



CITY COUNCIL AGENDA REGULAR MEETING

**Monday, August 14, 2023
7:00 P.M.**

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

Montrose Community Center
200 Center Avenue South
Montrose, Minnesota 55363

1. CALL TO ORDER

2. ROLL CALL

3. INVOCATION

A. Pastor Ryan Clark – St. John’s Lutheran Church

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA

6. APPROVAL OF CONSENT AGENDA

A. Minutes

1. July 10, 2023 City Council Workshop – prepared by J. Bonniwell
2. July 10, 2023 Regular City Council Meeting – prepared by J. Bonniwell
3. July 31, 2023 City Council Workshop – prepared by J. Bonniwell
4. July 31, 2023 Special City Council Meeting – prepared by J. Bonniwell

B. Accounts Payable

1. City, August 14, 2023 – prepared by M. Sommerfeld
2. Fire Department, August 14, 2023 – prepared by M. Sommerfeld

- C. Schedule City Council Budget Workshop for Tuesday, September 5, 2023 at 4:00 p.m. in the City Hall Conference Room
- D. Approve including \$260.00 in annual budget for the Economic Development Authority to contribute to the Initiative Foundation
- E. Fee Schedule Amendment
 - 1. Ordinance 2023-07 – *An Ordinance Amending Various Development and Administrative Fees for the City of Montrose*
 - 2. Resolution 2023-21 – *A Resolution Authorizing Summary Publication of Ordinance 2023-07: An Ordinance Amending Various Development and Administrative Fees*
- F. Resolution 2023-22 – *A Resolution Authorizing Licensee to Dispense Intoxicating Liquor Off Premises at the Celebrate Montrose Event on August 19, 2023, at Lions Park (260 Second Street S, Montrose, MN 55363)*

7. WRIGHT COUNTY SHERIFF'S OFFICE

- A. July, 2023 Monthly Report and Hours Report
- B. Wright County Law Enforcement Contract

8. REQUEST FOR COUNCIL ACTION

- A. Mitch and Kay Siglowski – 335 Dakota Avenue South

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

- A. City Council
 - 1. Monthly Activity Report
- B. Montrose Fire Department
 - 1. July, 2023 Activity Report
- C. Economic Development Authority
 - 1. July 18, 2023 Economic Development Authority Meeting Minutes
- D. Planning and Zoning Commission
 - 1. July 12, 2023 Planning and Zoning Commission Meeting Minutes
- E. City Engineer
 - 1. 2023 Street Improvement Project – Bid Approval
 - 1. Resolution 2023-23 – *A Resolution Accepting 2023 Street Improvement Project Bid and Awarding Contract*
 - 2. Highway 12 Watermain Replacement Project
 - 3. Highway 12 Lighting and ADA Improvements
 - 4. 200 Crystal Lane Drainage Improvements
 - 5. Updates

F. Park and Recreation

1. July 11, 2023 Park and Recreation Meeting Minutes

G. Public Works

1. 2023 Manhole and Street Repair Quotes
2. Landscaping for City Signs
3. Watering Restrictions Discussion

10. OLD BUSINESS

- A. Resolution 2023-24 – *A Resolution Selecting Developer for Preserve of Montrose Development*

11. NEW BUSINESS

- A. Administrative Subdivision Application – 520 Nelson Boulevard

1. Resolution 2023-25 – *A Resolution of the City Council of the City of Montrose Approving a Subdivision for Splitting a Parcel into Separate Parcels*

12. OPEN FORUM

13. UPCOMING MEETINGS

- A. Park and Recreation Meeting – Tuesday, September 5, 2023 at 6:00 p.m. in the Montrose City Hall Conference Room
- B. Planning and Zoning Meeting – Wednesday, September 13, 2023 at 7:00 p.m. at the Montrose Community Center
- C. Economic Development Authority Meeting – Tuesday, August 15, 2023 at 12:00 p.m. in the Montrose City Hall Conference Room
- D. City Council Budget Workshop – Tuesday, September 5, 2023 at 4:00 p.m. in the Montrose City Hall Conference Room
- E. Regular City Council Meeting – Monday, September 11, 2023 at 7:00 p.m. at the Montrose Community Center

14. ACKNOWLEDGEMENTS

15. ADJOURNMENT

City of Montrose
 City Council Workshop
 Montrose Community Center
 200 Center Avenue South
 Monday, July 10, 2023
 5:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met for a City Council Workshop on Monday, July 10, 2023 at 5:00 p.m.

Mayor Moynagh called the Workshop to order at 5:00 p.m.

2. PRESENT AT THE MEETING

Present: Mayor Robert Moynagh III

Council Member Sam Solarz
 Council Member Nicole Andreoff
 Council Member David Paradeise
 Council Member Michelle Otto

Staff Present: Jessica Bonniwell – City Administrator
 Dan Remer – Public Works Director
 Steve Grittman – City Planner
 Jared Voge – City Engineer

3. PROPOSAL FROM JP BROOKS FOR PRESERVE PROPERTY

Mr. Grittman gave a brief overview of both plans and highlighted the differences in his report for City Council as follows. The details from the JP Brooks Proposal are as follows:

Land Use and Unit Styles:

- Townhouse style residential. Follows existing approved plat closely – private streets and townhouse buildings.
- Residential (174 total units)
 - 17 8-unit buildings (back-to-back), 2 6-unit buildings (back-to-back), 3 4-unit buildings (row-style), 2 4-unit buildings (back-to-back) and 3 2-unit buildings (twin homes)
 - All units 2-story, with tuck-under garages at grade
 - “Future Park” area shown to south

Unit Styles and Organization

- This project relies on a similar unit type in various clusters including both back-to-back and row orientations, with 2-car incorporated garages. The units would be in the 1,700-1,725 square foot range, depending on 3-or-4-bedroom designs. All units would have front-facing window exposure, with end units adding side windows on both floors. An HOA is planned for common maintenance, including private streets.

Infrastructure

- This project proposal provides some detail on infrastructure replacement, but relies on the original layout, working with the existing plat, but replacing and addressing utilities, and replacing all or most of the streets and curb/gutters.

Schedule

- The proposer would initiate infrastructure in 2023, relying on the existing plat, and models open by March 2024. No end date is forecast. This proposal specifies a 90-day due-diligence period after acceptance prior to closing.

Financials

- The proposer does not specify a total investment, and has identified a need for consideration of TIF.

Other Elements

- The proposal includes an expectation of constructing the park enhancements and other open space preservation.

Mr. Grittmann stated that no formal recommendation is being made at this time and makes this summary conclusion regarding the JP Brooks Proposal:

For the Brooks Project: The proposer is seeking to follow the existing plat. A new development agreement would be necessary to address the contemporary requests, and a Final PUD consideration would be necessary to validate approval of any changes to the PUD by City Council. The TIF request would parallel the development review consideration, and is also a Council-level process. Because this project follows the existing plat, the land use mirrors that plat and the original PUD, and the buildings are within the scope of the plat and the original PUD density and size. The City Council may require a new Development Stage PUD process, or it may waive any requirement for new zoning approval, with the exception of the building designs.

Mr. Art Plante was in attendance for the JP Brooks company and gave an overview of the aforementioned plan details and took questions from City Council members in attendance.

Council Member Solarz asked what price point they would look at as being a goal sales price for the homes in the development. Mr. Plante stated that their goal average sales price is \$262,500.00 for the townhomes. Mr. Plante also stated that their sales goals is to sell 3 homes per month until the development is sold out. Ms. Bonniwell asked about their TIF request and if it would be an affordable housing TIF and how long they would like the TIF district to be active. Mr. Plante stated that the maximum length of TIF is 26 years, and they would hope to have the TIF district active for less time than that, depending on how quickly the units sell and the condition of the the market overall. Council Member Solarz asked about phasing and how quickly they would be filling out the development. Mr. Plante stated that it would depend on how quickly they could build and sell as they do not want to re-build all of the roads just to have them sit vacant in the weather for two or more years. Council Member Paradeise asked about assurances that the roads will be completed in case the developer leaves the development half complete and streets unfinished. Mr. Plante stated they complete streets in two parts with the first being the first lift that is put down before the houses go in, and once construction is complete, they will add the final lift to complete the road. Mr. Plante said as far as assurances, the developer agreement will drive how to handle having a letter of credit or similar on file with the city to ensure infrastructure gets completed and the city is not left high and dry.

Mayor Moynagh asked if they had a lot of experience with running HOA's. Mr. Plante stated that JP Brooks and himself personally are on the board of every HOA they have created in order to ensure they continue and are run properly. Mr. Plante stated they work with property management companies that have a lot of experience and run things in a very professional manner.

4. PROPOSAL FROM PAT BRIGGS FOR PRESERVE PROPERTY

Mr. Grittmann gave a brief overview of both plans and highlighted the differences in his report for City Council as follows. The details from the Pat Briggs Proposal are as follows:

Land Use and Unit Styles:

- Mixed Residential, with approximately 2 acres along Hwy 12 reserved for future commercial/industrial. Follows existing private street layout, but substitutes central townhouse area for multi-family; exterior townhouse areas reflect current plat.
- Residential (164 total units)

- 90 units multi-family rental (2 45-unit buildings), with covered and open parking, phased dependent upon demand. Approximately 3 stories (1st story parking), plus detached garage buildings.
- 44 “Tiny Houses” in 4-8 unit clusters – optional to create as patio-home style units, depending on demand/absorption
- 30 units in 6-8 unit (back-to-back) townhouse clusters
- Two other development areas are undesignated

Unit Styles and Organization

- This project shows a mix of apartment units from studios to 2-bedroom units. The tiny homes are not detailed, but could be converted to patio homes based on market demand as noted by the proposer. The proposal suggests that the patio homes would be for a senior market – no additional detail is available for either market product. For tiny houses, there is typically no covered garage, but patio homes will often include a garage. These details, among others, would require additional clarity. The applicant implies an HOA or similar organization for various common elements.

Infrastructure

- The project description does not detail the infrastructure plans for the development. The site plan layout relies on the existing street layout, but would require investigation and replacement of utilities and streets as determined.

Schedule

- The proposer plans for a 2024 project, over a 60-month period for full build-out. The proposer would like to see approvals happen throughout the rest of 2023. Both mixed products to proceed on the same timeline.

Financials

- The proposer mentions a \$20M+ investment – no other financing detailed.

Other Elements

- The project proposal includes an intention to develop a fishing pond feature in the open space area of the site, and a controlled-access dock.

Mr. Gritman stated that no formal recommendation is being made at this time and makes this summary conclusion regarding the JP Brooks Proposal:

For the Briggs project, there would be a new platting requirement, and both Development Stage and Final Stage PUD consideration. These would require public hearings at the Planning Commission level, then consideration by City Council. A new final development agreement would be necessary as part of final approval. As noted, the proposer has not identified a request for public financing, which if sought, would require additional consideration.

Mr. Patrick Briggs was in attendance for the Briggs Proposal and gave an overview of the aforementioned plan details and took questions from City Council Members in attendance.

Mr. Briggs stated that his focus is to have a diverse development that can shift and move with the market over time. Mr. Briggs stated that he is also focused on children and families and incorporating items and features to make developments inclusive for children by incorporating playgrounds and fishing ponds. Mr. Briggs stated that he believes the area in and around Montrose is in need of rental units that would be a mix of studio, 1-bedroom and 2-bedroom units. Mr. Briggs stated that he is interested in building small places for people to live in “tiny homes” or “micro-apartments” that would be around 600-700 square feet for some of the spaces to give some variety and options. Mr. Briggs stated that he left a couple areas within the development un-planned still at this point to be open to possibly senior living, light industrial, or retail.

Mayor Moynagh asked if the roads are planned to be private or public and if there would be an HOA. Mr. Briggs stated that the roads are currently planned to be private roads maintained by an HOA. Mr. Gritman asked Mr. Briggs if all the units, including the tiny homes and townhomes, will be rental units, or if they would be sold. Mr. Briggs stated that it would be a mix of ownership and rentals depending on demand. Ms. Bonniwell asked if Mr.

Briggs was planning to apply for a TIF district. Mr. Briggs stated that he would ask for TIF just for the apartment buildings under the affordable housing TIF restrictions. Council Member Otto asked when Mr. Briggs would want to start this project. Mr. Briggs stated that he would want to start right away with development designs and approvals so that he would hopefully be able to start digging in Spring 2024. Mayor Moynagh asked about the unplanned outlots on the proposal and if a daycare might be something that could go in that space. Mr. Briggs stated that yes, he has been asking around and it sounds like daycare is a need in every community and would be happy to see something like that go in the unplanned space.

The City Council thanked both developers for their presentations and took a short recess beginning at 6:02 p.m. while the developers left so Council could discuss the proposals amongst themselves.

The City Council reconvened at 6:06 p.m. to discuss the proposed developments for the Preserve.

Mayor Moynagh asked for initial thoughts or concerns about the concept plans. Council Member Otto stated that she liked the Briggs plan for the variety and that he has spoken to local business owners about area needs. Council Member Paradeise agreed with the variety and the potential for the outlots. Council Member Andreoff stated she would be worried about parking availability for the Briggs proposal and how much parking he would be installing. Mr. Grittmann stated that the developer would have to meet the city's parking standards with either underground or surface parking. Council Member Solarz was concerned about enough parking for the Briggs project which includes some garage parking underneath the apartment units at ground level. Ms. Bonniwell stated that she does believe that rental properties are something that is needed in the area. Mayor Moynagh stated that he liked the Briggs proposal with the fishing pond and that his plan is to bring the community together with a fish fry each year. Mr. Voge stated that he was concerned that Briggs did not bring up the infrastructure issues with the development area or discuss his plans for funding and fixing the issues. Mr. Grittmann stated that he thought that Briggs certainly had a bit more creativity with his plan, but that with JP Brooks, you will get a project with a solid plan. Mr. Grittmann stated that a lot of the Briggs proposal is still open to changes – that it is more of a fluid plan, and that there would be more to negotiate and work through with that plan. Mayor Moynagh stated he would have liked to see concept layouts for the tiny houses and other products within his plan. Ms. Bonniwell stated she would follow up with the developer and see if he would provide some more detailed information about the layouts of the products he is proposing. Ms. Bonniwell stated she would also follow up regarding some TIF details with both developers and ensure that Briggs is aware of the infrastructure problems.

5. ADJOURNMENT

Mayor Moynagh adjourned the City Council Workshop at 6:20 p.m.

Robert Moynagh III
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

City of Montrose
 Regular City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, July 10, 2023
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, July 10, 2023 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
 Council Member Michelle Otto

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

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was taken.

4. APPROVAL OF THE AGENDA

A. Approval of the Agenda

Council Member Solarz motioned to approve the July 10, 2023 City Council Agenda as presented. Council Member Paradeise seconded the motion. Motion carried 5-0.

5. APPROVAL OF THE CONSENT AGENDA

A. Minutes

1. Accepted the minutes of the June 12, 2023 Regular City Council Meeting

B. Accounts Payable

1. Approved the July 10, 2023 Accounts Payable for the City of Montrose
2. Approved the July 10, 2023 Accounts Payable for the Montrose Fire Department

C. Approved the Monthly Utility Adjustments for June 2023

D. Approved Resolution 2023-13 – *A Resolution Accepting Donations*

E. Approved the Annual Fire Contracts for July 2023 – June 2024

Council Member Paradeise motioned to approve the July 10, 2023 Consent Agenda as presented. Council Member Solarz seconded the motion. Motion carried 5-0

6. WRIGHT COUNTY SHERIFF'S OFFICE

A. June, 2023 Monthly Report presented in packet.

Wright County was not present at the meeting.

7. PUBLIC HEARING

A. Public Hearing for Wellhead Protection Plan for Drinking Water Supply Wells

1. Wellhead Protection Plan – Part II

2. Resolution 2023-14 – *A Resolution for the Wellhead Protection Plan and Approval of Plan*

Mayor Moynagh motioned to close the City Council Meeting and Open the Public Hearing at 7:02 p.m. Council Member Solarz seconded the motion. Motion carried 5-0.

Mr. Voge summarized the Wellhead Protection Plan stating that the City has been working diligently with different state agencies to prepare this Wellhead Protection Plan. Mr. Voge stated that Part I has been completed and included identifying the Drinking Water Supply Area. Mr. Voge stated that the goal of Part II is to identify and protect the city's water resources and identify any other wells in the Drinking Water Supply Area.

Mayor Moynagh asked if there were any questions from Council on the Wellhead Protection Plan. Mayor Moynagh then asked three times if there were any public comments or concerns regarding the Wellhead Protection Plan.

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

Mayor Moynagh motioned to approve Resolution 2023-14 – *A Resolution for the Wellhead Protection Policy and Approval of Plan*. Council Member Otto seconded the motion. Motion carried 5-0.

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

A. City Council

1. Monthly Activity Report

The City Council Members gave a brief overview of the meetings, activities and/or events they attended.

B. Montrose Fire Department

1. June, 2023 Activity Report

Chief Triplett stated the June, 2023 Activity Report was included in the packet and wanted to

acknowledge Dustin Falk for his time on the department as well as acknowledge David Paradeise and Jennifer Brenny for successfully completing training for Fire I and Fire II as well as training for Hazardous Materials Operations.

Chief Triplett also updated the City Council regarding the security upgrade noting that doors have been replaced at City Hall as well as public works, and doors and the Community Center are scheduled for July 11th. Chief Triplett stated that once that part is done, they will start working on the locks and key fob portion of the project, followed by security cameras.

C. City Engineer

1. 2023 Street Improvement Project – Approve Plans and Authorize Bidding

1. Resolution 2023-15 – *A Resolution Approving Plans and Specifications and Ordering Advertisement for Bids*

Mr. Voge stated that staff is recommending the mill and overlay of several smaller streets off of 1st Street North to complete the paving and road project in that area. The roads that will be repaved this year will be Hill Street, Garner Circle, Hogan Circle, Hogan Drive, and Garfield Avenue North. Mr. Voge stated that Clementa Avenue SW was originally going to be included for the 2023 project, but staff has come upon a possible funding source that could help pay for a good portion of the reclaim that is needed on that road, so that will be delayed until 2024 to see if the city is awarded the grant money. Mr. Voge stated that, if approved, bids will be taken on August 8th in order to get information into the packet for the August 14th meeting.

Mayor Moynagh motioned to approve Resolution 2023-15 – *A Resolution Approving Plans and Specifications and Ordering Advertisement for Bids*. Council Member Otto seconded the motion. Motion carried 5-0.

2. Updates

Mr. Voge stated that the 2021 Downtown Improvement Project is down to punch list items and some periodic calls about the seeding. Mr. Voge stated the dry conditions are not helping the seeding be successful and they are continuing to work through these issues.

D. Parks and Recreation

1. June 6, 2023 Park and Recreation Meeting Minutes

Mr. Nelson stated they have not had a meeting since the last time Council met due to the 4th of July holiday. Mr. Nelson stated he is still looking for guidance on the Parks and Recreation Commission being able to participate or sponsor a game for Celebrate Montrose.

2. Celebrate Montrose Coin Game Sponsorship

Mr. Sommerfeld stated that he reached out to legal counsel regarding the Parks and Recreation Commission participating and sponsoring the event instead of donating, which the city is unable to do. Mr. Sommerfeld stated that if Parks and Recreation worked an event within an event, it is a bit of a grey area on whether this is allowed or not due to the city's legal authority to spend money. Mr. Sommerfeld stated that the attorney recommended against doing an event within an event because of complications with required insurance and the city's legal authority to spend public funds and the city would open itself up to risk if it were to participate in this event. Mr. Sommerfeld stated that if Parks and Recreation wants to participate in or host future events, they will need to sit down with staff to review what is allowed and what is not allowed as far as use of

public funds. Mr. Sommerfeld stated that cities have some legal authority to provide utilities, provide free music, and a few small other things that would have to be looked at on a case-by-case basis.

E. Public Works

1. Waste Water Treatment Plant Clarifier

Mr. Remer stated that one of the major pieces of equipment at the Waste Water Treatment Plant (WWTP) has failed and needs repair. Mr. Remer stated that the final clarifier is 22-23 years old and will be quite a process and expense to have replaced. Mr. Remer stated he knows Council is probably asking themselves if we need to fix this piece of equipment with the upgrade or regionalization of the WWTP coming in the near future. Mr. Remer stated that the plant will have to be up and operational for probably at least the next five years, and this part is necessary for functioning. Mr. Remer and Public Works is guessing this replacement will cost around \$100,000. Mr. Remer stated that part of the replacement will include a crane truck to come and lift the roof and remove the large piece and figure out what is broken, reassemble and put back in place. Mr. Remer stated this equipment is old and the failing has nothing to do with improper maintenance for the plant equipment and stated this piece of equipment sits in waste and ferric chloride most of the time and is bound to break down. Mr. Remer stated he would pass on further information to Council as he is able.

