearing and re-open the City Council Meeting at 7:05 p.m. Council Member Marszalek seconded the motion. Motion carried 5-0.**

Mr. Sommerfeld stated that the levy for the City of Montrose for 2022 that is being considered is \$1,491,245.00. This is a 7.1% increase or \$100,000 over the 2021 budget. Mr. Sommerfeld continued to state that the estimated tax capacity for 2022 is \$2,885,872.00 compared to \$2,695,905.00 for 2021. With the estimated increase in the tax capacity the tax rate will change from 51.61% to 51.67% which means there should be little impact on the 2022 taxes, even with the increase in levy. Mr. Sommerfeld stated that personal property taxes will fluctuate depending on the valuation of the home and any increase in home value will cause an increase in taxes. Mr. Sommerfeld said the increase in levy is necessary in order to build up funds to make payments for the street reconstruction bond when it becomes due.

There were no further questions or comments from City Council.

**Council Member Marszalek motioned to approve Resolution 2021-39 – A Resolution Authorizing the Year 2022 Final Property Tax Levy and Budget. Council Member Andreoff seconded the motion. Motion carried 5-0.**

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

A. November, 2021 Monthly Report and Hours Report presented in packet.

Deputy Larson presented an overview of the Wright County Sheriff's Report from November 2021.

**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. November, 2021 Activity Report

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

### 2. Authorization for 2021 Fire Department Employee Recognition Pay

Fire Chief Triplett stated that Employee Recognition Pay was given in 2020 due to increased call volumes, short staffing, and overall hazard conditions of being on the Fire Department. Fire Chief Triplett stated Employee Recognition Pay for 2021 will be \$500.00 paid to any Firefighter that was with the department throughout the entire year of 2021. Fire Chief Triplett stated that he has the money in the budget to make the payment.

**Mayor Moynagh motioned to approve the 2021 Fire Department Employee Recognition Pay Request. Council Member Marszalek seconded the motion. Motion carried 4-0-1 with Council member Andreoff abstaining due to conflict of interest.**

### 3. Authorize Montrose Fire Department to Apply for 2021 FEMA Assistance to Firefighters Grant for New SCBA Units – Requires 5% Matching Contribution if Awarded

Fire Chief Triplett stated that he needs authorization to apply for the 2021 FEMA Assistance to Firefighters Grant for new SCBA Units. This grant would require a 5% matching contribution, which would be up to \$6,140.00.

**Council Member Marszalek motioned to approve authorization for the Montrose Fire Department to Apply for 2021 FEMA Assistance to Firefighters Grant for New SCBA Units. Council Member Paradeise seconded the motion. Motion carried 5-0.**

### 4. Accept Mr. David Paradeise as New Firefighter, Effective 11/16/2021

**Council Member Andreoff motioned to accept Mr. David Paradeise as a New Firefighter, Effective November 16, 2021. Mayor Moynagh seconded the motion. Motion carried 4-0-1 with Mr. Paradeise abstaining from the vote due to conflict of interest.**

### 5. Accept Resignation of Mr. Matt Menard, Effective 11/30/2021

Fire Chief Triplett stated that Mr. Menard served 11 months, 3 weeks and 6 days in addition to the previous service of 12 years and 17 days.

**Council Member Marszalek motioned to accept the resignation of Mr. Matt Menard, Effective November 30, 2021. Council Member Paradeise seconded the motion. Motion carried 5-0.**

## C. Personnel Committee

1. International Union of Operating Engineers, Local No. 49 Memorandum of Understanding for contract valid January 1, 2021 through December 31, 2023.

Ms. Bonniwell stated that the Memorandum of Understanding (MOU) was available in the packet for consideration. The changes stated in the MOU were discussed both by the Personnel and Employee Development Committee as well as by full Council at a closed session on November 29, 2021.

Mayor Moynagh gave a brief overview of the changes included in the MOU. Mayor Moynagh stated that the City's goal with the negotiation was the reduce the cost of health insurance the City is paying for coverage for their employees and families. Mayor Moynagh stated that the Union offered a new health insurance with a much lower premium and similar benefits which would more than double the 10% savings that Council was looking for.

**Council Member Marszalek motioned to approve the International Union of Operating Engineers, Local No. 49 Memorandum of Understanding for contract valid January 1, 2021 through December 31, 2023. Council Member Paradeise seconded the motion. Motion carried 5-0.**

#### **D. Planning and Zoning Commission**

1. November 10, 2021 Planning and Zoning Meeting Minutes

Mr. Grittmann stated that at the November 10, 2021 Planning and Zoning Meeting a public hearing was held for the Preliminary Plat for the Rolling Meadows addition was discussed and approval of the plat was recommended to Council.

Mr. Grittmann 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 Subway Restaurant in that location. Approval of the application was recommended for Council at that meeting and will be coming before City Council at the January 10, 2022 City Council Meeting.

2. Preliminary Plat for Rolling Meadows Addition

Mr. Grittmann stated that the Planning and Zoning Commission held a Public Hearing for this matter at the November 10, 2021 meeting. Planning and Zoning did recommend approval of the Preliminary Plat based on recommendations from the City Planner and City Engineer (full reports included in the Planning and Zoning Minutes from November 10, 2021). Mr. Grittmann stated that several residents attended that public hearing with concerns related to traffic, drainage from the new homes and the future development of the Steamboat Lane connection to the southern section of Steamboat Lane. Mr. Grittmann stated that the proposed development space was originally platted for nine lots, and the developer is now proposing just eight lots with the first lot being composed of two plats. Mr. Grittmann stated that City Staff recommend approval of the Preliminary Plat.

**Council Member Marszalek motioned to approve the Rolling Meadows Addition Preliminary Plat. Council Member Paradeise seconded the motion. Motion carried 5-0.**

#### **E. Park and Recreation Commission**

1. Holiday Decorating Contest Dates

Council discussed possible dates to judge the Holiday Decorating Contest. Sunday, December 19,

2021 from about 5:00 p.m. to 6:30 p.m. was the date chosen by Council. City Staff will post notice of a possible quorum at that time. Mayor Moynagh stated that residents should contact Council or City Hall if they want to make sure their address gets visited for consideration for the decorating contest. Council Member Paradeise suggested putting a “Top 5” or “Top 10” on the City Facebook page and have residents vote for their favorite. Council agreed they would like to have staff post the pictures for residents to vote.

#### F. City Engineer

##### 1. Final Pay Application for Montrose 2020 Pavement Improvements

Mr. Johnson stated this final payment application is to close out the 2020 Pavement Improvement Projects and is in the amount of \$65,223.38. This final payment includes work for paving the City Hall Parking lot and striping and releasing retention on the project. The engineer recommends agreement on accepting the closing of the project and final payment.

**Council Member Marszalek motioned to accept the close of the project and authorize final payment of \$65,223.38. Mayor Moynagh seconded the motion. Motion carried 5-0.**

##### 2. Updates from City Engineer

Mr. Johnson stated that the Downtown Improvement Project will resume in Spring 2022 and they will be updating the project website with dates and plans as we get closer to Spring.

Mr. Johnson stated the contractor that was supposed to complete the landscaping work at the Herzog property, but contracted an illness and was unable to complete work before the winter snow set in. The work will be completed in Spring 2022.

#### G. Public Works Department

##### 1. Replacement of Meter and Pump at Waste Water Treatment Plant

Mr. McCormick stated that the influent flow meter at the Waste Water Treatment Plant is no longer working and needs to be replaced. Mr. McCormick stated he had a couple different bids to replace the meter, with the lowest price being \$14,912.00.

**Mayor Moynagh motioned to approve the replacement of the influent flow pump at the Waste Water Treatment Plant for \$14,912.00. Council Member Marszalek seconded the motion. Motion carried 5-0.**

##### 2. Summer Mowing

Mr. McCormick stated he has started asking lawn mowing companies for bids to do summer mowing for a portion of the City Parks. This would eliminate the need for summer help to be hired since that is getting harder each year to find people. Mr. McCormick will collect bids and follow up with Council about the bids and if they would be a cost savings. Since we would not need as many mowers, it would save \$16,000 - \$18,000 having to buy or lease mowers for the season.

##### 3. Public Works Updates

Mr. McCormick stated that he was unable to get bids for the shoulder on 3<sup>rd</sup> Street North near the Pheasant Hills Development as it was too late in the season for the work to be completed this



year.

## 10. OLD BUSINESS

No Old Business.

## 11. NEW BUSINESS

### A. Presentation from FE+ED Organization

The FE+ED Organization was unable to attend the meeting.

### B. Resolution 2021-34 *A Resolution Increasing the Montrose Water Access Charges*

Ms. Bonniwell stated that the Water Access Charges are increased by \$100.00 each year and are paid by the developer or builder during the building permit process. This year the fee will go from \$2,700 to \$2,800.

**Council Member Marszalek motioned to approve Resolution 2021-34: A Resolution Increasing the Montrose Water Access Charges. Council Member Andreoff seconded the motion. Motion carried 5-0.**

### C. Resolution 2021-35 *A Resolution Increasing the Montrose Sewer Access Charge*

Ms. Bonniwell stated that the Sewer Access Charges are increased by \$100.00 each year and are paid by the developer or builder during the building permit process. This year the fee will go from \$5,500 to \$5,600.

**Council Member Marszalek motioned to approve Resolution 2021-35: A Resolution Increasing the Montrose Sewer Access Charge. Council Member Paradeise seconded the motion. Motion carried 5-0.**

### D. Resolution 2021-36 *A Resolution Increasing the Montrose Water System Rates*

Ms. Bonniwell stated that the proposed water rate increases are as follows: Tier 1 going from \$5.55 to \$5.75, an increase of \$0.20 per 1,000 gallons; Tier 2 is going from \$6.10 to \$6.33, an increase of \$0.23 per 1,000 gallons; and Tier 3 is going from \$6.72 to \$6.96, an increase of \$0.24 per 1,000 gallons.

**Council Member Marszalek motioned to approve Resolution 2021-36: A Resolution Increasing the Montrose Water System Rates. Council Member Paradeise seconded the motion. Motion carried 5-0.**

### E. Resolution 2021-37 *A Resolution Increasing the Montrose Sewer System Base Rate*

Ms. Bonniwell stated that the proposed sewer system base rate increase would be from \$3.95 to \$4.50 per month charge, an increase of \$0.55 per month.

**Mayor Moynagh motioned to approve Resolution 2021-37: A Resolution Increasing the Montrose Sewer System Base Rates. Council Member Andreoff seconded the motion. Motion carried 5-0.**

F. Resolution 2021-38 *A Resolution Increasing the Montrose Storm Water System Monthly Rate*

Ms. Bonniwell stated this is a proposed increase of the monthly storm water fee from \$4.50 to \$5.00, an increase of \$0.50 per month.

**Council Member Paradeise motioned to approve Resolution 2021-38: A Resolution Increasing the Montrose Storm Water System Monthly Rate. Council Member Marszalek seconded the motion. Motion carried 5-0.**

G. Resolution 2021-41 *A Resolution Approving the Memorandum of Agreement (MOA) Between the State of Minnesota and Local Governments and Authorizing Participation in National Opioid Settlements*

Ms. Bonniwell stated that City Staff received communication from the City Attorney over the past weekend regarding the Opioid Crisis and the settlements with the drug companies through the State of Minnesota. The resolution presented to Council states that the City of Montrose would like to preserve its rights to possibly be eligible for future grants and funding from this settlement, and to participate generally in the settlement efforts. The City of Montrose is not listed specifically on the list of cities and counties that are getting an allocation of the settlement money because our population is less than 30,000 people. However, Wright County will be getting an allocation of the settlement money. The City also would like to show the Attorney General support for the litigation efforts and the City would only be eligible for funds if it participates in signing the Memorandum of Agreement and the accompanying participation forms for the different settlements. It is currently unknown if Montrose will want to participate in state or county grants or programming that may exist in the future, but a failure to participate in the settlements now will preclude the city from such participation. The agreement is due back to the Attorney General by January 2, 2022 so it was necessary to be a last-minute addition to the agenda for the meeting.

