



## CITY COUNCIL AGENDA REGULAR MEETING

**Monday, December 11, 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 Cathy Jones – House of Grace

**4. PLEDGE OF ALLEGIANCE**

**5. APPROVAL OF AGENDA**

**6. APPROVAL OF CONSENT AGENDA**

A. Minutes

1. November 13, 2023 City Council Meeting Minutes – prepared by J. Bonniwell
2. November 30, 2023 Special City Council Meeting Minutes – prepared by J. Bonniwell
3. December 4, 2023 Special City Council Meeting Minutes – prepared by J. Bonniwell

B. Accounts Payable

1. Accounts Payable Summary – Prepared by J. Bonniwell
2. November 20, 2023 Accounts Payable Report – Prepared by J. Heinz
3. November 21, 2023 EDA Accounts Payable Report - Prepared by J. Heinz
4. December 11, 2023 Accounts Payable Report – Prepared by J. Heinz

C. Monthly Utility Adjustments for November, 2023

D. Resolution 2023-39 – *A Resolution Designating the 2024 Election Polling Location for the City of Montrose*

E. Approval to Begin Hiring Process and Advertise for Administrative Assistant as of January 1, 2024

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

A. Resolution 2023-40 – *A Resolution Authorizing the Year 2024 Final Property Tax Levy and Budget*

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

A. November, 2023 Monthly Report and Hours Report

9. **REQUEST FOR COUNCIL ACTION**

A. Mr. Justin Emery – 601 Nelson Boulevard: J.K. Emery Properties, Inc.

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

A. City Council

1. Monthly Activity Report

B. Montrose Fire Department

1. November, 2023 Activity Report

2. Accept Resignation of Evan Kako from the Montrose Fire Department, Effective 11/17/2023 – Evan Served with the Montrose Fire Department for 6 months, 1 week, and 2 days

C. Personnel Committee

1. International Union of Operating Engineers, Local No. 49 Agreement – January 1, 2024 – December 31, 2026

D. Parks and Recreation

1. October 3, 2023 Park and Recreation Meeting Minutes

2. November 9, 2023 Park and Recreation Meeting Minutes

3. Halloween Decorating Contest Awards

4. Parks and Recreation Bylaws – Proposed Changes

5. Community Garden Rules Update for Review

E. City Engineer

1. 2021 Downtown Improvement Project Phase II – Final Pay Application No. 9 and Change Order No. 2

2. Highway 12 Lighting Improvement Options

3. Montrose-Waverly Wastewater Treatment Facility Improvement Project Update

4. Updates

F. Public Works

1. Wastewater Treatment Facility Operational Award

2. Speed Sign Report and Update

### 3. Updates

#### 11. **OLD BUSINESS**

- A. City Donations Follow-Up

#### 12. **NEW BUSINESS**

- A. Community Center Fee and Use Discussion
- B. Resolution 2023-41 – *A Resolution Increasing the Montrose Water Access Charge*
- C. Resolution 2023-42 – *A Resolution Increasing the Montrose Sewer Access Charge*
- D. Resolution 2023-43 – *A Resolution Increasing the Montrose Water System Tier Rates*

#### 13. **OPEN FORUM**

#### 14. **UPCOMING MEETINGS**

- A. Economic Development Authority Meeting – Tuesday, December 19, 2023 at 12:00 p.m. in the Montrose City Hall Conference Room
- B. Park and Recreation Meeting – Tuesday, January 2, 2024 at 6:00 p.m. in the Montrose City Hall Conference Room
- C. Regular City Council Meeting – Monday, January 8, 2024 at 7:00 p.m. at the Montrose Community Center
- D. Planning and Zoning Meeting – Wednesday, January 10, 2024 at 7:00 p.m. at the Montrose Community Center

#### 15. **ACKNOWLEDGEMENTS / RECOGNITION / ANNOUNCEMENTS**

#### 16. **ADJOURNMENT**

City of Montrose  
 Regular City Council Meeting  
 Montrose Community Center  
 200 Center Avenue South  
 Monday, November 13, 2023  
 7:00 P.M.