2. Water Shut-off Policy

Mr. Remer stated that staff has been working on coming up with a consistent policy to ensure all residents are treated the same and shut-offs are handled in a consistent manner. Ms. Bonniwell stated that this needs to be approved in order for all staff to be able to reference a policy, make sure people are aware of the policy, and how shut-offs will be handled for all residents. Mr. Remer went over the specific points of the policy and shared his opinion that the current fee of \$100.00 should be tripled to \$300.00 in order to discourage people from being shut off, but that this will be up to Council per the annual fee schedule. Mayor Moynagh asked about people trying to obstruct their shut-offs and if they should be charged a fee regardless. Mr. Remer stated that something like that would have to be handled on a case-by-case basis and could be added to the fee schedule as "obstruction fee" for non-access to shut off valve. Mr. Remer stated that with this new policy, staff will no longer be hanging shut off notice tags, but will still be notified by email and phone as long as we have current contact information.

Mayor Moynagh motioned to approve the Water Shut-Off Policy as written. Council Member Solarz seconded the motion. Motion carried 5-0.

3. Updates

Mayor Moynagh asked about water usage and if we had a watering ban in effect. Ms. Bonniwell and Mr. Remer stated that Montrose is part of the D-1 first stage drought and may want to enact a partial or full watering ban soon. Mayor Moynagh stated that he would hate to do it, but since we are in a drought that maybe the city should put a partial watering ban in place so we do not get to a full drought, and as a result, will be forced to put a full watering ban in place. Ms. Bonniwell stated that she could post some items that were sent from the County to the website to try to educate people about the stage of drought and water conservation techniques. Mr. Remer stated that the largest problem is the irrigation systems that are installed throughout town and that one irrigation association used over 1,000,000 gallons in one month which would drain the current tower over three times just for watering lawns. City Council asked about the Community Gardens and the amounts used for that – Mr. Remer stated that the Community Gardens are using a minimal amount and the bigger problem is the installed irrigation systems and people with 2nd

water meters that are watering their grass a lot. Council Member Otto asked who would be checking to make sure people are only watering every other day if Mr. Remer decides to do a partial watering ban. Mr. Remer stated that staff would not be driving around checking watering, but would hope it would decrease the usage amount overall and hope that people would hold their neighbors accountable.

9. OLD BUSINESS

A. Radar Signs for Traffic Control

Ms. Bonniwell stated that staff has been looking into this for a few months and have been quoted for two different options from a company, or are willing to look at another vendor for a similar radar machine for traffic control. Mayor Moynagh stated he would like to see a fixed sign at a few different locations around town rather than a mobile cart. Mr. Remer stated that if they had fixed signs, they would have to be removed in the winter months as they do not function in cold weather. Mr. Triplett stated he would recommend starting out with one mobile unit and see how it goes and if it helps the speed issues around town. Ms. Bonniwell asked Council if they want a fixed one, they would need to decide where it would be placed and it would remain there and only come down for winter. City Council decided to approve an amount not to exceed and let staff decide what equipment is best for the city.

Council Member Paradeise motioned to approve the purchase of new radar sign(s) not to exceed \$10,000.00 and for the funds to come from the ARPA money. Mayor Moynagh seconded the motion. Motion carried 5-0.

B. Agreement to Terminate Girl Scout Contract for City Shed

Ms. Bonniwell stated that Council directed staff to look into this issue a while back and with the Girl Scouts disbanding within Montrose, termination of the existing contract will hopefully not be an issue. Council Member Otto asked if staff had spoken to Girl Scouts about this termination contract yet and Ms. Bonniwell stated that nobody from staff has yet reached out to the Girl Scouts, but with the contract approved the Girl Scouts can choose to agree to the terms and sign.

Council Member Otto motioned to approve the Agreement to Terminate Girl Scout Contract for City Shed. Mayor Moynagh seconded the motion. Motion carried 5-0.

C. Traffic Code Enforcement

Ms. Bonniwell stated that staff has been working with the city attorney to move some of the zoning traffic regulations into the City Code so that the ordinances are enforceable by Wright County.

1. Ordinance 2023-04 – *An Ordinance Amending Multiple Sections of the Montrose City Code Relating to Traffic Code Enforcement*

Mayor Moynagh motioned to approve Ordinance 2023-04 – An Ordinance Amending Multiple Sections of the Montrose City Code Relating to Traffic Code Enforcement. Council Member Paradeise seconded the motion. Motion carried 5-0.

2. Resolution 2023-16 – *A Resolution Authorizing Summary Publication of Ordinance 2023-04: An Ordinance Amending Multiple Sections of the Montrose City Code Relating to Traffic Code Enforcement*

Mayor Moynagh motioned to approve Resolution 2023-16 – A Resolution Authorizing Summary Publication of Ordinance 2023-04: An Ordinance Amending Multiple Sections of the Montrose City Code Relating to Traffic Code Enforcement. Council Member Solarz

seconded the motion. Motion carried 5-0.

10. NEW BUSINESS

A. Xcel Mobile Substation Lease Contract

Ms. Bonniwell stated that Xcel is again asking to lease city land to have a substation location while they are completing a project. Ms. Bonniwell stated that they will be paying the city \$2,500 to use the land for the two months they need to lease the land. Ms. Bonniwell stated that the attorney has approved the contract and it is basically the same as the one that was done in 2022.

Mayor Moynagh motioned to approve the Xcel Substation Lease Contract for 2023. Council Member Paradeise seconded the motion. Motion carried 5-0.

11. OPEN FORUM

A. No Open Forum Requests

12. UPCOMING MEETINGS

- A. Park and Recreation Meeting – Tuesday, July 11, 2023 at 6:00 p.m. in the Montrose City Hall Conference Room**
- B. Planning and Zoning Meeting – Wednesday, July 12, 2023 at 7:00 p.m. at the Montrose Community Center**
- C. Economic Development Authority Meeting – Tuesday, July 18, 2023 at 12:00 p.m. in the Montrose City Hall Conference Room**
- D. City Council Workshop – Monday, July 31, 2023 at 4:00 p.m. in the Montrose City Hall Conference Room**
- E. Regular City Council Meeting – Monday, August 14, 2023 at 7:00 p.m. at the Montrose Community Center**

13. ACKNOWLEDGEMENTS

Mayor Moynagh thanked Public Works for continuing to spray for mosquitos, the Fire Department for doing a great job with the recent fire in town, and city staff for their hard work.

Council Member Otto acknowledged the Fire Department for their great job with the garage and house fire on the 4th of July.

Council Member Paradeise acknowledged Jennifer Brenny for completing training for Fire I and Fire II as well as Hazardous Material Training.

Council Member Solarz acknowledged David Paradeise for completing training for Fire I and Fire II as well as Hazardous Material Training.

14. ADJOURNMENT

Council Member Andreoff motioned to adjourn the Regular City Council Meeting at 8:15 p.m. Council Member Solarz seconded the motion. Motion carried 5-0.

Kirby Moynagh
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

City of Montrose
 City Council Workshop
 Montrose City Hall
 311 Buffalo Avenue South
 Monday, July 31, 2023
 5:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met for a City Council Workshop on Monday, July 31, 2023 at 5:00 p.m.

Mayor Moynagh called the Workshop to order at 5:00 p.m.

2. PRESENT AT THE MEETING

Present: Mayor Kirby Moynagh, III
 Council Member Sam Solarz
 Council Member Nicole Andreoff
 Council Member Michelle Otto
 Council Member David Paradeise

Staff Present: Jessica Bonniwell – City Administrator
 Sergeant Kevin Triplett – Wright County Law Enforcement
 Lieutenant Jeremy Wirkkula – Wright County Law Enforcement

3. BUSINESS

a. Wright County Service Discussion

Ms. Bonniwell stated that staff and Council wanted to sit down with Wright County Law Enforcement to discuss the changes the city recently made to their traffic code in order to enable Wright County to help with parking enforcement. Ms. Bonniwell stated this is the most complained about thing, especially when people have items parked on the street that should not be there such as RVs, boats, trailers, and other similar items. Lieutenant Wirkkula stated that they would be able to help with some of the traffic enforcement, and help the city figure out which residents own which items that are parked on the road so staff can write a letter. Lieutenant Wirkkula asked staff to let them know the common offenses and Wright County can help enforce and educate people on parking rules. Lieutenant Wirkkula stated that enforcing the issues staff is having with parking would be easier if they were also state statutes. Council Member Otto stated that there is also an issue with an ATV driving at the Rolling Meadows Regional Park regularly and tearing it up, which is concerning because the city is paying to have this area seeded and they should not be driving their ATV in the park. Lieutenant Wirkkula stated that they would have an officer look into this.

Mayor Moynagh asked about cannabis enforcement and how Wright County will initially be handling this until the state starts licensing businesses. Lieutenant Wirkkula stated that reading through the new 321-page law, he thought that some things were purposely left out as far as enforcement and some items included. Lieutenant Wirkkula stated that persons over 21 can now possess up to two ounces of marijuana, but there is no place that is selling, so there is a legal grey area that is somewhat unenforceable. Lieutenant Wirkkula stated that Wright County is working on this and will likely have to wait and see for some items and see what the Office of Cannabis Management puts together once they are established. He acknowledged he does not have a great answer for the Council at this time, but

information will continue to come out and Wright County will be working with its cities on future ordinances and support for enforcement.

Lieutenant Wirkkula stated that with the passing of the new law, it also made all paraphernalia legal, no matter what kind of device, needle, pipe, etc. is used or found. He stated that this takes away some of their ability to do searches for probable cause if paraphernalia is seen when a traffic stop is completed. Council Member Otto asked about how they will be detecting impaired drivers that have been using marijuana. Lieutenant Wirkkula stated that it would be a standard field sobriety and/or blood test. Lieutenant Wirkkula stated that a blood test for marijuana is tricky because it stays in the system and would not necessarily have contributed to impaired driving. Lieutenant Wirkkula stated that in the future, Wright County may have “drug recognition experts” to help determine impaired driving due to marijuana use since it is no longer illegal to have in a person’s system.

Mayor Moynagh asked Wright County representatives about the speeding problem in Montrose on the city streets. Mayor Moynagh stated that one of the deputies came in a while ago after a complaint was received by Wright County about speeding on Breckenridge Lane and asked Ms. Bonniwell what to do about the speeders. Lieutenant Wirkkula stated he was unaware of this and who the deputy might have been that asked that question. He stated he would make the deputies aware that this is an ongoing issue. The city will also be ordering speed signs that show the speed of the car to try to deter speeders in certain areas. Sergeant Triplett stated that often with resident complaints about residential areas, it often feels as though someone is driving really fast going by on the street when someone is standing still, but they really are going around the speed limit. Mayor Moynagh stated that if and when town deputies have time, visibility around town is very important to residents.

b. Wright County Annual Contract Discussion

Ms. Bonniwell stated that the contract and presentation slides from a meeting with Sheriff Deringer were included in the packet for review. Ms. Bonniwell stated that the meeting with Sheriff Deringer discussed the “why” behind the increase in contract amount to be charged for 2024 service. Council Member Paradise, who also attended the meeting with the Sheriff, stated that Sheriff Deringer did a great job tying all the relevant information together to explain why an increase is necessary. Council Member Paradise stated that law enforcement jobs are now widely available and agencies have had to become highly competitive in order to remain a viable option for people looking for jobs in law enforcement, and to retain the talent that already exists. Council Member Paradise stated that Sheriff Deringer emphasized the quality of officers that Wright County currently employs and would not want to compromise that quality for a lower cost. Council Member Paradise stated that normally the different law enforcement agencies use new recruits out of Alexandria, but nearly all the graduates coming out of there already have been offered great jobs and the competition is tough. Council Member Paradise gave the example that the MSP Airport is paying \$50.00/hour as a starting wage for police officers. Ms. Bonniwell stated that the increase in the contract will bring the “per hour” amount to \$105.00, with a one-time assessment of \$21,115.38 in order to raise wages across the board for existing law enforcement employees and new recruits. Ms. Bonniwell stated that the city will also be getting an amount of \$167,904.00 in a one-time state aid to be used for public safety that could be used to offset not only the increase for a couple years, but also the one-time assessment amount. Ms. Bonniwell stated that this contract is not asking for an increase in hours, but could come in the future depending on growth and call volume from Montrose. Mayor Moynagh asked about future increases and Council Member Paradise stated that Sheriff Deringer did not want to estimate future increases and be incorrect, so that information will come in the next year. Council Member Paradise stated that with our one-time increase, all of the other contracted cities are paying an equivalent amount based on population and Wright County is paying the majority of the total assessment amount.

4. ADJOURNMENT

Mayor Moynagh adjourned the City Council Workshop at 5:35 p.m.

Robert Moynagh III
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

City of Montrose
 Special City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, July 31, 2023
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Special Session on Monday, July 31, 2023 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
 Council Member Michelle Otto

Staff Present: Ms. Jessica Bonniwell, City Administrator
 Ms. Cristy Gerard, Deputy Clerk
 Ms. Mary Tietjen, City Attorney

3. APPROVAL OF AGENDA

Council Member Paradeise motioned to approve the agenda with the removal of Item 5(D) – Resolution 2023-19. Council Member Otto seconded the motion. Motion carried 5-0.

4. PUBLIC HEARING

- A. Public Hearing to Consider an Ordinance Establishing a Licensing Framework within the City of Montrose for Businesses to Sell Certain Products that are Authorized for Sale under Minnesota Statutes, section 151.72

Mayor Moynagh motioned to close the City Council Special Meeting and open the Public Hearing at 7:02 p.m. Council Member Solarz seconded the motion. Motion carried 5-0.

The following public comments were made:

Liz Fraumann – 921 Aspen Lane: Ms. Fraumann stated that her and her husband moved out of California to get away from things such as THC and does not want to see that coming in to the community of Montrose that they love. She urged the city to not allow marijuana or THC products in the city. Ms. Fraumann suggested that the city allow licenses for other types of businesses that are not a detriment to the community. Ms. Fraumann asked if these would be sales for medicinal purposes, or for recreational purposes. Mayor Moynagh stated that this is for recreational use. Ms. Fraumann stated that she does not think the city should be allowing more businesses or sales of what she stated was a vice business that is bad for the community.

Roger Fraumann – 921 Aspen Lane: Mr. Fraumann echoed sentiments given by his wife and asked the city to do all that they could to restrict or stop the sale of marijuana and THC products. Mr. Fraumann

stated he hopes that whatever ordinance we come up with now and in the future takes into consideration the burden on and cost of law enforcement. Mr. Fraumann urged the city to work with Wright County to come up with something that is enforceable and makes sense. Ms. Bonniwell stated the city is working closely with Wright County on this issue.

Brief discussion was held with the City Attorney regarding the new cannabis laws and the limited scope of authority the city has over the new state laws. Ms. Tietjen stated that the first ordinance that is up for consideration is to require licensing and put some restrictions in place as far as the sales of low-potency edibles and hemp-based THC products. Ms. Tietjen stated that the city put a moratorium in place in August of 2022 that expires this year that prohibited the sales of these types of products in order for council and staff to do research and determine what kind of authority the city would have over these products while waiting to see if the state was going to legalize recreational marijuana use. Ms. Tietjen stated that this licensing ordinance that is up for consideration would allow the city to have some authority and it attempts to protect the residents and allows the city to have some control over the sales and types of businesses that are allowed to sell these products. Ms. Tietjen stated that the ordinance allows licensed off-sale alcohol or tobacco businesses to sell the low-potency products to individuals 21 years of age and older, and restricts sales to businesses that are 500 ft or more away from youth-oriented facilities. Ms. Tietjen stated that her and Ms. Bonniwell had been discussing the location restriction and how the 500 ft would be measured – from the property line or from the primary building or structure on the property. These businesses have already gone through the state background check process in order to sell both tobacco and alcohol. Ms. Tietjen stated that the state has now legalized full-blown cannabis use, which goes in to effect on August 1, 2023. Ms. Tietjen stated that since the state legalized these products and now marijuana, the city will not be able to completely prohibit them, but will hopefully have some authority over zoning and number of businesses allowed to operate in the city. Ms. Tietjen stated that eventually the state will take over the licensing of cannabis products and cannabis businesses and the cities will have very limited authority on what they can regulate. Ms. Tietjen stated that the city is doing as much as it can to restrict and regulate sales of these products so far and will continue to do so into the future of cannabis sales. Ms. Tietjen stated that the state will likely set up the Office of Cannabis Management by early 2025 and start licensing businesses to sell marijuana and cannabis products and at that time the city will have very little authority other than some ability to restrict zoning regulations and will have the ability to limit the number of businesses based on population, and because of the size of Montrose, the city will likely be able to limit to one business.

Council Member Paradeise asked if this would be allowed for businesses that currently have an on-sale liquor license. Ms. Tietjen stated that sales at an on-sale establishment, unless they also have an off-sale area that they sell products out of, would not be able to sell those products in an on-sale capacity as the ordinance has been drafted. Ms. Bonniwell asked if council could allow that and Ms. Tietjen stated that yes it could be allowed, but would not recommend allowing it unless a business shows interest in selling products in an on-sale capacity and the ordinance could be amended at that time.

Mayor Moynagh asked for additional public comment three times on establishing a licensing system for THC products in the City of Montrose.

Mayor Moynagh motioned to close the Public Hearing and re-open the Special City Council Meeting at 7:18 p.m. Council Member Solarz seconded the motion. Motion carried 5-0.

Mayor Moynagh asked the council if there are any amendments they would like to make to the ordinance before approving. Council Member Paradeise suggested changing section 78.02(4) under retail establishments to include allowing sales in an on-sale capacity along with the off-sale liquor and tobacco. Mayor Moynagh asked if the Council were not to allow the on-sale portion, a business would not be able to sell those products “over-the-counter” at the bar? Ms. Bonniwell said that is correct unless language is added to include on-sale sales of THC products. Mayor Moynagh asked if there was a reason on-sale was not included. Ms. Tietjen stated that was just a draft ordinance and is up for discussion and would have to be a policy decision made by the Council. Mayor Moynagh asked if this should be changed now, or wait

until it is requested. Council Member Solarz stated he would like to see that changed now to allow businesses with on-sale licenses to sell THC along with the other on-sale products for alcohol. Council Member Otto asked if this would allow people to be served THC products while they are drinking at the bar. Ms. Tietjen stated that if they allowed sales for businesses with on-sale licenses, that would allow for on-site consumption of the products. Council Member Paradeise asked if there would be a way to limit the sales to a per can or per gram amount of THC drinks and edibles. Ms. Tietjen stated there are serving limits that are set by the state that the business would have to abide by. Council Member Paradeise stated that he would be a little hesitant to allow sales for on-sale establishments because of the possibility of overserving. Council Member Solarz stated that he would like the businesses to be able to decide if they want to serve those products on site if they have an on-sale license. Council Member Otto stated that she would have liked to see some of the impacted businesses at the meeting discussing THC sales if they want to be able to do sales of those products in an on-sale capacity. Council Member Otto stated that she would not want to allow on-site consumption of THC products since there is not a lot of enforcement available yet as was discussed at the workshop prior to the council meeting. Council Member Paradeise stated he would be worried with people mixing alcohol and THC, or the bar mixing cocktails with THC products and alcohol in the same drink. Ms. Tietjen stated that those establishments would be obligated to not overserve their patrons, the same as it is for alcohol sales. Mayor Moynagh stated that he would be in favor of leaving this part of the draft ordinance as is and not including on-sale for now. Ms. Tietjen stated that the ordinance could be amended in the future, before the state takes over licensing, to include on-sale license holders.

Ms. Bonniwell asked if they wanted to discuss how to measure the distance between establishments and “youth-oriented facilities.” Mayor Moynagh stated that he would understand that to be from building to building. Council Member Andreoff agreed that it should not be measured from parcel-to-parcel. Ms. Bonniwell asked if they wanted to put clarifying language into the ordinance.

1. Ordinance 2023-05 – *An Ordinance Adding a New Chapter 78.01 to the Montrose City Code Licensing the Sale of Edible Cannabinoid Products within the City of Montrose*

Mayor Moynagh motioned to approve Ordinance 2023-05 – *An Ordinance Adding a New Chapter 78.01 to the Montrose City Code Licensing the Sale of Edible Cannabinoid Products within the City of Montrose* with the addition of language in 78.05 (A) 10: adding language to specify measurements will be taken from building to building or structure. Council Member Solarz seconded the motion. Motion carried 5-0.