**Council Member Marszalek motioned to approve Resolution 2021-41: A Resolution Approving the Memorandum of Agreement (MOA) Between the State of Minnesota and Local Governments and Authorizing Participation in National Opioid Settlements. Council Member Andreoff seconded the motion. Motion carried 5-0.**

12. OPEN FORUM

No Open Forum requests were received.

13. UPCOMING MEETINGS

- A. Park and Recreation Meeting – CANCELLED
- B. Regular City Council Meeting – Monday, January 10, 2022 at 7:00 p.m. in the Montrose Community Center
- C. Planning and Zoning Commission Meeting – Wednesday, January 12, 2022 at 7:00 p.m. in the Montrose Community Center
- D. Economic Development Authority Meeting – Tuesday, January 18, 2022 at 12:00 p.m. in the Montrose City Hall Conference Room or Meeting Room at Citizen's State Bank

14. ACKNOWLEDGEMENTS

1. Mayor Moynagh acknowledged the Public Works Department for their good job in plowing the first snow of the season and all of their hard work. Mayor Moynagh reminded residents to make sure they have cars moved off the streets with winter parking restrictions in effect and to remember to shovel sidewalks, and around hydrants and mailboxes.
2. Council Member Solarz acknowledged Mr. Matt Menard for his service on the Montrose Fire Department.

#### 15. ADJOURNMENT

**Mayor Moynagh motioned to adjourn the Regular City Council Meeting at 7:42 p.m. Council Member Solarz 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

## December 31, 2021

Payroll	12/13/21 Payroll	14906.62
Payroll	12/28/21 Payroll	14521.99
Commission Payroll	Annual Payroll	1523.76
Council Payroll	4th Qtr. Payroll	2909.02
IRS-Federal Tax Payment	12/13/21 FED/FICA Tax	5110.11
IRS-Federal Tax Payment	12/16/21 FD FED/FICA Tax	526.23
IRS-Federal Tax Payment	12/28/21 FED/FICA Tax	5001.65
IRS-Federal Tax Payment	Commission FICA Tax	252.48
IRS-Federal Tax Payment	Council FICA Tax	481.96
MN Dept. of Revenue	12/13/21 State Withholding	960.83
MN Dept. of Revenue	12/16/21 FD MN W/H	64.46
MN Dept. of Revenue	12/28/21 State Withholding	957.60
PERA	12/13/21 Payroll	3020.98
PERA	12/28/21 Payroll	2946.67
*Ameritas Life Ins.	Employee Optical Ins.	58.20
MN Dept. of Revenue	November Sales Tax	69.00
Payment Service Network	November PSN/ACH Fees	1232.21
Adam's Pest Control	City Hall Pest Control	80.53
*AFSCME #65	December Union Dues	115.40
Aramark	Uniforms/Floor Mats	369.22
Badger Meter	December Hosting	124.65
Benson, Diane & Gary	Utility Overpayment	32.83
*Bolton & Menk	Engineering Services	26789.00
*Brandt, Sherrie	Utility Overpayment	115.00
Cardmember Services	Council Leadership Inst.	1100.00
Cardmember Services	Hwy. 12 Planters	414.05
Cardmember Services	CH, PW, WW Imp./Parts	538.60
Centra Sota Coop.	PW/Streets Oil	1537.00
*Citizens State Bank	December H.S.A. Deposit	2800.00
Comcast	Internet Service	652.94
CR Electric	Traffic Light Maint.	590.54
Eischens, Ryan	Cold/Protect. Boots Reimb.	127.99
Farm Rite Equipment	"Bobcat" Parts/Repairs	348.88
Gopher State One Call	Water/Sewer Locates	13.50
*Hayes, Steve	Utility Overpayment	35.24
Hillyard	CH, PW, CC Cleaning Supp.	412.13
In Control, Inc.	WWTP Elec/Heater Repair	3256.80
*Isaac, Dennis & Ruth	Escrow Return(void chk reiss)	3921.28
*IUOE Local #49	December Union Dues	175.00
Jennabell's Custom Apparel	Logo Embroidery Conversion	68.00

December 31, 2021

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Jenson, Marie	December CH/CC Cleaning	455.00
*Kennedy & Graven	Legal Fees	4893.50
Key Govt. Finance	Snow Plow Payment	29955.67
*Krugerud, Crystal & Jon	Utility Overpayment	78.43
Kurkowski, John	Cold/Protect. Boots Reimb.	164.99
*Lusso-Quiggle, Muriel	Utility Overpayment	72.81
Marszalek, Thomas	Travel Expense	40.32
*Menard, Matt	Utility Overpayment	104.65
Menards	WWTP Shop Supplies	38.78
*Metro West Insp. Svcs.	November Final Permits	5570.49
Milhausen Auto Repair	PW Vehicle Maint.	100.00
MVTL Laboratories	WWTP Testing	1310.93
MVTL Laboratories	Water Testing	64.80
*Nelson, Lee & Amy	Utility Overpayment	334.69
Nuso (NEC Cloud Comm.)	Telephone Service	151.44
*Phipps, Holly	Utility Overpayment	22.38
Pitney Bowes	Machine Rental	180.00
Purchase Power	Postage Refill	2020.99
Verizon	Cellphones/Tablets	505.29
Wex Bank	PW, Str, Sew, WW Vehicle Fuel	594.14
Windstream	Telephone Service	116.08
Wright Co. Finance Dept.	2022 Truth in Tax. Notices	261.42
Wright Co. Journal Press	Legal Notices	27.00
Wright-Hennepin Co-op	Electrical Services	260.54
Xcel Energy	Electric/Gas Charges	3721.48
*Zillow	Utility Overpayment	67.74
Nystrom Publishing	Winter Newsletter & Post.	1212.08
Secretary of State Ofc.	Notary Commission	120.00
*Wright County Treasurer	Aug, Sep, Oct, Nov Co. Fines	2633.01
	<b>TOTAL ACCOUNTS PAYABLE</b>	<b>153241.00</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**

December 31, 2021

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\* Appendix

Payments received to offset checks written

Payroll Deduction	December H.S.A. Deposit	2200.00
Payroll Deduction	AFSCME #65 Dec. Union Dues	115.40
Payroll Deduction	IUOE #49 Dec. Union Dues	175.00
Payroll Deduction	October Optical Ins.	58.20
Developer Expense	Bolton & Menk	14015.00
Developer Expense	Isaacs, Dennis & Ruth	3921.28
Developer Expense	Kennedy & Graven	2488.10
Developer Expense	Metro West Insp. Svcs.	5570.49
MN Dept. of Finance	Wright Co. Treasurer	2633.01
Utility Overpayment	Benson, Diane & Gary	32.83
Utility Overpayment	Brandt, Sherrie	115.00
Utility Overpayment	Hayes, Steve	35.24
Utility Overpayment	Krugerud, Crystal & Jon	78.43
Utility Overpayment	Lusso-Quiggle, Muriel	72.81
Utility Overpayment	Menard, Matt	104.65
Utility Overpayment	Nelson, Lee & Amy	334.69
Utility Overpayment	Phipps, Holly	22.38
Utility Overpayment	Zillow	67.74

# ACCOUNTS PAYABLE LIST

## January 10, 2022

IRS-Federal Tax Payment	01/04/22 FD FED/FICA Tax	12802.14
MN Dept. of Revenue	01/04/22 FD MN W/H	1719.96
Aramark	Uniforms/Floor Mats	134.23
*Colonial Life Ins.	January Employee Ins.	111.78
Culligan Water	Comm. Ctr. Softener	68.10
Delano Auto Parts	PW Shop/Veh. Supplies	59.88
*Delta Dental	January Dental Insurance	891.67
*Game Time	Playground Equipment	10788.86
Health Partners	January Health Ins.	14617.71
*Isaac, Dennis & Ruth	Escrow Return(void chk reiss)	3921.28
IUOE Local #49 HW FUND	February Hlth, Dent, HRA	7625.00
Lincoln Nat'l Life Ins.	January Life Ins.	147.29
Little Falls Machine	Plow Truck Parts	399.43
*Madison Nat'l Life	January Disability Ins.	349.42
Marco Tech.	Printer Maint.	67.95
Northland Securities	2022 CD Reporting	435.00
Paumen Computer Services	Monthly IT/Backup & Support	385.00
Paumen Computer Services	Security Training	70.00
U.S. Bank	2012B Bond Agent Fees	500.00
TOTAL ACCOUNTS PAYABLE		55094.70

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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

January 10, 2022

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**\* Appendix**

Payments received to offset checks written

Payroll Deduction	January Disability Ins.	349.42
Payroll Deduction	January EE Ins.	111.78
Developer Expense	Isaacs, Dennis & Ruth	3921.28
Montrose Lions Club	Game Time - Playground	10788.86



# FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

## December 31, 2021

Payroll	FF Resignations	2660.34
Cardmember Services	Software Subscription	75.15
Emer. Apparatus Maint. Inc.	Fire Engine Repairs	1954.36
Milhausen Auto Repair	FD Vehicle Maint.	50.00
MN Fire Service Cert.	Officer/Instructor Testing	25.00
Performance Plus LLC	Medical Evaluations	1526.00
SYNCB/Amazon	FD Lights	1306.66
Verizon	FD iPad	40.01
VFFBA MN	Firefighter Life Insurance	28.00
Wex Bank	Vehicle Fuel	197.01
	<b>TOTAL ACCOUNTS PAYABLE</b>	<b>7862.53</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

## January 10, 2022

Payroll	Annual Payroll	52500.83
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>108574.51</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**

**ECONOMIC DEVELOPMENT AUTHORITY  
ACCOUNTS PAYABLE LIST**

**January 10, 2022**

Wright County EDP	2022 Partner Dues	956.00
TOTAL ACCOUNTS PAYABLE		956.00

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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**

12/30/21 4:25 PM

Page 1

Account	Tran Type	Charge Name	Charge Type	Amount	Date
01-00001541-00-	Adjustment	WWTP	Service	(\$0.66)	12/29/2021
01-00001036-00-	Adjustment	Hang Disconnect N	Service	\$25.00	12/9/2021
01-00001250-00-	Adjustment	Hang Disconnect N	Service	\$25.00	12/9/2021
01-00001906-00-	Adjustment	Hang Disconnect N	Service	\$25.00	12/9/2021
01-00003110-00-	Adjustment	Hang Disconnect N	Service	\$25.00	12/9/2021
01-00003118-00-	Adjustment	Hang Disconnect N	Service	\$25.00	12/9/2021
01-00003122-00-	Adjustment	Hang Disconnect N	Service	\$25.00	12/9/2021
01-00002678-00-	Adjustment	Shut off charge	Service	(\$100.00)	12/21/2021
01-00002016-00-	Adjustment	Shut off charge	Service	(\$100.00)	12/8/2021
01-00001541-00-	Adjustment	Sewer Collection	Service	(\$0.64)	12/29/2021
01-00006034-00-	Adjustment	Storm Water	Service	(\$0.22)	12/30/2021
01-00001541-00-	Adjustment	Storm Water	Service	(\$0.10)	12/29/2021
00-00001972-02-	Adjustment	R Water	Service	(\$0.19)	12/29/2021
00-00001972-02-	Adjustment	Sewer Collection	Service	(\$0.14)	12/29/2021
00-00001972-02-	Adjustment	WWTP	Service	(\$0.22)	12/29/2021
00-00001972-02-	Adjustment	Storm Water	Service	(\$0.16)	12/29/2021
01-00006034-00-	Adjustment	R Water	Service	(\$0.72)	12/30/2021
01-00006034-00-	Adjustment	Sewer Collection	Service	(\$0.64)	12/30/2021
01-00006034-00-	Adjustment	WWTP	Service	(\$0.72)	12/30/2021
01-00001541-00-	Adjustment	R Water	Service	(\$0.69)	12/29/2021
				(\$55.10)	

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

12-30-2021  
CG

Public Works Department Wage Increase Memo 2022

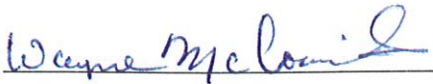
The wage increases will be effective as of January 1, 2022 and the following is the recommendation of the Public Works Director and in accordance with the International Union of Operating Engineers, Local No. 49 Contract:

Mr. Dan Remer's current wage is \$31.24 and he will receive a 5% increase to \$32.80 per the Union Contract. He is currently maxed out on the wage scale for Operator II.

