CITY COUNCIL AGENDA
REGULAR MEETING

Monday, November 14, 2022
7:00 P.M.

The City of Montrose is committed to maintaining a safe, welcoming, family-friendly community, with affordable housing, where parents can raise their families; to ensuring our skilled, motivated employees provide high quality public services at a value; to sound stewardship and fiscal responsibility to ensure our city remains strong and prosperous, both now and into the future; to nurturing business-friendly partnerships to promote economic development and local jobs; to thoughtfully address community needs and plan for growth, innovation and sustainable development; and to ethical leadership that is responsive and accountable to our citizens.

Montrose Community Center
200 Center Avenue South
Montrose, Minnesota 55363

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **INVOCATION**

   A. Ms. Therese Marszalek, MA Div. – Buffalo Covenant Church

4. **PLEDGE OF ALLEGIANCE**

5. **APPROVAL OF AGENDA**

6. **APPROVAL OF CONSENT AGENDA**

   A. Minutes
      1. October 10, 2022 Regular City Council Meeting – prepared by J. Bonniwell
      2. October 24, 2022 Special City Council Meeting – prepared by J. Bonniwell

   B. Accounts Payable
      1. City, November 14, 2022 – prepared by M. Sommerfeld
      2. Fire Department, November 14, 2022 – prepared by M. Sommerfeld

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

   D. Year 2023 Liquor Licenses

1. Approve the Year 2023 Liquor Licenses

E. Wright County Assessment Agreement

F. Schedule City Council Year 2023 Budget Workshop – Monday, November 28, 2022 to be held at 4:00 p.m. in the Conference Room at City Hall to review the proposed year 2023 Final Budget and Levy

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

7. WRIGHT COUNTY SHERIFF'S OFFICE

A. October, 2022 Monthly Report and Hours Report

8. REQUEST FOR COUNCIL ACTION

A. Mr. Scott Loebrick – 519 1st Street North

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

A. City Council
1. Monthly Activity Report

B. Montrose Fire Department
1. October, 2022 Activity Report

C. Economic Development Authority
1. October 18, 2022 Economic Development Authority Meeting Minutes

D. Planning and Zoning
1. October 12, 2022 Planning and Zoning Commission Meeting Minutes
2. Creekside Hollow Preliminary Plat
3. Tree Preservation and Replacement Ordinance Amendments
    1. Ordinance 2022-08: An Ordinance Amendment to Chapters 1107.14 and 1110.04 of the Subdivision Ordinance; and 1020-4 of the Zoning Ordinance of the City of Montrose, Related to Tree Preservation and Replacement
    2. Resolution 2022-31: A Resolution Authorizing Summary Publication of Ordinance 2022-08: An Ordinance Amendment to Chapters 1107.14 and 1110.04 of the Subdivision Ordinance; and 1020-4 of the Zoning Ordinance of the City of Montrose, Related to Tree Preservation and Replacement

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

F. City Engineer
1. 2021 Downtown Improvement Project Phase I – Pay Application No. 8
2. 2021 Downtown Improvement Project Phase II – Pay Application No. 6
3. Wellhead Protection Plan
4. Pheasant Hills Backyard Drainage Quotes

5. Updates from City Engineer

G. Public Works
1. Updates

10. OLD BUSINESS

A. Refuse and Recycling RFP Update

11. NEW BUSINESS

A. Rate Study Quote from Abdo

B. Regional Safety Group – Interim Agreement

12. OPEN FORUM

13. UPCOMING MEETINGS

A. Economic Development Authority Meeting – Tuesday, November 15, 2022 - CANCELLED

B. City Council Budget Workshop – Monday, November 28, 2022 at 4:00 p.m. in the Montrose City Hall Conference Room

C. Park and Recreation Meeting – Thursday, December 8, 2022 at 6:30 p.m. in the Montrose City Hall Conference Room

D. Regular City Council Meeting – Monday, December 12, 2022 at 7:00 p.m. at the Montrose Community Center

E. Planning and Zoning Commission – Wednesday, December 14, 2022 at 7:00 p.m. at the Montrose Community Center

F. Economic Development Authority Meeting – Tuesday, December 20, 2022 at 12:00 p.m. in the Montrose City Hall Conference Room

14. ACKNOWLEDGEMENTS

15. ADJOURNMENT

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

1. CALL TO ORDER

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

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

2. ROLL CALL

Present:	Mayor Robert W. Moynagh III Council Member Sam Solarz Council Member David Paradeise Council Member Nicole Andreoff Student Liaison Avery Hausladen
Absent:	Council Member Tom Marszalek
Staff Present:	Ms. Jessica Bonniwell, City Administrator Mr. Dan Remer, Public Works Director Mr. Michael Sommerfeld, City Clerk/Treasurer Mr. Jared Voge, City Engineer

3. INVOCATION

A. Pastor Mark Schlasner from United Methodist Church gave the Invocation.

4. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was taken.

5. APPROVAL OF THE AGENDA

A. Approval of the Agenda

Council Member Solarz motioned to approve the October 10, 2022 City Council Agenda as presented. Council Member Paradeise seconded the motion. Motion carried 4-0.

6. APPROVAL OF THE CONSENT AGENDA

A. Minutes

1. Accepted the minutes of the September 12, 2022 City Council Workshop
2. Accepted the minutes of the September 12, 2022 Regular City Council Meeting
3. Accepted the minutes of the September 19, 2022 Special City Council Meeting

B. Accounts Payable

1. Approved the October 10, 2022 Accounts Payable for the City of Montrose

2. Approved the October 10, 2022 Accounts Payable for the Montrose Fire Department

C. Approved the Monthly Utility Adjustments for September 2022

D. Approved Scheduling a Special City Council Workshop for Monday, October 24, 2022 at 4:00 p.m. at Montrose City Hall Conference Room

E. Approved Cancelling the City Council Workshop Scheduled for October 31, 2022 at 4:00 p.m. at Montrose City Hall Conference Room

Council Member Andreoff motioned to approve the October 10, 2022 Consent Agenda as presented. Council Member Solarz seconded the motion. Motion carried 4-0.

7. WRIGHT COUNTY SHERIFF'S OFFICE

A. September, 2022 Monthly Report presented in packet.

8. SCHOOL BOARD CANDIDATES

A. Buffalo School Board Candidates Tim Zbaracki and Angie Greig gave their campaign speeches for City Council and audience.

9. REQUEST FOR COUNCIL ACTION

A. Ms. Angie Cuff and Mr. Shawn Cuff – 821 Cole Avenue

Ms. Cuff stated that she recently had her water shut off by the city because their irrigation water meter had not been reading. Ms. Cuff claimed they had no notice from the city regarding their water being shut off or the faulty meter. Ms. Cuff stated they always pay their bill each month with the auto pay system and were not aware they were not being charged correctly for their 2nd (irrigation) water meter. Ms. Cuff stated after the water was shut off and they were aware of the situation, they were informed that over 400,000 gallons of water had been used through the meter over the past several years and received a bill for over $3,000 for this oversight. Ms. Cuff claims the city should have done a better job trying to get a hold of them years ago about this issue so it could have been resolved before it became such a huge problem. Ms. Cuff stated it is not fair to be charged at the Tier 3 price for all the gallons used over many years since their monthly usage would typically not push them into the Tier 3 price range for usage over 12,000 gallons in any given month. Ms. Cuff also stated that she did not think it was fair to charge not only Tier 3 prices, but 2022 Tier 3 prices, when much of this water usage happened over the years since 2013. Ms. Cuff stated that the city did not handle this situation correctly and they should have been informed of the situation years ago and it should have been taken care of a long time ago. Ms. Cuff stated that the city should take responsibility for the broken meter and forgive all charges for the water usage. Mayor Moynagh stated that he was apologetic for the stress caused to her by this situation and that this should have been dealt with a lot earlier, but previous administration did not address the issue. Mayor Moynagh asked Mr. Remer how they were able to read the meter and ensure it was accurate. Mr. Remer stated that once the meter was hooked back up after not even being connected, it read the usage that had gone through the meter since the last time it was read. Mr. Remer stated that both meters from the home were then removed and manually read to determine the reading for billing. Mayor Moynagh stated that Council has been given proof of the city staff trying to contact the Cuffs regarding this matter and emails, letters, and certified letters have not been responded to so it is incorrect to say they were not contacted regarding this matter. Mayor Moynagh stated that yes, the city should have done a better job a long time

ago dealing with this, but we are dealing with it now and moving forward. Mayor Moynagh stated that he had Ms. Gerard pull prices from fee schedules back to 2016 that they could find to see how much the bill would be reduced if they were charged Tier 2 prices from previous years. Mayor Moynagh suggested charging the Cuffs Tier 2 prices for the total amount of water averaged out back to 2013 and using the respective years Tier 2 prices. Council Member Andreoff echoed Mayor Moynagh's statement that he believes they did use that water, but that it would not be right to charge 2022 Tier 3 prices for all water used. Council Member Solarz stated that he believes both the city and resident are at fault for this and a compromise needs to be reached that is acceptable to both parties. Council Member Paradeise stated that the city is responsible for not getting this situation resolved back in 2013 and asked if there was a way to figure out what the rates were back in 2013. Ms. Bonniwell stated that staff has fee schedule records back to 2013 and will be able to find those rates in old files. Council Member Paradeise stated that he would like to see staff look back at rates, create a payment arrangement and waive late fees until the balance is paid. Council Member Paradeise stated that he would like staff to put together an invoice with the rates broken down by year and the water averaged over the nine years. Council Member Paradeise stated that he thinks as a concession and to take ownership of the situation, the Cuffs should be charged Tier 1 prices for the water used back to 2013. Ms. Cuff stated that she agreed with this arrangement.

Council Member Solarz motioned to charge Tier 1 prices for all the water used split into an average amount of water per year back to 2013 using the respective Tier 1 prices from each year and to waive all late fees until the balance is paid off. Council Member Andreoff seconded the motion. Motion carried 4-0.

10. 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. September, 2022 Activity Report

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

2. Emergency Management – COVID ARP Funds: Approval for Generator Purchase

Mr. Triplett stated that he received two quotes for a new generator for emergency management, and is recommending the quote for $39,897.90 for a 48-Kilowatt generator from Midwest Electric & Generator, Inc. utilizing a portion of the ARP funds.

Mayor Moynagh motioned to approve the 48-kilowatt generator from Midwest Electric & Generator, Inc. for $39,897.90 utilizing the COVID ARP Funds. Council Member Solarz seconded the motion. Motion carried 4-0.

3. New Members
    1. Accept Jennifer Brenny as a new Firefighter effective 09/20/2022

Council Member Andreoff motioned to accept Jennifer Brenny as a new Firefighter effective as of 09/20/2022. Council Member Solarz seconded the motion. Motion

carried 4-0.

2. Accept Michael Sommerfeld as part-time Firefighter effective 09/06/2022 – City Employee to respond to daytime calls

Mayor Moynagh motioned to accept Michael Sommerfeld as a part-time Firefighter effective 09/06/2022. Council Member Solarz seconded the motion. Motion carried 4-0.

4. Fire Prevention 2022 NFPA Theme for 2022 – "Fire won't wait, plan your escape"

Fire Chief Triplett stated that this week is Fire Prevention Awareness week and the Fire Department would be doing activities with the local school children throughout the week to help raise awareness of fire safety.

C. Planning and Zoning

1. September 14, 2022 Planning and Zoning Commission Meeting Minutes

Commission Chair Smallwood stated that during the September 14th meeting, the commission discussed the current tree replacement ordinance as it relates to development. Several developers are having problems replacing trees at the level required in the current ordinance and the planner stated that the ordinance is a bit out of date and a bit too cumbersome. The commission decided to have a Public Hearing which will be held on October 12th at 7:00 p.m. at the Montrose Community Center to discuss a new ordinance and tree replacement requirements.

2. Creekside Hollow Preliminary Plat Extension Request

Ms. Bonniwell stated the developer for Creekside Hollow has submitted a written request to extend their Preliminary Plat approval to December, 2022.

Mayor Moynagh motioned to approve the Creekside Hollow Request to extend their Preliminary Plat approval to the December, 12, 2022 City Council Meeting. Council Member Paradeise seconded the motion. Motion carried 4-0.

D. Park and Recreation

1. August 29, 2022 Park and Recreation Minutes
2. September 19, 2022 Park and Recreation Minutes
3. September 28, 2022 Park and Recreation Minutes

Mr. Isle gave a brief overview of the Park and Recreation meetings from August 29th, September 19th and September 28th. Mr. Isle stated that the Commission has decided to change their meeting date to the second Thursday of each month at 6:30 p.m. Mr. Isle stated that Park and Recreation have also been working to set up an email account that residents can use to contact the Commission. Mr. Isle stated that the Commission will be out on October 27, 2022 driving around town to judge the Halloween Decorating Contest, which will be voted on at the November 10, 2022 Park and Recreation Meeting. Mr. Isle also brought up that one of the local businesses is working with Park and Recreation to find a spot for at least one covered picnic bench that will be built by Carpentry Contractors Corp.

E. City Engineer

1. 2021 Downtown Improvement Project Phase I – Pay Application No. 7 - $619,656.33

Mr. Voge stated that Phase I is approximately 84% complete according to the contract.

Mayor Moynagh motioned to approve the 2021 Downtown Improvement Project Phase I – Pay Application No. 7 for $619,656.33. Council Member Solarz seconded the motion. Motion carried 4-0.

2. 2021 Downtown Improvement Project Phase I – Change Order No. 3 - $7,477.77

Mr. Voge stated that Phase I Change Order No. 3 is for the requested parking area near the Fire Department intended to be parking for Firefighters responding to calls.

Council Member Solarz motioned to approve the 2021 Downtown Improvement Project Phase I – Change Order No. 3 for $7,477.77. Council Member Andreoff seconded the motion. Motion carried 4-0.

3. Water Treatment Plant & Wastewater Treatment Plant – Population Projections

Mr. Voge stated that the engineers, along with the Planner, have been working on getting population projections as part of the planning phase for the Waste Water Treatment Upgrade and the Water Treatment Facility project. Mr. Voge stated he met with city staff to go over the estimate provided by the Planner, which staff and the engineers thought may have been a bit on the low side. Staff is recommending increasing the projection of new homes to 50 per year on average. Mr. Voge stated that this would result in a 2040 population projection of 6,275 and 2050 population projection of 7,525, assuming about 2.5 people per home. Mr. Voge stated that population projections are key for determining the appropriate size water and waste water treatment facilities to construct. Constructing too large a facility results in unused infrastructure needed to be paid for by existing residents and constructing too small of a facility results in needing to complete a plant expansion soon after the initial project and expansion projects are often more costly than the initial construction.

Mayor Moynagh motioned to accept the population projection of 50 homes per year on average with a 2040 population projection of 6,275. Council Member Solarz seconded the motion. Motion carried 4-0.

4. AUAR Update Memo

Mr. Voge stated that the Final Alternative Urban Areawide Review (AUAR) for the City of Montrose was approved on June 15, 2009 with an update adopted on March 12, 2018. Mr. Voge stated that in accordance with the Minnesota Environmental Review Board requirements, the AUAR must be officially updated and re-published for public and agency comment every five years to remain valid. Mr. Voge stated that if the AUAR is not updated and a new development is proposed within the city and requires an environmental review, the AUAR would not meet the environmental review requirements. In addition, the city could not capture the AUAR fee of $500/acre from development to offset the original cost of the AUAR.

Mr. Voge stated that the following tasks, based on guidance published by the EQB for AUAR preparation, would be completed as part of the AUAR update:

TASK ONE – Review and Identify Proposed Development Changes

1. Project kick-off meeting
2. Review AUAR and current Comprehensive Plan

3. Identify any additional studies or regulation updates

TASK TWO – Complete Studies and/or Confirm Previous Assessments

1. Coordinate agency reviews
2. Traffic impact study reviews and assess the need for an updated TIS
3. Water Resources reviews and assessment
4. Other identified studies and assessments

TASK THREE – Develop AUAR Update and Mitigation Plan Revisions

1. Review, evaluate and assess all AUAR sections
2. Document relevant updates and changes
3. Update maps and graphics
4. Coordination Meeting

TASK FOUR – Distribute Finalized AUAR and Mitigation Plan

The document will be sent to the EQB Distribution List as outlines in the EQB guidelines for AUAR Updates. There is a 10-day public comment period for an AUAR Update. The engineers will facilitate the distribution process including the preparation of press releases and notices for publication on behalf of the City of Montrose.

TASK FIVE – Adopt Finalized AUAR and Mitigation Plan

The AUAR will be updated based on public and agency comments received during the 10-day official comment period. The final notice will be published in the EQB and the final document will be provided to the City of Montrose for City Council approval.

Mr. Voge stated that the engineers anticipate minimal Agency and public comments since the Updated AUAR is expected to be generally consistent with the original AUAR and the 2018 update. Also, the engineers do not anticipate the need for additional traffic modeling or a traffic study being necessary. Mr. Voge stated the cost for the update will be around $15,000-$20,000, but if Council decides not to update the AUAR, all other money put into it thus far would be a sunk cost and we would no longer be able to recover costs from developers.

Mayor Moynagh motioned to approve updating the City of Montrose Alternative Urban Areawide Review (AUAR). Council Member Paradeise seconded the motion. Motion carried 4-0.

5. Biosolids Disposal

Mr. Voge stated that in 2020, a project was completed with Fergus Power Pump to remove and dewater biosolids from the sludge storage tank located at the Wastewater Treatment Facility. The biosolids are currently in a dewatering bag located adjacent to the biosolids storage tank.

Mr. Voge stated that in the fall of 2021, pricing for disposal was solicited from Fergus Power Pump, Northern Lines Contracting, and MBE Trucking. The lowest per ton quote was Northern Lines Contractive at $97.50/ton. Mr. Voge stated that quotes were a per ton price and were compared based on an estimated quantity of 600 dry tons of biosolids removal. Mr. Voge stated that after further review of the actual quantity and density of the material this fall by the contractor, the contractor has notified the city that they believe the actual quantity will be closer to 2,000 tons. Mr. Voge stated that the contractor has agreed to uphold their original quote of $97.50/ton, despite a significant increase in diesel prices since the quote was obtained. Mr. Voge stated that based upon the current estimated quantity of 2,000 tons, the disposal costs will be about $195,000. Mr. Voge stated that in October 2021, the City Council approved the quote of $97.50/ton at an estimated cost of $62,000, with actual costs to be based upon actual quantity utilizing weight tickets at the landfill.