2. Resolution 2023-17 – *A Resolution Authorizing Summary Publication of Ordinance 2023-05: An Ordinance Adding a New Chapter 78.01 to the Montrose City Code Licensing the Sale of Edible Cannabinoid Products within the City of Montrose*

Mayor Moynagh motioned to approve Resolution 2023-17 – *A Resolution Authorizing Summary Publication of Ordinance 2023-05: An Ordinance Adding a New Chapter 78.01 to the Montrose City Code Licensing the Sale of Edible Cannabinoid Products within the City of Montrose*. Council Member Solarz seconded the motion. Motion carried 5-0.

B. Public Hearing to Consider an Interim Ordinance Authorizing a Study and Imposing a Moratorium on the Establishment and Operation of Cannabis Businesses within the City of Montrose

Mayor Moynagh motioned to close the Special City Council Meeting at and open the Public Hearing at 7:38 p.m. Council Member Solarz seconded the motion. Motion carried 5-0.

Mayor Moynagh asked three times if there were any public comments regarding a moratorium on cannabis businesses within the City of Montrose.

No public comments were made.

Mayor Moynagh motioned to close the Public Hearing and re-open the Special City Council Meeting at 7:39 p.m. Council Member Solarz seconded the motion. Motion carried 5-0.

1. **Ordinance 2023-06 – *An Interim Ordinance Authorizing a Study and Imposing a Moratorium on the Operation of Cannabis Businesses within the City of Montrose***

Mayor Moynagh motioned to approve Ordinance 2023-06 – *An Interim Ordinance Authorizing a Study and Imposing a Moratorium on the Operation of Cannabis Businesses within the City of Montrose*. Council Member Solarz seconded the motion. Motion carried 5-0.

2. **Resolution 2023-18 – *A Resolution Authorizing Summary Publication of Ordinance 2023-06: An Interim Ordinance Authorizing a Study and Imposing a Moratorium on the Operation of Cannabis Businesses within the City of Montrose***

Council Member Paradeise motioned to approve Resolution 2023-18 – *A Resolution Authorizing Summary Publication of Ordinance 2023-06: An Interim Ordinance Authorizing a Study and Imposing a Moratorium on the Operation of Cannabis Businesses within the City of Montrose*. Council Member Andreoff seconded the motion. Motion carried 5-0.

5. BUSINESS

A. Pheasant Hills Backyard Drainage

Ms. Bonniwell stated that the ongoing issue regarding the Pheasant Hills private drainage project is ready to get to the point of having residents sign agreements to either pay the cost of the project upfront, or have the cost assessed to their property. Ms. Bonniwell stated those residents have agreed to pay for the project, but are asking council to pay for the estimated \$2,200 for administration and engineering fees for the project. Ms. Tietjen reminded the Council that they do not have the authority to spend public funds for private property improvements and have been advised against this when this was brought up in the past. Ms. Tietjen stated that the costs should be assessed to the benefitting properties and not paid for with general fund money. Council Member Paradeise asked about previous engineering fees for this project. Ms. Bonniwell stated that the city has paid some engineer fees in order to look into the project, but upon determining this would only benefit three property owners, the city should no longer be paying for these costs. Mayor Moynagh asked about precedence on something like this and Ms. Bonniwell reminded him that the city did pay for a drainage project in the same neighborhood, but being a private property improvement, the city should not have gotten involved or paid for the one in the past.

Council Member Otto motioned to assess the full amount including engineer and administration fees and divide equally amongst the three properties. Council Member Andreoff seconded the motion. Motion carried 4-1 with Council Member Solarz voting against the motion.

B. Parks and Recreation Spending Authorization Requests:

Ms. Bonniwell stated that the Parks and Recreation Commission is requesting spending authority for two of the activities that will be held at the September 30, 2023 Fall Event. Mayor Moynagh asked if the commission knows of all expenses for the event. Ms. Gerard said the commission knows most of the costs, but not all costs are currently known. Council Member Otto asked if council could just approve the commission to spend up to the \$2,000.00 amount that was donated by Bolton and Menk. Ms. Bonniwell stated that yes, they could just allow an amount up to \$2,000.00 to spend the donated amount.

1. **Ax Throwing at Fall Event \$961.00 – to be paid with donation received from Bolton and Menk**

2. Face Painting at Fall Event \$630.00 – to be paid with donation received from Bolton and Menk

Council Member Otto motioned to approve entire donation of \$2,000 to be spent on payments for Park and Recreation Fall Event. Mayor Moynagh seconded the motion. Motion carried 5-0.

C. Hiring Operator I at \$29.50/hour

Ms. Bonniwell stated that staff has finally found someone to fill the Operator I position. Staff interviewed Mr. Brent Mickolichuk the week previous and was impressed with his qualifications and experience. Ms. Bonniwell stated that Mr. Mickolichuk currently has a Class “B” CDL driving license, and Class “C” Water and Wastewater Licenses. Ms. Bonniwell stated that Mr. Mickolichuk has been working for cities for 12+ years, lives nearby in Waverly, and staff believes he would be a great addition to Public Works. Ms. Bonniwell stated that staff is recommending approval to hire Mr. Mickolichuk at \$29.50 due to his experience and qualifications. Ms. Bonniwell stated the original hiring wage was approved up to \$28.00, but believes this candidate would be deserving of the slightly higher pay.

Council Member Paradeise motioned to approve the Hiring of the Operator I at \$29.50 per hour. Council Member Solarz seconded the motion. Motion carried 5-0.

- ~~D. Resolution 2023-19—A Resolution Approving an Offsite Gambling License for the Delano Area Youth Hockey Association—Item removed from agenda.~~

6. ADJOURNMENT

Council Member Solarz motioned to adjourn the Special City Council Meeting at 7:51 p.m. Council Member Paradeise seconded the motion. Motion carried 5-0.

Sam Solarz
Acting Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

ACCOUNTS PAYABLE LIST

August 14, 2023

Payroll	07/10/23 Council Payroll	3001.37
Payroll	07/11/23 Payroll	18135.34
Payroll	07/24/23 Payroll	18966.97
Payroll	08/08/23 Payroll	18042.30
IRS-Federal Tax Payment	07/10/23 FED/FICA Tax	497.26
IRS-Federal Tax Payment	07/11/23 FED/FICA Tax	5870.20
IRS-Federal Tax Payment	07/24/23 FED/FICA Tax	6163.66
IRS-Federal Tax Payment	08/08/23 FED/FICA Tax	5804.80
MN Dept. of Revenue	07/11/23 State Withholding	1649.89
MN Dept. of Revenue	07/24/23 State Withholding	2862.96
MN Dept. of Revenue	08/08/23 State Withholding	1635.37
PERA	07/11/23 Payroll	3234.47
PERA	07/24/23 Payroll	3296.23
PERA	08/08/23 Payroll	3156.27
*Ameritas Life Ins.	Aug. Emp. Optical Ins.	49.40
MN Dept. of Revenue	July Sales Tax	89.00
Payment Service Network	JuLY PSN/ACH Fees	1356.56
Abdo	CIP & Accounting Services	1093.75
Adam's Pest Control	CH Pest Control	88.58
*AFSCME #65	July Union Dues	120.40
Alert 360	Qtrly Alarms	147.38
Aramark	Uniforms/Floor Mats	59.50
B&D Plumbing, Heating, AC	Water Testing	650.00
Badger Meter	July Hosting	199.74
*Bolton & Menk	Engineering Services	58204.50
Cintas	Uniforms/Floor Mats	307.03
*Citizens State Bank	July H.S.A. Deposit	750.00
*Citizens State Bank	Bond Interest Payment	1400.00
*Colonial Life Ins.	Aug. Employee Ins.	19.56
Comcast	Internet Service	641.25
Delano True Value	Building Mats. Swingsets	129.35
Delta Dental	August Dental Insurance	497.17
Econo Signs	Street Signs / Materials	446.82
Elan Financial Svcs.	MCFOA Dues	100.00
Elan Financial Svcs.	Software Subscription	21.46
Elan Financial Svcs.	Parks Supplies	648.91
Elan Financial Svcs.	Council Travel Expense	420.61
Elan Financial Svcs.	Lift Station Maint.	511.20
Gopher State One Call	Water/Sewer Locates	86.40
Hawkins	WW Treatment Chemicals	11028.90

August 14, 2023

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Health Partners	August Health Ins.	6311.75
In Control	Well 3 Maint.	2642.80
*IUOE Local #49	July Union Dues	175.00
IUOE Local #49 FBF	August Health,Dental	7100.00
JLC Materials, Inc.	Park Sand	98.76
Jordan Concrete Constr.	Water/Parks Concrete	5550.00
*Kennedy & Graven	Legal Svcs.	2210.00
Lincoln Nat'l Life Ins.	August Life Ins.	153.68
*Madison Nat'l Life	Aug. Disability Ins.	468.91
Marco Tech.	Printer Maint.	69.51
Menards	CH Supplies	23.59
*Metro West Insp. Svcs.	June Final Permits	637.50
Milhausen Auto Repair	Streets Veh. Maint.	50.00
Mini Biff	Parks/PW Bathrooms	787.44
MN Computer Systems	Copier Maint. Agreement	239.99
MN Municipal Utilities	DOT Substance Testing Cons.	75.00
Munson Lakes Nutrition	WW Pond Weed Killer	279.96
MVTL Laboratories	Water & WWTP Testing	975.59
Nelson Sanitation & Rental	Liftstation Cleaning	2800.00
Nystrom Publishing	Summer Newsletter	1600.64
OPG-3	Laserfiche Annual	1565.30
Paumen Computer Services	Monthly IT/Backup & Support	1539.18
Paumen Computer Services	Training	70.00
Prairie Restorations	Regional Park Prep.	1557.50
Pitney Bowes Purch. Power	Postage Meter Refill	2137.89
Republis Services	Clean-up Day	3560.84
RDO Equipment Co.	Payloader Repair	481.75
Russell Security Resource	Security Project	11928.00
Schwickerts Tecta America	Water/WW Roof Maint.	750.00
St. Louis MRO	DOT Drug/Alc. Testing	20.00
U.S. Bank St. Paul	2012B Bond Interest	8150.00
Verizon	Cellphone & Tablet Svc.	476.27
Wakesun	Electrical Services	12926.65
Wex Bank	Vehicle Fuel	799.12
*Wildung, Jordan	Damaged Materials Reimb.	127.74
Windstream	Telephone Service	130.34
Wright Co. Finance Dept.	Nov, Mar, Apr Patrol Fines	2313.88
Wright Co. Finance Dept.	July Patrol Svcs.	26386.46
Wright-Hennepin Co-op	Electrical Services	282.04
Xcel Energy	Electric/Gas Charges	3774.48
*Petersen, Jon	Utility Overpayment	187.74

ACCOUNTS PAYABLE SUBTOTAL

282799.86

August 14, 2023

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*Bolton & Menk	Engineering Services	27688.50
Comcast	Internet Service	109.85
Grittmann Consulting	Planners Services	2068.30
Health Partners	September Health Ins.	6311.75
*IUOE Local #49	August Union Dues	175.00
IUOE Local #49 CPF	July HRA	1000.00
IUOE Local #49 FBF	September Health,Dental	7100.00
Jenson, Marie	July CH/CC Cleaning	625.00
*Metro West Insp. Svcs.	July Final Permits	562.50
MN Computer Systems	Copier Maint. Agreement	278.39
MN Dept. of Labor & Ind.	Build Permit Surcharges	257.00
Nuso (NEC Cloud Comm.)	Telephone Service	185.80
Wakesun	Electrical Services	12407.05
Wright Co. Finance Dept.	August Patrol Svcs.	26386.46
Wright Co. Journal Press	Legal Notices	311.32
	TOTAL ACCOUNTS PAYABLE	368266.78

MOYNAGH

BONNIWELL

OTTO

ANDREOFF

SOLARZ

PARADEISE

August 14, 2023

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*** Appendix**

Payments received to offset checks written

Payroll Deduction	IUOE #49 Jul, AUgUnion Dues	350.00
Payroll Deduction	Aug EE Ins.	19.56
Payroll Deduction	July H.S.A. Deposit	650.00
Payroll Deduction	Aug Optical Ins.	49.40
Payroll Deduction	AFSCME #65 Union Dues	120.40
Payroll Deduction	Aug. Disability Ins.	468.91
Developer Expense	Engineering Svcs.	807.50
Developer Expense	Metro West Insp. Svcs.	637.50
Developer Expense	LGI Homes	31500.00
Resident Expense	Wildung, Jordan	127.74
Utility Overpayment	Petersen, Jon	187.74

FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

August 14, 2023

B&D Plumbing, Heating, AC	Water Testing	325.00
Equipment Mgmt. Co.	Equip. Maint.	2900.00
M&M Express Sales & Svc.	Small Engines Fuel	70.00
MN Computer Systems	Copier Maint. Agreement	119.97
Wex Bank	Vehicle Fuel	350.02

ACCOUNTS PAYABLE SUBTOTAL	3764.99
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Amazon Capital Services	Shop Supplies	92.89
Amazon Capital Services	Office Supplies	118.52
B&D Plumbing, Heating, AC	Water Testing	329.88
Central Fire Protection	Fire Extinguishers	45.65
Customized Fire Rescue Trg.	July Training	500.00
R&D Sales	Uniforms	56.00
Schwickerts Tecta America	FD Roof Maint.	550.00

TOTAL ACCOUNTS PAYABLE	5457.93
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MOYNAGH

BONNIWELL

OTTO

ANDREOFF

SOLARZ

PARADEISE

(320) 632-9255
405 First Street SE
Little Falls, MN 56345



ifound.org

June 12, 2023

Jessica Bonniwell, City Administrator
City of Montrose
311 Buffalo Ave S
Montrose, MN 55363-0025



Dear Mayor Moynagh, City Council and Ms. Bonniwell,

For 37 years, the Initiative Foundation has focused on building strong local economies, vibrant communities, and a lasting culture of generosity in Central Minnesota. Our grantmaking, lending, and programmatic activities support for-profit and nonprofit business growth, empower new entrepreneurs, address workforce shortages, and increase access to quality childcare for the region's workforce.

In Wright County, the Initiative Foundation has provided a total of \$4,615,789 in grants to support nonprofit organizations and local government projects, as well as \$5,443,429 in business loans to secure 1,233 quality jobs. The Foundation's community and economic development services continue to provide essential resources for local cities, and across Central Minnesota.

To further our economic and community development efforts and multiply the impact of our work, we also seek funding from sources outside the region. These external funds are combined with our own resources and put to work across Central Minnesota. In 2022 the Foundation secured and then invested into Central Minnesota more than \$1.4 million from outside sources to support businesses, nonprofits, childcare providers, and local communities. The Foundation continued to partner with local leaders and state agencies to address ongoing issues, working with the Department of Employment and Economic Development to revitalize economic corridors and support small businesses, and with the Department of Education to explore solutions and implement strategies that create quality, affordable childcare.

Financial contributions from cities and counties greatly increase our capacity to support these economic and community development projects. Your support also positions us to seek, secure, and leverage additional resources from outside Central Minnesota, generating a substantial return on your investment in us. For every dollar we raise locally, we have reinvested an average of \$4.24 back to the communities we serve in the form of grants, loans, and scholarships. Turning every local dollar donated into more than four dollars for our communities—that's a return on investment to be proud of, and we would be honored by renewal of your support in 2024.

We respectfully request that you consider allocating \$260 to the Initiative Foundation in your 2024 budget.

Please contact us if you have any questions or to request a presentation. We sincerely appreciate your past investment and look forward to your continued support in 2024. We can present in person or facilitate an online option. If possible, after your budget for 2024 is finalized, please let us know your decision by signing and returning the enclosed confirmation form. Thank you for your consideration!

All the best,

Matt Varilek
President

Carl Newbanks
Director of Development

The Initiative Foundation is a 501(c)(3) nonprofit organization. All contributions to the Foundation are tax-deductible to the extent allowed by law. The Foundation owns and manages all financial contributions for the benefit of communities served in the 14-county region of Central Minnesota.



Powering Possible

Equal opportunity lender, provider and employer



Initiative Foundation at work in WRIGHT COUNTY

\$863,915

in local donations to the Initiative Foundation.

\$10.9 MILLION

returned to Wright County in grants and loans.

Our Mission:

To empower people throughout Central Minnesota to build a thriving economy, vibrant communities and a lasting culture of generosity.

405 First Street SE
Little Falls, MN 56345
(877) 632-9255
ifound.org

Return on Investment

For every local dollar contributed, the Initiative Foundation has invested **\$12.61** back into Wright County.

Economic Impact

[1986 to present]

- Delivered 535 grants totaling **\$4.6 million**
- Partnered on 80 loans totaling **\$5.4 million**
- Created or retained **1,233 quality jobs**
- Leveraged **\$40 million** in outside capital
- Hosted **6** Partner Funds



Powering Possible

Equal opportunity lender, provider and employer



2024 Budget Confirmation

Please use the form below to indicate your decision to support the Initiative Foundation in 2024. Thank you! Together, we can continue to serve this great region we call home!

Initiative Foundation
405 First St. SE, Little Falls, MN 56345
Or Email it to: cnewbanks@ifound.org Fax: (320) 632-9258

Or NEW THIS YEAR - online submission at ifound.org/city-and-county.

☐ **Yes**, the City Council of _____ has approved funding to the Initiative Foundation in 2024 in the amount of \$ _____.

Would you like the Initiative Foundation to send you a payment reminder/invoice?

- ☐ Yes, please send payment reminder/invoice to us in _____ / _____.
Month / Year
- ☐ Not necessary, we'll send payment to IF without a payment reminder/invoice.
- ☐ Payment attached.

☐ **No**, the City Council has decided against funding the work of the Initiative Foundation in 2024.

Name of Contact Person _____
Printed Name Title

Signature Date

Email Address Phone #

If the City Council would like to schedule a presentation by the Foundation, request more information, or discuss local projects, please call Carl Newbanks at 320-631-2042 or email cnewbanks@ifound.org.

Thank you again for considering this request! We appreciate your partnership.

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

ORDINANCE 2023-07

**AN ORDINANCE AMENDING VARIOUS DEVELOPMENT AND
ADMINISTRATIVE FEES FOR THE CITY OF MONTROSE**

THE CITY COUNCIL OF THE CITY OF MONTROSE ORDAINS the following development and administrative related fees are hereby established in the City of Montrose, as indicated on the attached Exhibit A, effective August 14, 2023.

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

IT IS FURTHER ORDAINED THAT this Ordinance supersedes, in all aspects, Ordinance 2023-01.

PASSED, ADOPTED AND APPROVED by the Montrose City Council, Wright County, Minnesota this 14th day of August, 2023.