Mr. Coco Henry's current wage is \$27.01 and he will receive a 5% increase to \$28.36 per the Union Contract. He is currently maxed out on the wage scale for Maintenance Worker III.

Mr. Ryan Eischens current wage is \$24.21 and he will receive a 5% increase plus a 2% merit increase with successful performance review to \$25.90 per the Union Contract.

Mr. John Kurkosky's current wage is \$22.07 and he will receive a 5% increase plus a 2% merit increase with successful performance review to \$23.61 per the Union Contract.

A handwritten signature in blue ink, reading "Wayne McCormick", written over a horizontal line.

Wayne McCormick  
Public Works Director

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

**RESOLUTION ACCEPTING DONATIONS**

**RESOLUTION 2022-01**

**WHEREAS**, the City of Montrose is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

**WHEREAS**, the following persons and entities have offered to contribute the cash amounts set forth to the city in 2021:

<u>Name of Donor</u>	<u>Amount</u>
Montrose Lions	\$28,000.00

**WHEREAS**, the City Council finds it appropriate to accept the donations offered.

**NOW THEREFORE, BE IT RESOLVED;** that the donations listed above are accepted and shall be used to benefit the citizens of Montrose as allowed by law.

Adopted this 10<sup>th</sup> day of January, 2022 by the City Council of the City of Montrose.

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

**Attest:** \_\_\_\_\_  
Michael Sommerfeld, City Clerk/Treasurer



# Wright County Sheriff's Office

Sheriff Sean Deringer

3800 Braddock Ave. NE, Buffalo, MN 55313  
1-800-362-3667 Fax: 763-682-7610



Montrose Monthly Report 2021

Printed on January 3, 2022

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>911 Hang-up Total: 7</b>					
12/01/21 22:50	911 Hang-up	2021104334			911
12/06/21 16:57	911 Hang-up	2021105784			911
12/09/21 16:24	911 Hang-up	2021106543			911
12/15/21 15:26	911 Hang-up	2021108281			911
12/15/21 18:59	911 Hang-up	2021108356			911
12/22/21 14:42	911 Hang-up	2021110176			911
12/24/21 08:12	911 Hang-up	2021110656			911
<b>911 Open Line Total: 10</b>					
12/01/21 20:18	911 Open Line	2021104292			911
12/03/21 23:46	911 Open Line	2021104981			911
12/04/21 12:48	911 Open Line	2021105107			911
12/04/21 13:20	911 Open Line	2021105115			911
12/06/21 08:49	911 Open Line	2021105665			911
12/07/21 06:30	911 Open Line	2021105897			911
12/08/21 10:59	911 Open Line	2021106215			911
12/11/21 12:11	911 Open Line	2021107118			911
12/15/21 20:24	911 Open Line	2021108380			911
12/22/21 12:39	911 Open Line	2021110157			911
<b>Abuse Total: 1</b>					
12/25/21 15:14	Abuse	2021110994	Abuse	WP21034537	Phone
<b>Alarm Total: 1</b>					
12/30/21 16:01	Alarm	2021112396	Alarm	WP21034921	Phone
<b>Animal Total: 3</b>					
12/01/21 16:24	Animal	2021104215	Animal	WP21032365	
12/03/21 02:43	Animal	2021104674			Phone
12/14/21 13:45	Animal	2021107949	Animal	WP21033550	Phone
<b>Animal - Barking Dog Total: 1</b>					
12/01/21 18:18	Animal - Barking Dog	2021104260	Animal - Barking Dog	WP21032380	Phone
<b>Animal - Bites - Attacks Total: 1</b>					
12/13/21 21:12	Animal - Bites - Attacks	2021107812	Animal - Bites - Attacks	WP21033498	911
<b>Assault; Medical - Unconscious - Fainting Total: 1</b>					
12/18/21 01:08	Assault; Medical -	2021109004	Assault	WP21033890	911
<b>Check Welfare Total: 7</b>					
12/09/21 19:22	Check Welfare	2021106591	DUI	WP21033122	911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
12/14/21 12:26	Check Welfare	2021107925	Check Welfare	WP21033540	Phone
12/15/21 09:01	Check Welfare	2021108171	Check Welfare	WP21033608	911
12/16/21 16:09	Check Welfare	2021108559	Check Welfare	WP21033753	Phone
12/20/21 13:48	Check Welfare	2021109674	Check Welfare	WP21034140	Phone
12/30/21 03:09	Check Welfare	2021112241	Check Welfare	WP21034874	911
12/30/21 16:47	Check Welfare	2021112408	Check Welfare	WP21034922	Phone

### Citizen Aid Total: 4

12/14/21 11:59	Citizen Aid	2021107917	Citizen Aid	WP21033536	Phone
12/17/21 15:11	Citizen Aid	2021108830	Citizen Aid	WP21033840	
12/20/21 16:39	Citizen Aid	2021109715	Civil Complaint	WP21034159	Phone
12/24/21 14:56	Citizen Aid	2021110731	Motorist Aid	WP21034483	

### Civil Complaint Total: 3

12/10/21 14:44	Civil Complaint	2021106827	Civil Complaint	WP21033206	911
12/10/21 15:11	Civil Complaint	2021106838	Civil Complaint	WP21033211	Phone
12/25/21 20:24	Civil Complaint	2021111061			911

### Civil Process Total: 16

12/02/21 12:52	Civil Process	2021104446			Officer
12/03/21 09:46	Civil Process	2021104720			Officer
12/03/21 12:44	Civil Process	2021104766			Officer
12/06/21 09:46	Civil Process	2021105674			Officer
12/06/21 17:39	Civil Process	2021105797			Officer
12/06/21 18:53	Civil Process	2021105818			
12/10/21 10:00	Civil Process	2021106744			Officer
12/10/21 15:27	Civil Process	2021106846			Officer
12/13/21 13:14	Civil Process	2021107684			Officer
12/13/21 16:21	Civil Process	2021107714			Officer
12/13/21 16:29	Civil Process	2021107717			Officer
12/14/21 08:37	Civil Process	2021107875			Officer
12/14/21 14:44	Civil Process	2021107966			Officer
12/14/21 18:12	Civil Process	2021108030			
12/15/21 16:10	Civil Process	2021108301			
12/16/21 09:12	Civil Process	2021108473			Officer

### Court Order Violation Total: 3

12/16/21 13:39	Court Order Violation	2021108519	Citizen Aid	WP21033737	Phone
12/30/21 12:23	Court Order Violation	2021112334	Court Order Violation	WP21034894	Phone
12/31/21 19:22	Court Order Violation	2021112677	Court Order Violation	WP21034999	911

### Criminal Damage to Property Total: 1

12/16/21 11:27	Criminal Damage to	2021108496	Criminal Damage to Property	WP21033727	911
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### Domestic Disturbance Total: 4

12/08/21 18:59	Domestic Disturbance	2021106349	Domestic Disturbance	WP21033037	
12/21/21 20:08	Domestic Disturbance	2021110021	Domestic Disturbance	WP21034252	911
12/24/21 04:41	Domestic Disturbance	2021110644	Domestic Disturbance	WP21034457	911
12/26/21 10:08	Domestic Disturbance	2021111152	Domestic Disturbance	WP21034575	911



Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>Drugs Total: 1</b>					
12/20/21 14:01	Drugs	2021109676	Drugs	WP21034144	Phone
<b>Dumping Total: 1</b>					
12/21/21 16:14	Dumping	2021109966	Dumping	WP21034234	Phone
<b>Fire - Other Total: 1</b>					
12/13/21 00:01	Fire - Other	2021107579	Fire - Other	WP21033422	Phone
<b>Juvenile - Complaint Total: 3</b>					
12/01/21 09:14	Juvenile - Complaint	2021104117	Juvenile - Complaint	WP21032329	911
12/05/21 02:40	Juvenile - Complaint	2021105338	Drugs	WP21032702	Phone
12/09/21 18:16	Juvenile - Complaint	2021106570	Juvenile - Complaint	WP21033116	Phone
<b>Lost - Found Property Total: 2</b>					
12/05/21 14:19	Lost - Found Property	2021105480	Lost - Found Property	WP21032767	
12/28/21 19:01	Lost - Found Property	2021111834	Lost - Found Property	WP21034779	
<b>Medical - Back Pain Total: 2</b>					
12/03/21 15:36	Medical - Back Pain	2021104811			911
12/13/21 00:24	Medical - Back Pain	2021107581			911
<b>Medical - Bleeding - Lacerations Total: 1</b>					
12/21/21 22:59	Medical - Bleeding -	2021110054			Phone
<b>Medical - Breathing Problems Total: 1</b>					
12/28/21 08:40	Medical - Breathing	2021111671			911
<b>Medical - Fall Under 6 Feet Total: 1</b>					
12/16/21 18:42	Medical - Fall Under 6	2021108600			911
<b>Medical - Heart Problems Total: 1</b>					
12/11/21 10:52	Medical - Heart	2021107094			911
<b>Medical - Overdose - Poisoning Total: 2</b>					
12/17/21 17:25	Medical - Overdose -	2021108869			911
12/24/21 16:38	Medical - Overdose -	2021110759	Medical - Overdose - Poisoning	WP21034494	911
<b>Medical - Psychiatric - Behavioral Total: 2</b>					
12/07/21 21:25	Medical - Psychiatric -	2021106109	Medical - Psychiatric -	WP21032974	911
12/09/21 20:55	Medical - Psychiatric -	2021106624	Medical - Psychiatric -	WP21033131	Phone
<b>Medical - Psychiatric - Behavioral; Domestic Disturbance Total: 1</b>					
12/08/21 01:51	Medical - Psychiatric -	2021106138	Domestic Disturbance	WP21032986	911
<b>Medical - Seizure Total: 1</b>					
12/27/21 03:22	Medical - Seizure	2021111357			911
<b>Medical - Sick Total: 3</b>					
12/14/21 10:47	Medical - Sick	2021107901			911
12/15/21 18:58	Medical - Sick	2021108355			911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
12/19/21 12:14	Medical - Sick	2021109400			911
<b>Medical - Unconscious - Fainting Total: 1</b>					
12/29/21 20:42	Medical - Unconscious -	2021112177			911
<b>MVA - Hit &amp; Run Total: 1</b>					
12/02/21 11:14	MVA - Hit & Run	2021104422	MVA - Hit & Run	WP21032426	
<b>MVA - No Injuries Total: 6</b>					
12/01/21 16:54	MVA - No Injuries	2021104228	Gopher State One	BP21010563	
12/04/21 22:30	MVA - No Injuries	2021105260	Vehicle Off Road	WP21032646	911
12/07/21 07:49	MVA - No Injuries	2021105903	MVA - No Injuries	WP21032919	
12/09/21 11:17	MVA - No Injuries	2021106489	MVA - No Injuries	WP21033081	
12/16/21 15:10	MVA - No Injuries	2021108542	MVA - No Injuries	WP21033746	911
12/22/21 15:48	MVA - No Injuries	2021110192	MVA - No Injuries	WP21034303	911
<b>Neighborhood Dispute Total: 2</b>					
12/04/21 22:28	Neighborhood Dispute	2021105258	Civil Complaint	WP21032648	
12/15/21 20:04	Neighborhood Dispute	2021108375	Neighborhood Dispute	WP21033685	
<b>Noise Total: 8</b>					
12/05/21 23:34	Noise	2021105592	Noise	WP21032796	
12/12/21 02:03	Noise	2021107341	Noise	WP21033351	
12/13/21 17:32	Noise	2021107744	Noise	WP21033485	911
12/14/21 22:56	Noise	2021108115	Noise	WP21033593	
12/18/21 21:09	Noise	2021109257	Noise	WP21033984	
12/23/21 13:58	Noise	2021110442	Noise	WP21034396	
12/26/21 17:44	Noise	2021111252	Noise	WP21034602	911
12/30/21 15:58	Noise	2021112394	Noise	WP21034917	911
<b>Off-Road Vehicle Complaint Total: 1</b>					
12/11/21 16:31	Off-Road Vehicle	2021107165	Snowmobile Complaint	WP21033326	Phone
<b>Parking Total: 2</b>					
12/11/21 12:09	Parking	2021107116	Parking	WP21033310	
12/19/21 15:17	Parking	2021109435	Parking	WP21034050	
<b>POR Check Total: 2</b>					
12/29/21 10:10	POR Check	2021111984			Officer
12/29/21 10:17	POR Check	2021111987			Officer
<b>Probation Check Total: 6</b>					
12/08/21 14:12	Probation Check	2021106256			Officer
12/15/21 14:58	Probation Check	2021108272			Officer
12/15/21 15:40	Probation Check	2021108290			Officer
12/21/21 15:08	Probation Check	2021109942			Officer
12/29/21 21:39	Probation Check	2021112194			Officer
12/29/21 21:46	Probation Check	2021112196			Officer
<b>SIA Area Watch Total: 3</b>					