Council Member Solarz asked how the estimate of tonnage could have been so incorrect the first time. Mr. Voge stated that the city and contractor were expecting a lot more liquid to drain from the bag, but it ended up being a lot more solid waste and less liquid than they were expecting.

Mr. Voge stated that it is staff's recommendation that the City Council approve proceeding with the biosolids removal at an estimated cost of $195,000 based upon the revised estimated quantity of 2,000 tons, but that actual contract values will be calculated on a per ton basis utilizing landfill records to determine actual tonnage.

Mr. Remer is currently looking into future solutions for the biosolids disposal so it does not get built up for twenty years or more before it is dealt with again.

Mayor Moynagh motioned to approve the Biosolids Disposal at a rate of $92.50 per ton for an estimated 2,000 tons for a total estimated cost of $195,000. Council Member Andreoff seconded the motion. Motion carried 4-0.

6. Updates from City Engineer

Mr. Voge stated that soil boring samples at the Regional Park have been completed and they are currently waiting on the results of those samples. Mr. Voge stated that they are working on obtaining quotes for the Pheasant Hills backyard drainage project that was approved by City Council, but the project will likely not happen until Spring 2023. Mr. Voge stated that work has begun to fix the Forest Creek Trail and the area has been prepped and will be completed soon.

F. Public Works

1. New Public Works Employee – Approval for Hiring

Mr. Remer stated that City Staff including himself, Ms. Bonniwell and Mr. Eischens, interviewed a total of four candidates for the Public Works Operator Position. Mr. Remer stated that none of the candidates had the license qualifications for either the water or wastewater license, nor did the majority have a Commercial Driving License. The staff has decided to recommend Mr. Keegan Hayson to hire as a Public Works Maintenance Worker I since he does not currently have the licenses required for the Operator I position. Mr. Hayson has agreed to obtain all licenses required for the Operator I position within 18 months of his date of hire. Mr. Hayson does have some education and certifications from another state, so he will have to see if he can test faster than would normally be allowed because of his past job experience and education. Mr. Remer stated staff is recommending a rate of $25.00 per hour since he does not meet qualifications for the Operator I position and that rate is for the Maintenance Worker I position.

Council Member Paradeise motioned to approve hiring Keegan Hayson for a rate of $25.00 per hour as a Maintenance Worker I. Council Member Andreoff seconded the motion, motion carried 4-0.

2. Updates

Mr. Remer stated that staff is working with a contractor to fix the road and catch basin issues in Pheasant Hills near the intersection of Ringneck Drive and Quail Drive. The project is currently waiting on concrete and asphalt work to be complete.

11. OLD BUSINESS

No Old Business.

12. NEW BUSINESS

A. Revize Website Upgrade Agreement

Ms. Bonniwell stated that staff has been looking into companies to upgrade our current City Website. After much research, staff is recommending Revize to complete the website upgrade. Staff has distributed information to City Council to review at the company's presentation, which was available for the public at the meeting with handout materials on the table. The total cost of the website upgrade is $10,600 and an annual fee of $2,100. Mayor Moynagh asked Ms. Bonniwell how much the city is currently paying annually to host our current website. Ms. Bonniwell said she would look that up and it is $3,370 per year from GovOffice. So, the city will be saving on the annual hosting, and hopefully have a much more user-friendly website. Ms. Bonniwell stated that she has looked at several other websites done for cities by this company and they are very impressive and streamlined – this company specializes in Government websites. Ms. Bonniwell stated she would be looking for a motion to approve the Revize Agreement, or if Council feels staff needs to keep looking for other options, that could be a possibility as well.

Council Member Solarz motioned to approve the Revize Website Agreement for $10,600. Council Member Paradeise seconded the motion. Motion carried 4-0.

B. Proclamation – Recognizing National First Responders Day

Mayor Moynagh read the Proclamation for Recognizing National First Responders Day on October 28, 2022.

13. OPEN FORUM

No Open Forum Requests

14. UPCOMING MEETINGS

A. Planning and Zoning Commission Meeting with Public Hearing on Tree Preservation and Replacement – Wednesday, October 12 2022 at 7:00 p.m. at the Montrose Community Center

B. Park and Recreation Meeting – Thursday, October 13, 2022 at 6:30 p.m. in the Montrose City Hall Conference Room

C. Economic Development Authority Meeting – Tuesday, October 18, 2022 at 12:00 p.m. in the Montrose City Hall Conference Room

D. City Council Special Meeting – Monday, October 24, 2022 at 4:00 p.m. in the Montrose City Hall Conference Room

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

15. ACKNOWLEDGEMENTS

Mayor Moynagh announced a reminder that the Halloween Decorating Contest Judging will be held on October 27th so make sure residents turn lights on that night. Mayor Moynagh also wanted to offer a heartfelt thank you to the Montrose Fire Department from the family of the car accident victim at one of their recent calls. Mayor Moynagh thanked the Fire Department for everything they do to keep the community safe. Mayor Moynagh

acknowledged city staff and Cristy Gerard for her hard work dealing with a water meter issue with a resident.

Council Member Paradeise acknowledged the two new Firefighters Jennifer Brenny and Michael Sommerfeld for their willingness to serve the community.

16. ADJOURNMENT

Mayor Moynagh motioned to adjourn the Regular City Council Meeting at 8:35 p.m. Council Member Paradeise seconded the motion. Motion carried 4-0.

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Robert W. Moynagh, III Mayor
City of Montrose

ATTEST:

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Jessica Bonniwell
City Administrator
City of Montrose

City of Montrose
Special City Council Meeting
Montrose City Hall
311 Buffalo Avenue South
Monday, October 24, 2022
4:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met for a Special City Council Meeting on Monday, October 24, 2022 at 4:00 p.m.

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

2. PRESENT AT THE MEETING

Present:	Mayor Robert Moynagh III Council Member Nicole Andreoff Council Member Sam Solarz Council Member David Paradeise
Absent:	Council Member Tom Marszalek
Staff Present:	Jessica Bonniwell, City Administrator Stephen Grittman, City Planner Justin Kannas, City Engineer Michael Sommerfeld, City Clerk/Treasurer

3. APPROVAL OF AGENDA

Council Member Andreoff motioned to approve the agenda as presented. Council Member Paradeise seconded the motion. Motion carried 4-0.

4. BUSINESS

a. Creekside Hollow Developer Discussion

The development team for the Creekside Hollow Preliminary Plat joined City Council and staff at the meeting, those present were as follows: Mr. Robert Machacek, Mr. Phil Soby, Mr. John Molinaro, and Mr. Jake Machacek. The developers requested to discuss some issues with their preliminary plat with the City Council before it goes up for approval at a meeting.

The first item discussed by the developer was regarding the required right-of-way (ROW) and possibly allowing a sixty-foot (60') ROW for the collector road as opposed to the eighty-foot (80') ROW required by the city's development standards. The City Engineer stated that he recommended keeping the eighty-foot (80') required ROW as it is the standard required in the city and it is always hard to go back after-the-fact to purchase or obtain ROW from private residents if work needs to be done in the road area. Mr. Grittman stated that the developer would need to obtain a variance in order to change the ROW width which would require another public hearing and proof of hardship reason for requesting a variance.

The second item up for discussion was a question from the developer regarding the required collector street to be built though the development, connecting two developments to Creekside Hollow. Part of this requirement will include a creek crossing, or large culvert to be placed under the road. Mr. Machacek stated the developer would be asking city council for the city to help pay for a portion of that crossing area since he claims it benefits the city more than the developer. Mr. Kannas stated that this road was always going to be required to go through for this particular development in order to connect one side of town to the other. The City Council did not indicate whether or not the city would be willing or able to pay for part of the culvert crossing and they would look into this issue.

The third item brought forth for discussion by the developer was the phasing plan for the development: how the creek crossing would be handled; when during development it would be required to be installed in order for the roads to be connected through the development. City staff have recommended having the connector road installed as part of a first phase, or at the very least by the second of three phases. Mr. Kannas suggested having a surety amount required as part of the developer agreement so the city would still be able to pay for the road connection even if the development does not get finished.

The developer stated they were going to make some changes and hope to get those done to attend either the November or December City Council meeting to seek approval for their preliminary plat.

b. LGI Petition for Annexation Discussion with Developer

The developer, LGI, is requesting to annex two parcels into the City of Montrose for future development. The parcel ID numbers are: 220000023300 and 220000113200. These annexations are being requested in order to complete a large development of more than 600 homes south of Highway 12 between State Highway 25 and County Road 110. City Council and staff stated that they would likely approve the annexation of the northernmost PID of 220000023300, but have concerns about PID 220000113200 due to the gravel road that borders the southernmost part of the parcel. Currently, this road is being maintained by Woodland Township and per the Orderly Annexation Agreement between the City of Montrose and Woodland Township, the city would then have to take over ownership and maintenance of the road at 80th St SW. Public Works staff is concerned about the maintenance of this since the city does not currently maintain any other gravel roads within town and does not have the equipment to do so. Staff agreed to look into how much it would cost for the city to maintain, or to see if the township would be open to negotiating a rate for them to retain maintenance of the road.

c. Resolution 2022-30 – Resolution Allowing the Assessment of Unpaid Utilities and Garbage Charges to the 2023 Taxes

Mayor Moynagh stated that he wanted to make sure people were aware that these assessments are the typical yearly assessments for unpaid utility bills and garbage service bills and does not have anything to do with the road construction project. Assessments for the road project will be addressed in 2023 and whether or not the city will assess for the road and infrastructure project.

Mayor Moynagh motioned to approve Resolution 2022-30 – Resolution Allowing the Assessment of Unpaid Utilities and Garbage Charges to the 2023 Taxes. Council Member Solarz seconded the motion. Motion carried 4-0.

5. ADJOURNMENT

Council Member Solarz motioned to adjourn the Special City Council Meeting at 6:15 p.m. Council Member Paradeise seconded the motion. Motion carried 4-0.

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Robert Moynagh III
Mayor
City of Montrose

ATTEST:

_____

Jessica Bonniwell
City Administrator
City of Montrose

ACCOUNTS PAYABLE LIST

November 14, 2022

Payroll	10/17/22 Payroll	15753.19
Payroll	10/31/22 Payroll	15920.61
IRS-Federal Tax Payment	10/17/22 FED/FICA Tax	5217.82
IRS-Federal Tax Payment	10/31/22 FED/FICA Tax	5195.95
MN Dept. of Revenue	10/17/22 State Withholding	1005.92
MN Dept. of Revenue	10/31/22 State Withholding	1006.89
PERA	10/17/22 Payroll	3074.22
PERA	10/31/22 Payroll	2998.92
*Ameritas Life Ins.	Employee Optical Ins.	49.40
MN Dept. of Revenue	October Sales Tax	79.00
*AFSCME #65	October Union Dues	117.30
Aramark	Uniforms/Floor Mats	213.82
*Bolton & Menk	Engineering Services	3000.00
Boy Scout Troop #312	Promotional Event	400.00
Cardmember Services	Park Signs	140.58
Cardmember Services	Training	30.00
Cardmember Services	Parks Dog Waste Bags	324.04
Cardmember Services	Dumped Trash Removal	114.79
Centra Sota Coop.	Fuel Oil	1564.20
*Citizens State Bank	October H.S.A. Deposit	750.00
*Colonial Life Ins.	October Employee Ins.	19.56
CR Electric	Streets/Parks Lighting	5126.40
Delta Dental	November Dental Insurance	438.30
Grainger	WWTP Exhaust Fan	169.17
Hawkins	Water Treatment Chemicals	50.00
Hillyard	PW/Parks Cleaning Mats.	394.96
Kuechle Underground	Dwtn. Proj. Phase 1, App. 7	619656.33
Lincoln Nat'l Life Ins.	November Life Ins.	153.68
Macqueen Equipment	Streetsweeper Parts	416.62
*Madison Nat'l Life	Nov. Disability Ins.	372.37
Marco Tech.	Printer Maint. Contract Ann.	1580.64
Menards	PW/Parks/WW Tools & Supplies	297.14
*Metro West Insp. Svcs.	September Finaled Permits	7568.79
Mini Biff	Parks, WWTP Sani. Rentals	686.46
MN Dept. of Labor and Ind.	Surcharge Report	33.38
MVTL Laboratories	Water Testing	74.93
MVTL Laboratories	WWTP Testing	468.59
My Alarm Center	Annual Alarm Contract	147.38
Paumen Computer Services	Monthly IT/Backup & Support	855.00
Paumen Computer Services	Training	207.00

November 14, 2022
Page 2

*RC Grading & Excavating	Water Line Repair	3254.00
Revize	Website Overhaul	10600.00
Steiner Auto Parts	PW Vehicle Maint. Supp.	646.00
Stumpf Acoustics	Comm. Ctr. Kitchen Ceiling	1500.00
US Internet	Email Hosting	176.93
USA BlueBook	WWTP Supplies	796.71
Varner Mobile Services	DOT Inspection/Maint.	2543.69
Water Conservation Serv.	Leak Locate	587.50
Wex Bank	PW,Str,Sew,WW Vehicle Fuel	1011.44
Windstream	Telephone Service	130.44
Wright-Hennepin Co-op	Electrical Services	284.48
Xcel Energy	Electric/Gas Charges	3616.31
Ziegler CAT	Water/WWTP Generator Maint.	4480.80
Perkins, Sean	Utility Overpayment	103.92
	ACCOUNTS PAYABLE SUBTOTAL	**725405.57**

ABM Equipment	Jetter Repair	6748.99
Adam's Pest Control	CH Pest Control	80.53
Aramark	Uniforms/Floor Mats	213.82
Badger Meter	Oct. Hosting/Annual Contract	1662.03
*Bolton & Menk	Engineering Services	3512.50
Braun InterTec	D.I. Proj. Envir. Engineer.	4377.00
Comcast	Internet Service	543.49
Delano True Value	PW Supplies	17.73
Gopher State One Call	Water/Sewer Locates	75.60
Grainger	Water/WWTP Heater Parts	535.36
Henry Jr., Roy	Clothing Allowance - Boots	20.01
*IUOE Local #49	November Union Dues	175.00
IUOE Local #49 CPF	October HRA	1000.00
IUOE Local #49 FBF	December Health,Dental	6725.00
Jenson, Marie	October CH/CC Cleaning	685.00
Klatt True Value	PW Supplies	6.48
*Milhausen Auto Repair	PW Vehicle Accident Repair	3914.69
MN Computer Systems	Copier Maint. Agreement	289.49
Muddy Feet Lawn Service	October Parks Mowing	12718.34
MVTL Labs	Water Testing	74.93
MVTL Labs	WWTP Testing	295.60
MVTL Labs	WWTP Sludge Analysis	579.59
Nuso (NEC Cloud Comm.)	Telephone Service	185.65
*NW Assoc. Consultants	Planners Services	3563.00
Petty Cash Reimbursement	Election Supplies/Meals	74.33

Petty Cash Reimbursement	Shop/Veh. Supplies	47.21
Petty Cash Reimbursement	Water Sample Postage	20.65
Riteway Business Forms	Office Supplies Checks	235.40
Steiner Auto Parts	PW Veh. Parts	222.97
Total Printing Services	Ofc. Supplies Receipt Books	195.00
U.C. Laboratory	WW Testing	144.00
US Internet	Email Hosting	165.13
Verizon	Cellphones/Tablets	600.43
Walmart	WW/CH Office Supplies	74.75
Windstream	Telephone Service	130.44
Wright Co. Finance Dept.	November Patrol Svcs.	25610.83
*Wright Co. Journal Press	Election/Testing Notices	54.25
Wright County Recorder	Easement Recording	46.00
Wright Co. Treasurer	September Fines	774.91
Xcel Energy	Electric/Gas Charges	101.39
	TOTAL ACCOUNTS PAYABLE	**801903.09**

MOYNAGH **BONNIWELL** **MARSZALEK**

ANDREOFF **SOLARZ** **PARADEISE**

*** Appendix**

Payments received to offset checks written

Payroll Deduction	October EE Ins.	19.56
Payroll Deduction	October H.S.A. Deposit	650.00
Payroll Deduction	Sep. Optical Ins.	49.40
Payroll Deduction	Nov. Disability Ins.	372.37
Developer Expense	Planners Services	840.40
Homeowner Expense	RC Grading & Excavating	3254.00
Insurance Payment	LMCIT for Veh. Accident	3414.69
Utility Overpayment	Perkins, Sean	103.92

FIRE DEPARTMENT
ACCOUNTS PAYABLE LIST

November 14, 2022

Cardmember Services	Recruitment Signs	115.75
Xcel Energy	Electric/Gas Utilities	168.57
Wex Bank	Vehicle Fuel	215.30
	ACCOUNTS PAYABLE SUBTOTAL	**499.62**
Comcast	Internet Service	97.85
Custom. Fire Rescue Trg.	Asbestos Insp. 230 3rd St.	600.00
M&M Express	Small Engine Fuel	70.89
Marketon, Thomas	Chiefs Conference Mileage	230.00
Menards	Water	69.60
Midwest Electric & Generator	Generator Initial Pymt. ARP	18000.00
MN State FD Association	2023 Membership Dues	175.00
Municipal Emergency Svcs.	Small Tools/Equipment	230.30
Stoll, Kelly	Chiefs Conference Mileage	230.00
Sync. Amazon	T-12 Parts	13.50
Triplett, Kevin	Chiefs Conference Mileage	230.00
Verizon	FD iPad	40.01
Wright Co. Public Health	Immunizations	1285.00
	TOTAL ACCOUNTS PAYABLE	**21771.77**