BY:

Robert W. Moynagh, III
Mayor

ATTEST:

Jessica Bonniwell
City Administrator

Exhibit A

CITY OF MONTROSE

2023 FEE SCHEDULE

Administrative

Animal License (bi-annual)	FREE
Animal Fines - 1st offense	\$100.00
Subsequent	\$200.00
Excavation Permit/Small Utility	\$150.00
Sign Permit	\$50.00
NSF Check Service Fee	\$30.00
FAX per page - USA only	\$1.00
Notary	\$1.00
Special Assessment Search	\$20.00
Copy of City Code	\$25.00
Copy of Zoning Ordinance	\$25.00
Copy of Subdivision Ordinance	\$15.00
Copy of Comprehensive Plan	\$25.00
Charitable Gambling Permit	\$100.00
City Consultants (NOT at City request)	
their hourly rate	
Special Council Meeting	\$600.00
City Personnel - Public Works	\$100.00/hr
Property Maintenance Fee	\$100.00 plus
Public Works Hourly Rate	\$100.00/hr
Administration	\$50.00/hr
Copies - Black and White	\$0.25/page
Color	\$2.00/page
CD's	\$5.00
Pavilion/Park Rental Reservation	\$25.00/day
Damage Deposit	\$300.00
Community Garden Plot	\$40.00/year
Community Garden Deposit	\$100.00

Administrative Permits

General	\$50.00
Fireworks-Inside Sales	\$50.00
Outside Sales	\$250.00
Amusement Centers & Devices	\$100.00
*over 4 machines, add per machine	\$5.00
Junkyard or junk business	\$1,000.00
Pawnbroker/Secondhand Dealer	\$500.00
*Multiple	\$1,000.00
*Investigation Fee	\$750.00
Adult Use License	\$1,600.00
*Investigation Fee	\$1,600.00
Driveway Inspection Engineer	\$50.00
Mobile Food Unit Annual Permit Fee	\$100.00

Utility

Sewer Access Charge	\$5,700.00
Water Access Charge	\$2,900.00
Water Disconnect/Reconnect Charge	\$50.00
24-Hour Disconnection Hang Tag	\$25.00
Snow Bird Water Shut Off Request	\$25.00
Meter Testing Fee	\$50.00
Meter Repair Fine - if not fixed	\$50.00
in 30 days, plus \$1.00 per day	
Water Meter Purchase	\$350.00
Water Rate	Base
*Tier 1: 0-5999 gallons (per 1000 gals)	\$6.00
*Tier 2: 6000-11999 gallons (per 1000 gals)	\$6.60
*Tier 3: over 11999 gallons (per 1000 gals)	\$7.26
*Outside City Limits (per 1000 gals)	\$10.00
Bulk Water Users (0-2000 gals)	\$22.00
*Over 2000 gallons (per 1000 gals)	\$10.00
Sewer Rate	Base
*Per 1000 gallon Rate	\$5.30
WWTP Rate	Base
*Per 1000 gallon Rate	\$5.05
Non-Metered Sewer Service	
*Based on 12,000 gals at Rate Plus Base	
Storm Water Fee	\$7.75
Late Payment Fee (utilities - % of balance)	5%
Meter back plate replacement	\$10.00
Meter Inspection Fee	\$25.00
<u>Fire Department</u>	
Emergency Calls	\$300.00
Accident Reports	\$50.00
Major Incident Fee - 1st 6 Hours (per vehicle)	\$300.00
*Over 6 Hours (per hour fee)	
*Per Firefighter on scene or standby	\$7.00
Fire Inspections Fees - under 2,000 sq ft	\$100.00
*2,000 - 5,000 square feet	\$200.00
*over 5,000 square feet	\$300.00
<u>Community Center (No Charge for Nonprofit Use)</u>	
Friday & Saturday Rental	\$400.00
Friday OR Saturday Rental	\$300.00
Sunday - Thursday Rental (up to 5 hours)	\$125.00
*Each additional hour over 5	\$25.00
Damage Deposit (Cash or Money Order)	\$300.00
Funerals	\$50.00

Exhibit A

Trunk Area Charge

Sewer (per acre)	\$3,300.00
Water (per acre)	\$2,000.00
Storm Water (per acre)	\$900.00

Ord Amendmt (exc. Zoning) \$500.00

Fence Permit \$25.00

Sump Pump Permit \$50.00

Administrative Fines (Per Day)

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

Development Fees

Annexation	100% costs
*Unimproved Land (per acre)	\$250.00
*Improved land (whichever is greater)	
**\$300 or 5 x taxes collected by the Township on the property in the year of annexation	
Administrative Fees (% of construction c	1%
Legal Fees (% of construction costs)	1%
AUAR Fee (per acre)	\$500.00
<u>Building Permit City Fees</u>	
Landscape Escrow	\$1,500.00
Erosion Control Fee	\$125.00
Assessor Fee	\$50.00

Liquor & Cannabinoid Licenses

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

Edible Cannabinoid Products License**\$50.00****Planning & Zoning**

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

Type I Applications

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

Type II Applications

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

Exhibit A**Engineer Review Fee**

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

Parking Pad Permit (RV/Vehicle)

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

RESOLUTION NO. 2023-21

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 2023-07 AN
ORDINANCE AMENDING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES**

WHEREAS, The City Council of the City of Montrose has determined the publication of the title and a summary of "Ordinance 2023-07 AN ORDINANCE AMENDING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES", finding a summary publication would clearly inform the public of the intent and effect of the Ordinance; and

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

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

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Montrose, Minnesota that the title and summary of "Ordinance 2023-07 AN ORDINANCE AMENDING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES" be published with notice that a printed copy of Ordinance 2023-07 is available in its entirety for inspection by any person during regular office hours at the City Offices.

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

"On August 14, 2023 the Montrose City Council approved the reading of Ordinance 2023-07 "AN ORDINANCE AMENDING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES".

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

Ordinance 2023-07 shall be in full force and effect from and after the date of its passage (August 14, 2023) and this summary publication according to law."

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

And the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted this 14th day of August, 2023.

Robert W. Moynagh, III
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

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

RESOLUTION NO. 2023-22

**RESOLUTION AUTHORIZING LICENSEE TO DISPENSE INTOXICATING LIQUOR
OFF PREMISES AT THE CELEBRATE MONTROSE EVENT ON AUGUST 19, 2023, AT
LIONS PARK (260 SECOND STREET S MONTROSE, MN 55363)**

WHEREAS, Minnesota Statutes, Chapter 340A and Montrose City Code provides for liquor licensing in cooperation with the Alcohol and Gambling Enforcement Division of the Minnesota Department of Public Safety;

WHEREAS, Minnesota Statute Section 340A.404, Subd. 4(b) provides that for a community festival, the governing body of a municipality may authorize the holder of a retail on-sale intoxicating liquor license issued by the municipality to dispense intoxicating liquor off premises at a community festival held within the municipality;

WHEREAS, the Celebrate Montrose Days is an annual event held at Lions Park in Montrose and has the objective of promoting a spirit of pride, a sense of community, and an atmosphere of celebration for all residents and volunteers within the City of Montrose.

WHEREAS, Gregg and Susan Anderson, LLC doing business as The Ugly Bar (the "Licensee"), located at 260 Nelson Boulevard, Montrose, MN 55363, currently holds a retail on-sale intoxicating liquor license within the City of Montrose;

WHEREAS, Licensee desires to provide liquor sales for the Celebrate Montrose Days and shall endeavor to ensure that no alcohol will be sold to minors by checking identification;

WHEREAS, the City of Montrose will specify a designated area in Lions Park in which intoxicating liquor may be dispensed by Licensee and consumed by patrons of the Celebrate Montrose Days; and

WHEREAS, Licensee has the required liability insurance as prescribed by Minnesota Statutes, Section 340A.409 to cover the Celebrate Montrose Days.

WHEREAS, Licensee will be required to sign an agreement in substantially the form set forth in Exhibit A to this Resolution to indemnify and hold the City harmless in order to ensure that Licensee will defend the City and pay for any claims against the City related to the sale of the alcohol at the Celebrate Montrose Days.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Montrose that Licensee is authorized to sell intoxicating liquor off premises at the Celebrate Montrose Event

on August 19, 2023, in the designated area at Lions Park between the hours of 8:00 a.m. to 11:30 p.m.

Adopted by the Montrose City Council this 14th day of August, 2023.

BY THE CITY COUNCIL

Kirby Moynagh, Mayor

ATTEST:

Michael Sommerfeld, City Clerk

EXHIBIT A

AGREEMENT

This AGREEMENT (“Agreement”) is made this 14th day of August, 2023, by and between the City of Montrose, a Minnesota municipal corporation (the “City”) and Gregg and Susan Anderson, LLC doing business as The Ugly Bar, a Minnesota corporation (the “Licensee”).

Recitals

WHEREAS, Licensee is the holder of an on-sale intoxicating liquor license in the City; and

WHEREAS, Licensee has requested that the City allow it to dispense intoxicating liquor off premises at the Celebrate Montrose Days Saturday in Lions Park between the hours of 8:00 am to 11:30 p.m. on August 19, 2023 (the “Event”); and

WHEREAS, Minnesota Statutes, Section 340A.404, subdivision 4(b) allows a city council to authorize a holder of a retail on-sale intoxicating liquor license issued by the city to dispense intoxicating liquor at a community festival held within the city; and

WHEREAS, pursuant to this statute, the City has agreed to authorize Licensee to sell intoxicating liquor at the Event, subject to Licensee providing insurance and assuming liability for its activities associated with the Event, and complying with the specific rules applicable to the respective public facility; and

NOW, THEREFORE, in consideration of the City’s actions described above, the parties agree as follows:

AGREEMENT

1. Licensee agrees to follow all ordinances, rules, and regulations of the City of Montrose and the State of Minnesota regarding its use of the identified City facility and its sale of intoxicating liquor at the Event.

2. Licensee shall ensure that all intoxicating liquor that it dispenses is dispensed and consumed within the designated area at the Event.

3. Prior to the Event, Licensee shall provide the City for its review and approval a certificate of insurance evidencing that it has general liability and liquor liability insurance for the Event. This insurance shall comply with the requirements of state liquor laws. The City shall be named as an additional insured with respect to these policies.

4. In addition to the required insurance coverage, Licensee shall defend, indemnify and

hold harmless the City of Montrose, its officials, employees, contractors and agents (collectively, the "City") from and against any and all claims, damages, losses, or expenses including attorneys' fees, which the City may suffer or for which the City may be held liable with respect to the activities authorized by the City pursuant to this Agreement, including the dispensing of intoxicating liquor.

5. The Recitals set forth above are incorporated into this Agreement as if fully set forth herein.

IN WITNESS OF THE ABOVE, the parties have caused this Agreement to be executed on the date and year written above.

CITY OF MONTROSE

By: _____

Name: Kirby Moynagh

Its: Mayor

By: _____

Name: Jessica Bonniwell

Its: City Administrator

LICENSEE

By: _____

Name: _____

Its: _____



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 2023

Printed on August 1, 2023

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
911 Abandoned Total: 2					
07/20/23 16:03	911 Abandoned	2023065049			911
07/29/23 16:54	911 Abandoned	2023068133			911
911 Hang-up Total: 4					
07/01/23 10:51	911 Hang-up	2023058530			911
07/02/23 00:09	911 Hang-up	2023058806			911
07/25/23 22:51	911 Hang-up	2023066887			911
07/29/23 17:10	911 Hang-up	2023068137			911
911 Open Line Total: 15					
07/01/23 13:28	911 Open Line	2023058575			911
07/03/23 11:57	911 Open Line	2023059265			911
07/03/23 12:03	911 Open Line	2023059269			911
07/04/23 07:08	911 Open Line	2023059584			911
07/10/23 12:31	911 Open Line	2023061644			911
07/10/23 15:42	911 Open Line	2023061736			911
07/13/23 10:29	911 Open Line	2023062710			911
07/14/23 09:39	911 Open Line	2023063035			911
07/14/23 12:57	911 Open Line	2023063120			911
07/15/23 10:54	911 Open Line	2023063447			911
07/16/23 11:54	911 Open Line	2023063743			911
07/27/23 09:39	911 Open Line	2023067375			911
07/27/23 09:44	911 Open Line	2023067377			911
07/29/23 18:49	911 Open Line	2023068168			911
07/30/23 18:29	911 Open Line	2023068449			911
911 Open Line; Medical - Psychiatric - Behavioral Total: 1					
07/01/23 22:32	911 Open Line; Medical	2023058773	Medical - Psychiatric -	WP23016420	911
Abuse Total: 1					
07/03/23 12:36	Abuse	2023059284	Abuse	WP23016554	
Animal Total: 7					
07/13/23 21:07	Animal	2023062927	Animal	WP23017659	Phone
07/15/23 10:55	Animal	2023063448	Animal	WP23017813	
07/25/23 12:25	Animal	2023066664	Animal	WP23018773	Phone
07/27/23 16:40	Animal	2023067528	Animal	WP23019011	Phone
07/27/23 17:56	Animal	2023067559	Animal	WP23019020	911
07/27/23 19:02	Animal	2023067589			Phone
07/31/23 19:00	Animal	2023068746			Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Animal - Abuse Total: 3					
07/08/23 12:20	Animal - Abuse	2023060989	Animal - Abuse	WP23017068	911
07/15/23 11:36	Animal - Abuse	2023063456			Phone
07/23/23 16:40	Animal - Abuse	2023066123	Animal - Abuse	WP23018622	911
Animal - Barking Dog Total: 1					
07/24/23 22:26	Animal - Barking Dog	2023066536	Animal	WP23018747	Phone
Animal - Bites - Attacks Total: 1					
07/19/23 15:23	Animal - Bites - Attacks	2023064664	Animal - Bites - Attacks	WP23018204	Phone
Assault Total: 1					
07/30/23 20:59	Assault	2023068487	Assault	WP23019264	Phone
Burglary Total: 1					
07/17/23 10:43	Burglary	2023063999	Burglary	WP23017986	Phone
Check Welfare Total: 11					
07/01/23 01:52	Check Welfare	2023058469	Check Welfare	WP23016348	911
07/07/23 10:08	Check Welfare	2023060580	Check Welfare	WP23016951	911
07/12/23 21:46	Check Welfare	2023062593	Check Welfare	WP23017531	Phone
07/13/23 22:33	Check Welfare	2023062948	Check Welfare	WP23017666	911
07/15/23 14:59	Check Welfare	2023063522	Check Welfare	WP23017830	911
07/15/23 22:20	Check Welfare	2023063642	Check Welfare	WP23017871	Phone
07/16/23 03:06	Check Welfare	2023063686	Check Welfare	WP23017887	911
07/22/23 01:35	Check Welfare	2023065608	Check Welfare	WP23018478	911
07/22/23 18:36	Check Welfare	2023065823	Check Welfare	WP23018536	Phone
07/26/23 16:46	Check Welfare	2023067112	Check Welfare	WP23018915	Phone
07/29/23 18:22	Check Welfare	2023068160	Check Welfare	WP23019173	Phone
Citizen Aid Total: 1					
07/10/23 15:06	Citizen Aid	2023061716	Citizen Aid	WP23017265	Phone
Civil Complaint Total: 7					
07/03/23 11:44	Civil Complaint	2023059262	Civil Complaint	WP23016549	911
07/07/23 18:26	Civil Complaint	2023060764	Civil Complaint	WP23017013	Phone
07/11/23 17:32	Civil Complaint	2023062171	Civil Complaint	WP23017394	Phone
07/12/23 14:31	Civil Complaint	2023062451	Civil Complaint	WP23017485	Phone
07/19/23 13:13	Civil Complaint	2023064627	Civil Complaint	WP23018176	Phone
07/22/23 14:16	Civil Complaint	2023065744	Civil Complaint	WP23018518	Phone
07/24/23 08:11	Civil Complaint	2023066287	Civil Child Custody	WP23018664	Phone
Civil Process Total: 10					
07/03/23 14:06	Civil Process	2023059314			Officer
07/03/23 14:32	Civil Process	2023059327			Officer
07/06/23 15:23	Civil Process	2023060366			Officer
07/19/23 15:26	Civil Process	2023064667			Officer
07/25/23 15:12	Civil Process	2023066741			Officer
07/25/23 15:20	Civil Process	2023066742			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
07/26/23 10:14	Civil Process	2023066979			Officer
07/26/23 14:44	Civil Process	2023067069			Officer
07/31/23 15:17	Civil Process	2023068683			Officer
07/31/23 16:31	Civil Process	2023068703			Officer
Civil Standby; Civil Process Total: 1					
07/26/23 17:08	Civil Standby; Civil	2023067123			
Commercial General Alarm Total: 3					
07/20/23 14:02	Commercial General	2023065012			Phone
07/20/23 22:25	Commercial General	2023065186			Phone
07/26/23 00:36	Commercial General	2023066899			Phone
Compliance Check - Liquor Total: 2					
07/11/23 14:45	Compliance Check -	2023062103			
07/11/23 14:55	Compliance Check -	2023062105			
Court Order Violation Total: 1					
07/15/23 08:50	Court Order Violation	2023063416	Court Order Violation	WP23017802	Phone
Criminal Damage to Property Total: 2					
07/02/23 18:42	Criminal Damage to	2023059062	Suspicious - Circumstances	WP23016494	Phone
07/30/23 17:36	Criminal Damage to	2023068433	Theft	WP23019244	911
Domestic Disturbance Total: 4					
07/16/23 14:22	Domestic Disturbance	2023063778	Domestic Disturbance	WP23017918	Phone
07/16/23 16:29	Domestic Disturbance	2023063816	Civil Child Custody	WP23017929	911
07/17/23 22:05	Domestic Disturbance	2023064211	Domestic Disturbance	WP23018057	Phone
07/22/23 00:32	Domestic Disturbance	2023065592	Domestic Disturbance	WP23018474	911
Domestic Disturbance; Medical - Burns Total: 1					
07/23/23 17:17	Domestic Disturbance;	2023066130	Domestic Disturbance	WP23018625	911
Drug Court Home Visit Total: 2					
07/14/23 17:50	Drug Court Home Visit	2023063224			
07/15/23 19:45	Drug Court Home Visit	2023063602			
Fire - Gas Leak Total: 1					
07/31/23 14:45	Fire - Gas Leak	2023068673	Fire - Gas Leak	WP23019327	911
Fire - Grass Total: 1					
07/12/23 14:54	Fire - Grass	2023062461	Fire - Grass	WP23017488	Phone
Fire - Structure Total: 1					
07/04/23 22:40	Fire - Structure	2023059814	Fire - Structure	WP23016714	911
Fireworks Total: 5					
07/03/23 21:32	Fireworks	2023059484	Fireworks	WP23016602	911
07/03/23 22:51	Fireworks	2023059529	Fireworks	WP23016623	911
07/05/23 21:59	Fireworks	2023060149	Fireworks	WP23016821	911
07/05/23 21:59	Fireworks	2023060150			Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
07/13/23 02:41	Fireworks	2023062633	Fireworks	WP23017551	Phone
Fraud - Internet Total: 1					
07/19/23 15:54	Fraud - Internet	2023064679	Fraud - Internet	WP23018200	Phone
Funeral Escort Total: 1					
07/08/23 11:42	Funeral Escort	2023060978			Phone
Gun Incident Total: 1					
07/30/23 18:12	Gun Incident	2023068444	Suspicious - Circumstances	WP23019250	Phone
Harassment Total: 4					
07/06/23 19:57	Harassment	2023060451	Harassment	WP23016908	Phone
07/17/23 22:48	Harassment	2023064214	Harassment	WP23018059	911
07/21/23 21:08	Harassment	2023065512	Unwanted Person	WP23018463	911
07/22/23 21:52	Harassment	2023065897	Harassment	WP23018558	Phone
Intoxicated Person Total: 2					
07/05/23 00:09	Intoxicated Person	2023059838	Intoxicated Person	WP23016722	911
07/13/23 06:57	Intoxicated Person	2023062655	Intoxicated Person	WP23017555	Phone
Juvenile - Complaint Total: 1					
07/20/23 23:14	Juvenile - Complaint	2023065205	Juvenile - Complaint	WP23018355	911
Lock Out - Lock In Total: 1					
07/13/23 01:03	Lock Out - Lock In	2023062624	Lock Out - Lock In	WP23017546	Phone
Medical - Back Pain Total: 1					
07/30/23 00:30	Medical - Back Pain	2023068252			911
Medical - Breathing Problems Total: 1					
07/23/23 06:19	Medical - Breathing	2023065990			Phone
Medical - Carbon Monoxide Inhalation Total: 1					
07/08/23 23:45	Medical - Carbon	2023061223			911
Medical - Fall Over 6 Feet Total: 1					
07/10/23 01:02	Medical - Fall Over 6	2023061527			911
Medical - Heart Problems Total: 1					
07/08/23 20:59	Medical - Heart	2023061172			911
Medical - Psychiatric - Behavioral Total: 2					
07/04/23 18:27	Medical - Psychiatric -	2023059738	Medical - Psychiatric -	WP23016688	911
07/14/23 15:29	Medical - Psychiatric -	2023063175	Medical - Psychiatric -	WP23017736	Phone
Medical - Sick Total: 4					
07/11/23 23:24	Medical - Sick	2023062272			911
07/20/23 00:42	Medical - Sick	2023064854			911
07/21/23 11:30	Medical - Sick	2023065309			911
07/31/23 11:27	Medical - Sick	2023068610			911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Medical - Stroke Total: 2					
07/18/23 09:10	Medical - Stroke	2023064278			911
07/21/23 12:43	Medical - Stroke	2023065332			911
Missing Person Total: 3					
07/07/23 18:23	Missing Person	2023060762	Juvenile - Complaint	WP23017009	911
07/08/23 19:36	Missing Person	2023061139	Missing Person	WP23017112	Phone
07/15/23 22:26	Missing Person	2023063644	Missing Person	WP23017872	911
Motorist Aid Total: 2					
07/08/23 01:40	Motorist Aid	2023060897			Officer
07/30/23 20:21	Motorist Aid	2023068477			Phone
MVA - Car Deer Total: 1					
07/04/23 22:16	MVA - Car Deer	2023059802	MVA - Car Deer	WP23016711	911
MVA - Hit & Run Total: 2					
07/23/23 16:29	MVA - Hit & Run	2023066119	MVA - Hit & Run	WP23018619	
07/26/23 20:39	MVA - Hit & Run	2023067218	MVA - Hit & Run	WP23018940	
MVA - No Injuries Total: 2					
07/11/23 00:29	MVA - No Injuries	2023061899	MVA - No Injuries	WP23017319	911
07/28/23 16:43	MVA - No Injuries	2023067864	MVA - No Injuries	WP23019087	911
Neighborhood Dispute Total: 1					
07/23/23 19:53	Neighborhood Dispute	2023066174	Neighborhood Dispute	WP23018638	911
Noise Total: 2					
07/13/23 00:16	Noise	2023062617	Noise	WP23017542	
07/29/23 22:43	Noise	2023068228	Noise	WP23019192	
Phone Call Total: 2					
07/05/23 19:23	Phone Call	2023060112			Other
07/18/23 23:45	Phone Call	2023064500	Phone Call	WP23018140	911
POR Check Total: 3					
07/07/23 09:20	POR Check	2023060567			Officer
07/07/23 14:04	POR Check	2023060654			
07/13/23 14:26	POR Check	2023062778			Officer
Probation Check Total: 4					
07/10/23 15:14	Probation Check	2023061722			Officer
07/10/23 15:40	Probation Check	2023061733			Officer
07/20/23 17:20	Probation Check	2023065080			Officer
07/20/23 18:21	Probation Check	2023065099			Officer
Residential Fire Alarm Total: 2					
07/01/23 14:57	Residential Fire Alarm	2023058606			Phone
07/02/23 02:43	Residential Fire Alarm	2023058835			Text