## 1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, November 13, 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 Michelle Otto  
 Council Member Toby Nelson

Absent: Council Member David Paradeise

Staff Present: Ms. Jessica Bonniwell, City Administrator  
 Mr. Dan Remer, Public Works Director  
 Ms. Cristy Gerard, Deputy Clerk  
 Mr. Spencer Johnson, City Engineer

## 3. INVOCATION

Pastor Cathy Jones from House of Grace gave the Invocation

## 4. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was taken.

## 5. APPROVAL OF THE AGENDA

### A. Approval of the Agenda

**Council Member Otto motioned to approve the agenda for the November 13, 2023 City Council Meeting as presented. Council Member Solarz seconded the motion. Motion carried 4-0.**

## 6. APPROVAL OF THE CONSENT AGENDA

### A. Minutes

1. Accepted the minutes of the October 9, 2023 Regular City Council Meeting
2. Accepted the minutes of the October 30, 2023 Special City Council Meeting

### B. Accounts Payable

1. Approved the November 13, 2023 Accounts Payable for the City of Montrose



2. Approved the November 13, 2023 Accounts Payable for the Montrose Fire Department
- C. Approved Monthly Utility Adjustments for October, 2023
- D. Approved Resolution 2023-35 – *A Resolution Authorizing a Change to the Bank Signature Cards*
- E. Approved Resolution 2023-36 – *A Resolution Allowing the Assessment of Unpaid Utilities and Garbage Charges to the 2024 Taxes*
- F. Approved the Year 2024 Liquor Licenses
- G. Approved the Hiring of Jaclyn Heinz as new City Clerk/Treasurer at \$78,458.00
- H. Schedule Special City Council Meeting / Budget Workshop for Monday, December 4, 2023 at 5:30 p.m. in the Montrose City Hall Conference Room

**Council Member Solarz motioned to approve the November 13, 2023 Consent Agenda as presented. Council Member Otto seconded the motion. Motion carried 4-0.**

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

- A. October, 2023 Monthly Report presented in packet.

The Wright County Deputy informed Council there are ongoing issues with the un-housed person or persons living in the area and stated that hopefully with winter coming they will move on to find shelter.

## **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. October, 2023 Activity Report

Fire Chief Triplett stated it was a busy month for the department with 43 calls for service and that the October, 2023 Activity Report was in the packet.

2. Compeer Financial Grant – Awarded \$4,000.00 non-matching grant. Authorize Purchase of Nozzles in excess of \$4,000.00.

Fire Chief Triplett stated that the Fire Department has been awarded a grant for \$4,000.00 for nozzles and wants to use every penny of the money which will cause the entire purchase to be over the amount by around \$700.

**Mayor Moynagh motioned to approve the purchase of nozzles in excess of \$4,000.00 in order to utilize full grant. Council Member Solarz seconded the motion. Motion carried 4-0.**

3. Authorize Purchase of New SCBA Units and Related Equipment (\$161,247.28) – 14 SCBA Units, 28 Bottles, 2 RIT Units, 23 Masks) – Authorize Financing for SCBA Units to Assist with Allowing for the Application of the FY 2023 Assistance to Firefighters Grant Program through Republic First National to Apply for 3-year Financing

Fire Chief Triplett stated that the Fire Department is in need of at least 14 new SCBA units, and would like to apply for the FY 2023 Assistance to Firefighters Grant Program and for financing for the units and related equipment through Republic First National for 3-year financing.

**Mayor Moynagh motioned to approve the purchase of the SCBA units and Related Equipment for \$161,247.28 with 3-Year Financing through Republic First National and to authorize applying for the FY 2023 Assistance to Firefighters Grant Program. Council Member Solarz seconded the motion. Motion carried 4-0.**

4. Accept Resignation for Mr. Michael Sommerfeld, effective 09/29/2023. Michael served on the Fire Department in a reserve capacity for 1 year, 3 weeks and 2 days.