MOYNAGH	**BONNIWELL**	**MARSZALEK**
ANDREOFF	**SOLARZ**	**PARADEISE**

CITY OF MONTROSE
Monthly Adjustments

Account	Tran Type	Charge Name	Charge Type	Amount	Date
00-00001251-01-	Adjustment	Garbage Tax	Surcharge	($0.83)	10/12/2022
02-00001107-00-	Adjustment	Annual State Wa	Service	($0.51)	10/11/2022
00-00001256-02-	Adjustment	R Water	Service	($2.69)	10/12/2022
00-00001814-04-	Adjustment	Storm Water	Service	($0.15)	10/12/2022
00-00001814-04-	Adjustment	WWTP	Service	($1.41)	10/12/2022
00-00001814-04-	Adjustment	Sewer Collection	Service	($1.40)	10/12/2022
00-00001814-04-	Adjustment	R Water	Service	($1.50)	10/12/2022
00-00001256-02-	Adjustment	WWTP	Service	($2.77)	10/12/2022
00-00003110-07-	Adjustment	R Water	Service	($29.17)	10/13/2022
00-00001256-02-	Adjustment	Storm Water	Service	($1.05)	10/12/2022
00-00001251-01-	Adjustment	Storm Water	Service	($2.25)	10/12/2022
02-00001110-00-	Adjustment	Water-Comm	Service	($4.36)	10/11/2022
02-00001107-00-	Adjustment	Water-Comm	Service	($11.79)	10/11/2022
02-00001107-00-	Adjustment	Storm Water	Service	($0.79)	10/11/2022
02-00001107-00-	Adjustment	Sewer-Comm	Service	($0.55)	10/11/2022
00-00003130-00-	Adjustment	Storm Water	Service	($0.45)	10/12/2022
00-00002580-01-	Adjustment	R Water	Service	($96.39)	10/13/2022
01-00001042-01-	Adjustment	WWTP	Service	($6.05)	10/12/2022
01-00001258-02-	Adjustment	R Water	Service	($2.40)	10/3/2022
00-00003130-00-	Adjustment	Sewer Collection	Service	($2.09)	10/12/2022
00-00003130-00-	Adjustment	R Water	Service	($2.28)	10/12/2022
00-00002029-04-	Adjustment	Storm Water	Service	($0.17)	10/12/2022
00-00002029-04-	Adjustment	WWTP	Service	($0.20)	10/12/2022
00-00002029-04-	Adjustment	Sewer Collection	Service	($0.15)	10/12/2022
00-00001256-02-	Adjustment	Sewer Collection	Service	($2.35)	10/12/2022
01-00001042-01-	Adjustment	Storm Water	Service	($5.00)	10/12/2022
02-00001107-00-	Adjustment	WWTP-Comm	Service	($0.61)	10/11/2022
01-00001042-01-	Adjustment	Sewer Collection	Service	($4.50)	10/12/2022
01-00001042-01-	Adjustment	R Water	Service	($5.10)	10/12/2022
00-00001026-00-	Adjustment	Storm Water	Service	($5.00)	10/12/2022
00-00001026-00-	Adjustment	WWTP	Service	($6.13)	10/12/2022
00-00001026-00-	Adjustment	Sewer Collection	Service	($4.58)	10/12/2022
00-00001026-00-	Adjustment	R Water	Service	($5.19)	10/12/2022
00-00002029-04-	Adjustment	Combo Water	Service	($0.17)	10/12/2022
02-00001074-00-	Adjustment	WWTP-Comm	Service	($0.38)	10/5/2022
02-00001107-00-	Adjustment	Water-Comm	Service	($0.60)	10/11/2022
02-00001237-00-	Adjustment	Storm Water	Service	($2.36)	10/5/2022
02-00001237-00-	Adjustment	Annual State Wa	Service	($0.51)	10/5/2022
02-00001237-00-	Adjustment	WWTP-Comm	Service	($0.76)	10/5/2022
02-00001237-00-	Adjustment	Sewer-Comm	Service	($0.70)	10/5/2022
02-00001237-00-	Adjustment	Water-Comm	Service	($0.75)	10/5/2022
02-00001213-00-	Adjustment	Sewer-Comm	Service	($0.49)	10/5/2022
02-00001074-00-	Adjustment	Annual State Wa	Service	($0.51)	10/5/2022
02-00001213-00-	Adjustment	WWTP-Comm	Service	($0.56)	10/5/2022
02-00001074-00-	Adjustment	Sewer-Comm	Service	($0.30)	10/5/2022
02-00001074-00-	Adjustment	Water-Comm	Service	($0.33)	10/5/2022
01-00001258-02-	Adjustment	Storm Water	Service	($0.45)	10/3/2022
01-00001258-02-	Adjustment	Annual State Wa	Service	($0.11)	10/3/2022
01-00001258-02-	Adjustment	WWTP	Service	($2.25)	10/3/2022
01-00001258-02-	Adjustment	Sewer Collection	Service	($2.19)	10/3/2022
02-00001074-00-	Adjustment	Storm Water	Service	($0.79)	10/5/2022
02-00001081-01-	Adjustment	WWTP-Comm	Service	($4.63)	10/6/2022
02-00001107-00-	Adjustment	Sewer-Comm	Service	($0.58)	10/11/2022
02-00001107-00-	Adjustment	Water-Comm	Service	($0.63)	10/11/2022

November 1st, 2022

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Account	Tran Type	Charge Name	Charge Type	Amount	Date
01-00006055-00-	Adjustment	Storm Water	Service	($0.25)	10/11/2022
01-00006055-00-	Adjustment	WWTP	Service	($2.58)	10/11/2022
01-00006055-00-	Adjustment	Sewer Collection	Service	($2.62)	10/11/2022
01-00006055-00-	Adjustment	R Water	Service	($2.94)	10/11/2022
02-00001213-00-	Adjustment	Water-Comm	Service	($0.54)	10/5/2022
02-00001081-01-	Adjustment	Annual State Wa	Service	($0.51)	10/6/2022
00-00006020-01-	Adjustment	R Water	Service	($5.97)	10/12/2022
02-00001081-01-	Adjustment	Sewer-Comm	Service	($4.48)	10/6/2022
02-00001081-01-	Adjustment	Water-Comm	Service	($4.77)	10/6/2022
02-00001213-00-	Adjustment	Water-Comm	Service	($2.30)	10/5/2022
02-00001213-00-	Adjustment	Water-Comm	Service	($0.54)	10/5/2022
02-00001213-00-	Adjustment	Storm Water	Service	($0.79)	10/5/2022
02-00001213-00-	Adjustment	Annual State Wa	Service	($0.51)	10/5/2022
02-00001081-01-	Adjustment	Storm Water	Service	($0.79)	10/6/2022
02-00001081-01-	Adjustment	Sewer-Comm	Service	($2.62)	10/24/2022
02-00001427-00-	Adjustment	Storm Water	Service	($1.50)	10/25/2022
02-00001213-00-	Adjustment	WWTP-Comm	Service	($0.81)	10/25/2022
02-00001213-00-	Adjustment	Sewer-Comm	Service	($0.75)	10/25/2022
02-00001213-00-	Adjustment	Water-Comm	Service	($0.79)	10/25/2022
02-00001081-01-	Adjustment	Water-Comm	Service	($0.21)	10/24/2022
02-00001081-01-	Adjustment	Annual State Wa	Service	($0.11)	10/24/2022
02-00001213-00-	Adjustment	Storm Water	Service	($0.84)	10/25/2022
02-00001081-01-	Adjustment	WWTP-Comm	Service	($2.65)	10/24/2022
02-00001213-00-	Adjustment	Water-Comm	Service	($0.06)	10/25/2022
02-00001081-01-	Adjustment	Water-Comm	Service	($2.77)	10/24/2022
01-00005043-00-	Adjustment	Storm Water	Service	($0.76)	10/24/2022
01-00005043-00-	Adjustment	WWTP	Service	($3.76)	10/24/2022
01-00005043-00-	Adjustment	Sewer Collection	Service	($3.66)	10/24/2022
01-00005043-00-	Adjustment	Combo Water	Service	($296.44)	10/24/2022
00-00003130-00-	Adjustment	WWTP	Service	($2.22)	10/12/2022
02-00001081-01-	Adjustment	Storm Water	Service	($0.34)	10/24/2022
00-00001848-02-	Adjustment	R Water	Service	($8.71)	10/26/2022
00-00001931-01-	Adjustment	Storm Water	Service	($6.00)	10/26/2022
00-00001931-01-	Adjustment	WWTP	Service	($56.34)	10/26/2022
00-00001931-01-	Adjustment	Sewer Collection	Service	($56.91)	10/26/2022
00-00001931-01-	Adjustment	R Water	Service	($63.49)	10/26/2022
00-00001848-02-	Adjustment	Hang Disconnect N	Service	($25.00)	10/26/2022
00-00001848-02-	Adjustment	Storm Water	Service	($5.55)	10/26/2022
02-00001213-00-	Adjustment	Annual State Wa	Service	($0.28)	10/25/2022
00-00001848-02-	Adjustment	Sewer Collection	Service	($7.18)	10/26/2022
02-00001427-00-	Adjustment	WWTP-Comm	Service	($0.34)	10/25/2022
00-00002580-01-	Adjustment		UR	($96.39)	10/26/2022
02-00001237-00-	Adjustment	Storm Water	Service	($0.39)	10/25/2022
02-00001237-00-	Adjustment	Annual State Wa	Service	($0.04)	10/25/2022
02-00001237-00-	Adjustment	WWTP-Comm	Service	($0.16)	10/25/2022
02-00001237-00-	Adjustment	Sewer-Comm	Service	($0.15)	10/25/2022
02-00001237-00-	Adjustment	Water-Comm	Service	($0.16)	10/25/2022
00-00001848-02-	Adjustment	WWTP	Service	($9.67)	10/26/2022
00-00006020-01-	Adjustment	Annual State Wa	Service	($0.03)	10/12/2022
02-00001427-00-	Adjustment	Water-Comm	Service	($0.01)	10/25/2022
00-00001128-01-	Adjustment	WWTP	Service	($97.18)	10/12/2022
00-00001128-01-	Adjustment	Sewer Collection	Service	($0.93)	10/12/2022
00-00001128-01-	Adjustment	Sewer Collection	Service	($95.47)	10/12/2022
00-00001128-01-	Adjustment	R Water	Service	($1.02)	10/12/2022
00-00001128-01-	Adjustment	R Water	Service	($103.46)	10/12/2022

Account	Tran Type	Charge Name	Charge Type	Amount	Date
00-00001128-01-	Adjustment	Storm Water	Service	($12.25)	10/12/2022
00-00006020-01-	Adjustment	Storm Water	Service	($0.68)	10/12/2022
00-00001128-01-	Adjustment	Storm Water	Service	($0.19)	10/12/2022
00-00006020-01-	Adjustment	Annual State Wa	Service	($0.66)	10/12/2022
00-00006020-01-	Adjustment	WWTP	Service	($0.14)	10/12/2022
00-00006020-01-	Adjustment	WWTP	Service	($5.41)	10/12/2022
00-00006020-01-	Adjustment	Sewer Collection	Service	($0.14)	10/12/2022
00-00006020-01-	Adjustment	Sewer Collection	Service	($5.43)	10/12/2022
00-00006020-01-	Adjustment	R Water	Service	($0.16)	10/12/2022
00-00006020-01-	Adjustment	Storm Water	Service	($0.02)	10/12/2022
01-00001939-00-	Adjustment	Hang Disconnect N	Service	$25.00	10/20/2022
02-00001427-00-	Adjustment	Sewer-Comm	Service	($0.26)	10/25/2022
02-00001427-00-	Adjustment	Water-Comm	Service	($0.29)	10/25/2022
02-00001216-00-	Adjustment	Water-Comm	Service	($0.03)	10/25/2022
02-00001216-00-	Adjustment	Storm Water	Service	($0.67)	10/25/2022
02-00001216-00-	Adjustment	Annual State Wa	Service	($0.23)	10/25/2022
02-00001216-00-	Adjustment	WWTP-Comm	Service	($0.43)	10/25/2022
00-00001128-01-	Adjustment	WWTP	Service	($0.98)	10/12/2022
02-00001216-00-	Adjustment	Water-Comm	Service	($0.41)	10/25/2022
01-00005096-00-	Adjustment	NSF	Service	$30.00	10/26/2022
00-00001698-00-	Adjustment		UR	($103.92)	10/19/2022
00-00001251-01-	Adjustment	Recycle-60	Service	($1.00)	10/12/2022
00-00001251-01-	Adjustment	WWTP	Service	($13.83)	10/12/2022
00-00001251-01-	Adjustment	Sewer Collection	Service	($13.32)	10/12/2022
00-00001251-01-	Adjustment	Garbage- 90 GAL	Service	($8.50)	10/12/2022
00-00001251-01-	Adjustment	R Water	Service	($14.42)	10/12/2022
02-00001216-00-	Adjustment	Sewer-Comm	Service	($0.37)	10/25/2022
				($1,343.39)	

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

2023 LIQUOR LICENSES

The Ugly Bar **260 Nelson Boulevard** **Montrose, MN 55363** **Gregg & Susan Anderson** **763-675-3219**	**Off Sale** **On Sale** **Sunday**
Jacque B's Kitchen & Cocktails **211 Buffalo Avenue N.** **Montrose, MN 55363** **Brian Baumann** **763-675-3695**	**Off Sale** **On Sale** **Sunday**
O Brothers Wine & Spirits, LLC **125 Nelson Blvd.** **Montrose, MN 55363** **763-675-3050**	**Off Sale**

WRIGHT COUNTY
MINNESOTA

ASSESSOR'S OFFICE

10/19/2022

Memo

In October 2022, the County Board reviewed the contract rates charged for Assessment Services completed by the Wright County Assessor's Office for the 2024 and 2025 Assessments.

Discussion and Findings by the Board included:

- Costs associated with performing the property assessment and the revenue historically received from jurisdictions that employ the County to perform these services. Historically, the fees paid by jurisdictions cover 1/3 of the total wages and benefits of assessment staff employed by the county.
- Discussed the merits of charging for assessment services versus if there were no charge for the services.
- Recognized increased costs in recent years due to local assessor retirements/resignations; the additional staff it takes to perform the work when a jurisdiction contracts with the County for these services.
- The Wright County Assessor's office now employs 22 people. Our office contracts with 28 of the 35 districts in Wright County to handle classifying and appraising over 53,400 parcels. Additionally, we are processing the assessment for all 35 districts, just over 70,500 parcels on an annual basis. This work is mandated by State law for property tax purposes.
- The accountability and burden of work that is placed on the Assessor's Office regardless of whether the jurisdictions hire a Local Assessor versus contracting directly with the County.
- Legislation requires all assessors to become licensed as an Accredited Minnesota Assessor within four years of first becoming a licensed assessor, resulting in higher up-front expenses, training and time invested in new hires. Additional continuing education and ethics training for all assessors is also mandated by law.

Items ratified by the County Board (changes to the previous contract):

At the October 18th, 2022 County Board Meeting, the board voted to leave the per parcel fee at $15 per parcel for both the 2024 and 2025 assessments.

The districts will be charged for all parcels within their jurisdiction including mobile homes. Enclosed, is a listing of parcel counts by each jurisdiction as of January 2nd, 2022. This is to be used as a guide as you plan the 2024 budget, the actual number of parcels within your district as of the January 2nd Assessment Date of each year in the contract will impact the final bill sent to the district.

For districts that issue their own building permits, the charges for new construction/additions will also remain the same at the following rates:

- Residential New Construction/Addition = $60 per new home/addition
- Commercial/Industrial/Apartment with permit value of $499,999 and under = $60 per new building/addition
- Commercial/Industrial/Apartment with permit value over $499,999 = $160 per new building/addition

Note that most jurisdictions pass these costs on to the property owner as part of the permitting process.

A copy of the Assessment Contract for the 2024 and 2025 assessment years is enclosed. If you plan to renew your contract with Wright County, please send a signed copy to our office by January 16th, 2023. Please feel free to contact me if you have any questions.

Tony Rasmuson – Wright County Assessor

Parcel Counts

District	Real Property	Exempt	Mobile Home PY22	Personal	Totals PY23
City of Albertville	2793	183	0	10	**2986**
City of Annandale	1462	119	247	4	**1832**
City of Buffalo	6242	602	305	35	**7184**
City of Clearwater	816	65	0	8	**889**
City of Cokato	1115	113	70	4	**1302**
City of Dayton	24	0	0	1	**25**
City of Hanover	1278	49	0	5	**1332**
City of Howard Lake	1043	133	46	4	**1226**
City of Monticello	4855	371	407	10	**5643**
City of Montrose	1455	282	100	3	**1840**
City of Rockford	1315	135	428	5	**1883**
City of South Haven	117	15	0	3	**135**
City of Waverly	1046	85	0	2	**1133**
City of Otsego	8893	370	225	15	**9503**
Town of Buffalo	996	52	0	5	**1053**
Town of Chatham	681	20	0	6	**707**
Town of Clearwater	1111	156	1	20	**1288**
Town of Cokato	829	64	74	5	**972**
Town of Franklin	1446	57	1	7	**1511**
Town of French Lake	1147	63	1	4	**1215**
Town of Maple Lake	1459	75	1	11	**1546**
Town of Middleville	730	32	2	5	**769**
Town of Monticello	1639	120	0	14	**1773**
Town of Rockford	1741	76	1	13	**1831**
Town of Silver Creek	1643	110	0	12	**1765**
Town of Southside	1877	44	82	8	**2011**
Town of Stockholm	779	30	3	7	**819**
Town of Victor	820	27	1	7	**855**

ASSESSMENT SERVICES AGREEMENT

THIS AGREEMENT, made and entered into by and between the County of Wright, a political subdivision of the State of Minnesota, hereinafter referred to as the "County" and the City of Montrose a political subdivision of the State of Minnesota, hereinafter referred to as "City/Township".

WHEREAS, said City/Township lies either wholly or partially within the County and constitutes a separate assessment district; and

WHEREAS, under such circumstances the provision of the Minnesota Statutes, Sections 273.072 and 471.59 permit the County Assessor to provide for the assessment of property; and

WHEREAS, said City/Township desires the County to perform certain assessments on behalf of said City/Township; and

WHEREAS the County is willing to cooperate with said City/Township by completing the assessment in a proper manner.

NOW, THEREFORE, in consideration of the mutual covenants contained herein it is agreed as follows:

1. The County shall perform the 2024 and 2025 property assessment for the City/Township in accordance with the property assessment procedures and practices established and observed by the County, the validity and reasonableness of which are hereby acknowledged and approved by the City/Township. The property assessment by the County shall be composed of those assessment services which are set forth in Exhibit A, attached hereto and made a part hereof by reference.