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
12/01/21 19:33	SIA Area Watch	2021104278			
12/02/21 10:51	SIA Area Watch	2021104417			
12/02/21 18:47	SIA Area Watch	2021104550			

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

12/13/21 18:00	SIA City Council - City	2021107751			Officer
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### SIA Door Check Total: 1

12/17/21 13:32	SIA Door Check	2021108790			
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### SIA House Check Total: 1

12/19/21 06:36	SIA House Check	2021109350			
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### SIA Parks Total: 2

12/02/21 19:51	SIA Parks	2021104566			
12/19/21 06:12	SIA Parks	2021109349			

### SIA School Check Total: 2

12/17/21 07:22	SIA School Check	2021108713			
12/17/21 14:40	SIA School Check	2021108818			

### SIA Winter Parking Warning Total: 3

12/10/21 01:03	SIA Winter Parking	2021106672			Officer
12/10/21 01:13	SIA Winter Parking	2021106674			Officer
12/10/21 01:24	SIA Winter Parking	2021106678			Officer

### Sign - Signal Repair Total: 1

12/26/21 00:30	Sign - Signal Repair	2021111105			911
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### Snowbird Total: 26

12/05/21 01:05	Snowbird	2021105283	Snowbird	WP21032657	
12/05/21 01:13	Snowbird	2021105285	Snowbird	WP21032658	
12/05/21 01:17	Snowbird	2021105288	Snowbird	WP21032661	
12/05/21 01:22	Snowbird	2021105291	Snowbird	WP21032663	
12/05/21 01:51	Snowbird	2021105295	Snowbird	WP21032664	
12/05/21 01:58	Snowbird	2021105297	Snowbird	WP21032665	
12/05/21 02:14	Snowbird	2021105317	Snowbird	WP21032683	
12/05/21 02:22	Snowbird	2021105325	Snowbird	WP21032689	
12/05/21 02:28	Snowbird	2021105327	Snowbird	WP21032690	
12/06/21 01:27	Snowbird	2021105605	Snowbird	WP21032803	
12/06/21 01:37	Snowbird	2021105606	Snowbird	WP21032804	
12/06/21 01:48	Snowbird	2021105611	Snowbird	WP21032806	
12/10/21 01:17	Snowbird	2021106675	Snowbird	WP21033145	
12/11/21 01:37	Snowbird	2021106988	Snowbird	WP21033256	
12/11/21 01:46	Snowbird	2021106989	Snowbird	WP21033257	
12/11/21 01:53	Snowbird	2021106990	Snowbird	WP21033259	
12/11/21 01:57	Snowbird	2021106992	Snowbird	WP21033260	
12/11/21 02:00	Snowbird	2021106995	Snowbird	WP21033262	
12/11/21 02:19	Snowbird	2021107005	Snowbird	WP21033269	Officer
12/11/21 02:24	Snowbird	2021107011	Snowbird	WP21033276	Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
12/11/21 02:28	Snowbird	2021107014	Snowbird	WP21033278	Officer
12/11/21 02:33	Snowbird	2021107019	Snowbird	WP21033283	Officer
12/23/21 01:57	Snowbird	2021110320	Snowbird	WP21034347	Officer
12/23/21 02:02	Snowbird	2021110322	Snowbird	WP21034349	Officer
12/23/21 02:04	Snowbird	2021110323	Snowbird	WP21034350	Officer
12/27/21 02:17	Snowbird	2021111346	Snowbird	WP21034628	Officer

### Squad Damage Total: 2

12/26/21 18:15	Squad Damage	2021111255			
12/26/21 18:17	Squad Damage	2021111256	Squad Damage	WP21034603	

### Stolen - Vehicle Total: 1

12/15/21 00:18	Stolen - Vehicle	2021108125	Stolen - Vehicle	WP21033597	Phone
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### Suspicious - Person - Vehicle Total: 3

12/05/21 16:14	Suspicious - Person -	2021105503	Suspicious - Person - Vehicle	WP21032774	Phone
12/09/21 01:29	Suspicious - Person -	2021106416	Suspicious - Person - Vehicle	WP21033056	Phone
12/18/21 01:23	Suspicious - Person -	2021109008	Suspicious - Person - Vehicle	WP21033893	911

### Threats Total: 1

12/11/21 11:40	Threats	2021107105	Threats	WP21033307	Phone
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### Traffic - Complaint Total: 4

12/06/21 08:19	Traffic - Complaint	2021105659	Traffic - Complaint	WP21032839	Phone
12/06/21 08:49	Traffic - Complaint	2021105666	Traffic - Complaint	WP21032841	Phone
12/23/21 18:20	Traffic - Complaint	2021110521	Traffic - Complaint	WP21034423	911
12/24/21 11:22	Traffic - Complaint	2021110689	Traffic - Complaint	WP21034468	911

### Traffic Stop Total: 77

12/01/21 01:06	Traffic Stop	2021104064	Traffic Stop	WP21032310	Officer
12/01/21 22:20	Traffic Stop	2021104327			Officer
12/02/21 01:25	Traffic Stop	2021104350			Officer
12/02/21 15:34	Traffic Stop	2021104495	Traffic Stop	WP21032460	Officer
12/02/21 19:32	Traffic Stop	2021104561			Officer
12/02/21 21:28	Traffic Stop	2021104596			Officer
12/02/21 21:48	Traffic Stop	2021104602			Officer
12/03/21 20:25	Traffic Stop	2021104909			Officer
12/03/21 20:31	Traffic Stop	2021104917			Officer
12/03/21 23:13	Traffic Stop	2021104970	Drugs	WP21032575	Officer
12/04/21 18:44	Traffic Stop	2021105200			Officer
12/04/21 20:07	Traffic Stop	2021105218			Officer
12/05/21 16:16	Traffic Stop	2021105505			Officer
12/06/21 10:17	Traffic Stop	2021105683			
12/06/21 23:20	Traffic Stop	2021105863			Officer
12/07/21 13:52	Traffic Stop	2021106004	Traffic Stop	WP21032944	
12/07/21 23:30	Traffic Stop	2021106129			Officer
12/08/21 14:52	Traffic Stop	2021106273			Officer
12/08/21 16:12	Traffic Stop	2021106291			Officer
12/08/21 16:27	Traffic Stop	2021106296			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
12/08/21 22:38	Traffic Stop	2021106399			Officer
12/09/21 00:43	Traffic Stop	2021106415			Officer
12/10/21 13:17	Traffic Stop	2021106804			Officer
12/10/21 13:53	Traffic Stop	2021106810	Traffic Stop	WP21033199	Officer
12/10/21 14:31	Traffic Stop	2021106822			Officer
12/11/21 10:29	Traffic Stop	2021107089	Traffic Stop	WP21033303	Officer
12/11/21 14:35	Traffic Stop	2021107142	Traffic Stop	WP21033322	Officer
12/11/21 17:55	Traffic Stop	2021107191			Officer
12/11/21 19:50	Traffic Stop	2021107233			Officer
12/11/21 20:06	Traffic Stop	2021107237	Traffic Stop	WP21033336	Officer
12/11/21 21:29	Traffic Stop	2021107266			Officer
12/12/21 01:42	Traffic Stop	2021107338			Officer
12/12/21 16:35	Traffic Stop	2021107480			Officer
12/12/21 18:44	Traffic Stop	2021107520			Officer
12/12/21 21:14	Traffic Stop	2021107552			Officer
12/12/21 21:43	Traffic Stop	2021107557	Traffic Stop	WP21033417	Officer
12/12/21 22:07	Traffic Stop	2021107560			Officer
12/13/21 08:43	Traffic Stop	2021107622			Officer
12/14/21 13:27	Traffic Stop	2021107942	Traffic Stop	WP21033547	Officer
12/14/21 20:50	Traffic Stop	2021108081			Officer
12/14/21 20:59	Traffic Stop	2021108082			Officer
12/14/21 21:15	Traffic Stop	2021108090			Officer
12/15/21 11:32	Traffic Stop	2021108214			Officer
12/17/21 13:44	Traffic Stop	2021108796			Officer
12/17/21 23:33	Traffic Stop	2021108981			Officer
12/18/21 16:14	Traffic Stop	2021109157			Officer
12/18/21 18:34	Traffic Stop	2021109195			Officer
12/18/21 21:58	Traffic Stop	2021109272			Officer
12/18/21 23:46	Traffic Stop	2021109305	Traffic Stop	WP21034002	Officer
12/19/21 10:17	Traffic Stop	2021109372			Officer
12/19/21 10:50	Traffic Stop	2021109382	Traffic Stop	WP21034028	Officer
12/19/21 20:26	Traffic Stop	2021109516			Officer
12/19/21 21:20	Traffic Stop	2021109531	Drugs	WP21034084	Officer
12/19/21 22:32	Traffic Stop	2021109545			Officer
12/20/21 10:06	Traffic Stop	2021109622			Officer
12/20/21 14:27	Traffic Stop	2021109681			Officer
12/20/21 21:51	Traffic Stop	2021109780			Officer
12/20/21 22:49	Traffic Stop	2021109795	Drugs	WP21034181	Officer
12/21/21 22:53	Traffic Stop	2021110053			Officer
12/22/21 20:22	Traffic Stop	2021110266	Traffic Stop	WP21034328	Officer
12/22/21 21:08	Traffic Stop	2021110278	Traffic Stop	WP21034333	Officer
12/22/21 21:59	Traffic Stop	2021110287			Officer
12/22/21 22:50	Traffic Stop	2021110296	Traffic Stop	WP21034342	Officer
12/23/21 21:22	Traffic Stop	2021110570			Officer
12/24/21 20:22	Traffic Stop	2021110827			Officer
12/24/21 22:22	Traffic Stop	2021110866			Officer
12/24/21 22:57	Traffic Stop	2021110886			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
12/25/21 00:56	Traffic Stop	2021110911			Officer
12/25/21 21:23	Traffic Stop	2021111073			Officer
12/25/21 21:48	Traffic Stop	2021111075			Officer
12/26/21 00:13	Traffic Stop	2021111102			Officer
12/26/21 00:52	Traffic Stop	2021111106			Officer
12/26/21 12:57	Traffic Stop	2021111192	Traffic Stop	WP21034585	Officer
12/27/21 21:54	Traffic Stop	2021111592			Officer
12/28/21 13:00	Traffic Stop	2021111742	Traffic Stop	WP21034740	Officer
12/28/21 13:48	Traffic Stop	2021111759	Traffic Stop	WP21034748	Officer
12/30/21 17:26	Traffic Stop	2021112421			Officer