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Residential General Alarm Total: 1					
07/26/23 17:09	Residential General	2023067124			Phone
Residential Medical Alarm Total: 1					
07/27/23 17:33	Residential Medical	2023067553			Phone
Residential Medical Alarm; Lift Assist Total: 1					
07/02/23 23:50	Residential Medical	2023059160			Phone
Residential Medical Alarm; Medical - Psychiatric - Behavioral Total: 1					
07/04/23 03:01	Residential Medical	2023059565	Medical - Psychiatric -	WP23016636	Phone
SIA Area Watch Total: 5					
07/05/23 19:36	SIA Area Watch	2023060115			
07/05/23 22:02	SIA Area Watch	2023060153			
07/07/23 16:28	SIA Area Watch	2023060724	Warrant - Attempt	WP23017002	
07/09/23 17:21	SIA Area Watch	2023061412			
07/20/23 20:35	SIA Area Watch	2023065144			
SIA Business Walk Through Total: 7					
07/10/23 13:18	SIA Business Walk	2023061664			
07/12/23 10:21	SIA Business Walk	2023062362			
07/12/23 10:30	SIA Business Walk	2023062368			
07/19/23 11:40	SIA Business Walk	2023064597			
07/22/23 23:47	SIA Business Walk	2023065947			
07/26/23 16:13	SIA Business Walk	2023067098			
07/27/23 19:30	SIA Business Walk	2023067595			
SIA City Council - City Hall Total: 1					
07/10/23 18:00	SIA City Council - City	2023061803			Officer
SIA Foot Patrol Total: 1					
07/17/23 14:32	SIA Foot Patrol	2023064084			
Surveillance Total: 3					
07/01/23 01:04	Surveillance	2023058458			
07/17/23 14:15	Surveillance	2023064077			
07/18/23 10:47	Surveillance	2023064314			
Suspicious - Circumstances Total: 4					
07/01/23 01:08	Suspicious -	2023058460	Suspicious - Circumstances	WP23016345	Phone
07/03/23 10:05	Suspicious -	2023059229	Suspicious - Circumstances	WP23016541	Phone
07/09/23 21:52	Suspicious -	2023061485	Fireworks	WP23017202	911
07/23/23 07:09	Suspicious -	2023065998	Suspicious - Circumstances	WP23018583	Phone
Suspicious - Person - Vehicle Total: 7					
07/13/23 09:47	Suspicious - Person -	2023062696	Intoxicated Person	WP23017567	Phone
07/18/23 16:51	Suspicious - Person -	2023064417	Suspicious - Person - Vehicle	WP23018112	Phone
07/21/23 13:50	Suspicious - Person -	2023065352	Suspicious - Person - Vehicle	WP23018410	Phone
07/26/23 20:50	Suspicious - Person -	2023067223	Check Welfare	WP23018941	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
07/27/23 20:28	Suspicious - Person -	2023067619	Suspicious - Person - Vehicle	WP23019031	911
07/30/23 16:30	Suspicious - Person -	2023068415	Suspicious - Person - Vehicle	WP23019238	Phone
07/30/23 21:06	Suspicious - Person -	2023068490	Suspicious - Person - Vehicle	WP23019266	Phone

Suspicious - Person - Vehicle; Gun Incident Total: 1

07/31/23 12:09	Suspicious - Person -	2023068626	Suspicious - Person - Vehicle	WP23019314	911
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Theft Total: 1

07/13/23 19:39	Theft	2023062899	Theft	WP23017648	Phone
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Theft - Identity Theft Total: 1

07/27/23 09:11	Theft - Identity Theft	2023067370	Fraud - Internet	WP23018968	Phone
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Threats Total: 2

07/14/23 14:31	Threats	2023063156	Threats	WP23017729	911
07/18/23 14:09	Threats	2023064355	Harassment	WP23018090	Phone

Threats; Suspicious - Person - Vehicle Total: 1

07/22/23 00:29	Threats; Suspicious -	2023065590	Suspicious - Person - Vehicle	WP23018473	911
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Traffic - Complaint Total: 7

07/01/23 16:14	Traffic - Complaint	2023058635	Traffic - Complaint	WP23016388	911
07/02/23 17:44	Traffic - Complaint	2023059039	Traffic - Complaint	WP23016486	911
07/03/23 18:29	Traffic - Complaint	2023059422	Traffic - Complaint	WP23016589	911
07/13/23 17:51	Traffic - Complaint	2023062864	Traffic - Complaint	WP23017633	Phone
07/17/23 16:02	Traffic - Complaint	2023064118	Traffic - Complaint	WP23018023	Phone
07/21/23 20:39	Traffic - Complaint	2023065503	Traffic - Complaint	WP23018460	911
07/23/23 19:59	Traffic - Complaint	2023066181	Traffic - Complaint	HP23000784	Officer

Traffic - Hazard Total: 2

07/09/23 13:35	Traffic - Hazard	2023061338	Traffic - Hazard	WP23017163	911
07/19/23 19:13	Traffic - Hazard	2023064763	Traffic - Hazard	WP23018232	Phone

Traffic Stop Total: 53

07/01/23 14:15	Traffic Stop	2023058595	Traffic Stop	WP23016378	Officer
07/01/23 22:26	Traffic Stop	2023058770	Traffic Stop	WP23016417	Officer
07/02/23 11:45	Traffic Stop	2023058915	Traffic Stop	WP23016454	Officer
07/02/23 19:35	Traffic Stop	2023059076	Traffic Stop	WP23016498	Officer
07/04/23 12:08	Traffic Stop	2023059639			Officer
07/05/23 18:01	Traffic Stop	2023060085			Officer
07/05/23 18:08	Traffic Stop	2023060087	Traffic Stop	WP23016806	Officer
07/05/23 22:43	Traffic Stop	2023060162			Officer
07/06/23 18:13	Traffic Stop	2023060422	Traffic Stop	WP23016899	Officer
07/07/23 01:40	Traffic Stop	2023060521			Officer
07/07/23 12:36	Traffic Stop	2023060628			Officer
07/07/23 21:03	Traffic Stop	2023060806			Officer
07/07/23 21:10	Traffic Stop	2023060809			Officer
07/07/23 23:06	Traffic Stop	2023060856			Officer
07/08/23 18:43	Traffic Stop	2023061117			Officer
07/08/23 19:24	Traffic Stop	2023061137	Traffic Stop	WP23017111	Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
07/08/23 22:11	Traffic Stop	2023061195			Officer
07/08/23 23:12	Traffic Stop	2023061212			Officer
07/09/23 01:27	Traffic Stop	2023061244			Officer
07/09/23 19:44	Traffic Stop	2023061448			Officer
07/12/23 15:29	Traffic Stop	2023062479			Officer
07/12/23 15:36	Traffic Stop	2023062481			Officer
07/12/23 19:16	Traffic Stop	2023062547			Officer
07/12/23 19:23	Traffic Stop	2023062549			Officer
07/13/23 00:49	Traffic Stop	2023062620			Officer
07/13/23 01:25	Traffic Stop	2023062627	Traffic Stop	WP23017547	Officer
07/13/23 19:25	Traffic Stop	2023062896	Traffic Stop	WP23017647	Officer
07/14/23 22:47	Traffic Stop	2023063333			Officer
07/15/23 21:01	Traffic Stop	2023063621			Officer
07/15/23 21:21	Traffic Stop	2023063626	Warrant - Arrest	WP23017866	Officer
07/16/23 14:07	Traffic Stop	2023063774	Traffic Stop	WP23017916	Officer
07/17/23 18:13	Traffic Stop	2023064169			Officer
07/20/23 00:24	Traffic Stop	2023064848			Officer
07/21/23 19:38	Traffic Stop	2023065483			Officer
07/21/23 22:11	Traffic Stop	2023065534			Officer
07/21/23 22:22	Traffic Stop	2023065540			Officer
07/22/23 11:00	Traffic Stop	2023065677			Officer
07/22/23 18:50	Traffic Stop	2023065829	Traffic Stop	WP23018537	Officer
07/24/23 02:23	Traffic Stop	2023066262			Officer
07/24/23 23:08	Traffic Stop	2023066543			Officer
07/25/23 19:50	Traffic Stop	2023066836	Traffic Stop	WP23018820	Officer
07/26/23 19:11	Traffic Stop	2023067185			Officer
07/26/23 19:32	Traffic Stop	2023067192	Traffic Stop	WP23018934	Officer
07/26/23 23:45	Traffic Stop	2023067288			Officer
07/26/23 23:53	Traffic Stop	2023067291			
07/27/23 18:59	Traffic Stop	2023067585			Officer
07/27/23 23:26	Traffic Stop	2023067657			Officer
07/27/23 23:32	Traffic Stop	2023067659			Officer
07/27/23 23:34	Traffic Stop	2023067660			Officer
07/28/23 17:20	Traffic Stop	2023067870			Officer
07/30/23 11:40	Traffic Stop	2023068345			Officer
07/30/23 12:58	Traffic Stop	2023068366			Officer
07/30/23 15:00	Traffic Stop	2023068395			Officer

Unwanted Person Total: 2

07/27/23 03:31	Unwanted Person	2023067316	Unwanted Person	WP23018957	911
07/27/23 09:53	Unwanted Person	2023067381	Unwanted Person	WP23018971	Phone

Warrant - Attempt Total: 2

07/05/23 22:53	Warrant - Attempt	2023060164			
07/07/23 21:54	Warrant - Attempt	2023060832			Officer

Total Records: 242

Montrose/Waverly Patrol Hour Summary

Hours Purchased Per Contract:	5,840.00	
Starting Hours (beginning of month):	2,937.50	
M-T-D (detailed below):	482.25	** Estimated Hours not verified by final monthly payroll
Balance going forward (to next month):	2,455.25	
Y-T-D:	3,384.75	

Shift Start

Date	Shift Start Time	Shift Stop Date	Shift Stop Time	Schedule	Position	Time Type	Regular Hours
1-Jul-23	0:00	1-Jul-23	2:00	Montrose/Wave	4630 Sheriff Gener.		2
1-Jul-23	2:00	1-Jul-23	2:15	Extra Hours: Mo	4630 EOS Premium		0.25
1-Jul-23	10:00	1-Jul-23	18:00	Montrose/Wave	4620 Sheriff Gener.		8
1-Jul-23	18:00	2-Jul-23	2:00	Montrose/Wave	4630 Sheriff Gener.		8
2-Jul-23	2:00	2-Jul-23	2:15	Extra Hours: Mo	4630 EOS Premium		0.25
2-Jul-23	10:00	2-Jul-23	18:00	Montrose/Wave	4620 Sheriff Gener.		8
2-Jul-23	18:00	2-Jul-23	22:00	Montrose/Wave	4630 Sheriff Gener.		4
2-Jul-23	22:00	3-Jul-23	2:00	Montrose/Wave	4630 Sheriff Gener.		4
3-Jul-23	10:00	3-Jul-23	16:00	Montrose/Wave	4620 Sheriff Gener.		6
3-Jul-23	16:00	4-Jul-23	2:00	Montrose/Wave	4630 Sheriff Gener.		10
4-Jul-23	9:00	4-Jul-23	15:00	Montrose/Wave	4620 Sheriff Gener.		6
4-Jul-23	16:00	5-Jul-23	2:00	Montrose/Wave	4630 Sheriff Gener.		10
5-Jul-23	2:00	5-Jul-23	3:00	Extra Hours: Mo	4630 EOS Premium		1
5-Jul-23	10:00	5-Jul-23	16:00	Montrose/Wave	4620 Sheriff Gener.		6
5-Jul-23	16:00	6-Jul-23	2:00	Montrose/Wave	4630 Sheriff Gener.		10
6-Jul-23	10:00	6-Jul-23	16:00	Montrose/Wave	4620 Sheriff Gener.		6
6-Jul-23	16:00	7-Jul-23	2:00	Montrose/Wave	4630 Sheriff Gener.		10
7-Jul-23	10:00	7-Jul-23	18:00	Montrose/Wave	4620 Sheriff Gener.		8
7-Jul-23	18:00	8-Jul-23	2:00	Montrose/Wave	4630 Sheriff Gener.		8
8-Jul-23	10:00	8-Jul-23	18:00	Montrose/Wave	4620 Sheriff Gener.		8
8-Jul-23	18:00	9-Jul-23	2:00	Montrose/Wave	4630 Sheriff Gener.		8
9-Jul-23	10:00	9-Jul-23	18:00	Montrose/Wave	4620 Sheriff Gener.		8
9-Jul-23	18:00	10-Jul-23	2:00	Montrose/Wave	4630 Sheriff Gener.		8
10-Jul-23	10:00	10-Jul-23	18:00	Montrose/Wave	4620 Sheriff Gener.		8
10-Jul-23	18:00	11-Jul-23	2:00	Montrose/Wave	4630 Sheriff Gener.		8
11-Jul-23	10:00	11-Jul-23	18:00	Montrose/Wave	4620 Sheriff Gener.		8
11-Jul-23	18:00	12-Jul-23	2:00	Montrose/Wave	4630 Sheriff Gener.		8
12-Jul-23	10:00	12-Jul-23	18:00	Montrose/Wave	4620 Sheriff Gener.		8
12-Jul-23	18:00	13-Jul-23	2:00	Montrose/Wave	4630 Sheriff Gener.		8
13-Jul-23	6:00	13-Jul-23	9:00	Montrose/Wave	4620 Sheriff Gener.		3
13-Jul-23	12:00	13-Jul-23	18:00	Montrose/Wave	4620 Sheriff Gener.		6
13-Jul-23	18:00	14-Jul-23	2:00	Montrose/Wave	4630 Sheriff Gener.		8

14-Jul-23	10:00	14-Jul-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
14-Jul-23	18:00	15-Jul-23	2:00 Montrose/Wave	4630 Sheriff Gener	8
15-Jul-23	10:00	15-Jul-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
15-Jul-23	18:00	16-Jul-23	2:00 Montrose/Wave	4630 Sheriff Gener	8
16-Jul-23	10:15	16-Jul-23	18:00 Montrose/Wave	4620 Sheriff Gener	7.75
16-Jul-23	18:00	17-Jul-23	2:00 Montrose/Wave	4630 Sheriff Gener	8
17-Jul-23	10:00	17-Jul-23	16:00 Montrose/Wave	4620 Sheriff Gener	6
17-Jul-23	16:00	18-Jul-23	2:00 Montrose/Wave	4630 Sheriff Gener	10
18-Jul-23	10:00	18-Jul-23	16:00 Montrose/Wave	4620 Sheriff Gener	6
18-Jul-23	16:00	19-Jul-23	2:00 Montrose/Wave	4630 Sheriff Gener	10
19-Jul-23	10:00	19-Jul-23	16:00 Montrose/Wave	4620 Sheriff Gener	6
19-Jul-23	16:00	20-Jul-23	2:00 Montrose/Wave	4630 Sheriff Gener	10
20-Jul-23	2:00	20-Jul-23	3:00 Extra Hours: Mo	4630 EOS Premium	1
20-Jul-23	10:00	20-Jul-23	16:00 Montrose/Wave	4620 Sheriff Gener	6
20-Jul-23	16:00	21-Jul-23	2:00 Montrose/Wave	4630 Sheriff Gener	10
21-Jul-23	10:00	21-Jul-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
21-Jul-23	18:00	22-Jul-23	2:00 Montrose/Wave	4630 Sheriff Gener	8
22-Jul-23	10:00	22-Jul-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
22-Jul-23	18:00	23-Jul-23	2:00 Montrose/Wave	4630 Sheriff Gener	8
23-Jul-23	10:00	23-Jul-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
23-Jul-23	18:00	24-Jul-23	2:00 Montrose/Wave	4630 Sheriff Gener	8
23-Jul-23	18:00	23-Jul-23	20:00 Extra Hours: Mo	4610 EOS Premium	2
24-Jul-23	6:00	24-Jul-23	18:00 Montrose/Wave	4620 Sheriff Gener	12
24-Jul-23	18:00	25-Jul-23	2:00 Montrose/Wave	4630 Sheriff Gener	8
25-Jul-23	2:00	25-Jul-23	3:00 Extra Hours: Mo	4630 EOS Premium	1
25-Jul-23	10:00	25-Jul-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
25-Jul-23	18:00	25-Jul-23	20:00 Montrose/Wave	4630 Sheriff Gener	2
25-Jul-23	20:00	26-Jul-23	2:00 Montrose/Wave	4630 Sheriff Gener	6
26-Jul-23	10:00	26-Jul-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
26-Jul-23	18:00	27-Jul-23	2:00 Montrose/Wave	4630 Sheriff Gener	8
27-Jul-23	18:00	28-Jul-23	2:00 Montrose/Wave	4630 Sheriff Gener	8
28-Jul-23	10:00	28-Jul-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
28-Jul-23	18:00	29-Jul-23	2:00 Montrose/Wave	4630 Sheriff Gener	8
29-Jul-23	10:00	29-Jul-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
29-Jul-23	18:00	29-Jul-23	20:00 Montrose/Wave	4630 Sheriff Gener	2
29-Jul-23	20:00	30-Jul-23	2:00 Montrose/Wave	4630 Sheriff Gener	6
30-Jul-23	10:00	30-Jul-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
30-Jul-23	18:00	31-Jul-23	0:00 Montrose/Wave	4630 Sheriff Gener	6

TOTAL: 482.25

LAW ENFORCEMENT CONTRACT

THIS AGREEMENT made and entered on this _____ day of _____, 2023, by and between the COUNTY OF WRIGHT and the WRIGHT COUNTY SHERIFF, hereinafter referred to as "County" and the **City of Montrose** hereinafter referred to as the "Municipality".

WITNESSETH:

WHEREAS, the COUNTY has a statutory obligation to provide police services within Wright County; and

WHEREAS, the MUNICIPALITY has determined that it is in the best interests of the MUNICIPALITY to continue to contract with the COUNTY for law enforcement services, thereby allowing for the allocation of overhead and other administrative costs over a larger population; and

WHEREAS, the parties to this Agreement intend to contract for law enforcement services within the political boundaries of the MUNICIPALITY through the Wright County Sheriff; and

WHEREAS, the COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by the provision of Minnesota Statutes § 471.59 and Minnesota Statutes § 436.05;

NOW THEREFORE, pursuant to the terms of the aforesaid statutes, and in consideration of the mutual covenants herein contained, it is agreed as follows:

1. That the County by way of the Sheriff agrees to provide law enforcement services within the corporate limits of the Municipality to the extent and in the manner as hereinafter set forth:
 - a. Except as otherwise hereinafter specifically set forth, such services shall encompass only duties and functions of the type coming within the jurisdiction of the Wright County Sheriff pursuant to Minnesota Laws and Statutes.
 - b. Services purchased pursuant to this contract shall include enforcement of Minnesota State Statutes, including but not limited to the Traffic Code and the Criminal Code, as well as all local ordinances enacted in conformance therewith. Statutes and ordinances which prescribe enforcement by a different authority (i.e., the State Electrical Code, the Uniform Building Code) shall be excluded from this agreement. Ordinances pertaining exclusively to purely local city management matters (i.e., sewer and water collection) shall be excluded from this agreement. The Municipality shall be responsible for enforcement of the Municipal Zoning Code except that the Sheriff will enforce, only through the issuance of a citation, the nuisance ordinances conforming to State law; (i.e., junk cars and refuse) and traffic ordinances; (i.e., parking and erratic driving.)
2. The manner and standards of performance, the discipline of peace officers and employees, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the COUNTY. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder, or the level or manner of performance of such service, the determination

thereof made by the Sheriff of the COUNTY shall be final and conclusive as between the parties hereto.