2. All information, records, data, reports, and the like that are necessary to allow the County to carry out its responsibilities under this Agreement shall be furnished to the County without charge by the City/Township and the City/Township agrees to cooperate in good faith with the County in carrying out the work under this Agreement.

3. The City/Township agrees to furnish, without charge, workspace, if needed, for an appraiser to perform such tasks as document review, with such tasks to be performed during normal business hours for the City/Township.

4. The County agrees to indemnify and hold harmless the City/Township and all of its agents and employees against any and all claims, demands, actions or causes of action arising out of or by reason of the performance of work provided for herein to be performed by the County. It is further agreed that any and all full time employees of the County engaged in the performance of any work or services required or provided for herein shall be considered employees of the County only and not of the City/Township and that any and all claims that may arise under the Workman's Compensation Act of the State of Minnesota and any and all claims made by any third parties as a consequence of any act or omission on the part of said County employees shall be the sole obligation and responsibility of the County.

5. This Agreement shall commence on January 2, 2023 and shall terminate on June 30, 2025. Either party may initiate an extension of this Agreement for a term of two years by giving the other party written notice of its intent to extend no less than 120 days prior to the termination of this Agreement. If the party who receives said notice of intent to extend gives written notice

to the other party of its desire not to extend the Agreement at least 60 days prior to the termination of this Agreement, this Agreement shall terminate on June 30, 2025.

6. In consideration of said assessment services, the City/Township agrees to pay the County a fee of $15.00 per parcel for the 2024 and $15.00 per parcel for the 2025 assessment. In addition, there will be an additional fee of $60.00 for each new construction residential or commercial/industrial building permit with an estimated construction cost of $499,999.00 or less. There will also be an additional fee of $160.00 per parcel for each new construction residential or commercial/industrial building permit with an estimated construction cost of $500,000.00 or more. These additional fees shall be only applicable in those cities or townships which issue their own building permits.

7. Any notice which may be given or made by a party hereto under the terms of this Agreement shall be in writing and shall be sent by United States Mail or personally delivered to the other party addressed as follows:

To City: City of Montrose
311 Buffalo Ave S, PO Box 25
Montrose, MN 55363

To County: Anthony P. Rasmuson, Wright County Assessor
Wright County Government Center
3650 Braddock Avenue NE, Ste. #1700
Buffalo, MN 55313

8. The Agreement may be amended or modified only by written agreement signed by authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by its duly authorized officers and delivered on its behalf, this 19th day of October, 2022.

WRIGHT COUNTY

Dated: 10/19/2022 By Anthony P Rasmuson

Anthony P. Rasmuson
Wright County Assessor

City of Montrose

Dated: _____ By _____

Dated: _____ By _____

EXHIBIT A

During the term of this Agreement, the County shall:

1. Physically inspect and value and classify real property, in accordance with State statutes.

2. Physically inspect and value all new construction, additions, and renovations.

3. Conduct valuation reviews prior to Board of Review or Open Book Meeting.

4. Attend Board of Review or Open Book Meetings either in person or virtually. Per Board request, make all necessary review appraisals. The county will provide a board packet to the local board members which will contain a brief analysis of the real estate market for the current assessment year for said district.

5. Keep updated property records including physical characteristics, sales data, current values, and classifications.

6. Administer all State mandated property tax programs and maintain proper documentation.

7. Print and mail valuation and classification notices.

8. Respond to taxpayers regarding assessment or appraisal inquiries and concerns.

9. Process all divisions, combinations, new plats, and annexations including revaluation and reclassification of affected parcels.

10. Administer the abatement process pursuant to Minn.Stat. § 375.192 and county abatement policy.

11. Make appraisals for, testify and/or negotiate all District Court and Tax Court filings.

12. Adjust estimated market values on all property annually based upon the market analysis of existing real estate market conditions.

Wright County Sheriff's Office

Sheriff Sean Deringer

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

Montrose Monthly Report 2022

Printed on November 1, 2022

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
911 Hang-up Total: 5					
10/07/22 16:09	911 Hang-up	2022083401			911
10/14/22 12:01	911 Hang-up	2022085344			911
10/14/22 17:56	911 Hang-up	2022085453			911
10/29/22 20:29	911 Hang-up	2022090006			911
10/30/22 01:43	911 Hang-up	2022090113			911
911 Open Line Total: 5					
10/02/22 19:42	911 Open Line	2022081976			911
10/05/22 13:34	911 Open Line	2022082741			911
10/17/22 12:19	911 Open Line	2022086200			911
10/21/22 13:12	911 Open Line	2022087425			911
10/31/22 07:14	911 Open Line	2022090407			911
911 Open Line; Traffic - Complaint Total: 1					
10/26/22 14:28	911 Open Line; Traffic -	2022088993	Traffic - Complaint	WP22028368	911
Abandoned Vehicle Total: 1					
10/15/22 14:59	Abandoned Vehicle	2022085682	Abandoned Vehicle	WP22027276	911
Agency Assist Total: 3					
10/03/22 09:59	Agency Assist	2022082079	Agency Assist	WP22026107	Phone
10/24/22 21:20	Agency Assist	2022088545	Agency Assist	WP22028224	Other
10/30/22 13:19	Agency Assist	2022090216	Agency Assist	WP22028732	Phone
Animal Total: 3					
10/03/22 13:23	Animal	2022082143	Animal	WP22026136	Phone
10/11/22 20:34	Animal	2022084630	Animal	WP22026953	911
10/13/22 18:56	Animal	2022085163	Animal	WP22027115	Phone
Animal - Barking Dog Total: 2					
10/16/22 15:50	Animal - Barking Dog	2022085986	Animal - Barking Dog	WP22027361	Phone
10/21/22 20:06	Animal - Barking Dog	2022087575	Animal - Barking Dog	WP22027928	Phone
Animal - Bites - Attacks Total: 1					
10/22/22 11:48	Animal - Bites - Attacks	2022087739	Animal - Bites - Attacks	WP22027988	Phone
Check Welfare Total: 2					
10/06/22 18:41	Check Welfare	2022083157	Check Welfare	WP22026477	Phone
10/11/22 15:08	Check Welfare	2022084551	Check Welfare	WP22026924	Phone
Citizen Aid Total: 5					
10/05/22 16:59	Citizen Aid	2022082808	Citizen Aid	WP22026378	911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
10/15/22 02:04	Citizen Aid	2022085566	Citizen Aid	WP22027244	911
10/17/22 13:30	Citizen Aid	2022086222	Citizen Aid	WP22027444	911
10/26/22 11:59	Citizen Aid	2022088959	Citizen Aid	WP22028355	Phone
10/30/22 16:31	Citizen Aid	2022090252	Citizen Aid	WP22028747	Phone

Civil Complaint Total: 13

10/06/22 10:20	Civil Complaint	2022083013	Threats	WP22026435	Phone
10/09/22 16:17	Civil Complaint	2022083952	Civil Complaint	WP22026728	911
10/16/22 17:32	Civil Complaint	2022086002	Civil Complaint	WP22027364	Phone
10/16/22 18:22	Civil Complaint	2022086014	Civil Complaint	WP22027369	Phone
10/17/22 16:31	Civil Complaint	2022086285	Civil Complaint	WP22027469	Phone
10/17/22 19:23	Civil Complaint	2022086340	Civil Complaint	WP22027490	
10/18/22 19:24	Civil Complaint	2022086648	Civil Complaint	WP22027606	Phone
10/19/22 18:44	Civil Complaint	2022086924	Civil Complaint	WP22027698	911
10/20/22 11:12	Civil Complaint	2022087084	Civil Complaint	WP22027750	Phone
10/21/22 07:16	Civil Complaint	2022087333	Civil Complaint	WP22027841	Phone
10/29/22 09:22	Civil Complaint	2022089839	Civil Complaint	WP22028622	Phone
10/29/22 15:37	Civil Complaint	2022089920	Civil Complaint	WP22028646	Phone
10/30/22 13:13	Civil Complaint	2022090214	Civil Complaint	WP22028730	911

Civil Process Total: 10

10/07/22 12:57	Civil Process	2022083335			Officer
10/07/22 13:02	Civil Process	2022083337			Officer
10/07/22 13:06	Civil Process	2022083339			Officer
10/10/22 16:33	Civil Process	2022084243			Officer
10/27/22 15:53	Civil Process	2022089276			Officer
10/28/22 10:47	Civil Process	2022089498			Officer
10/31/22 09:22	Civil Process	2022090431			Officer
10/31/22 15:27	Civil Process	2022090536			Officer
10/31/22 15:35	Civil Process	2022090539			Officer
10/31/22 16:55	Civil Process	2022090561			Officer

Commercial General Alarm Total: 1

10/19/22 06:06	Commercial General	2022086740			Phone

Court Order Violation Total: 1

10/16/22 15:30	Court Order Violation	2022085983	Court Order Violation	WP22027356	Phone

Criminal Damage to Property Total: 1

10/20/22 18:36	Criminal Damage to	2022087221	Criminal Damage to Property	WP22027802	Phone

Disorderly Total: 1

10/18/22 20:16	Disorderly	2022086659	Disorderly	WP22027611	911

Drug Court Home Visit Total: 1

10/28/22 20:20	Drug Court Home Visit	2022089690			

Fire - Gas Leak Total: 2

10/14/22 13:57	Fire - Gas Leak	2022085376	Fire - Gas Leak	WP22027190	Phone
10/17/22 12:35	Fire - Gas Leak	2022086204	Fire - Gas Leak	WP22027438	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Fire - Grass Total: 1					
10/23/22 14:00	Fire - Grass	2022088081	Fire - Grass	WP22028082	Phone
Fire - Hazardous Materials Total: 1					
10/20/22 15:29	Fire - Hazardous	2022087160	Fire - Hazardous Materials	WP22027777	Phone
Fire - Other Total: 1					
10/15/22 21:07	Fire - Other	2022085792			911
Fire - Smoke - Odor Total: 1					
10/20/22 19:57	Fire - Smoke - Odor	2022087242	Fire - Smoke - Odor	WP22027810	911
Fireworks Total: 1					
10/31/22 20:25	Fireworks	2022090623	Fireworks	WP22028876	Phone
Fraud - Forgery Total: 2					
10/03/22 09:18	Fraud - Forgery	2022082065	Counterfeit Currency	WP22026097	
10/10/22 10:12	Fraud - Forgery	2022084142	Counterfeit Currency	WP22026789	
Fraud - Internet Total: 3					
10/18/22 10:12	Fraud - Internet	2022086478	Fraud - Internet	WP22027546	Phone
10/29/22 16:39	Fraud - Internet	2022089936	Fraud - Internet	WP22028650	Phone
10/31/22 11:32	Fraud - Internet	2022090474	Fraud - Internet	WP22028813	Phone
Gun Incident Total: 1					
10/08/22 17:46	Gun Incident	2022083708	Criminal Damage to Property	WP22026641	Phone
Harassment Total: 2					
10/05/22 10:58	Harassment	2022082702	Harassment	WP22026334	Phone
10/30/22 12:15	Harassment	2022090198	Harassment	WP22028727	Phone
Juvenile - Complaint Total: 4					
10/06/22 08:10	Juvenile - Complaint	2022082979	Juvenile - Complaint	WP22026424	Phone
10/07/22 11:00	Juvenile - Complaint	2022083302	Juvenile - Complaint	WP22026514	Phone
10/07/22 18:13	Juvenile - Complaint	2022083433	Juvenile - Complaint	WP22026563	Phone
10/22/22 00:37	Juvenile - Complaint	2022087635	Juvenile - Complaint	WP22027947	911
Juvenile - Runaway Total: 1					
10/30/22 22:25	Juvenile - Runaway	2022090369	Drugs	WP22028781	Phone
Lost - Found Property Total: 2					
10/01/22 10:03	Lost - Found Property	2022081587	Lost - Found Property	WP22025943	Phone
10/23/22 14:00	Lost - Found Property	2022088080	Lost - Found Property	WP22028088	
Medical - Abdominal Pain Total: 2					
10/14/22 07:51	Medical - Abdominal	2022085291			911
10/26/22 17:50	Medical - Abdominal	2022089048			Phone
Medical - Breathing Problems Total: 2					
10/19/22 16:37	Medical - Breathing	2022086889			911
10/22/22 07:13	Medical - Breathing	2022087681			911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Medical - Chest Pain Total: 2					
10/03/22 03:19	Medical - Chest Pain	2022082026			911
10/20/22 21:09	Medical - Chest Pain	2022087258			911
Medical - Diabetic Total: 1					
10/03/22 04:54	Medical - Diabetic	2022082030			911
Medical - Overdose - Poisoning Total: 1					
10/19/22 12:40	Medical - Overdose -	2022086824	Medical - Overdose - Poisoning	WP22027660	911
Medical - Psychiatric - Behavioral Total: 3					
10/19/22 18:34	Medical - Psychiatric -	2022086919	Suspicious - Circumstances	WP22027694	911
10/23/22 19:01	Medical - Psychiatric -	2022088180	Medical - Overdose - Poisoning	WP22028126	911
10/30/22 20:23	Medical - Psychiatric -	2022090342	Medical - Psychiatric -	WP22028774	911
Medical - Sick Total: 1					
10/18/22 17:09	Medical - Sick	2022086603			911
Medical - Unconscious - Fainting; Medical - Overdose - Poisoning Total: 1					
10/30/22 19:13	Medical - Unconscious -	2022090309	Medical - Overdose - Poisoning	WP22028770	911
Missing Person Total: 1					
10/07/22 14:02	Missing Person	2022083353	Missing Person	WP22026535	911
Motorist Aid Total: 1					
10/13/22 20:34	Motorist Aid	2022085186			Phone
MVA - Injuries Total: 1					
10/11/22 16:16	MVA - Injuries	2022084569	MVA - Injuries	WP22026931	
Neighborhood Dispute Total: 1					
10/03/22 13:50	Neighborhood Dispute	2022082154	Neighborhood Dispute	WP22026139	
Noise Total: 5					
10/03/22 16:20	Noise	2022082207	Noise	WP22026162	
10/04/22 14:22	Noise	2022082468	Noise	WP22026254	
10/05/22 09:36	Noise	2022082685	Noise	WP22026328	
10/13/22 13:39	Noise	2022085074	Noise	WP22027083	
10/15/22 22:16	Noise	2022085810	Noise	WP22027310	
Parking Total: 2					
10/03/22 10:08	Parking	2022082082	Parking	WP22026122	
10/22/22 20:56	Parking	2022087896	Parking	WP22028032	
POR Check Total: 2					
10/18/22 12:54	POR Check	2022086527			Officer
10/18/22 13:38	POR Check	2022086541			Officer
Probation Check Total: 4					
10/13/22 12:43	Probation Check	2022085054			Officer
10/19/22 14:31	Probation Check	2022086846			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
10/19/22 15:08	Probation Check	2022086861			Officer
10/22/22 09:44	Probation Check	2022087702			Officer
Repossession Total: 1					
10/04/22 08:37	Repossession	2022082374			
Residential Fire Alarm Total: 2					
10/12/22 09:51	Residential Fire Alarm	2022084730			Phone
10/29/22 22:57	Residential Fire Alarm	2022090062			Phone
Residential General Alarm Total: 3					
10/10/22 18:03	Residential General	2022084284			Phone
10/21/22 07:08	Residential General	2022087331			Phone
10/30/22 12:28	Residential General	2022090201			Phone
SIA City Council - City Hall Total: 1					
10/10/22 17:59	SIA City Council - City	2022084279			Officer
SIA House Check Total: 1					
10/31/22 00:40	SIA House Check	2022090389			
SIA Other Total: 2					
10/13/22 23:42	SIA Other	2022085231			
10/30/22 22:32	SIA Other	2022090371			Officer
Sign - Signal Repair Total: 1					
10/24/22 09:46	Sign - Signal Repair	2022088308			Phone
Stoparm Violation Total: 1					
10/07/22 07:22	Stoparm Violation	2022083241	Stoparm Violation	WP22026499	Other
Surveillance Total: 1					
10/31/22 10:31	Surveillance	2022090452			
Suspicious - Circumstances Total: 1					
10/02/22 00:15	Suspicious -	2022081801	Suspicious - Circumstances	WP22026005	Officer
Suspicious - Person - Vehicle Total: 5					
10/21/22 16:38	Suspicious - Person -	2022087495	Suspicious - Person - Vehicle	WP22027902	Phone
10/25/22 13:35	Suspicious - Person -	2022088695	Suspicious - Person - Vehicle	WP22028272	911
10/26/22 12:01	Suspicious - Person -	2022088960	Suspicious - Person - Vehicle	WP22028352	Phone
10/27/22 17:55	Suspicious - Person -	2022089322	Suspicious - Person - Vehicle	WP22028474	Phone
10/28/22 19:38	Suspicious - Person -	2022089677	Suspicious - Person - Vehicle	WP22028588	Phone
Theft - From Vehicle Total: 1					
10/17/22 20:09	Theft - From Vehicle	2022086353	Theft - From Vehicle	WP22027495	Phone
Theft - Identity Theft Total: 2					
10/12/22 20:22	Theft - Identity Theft	2022084891	Theft - Identity Theft	WP22027031	Phone
10/13/22 15:44	Theft - Identity Theft	2022085114	Suspicious - Circumstances	WP22027101	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Threats Total: 3					
10/03/22 15:05	Threats	2022082182	Threats	WP22026153	Phone
10/04/22 16:18	Threats	2022082515	Threats	WP22026272	
10/07/22 15:09	Threats	2022083368	Threats	WP22026542	911
Traffic - Complaint Total: 4					
10/09/22 19:28	Traffic - Complaint	2022084001	Traffic - Complaint	WP22026744	911
10/12/22 19:53	Traffic - Complaint	2022084886	Traffic - Complaint	WP22027029	911
10/12/22 21:57	Traffic - Complaint	2022084906	Agency Assist	WP22027034	911
10/28/22 21:22	Traffic - Complaint	2022089716	Traffic - Complaint	WP22028597	Phone
Traffic Stop Total: 43					
10/01/22 10:04	Traffic Stop	2022081589	Traffic Stop	WP22025942	Officer
10/01/22 23:16	Traffic Stop	2022081788			Officer
10/02/22 12:15	Traffic Stop	2022081884	Traffic Stop	WP22026042	Officer
10/04/22 16:11	Traffic Stop	2022082512			Officer
10/05/22 14:52	Traffic Stop	2022082760			Officer
10/06/22 23:53	Traffic Stop	2022083206			Officer
10/08/22 01:27	Traffic Stop	2022083551			Officer
10/08/22 01:35	Traffic Stop	2022083552	Intoxicated Person	WP22026588	Officer
10/08/22 15:56	Traffic Stop	2022083685			Officer
10/08/22 23:06	Traffic Stop	2022083796			Officer
10/08/22 23:21	Traffic Stop	2022083800			Officer
10/09/22 20:26	Traffic Stop	2022084019			Officer
10/10/22 17:05	Traffic Stop	2022084252			Officer
10/10/22 20:48	Traffic Stop	2022084330			Officer
10/10/22 20:55	Traffic Stop	2022084336			Officer
10/10/22 21:24	Traffic Stop	2022084339			Officer
10/12/22 01:02	Traffic Stop	2022084680	Traffic Stop	WP22026963	Officer
10/13/22 23:55	Traffic Stop	2022085233			Officer
10/14/22 15:40	Traffic Stop	2022085413			Officer
10/15/22 00:47	Traffic Stop	2022085553			Officer
10/15/22 21:26	Traffic Stop	2022085798			Officer
10/17/22 22:53	Traffic Stop	2022086386	Traffic Stop	WP22027512	Officer
10/19/22 22:08	Traffic Stop	2022086958			Officer
10/19/22 22:15	Traffic Stop	2022086962			Officer
10/19/22 22:43	Traffic Stop	2022086971	Traffic Stop	WP22027717	Officer
10/21/22 06:37	Traffic Stop	2022087323			Officer
10/21/22 14:29	Traffic Stop	2022087449			Officer
10/23/22 01:36	Traffic Stop	2022087976			Officer
10/23/22 01:57	Traffic Stop	2022087983			Officer
10/23/22 20:38	Traffic Stop	2022088213			Officer
10/24/22 19:49	Traffic Stop	2022088510			Officer
10/24/22 21:19	Traffic Stop	2022088543			Officer
10/24/22 22:47	Traffic Stop	2022088560			Officer
10/25/22 19:19	Traffic Stop	2022088777			Officer
10/25/22 23:04	Traffic Stop	2022088818			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
10/26/22 22:54	Traffic Stop	2022089107	Traffic Stop	WP22028401	Officer
10/27/22 01:48	Traffic Stop	2022089128			Officer
10/27/22 16:17	Traffic Stop	2022089286			Officer
10/27/22 22:04	Traffic Stop	2022089384	Traffic Stop	WP22028489	Officer
10/27/22 22:20	Traffic Stop	2022089386			Officer
10/29/22 02:30	Traffic Stop	2022089791			Officer
10/29/22 20:59	Traffic Stop	2022090018			Officer
10/30/22 20:49	Traffic Stop	2022090347	Traffic Stop	WP22028776	Officer