**Total Records: 243**



# Monthly Activity Report Montrose Fire Department

Prepared and Presented by  
Kevin Triplett – Fire Chief



**Period: 12/01/2021 thru 12/31/2021 (DECEMBER)**

## **CALLS**

Total Calls: 27

# of Calls DECEMBER 2020 = 29  
2020 vs 2021 (2021 = -2)

EMS Calls: 20

Other Calls:

- 12/28 - #21332 – Motor Vehicle Accident – Marysville Township
- 12/26 - #21329 – Structure Fire – Marysville Township (Loss = \$69,000)
- 12/22 - #21324 – Lift Assist – Marysville Township
- 12/21 - #21322 – Motor Vehicle Accident – Franklin Township
- 12/16 - #21318 – Lift Assist – Marysville Township
- 12/15 - #21316 – Lift Assist – Marysville Township
- 12/14 - #21315 – Lift Assist – Marysville Township

Total calls to Date 2021 – 334

2020 vs 2021 (2021 = +53)

Total calls this time in 2020 - 281

## **Call Districts**

Montrose City: 15

Franklin Township: 2

Marysville Township: 9

Woodland Township: 1

Other: 0

## **TRAINING:**

- 12/07/2021 – Staff Meeting/Truck Maintenance
- 12/11/2021 – Truck Driving/Maps/Jurisdiction familiarization
- 12/14/2021 – Reports/Investigation & Medical training – Officers
- 12/21/2021 – Annual SCBA Physicals/Mask Fit testing & Medical Training

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

- 12/04/2021 – Winsted winter parade (Von Thoma, Paradeise)
- 12/06/2021 – City Personnel Committee Meeting (Triplett)
- 12/13/2021 – City Council Meeting
- 12/11/2021 – Annual Montrose Firefighter Relief Association Calendar hand out

## **SPECIAL INFO**

## **Acknowledgments**

- Thank you to Wendy Manson for her time with the city of Montrose – She was a big help to the Fire Department and ensured our bills were always paid and organized
- Thank you to Waverly Fire for mutual aid on 12/26/2021 structure fire.
- Serve Pro – Monticello – Donation of \$500 to the Montrose Firefighters Relief Association
- All the business who took out an ad for the Montrose Firefighters Relief Association Calendar
- Everyone who has submitted donations after the calendars were handed out to the Montrose Firefighters Relief Association

City of Montrose  
Planning and Zoning Commission Meeting  
Montrose Community Center  
200 Center Avenue South  
Wednesday, December 8, 2021  
7:00 P.M.

## **1. CALL TO ORDER**

Pursuant to call and notice the Montrose Planning and Zoning Commission met in Regular Session on Wednesday, December 8, 2021 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  
Commissioner Catherine Neiberger  
City Council Liaison Sam Solarz

Absent: Commissioner Roger Fraumann

Staff Present: Ms. Jessica Bonniwell, City Administrator  
Mr. Stephen Grittman, City Planner

## **3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was taken.

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

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

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

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

Commissioner Henry motioned to approve the November 10, 2021 Planning and Zoning Commission Meeting Minutes as written. Commissioner Cuff seconded the motion. Motion carried 4-0.

## **6. PUBLIC HEARING**

- A. Public Hearing – To Consider a Conditional Use Permit and Variance Application for the property located at 125 Nelson Boulevard, Montrose, Minnesota to allow retail or service commercial activities upon the site.

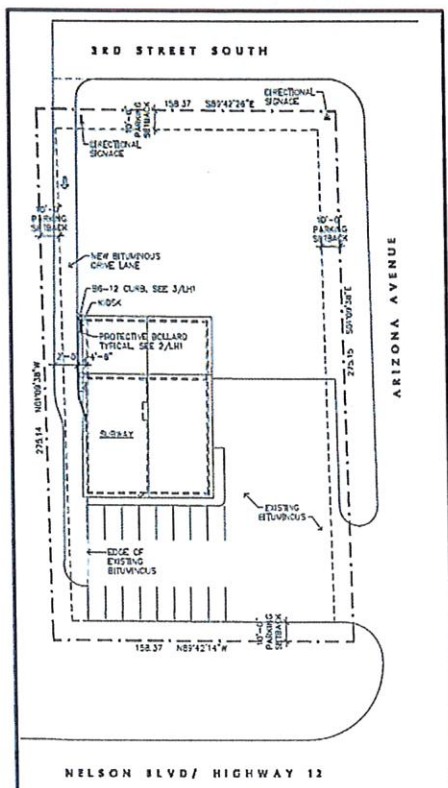
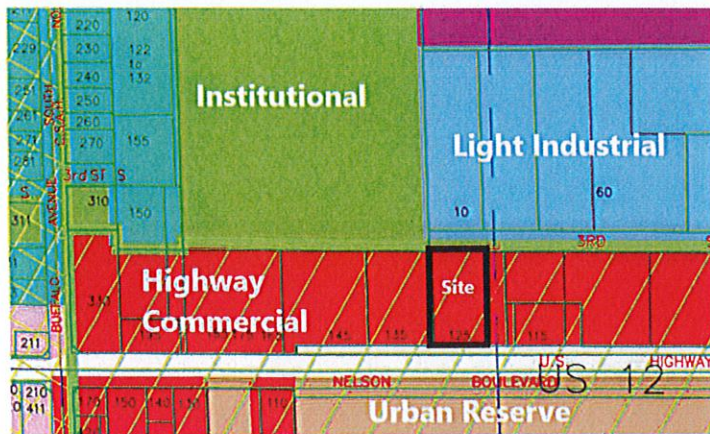


Commissioner Henry motioned to close the Planning and Zoning Meeting and Open the Public Hearing at 7:02 p.m. Commissioner Cuff seconded the motion. Motion carried 4-0.

Commissioner Smallwood asked the City Planner, Mr. Gritman, to give an overview of the Conditional Use Permit and Variance Applications for the proposed Subway restaurant drive-through at 125 Nelson Boulevard in Montrose. Mr. Gritman stated that there were two items up for consideration: the Conditional Use Permit (CUP) and a Variance application.

#### Conditional Use Permit (CUP)

The subject property consists of approximately one acre, and is currently occupied by a commercial building that contains a liquor store. Previously, the portion of the building to be occupied by the Subway held a Snap Fitness business. The property is zoned B-2, Highway Business, and is surrounded by right-of-way on three sides (Highway 12 to the south, Arizona Avenue to the east, and 3<sup>rd</sup> Street South bordering the north property line). An automotive business abuts the property to the west. Drive-through windows are allowed in the B-2 District by CUP.



The applicant proposes to construct a drive-through window on the west side of the building, along with a driveway in which traffic would access the property from the north (3<sup>rd</sup> Street South), proceed along the west boundary to the order board mounted on the building, and then to the new service window. The overall length of the drive-through lane is approximately 180 feet from the north property line.



Mr. Grittmann continued to state that the existing site has a significant parking area that is currently paved in the front and to the east side of the building. No curbing exists around this parking area. The applicant's site plan illustrates 16 parking spaces, with additional paved area unmarked.

To add a restaurant to the facility as proposed, the parking requirement for the site would be approximately 18 spaces for the liquor store, and approximately 20 spaces for the restaurant, accounting for both dining and kitchen areas, not including hallway/mechanical/restroom, and similar spaces. The existing paved area could be striped to illustrate a greater number of parking spaces than shown on the site plan. Staff would recommend that a condition of the CUP approval would be a requirement to restripe the parking areas to maximize the number of usable parking spaces.

In the event that more parking is required, the site has adequate area to expand the paved surface and add parking. This condition could also be integrated into the CUP approval.

Mr. Grittmann stated that for the addition of the new drive-through lane, the code would require curb around the perimeter to contain both stormwater and traffic within the drive lane, and landscaped spaces outside of the drive lane. No specific planting requirement is made in the code, other than a requirement that the area is covered with landscaping materials, including grass, shrubs, and trees. It is presumed that the applicant proposes grass. Shrubs and trees would be welcome additions, but would not be required by the ordinance.

Mr. Grittmann stated that because the site is currently developed and no building expansion is being proposed, staff would recommend that the existing paved parking area not be required to add the typically required curb. This requirement could be made if and when the building is expanded at some future date, necessitating new parking and circulation areas.

Mr. Grittmann stated that the code identifies the following specific regulations related to drive-through facilities:

- 1) Not less than one hundred twenty feet (120') of segregated automobile stacking must be provided for the single service lane.
- 2) The stacking lane and its access shall be designed to control traffic in a manner to protect the buildings and will not interfere with on-site traffic circulation or access to the required parking space.
- 3) No part of the public street or boulevard may be used for stacking of automobiles.
- 4) The stacking lane, order board telecom, and window placement shall be designed and located in such a manner as to minimize glare to adjacent premises, particularly residential premises, and to maximize maneuverability of vehicles on the site.
- 5) The drive-through window and its stacking lanes shall be screened from view of adjoining residential zoning districts and public street rights-of-way.
- 6) A lighting and photometric plan will be required that illustrates the drive-through service lane lighting and shall comply with Section 1016-8 of the City Ordinance.

Mr. Grittmann stated that the stacking lane for the proposed drive-through is approximately one hundred eighty feet (180') in length, providing space for up to nine vehicles, exceeding the requirements of the code. Mr. Grittmann stated that all other requirements are met in the proposed plan.

#### Variance Application

Mr. Grittmann stated that the applicant has requested a variance from the driveway setback for the drive-through lane along the west side of the building. The code requires a setback for driveways of five feet (5'), and the applicant's proposed setback from the property line is approximately four and a half feet

(4.5'). Mr. Grittmann stated that the reason for the encroachment is existing exterior mechanical equipment adjacent to the building that prohibits the new driveway from hugging the building enough so as to fully meet the ordinance.

When considering variances to zoning regulations, the City is required to find that there are unique conditions on the property, not created by the applicant, that create practical difficulties in using the property in a reasonable manner. Mr. Grittmann stated that in this case, the mechanical installation that creates the need for the variance is a condition that pre-existed this applicant. Moreover, the variance request is a minor one, just half a foot, and will allow what would be a common use in the highway business district.

#### Summary and Recommendation

The proposed drive-through requires a Conditional Use Permit (CUP), and given the design of the building and site, a small variance to the setback of the driveway lane. Mr. Grittmann stated that the facility is able to meet the requirements of the code, with some adjustments to the parking area for the joint use of the site. Moreover, the variance request meets the criteria for consideration in that the conditions on the site constitute the practical difficulties, and the layout for this drive-through "as designed" minimizes any negative impacts that might otherwise be expected if the site were to change its configuration or drive through window location.

Mr. Grittmann stated that the Planning Staff recommends approval of the Conditional Use Permit, with the following conditions:

- 1) The applicant adds landscape cover to the disturbed areas of the site, consisting of lawn grass at minimum, and to include shrubs and trees, if possible, at the discretion of the applicant.
- 2) The applicant provides curb along all areas of new pavement for the drive-through lane.
- 3) The applicant stripes the remainder of the paved parking area to accommodate the maximum number of parking spaces on the existing pavement. No new curb will be required of the existing paved area until such time as the building is proposed for expansion.
- 4) The City reserves the right to require an expanded and improved parking area in the event that parking on the site overflows the existing paved area.
- 5) The applicant complies with any requirements imposed by the City Engineer related to street, utility, grading, and stormwater requirements.
- 6) Other recommendations of staff and/or Planning Commission following the public hearing.

Mr. Grittmann stated that this recommendation is based on the following findings:

- 1) The property is used now, and proposed to be used, in a manner consistent with the applicable B-2 Zoning District.
- 2) The addition of the drive-through window is consistent with the expectations for uses in the B-2, Highway Business District.