**Council Member Solarz motioned to accept the resignation of Mr. Michael Sommerfeld, effective 09/29/2023. Council Member Nelson seconded the motion. Motion carried 4-0.**

### C. Economic Development Authority

1. October 17, 2023 Economic Development Authority Meeting Minutes

Ms. Bonniwell summarized the meeting minutes from the October 17, 2023 meeting. Ms. Bonniwell stated that the (then) upcoming meeting for the First Children's Finance childcare initiative was discussed at the meeting and an agenda was set. Ms. Bonniwell stated that Mr. Shannon Sweeney was also in attendance at the meeting to discuss the upcoming TIF application from JP Brooks and what role EDA would have in that process. Ms. Bonniwell stated that TIF was explained so that the commission members understood what the developer is asking for with the Tax Increment Financing request.

### D. Planning and Zoning

1. October 11, 2023 Planning and Zoning Commission Meeting Minutes
2. November 8, 2023 Planning and Zoning Commission Meeting Minutes
3. "Sacred Settlements" Planner Report
  1. Ordinance 2023-08 – *An Ordinance Amendment to Chapter 1031 of the Zoning Ordinance of the City of Montrose, Related to Provisions for Sacred Settlements and Micro-Units by Conditional Use Permit*
  2. Resolution 2023-37 – *A Resolution Authorizing Summary Publication of Ordinance 2023-08: An Ordinance Amendment to Chapter 1031 of the Zoning Ordinance of the City of Montrose, Related to Provisions for Sacred Settlements and Micro-Units by Conditional Use Permit*

Ms. Bonniwell stated that the Planning and Zoning Commission had a public hearing for the Sacred Settlements ordinance recommendation after the state legislature passed a new state law allowing religious institutions to build tiny home and micro-unit settlements on their property to help curb the un-housed persons problem throughout the state. Ms. Bonniwell stated the new ordinance would require any religious institution that wants to construct a settlement to go through the Conditional Use Permit process so the city can set some extra restrictions and be aware of the potential settlement. Council Member Nelson asked if the council were to do nothing, that religious institutions would be allowed to construct a settlement without approval from the city. Ms. Bonniwell stated

that yes, these sacred settlements would then be a permitted use in certain zoning districts, and the city would have no ability to control or put additional restrictions on the settlements.

**Mayor Moynagh motioned to approve Ordinance 2023-08 – *An Ordinance Amendment to Chapter 1031 of the Zoning Ordinance of the City of Montrose, Related to Provisions for Sacred Settlements and Micro-Units by Conditional Use Permit*. Council Member Solarz seconded the motion. Motion carried 4-0.**

**Mayor Moynagh motioned to approve Resolution 2023-37 – *A Resolution Authorizing Summary Publication of Ordinance 2023-08: An Ordinance Amendment to Chapter 1031 of the Zoning Ordinance of the City of Montrose, Related to Provisions for Sacred Settlements and Micro-Units by Conditional Use Permit*. Council Member Solarz seconded the motion. Motion carried 4-0.**

#### **E. City Engineer**

##### **1. Local Road Improvement Project (LRIP) Funding – Clementa Avenue**

##### **1. Resolution 2023-38 – *A Resolution Supporting Pursuit of 2023 Local Road Improvement Program Funding from MnDOT for the Clementa Avenue SW Reconstruction Project***

Mr. Johnson stated that the city is considering applying for the LRIP for Clementa Avenue, but one of the stipulations of the award money is the road having regional significance, which this road would have with the cooperation of Marysville Township. Ms. Bonniwell stated that a letter has been sent to the township explaining that the city would be willing to pay for the entire road to be paved, even the township portion, if they were awarded the money from MnDOT. Ms. Bonniwell stated that the township has subsequently requested that herself or someone from the engineering team call their local board member to explain the situation before their upcoming November 27<sup>th</sup> meeting for the township. Mr. Johnson stated that the resolution included in the packet would allow the engineers to apply for the funding, which will happen by the December deadline.

**Council Member Solarz motioned to approve Resolution 2023-38 – *A Resolution Supporting Pursuit of 2023 Local Road Improvement Program Funding from MnDOT for the Clementa Avenue SW Reconstruction Project*. Mayor Moynagh seconded the motion. Motion carried 4-0.**

##### **2. 2023 Street Improvement Project – Pay Application No. 2**

Mr. Johnson stated that Pay Application No. 1 for the 2023 Street Improvement Project was included in the packet for the meeting. Mr. Johnson stated that the total for this pay application is \$255,746.23. Mr. Johnson stated that the project is considered complete at this point and will likely be closed out soon.