Unwanted Person Total: 1

10/13/22 13:28	Unwanted Person	2022085069	Unwanted Person	WP22027079	911

Warrant - Attempt Total: 5

10/20/22 21:05	Warrant - Attempt	2022087257	Warrant - Arrest	WP22027818	
10/22/22 16:23	Warrant - Attempt	2022087820	Warrant - Arrest	WP22028013	
10/22/22 18:00	Warrant - Attempt	2022087846			Officer
10/23/22 16:56	Warrant - Attempt	2022088138			
10/27/22 12:12	Warrant - Attempt	2022089220	Warrant - Arrest	WP22028437	

Total Records: 186

Montrose/Waverly Patrol Hour Summary

Hours Purchased Per Contract:	5,840.00
Starting Hours (beginning of month):	1,441.25
M-T-D (detailed below):	502.00
Balance going forward (to next month):	939.25
Y-T-D:	4,900.75

** Estimated Hours not verified by final monthly payroll

Shift Start Date	Shift Start Time	Shift Stop Date	Shift Stop Time	Schedule	Position	Time Type	Regular Hours
Shift Start D:	Shift Start Time	Shift Stop Date	Shift Stop Time	Schedule	Position	Time Type	Regular Hours
1-Oct-22	10:00	1-Oct-22	20:00	Montrose/Wave	4620	Sheriff Gener:	10.00
1-Oct-22	20:00	2-Oct-22	2:00	Montrose/Wave	4630	Sheriff Gener:	6.00
2-Oct-22	10:00	2-Oct-22	20:00	Montrose/Wave	4620	Sheriff Gener:	10.00
2-Oct-22	20:00	3-Oct-22	2:00	Montrose/Wave	4630	Sheriff Gener:	6.00
3-Oct-22	8:00	3-Oct-22	18:00	Montrose/Wave	4620	Sheriff Gener:	10.00
3-Oct-22	18:00	3-Oct-22	19:00	Extra Hours: Mo	4620	EOS Premium	1.00
3-Oct-22	20:00	4-Oct-22	2:00	Montrose/Wave	4630	Sheriff Gener:	6.00
3-Oct-22	22:00	3-Oct-22	23:30	Extra Hours: Mo	4620	EOS Premium	1.50
4-Oct-22	10:00	4-Oct-22	20:00	Montrose/Wave	4620	Sheriff Gener:	10.00
4-Oct-22	20:00	5-Oct-22	2:00	Montrose/Wave	4630	Sheriff Gener:	6.00
5-Oct-22	10:00	5-Oct-22	20:00	Montrose/Wave	4620	Sheriff Gener:	10.00
5-Oct-22	20:00	6-Oct-22	2:00	Montrose/Wave	4630	Sheriff Gener:	6.00
6-Oct-22	10:00	6-Oct-22	20:00	Montrose/Wave	4620	Sheriff Gener:	10.00
6-Oct-22	20:00	7-Oct-22	2:00	Montrose/Wave	4630	Sheriff Gener:	6.00
7-Oct-22	10:00	7-Oct-22	20:00	Montrose/Wave	4620	Sheriff Gener:	10.00
7-Oct-22	20:00	8-Oct-22	2:00	Montrose/Wave	4630	Sheriff Gener:	6.00
8-Oct-22	10:00	8-Oct-22	20:00	Montrose/Wave	4620	Sheriff Gener:	10.00
8-Oct-22	20:00	9-Oct-22	2:00	Montrose/Wave	4630	Sheriff Gener:	6.00
9-Oct-22	10:00	9-Oct-22	20:00	Montrose/Wave	4620	Sheriff Gener:	10.00
9-Oct-22	20:00	10-Oct-22	2:00	Montrose/Wave	4630	Sheriff Gener:	6.00
10-Oct-22	10:00	10-Oct-22	20:00	Montrose/Wave	4620	Sheriff Gener:	10.00
10-Oct-22	20:00	11-Oct-22	2:00	Montrose/Wave	4630	Sheriff Gener:	6.00
11-Oct-22	10:00	11-Oct-22	20:00	Montrose/Wave	4620	Sheriff Gener:	10.00
11-Oct-22	18:00	12-Oct-22	0:00	Montrose/Wave	4630	Sheriff Gener:	6.00
12-Oct-22	10:00	12-Oct-22	20:00	Montrose/Wave	4620	Sheriff Gener:	10.00
12-Oct-22	20:00	13-Oct-22	2:00	Montrose/Wave	4630	Sheriff Gener:	6.00
13-Oct-22	10:00	13-Oct-22	16:00	Montrose/Wave	4620	Sheriff Gener:	6.00
13-Oct-22	16:00	14-Oct-22	2:00	Montrose/Wave	4630	Sheriff Gener:	10.00
14-Oct-22	10:00	14-Oct-22	20:00	Montrose/Wave	4620	Sheriff Gener:	10.00
14-Oct-22	20:00	15-Oct-22	2:00	Montrose/Wave	4630	Sheriff Gener:	6.00
15-Oct-22	10:00	15-Oct-22	20:00	Montrose/Wave	4620	Sheriff Gener:	10.00

15-Oct-22	20:00	16-Oct-22	2:00	Montrose/Wave	4630 Sheriff Gener	6.00
16-Oct-22	10:00	16-Oct-22	20:00	Montrose/Wave	4620 Sheriff Gener	10.00
16-Oct-22	20:00	17-Oct-22	2:00	Montrose/Wave	4630 Sheriff Gener	6.00
17-Oct-22	10:00	17-Oct-22	20:00	Montrose/Wave	4620 Sheriff Gener	10.00
17-Oct-22	20:00	18-Oct-22	2:00	Montrose/Wave	4630 Sheriff Gener	6.00
18-Oct-22	10:00	18-Oct-22	20:00	Montrose/Wave	4620 Sheriff Gener	10.00
18-Oct-22	20:00	19-Oct-22	2:00	Montrose/Wave	4630 Sheriff Gener	6.00
19-Oct-22	2:00	19-Oct-22	3:30	Extra Hours: Mo	4630 EOS Premium	1.50
19-Oct-22	10:00	19-Oct-22	20:00	Montrose/Wave	4620 Sheriff Gener	10.00
19-Oct-22	20:00	20-Oct-22	2:00	Montrose/Wave	4630 Sheriff Gener	6.00
20-Oct-22	10:00	20-Oct-22	20:00	Montrose/Wave	4620 Sheriff Gener	10.00
20-Oct-22	20:00	21-Oct-22	2:00	Montrose/Wave	4630 Sheriff Gener	6.00
20-Oct-22	20:00	20-Oct-22	20:30	Extra Hours: Mo	4620 EOS Premium	0.50
21-Oct-22	10:00	21-Oct-22	20:00	Montrose/Wave	4620 Sheriff Gener	10.00
21-Oct-22	20:00	22-Oct-22	2:00	Montrose/Wave	4630 Sheriff Gener	6.00
22-Oct-22	10:00	22-Oct-22	20:00	Montrose/Wave	4620 Sheriff Gener	10.00
22-Oct-22	20:00	23-Oct-22	2:00	Montrose/Wave	4630 Sheriff Gener	6.00
23-Oct-22	10:00	23-Oct-22	20:00	Montrose/Wave	4620 Sheriff Gener	10.00
23-Oct-22	20:00	24-Oct-22	2:00	Montrose/Wave	4630 Sheriff Gener	6.00
24-Oct-22	10:00	24-Oct-22	20:00	Montrose/Wave	4620 Sheriff Gener	10.00
24-Oct-22	20:00	25-Oct-22	2:00	Montrose/Wave	4630 Sheriff Gener	6.00
25-Oct-22	10:00	25-Oct-22	20:00	Montrose/Wave	4620 Sheriff Gener	10.00
25-Oct-22	20:00	26-Oct-22	2:00	Montrose/Wave	4630 Sheriff Gener	6.00
26-Oct-22	10:00	26-Oct-22	20:00	Montrose/Wave	4620 Sheriff Gener	10.00
26-Oct-22	20:00	27-Oct-22	2:00	Montrose/Wave	4630 Sheriff Gener	6.00
27-Oct-22	10:00	27-Oct-22	20:00	Montrose/Wave	4620 Sheriff Gener	10.00
27-Oct-22	20:00	28-Oct-22	2:00	Montrose/Wave	4630 Sheriff Gener	6.00
28-Oct-22	10:00	28-Oct-22	20:00	Montrose/Wave	4620 Sheriff Gener	10.00
28-Oct-22	20:00	29-Oct-22	2:00	Montrose/Wave	4630 Sheriff Gener	6.00
29-Oct-22	10:00	29-Oct-22	20:00	Montrose/Wave	4620 Sheriff Gener	10.00
29-Oct-22	20:00	30-Oct-22	2:00	Montrose/Wave	4630 Sheriff Gener	6.00
30-Oct-22	2:00	30-Oct-22	3:30	Extra Hours: Mo	4630 EOS Premium	1.50
30-Oct-22	10:00	30-Oct-22	20:00	Montrose/Wave	4620 Sheriff Gener	10.00
30-Oct-22	20:00	31-Oct-22	2:00	Montrose/Wave	4630 Sheriff Gener	6.00
31-Oct-22	10:00	31-Oct-22	20:00	Montrose/Wave	4620 Sheriff Gener	10.00
31-Oct-22	20:00	1-Nov-22	2:00	Montrose/Wave	4630 Sheriff Gener	6.00
					TOTAL:	**502.00**

REQUEST FOR COUNCIL ACTION

Submittal deadline is Tuesday prior to the council meeting

MEETING DATE November 14, 2022

NAME: Scott Loebrick

ADDRESS: 519 1st ST N Montrose, MN 55

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

Ive Been trying To Pay a high water Bill Balance But the Late Fees are To extreme To catch up Ive never seen such a amount so High would Like To have Late Fees waived.

Council Action: Motion By:_____ Second By:_____ To:_____

Monthly Activity Report
Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief

Period: 10/01/2022 thru 10/31/2022 (OCTOBER)

CALLS

Total Calls: 35

# of Calls OCTOBER 2021 = 47
2021 vs 2022 (2022 = - 12)

EMS Calls: 20

Other Calls:

- 10/29 - #22274 – Fire Alarm – Montrose City
- 10/23 - #22269 – Grass Fire – Woodland Twsp
- 10/22 - #22266 – Mutual Aid to Waverly FD – Structure Fire – Woodland Twsp
- 10/21 - #22265 – Smoke/Odor Investigation – Marysville Twsp
- 10/20 - #22263 – Smoke/Odor Investigation – Montrose City
- 10/20 - #22262 – Odor Investigation – Montrose City
- 10/19 - #22260 – Mutual Aid to Buffalo FD – Structure Fire – Marysville Twsp
- 10/17 - #22257 – Gas Leak – Montrose City
- 10/15 - #22256 – Grass/Brush Fire Permit Burn – Woodland Twsp
- 10/15 - #22255 – Illegal Burn – Marysville Twsp
- 10/14 - #22254 – Gas Leak – Montrose City
- 10/12 - #22250 – Fire Alarm – Montrose
- 10/11 - #22249 – Motor Vehicle Accident – Montrose
- 10/08 - #22246 – Mutual Aid to Watertown FD – Brush Fire – Franklin Twsp
- 10/09 - #22245 – Carbon Monoxide Alarm – Franklin Twsp

Total calls to Date 2022 – 275
Total calls this time in 2021 - 280

2021 vs 2022 (2022 = -5)

Call Districts

Montrose City: 17 Franklin Township: 2 Marysville Township: 11
Woodland Township: 5 Other: 0

TRAINING:

- 10/04/2022 – Staff Meeting / Truck Maintenance
- 10/11/2022 – Air Management & Extrication tools
- 10/18/2022 – Agility Testing

Other Activities, Special Mention, Etc.

- Throughout the month – Construction meetings
- 10/10/2022 – City Council Meeting
- 10/13/2022 – Fire Prevention @ ECFE Building
- 10/14/2022 – Fire Prevention with Elementary School
- 10/19 thru 10/22 – MN Fire Chiefs Conference (Triplett, T. Marketon, K. Stoll)

SPECIAL INFO

- MFRA got our antique bell powder coated – THANK YOU

Acknowledgments

- Montrose Elementary School Students & Staff for taking part in Fire Prevention this year
- Wright County Public Health – Coming down to give us flu shots, hepatitis B vaccine shots & and COVID boosters

City of Montrose
Economic Development Authority Meeting
311 Buffalo Avenue South
Montrose, MN 55363
Tuesday, October 18, 2022
12:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose Economic Development Authority (EDA) met in Regular Session on Tuesday, October 18, 2022 at 12:00 p.m.

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

2. ROLL CALL

Present: EDA President Tom Marszalek
EDA Member Sonya Tourville
EDA Member Matt Smith
Mayor Kirby Moynagh

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

Absent: EDA Member Robb Kirkpatrick

3. APPROVAL OF AGENDA

EDA Member Smith motioned to approve the October 18, 2022 agenda as written. EDA Member Tourville seconded the motion. Motion carried 3-0.

4. APPROVAL OF MINUTES

A. July 19, 2022 Economic Development Authority Meeting Minutes

EDA Member Tourville motioned to approve the July 19, 2022 Economic Development Authority Meeting Minutes as written. EDA Member Smith seconded the motion. Motion carried 3-0.

5. TREASURER'S REPORT

A. Economic Development Authority Fund

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

Economic Development Authority - $197,210.05

B. EDA Revolving Loan Fund – $257,754.78

6. OLD BUSINESS

A. Preserve Update – RFP Update

Ms. Bonniwell stated that city staff is currently working on updating a Request for Proposal (RFP) that was done for the Preserve Development back in 2015. Staff expects to have this to be approved to release at the November or December City Council Meeting.

7. NEW BUSINESS

A. Luxury Car Condos

The Montrose EDA was joined by the following prospective developers: Jayhawk Thompson, David Meyer, Jon Thompson, and Beau Zuehl. The developers are looking to Spirited Educational Driving Experiences mixed with Autocross experiences that would also have housing condos with storage for luxury cars used in driving practice. This would be like a large paved area on the inside of a loop of condos where the road can be marked off with cones to set up a course for driving. Jon Thompson stated that since COVID, many autocross facilities have disappeared and those options are no longer available. Mr. Thompson would like to see an opportunity for a whole new idea to create a living and entertainment complex all in the same development area. Mr. Thompson said this could likely draw many people for autocross entertainment events. Mr. Thompson stated that the driving lot could be used for training for police, student drivers, or professional drivers that want some extra driving time and experience. Mr. Thompson stated they are looking for venue areas that are big enough and cost effective, which is why they are looking at Montrose for a location. Mr. Thompson stated they are looking at a parcel to the north of town that is to the west of the regional park area. The Developers would like to have about 40 acres of the area that will be a paved asphalt area surrounded by the condos and other noise barriers. The developers would likely have the condos built as a 4-plex and the condos would be available for year-round living if the residents would like to stay there. Mr. Zuehl stated that the condos and any buildings on the property would be made with OneStep building materials and would use a geothermal heating system. The OneStep materials is basically a block building design wherein the blocks are built and then filled with concrete, which creates a moisture, thermal and noise barrier throughout the building. Mr. Thompson stated that this concept is something that is brand new and that he is not aware of any other developments that are exactly like what they are planning. Mr. Thompson stated that they would also host autocross events that would draw a few hundred people and host food trucks and other entertainment events. EDA Member Tourville stated that she thinks something like this would draw crowds, and then possibly more businesses, and could be a very good thing for the community. Mr. Thompson stated that there are many auto clubs in the state and that would be a good base for the developers to draw from to sell their condos and concept. The venue would be well staffed and open for many different types of activities including autocross, driving training, police and fire department practice driving and are flexible for more ideas on how to utilize the space. The developers said they could also install some thermal material under the road so they could control conditions in the winter and still be able to host events or having driving training courses.