- 3) The requirements for Conditional Use Permits are met by the proposal, subject to the conditions of approval herein.
- 4) The variance for the drive land setback is a reasonable use of the property, and is the result of conditions outside the control of the applicant.
- 5) Without the variance, the proposed reasonable use of the property would not be feasible, and the intent of the City's economic development plans would suffer.
- 6) The ability to accommodate additional parking on the site ensures that the proposed uses will not overwhelm the ability of the site, surrounding roadways, or other public services to serve the property.

Ms. Bonniwell read the City Engineers comments and recommendations:

- 1) The plans shall include a pavement section for the proposed bituminous drive through lane.
- 2) The proposed parking spaces shall be striped and dimensions shall be included on the plans.
- 3) All construction shall be in accordance with the City of Montrose Standards.

Ms. Bonniwell stated that the City Engineers recommend approval of the Site Plan contingent on the above referenced comments and those comments provided by other city staff, commissions, and council.

There were no comments from the public.

**Commissioner Neiberger motioned to close the Public Hearing and Open the Planning and Zoning Meeting at 7:18 p.m. Commissioner Henry seconded the motion. Motion carried 4-0.**

The Commission Members did not have any questions or further comments and agreed with recommendations from the Planning Staff and City Engineers.

**Commission Henry motioned to recommend approval to City Council for the Conditional Use Permit and Variance Application for 125 Nelson Boulevard, Montrose, Minnesota 55363. Commissioner Cuff seconded the motion. Motion carried 4-0.**

## 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.

**9. NEXT MEETING**

A. Wednesday, January 12, 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 7:22 p.m.  
Commissioner Cuff seconded the motion. Motion carried 4-0.

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Charles Smallwood  
Planning and Zoning Chair  
City of Montrose

ATTEST:

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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: December 2, 2021

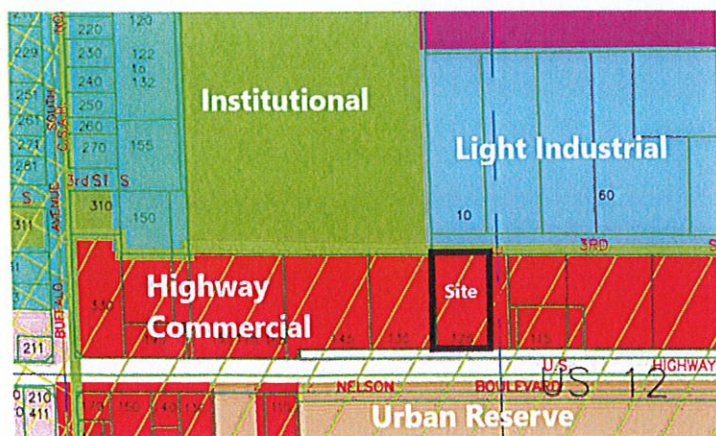
MEETING DATE: December 8, 2021

RE: Montrose – Conditional Use Permit and Variance –  
 Subway Drive-through

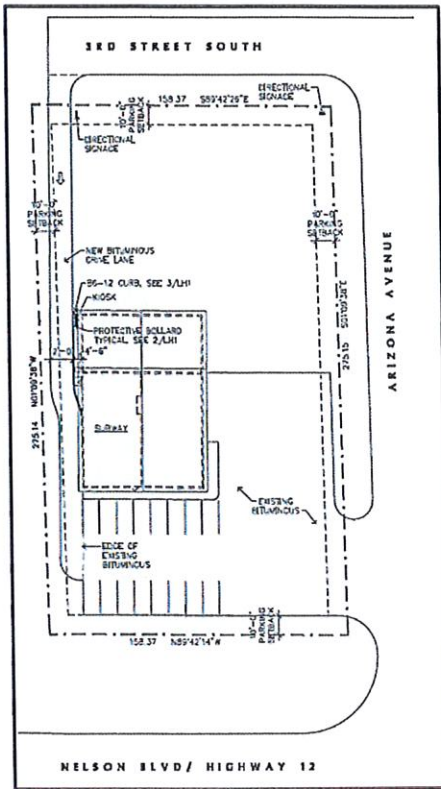
FILE NO: 273.03 – 21.10

### Background and Analysis

Conditional Use Permit. The subject property consists of approximately one acre, and is currently occupied by a commercial building that contains a liquor store. Previously, the portion of the building to be occupied by the Subway held a Snap Fitness business. The property is zoned B-2, Highway Business, and is surrounded by right-of-way on three sides (Highway 12 to the south, Arizona Avenue to the east, 3<sup>rd</sup> Street South bordering the north property line. An automotive business abuts the property to the west. Drive-through windows are allowed in the B-2 District by Conditional Use Permit.



The applicant proposes to construct a drive-through window on the west side of the building, along with a driveway in which traffic would access the property from the north (3<sup>rd</sup> Street South), proceed along the west boundary to the order board mounted on the building, and then to the new service window. The overall length of the drive-through lane is approximately 180 feet from the north property line.



The existing site has a significant parking area that is currently paved in the front and to the east side of the building. No curbing exists around this parking area. The applicant's site plan illustrates 16 parking spaces, with additional paved area unmarked.

To add a restaurant to the facility as proposed, the parking requirements for the site would be approximately 18 spaces for the liquor store, and approximately 20 spaces for the restaurant, accounting for both dining and kitchen areas, not including hallway/mechanical/restroom, and similar spaces. The existing paved area could be striped to illustrate a greater number of parking spaces than shown on the site plan. Staff would recommend that a condition of the CUP approval would be a requirement to restripe the parking areas to maximize the number of usable parking spaces.

In the event that more parking is required, the site has adequate area to expand the paved surface and add parking. This condition could also be integrated into the CUP approval.

For the addition of the new drive-through lane, the code would require curb around the perimeter to contain both stormwater and traffic within the drive lane, and landscaped spaces outside of the drive lane. No specific planting requirement is made in the code, other than a requirement that the area is covered with landscaping materials, including grass, shrubs, and trees. It is presumed that the applicant proposes grass. Shrubs and trees would be welcome additions but would not be required by the ordinance.

Because the site is currently developed and no building expansion is being proposed, staff would recommend that the existing paved parking area not be required to add the typically required curb. This requirement could be made if and when the building is expanded at some future date, necessitating new parking and circulation areas.

The code identifies these specific regulations related to drive-through facilities:

1. Not less than one hundred twenty feet (120') of segregated automobile stacking must be provided for the single service lane.
2. The stacking lane and its access shall be designed to control traffic in a manner to protect the buildings and will not interfere with on-site traffic circulation or access to the required parking space.
3. No part of the public street or boulevard may be used for stacking of automobiles.
4. The stacking lane, order board telecom, and window placement shall be designed and located in such a manner as to minimize glare to adjacent premises, particularly residential premises, and to maximize maneuverability of vehicles on the site.
5. The drive-through window and its stacking lanes shall be screened from view of adjoining residential zoning districts and public street rights-of-way.
6. A lighting and photometric plan will be required that illustrates the drive through service lane lighting and shall comply with Section 1016-8 of this Ordinance.

As cited above, the stacking lane is approximately 180 feet in length, providing space for up to nine vehicles, exceeding the requirements of the code. All other requirements are met.

Variance. The applicant has requested a variance from the driveway setback for the drive-through lane along the west side of the building. The code requires a setback for driveways of 5 feet, and the applicant's proposed setback is approximately 4.5 feet. The reason for the encroachment is existing exterior mechanical equipment adjacent to the building that prohibits the new driveway from the hugging the building enough so as to fully meet the ordinance.

When considering variances to zoning regulations, the City is required to find that there are unique conditions on the property, not created by the applicant, that create practical difficulties in using the property in a reasonable manner. In this case, the mechanical installation that creates the need for the variance is a condition that pre-existed this applicant. Moreover, the variance request is a minor one, just half a foot, and will allow what would be a common use in the highway business district.



## **Summary and Recommendation**

The proposed drive-through requires a Conditional Use Permit, and given the design of the building and site, a small variance to the setback of the driveway lane. As discussed in this report, the facility is able to meet the requirements of the code, with some adjustments to the parking area for the joint use of the site. Moreover, the variance request meets the criteria for consideration in that the conditions on the site constitute the practical difficulties, and the layout for this drive-through – as designed – minimizes any negative impacts that might otherwise be expected if the site were to change its configuration or drive through window location.

As such, planning staff recommends approval of the Conditional Use Permit, with the following conditions:

1. The applicant adds landscape cover to the disturbed areas of the site, consisting of lawn grass at minimum, and to include shrubs and trees if possible at the discretion of the applicant.
2. The applicant provides curb along all areas of new pavement for the drive-through lane.
3. The applicant stripes the remainder of the paved parking area to accommodate the maximum number of parking spaces on the existing pavement. No new curb will be required of the existing paved area until such time as the building is proposed for expansion.
4. The City reserves the right to require an expanded and improved parking area in the event that parking on the site overflows the existing paved area.
5. The applicant complies with any requirements imposed by the City Engineer related to street, utility, grading, and stormwater requirements.
6. Other recommendations of staff and/or Planning Commission following the public hearing.

This recommendation is based on the following findings:

1. The property is used now, and proposed to be used, in a manner consistent with the applicable B-2 Zoning District.
2. The addition of the drive-through window is consistent with the expectations for uses in the B-2, Highway Business district.
3. The requirements for Conditional Use Permits are met by the proposal, subject to the conditions of approval herein.
4. The variance for drive lane setback is a reasonable use of the property, and is the result of conditions outside of the control of the applicant.

5. Without the variance, the proposed reasonable use of the property would not be feasible, and the intent of the City's economic development plans would suffer.
6. The ability to accommodate additional parking on the site ensures that the proposed uses will not overwhelm the ability of the site, surrounding roadways, or other public services to serve the property.



Real People. Real Solutions.

2040 Highway 12 East  
Willmar, MN 56201-5818

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

November 11, 2021

Honorable Mayor Moynagh  
City Council Members  
Planning Commission  
City of Montrose

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

RE: Subway #71446  
Montrose, Minnesota  
Project No.: 0W1.1123692

Dear Council and Planning Commission,

We have reviewed the Site Plan dated 10/14/2021 which was submitted for the above referenced project and have the following comments.

1. The plans shall include a pavement section for the proposed bituminous drive through lane.
2. The proposed parking spaces shall be striped and dimensions shall be included on the plans.
3. All construction shall be in accordance with the City of Montrose Standards.