3. The COUNTY shall have full cooperation and assistance from the MUNICIPALITY, its officers, agents, and employees so as to facilitate the performance of this agreement. In order to facilitate a local presence of Sheriff's Deputies, the MUNICIPALITY shall, if requested by the COUNTY, provide a secure office for the Sheriff's Office Employees by having adequate space for two desks with chairs, limited public visibility, a local telephone line and an adequate internet connection with support as requested by the COUNTY. The MUNICIPALITY agrees to allow the COUNTY to install equipment or hardware necessary for the implementation and usage of squad or body worn cameras. The MUNICIPALITY shall allow a sign indicating the location of its Sheriff's substation with appropriate telephone numbers to be displayed on the exterior of the building.
4. That the COUNTY shall furnish and supply all necessary labor, supervision, equipment, communication facilities for dispatching, cost of jail detention, and all supplies necessary to maintain the level of service to be rendered herein.
5. All deputy sheriffs, clerks, and all other COUNTY personnel performing duties pursuant to this Agreement shall at all times be considered employees of the COUNTY for all purposes.

6. TERM

- a. The COUNTY shall commence the provision of Law Enforcement Services on January 1, 2024, and this Agreement shall remain in effect for a period of one (1) year, unless earlier terminated by operation of law or pursuant to the terms of this Agreement.
- b. This Agreement shall automatically renew for a period of one (1) year following the expiration of the initial one (1) year term and/or any renewal term.
- c. Any Party may terminate this Agreement during or prior to the renewal term by providing notice by September 1st of each year. Notice of termination that is timely delivered shall be effective at the end of the initial or renewal term on December 31st. The Parties may voluntarily terminate this Agreement at any time by mutual agreement.

7. CONTRACTED HOURS AND COMPENSATION.

- a. The minimum number of annual hours of service to be invoiced for licensed peace officers pursuant to this contract are 3,660 hours. The annual hours of service shall provide for 24-hour call and general service. The number of hours each month may vary due to special events, seasonal adjustments and the availability of the County's employees. The COUNTY shall notify the MUNICIPALITY in writing eighteen months prior any change in the minimum number of hours for any subsequent renewal term. In determining the minimum number of hours, the County Sheriff may consider the following factors of population, traffic, commercial districts, calls for service or input from the MUNICIPALITY.
- b. The Municipality agrees to pay to the County the sum of \$105.00 per hour for law enforcement services during the calendar year 2024. The hourly rate for the Law Enforcement Services in future years will be established by the COUNTY. Any increase

in the hourly rate must be provided to the MUNICIPALITY no later than August 15 of each year.

- c. The MUNICIPALITY agrees to pay to the COUNTY a lump sum of law enforcement assessment of **\$21,115.38** for law enforcement services and retention during the 2024 calendar year. The lump sum law enforcement assessment shall be payable in two payments on **January 1, 2024** and **July 1, 2024**. Upon the request of the County Sheriff, the parties agree to renegotiate in good faith any further lump sum law enforcement assessments in the event economic conditions for law enforcement hinder the effective hiring and retention of Deputy Sheriff employees.
 - d. The COUNTY shall bill the MUNICIPALITY on a monthly basis for the provision of Law Enforcement Services under this Agreement. The MUNICIPALITY shall pay the amount required in accordance with the Prompt Payment of Local Government Bills statute, Minnesota Statutes § 471.425, as amended.
8. The County shall provide for all costs and prosecution efforts with the respect to violations of Minnesota State Statutes charged by the Sheriff in the performance of this agreement. County prosecution services do not include building code, electrical code, or any municipal ordinance violations. All fines arising from such prosecutions shall accrue to the COUNTY. Violations of building codes, electrical codes, and municipal ordinances excluded from enforcement by this agreement shall be prosecuted by the MUNICIPALITY at its expense. All fines arising from the city directed prosecutions shall accrue to the MUNICIPALITY unless otherwise provided by law.
9. Pursuant to law, the Wright County Finance Director shall remit to the MUNICIPALITY its share of all fines collected. The Municipality shall return to the County within 30 days all fine money attributable to prosecutions initiated by the Sheriff in accord with Paragraph 8 of this contract. The MUNICIPALITY shall keep and retain any fine money submitted by the Wright County Finance Director attributable to prosecutions initiated by the MUNICIPALITY.

10. LIABILITY

- A. During the initial and any renewal terms of this Agreement the COUNTY shall maintain general, automotive, and workers compensation coverage through the Minnesota Counties Intergovernmental Trust at the coverage limits provided.
- B. The MUNICIPALITY shall not assume any liability for the direct payment of any salaries, wages, or other compensation to any of the COUNTY'S employees providing Law Enforcement Services to the MUNICIPALITY under this Agreement and the COUNTY hereby assumes said liabilities.
- C. The MUNICIPALITY shall not be liable for compensation or indemnity to any of the COUNTY'S employees for injury or sickness arising out of their employment with the COUNTY and/or provision of the Law Enforcement Services to the MUNICIPALITY, and the COUNTY agrees to defend, indemnify and hold the MUNICIPALITY harmless against any such claims.
- D. To the fullest extent permitted by law, the COUNTY agrees to defend, indemnify and hold harmless the MUNICIPALITY, and its employees, officials and agents from and

against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the COUNTY'S performance or failure to perform its obligations under this Agreement, except as set forth below. The parties agree this indemnity obligation shall survive the completion or termination of this Agreement.

- E. To the fullest extent permitted by law, the MUNICIPALITY agrees to defend, indemnify and hold harmless the COUNTY, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the MUNICIPALITY'S negligence or the MUNICIPALITY'S performance or failure to perform its obligations under this Agreement. The parties agree this indemnity obligation shall survive the completion or termination of this Agreement.
- F. The MUNICIPALITY agrees to defend, indemnify and hold harmless the COUNTY, and its employees, officials and agents, for any claims related to the interpretation of or challenges to the validity of the MUNICIPALITY'S ordinances and building code enforcement.
- G. Nothing in this Agreement shall constitute a waiver of the statutory limits on liability set forth in Minnesota Statutes, Chapter 466 or a waiver of any available immunities or defenses. Nothing herein shall be construed to provide insurance coverage or indemnification to an employee, official or agent of any Party for any act or omission for which the employee, official or agent is guilty of malfeasance in office, willful neglect of duty or bad faith. It is further understood that Minnesota Statutes, section 471.59, subd. 1a applies to this Agreement. To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, section 471.59, subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party. For purposes of determining total liability damages, the parties are considered a single governmental unit and the total liability shall not exceed the limits on governmental liability for a single governmental unit as specified in Minnesota Statutes, section 3.736 or section 466.04.

11. GENERAL PROVISIONS.

- A. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
- B. Assignment. The COUNTY may not assign this Agreement to any other person unless written consent is obtained from the MUNICIPALITY.
- C. Amendments. Except as to the provisions for contracted hours and compensation under paragraph 7, any modification or amendment to this Agreement shall require a written agreement signed by both Parties.

- D. Nondiscrimination. In the hiring of employees to perform work under this Agreement, the COUNTY shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.
- E. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Wright County, Minnesota.
- F. Waiver. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
- G. Notices. All notices and other communications pursuant to this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

Notice to County: Wright County Sheriff
 Wright County Law Enforcement Center
 3800 Braddock Avenue N.E.
 Buffalo, MN 55313

and

Wright County Administrator
 Wright County Government Center
 3650 Braddock Avenue N.E.
 Buffalo, MN 55313

Notice to City: City Clerk/Treasurer
 City of Montrose
 PO Box 25
 Montrose, MN 55363

- H. Savings Clause. If a court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.
- I. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.

IN WITNESS WHEREOF, The MUNICIPALITY, by resolution duly adopted by its governing body, caused this agreement to be signed by its Mayor and attested by its Clerk; and the County of Wright, by the County Board of Commissioners, has caused this agreement to be signed by the Chairman, County Administrator, and by the Wright County Sheriff, effective on the day and year first above written.

[THIS SPACE WAS INTENTIONALLY LEFT BLANK – SIGNATURE PAGE TO FOLLOW]

Dated: _____

COUNTY OF WRIGHT, MINNESOTA

By: _____
Its Board Chair

By: _____
Its County Administrator

and

By: _____
Its County Sheriff

IN WITNESS WHEREOF, the MUNICIPALITY has caused this Agreement to be signed by its Mayor and City Clerk.

Dated: _____

CITY OF MONTROSE, MINNESOTA

By: _____
Its Mayor

and

By: _____
Its City Clerk

REQUEST FOR COUNCIL ACTION

Submittal deadline is Tuesday prior to the council meeting

MEETING DATE August 14th, 2023NAME: Mitch & Kay SiglowskiADDRESS: 335 DAKOTA AV. S.
MONTROVIE, MN. 55363

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

I WOULD LIKE TO DISCUSS THE SEWER & W.W.T.P.
FEES FOR THE WATER USED ON NEW GLASS SEED.

THANK YOU

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



Monthly Activity Report Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief



Period: 07/01/2023 thru 07/31/2023 (JULY)

CALLS

Total Calls: 34

EMS Calls: 17

Other Calls:

of Calls JULY 2022 = 21

2022 vs 2023 (2023 = +13)

07/31 - #23206 – Odor Investigation (smell of gas) – Montrose
07/30 - #23204 – Possible MVA – nothing found – Marysville Twsp
07/25 - #23200 – Weather Standby – Montrose
07/20 - #23195 – Fire Alarm – Woodland Twsp
07/19 - #23193 – Power Line Down/Fire – Marysville Twsp
07/19 - #23192 – Electrical Fire – Marysville Twsp
07/19 - #23191 – Weather Standby - Montrose
07/13 - #23188 – Weather Standby – Montrose
07/12 - #23187 – Grass Fire – Montrose
07/10 - #23185 – Assist WCSO (Rescue) – Montrose
07/08 - #23183 – CO Alarm – Montrose
07/08 - #23182 – ATV Accident – Franklin Twsp
07/05 - #23179 – Motor Vehicle Accident – Franklin Twsp
07/04 - #23178 – Structure Fire (\$127,500 total loss) – Montrose
07/02 - #23174 – Fire Alarm – Montrose
07/01 - #23173 – Fire Alarm - Montrose

Total calls to Date 2023 – 206

2022 vs 2023 (2023 = +20)

Total calls this time in 2022 - 186

Call Districts

Montrose: 22	Franklin Township: 3	Marysville Township: 7	Woodland Township: 2
OTHER: None			

TRAINING:

07/11/2023 – Hose testing
07/18/2023 – Staff Meeting/Truck Maintenance
07/25/2023 – Ladders, Hose Deployment (Blitz nozzle)

Other Activities, Special Mention, Etc.

07/01/2023 – Delano Waterball (4th Place) (Stoll, DeWitte, Paradeise & Kako)
07/04/2023 – Delano Parade (Von Thoma & Paradeise)
07/09/2023 – Waverly Parade (Von Thoma & Paradeise)
07/12/2023 – Bait & Hook (Cokato) First Responder Appreciation night

SPECIAL INFO

- Annual Hose Testing completed – only had one section of hose fail – In total we tested 9151 feet of hose

Acknowledgments

- Thank you to all the Firefighters for their hard work during our annual hose testing.
- Willie Bauernschmitt & Bruce Peterson, Steve Hayes for helping during hose testing
- Waverly FD for mutual aid on Structure Fire on 07/04/2023

City of Montrose
 Economic Development Authority Meeting
 311 Buffalo Avenue South
 Montrose, MN 55363
 Tuesday, July 18, 2023
 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, July 18, 2023 at 12:00 p.m.

EDA President Paradeise called the meeting to order at 12:06 p.m.

2. ROLL CALL

Present: EDA President David Paradeise
 EDA Member Sonya Tourville
 Mayor Kirby Moynagh

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

Absent: EDA Member Matt Smith

3. APPROVAL OF AGENDA

EDA Member Moynagh motioned to approve the July 18, 2023 agenda as presented. EDA Member Tourville seconded the motion. Motion carried 3-0.

4. APPROVAL OF MINUTES

A. May 16, 2023 Economic Development Authority Meeting Minutes

EDA Member Moynagh motioned to approve the May 16, 2023 Economic Development Authority Meeting Minutes as written. EDA Member Paradeise seconded the motion. Motion carried 3-0.

5. TREASURER'S REPORT

A. Economic Development Authority Fund = \$255,760.86

Mr. Sommerfeld gave an update on the EDA Funds.

B. EDA Revolving Loan Fund – \$257,754.78

C. Economic Development Authority Accounts Payable – June 20, 2023

EDA Member Tourville motioned to approve the June 20, 2023 Economic Development Authority Accounts Payable. EDA Member Moynagh seconded the motion. Motion carried 3-0.

6. OLD BUSINESS

A. New Member Recruitment

Discussion was held regarding recruiting new members and brainstorming how to get another business member involved with EDA. Some suggestions that were made to reach out to businesses for participation included Citizen's State Bank and Untiedt's. Members will attempt to contact these businesses to see if they

are interested in joining.

B. Update on Information for Child Care/First Children's Finance

EDA Member Tourville stated she watched a webinar regarding the process to try to get First Children's Finance involved in helping with a Child Care facility in Montrose. EDA Member Tourville stated that the first step is to gather a committee to drive the initiative forward and a core team is necessary to even apply for the program. EDA Member Tourville stated that step one would involve 7-20 people in order to get through the application process, which is currently happening so EDA would have to wait until 2024 at the earliest to apply for this program. EDA Member Tourville stated that Town Hall Meetings and Planning Meetings would be required to generate interest and educate the community about the program. EDA Member Tourville stated that step two would be to create a task force with 15-20 people that are determined to get the project going, help secure funding and gather increased community support. EDA Members stated that the city should try to gauge interest by putting information on the city website, in the newsletter and on Facebook to start recruiting people that are passionate and committed for a somewhat long-term project.

7. NEW BUSINESS

A. Preserve Development Proposal Review

a) JP Brooks Proposal

Brief discussion was held by the EDA regarding the JP Brooks Proposal. The EDA liked that it followed the already approved plat for that property and that they had a solid and definite plan. These proposals have been discussed in length in the minutes for City Council Workshop on July 10, 2023 and the Planning and Zoning Meeting on July 12, 2023.

EDA Members Paradeise and Tourville stated they prefer the JP Brooks plan over the Pat Briggs proposal.

b) Pat Briggs Proposal

Brief discussion was held by the EDA regarding the Pat Briggs Proposal. The EDA liked that it provided more housing product variety than the JP Brooks one. The EDA Members asked questions about the different options and if there was more information and concept drawings of the "tiny-house" products and the townhomes. Ms. Bonniwell stated that she was following up with the developer, but that his plan seemed more fluid and prone to changes if the market or other factors changed. These proposals have been discussed in length in the minutes for City Council Workshop on July 10, 2023 and the Planning and Zoning Meeting on July 12, 2023.

B. Other Updates

- a) The EDA discussed that Ms. Foss from Wright County was unable to attend the meeting as she had recently been in a car accident and was recovering from her injuries. The EDA Members asked Ms. Bonniwell to get flowers and/or a card for Ms. Foss.

b) League of MN Cities

EDA Member Moynagh discussed some updates from the League and Legislature updates on ongoing issues. EDA Member Moynagh outlined some issues that are impacting the local economy based on latest bills passed and ongoing initiatives: day care availability and funding – no additional funding for safe routes to school and/or childcare; affordable housing - \$1 Billion bill approved funds across housing spectrum for high density housing; broadband grants are currently available for cities without reliable internet access; and there are new changes to TIF laws that are being recommended at the state level.

8. NEXT MEETING

- A. Tuesday, August 15, 2023 at 12:00 p.m. in the Montrose City Hall Conference Room

9. ADJOURNMENT

EDA Member Tourville motioned to adjourn the meeting at 12:36 p.m. EDA Member Moynagh seconded the motion. Motion carried 3-0.

Council Member David Paradeise
President
City of Montrose Economic Development Authority

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

City of Montrose
 Planning and Zoning Commission Meeting
 Montrose Community Center
 200 Center Avenue South
 Wednesday, July 12, 2023
 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, July 12, 2023 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 Roger Fraumann
 Commissioner Shawn Cuff
 Commissioner Sylvia Henry
 City Council Liaison Sam Solarz

Staff Present: Ms. Jessica Bonniwell, City Administrator
 Mr. Steve Gritman, City Planner

3. PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was taken.

4. APPROVAL OF THE AGENDA

Commissioner Henry motioned to approve the July 12, 2023 Planning and Zoning Meeting Agenda as presented. Commissioner Cuff seconded the motion. Motion carried 5-0.

5. APPROVAL OF THE MINUTES

A. May 24, 2023 Planning and Zoning Commission Meeting Minutes

Commissioner Henry motioned to approve the May 24, 2023 Planning and Zoning Commission Meeting Minutes as presented. Commissioner Fraumann seconded the motion. Motion carried 5-0.

6. OLD BUSINESS

No Old Business.

7. NEW BUSINESS

A. The Preserve Proposal Review

Mr. Grittmann prepared a comparison document to help emphasize differences in the projects that he presented as follows:

JP Brooks Proposal for Preserve Property

Land Use and Unit Styles:

- Townhouse style residential. Follows existing approved plat closely – private streets and townhouse buildings.
- Residential (174 total units)
 - 17 8-unit buildings (back-to-back), 2 6-unit buildings (back-to-back), 3 4-unit buildings (row-style), 2 4-unit buildings (back-to-back) and 3 2-unit buildings (twin homes)
 - All units 2-story, with tuck-under garages at grade
 - “Future Park” area shown to south

Unit Styles and Organization

- This project relies on a similar unit type in various clusters including both back-to-back and row orientations, with 2-car incorporated garages. The units would be in the 1,700-1,725 square foot range, depending on 3-or-4-bedroom designs. All units would have front-facing window exposure, with end units adding side windows on both floors. An HOA is planned for common maintenance, including private streets.

Infrastructure

- This project proposal provides some detail on infrastructure replacement, but relies on the original layout, working with the existing plat, but replacing and addressing utilities, and replacing all or most of the streets and curb/gutters.

Schedule

- The proposer would initiate infrastructure in 2023, relying on the existing plat, and models open by March 2024. No end date is forecast. This proposal specifies a 90-day due-diligence period after acceptance prior to closing.

Financials

- The proposer does not specify a total investment, and has identified a need for consideration of TIF.

Other Elements

- The proposal includes an expectation of constructing the park enhancements and other open space preservation.

Mr. Grittmann stated that no formal recommendation is being made at this time and makes this summary conclusion regarding the JP Brooks Proposal:

For the Brooks Project: The proposer is seeking to follow the existing plat. A new development agreement would be necessary to address the contemporary requests, and a Final PUD consideration would be necessary to validate approval of any changes to the PUD by City Council. The TIF request would parallel the development review consideration, and is also a Council-level process. Because this project follows the existing plat, the land use mirrors that plat and the original PUD, and the buildings are within the scope of the plat and the original PUD density and size. The City Council may require a new Development Stage PUD process, or it may waive any requirement for new zoning approval, with the exception of the building designs.