Mr. Grittman stated that this development would have to go through the Planned Unit Development process since it would not be a straight-forward Residential zoning district and would need to be a special zoning area to allow the mixed use for this concept.

The developers wanted to pitch this idea to the EDA to see if Montrose would be open to having a concept like this in the community. The EDA is open to the idea and would like to see some plans if the developer chooses Montrose for a location.

8. NEXT MEETING

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

9. ADJOURNMENT

EDA Member Smith motioned to adjourn the Economic Development Authority Meeting at 1:05 p.m. EDA Member Tourville seconded the motion. Motion carried 3-0.

ATTEST:

Council Member Tom Marszalek
President
City of Montrose Economic Development Authority

Jessica Bonniwell
City Administrator
City of Montrose

City of Montrose
Planning and Zoning Commission Meeting
Montrose Community Center
200 Center Avenue South
Wednesday, October 12, 2022
7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose Planning and Zoning Commission met in Regular Session on Wednesday, October 12, 2022 at 7:00pm.

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

2. ROLL CALL

Present:	Commissioner Charles Smallwood
	Commissioner Catherine Neiberger
	Commissioner Sylvia Henry
	Commissioner Roger Fraumann
	Commissioner Shawn Cuff
	City Council Liaison Sam Solarz
Staff Present:	Ms. Jessica Bonniwell, City Administrator
	Mr. Stephen Grittman, City Planner

3. PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was taken.

4. APPROVAL OF THE AGENDA

Commissioner Henry motioned to approve the October 12, 2022 Planning and Zoning Meeting Agenda as presented. Commissioner Neiberger seconded the motion. Motion carried 5-0.

5. APPROVAL OF THE MINUTES

A. September 14, 2022 Planning and Zoning Commission Meeting Minutes

Commissioner Henry motioned to approve the September 14,2022 Planning and Zoning Commission Meeting Minutes. Commissioner Fraumann seconded the motion. Motion carried 5-0.

6. PUBLIC HEARING

A. To Consider a Zoning Code Amendment to Chapter 1020-4: Required Landscaping as it relates to allowed tree species, and to Consider an Amendment to the Subdivision Ordinance Chapter 1107.14: Tree Inventory, Preservation and Replacement, and any other related sections addressing tree planting and replacement.

Mr. Grittman presented his report as follows:

Mr. Grittman stated that at the September Planning Commission meeting, the Commission discussed a variety of topics related to the current tree preservation standards of the City's Subdivision Ordinance. It was noted that the City's tree preservation and replacement requirements are particularly difficult to comply with, especially in areas of dense woodland. Mr. Grittman stated that the proposed changes, identified in the presented red-line ordinance amendment included with the information for the meeting, propose to modify the current practice of measuring all "caliper inches" of trees (now more often referred to as "diameter at breast height" (DBH), defined as 54 inches above natural grade), replacing that standard with a per-foot measurement of existing tree crown cover, and requiring one tree per 2,000 square feet of excess removal beyond the allowed removal threshold.

Mr. Grittman stated that the ordinance continues to practice the exempting of 50% of the tree removal in a subdivision due to the requirements of street and utility construction, building pad grading, and stormwater/grading requirements. Beyond that threshold, the replacement requirements would kick in. For each 2,000 square feet of tree crown removed beyond 50% on the plan approved as part of the subdivision or development permit review, the subdivider would be required to plant one replacement tree of at least 3" in DBH – increased from the current 2 ½ inch size.

Mr. Grittman stated that the 2,000 square foot area is determined to be an average coverage of a modestly mature shade tree. Planting more than this would result in an unhealthy woodland, but it is also designed to allow the eventual reforestation of the site as trees grow to full maturity.

Mr. Grittman continued stating that the proposed ordinance sets up a process for measuring the crown canopy (based on aerial photos in the past five years), and then requires the applicant to prepare a removal plan and replacement plan as part of that review process. If an applicant removes more trees than permitted as a part of the plan, the requirement would be for replacement at a similar rate, but with trees that are at least 6" in DBH, with a concurrent requirement for tree space installation. The options for replacement planting in public spaces, or paying a fee for excess planned removal is retained in the proposed code.

Mr. Grittman stated that the material further amends a portion of the current landscape section of the zoning ordinance, replacing the current tree planting list, which is outdated, with reference to the American Nursery Stock standards, and the DNR's invasive species list. Certain trees are then added to the prohibited category based on common objectionable traits (usually soft wood, regular branch breakage, and other problems). Mr. Grittman stated the materials also explicitly exempt these undesirable species from the allowed removal list, such that those species, and otherwise dead or diseased trees, are not necessarily calculated as part of the crown area.

Mr. Grittman stated that there are a variety of other related changes to ensure internal consistency with the intent of the regulations. Mr. Grittman stated that the material for the ordinance amendment has been presented in a table format for the commission, with the section reference, the existing text, the red-lined text as proposed, and explanatory comments and notes in the far-right column.

Mr. Grittman stated that the Planning Commission's meeting will include a public hearing on the material and the hearing has been noticed. With comment, the Planning Commission has the following optional actions:

1) Recommend that the Council adopt the ordinance amendments, with changes as recommended by the Commission and/or staff.

2) Recommend that the Council not adopt these changes, and direct staff to follow another approach to tree preservation and replacement.

3) Recommend that the item be tabled and direct staff to research additional materials for Commission consideration.

Mr. Grittman stated his final note is that during the September meeting, Commission Member Fraumann offered a separate option for considering tree preservation based on a "Tree Benefit Calculator" that would factor in different aspects of tree growth and forestation. These benefits include livelihood, longevity, wildlife habitat, growth rate, and other factors. Mr. Grittman stated that this approach is an intriguing concept, however, when researching options for integrating this approach into ordinance form and local process, he was not able to find a format that would avoid an overly complex process for review. The current proposal includes a short form of this process, by identifying certain trees as acceptable, and others as not. However, adding additional criteria seemed to have the effect of multiplying both the analysis and review process for the developer and the city. Mr. Grittman stated that the staff concern is primarily with the ability of the city to reasonably implement a system of this sort. As the current system is already complex, it was the staff approach to work toward more simplicity. Mr. Grittman stated that as such, staff has proposed the material presented in the interest of getting the most benefit, while minimizing expense and complexity that would have the effect of reducing the effectiveness of the Code.

Proposed Red-Lined Language:

Subdivision Ordinance 1107-14: Tree Inventory, Preservation and Replacement:

A) Tree Protection. For any Subdivision of four (4) or more lots, ~~S~~subdividers shall protect a minimum of fifty (50) percent of the existing tree crown cover ~~total inches of existing significant trees~~ on the property. Tree crown cover shall be measured from the most extensive covering based on either certificate of survey or aerial photos taken within the past 5 years, whichever shows the greater cover. ~~If two (2) or more trees are preserved on any lot in the front yard, the landscape plan requirements of two (2) two and one half (2 ½) caliper inch trees is waived for that specific lot.~~ As described in this Section, the remaining crown cover may be thinned to remove dead, diseased, or dying trees, trees which are invasive or undesirable as identified by the Minnesota Department of Natural Resources or the City of Montrose.

B) Tree Inventory/Preservation Plan. All subdividers shall submit a tree inventory/preservation plan for review and approval as part of the development process. All tree plans shall be prepared by a licensed land surveyor and a forester or a landscape architect and include the following:

1) ~~The location of all existing significant trees on the property. Each tree shall be identified by a unique identification number.~~ The extent of the tree crown cover, pre-development, based on the methods identified in Section 1107.14. A.

~~2) The significant trees proposed to be protected as part of the development. Significant trees intended for removal shall be clearly distinguishable from those intended for preservation. Proposed lot lines, building pads, driveways, streets, easements, and any areas in which tree disruption is anticipated shall be shown.~~

3) All required plantings, including:

a) All trees for landscaping, screening, or other requirements. Identify areas where existing trees are being proposed to meet requirements, and

b) If the development intends to remove greater than fifty (50%) percent of the existing ~~significant trees~~ tree crown cover, the location and size of replacement trees.

4) The final tree design of all lots showing the ~~significant~~ tree cover intended for preservation and any required plantings.

5) ~~A matrix listing the unique identification number for the significant tree, the species or common name, the proposed lot and block on which the tree resides, the size in diameter inches, and an indicator as to whether the tree is intended for removal or preservation. The matrix shall be sorted by lot and block number and conclude with a tabulation of the following:~~ A plan showing the following

a) Total ~~number and caliper inches of significant trees~~ tree crown cover on site by square feet.

b) Total ~~number and caliper inches of significant trees~~ tree crown cover proposed for removal.

c) Total ~~number and caliper inches of significant trees~~ tree crown cover proposed for preservation.

d) Calculation of the percentage proposed for removal.

e) If the percentage for removal exceeds fifty (50%) percent, the ~~number of caliper inches~~ area of tree crown cover which exceeds the allowed removal.

C) Tree Preservation Plan Updates. Tree Preservation Plans may need to be updated throughout the construction of developments due to changes in the grading plans and other construction related events. Additionally, a finalized plan shall be submitted by the subdivider upon completion of a development to verify all requirements have been met. Tree Preservation Plan updates shall be provided as required to the City Administrator or representative thereof. ~~subject to the following requirements:~~

~~1. Updated inventories shall require that all significant trees on the site are examined by a forestry specialist, and that all impacted trees are identified. Impacted trees shall be identified as removed on the updated inventory.~~

~~2. Updated inventories shall be subject to the same requirements and submitted in the same format as the original inventory called for by this section.~~

~~3. For lots that have obtained a certificate of occupancy, the updated inventory shall reflect the trees on the lots as identified on a final tree survey or other approved method.~~

~~4. If an updated inventory indicates that actual removal will exceed the planned removal as approved with the development, the subdivider shall be required to provide additional replacement trees as outlined by this section.~~

~~5. If the revised inventory indicates fewer trees have been removed than planned, the subdivider shall receive a credit for the additional inches preserved. Said credit may only be used towards planned future removal of trees. Under no circumstances shall this credit be used to eliminate required plantings as part of the development, nor can said credits be used to avoid existing obligations to ongoing or completed construction.~~

D) Protection During Development. No changes proposed for this section.

E) Protection Timeline. No changes proposed for this section.

F) Replacement Rate:

1) Planned, unplanned and unauthorized tree removal shall be replaced on ~~a caliper inch per caliper inch~~ square foot of crown cover basis in accordance with the following rates:

a) Planned Removal Authorized by the City: Trees planned for removal beyond the allowed fifty (50%) percent shall be subject to a required replacement as defined by this section. For every ~~tree~~ 2,000 square feet of crown cover, or part thereof, planned to be lost beyond the allowed fifty (50%) percent, cumulative replacement shall be required at a rate of ~~one and one half (1½) caliper inches for every one (1) caliper inch of tree loss~~ one newly planted tree of no less than three (3) inches of diameter at breast height (DBH).

b) Unplanned Removal Authorized by City: In the event ~~a tree tagged~~ tree crown cover identified for preservation is identified for removal in conjunction with a permitted activity, cumulative replacement shall be ~~one and one half (1½) caliper inches for ever one (1) caliper inch of tree loss~~ one tree of no less than three (3) inches of diameter at breast height (DBH) for each 2,000 square feet of crown cover lost, or part thereof. The tree inventory shall be updated to reflect the change.

c) Unauthorized Removal: In the event a tree identified for preservation is removed without authorization, cumulative replacement shall ~~be two (2) caliper inches for every one (1) caliper inch of tree loss~~ one tree of no less than six (6) inches of diameter at breast height (DBH) for each 2,000 square feet of crown cover lost, or part thereof. Such trees shall be planted from the inventory of a state-licensed nursery via tree spade. The tree inventory shall be updated to reflect the change.

2) Replacement Type: Replacement trees shall be subject to the following requirements:

a) Deciduous Trees: Diameter not less than ~~two and one half (2½)~~ three (3) inches of diameter at breast height (DBH) (measured at ~~thirty-six (36)~~ fifty-four (54) inches from natural grade).

b) Coniferous Trees: Not less than ~~six (6)~~ eight (8) feet in height.

c) Replacement trees shall be from the list of species identified in Section 1120-4.B of the Montrose Zoning Ordinance (Required Landscaping).

d) No more than twenty-five (25%) percent of the total replacement trees may be of the same species. No fewer than twenty-five (25%) percent of total replacement trees may be of either coniferous or deciduous trees.

e) Replacement tress shall not be placed on easements or street rights-of-way. Prior to planting replacement trees, the subdivider shall submit for City review and approval, the locations of the replacement trees.

3) Mitigation Alternatives: In the event removal limits are exceeded and required replacement cannot occur on-site, the subdivider may mitigate the tree loss via one (1) of the following alternatives as determined by the City:

a) Cash Payment. The subdivider may mitigate the tree loss via cash payment to the city. Such payment shall ~~equal the product of the total required caliper inches to be replaced multiplied by the fee per diameter inch~~ be as set forth by the city fee schedule. The cash payment shall be utilized for City forestry

projects as determined by the City.

b) Off-Site Planning. At the discretion of the City, ~~t~~The subdivider may plant replacement trees upon either property located within the City which is either under the control of the subdivider or owned by the City of Montrose.

H) Prohibited Actions. No changes proposed for this section.

I) Security for Tree Preservation and Replacement. No changes proposed for this section.

1110.04: Required Private Improvements:

A) As part of the final plat, the following private improvements shall be required where applicable to a new subdivision:

1) Where public sewer and water facilities are not available for extension into the proposed subdivision, the City may issue a permit allowing the use of individual water and sewer systems in accordance with City and State regulations, as may be amended. Where connection to the municipal sanitary sewer system is not feasible, the subdivider or the purchasers of individual lots shall install on-site sewage disposal facilities meeting the requirements of the City, County, Minnesota State Board of Health and the Minnesota Pollution Control Agency.

2) Private Landscaping. For any single family or two-family parcel created under this section, no fewer that two (2) new trees shall be planted per unit on each parcel. Said trees shall be no less than three (3) inches in diameter at breast height (DBH). For parcels created under this section for townhouses, multiple family residential, commercial, industrial, or institutional uses, the landscaping requirements shall be listed in the Zoning Ordinance.
NOTE: These tree planting requirements are **IN ADDITION TO** any replacement tree planting required by the subdivision or development project.

1020-4: Required Landscaping (Zoning Ordinance)

1) Types of New Trees: Trees suitable for complying with this Chapter shall include those ~~specified below~~ specified by the American Nursery Stock Standards as being suited for the local climate and soil conditions, which are not listed as invasive according to the Minnesota Department of Natural Resources List of Invasive Plants, which are resistant to common disease and insect infestations, and which meet the intent of the landscaping and tree planting sections of the Zoning and Subdivision Ordinances.

2) The following trees may be removed, thinned, or treated without penalty as they relate to tree preservation requirements, and such trees shall not be planted as a part of any required landscaping plan or tree replacement plan (exceptions may be made for varietals that have been developed specifically for disease and insect resistance at the discretion of the City):

a. Boxelder (Acer negundo)
b. Elm Species (including Chinese, Siberian, American)
c. Cottonwood, Aspen and other Poplar species
d. Silver Maple (Acer saccharinum)
e. Black Willow (Salix nigra)
f. Green Ash species (Fraxinus spp).

Brief discussion was held between commission members. Commissioner Cuff asked a clarifying question

about the size of the trees and how a 24" tree would be considered 2,000 square feet of canopy. Mr. Grittman stated that it depends on the species but the rule of thumb is a ¾ mature tree, which has lived about ¾ of its life, it would cover about 2,000 square feet of canopy. Commissioner Neiberger asked who is responsible for enforcing and ensuring that developers are planting the correct trees in the correct plat. Mr. Grittman stated that it is often inspected by the engineers or other on-site inspector and then compared to the landscaping/planting plan that is required as part of the final plat to make sure developers are planting each tree in the correct place. Commission Chair Smallwood stated that it seems this new ordinance makes it a lot easier for developers to come up with a tree/landscaping plan without having to do a full inventory per each tree.

Commissioner Fraumann motioned to close the Public Hearing and open the Planning and Zoning Meeting as of 7:18 p.m. Commissioner Henry seconded the motion. Motion carried 5-0.

Commission members determined that they all agreed and liked the new ordinance and thought it was ready to recommend to council for adoption.

Commissioner Fraumann motioned to accept the amended ordinance as presented and recommend adoption of an Ordinance Amendment for Subdivision Ordinances 1107-14 and 1110.04 and Zoning Ordinance 1020-4 to City Council. Commissioner Cuff seconded the motion. Motion carried 5-0.

7. OLD BUSINESS

No Old Business

8. NEW BUSINESS

A. Updates from City Planner

Mr. Grittman stated that Creekside Hollow is still working on their preliminary plat issues before bringing it to council for preliminary approval. Mr. Grittman stated the tree ordinance discussed tonight would likely help at least one of their issues, which was a very high amount of tree replacement based on the current ordinance. Ms. Bonniwell stated the last communication she had with the developer, they have submitted a request to be heard at the December 12th City Council Meeting.

9. NEXT MEETING

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

10. ADJOURNMENT

Commissioner Smallwood motioned to adjourn the meeting at 7:26 p.m. Commissioner Fraumann seconded the motion. Motion carried 5-0

_____
Charles Smallwood
Planning and Zoning Chair
City of Montrose

ATTEST:

_____
Jessica Bonniwell
City Administrator
City of Montrose

NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.957.1100 Website: www.nacplanning.com

MEMORANDUM

TO: Mayor Moynagh and Montrose City Council

FROM: Stephen Grittman

DATE: November 10, 2022

MEETING DATE: November 14, 2022

RE: Montrose – Preliminary Plat for Creekside Hollow
The NE Quarter of the NW Quarter of Section 35, Twp 119 N, Range 26 W, Wright County, MN, Subject parcel PID number: 112-500-352100

NAC FILE NO: 273.03 – 22.03

Background and Analysis

The subject property consists of approximately 40 acres and is currently broken into 3 phases. Per the submitted plans, the property is planned for 79 units. The property is zoned R-1, Single Family Residential, and is adjoined by other single-family parcels to the north and east, with suggested future single family uses towards the west and south property.