**Mayor Moynagh motioned to approve the 2023 Street Improvement Project Pay Application No. 2 for GMH Asphalt Corporation in the amount of \$255,746.23. Council Member Solarz seconded the motion. Motion carried 4-0.**

##### **3. Updates**

Mr. Johnson stated that LGI is currently working on a new development at the end of 7<sup>th</sup> Street North and Aspen Lane and that the developer is planning to install all of the underground utilities still this year.

## **F. Parks and Recreation**

1. Parks and Recreation Bylaws – Proposed Changes to Document will be available to Council and the public at the November 13, 2023 City Council Meeting

Mr. Joshua Swanson stated that the Park and Trail Plan is substantially complete, but needs to be professionally put together so they have a nice-looking document to present at the end of this project. Mr. Swanson stated that the commission has discussed outsourcing this to a 3<sup>rd</sup> party for review and compilation and has reached out to Wright County to see what company they used for their plan. The Commission will look into this and provide some quotes.

Mr. Swanson stated that the commission is still reviewing changes to the bylaws and will have those ready for approval at the December 11<sup>th</sup> meeting.

## **G. Public Works**

1. Drought Update

Mr. Remer stated that the city was contacted by the DNR to inform them that the drought classification has been lifted after having required water restrictions for the past three years.

Council asked for an update on the speed sign. Mr. Remer stated that since the last meeting, the sign has been on 1<sup>st</sup> Street North and Clementa Ave SW. Mr. Remer stated that around 60% of people on 1<sup>st</sup> Street North are speeding at least one-mile over the limit and around 80% of people on Clementa are speeding.

Council Member Otto asked about the compost site hours and what was the plan moving forward. Mr. Remer stated that right now the compost site is open 7:00am – 7:00pm through the end of November, unless illegal dumping occurs, then it will be closed. Mr. Remer stated that he is meeting with someone this week to look at installing another close-up camera to catch driver's faces to potentially have the compost site unmanned going forward.

## **9. OLD BUSINESS**

### **A. Rolling Meadows Regional Park Fence**

Discussion was had regarding the ongoing fence issue at the Rolling Meadows Regional Park. Mr. Johnson briefed the Council on the recent survey that was done as well as recommendations made by Mr. Vogt regarding grading if the fence were to be removed. Council Member Nelson asked about the history and why the city spent tax dollars to put up a fence next to private property. Council Member Nelson stated that many people live near or right next to parks and the city does not install fences for them, so why was this fence put up in the first place and why is the city still spending time and money discussing this issue. Council Member Otto stated that a previous Public Works Director made the decision to put the fence up and had public works install the fence in 2017. Council Member Otto stated that no maintenance or staining of the fence has ever been done and it is now rotting. Council Member Solarz stated that the fence should just be removed, and the city should be done talking about it since the fence is located on city property and it is the city's fence. Mr. Nelson stated that he would like to see a judgement decision made regarding this in order to come to a final resolution with the adjoining property owner. Mayor Moynagh stated he was not in favor of removing the fence with no subsequent plan and believes a fence should be there to protect the adjoining property owner from people and dogs using the park space.

but agrees that no more money should be put into the existing fence.

**Council Member Solarz motioned to remove the Rolling Meadows Regional Park Fence. Council Member Nelson seconded the motion. Motion failed 0-4.**

Further discussion was had regarding whether or not to take the fence down now, or wait until a later time. Mr. Remer stated that the fence either needs to come down or have money put towards it to fix or replace because it is in bad shape and rotting in places.

**Council Member Otto motioned to table discussion on the Rolling Meadows Regional Park Fence until May and look at potential removal or grading solutions at that time. Mayor Moynagh seconded the motion. Motion carried 4-0.**

**B. Pheasant Ridge Drainage Project – Set Deadline for Residents to Opt-in to the Project**

Ms. Bonniwell stated that one of the three properties that has requested the city complete a drainage improvement project on their property, paid for by the residents, still has not signed the agreement with the city. Ms. Bonniwell stated that nothing can be scheduled or started until this is complete, and staff needs to know if this project will be moving forward. Ms. Bonniwell stated she and the engineer team are requesting that council set a deadline for the remaining resident to opt-in to the project.