We recommend approval of the Site Plan 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,

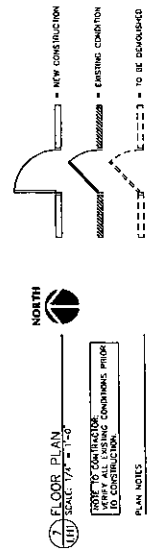
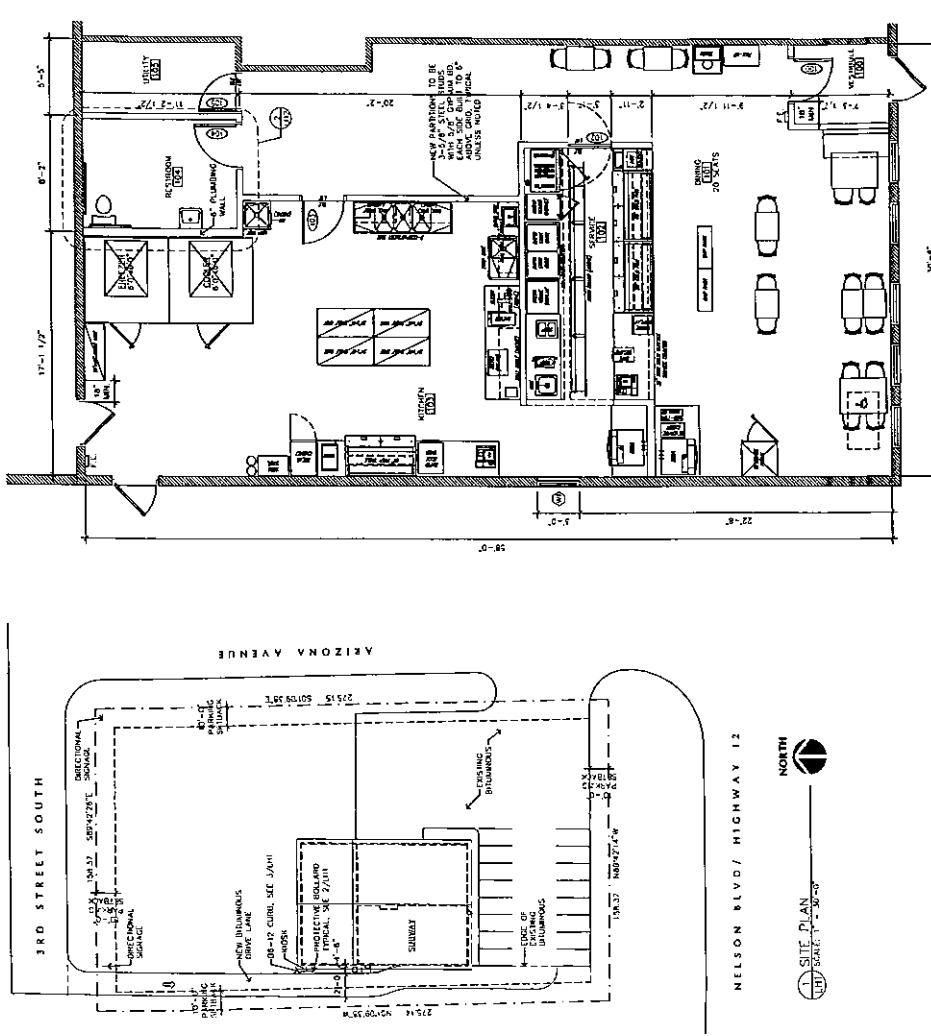
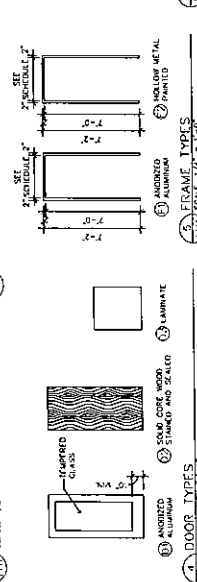
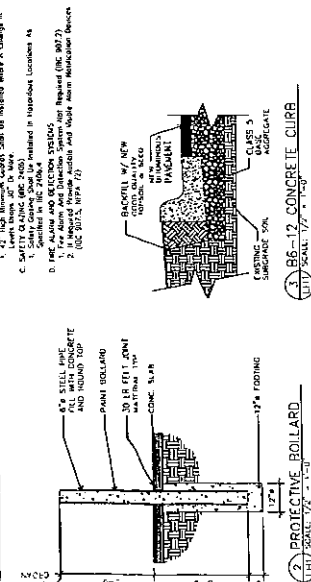
**Bolton & Menk, Inc.**

**Jared Voge, P.E.**  
Principal Engineer

COMMERCIAL PLAN REVIEW FOR CODE COMPLIANCE

[illegible]

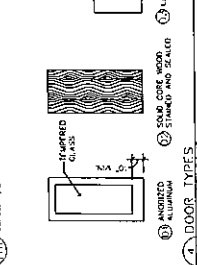
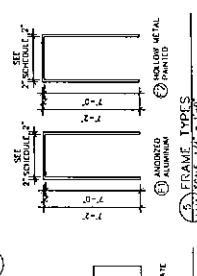
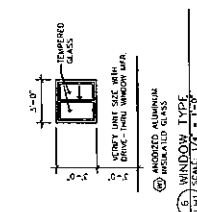
PLANNING REQUIREMENTS		PLANNING REQUIREMENTS	
A. NUMBER OF STUDENTS REQUIRED (MC 902.211)		B. NUMBER OF STUDENTS REQUIRED (MC 902.211)	
C. ADEQUATE FACILITIES (MC 902.211)		D. ADEQUATE FACILITIES (MC 902.211)	
1. Building Construction	2. Land	1. Building Construction	2. Land
3. Water Supply	4. Sewerage	3. Water Supply	4. Sewerage
5. Power	6. Heating	5. Power	6. Heating
7. Ventilation	8. Lighting	7. Ventilation	8. Lighting
9. Acoustics	10. Fire Protection	9. Acoustics	10. Fire Protection
11. Security	12. Accessibility	11. Security	12. Accessibility
13. Other	14. Other	13. Other	14. Other

[illegible]

DOOR & FRAME SCHEDULE				
DR #	DOOR SIZE	THICK	FRAME	REMARKS
101	3'-0" x 7'-0"	1-3/4"	013	
102	3'-0" x 7'-0"	1-3/4"	013	1. SWINGING IN
103	3'-0" x 7'-0"	1-3/4"	013	
104	3'-0" x 7'-0"	1-3/4"	013	
105	3'-0" x 7'-0"	1-3/4"	013	
106	3'-0" x 7'-0"	1-3/4"	013	
107	3'-0" x 7'-0"	1-3/4"	013	

NOTES:

1. ALL DOOR HANGERS TO BE APPROVED BY CONSTRUCTION SUPERVISOR.
2. ALL COT HANGERS SHALL NOT REQUIRE BOLT GRASPING, PINCHING, OR PRESSING OF THE SMALL MOUNT HANGER, BETWEEN 3" x 4" PINS.
3. THE MOUNT IS ALLOWED TO HAVE A HETED LOCK PROVIDED THAT THE LOCKING DEVICE IS HEAVILY OR IMMEDIATELY AS LOCATED AND A LOCKING PINCHING OR PRESSING OF THE SMALL MOUNT HANGER, BETWEEN 3" x 4" PINS.
4. THE LOCKING PINCHING OR PRESSING OF THE SMALL MOUNT HANGER, BETWEEN 3" x 4" PINS, SHALL BE KEPT UNLOCKED WHEN BUILDING IS OCCUPYING (SEE 1013 & 104).





**CITY OF MONTROSE  
WRIGHT COUNTY, MINNESOTA  
RESOLUTION NO. 2022-02**

Date: January 10, 2022

Resolution No. 2022-02

Motion By:

Seconded By:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTROSE  
APPROVING A CONDITIONAL USE PERMIT FOR A DRIVE-THROUGH  
RESTAURANT**

**ADDRESS: 125 NELSON BOULEVARD  
PID: 112-016-001020**

*WHEREAS*, the applicant proposes to establish a convenience restaurant with drive-through service at the above address; and

*WHEREAS*, the subject property is B-2, Highway Business District, in which restaurants are allowed as permitted uses, and drive-through service windows and lanes are allowed by Conditional Use Permit; and

*WHEREAS*, the applicant has requested a Conditional Use Permit and setback variance for the drive-through as companion applications; and

*WHEREAS*, the proposed use and site improvements, subject to the conditions identified in the staff report dated December 3, 2021, and recommended by the Planning Commission, are consistent with the intent for the Conditional Use requirements and the City's land use objectives for the site; and

*WHEREAS*, the Planning Commission held a public hearing to consider the matter at its regular meeting on December 8, 2021 and the applicant and members of the public were provided the opportunity to present information to the Planning Commission; and

*WHEREAS*, the Planning Commission has considered all of the comments and the staff report, which are incorporated by reference into the resolution; and

*WHEREAS*, the City Council of the City of Montrose makes the following Findings of Fact in relation to the recommendation of approval, pursuant to the conditions identified by staff and others:

1. The proposed expansion is consistent with the intent of the Montrose Comprehensive Plan.

2. The proposed expansion will not create undue burdens on public systems, including streets and utilities, or parking supply or access.
3. The property is used now, and proposed to be used, in a manner consistent with the applicable B-2 Zoning District.
4. The addition of the drive-through window is consistent with the expectations for uses in the B-2, Highway Business district.
5. The requirements for Conditional Use Permits are met by the proposal, subject to the conditions of approval herein.
6. Without the Conditional Use Permit, the proposed reasonable use of the property would not be feasible, and the intent of the City's economic development plans would suffer.
7. The ability to accommodate additional parking on the site ensures that the proposed uses will not overwhelm the ability of the site, surrounding roadways, or other public services to serve the property.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Montrose, Minnesota that the proposed Conditional Use Permit is hereby approved, with the following conditions:

1. The City Council approves the variance for side yard setback, or the applicant relocates the drive-through lane to meet the required 5 foot setback.
2. The applicant adds landscape cover to the disturbed areas of the site, consisting of lawn grass at minimum, and to include shrubs and trees if possible at the discretion of the applicant.
3. The applicant provides curb along all areas of new pavement for the drive-through lane.
4. The applicant stripes the remainder of the paved parking area to accommodate the maximum number of parking spaces on the existing pavement. No new curb will be required of the existing paved area until such time as the building is proposed for expansion.
5. The City reserves the right to require an expanded and improved parking area in the event that parking on the site overflows the existing paved area.
6. The applicant complies with any requirements imposed by the City Engineer related to street, utility, grading, and stormwater requirements.
7. Other recommendations of staff and/or City Council.

**ADOPTED** this 10<sup>th</sup> day of January, 2022, by the City Council of the City of Montrose, Minnesota.

**MONTROSE CITY COUNCIL**

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

ATTEST:

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



**CITY OF MONTROSE  
WRIGHT COUNTY, MINNESOTA  
RESOLUTION NO. 2022-03**

Date: January 10, 2022

Resolution No. 2022-03

Motion By:

Seconded By:

**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**

**ADDRESS: 125 NELSON BOULEVARD  
PID: 112-016-001020**

***WHEREAS***, the applicant proposes to establish a convenience restaurant with drive-through service at the above address; and

***WHEREAS***, the subject property is B-2, Highway Business District, in which restaurants are allowed as permitted uses, and drive-through service windows and lanes are allowed by Conditional Use Permit; and

***WHEREAS***, the applicant has requested a Conditional Use Permit for the drive-through as a companion application; and

***WHEREAS***, the proposed installation will encroach into the required setback adjacent to a side property line, requiring a variance; and

***WHEREAS***, the proposed encroachment will be less than one foot into a required setback of five feet; and

***WHEREAS***, the drive-through will otherwise be consistent with the improvements currently on the property and with the related requirements for such facilities under the zoning regulations; and

***WHEREAS***, the proposed land use is a reasonable use of the subject property, consistent with the land uses in the area, including other commercial establishments; and

***WHEREAS***, the right of way proposed drive-through lane gains access from an improved public right-of-way; and

**WHEREAS**, the City expects no further need for public street improvements within the subject property for the foreseeable future; and

**WHEREAS**, the Planning Commission held a public hearing to consider the matter at its regular meeting on December 8<sup>th</sup>, 2021 and the applicant and members of the public were provided the opportunity to present information to the Planning Commission; and

**WHEREAS**, the Planning Commission has considered all of the comments and the staff report, which are incorporated by reference into the resolution; and

**WHEREAS**, the City Council of the City of Montrose makes the following Findings of Fact in relation to the recommendation of approval:

1. The proposed expansion is consistent with the intent of the Montrose Comprehensive Plan.
2. There are practical difficulties in using the lot as proposed without approval of the proposed variance, including the location of existing mechanical equipment.
3. The proposed expansion will not create undue burdens on public systems, including streets and utilities, or parking supply or access.
4. The property is used now, and proposed to be used, in a manner consistent with the applicable B-2 Zoning District.
5. The addition of the drive-through window is consistent with the expectations for uses in the B-2, Highway Business district.
6. The requirements for Conditional Use Permits and Variance are met by the proposal, subject to the conditions of approval herein.
7. The variance for drive lane setback is a reasonable use of the property, and is the result of conditions outside of the control of the applicant.
8. Without the variance, the proposed reasonable use of the property would not be feasible, and the intent of the City's economic development plans would suffer.
9. The ability to accommodate additional parking on the site ensures that the proposed uses will not overwhelm the ability of the site, surrounding roadways, or other public services to serve the property.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Montrose, Minnesota sitting as the Board of Adjustment and Appeals, that the proposed Variance is hereby approved, subject to the following conditions:

1. The applicant adds landscape cover to the disturbed areas of the site, consisting of lawn grass at minimum, and to include shrubs and trees if possible at the discretion of the applicant.
2. The applicant provides curb along all areas of new pavement for the drive-through lane.