Planning Commission Review

The Planning Commission considered the Preliminary Plat at a public hearing on August 10, 2022. Several members of the public spoke at the hearing, and additional written testimony was submitted for the hearing. The speakers were predominantly, although not all, residents of the Forest Creek subdivision to the north. The proposed plat includes a connection to that subdivision via Cole Avenue.

The dominant theme from neighbor comments revolved around the impact that the development would have on the existing woodlands in the north half of the subject property. Several speakers raised concerns that the loss of the dense woodlands would impact both the vegetation and wildlife in the area. Some residents suggested that the

creek crossing (recommended as a required condition by staff) would disrupt the creek and the woodlands, and that the proposed road should be severed at that point, not crossing the creek.

Following the hearing, the Commission discussed the proposed plat and the options for development on the property. The Commission eventually voted unanimously to recommend approval of the plat as drawn, but with the conditions identified by staff. Those conditions are included in this staff report, and noted as a part of the proposed resolution.

Creekside Hollow Preliminary Plat.

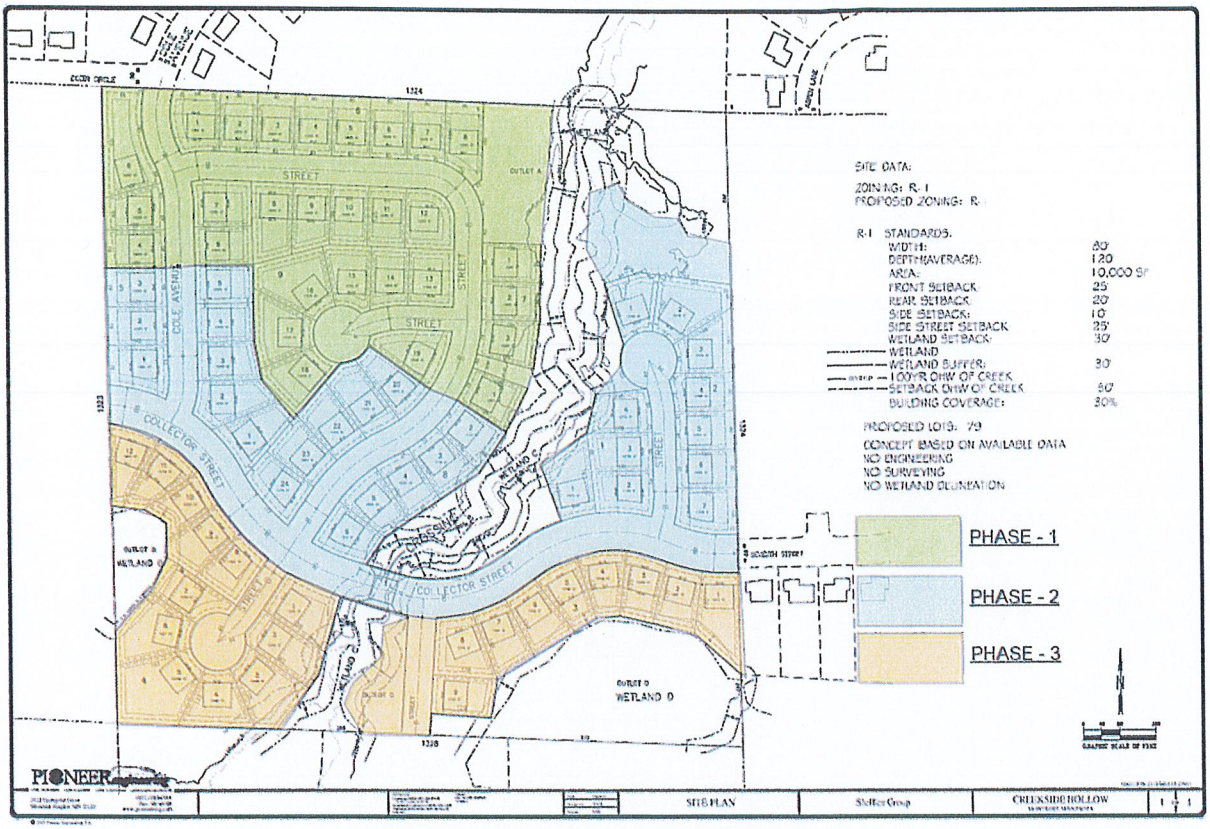
Lot sizes. The proposed subdivision consists of 80 proposed lots. The applicant illustrates home sites on each of the 80 parcels, consistent with the City's R-1 zoning regulations, which require lots of 10,000 square feet in area and 75 feet of width. Setbacks are shown to be consistent with the requirements for 25 feet front, 10 feet side, and 20 feet rear. Corner lots are required (and are shown) to maintain a 25 foot setback from both streets.

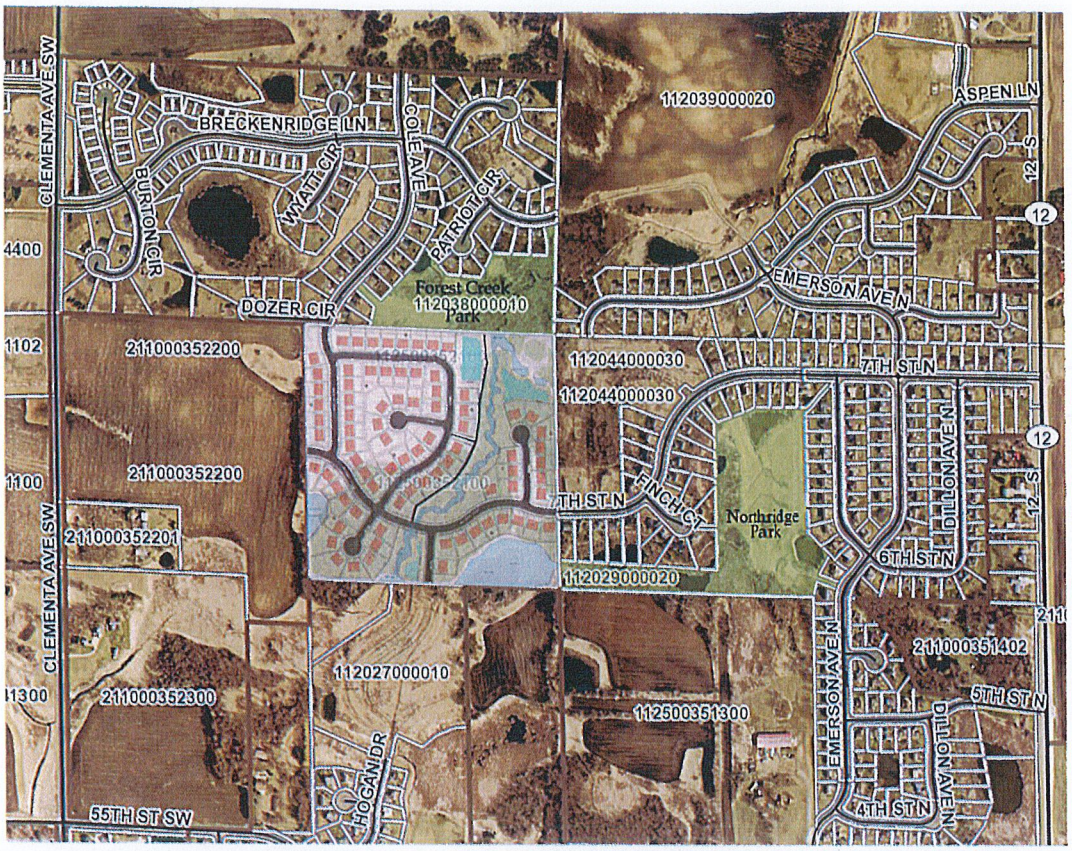
The current design meets/exceed all lot requirements. The proposed lots are a combination of rambler, lookout and walkout homesites along the west side of Aspen Lane, with full basement lots along the east side of Aspen. The easterly extension of Fieldcrest Avenue shows full-basement walkouts and lookouts.

Street Connections. The Planning Commission's discussion revolved around two primary issues, which the applicants have worked to address in the interim period. The first is connection to 7th Street, and its continuation through the plat from the east boundary to the west boundary. This connection is a critical aspect of the overall transportation plan for the area. The proposed plat property has benefitted from dedication and construction of 7th Street to the east, and future residents of this plat will further benefit from access to the west. Fire, Ambulance, and Public Works services are all predicated on the completion of this system, not just for neighboring development but for this project area as well.

Completion of this connection has been suggested by the development team as not being necessary for the development of this area. However, that is not the case. Without this connection – eventually in both directions, as well as future connections to the south, there would be inadequate access to this land to support any development.

Complicating that issue is the cost of crossing the creek as a part of the completion of 7th Street. The applicants have modified their original phasing plan to make that connection as a part of the second phase of the project. Phase I would consist of 29 lots, all of which would be able to access only to the north through the Cole Avenue access point. Phase II would then be designed to accommodate an additional 29 units, with the completion of 7th Street across the creek and to the connection with the existing street at the east boundary.


SITE DATA:
ZONING: R-1
PROPOSED ZONING: R-1
R-1 STANDARDS:
WIDTH: 80'
DEPTH(AVERAGE): 120
AREA: 10,000 SF
FRONT SETBACK: 25'
REAR SETBACK: 20'
SIDE SETBACK: 10'
SIDE STREET SETBACK: 25'
WETLAND SETBACK: 30'
WETLAND
WETLAND BUFFER: 30'
100YR OHW OF CREEK
SETBACK OHW OF CREEK: 50'
BUILDING COVERAGE: 30%
PROPOSED LOTS: 79
CONCEPT BASED ON AVAILABLE DATA
NO ENGINEERING
NO SURVEYING
NO WETLAND DELINEATION
PHASE - 1
PHASE - 2
PHASE - 3
COLLECTOR STREET
STREET
WETLAND D
PIONEER
SITE PLAN
Stellar Group
CREEKSIDE HOLLOW



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

For this project, the applicant's survey summary indicates that 71% of the caliper inches of existing trees are being removed, resulting in excess above the 50% threshold of 4,298 caliper inches of tree replacement requirement. At a typical size of 2.5 caliper inches at the time of planting, this would result in a replacement requirement of approximately 1,719 newly planted trees.

The Planning Commission reviewed and recommended a series of changes to the City's tree replacement requirements, an ordinance which is on the Council's agenda separately from this item. Under that requirement, the replacement trees are required to be planted at larger sizes, but the density of replanting is scaled to be similar to the tree crown cover being lost – although the current cover would be much more dense as a natural woodland.

If the Council adopts the amended ordinance, the applicant's revised plans estimate a replacement planting – in addition to the standard tree planting of 2 trees per lot – a total 90 additional 3" DBH (diameter) trees in the project. The applicants have not yet submitted a revised landscaping plan, which would be a condition of an preliminary plat

approval. Staff would verify the calculation, and provide an assessment of the replacement plan as a part of a Final Plat application for this project.

Water and Sewer

The proposed neighborhood will be serviced with water and sanitary sewer from existing infrastructure located to the south, east, and north. The City Engineer will comment on utility services, including stormwater management.

Parks, Trails, and Open Space.

The Subdivision Ordinance provides for park dedication from every subdivision, either land or cash. No park land is proposed with this project – a cash payment in lieu of land per City fee schedule would be expected A portion of the very northeast corner of the plat could be used for park if the City is interested in that area. However, it is across the creek from the Forest Creek park area, so it's use and accessibility is questionable.

The plat shows the extension of a planned trail along the creek as has been planned from the Rolling Meadows subdivision, terminating eventually at the 7th Street creek road crossing. With connections to the internal sidewalk system, this plan would serve the pedestrian and bicycle transportation needs of the area.

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

Summary and Recommendation

The proposed preliminary plat for Creekside Hollow sizes for all lots are consistent with that plan, and with those of the surrounding neighborhoods. All lots meet the dimensional standards of the R-1 District, and as such, planning staff recommends approval of the Preliminary Plat, with the following conditions:

1. The applicant continues to consider modified grading to retain as many trees as possible, reducing tree loss and minimizing replacement requirements.

2. The applicant provides a landscaping plan that identifies proposed required and replacement planting as a condition of Preliminary Plat approval. The landscaping plan should be included for review as to quantity and design as a part of Final Plat application..

3. The plat layout and phasing is timed to ensure that street connections from the north through to the east are made as a part of the initial construction of the

secondd phase to avoid further overburdening of the street traffic in adjoining neighborhoods. No occupancy of 2nd phase units should be allowed before opening of the full street connection from northwest at Cole Avenue to 7th Street on the east.

4. The applicant enters into a development contract securing the various public and private improvements and the established required park dedication.

5. The applicant provides for and financially secures tree and lawn planting as a part of the plat construction.

6. The applicant complies with the requirements of the City Engineer related to street, utility, grading, and stormwater requirements.

7. Other recommendations of staff and/or City Council.

BOLTON & MENK
Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

November 1, 2022

Honorable Mayor Moynagh
City Council Members
City of Montrose

via e-mail: jbonniwell@montrose-mn.com

RE: Creekside Hollow - Preliminary Plat
Montrose, Minnesota
Project No.: 0W1.126358

Dear Council,

We have reviewed the Preliminary Plat and Preliminary Construction Plans dated 6/17/2022 and the submissions of changes dated October 27, 2022 and have the following comments.

Note: The only modification from the Bolton and Menk August 2, 2022 Planning Commission memo is Item No. 1.

1. *The revised phasing plan includes the creek crossing and connection to 7th St. with Phase 2. The Development Agreement will include a requirement to construct this connection within a certain timeframe of Phase 1 completion.*
2. The right of way for all roads except cul-de-sac roads and the collector road shall be 60-feet. The right of way for the collector road shall be 80-feet and cul-de-sac roads shall be 50-feet.
3. All streets shall be named on the plat and plans.
4. Drainage and utility easements shall be expanded to include the wetland buffers on lots 6 thru 12 Block 4, Lots 1 thru 6 Block 3, and Lot 4 Block 1.
5. Outlots A, B, C, and D which contain wetlands and ponds shall be deeded to the City upon final plat recording.
6. The loop road and cul-de-sac roads street width shall be 33'.
7. A 5' boulevard shall be placed between all sidewalks and curb.
8. Lot 1 Block 5 and Lot 12 Block 4 will be un-buildable until such time that the collector street is extended to the west and the temporary cul-de-sac is removed. A building restriction document shall be recorded against the lots or other means to restrict building shall be completed as approved by the City.
9. An easement shall be placed over the temporary cul-de-sac on Lot 9 Block 3.
10. Driveways shall be located off of the side streets instead of the collector road on Lot 1 Block 9, Lot 8 Block 4, and Lot 8 Block 3.

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11. The collector road shall have minimum 300' radii on all curves.
12. Driveway widths within the right of way shall be a minimum of 20 feet.
13. A potential trail extension south of the collector road shall be discussed with the City.
14. An additional catch basin shall be added in the vicinity of the rear yard of Lot 18 Block 9.
15. The lookout elevation for Lot 6 Block 5 shall be added.
16. The lookout elevations for Lots 14 and 15 Block 9 shall be raised to 972.5 to meet the 2' minimum EOF separation.
17. The low floor elevation for Lot 1 Block 7 shall be raised to 964.0 to maintain 3' above the adjacent pond NWL.
18. Pond 200P shall have a rip-rap EOF.
19. Maintain minimum 2 feet above the EOF for low opening elevations on Lots 1, 2, 3, 4 and 21 Block 9.
20. At least one additional catch basin shall be added in the rear yard in the vicinity of Lot 5 Block 2.
21. The creek running through the site is located in the Shoreland Overlay District. The structure setback requirement is 50-ft from the ordinary high water level. According to the site plan several lots do not meet this criteria. The layout shall be adjusted accordingly.
22. The proposed 100-yr creek OHWL shall be shown on the grading plans.
23. The rear yard drainage in Lot 19 Block 9 shall be adjusted to achieve a minimum 2% grade from the back of the house pad.
24. Street plan and profile sheets shall be submitted with the final plans. Include labeling of all radii on the plan.
25. Include a typical section specific to this development in the final plans. The typical section shall consist of a 5' boulevard and 5' wide sidewalk all located within the right-of-way.
26. Utility plan and profile sheets shall be submitted with the final plans.
27. Proposed water and sewer services shall be shown on the final plans.
28. All storm sewer shall have a minimum cover of 3' over the top of the pipe.
29. Minimum storm sewer size is 12-inches. Storm sewer pipe sizes can be reduced to 12-inch diameter if capacity allows.
30. All catch basins within the roadway shall have rings coated with Flex-Seal.
31. Easements shall be 30' wide in all storm sewer locations.

32. The outlet control structure detail information does not match what is shown in the Storm Water Management Plan. The details on sheet 9.3 shall be adjusted accordingly.
33. CBMH-302 and CBMH-311 shall be tied together, which may require an additional structure, to eliminate one FES into pond 300P.
34. The outlet elevation of FES-150 shall be adjusted to 961.00.
35. A storm sewer structure table shall be included in the final plans that includes structure sizes, castings, etc.
36. The HWL's for wetlands B, D and the proposed HWL in wetland C on the upstream and downstream side of the collector street shall be calculated.
37. The NRCS soils map shows a majority of the upland soils in the development to be Type C soils. The Curve Numbers in the HydroCAD calculations should be updated to reflect this soil type.
38. Several of the time-of-concentrations are very small, less than 5 minutes. The NRCS Velocity Method is the preferred method for determining the time of concentration. The calculations shall be adjusted accordingly.
39. Storm sewer sizing calculations shall be submitted.
40. Sizing calculations for the culverts crossing under the collector street shall be submitted.
41. The Developer has requested financial contribution by the City for the culverts at the creek under the collector roadway. It is not standard practice or policy for the City to contribute to these items. Any contribution would have to be specifically approved by the City Council. The City should consider setting precedent for contributions to private development when considering this request.
42. All sanitary sewer shall be PVC.
43. The watermain on the cul-de-sac in Block 9 shall not be located under the curb.
44. The gate valve at the connection to 7th Street shall be removed and replaced.
45. If possible, the cul-de-sac for Block 2 shall be raised up to provide additional cover over the sanitary sewer.
46. All watermain shall be PVC C900 complete with a tracer system.
47. All watermain fittings shall be secured using COR-BLUE-T-BOLTS or approved equal.
48. Two large zinc anode caps shall be installed on all fitting glands.
49. All watermain fittings shall be fusion bonded, epoxy coated, with a minimum thickness of 6-8 mils.
50. The connection to the existing sanitary sewer manhole shall include a Kor-n-Seal boot or approved equal.
51. All requirements of the Floodplain Overlay District of the City Zoning Ordinance shall be met, including but not limited to submittal of floodway impact statement for all fill placed within the flood plain. The City Engineer and DNR shall approve all impacts to the floodplain.