Pat Briggs Proposal for Preserve Property

Land Use and Unit Styles:

- Mixed Residential, with approximately 2 acres along Hwy 12 reserved for future commercial/industrial. Follows existing private street layout, but substitutes central townhouse area for multi-family; exterior townhouse areas reflect current plat.
- Residential (164 total units)

- 90 units multi-family rental (2 45-unit buildings), with covered and open parking, phased dependent upon demand. Approximately 3 stories (1st story parking), plus detached garage buildings.
- 44 “Tiny Houses” in 4-8 unit clusters – optional to create as patio-home style units, depending on demand/absorption
- 30 units in 6-8 unit (back-to-back) townhouse clusters
- Two other development areas are undesignated

Unit Styles and Organization

- This project shows a mix of apartment units from studios to 2-bedroom units. The tiny homes are not detailed, but could be converted to patio homes based on market demand as noted by the proposer. The proposal suggests that the patio homes would be for a senior market – no additional detail is available for either market product. For tiny houses, there is typically no covered garage, but patio homes will often include a garage. These details, among others, would require additional clarity. The applicant implies an HOA or similar organization for various common elements.

Infrastructure

- The project description does not detail the infrastructure plans for the development. The site plan layout relies on the existing street layout, but would require investigation and replacement of utilities and streets as determined.

Schedule

- The proposer plans for a 2024 project, over a 60-month period for full build-out. The proposer would like to see approvals happen throughout the rest of 2023. Both mixed products to proceed on the same timeline.

Financials

- The proposer mentions a \$20M+ investment – no other financing detailed.

Other Elements

- The project proposal includes an intention to develop a fishing pond feature in the open space area of the site, and a controlled-access dock.

Mr. Grittmann stated that no formal recommendation is being made at this time and makes this summary conclusion regarding the JP Brooks Proposal:

For the Briggs project, there would be a new platting requirement, and both Development Stage and Final Stage PUD consideration. These would require public hearings at the Planning Commission level, then consideration by City Council. A new final development agreement would be necessary as part of final approval. As noted, the proposer has not identified a request for public financing, which if sought, would require additional consideration.

Brief discussion was held by commission members to discuss the different plans. Commissioner Neiberger asked about the footprint for each development and how much space they are taking up in relation to streets and the ability to maintain and plow the streets to ensure that there is enough off-street parking to accommodate the residents so that people are not parked on the street during snow removal. Mr. Grittmann stated that he would think the Briggs proposal has slightly less footprint since he has apartments that would be stacked on top of each other and occupy less land overall. Mr. Grittmann also stated that both of these projects would be managed by either a property management firm or HOA to ensure ongoing repair and maintenance of roads and the developers would need to make sure the HOA or management firm would be well funded and managed so things are cared for properly. Commissioner Neiberger stated her concerns about relying on an HOA to manage properties as in her experience the rental properties that should have an HOA are not cared for or maintained properly. Mr. Grittmann stated that since the 2008 crash when a lot of developers failed, and as a result, the HOAs never were properly set up or funded. Mr. Grittmann stated that cities have since learned to include that information into the developer agreement contract so that cities have measures to enforce the HOA creation and ensure that it remains in operation. Commissioner Neiberger is worried about having another development with rental properties as these areas tend to become neglected and the city will have code enforcement issues.

Commissioner Fraumann asked what the City Council is looking for as far as a recommendation and if it needs to be a formal motion of recommendation. Ms. Bonniwell stated that they could make a motion, but the council was just looking for their opinion on which developer they think would be best suited for the Preserve area. Commissioner Fraumann stated that his preference would be to go with the JP Brooks developer. Commissioner Neiberger stated her preference would be to go with the JP Brooks developer. Commissioner Henry stated that her preference would be to go to with the JP Brooks Developer. Commissioner Smallwood stated that JP Brooks was the only one that submitted an actual plan, as the other is some ideas for the area but not a definite plan. Commissioner Cuff asked what the process going forward after this would be. Mr. Gritman stated that the council would choose which developer they would like to work with and enter into an agreement with the developer regarding the property and plans would be reviewed for approval. Commissioner Smallwood stated that he sees pros and cons for both developer proposals, but would worry about a lot of traffic coming out of that one access point onto Hwy 12 where it is 55mph. Ms. Bonniwell stated that having more traffic in the area may allow future traffic safety improvements in the area, such as a roundabout at Clementa and Hwy 12. Commissioner Smallwood stated he would like to see more information from Briggs regarding the layout of the different types of products he is proposing. Ms. Bonniwell stated that she would be following up with the developer to try and get more information since Council also requested more information about the products and the layout.

8. NEXT MEETING

A. Wednesday, August 9, 2023 to be held at the Montrose Community Center – 7:00 p.m.

9. ADJOURNMENT

Commissioner Henry motioned to adjourn the meeting at 7:38 p.m. Commissioner Cuff seconded the motion. Motion carried 5-0.

Charles Smallwood
Planning and Zoning Chair
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose




Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

MEMORANDUM

Date: August 9, 2023
To: Honorable Mayor Moynagh
Members of the City Council
City of Montrose, Minnesota
From:  Jared Voge, P.E.
City Engineer
Subject: 2023 Street Improvement Project
City of Montrose, Minnesota
BMI Project No.: OW1.130655

On August 8, 2023, we received four (4) bids for the 2023 Street Improvement Project. The bids ranged from \$462,505.25 to \$528,431.00. The low bidder for the project is GMH Asphalt Corporation of Chaska, Minnesota. A bid tabulation for the project is attached for your review. We recommend that the City Council award the bid for the 2023 Street Improvement Project to GMH Asphalt Corporation of Chaska, Minnesota in the amount of \$462,505.25. A resolution has been enclosed for council consideration.

Please feel free to contact me if you have any questions.

JAV/kp

BID TABULATION

PROJECT: 2023 STREET IMPROVEMENT PROJECT
MONTROSE, MN

DATE: August 8, 2023

TIME: 12:15 P.M.

PROJECT NO. OW1.130655

QUEST PROJECT NO. 8598772

BIDDERS	BASE BID
1. GMH Asphalt Corporation Chaska, MN	\$462,505.25
2. OMG Midwest Inc. dba Minnesota Paving & Materials Rogers, MN	\$497,043.50
3. Duininck, Inc. Prinsburg, MN	\$506,858.82
4. Knife River Corporation Sauk Rapids, MN	\$528,431.00

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

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Montrose, Wright County, Minnesota, was duly held in the Council Chambers of Montrose in said City on the 14th day of August, 2023, at 7:00 o'clock p.m.

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

**RESOLUTION NO. 2023-23
RESOLUTION ACCEPTING 2023 STREET IMPROVEMENT PROJECT BID AND
AWARDING CONTRACT**

WHEREAS, pursuant to an advertisement for bids for 2023 Street Improvement Project bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

<u>Company</u>	<u>Bid</u>
GMH Asphalt Corporation, Chaska, MN	\$462,505.25
OMG Midwest Inc. dba Minnesota Paving & Materials, Rogers, MN	\$497,043.50
Duininck, Inc., Prinsburg, MN	\$506,858.82
Knife River Corporation, Sauk Rapids, MN	\$528,431.00

AND WHEREAS, it appears GMH Asphalt Corporation of Chaska, Minnesota is the lowest responsible bidder;

NOW, THEREFORE, BE IT RESOLVED that the City Council of Montrose, Wright County, Minnesota resolves as follows:

1. The Mayor and City Clerk are hereby authorized and directed to enter into a contract with GMH Asphalt Corporation of Chaska, Minnesota in the name of the City of Montrose for such construction, according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk, for a total contract amount of \$462,505.25.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

The foregoing resolution was duly seconded by Councilmember _____,
 upon a vote being taken thereon, the following members voted in favor thereof:
 _____, the following members voted against:
 _____; the following members abstained: _____; the following
 members were absent: _____.

WHEREUPON, said resolution was declared duly passed and adopted this 14th
 day of August, 2023.

BY THE CITY COUNCIL:

 Kirby Moynagh, Mayor

ATTEST:

 Micheal Sommerfeld, City Clerk

STATE OF MINNESOTA
CITY OF MONTROSE
COUNTY OF WRIGHT

I, the undersigned, being the duly qualified and acting Clerk of the City of Montrose, Minnesota, DO
HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original
thereof on file in my office, and that the same is a full, true complete transcript of the minutes of a
meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as
such minutes accepting project bid and awarding contract on said improvement.

WITNESS my hand and the seal of said City this 14th day of August, 2023.

Michael Sommerfeld, City Clerk

(SEAL)




Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

MEMORANDUM

Date: August 10, 2023
To: Honorable Mayor Moynagh
Members of the City Council
City of Montrose, Minnesota
From:  Jared Voge, P.E.
City Engineer
Subject: TH 12 Watermain Replacement Project
City of Montrose, Minnesota
BMI Project No.: OW1.131645

The watermain on Highway 12 between Garfield Avenue and Emerson Avenue consists of aged 6-inch cast iron pipe. Public Works Staff have repaired multiple breaks on this segment of watermain and discussed the need for the main to be replaced. If council desires to proceed with improving this watermain, we recommend Council pass a motion authorizing the improvement and the preparation of plans and specifications. Pending approval, the following is the preliminary schedule:

Preparation of Plans & Specifications	Fall 2023
Project Bidding	Winter 2024
Construction	Spring/Summer 2024

Please feel free to contact me if you have any questions.

JAV/kp



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

MEMORANDUM

Date: August 10, 2023

To: Honorable Mayor Moynagh
Members of the City Council
City of Montrose, Minnesota

From: *JV* Jared Voge, P.E.
City Engineer

Subject: TH 12 Lighting and ADA Improvements
MnDOT Mill & Overlay Project
City of Montrose, Minnesota
BMI Project No.: OW1.120188

MnDOT is currently in the design phase of the Trunk Highway 12 Urban Area Mill & Overlay/ADA Improvement Project. The project is scheduled to be constructed in 2025. Public Works Staff have expressed a desire to complete lighting and Americans with Disabilities Act (ADA) improvements with the MnDOT Project.

The lighting improvements discussed among staff include replacing the existing decorative lighting and cabinets on the north side of Highway 12 and improving the intersection lighting at Clementa Avenue and Zephyr Avenue. The improvements would consist of new overhead LED lighting with the option of hanging decorative banners. MnDOT's cost participation policy is anticipated to cover 25% of the lighting cost. Costs can be prepared based upon Council direction on the proposed lighting improvements. If Council desires to include lighting improvements with the project, MnDOT will require a City designed lighting improvement plan.

The ADA improvements that have been discussed among staff include replacing the existing pedestrian flasher system at the intersection of Center Avenue with a Rectangular Rapid Flashing Beacon (RRFB) pedestrian crossing system. Staff have also expressed a desire to install an RRFB system at the intersection of Garfield Avenue, which could also include streetscaping bumpout improvements. The MnDOT cost participation policy would require the City pay for all additional costs of the potential bumpout improvements. Costs can be prepared based upon Council direction on the proposed ADA improvements.

We are seeking Council direction on the above.

Please feel free to contact me if you have any questions.

JAV/sjj



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Willmar, MN 56201-5818

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MEMORANDUM

Date: August 10, 2023

To: Honorable Mayor Moynagh
Members of the City Council
City of Montrose, Minnesota

From: *JAV* Jared Voge, P.E.
City Engineer

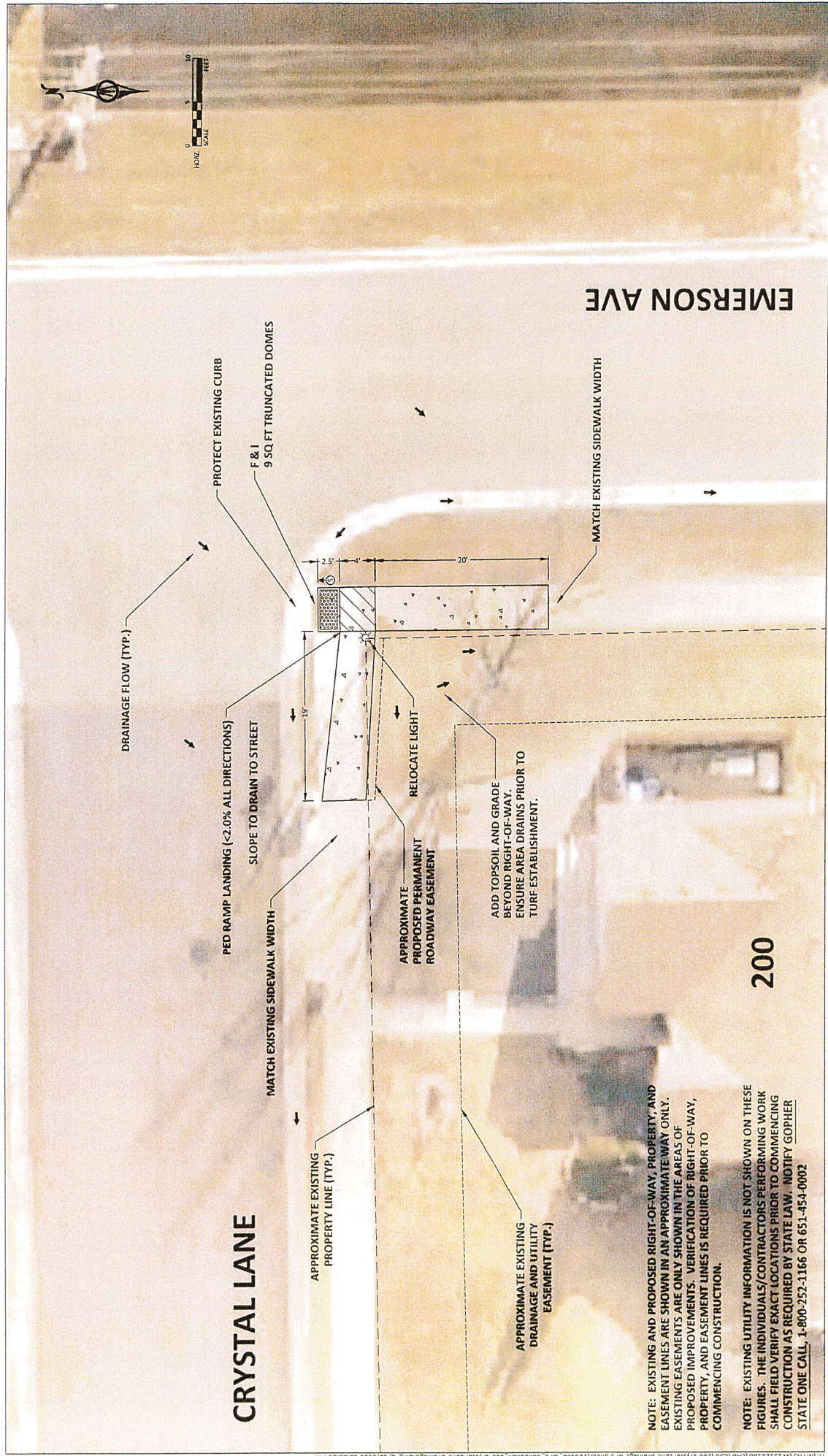
Subject: 200 Crystal Lane Drainage Improvements
City of Montrose, Minnesota
BMI Project No.: OW1.120188

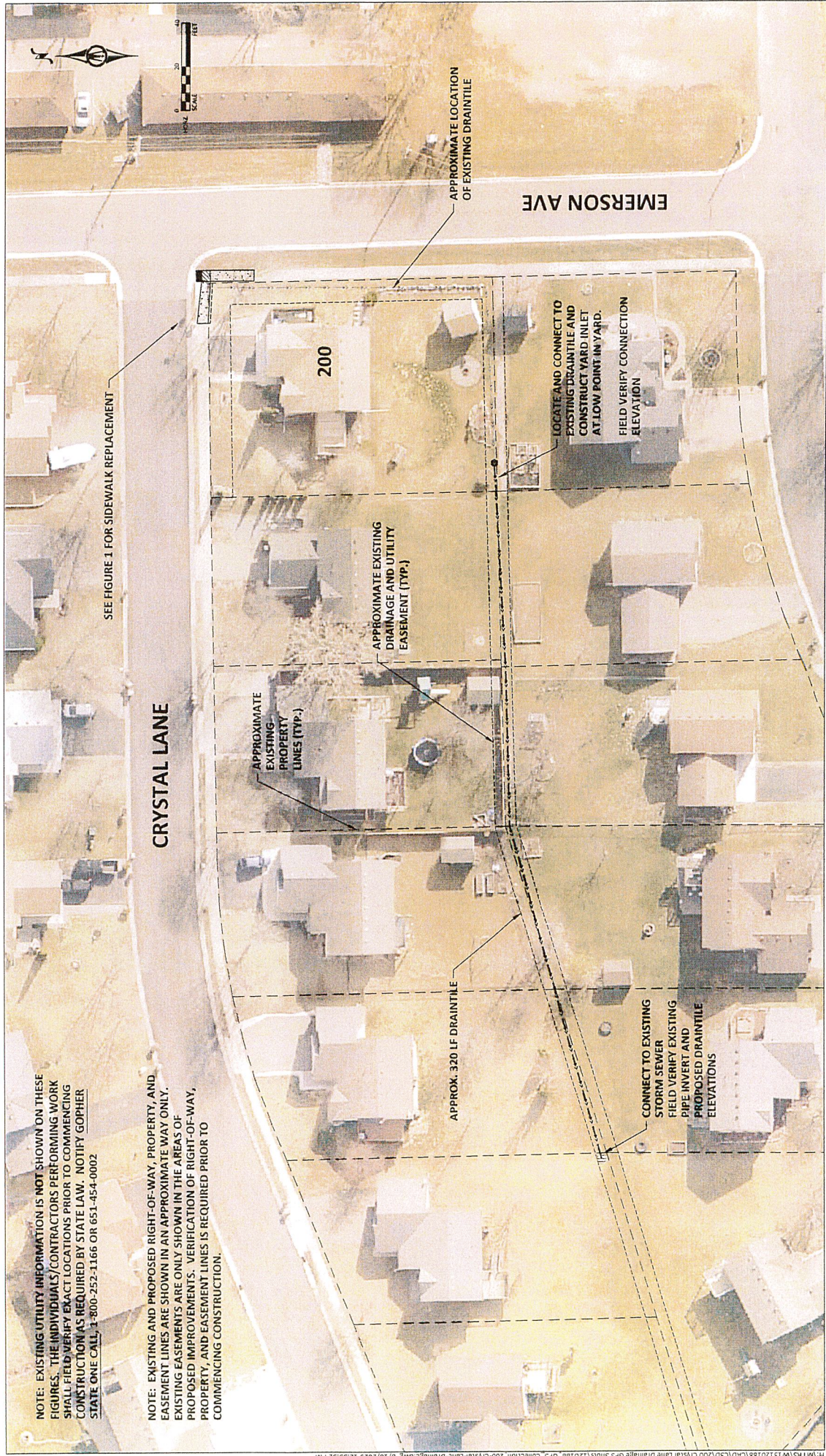
Recently, Chuck Smallwood of 200 Crystal Lane brought drainage concerns of his property to the attention of Council. Due to the existing conditions of the site, the Smallwood's back yard is a low area with no apparent outlet. As a result, surface water that is collected in his back yard is required to infiltrate into the ground or evaporate. Additionally, water from the street at the intersection of Crystal Lane and Emerson Avenue is conveyed by the sidewalk to the low area in the back yard, increasing the drainage problem.

Engineering Staff have prepared the enclosed figures identifying potential solutions to the drainage problem. Figure 1 shows the replacement of sidewalk and grading necessary prevent the conveyance of the street stormwater to the back yard. Due to the existing conditions of the site, a permanent roadway easement would be required to construct the sidewalk partially within the 200 Crystal Lane property line, maintain compliance with ADA requirements, and create positive drainage of the sidewalk towards the street. The new location of the sidewalk would also require the street light to be relocated. Figure 2 shows a potential yard inlet and draitile line to connect the existing draitile at the southwest corner of 200 Crystal Lane to the existing storm sewer located in the back yards to the west. The yard inlet and draitile would help facilitate drainage of the low area in Mr. Smallwood's back yard. Existing 5-foot drainage and utility easements located on either side of the property lines could be utilized for the construction of the proposed draitile. Costs for the potential improvements can be prepared for consideration if Council desires.

Please feel free to contact me if you have any questions.

JAV/sjj





**City of Montrose
Park & Recreation Commission**

Minutes
July 11th, 2023

Pursuant to call and notice, the Park & Recreation Commission met on July 11th, 2023 at 6:00 p.m. at Montrose City Hall.

1. CALL TO ORDER

Commissioner Nelson called the meeting to order at @ 6:00 pm.

2. ROLL CALL

Present were Commission Members Toby Nelson, Eddie Kolasa, Josh Swanson and newly sworn in Commission member Kim Niska. Also present was Public Works Director Dan Remer, Deputy Clerk Cristy Gerard, City Council Liaison Nicole Andreoff and City Council Member Michelle Otto. Missing was Commission member Kayla McKluskey

3. APPROVAL OF MEETING AGENDA

A motion was made by Commissioner Kolasa to approve the meeting agenda. Commissioner Swanson seconded the motion. Motion carried 4-0-1.