**Council Member Solarz motioned to set an deadline for residents to opt-in to the Pheasant Ridge Drainage Project of January 2, 2024, end of business. Council Member Nelson seconded the motion. Motion carried 4-0.**

## **10. NEW BUSINESS**

**A. Computer Equipment Policy**

Ms. Bonniwell stated that with the new iPads that will be available for City Council members, a computer equipment use policy is needed in order to ensure they are used for business purposes only. Ms. Bonniwell stated that this policy sets rules for internet, social media, and general equipment use.

**Mayor Moynagh motioned to approve the Computer Equipment Use Policy. Council Member Solarz seconded the motion. Motion carried 4-0.**

## **11. OPEN FORUM**

**A. No Open Forum Requests**

## **12. UPCOMING MEETINGS**

- A. Economic Development Authority Meeting – Tuesday, November 21, 2023 at 12:00 p.m. in the Montrose City Hall Conference Room**
- B. City Council Special Meeting – Monday, December 4, 2023 at 5:30 p.m. in the Montrose City Hall Conference Room**
- C. Park and Recreation Meeting – Tuesday, December 5, at 6:00 p.m. in the Montrose City Hall Conference Room**

- D. Regular City Council Meeting – Monday, December 11, 2023 at 7:00 p.m. at the Montrose Community Center
- E. Planning and Zoning Meeting – Wednesday, December 13, 2023 at 7:00 p.m. at the Montrose Community Center

### 13. ACKNOWLEDGEMENTS / RECOGNITION / ANNOUNCEMENTS

Council Member Solarz acknowledged Michael Sommerfeld for his service on the Fire Department.

Council Member Otto acknowledged Celebrate Montrose for putting on Bingo. Council Member Otto asked about the DAYHA Charitable Gambling and about amounts that have been donated to the city for parks. Ms. Bonniwell stated that she would look into Council Member Otto's questions and get back to her.

Mayor Moynagh reminded everyone that the Thankful Thursday meal is this upcoming Thursday, a week early due to Thanksgiving. Mayor Moynagh acknowledged Ms. Bonniwell and Ms. Gerard for working extra hours and helping out since the City Clerk/Treasurer resigned.

### 14. ADJOURNMENT

**Council Member Solarz motioned to adjourn the Regular City Council Meeting at 8:23 p.m. Council Member Otto seconded the motion. Motion carried 4-0.**

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Kirby Moynagh  
Mayor  
City of Montrose

ATTEST:

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Jessica Bonniwell  
City Administrator  
City of Montrose

City of Montrose  
 Special City Council Meeting  
 Montrose Community Center  
 200 Center Avenue South  
 Thursday, November 30, 2023  
 6:30 P.M.

## 1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Special Session on Thursday, November 30, 2023 at 6:30 p.m.

Mayor Moynagh called the meeting to order at 6:30 p.m.

## 2. ROLL CALL

Present: Mayor Robert W. Moynagh, III  
 Council Member Sam Solarz  
 Council Member David Paradeise  
 Council Member Michelle Otto  
 Council Member Toby Nelson

Staff Present: Ms. Jessica Bonniwell, City Administrator  
 Mr. Sam Ketchum, City Attorney

## 3. CLOSED SESSION

- A. Closed Session with City Council for an Attorney-Client Privileged Discussion Pursuant to Minnesota State Statute 13D.05(b) to Discuss the City's Options to Participate in a Class Action Settlements Entitled: In RE: Aqueous Film Forming Foams Products Liability Litigation; United States District Court, District of South Carolina – Charleston Division; MDL No. 2:18-mn-2873-RMB; Case No. 2:23-cv-03147-RMG