52. A SWPPP shall be submitted that meets the current MPCA Construction Stormwater General Permit requirements (MNR100001) in Section 5.
53. A signing plan shall be included with the final plans.
54. All proposed trees shall be located outside of the drainage and utility easements.
55. The tree preservation plan and landscape plan shall be subject to review and comment by the City Planner.
56. The applicant shall enter into a development agreement prior to recording of final plat.
57. All construction shall be in accordance with the City of Montrose Standards and Ordinances.
58. A soils report, including soil borings, shall be submitted.
59. A wetland delineation has been approved. The wetland lines shown on the plans shall match the approved delineation. It appears some of the linework might be different than the approved delineation.
60. As part of the final plat submittal, the Developer shall be responsible for obtaining all permits including but not limited to Corps of Engineer Wetland Impact permit (if applicable), Wetland Conservation Act Wetland Impact permit, DNR Public Waters Permit, MDH Watermain Extension permit, MPCA Sanitary Sewer Extension permit, and MPCA NPDES Construction Stormwater permit.
61. Revised plans and documents incorporating the above referenced comments shall be submitted for review by the City Engineer prior to final plat approval.

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

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

Sincerely,

Bolton & Menk, Inc.

Justin T. Kannas

Justin Kannas, P.E.
Principal Engineer

To: City of Montrose
From: Robert Machacek/Phil Soby, Sheffer Group
Date: October 27, 2022

Re: Creekside Hollow
Revised Narrative with Changes from Staff Comments/Planning Commission Approval

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

Property

The property is located in the north central area of Montrose. There is a wooded public waterway running up through the east side of the property. The site is rolling with woodland areas and wetlands. Seventh Street is stubbed on the east property line, Cole Avenue to the north, and Humphrey Street to the south. There are existing and recently approved single family developments to the north, east, and south. It is rural or undeveloped directly west. The revised plan shows a total of 79 lots (down from the 80 approved by the Planning Commission) due to the fact that we incorporated Staff's request that the ROW for the collector road be 80-feet.

Zoning

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

Comprehensive Plan

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

Project Phasing

We anticipate the project to be constructed in phases. A preliminary phasing plan has been included and can be found in Exhibit A attached. We have revised our phasing plan from earlier based on comments we have been given. The proposed phasing allows for an orderly construction plan for the project given the sanitary/water services constraints.

Infrastructure

Access

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

Discussion of Waterway Crossing

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

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

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

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

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

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

City Paid Portion = 2/3 of total crossing construction costs

Developer Paid Portion = 1/3 of total crossing construction costs

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

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

Water and Sewer

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

Stormwater

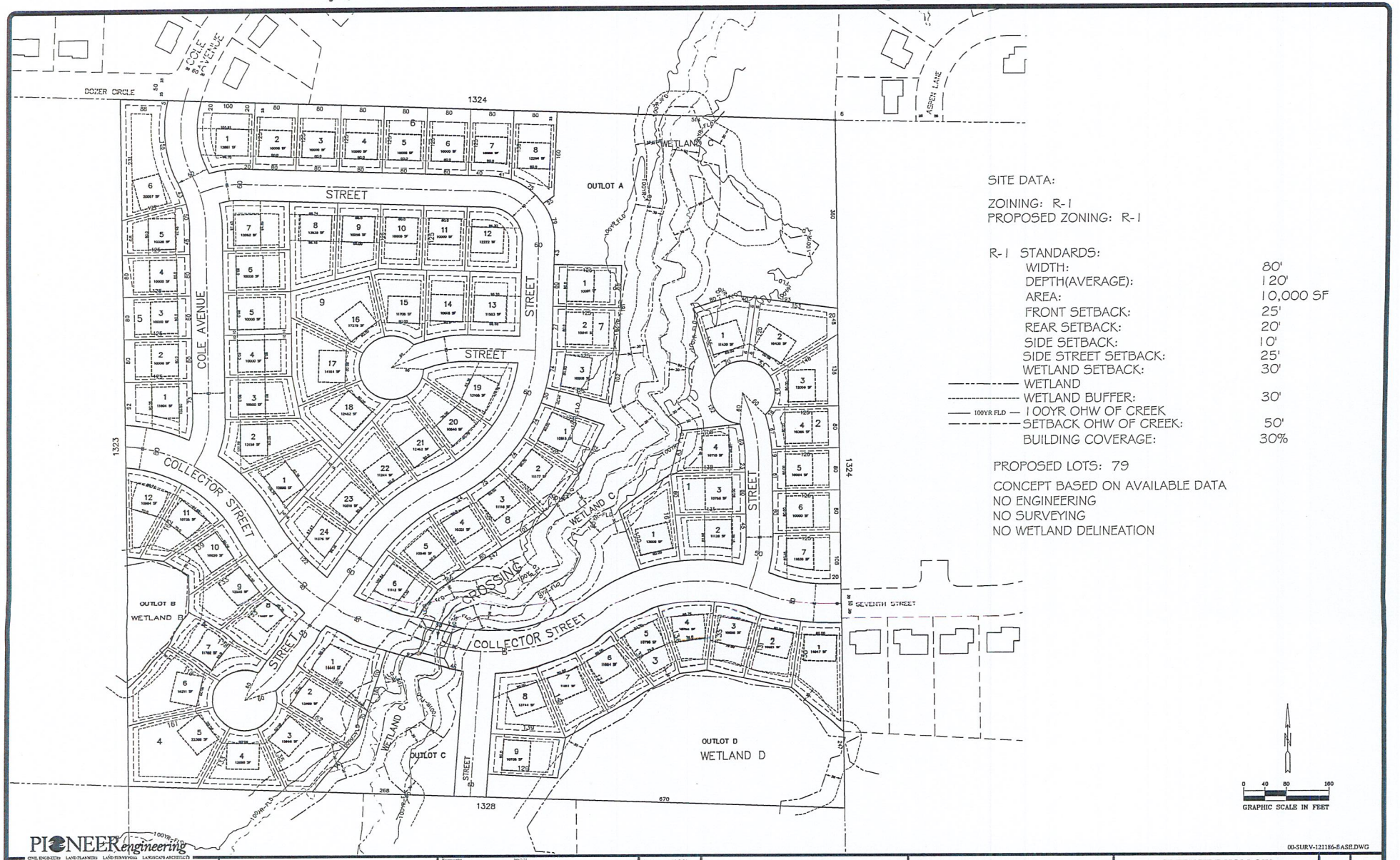
The stormwater design will meet or exceed all relevant state and local regulations. There are two basins on the north end adjacent to the waterway and wetland. There is one basin on the south end.

Trees and Landscaping

There were over 2,000 trees tagged on site for a total of over 20,000 inches of significant trees. We are removing 71% of these trees leaving us with 4,298" removed over the allowable threshold. Exhibit C included herein calculates our replacement requirements given the pending proposed approval to the City's Ordinance regarding Tree Preservation. We are making every effort to save as many trees as possible. Most of the trees being saved are along the waterway. Our submitted landscape plan will maintain the best horticulture/landscape practices and strive to provide the City an attractive landscape plan.

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

* Revised since Public Hearing *



PIONEER Engineering
CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS
2422 Enterprise Drive
Mendota Heights, MN 55120
(651) 681-1914
Fax: 681-9488
www.pioneereng.com

Revisions: 1st 11-2-21 - ADDED WET SETBACK; 2nd 11-15-21 - ADDED ACCESS; 3rd 11-23-21 - ADDED SETBACKS; 4th 12-9-21 - SOUTH DEVELOPMENT REVISED	Date 11-2-21	SITE PLAN	Sheffer Group	CREEKSIDE HOLLOW MONTROSE, MINNESOTA	1 of 1
	Designed XXX				
	Drawn NIK				

00-SURV-121186-BASE.DWG

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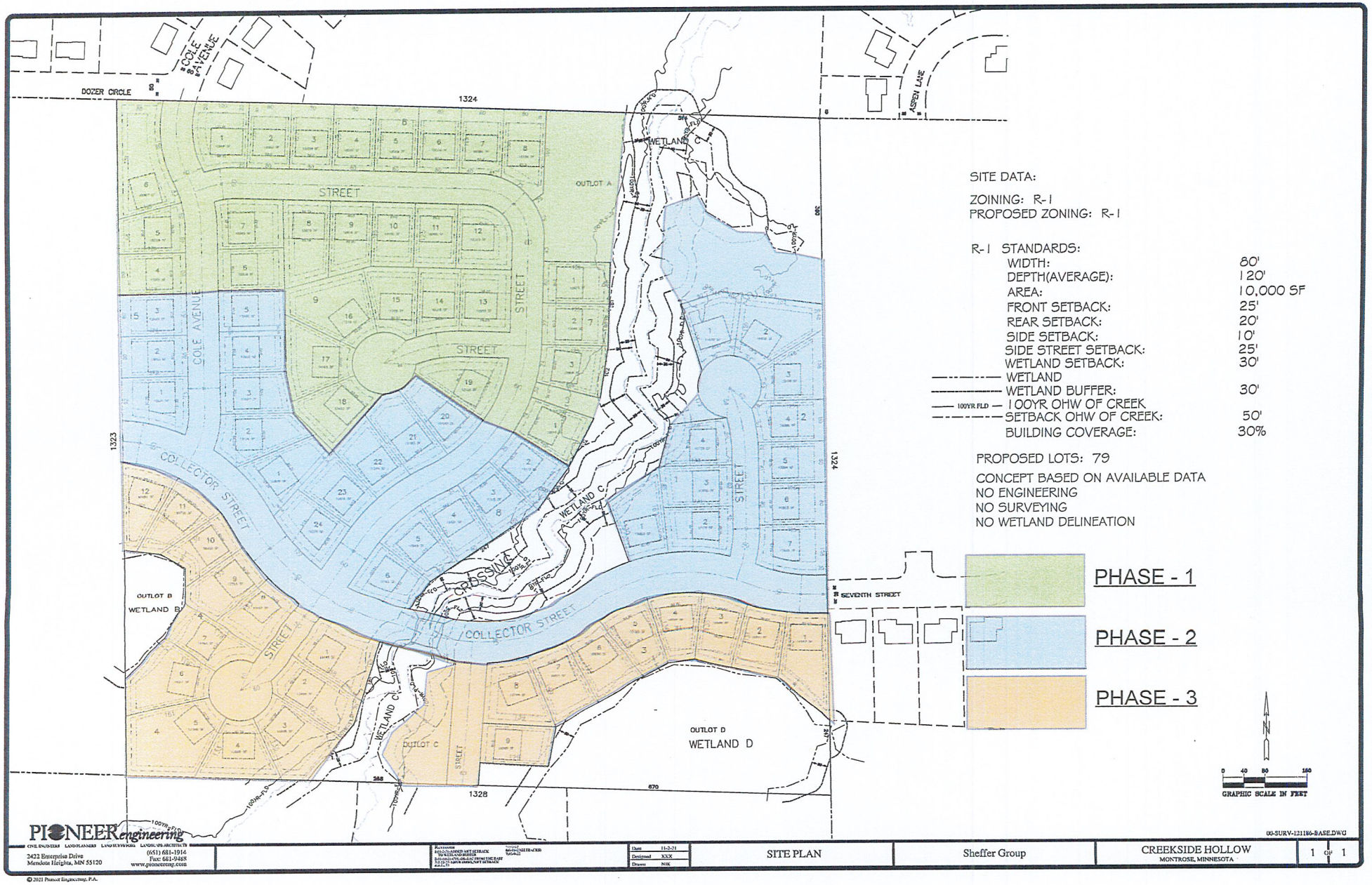
Collector Street Usage

Total Units Using Access=244

Creekside Usage=80 units

%Creekside=33%

* Revised since Public Hearing *



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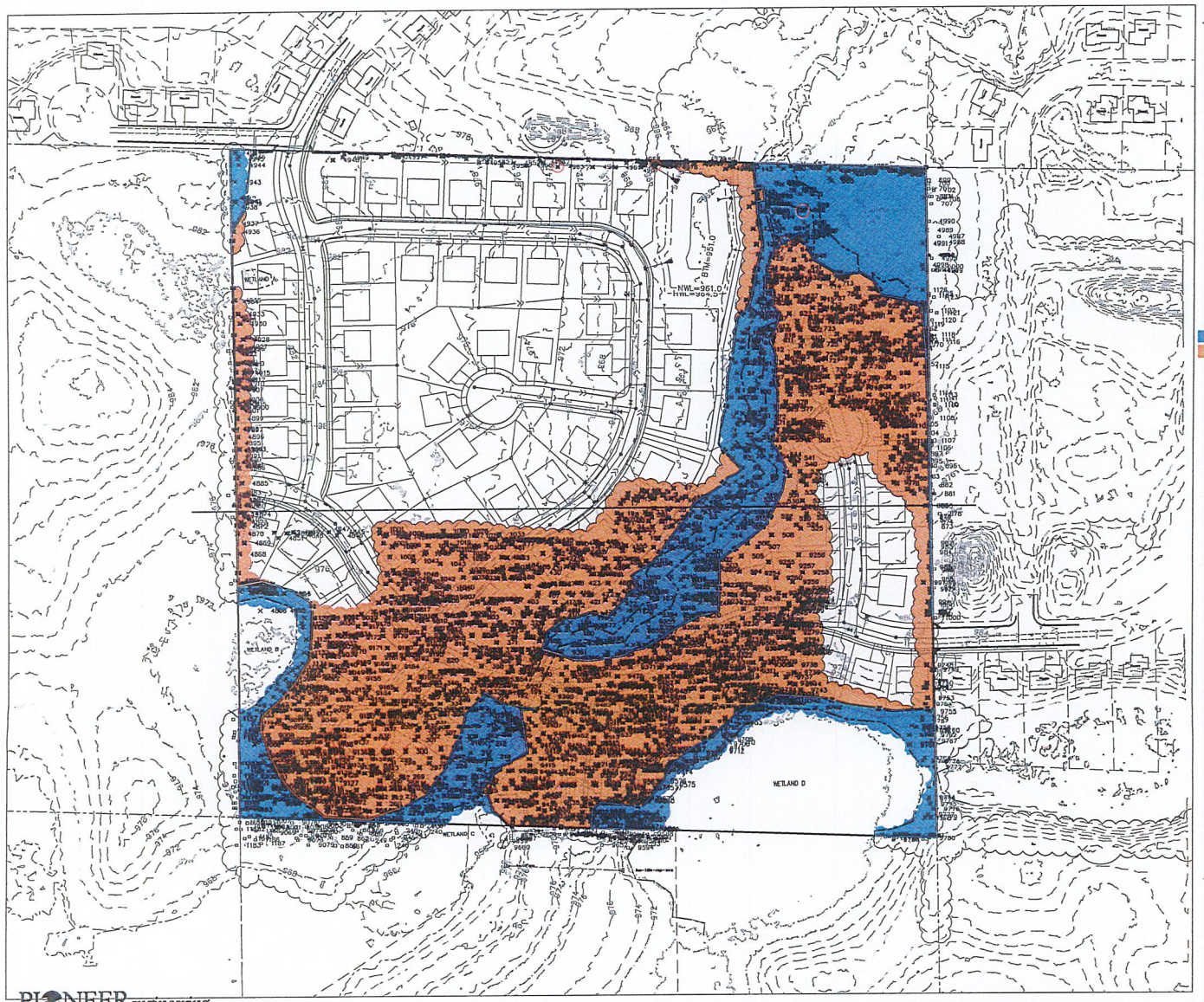
Revised since Public Hearing



CURRENT TREE PRESERVATION ORDINANCE CALCULATIONS:

Total Significant Inches:	20,456	
Allowed Removal (50%):	10,228	
Total Removal (inches):	14,526	71.00%
Total Saved (inches):	5,930	29.00%
Removal over threshold (inches):	4,298	

Trees deemed poor, hazard, over 50% dead or damaged, or off-site are excluded from all calculations
Removal of Green Ash not counted against the remove category because of the presence of Emerald Ash Borer on site.
Ordinance requirement is 1.5" replacement for every 1" removed over the allowable 50% removed.

4,298 INCHES OVER THRESHOLD X 1.5" = 6,447 INCHES TO BE MITIGATED

6,447 INCHES IS EQUIVALENT TO 2,579 2.5" TREES OR 2,149 3" TREES

2022 PROPOSED TREE PRESERVATION ORDINANCE CALCULATIONS:

TOTAL TREE CANOPY AREA: 886,316 SF
SAVED TREE CANOPY AREA: 262,733 SF
REMOVED TREE CANOPY AREA: 623,583 SF

ALLOWABLE REMOVAL 50%: 443,158 SF
REMOVAL OVER THRESHOLD: 180,425 SF

ONE 3" TREE REQUIRED FOR EVERY 2,000 SF OF CANOPY REMOVED OVER THRESHOLD

180,425 SF/ 2,000 = 90 TREES (3" B&B) FOR REPLACEMENT

N

0 50 100 200
GRAPHIC SCALE IN FEET

PIONEER engineering
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Mendota Heights, MN 55120
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www.pioneereng.com

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota
Name: Jennifer L. Thompson
Reg. No. 44763 Date: xx

Revisions

Date: 10-19-22
Designed: JLT
Drawn: JLT

TREE PRESERVATION ORDINANCE COMPARISON

SHEFFER GROUP
4655 NICOLS ROAD STE 206
EAGAN, MINNESOTA 55122

CREEKSIDE HOLLOW
MONTROSE, MINNESOTA

1 OF 1