4. APPROVAL OF JUNE 6TH MEETING MINUTES

Commissioner Kolasa made a motion to approve the June 6th meeting minutes. Commissioner Swanson seconded the motion. Motion carried 4-0-1.

5. TREASURY REPORT

Commissioner Kolasa made a motion to approve the treasury report for July. Commissioner Swanson seconded the motion. Motion carried 4-0-1.

6. KIM NISKA SWORN IN: City Council Member Andreoff gave the Oath of Office to new Commission Member Kim Niska.

7. OLD BUSINESS

a. **Park & Trail Plan:**

i.

ii. Public Works Director Dan Remer will order a new park sign at the Breckenridge entrance for Forrest Creek Park. The Commission also gave instruction to order a new sign for The Montrose Disc Golf Course (attached to the stop sign at White Tail & Sunset) Public Works Director Remer also updated the Commission that he has someone coming out to provide a quote for repairs at Carver Field.

b. **Update: Rolling Meadows Regional Park Prairie Planting:**

They got the first prep spray done on Friday, June 30. This herbicide has a 30 day residual so we will be back near the end of July for the fallow up spray. Their timing got behind due to the hot and dry June. They should be planting by the second week in August.

c. Update on Swing Sets in Lent Park and Lions Park:

Both swing sets have been installed along with woodchips.

d. Update on Community Gardens City Maintenance Request:

City Council Member Otto voiced her concerns about the Community Gardens and that certain plots are not being maintained. The Commission had discussion with Public Works Director Remer and it was decided that Deputy Clerk Gerard would email the renter of plot 3 and ask them to weight down their cardboard.

Commission Member McKuskey arrived at 6:25p.

e. Celebrate Montrose:

- i. The Commission discussed that City Clerk Sommerfeld informed us that the Park and Recreation Commission can not sponsor the coin hunt. Park and Recreation Commission members may volunteer their time if desired.

f. Fall Festival Celebration, Sept 30th Ideas and Planning:

- i. The Commission discussed ideas for the festival. Time will be 2p-7p at Lions Park. The following Commission Members will be responsible for:
 Commission Member McKluskey: Will reach out to Pep Island
 Commission Member Nelson: Will reach out about liquor license.
 Commission Member Kolasa: Will reach out about polka band.
 Commission Member Swanson: Will reach out about axe throwing/Hammer Schlagen.

Park and Trail Plan Minutes to add at a later date by Kayla McKluskey.

2023

MANHOLE AND STREET REPAIR QUOTES

Repairs are consisting of 20-25 manhole height adjustment and bituminous repair around manholes and repairing 4 intersections determined by Montrose Street Dep.

BID 1

MID-MIN&FOBBE CONST

Manhole Repairs and patching---- Fobbe-\$18,150.00

Mid-Min -\$14,450.00

Intersection Patching-----Mid-Min-\$26,410.00

Total-----\$59,010.00

BID 2

KUCHLE UNDERGROUND

Manhole Repairs and patching-KUCHLE-\$36,300.00

Intersection Patching-----KUCHLE-\$38,625.00

Total-----\$74,925.00

STONES EDGE

LANDSCAPING INC.

MONTROSE, MN
612-685-2338

PROPOSAL
Tom Helmbrecht
1935 55th ST. SW
Montrose, MN 55363

CUSTOMER: City of Montrose

ADDRESS: PO Box 25

Montrose, MN 55363

PHONE: Dan Cell 763-238-2389

INVOICE # Attn. Dan

DATE: 7/27/2023

QUANTITY	PRODUCT DESCRIPTION	SIZE	PRICE/UNIT	TOTAL PRICE
				\$0.00
	Proposal is to supply and install material			\$0.00
	around the two city of Montrose signs as per plan.			\$0.00
				\$0.00
	fieldstone boulder wall in an oval to an overall			\$0.00
	height of 24" above grade + buried			\$0.00
				\$0.00
	Topsoil to raise grade and slightly berm area			\$0.00
	2-6" river above wall w/ landscape fabric			\$0.00
	grade and seed around work area			\$0.00
				\$0.00
	Approx 30 yds topsoil allowance			\$0.00
	Approx. 200-220 Sq ft boulder retaining wall			\$0.00
	2-6" river rock w/ fabric			\$0.00
				\$0.00
	Approx budget for both signs \$11,500.00-\$12000.00			\$0.00
				\$0.00
	Removals and light movement if chosen by others			\$0.00
				\$0.00
				\$0.00
	Thank You, Tom			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Terms and Conditions

All material is guaranteed to be as specified and the above work to be performed according to the drawings and specifications submitted, and completed in a workmanlike manner for the sum of \$_____ with payment as follows: 25% down with balance due upon completion. As a contractor on your property, we have the right to file a mechanics lien against your property if account is not paid in full. It is the responsibility of the homeowner to inform us of any association or other miscellaneous rules or regulations set by private groups or associations. All plant materials (excluding sod) are guaranteed for a period of one year unless death of material is a direct result of neglect, pets, or natural disasters. Account must be paid in full for guarantee. This proposal may be withdrawn by us if not accepted within _____ days.

JOB ACCEPTANCE _____

SUBTOTAL	\$0.00
PAGE 1	
JOB TOTAL	\$0.00
(-)25%DOWN	\$0.00
BALANCE	\$0.00

Hulting Landscaping

Subject: Landscaping project around Montrose signs.

Price includes both Montrose signs.

Boulder wall around sign. 20ft length x 10ft wide. Football shape.

Approximately 55ft total length x 2ft tall

And fill dirt inside each wall.

Top dress with 1.5 inch river rock.

Total \$9,000.00

Price subject to change on material used.

Thank you, Kelly Hulting



August 4, 2023

Dear water suppliers in the Mississippi Headwaters watershed,

This is a notification that due to prolonged dry weather that has resulted in expansion of severe drought, the Mississippi Headwaters watershed is moving to the *Drought Warning Response Phase* as described in the [Minnesota Statewide Drought Plan](#).

Water Supplier Actions Needed

The [State Drought Plan](#) specifies actions that water suppliers must implement once the state is elevated to *Drought Warning Response Phase*.

1. **Water Suppliers of a Population over 1,000** - Public water suppliers implement appropriate water use restrictions contained in their Water Supply Plan.
 - a. Your plan can be found in your MPARS account, under the Attachments tab.
 - b. Begin implementing your Water Supply demand reduction measures in Plan Part 2 (Table 22). These actions can be supported by measures that are identified in the Water Supply Plan, Part 3 Water Conservation.
2. **All Water Suppliers** - Public water suppliers will implement water use reduction actions with a goal of reducing water use to 50% above January levels.
 - a. For example: A city uses 4 million gallons of water in January, and normally uses 6.8 million in August. During the *Drought Warning* they should only use 6 million gallons in August.
 - b. Communicate to your community the importance of implementing water conservation measures. Websites with water conservation messages: [DNR Water Conservation webpage](#) and <https://www.ready.gov/drought>

Significant demand reduction is achievable by restricting or banning non-essential outdoor water use, especially lawn irrigation, power washing buildings, car washing and swimming pool filling. Encourage customers to fix leaks, install water saving devices and water-efficient appliances. Have conversations with your biggest water users and ask them how they might reduce water use, especially during peak times.

Use a variety of communication methods: Large exterior signs around the community, mailing/emailing all customers, radio station announcements, Facebook posts or other social media, and news release to any local paper. Explain the critical situation and that you need everyone's help. Ask customers to conserve water as much as possible.

Other Suggestions:

- During times of severe drought, monitor your water levels closely. Keep in mind that water quality may be impacted by increased concentrations of contaminants.
- Please alert your local [DNR hydrologists](#) to any water supply concerns or issues during the summer.
- [Sign up](#) to receive GovDelivery updates about drought in Minnesota, drought preparations and response, and important ways to conserve water.

Objective	Triggers	Actions
	<input type="checkbox"/> Other: _____	
Short-term demand reduction (less than 1 year)	<input type="checkbox"/> Extremely high seasonal water demand (more than double winter demand) <input checked="" type="checkbox"/> Loss of treatment capacity <input checked="" type="checkbox"/> Lack of water in storage <input checked="" type="checkbox"/> State drought plan <input type="checkbox"/> Well interference <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Adopt (if not already) and enforce the critical water deficiency ordinance to restrict or prohibit lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. <input checked="" type="checkbox"/> Supply augmentation through added infrastructure. Water allocation through <input checked="" type="checkbox"/> Meet with large water users to discuss user's contingency plan.
Long-term demand reduction (>1 year)	<input checked="" type="checkbox"/> Per capita demand is increasing <input type="checkbox"/> Total demand increase (higher population or more industry) Water level in well(s) below elevation of _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Develop a critical water deficiency ordinance that is or can be quickly adopted to penalize lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. <input checked="" type="checkbox"/> Enact a water waste ordinance that targets overwatering (causing water to flow off the landscape into streets, parking lots, or similar), watering impervious surfaces (streets, driveways or other hardscape areas), and negligence of known leaks, breaks, or malfunctions. <input type="checkbox"/> Meet with large water users to discuss user's contingency plan. <input type="checkbox"/> Enhanced monitoring and reporting: audits, meters, billing, etc.
Governor's "Critical Water Deficiency Order" declared	<input type="checkbox"/> Describe	<input type="checkbox"/> Describe

B. Conservation Objectives and Strategies – Key benchmark for DNR

This section establishes water conservation objectives and strategies for eight major areas of water use.

Objective 1: Reduce Unaccounted (Non-Revenue) Water loss to Less than 10%

The Minnesota Rural Waters Association, the Metropolitan Council and the Department of Natural Resources recommend that all water uses be metered. Metering can help identify high use locations and times, along with leaks within buildings that have multiple meters.

It is difficult to quantify specific unmetered water use such as that associated with firefighting and system flushing or system leaks. Typically, water suppliers subtract metered water use from total water pumped to calculate unaccounted or non-revenue water loss.

Is your ten-year average (2005-2014) unaccounted Water Use in Table 2 higher than 10%?

☐ Yes ☒ No

JANUARY ---- 5,229,816 DAILY AVG – 168,704

JULY ----- 11,351,440 DAILY AVG – 366,175

DNR 50% usage over January usage

- **Monthly- 7,844,724 Daily Avg- 253,055**
- **In summary need to cut usage by 113,000 daily**

Association

Toy
Usage

- Forest Creek 445,220
- White Tail Ridge 155,710
- Pheasant Hills 215,400
- Garner Circle 758,100
- White Tail 1029 ½ 774,175

Total:

2,348,605

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

RESOLUTION NO. 2023-24

**RESOLUTION SELECTING DEVELOPER FOR
PRESERVE OF MONTROSE DEVELOPMENT**

WHEREAS, in order to address housing needs within the community, the City of Montrose (the “City”) has sought residential developers to replat the 54.22 acre plat located along the south side of Highway 212 in Montrose (the “Preserve of Montrose”); and

WHEREAS, the City issued a Request for Proposals on December 15, 2022; and

WHEREAS, the City received two responses to the Request for Proposal; and

WHEREAS, the City Council, City Economic Development Authority, and City staff and consultants have evaluated the responses; and

WHEREAS, the City staff also interviewed possible developers; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City, that:

1. The City selects _____ (the “Selected Developer”) to replat and develop the Preserve of Montrose.
2. The City Council authorizes and directs the City Administrator, the City Attorney, and other City staff and consultants to issue a Notice of Award to the Selected Developer, which shall be contingent upon the Selected Developer following all City requirements and entering into a development agreement with the City.
3. The City Council authorizes and directs the City Administrator, the City Attorney, and other City staff and consultants to take all other steps necessary or convenient to implement this Resolution, which shall include drafting and negotiating a development agreement with the Selected Developer.

Adopted by the Montrose City Council on this 14th day of August 2023.

BY THE CITY COUNCIL

Kirby Moynagh, Mayor

ATTEST:

Michael Sommerfeld, City Clerk

**Grittman Consulting llc**

Steve.GrittmanConsulting@gmail.com

Planning - Zoning - Land Use

MEMORANDUM

TO: Montrose Mayor and City Council

FROM: Stephen Grittman

RE: Montrose – Cardinal Subdivision

GC FILE NO: 130.01 – 23.01

DATE: August 11, 2023

MEETING DATE: August 14, 2023

PID: 112500021200

BACKGROUND

Jeffrey Cardinal has requested approval of an Administrative Subdivision of his 36 acre property along Highway 12 (Nelson Boulevard). The property lies south of the highway, with approximately 345 feet of frontage along Highway 12, and the bulk of the property lying farther to the south. Much of the parcel is separated from Highway 12 by a series of single family parcels that directly front the highway.

The applicant's proposed subdivision would carve out a parcel (Parcel A on the submitted survey) which contains 2 existing residential structures, leaving a 50 foot wide portion fronting Highway 12 to the west of Parcel A, and a 122 foot wide portion east of Parcel A. These two extensions would connect to the bulk of the property (Parcel B), totaling 35.61 acres.

This property was previously subject to a Preliminary Plat that would have included an access road to Highway 12 serving an internal street with lot arrayed along that new street, around a large wetland that encumbers the majority of the property.

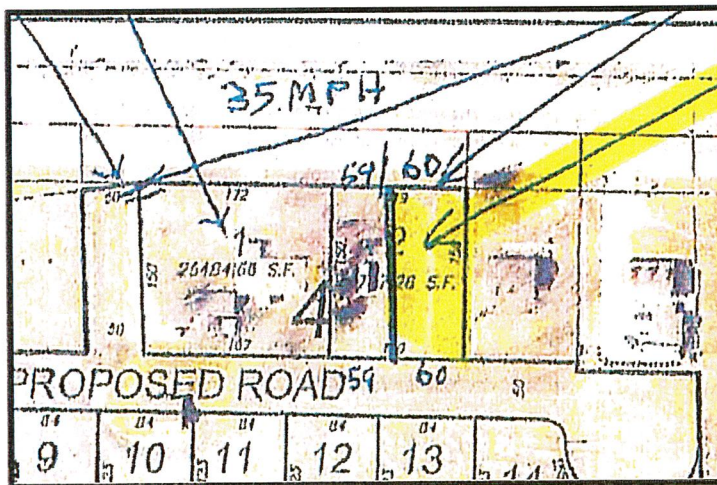
ANALYSIS

For Administrative Subdivision, the applicant must show that the property falls into one of a series of situations which justify bypassing the normal requirements to plat. In this case, the proposal qualifies under this clause:

1103.01. C. In the case of a request to divide no more than two (2) lots from a larger tract of land thereby creating no more than three (3) lots. To qualify, the parcel of land shall not have been a part of an administrative subdivision within the last five (5) years.

There are a couple of complications to this particular subdivision, and as such, staff has brought the proposed to the City Council for consideration. Those complications are as follows:

1. The parcel being separated from the larger piece (Parcel A) contains 2 existing residential structures, both of which access Highway 12 via separate driveways. The condition is an existing aspect of the property, and is considered a legal non-conformity, as only one residence is permitted per parcel under current zoning regulations. Because of the configuration of the structures on the land, it would not be possible to create separate parcels without also creating a series of nonconforming setbacks or other issues. As such, leaving the single property with two residences is not impacted by the subdivision, and would continue to exist as a nonconforming condition.
2. The westerly of these two residential structures utilizes a driveway that, as designed, would straddle the new property line being created to accommodate the 50 foot wide extension to Highway 12. It is in this area that the prior Preliminary Plat had anticipated an eventual public street connection between Highway 12 and the platted lots to the south. By subdividing the land as proposed, this driveway location creates a conflict between maintenance and right of access between the owners of Parcel A and Parcel B. Because this 50 foot area is not anticipated to serve as the access to Highway (see note 3 below), staff would recommend that the entire 50 foot strip is added to Parcel A, eliminating this conflict.
3. As noted, the original Preliminary Plat proposal anticipated an access street over the 50 foot strip mentioned in note 2. When a subdivision abuts a MnDOT right of way (US Highway 12 in this example), MnDOT must have the opportunity to review and comment on the request. For this subdivision, MnDOT staff provided comment in an email (attached to this report) stating that the 50 foot strip would not be adequate for street access, and stating that they approved of the subdivision on the condition that an access road location of 60 feet in width be provided at the east end of the Highway frontage. A clip of the sketch of that condition is shown below.



The yellow highlighted area is the location approved by MnDOT in the subject email. Another clip of a companion sketch is provided below as well. This location creates an acceptable street intersection location, and provides adequate width to design a new street. It also avoids the driveway conflict created by the westerly location.



Because, by state law, it is at the time of subdivision that the City has the authority to require road dedications, the City should gain the appropriate right of way as a part of this subdivision proposal. The applicant has indicated possible street connection locations, but the subdivision legal descriptions do not include any dedication or easement language.

4. The problem with not requiring the dedication at this time is that future actions of neighboring properties may be affected by the location of the street.

SUMMARY AND RECOMMENDATIONS

Staff recommends Council approval of the proposed subdivision with the following changes and conditions:

1. The 50 foot wide opening to the west of Parcel A is included with the description of Parcel A since there is no additional access to Highway 12 permitted in this location, and the proposed lot line creates an encroachment conflict with the driveway design.
2. The subdivision includes a dedication of right of way at least 60 feet in width at the east side of the Highway 12 frontage as a part of the legal descriptions and survey, consistent with the requirements of MnDOT in their email correspondence of April 20, 2023.
3. Comments of the City Engineer or other staff are incorporated into this recommendation.

cc. Jessica Bonniwell
Justin Kannas
Jared Voge

**CITY OF MONTROSE
WRIGHT COUNTY, MINNESOTA
RESOLUTION NO. 2023-25**

Date: August 14, 2023

Resolution No. 2023-25

Motion By:

Seconded By:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTROSE
APPROVING A SUBDIVISION FOR SPLITTING A PARCEL INTO TO SEPARATE
PARCELS**

PID: 112-500-021200

WHEREAS, the applicant proposes to subdivide the parcel identified above into two separate parcels; and

WHEREAS, the subject property is zoned R-1, Single Family Residence District and Urban Reserve District, in which the existing residential units are allowed as allowed uses; and

WHEREAS, the applicant has requested a subdivision for 2 parcels “A” and “B”; and

WHEREAS, the provision for a future public street to serve a future subdivision of Parcel B is required to accommodate Minnesota Department of Transportation requirements; and

WHEREAS, the proposed use and site improvements, subject to the conditions identified in the staff report prepared for the City Council agenda of August 14, 2023, and as later may be supplemented, are consistent with the intent and requirements of the R-1 zoning district and the City’s land use objectives for the site; and

WHEREAS, the subdivision is otherwise consistent with zoning requirements for the area, and with the dedication of street as required, furthers the connection of streets and other public improvements as provided for in future development; and

WHEREAS, the subdivision qualifies for administrative approval per the Montrose Subdivision Ordinance, without need for public hearing; and

WHEREAS, the City Council has considered all of the comments and the staff report, which are incorporated by reference into the resolution; and

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

1. The proposed subdivision is consistent with the intent of the Montrose Comprehensive Plan.
2. The proposed subdivision will not create undue burdens on public systems, including streets and utilities, or parking supply or access.
3. The property will be used in a manner consistent with the requirements of the R-1 and Urban Reserve Zoning Districts.
4. The elements recommended by staff, and as required by the Minnesota Department of Transportation, are necessary conditions for approval of said subdivision.
5. Without approval of the subdivision as designed, reasonable use of the property would not be feasible, and the intent of the City's economic and housing development plans would suffer.
6. The subdivision as designed will not overwhelm the ability of the site, surrounding roadways, or other public services to serve the property.

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

1. The 50-foot wide opening to the west of Parcel A is included with the description of Parcel A since there is no additional access to Highway 12 permitted in this location, and the proposed lot line creates an encroachment conflict with the driveway design.
2. The subdivision includes a dedication of right of way at least 60 feet in width at the east side of the Highway 12 frontage as a part of the legal descriptions and survey, consistent with the requirements of MnDOT in their email correspondence of April 20, 2023.
3. Comments of the City Engineer or other staff are incorporated into this recommendation

ADOPTED this 14th day of August, 2023, by the City Council of the City of Montrose, Minnesota.

MONTROSE CITY COUNCIL

By: _____
Kirby Moynagh, Mayor

ATTEST:

Jessica Bonniwell, City Administrator