3. The applicant stripes the remainder of the paved parking area to accommodate the maximum number of parking spaces on the existing pavement. No new curb will be required of the existing paved area until such time as the building is proposed for expansion.
4. The City reserves the right to require an expanded and improved parking area in the event that parking on the site overflows the existing paved area.
5. The applicant complies with any requirements imposed by the City Engineer related to street, utility, grading, and stormwater requirements.
6. Other recommendations of staff and/or City Council.

**ADOPTED** this 10<sup>th</sup> day of January, 2022, by the City Council of the City of Montrose, Minnesota.

**MONTROSE CITY COUNCIL**

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

ATTEST:

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

CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

RESOLUTION NO. **2022-XX**

A RESOLUTION APPROVING THE MAYORAL APPOINTMENTS FOR THE YEAR 2022

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

**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

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

**ORDINANCE 2022-01**

**AN ORDINANCE SETTING VARIOUS DEVELOPMENT AND  
ADMINISTRATIVE FEES**

**THE CITY COUNCIL OF THE CITY OF MONTROSE ORDAINS** the following development and administrative related fees are hereby established in the City of Montrose, as indicated on the attached Exhibit A, effective January 10, 2022.

**IT IS FURTHER ORDAINED THAT** should any section, subdivision, fee, clause or other provision of this Ordinance be held to be invalid by any court of competent jurisdiction, such decision shall not affect the validity of the Ordinance as a whole, or of any part thereof, other than the part held to be invalid.

**IT IS FURTHER ORDAINED THAT** this Ordinance supersedes, in all aspects, Ordinance 2021-01.

**PASSED, ADOPTED AND APPROVED** by the Montrose City Council, Wright County, Minnesota this 10<sup>th</sup> day of January, 2022.

**BY:**

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Robert W. Moynagh, III  
Mayor

**ATTEST:**

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Jessica Bonniwell  
City Administrator



## CITY OF MONTROSE

## 2022 FEE SCHEDULE

<u>Administrative</u>		<u>Utility</u>	
Animal License (bi-annual)	FREE	Sewer Access Charge	\$5,500.00 <b>\$5,600.00</b>
Animal Fines - 1st offense	\$100.00	Water Access Charge	\$2,700.00 <b>\$2,800.00</b>
Subsequent	\$200.00	Water Disconnect/Reconnect Charge	\$50.00
Excavation Permit/Small Utility	\$150.00	24-Hour Disconnection Hang Tag	\$25.00
Sign Permit	\$50.00	<b>Snow Bird Water Shut Off Request</b>	<b>\$25.00</b>
NSF Check Service Fee	\$30.00	Meter Testing Fee	\$50.00
FAX per page - USA only	\$1.00	Meter Repair Fine - if not fixed	\$50.00
Notary	\$1.00	in 30 days, plus \$1.00 per day	
Special Assessment Search	\$20.00	Water Meter Purchase	\$300.00 <b>\$350.00</b>
Copy of City Code	\$25.00	Water Rate	Base \$5.10
Copy of Zoning Ordinance	\$25.00	*Tier 1: 0-5999 gallons (per 1000 gals)	\$5.55 <b>\$5.75</b>
Copy of Subdivision Ordinance	\$15.00	*Tier 2: 6000-11999 gallons (per 1000	\$6.10 <b>\$6.33</b>
Copy of Comprehensive Plan	\$25.00	*Tier 3: over 11999 gallons (per 1000 g	\$6.72 <b>\$6.96</b>
Charitable Gambling Permit	\$100.00	*Outside City Limits (per 1000 gals)	\$10.00
City Consultants (NOT at City request)		Bulk Water Users (0-2000 gals)	\$22.00
*their hourly rate*		*Over 2000 gallons (per 1000 gals)	\$10
Special Council Meeting	\$600.00	Sewer Rate	Base <b>\$3.95</b> <b>\$4.50</b>
City Personnel - Public Works	\$100.00/hr	*Per 1000 gallon Rate	\$5.30
Property Maintenance Fee	\$100.00 plus	WWTP Rate	Base \$6.05
Public Works Hourly Rate	\$100.00/hr	*Per 1000 gallon Rate	\$5.05
Administration	\$50.00/hr	Non-Metered Sewer Service	
Copies - Black and White	\$0.25/page	*Based on 12,000 gals at Rate Plus Base	
Color	\$2.00/page	Storm Water Fee	\$4.50 <b>\$5.00</b>
CD's	\$5.00	Late Payment Fee (utilities - % of balance)	5%
Pavilion/Park Rental Reservation	\$25.00/day	Meter back plate replacement	\$10.00
Damage Deposit	\$300.00	<b><u>Fire Department</u></b>	
Community Garden Plot	\$20.00/year	Emergency Calls	\$300.00
Community Garden Deposit	\$100.00	Accident Reports	\$50.00
<b><u>Administrative Permits</u></b>		Major Incident Fee - 1st 6 Hours (per vehicle)	\$300.00
General	\$50.00	*Over 6 Hours (per hour fee)	
Fireworks-Inside Sales	\$50.00	*Per Firefighter on scene or standby	\$7.00
Outside Sales	\$250.00	Fire Inspections Fees - under 2,000 sq ft	\$100.00
Amusement Centers & Devices	\$100.00	*2,000 - 5,000 square feet	\$200.00
*over 4 machines, add per machine	\$5.00	*over 5,000 square feet	\$300.00
Junkyard or junk business	\$1,000.00	<b><u>Community Center (No Charge for Nonprofit Use)</u></b>	
Pawnbroker/Secondhand Dealer	\$500.00	Friday & Saturday Rental	\$400.00
*Multiple	\$1,000.00	Friday OR Saturday Rental	\$300.00
*Investigation Fee	\$750.00	Sunday - Thursday Rental (up to 5 hours)	\$125.00
Adult Use License	\$1,600.00	*Each additional hour over 5	\$25.00
*Investigation Fee	\$1,600.00	Damage Deposit (Cash or Money Corder)	\$300.00
Driveway Inspection Engineer	\$50.00	Funerals	\$50.00
Mobile Food Unit Annual Permit Fee	\$200.00		

**Trunk Area Charge**

Sewer (per acre)	\$3,000.00
Water (per acre)	\$875.00
Storm Water (per acre)	\$800.00

**Ord Amendmt (exc. Zoning)**

\$500.00

**Fence/Shed Permit**

\$15.00

**Sump Pump Permit**

\$50.00

**Administrative Fines (Per Day)**

Zoning Violation	\$100.00
Harboring a vicious or wild animal	\$50.00
Illegal recreational fire	\$25.00
Use of City parks after hours	\$25.00
Deposit of snow or ice in ROW	\$25.00
Sump pump discharge creating -ice on the street	\$25.00
Hydrant use w/o City approval	\$50.00
Noise violation	\$100.00
Nuisance Ordinance Violation	\$100.00
Permit not obtained for activity	\$100.00
Illegal dumping	\$50.00
Building/plumbing code violation	\$100.00
HVAC/electrical code violation	\$100.00
Non-access to meter -after 2nd notice	\$50.00
Property maintenance violation	\$100.00
Sign ordinance violation	\$100.00
Unfinished construction project	\$100.00
Public property infringement	\$100.00
Fire Code Violation	\$100.00
Rental license violation	\$100.00

**Development Fees**

Annexation	100% costs
*Unimproved Land (per acre)	\$250.00
*Improved land (whichever is greater)	
**\$300 or 5 x taxes collected by the Township on the property in the year of annexation	
Administrative Fees (% of construction)	1%
Legal Fees (% of construction costs)	1%
AUAR Fee (per acre)	\$500.00

**Building Permit City Fees**

Landscape Escrow	\$1,500.00
Erosion Control Fee	\$125.00
Assessor Fee	\$50.00

**Liquor Licenses**

On-Sale	\$3,900.00	\$4,000.00
Off-Sale	\$100.00	\$200.00
Sunday		\$200.00
Club		\$100.00
Special 3-Day On-Sale		\$25.00
Wine/Strong Beer		\$700.00
3.2 Liquor/Beer - On-Sale		\$100.00
*Off-Sale or Temporary		\$5.00
Set-Up License		\$300.00
Violations - 1st violation over a 3-year period		\$200.00
*2nd violation over a 3-year period		\$500.00
(Proof of Training for liquor sales required)		
*3rd violation over a 3-year period		\$1,000.00
(Loss of license for 1 monthl proof of training in liquor sales required)		
*4th violation over a 3-yr period	LICENSE REVOCATION	

**Planning & Zoning**

Type I		\$400.00
	plus initial escrow	\$5,000.00
Type II		\$650.00
	plus initial escrow	\$10,000.00

**Type I Applications**

*Minor Subdivision (2 lots or less)
*Rezoning
*Residential VUP/IUP/Variance
*Right Of Way or Easement Vacation
*Simple Concept Plan, Zoning Text Amendment, or Site Plan Review
*Zoning Determination Appeal

**Type II Applications**

*Preliminary and Final Plat ( plus \$250.00 per lot)	
*Planned Unit Development	
*Commercial CUP/IUP/Variance	
*Complex Concept Plan, Zoning Text Amendment, or Site Plan Review	
Street/Alley Vacation (plus legal fees)	\$500.00
Park Dedication Fee - 10% land and/or	
*Residential (per unit)	\$1,600.00
*Commercial (per acre)	\$3,000.00
*Industrial (per acre)	\$2,000.00
Appeal - Zoning Admin Determination	\$100.00



## Engineer Review Fee

Value of \$499,999.00 or less	\$125.00
Value of \$500,000.00 or more	\$150.00
Grading Escrow	\$1,500.00
Driveway Escrow (ind contr only)	\$2,500.00
Building Permit Fee Schedule	see attached

**Parking Pad Permit (RV/Vehicle)**

Engineer Review of Permit	\$50.00
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**CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA**

**RESOLUTION NO. 2022-04**

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 2022-01 AN  
ORDINANCE SETTING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES**

WHEREAS, The City Council of the City of Montrose has determined the publication of the title and a summary of "Ordinance 2022-01 AN ORDINANCE SETTING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES", 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 2022-01 AN ORDINANCE SETTING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES" be published with notice that a printed copy of Ordinance 2022-01 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 January 10, 2022 the Montrose City Council approved the reading of Ordinance 2022-01 "AN ORDINANCE SETTING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES".

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 2022-01 shall be in full force and effect from and after the date of its passage (January 10, 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 10<sup>th</sup> day of January, 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



# PROCLAMATION

**WHEREAS:** all children in the City of Montrose should have access to the highest-quality education possible; and,

**WHEREAS:** the City of Montrose recognizes the important role that an effective education plays in preparing all students in the Montrose Community to be successful adults; and,

**WHEREAS:** quality education is critically important to the economic vitality of the Montrose Community; and,

**WHEREAS:** the City of Montrose is home to a multitude of high-quality public and nonpublic schools from which parents can choose for their children, in addition to families who educate their children in the home; and,

**WHEREAS:** educational variety not only helps to diversify our economy; but, also enhances the vibrancy of our Community; and,

**WHEREAS:** the City of Montrose has high-quality teaching professionals in all types of school settings who are committed to educating our children; and,

**WHEREAS:** School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

**NOW, THEREFORE,** the Montrose City Council does hereby recognize January 23, 2022 through January 29, 2022 as Montrose School Choice Week, and call this observance to the attention of all of our citizens.

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Robert W. Moynagh III  
Mayor

**ATTEST:**

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Jessica Bonniwell  
City Administrator