**Mayor Moynagh motioned to close the City Council Meeting for an Attorney-Client Privileged Discussion Pursuant to Minnesota State Statute 13D.05(b) to Discuss the City's Options to Participate in a Class Action Settlements Entitled: In RE: Aqueous Film Forming Foams Products Liability Litigation; United States District Court, District of South Carolina – Charleston Division; MDL No. 2:18-mn-2873-RMB; Case No. 2:23-cv-03147-RMG. Council Member Solarz seconded the motion. Motion carried 5-0.**

### **Council Members Present:**

- Mayor Moynagh
- Council Member Solarz
- Council Member Paradeise
- Council Member Otto
- Council Member Nelson

### **City Staff Present:**

- Jessica Bonniwell, City Administrator
- Sam Ketchum, City Attorney

#### 4. BUSINESS

- A. Decision on Participation in Class Action Settlements Entitled: In RE: Aqueous Film Forming Foams Products Liability Litigation; United States District Court, District of South Carolina – Charleston Division; MDL No. 2:18-mn-2873-RMB; Case No. 2:23-cv-03147-RMG

**Mayor Moynagh motioned to opt-out of the Class Action Settlements Entitled: In RE: Aqueous Film Forming Foams Products Liability Litigation; United States District Court, District of South Carolina – Charleston Division; MDL No. 2:18-mn-2873-RMB; Case No. 2:23-cv-03147-RMG and directed the City Attorney to Notify the Settlement Administrators. Council Member Paradeise seconded the motion. Motion carried 5-0.**

#### 5. ADJOURNMENT

**Council Member Solarz motioned to adjourn the Special City Council Meeting at 6:48 p.m. Council Member Paradeise Seconded the motion. Motion carried 5-0.**

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Kirby Moynagh  
Mayor  
City of Montrose

ATTEST:

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Jessica Bonniwell  
City Administrator  
City of Montrose



City of Montrose  
 Special City Council Meeting  
 Montrose City Hall  
 311 Buffalo Avenue South  
 Monday, December 4, 2023  
 5:30 P.M.

## 1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Special Session on Monday, December 4, 2023 at 5:30 p.m.

Mayor Moynagh called the meeting to order at 5:30 p.m.

## 2. ROLL CALL

Present: Mayor Robert W. Moynagh, III  
 Council Member Sam Solarz  
 Council Member Michelle Otto  
 Council Member Toby Nelson

Absent: Council Member David Paradeise

Staff Present: Ms. Jessica Bonniwell, City Administrator

## 3. BUSINESS

- A. ~~2024 Final Budget and Levy Discussion~~ – To be Discussed at a City Council Workshop on December 11, 2023 at 6:00 p.m.

## 4. CLOSED SESSION

- A. Closed Session with City Council Pursuant to Minnesota Statutes, Section 13D.03 to Discuss and Review Labor Negotiation Proposals for the Local 49 Bargaining Unit

**Mayor Moynagh motioned to Close the Special City Council Meeting Pursuant to Minnesota Statutes, Section 13D.03 to Discuss and Review Labor Negotiation Proposals for the Local 49 Bargaining Unit. Council Member Solarz seconded the motion. Motion carried 4-0.**

### **Council Members Present:**

- Mayor Moynagh
- Council Member Solarz
- Council Member Otto
- Council Member Nelson

### **City Staff Present:**

- Jessica Bonniwell, City Administrator

## 5. ADJOURNMENT

**Council Member Solarz motioned to adjourn the Special City Council Meeting at 6:56 p.m. Council Member Nelson Seconded the motion. Motion carried 4-0.**

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Kirby Moynagh  
Mayor  
City of Montrose

ATTEST:

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Jessica Bonniwell  
City Administrator  
City of Montrose

Accounts Payable Summary  
December 11, 2023 City Council Meeting

Claims:	\$364,691.07
Payroll:	\$33,245.75
Payroll Taxes:	\$13,213.86
Other Claims:	\$7,797.29
	=====
Total Expenditures:	\$448,947.97

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MOYNAGH

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BONNIWELL

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OTTO

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NELSON

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SOLARZ

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PARADEISE

## CITY OF MONTROSE

12/08/23 10:19 AM

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## Payments

Current Period: November 2023

Payment Batch 11-20-23 AP1

\$28,623.77

Refer	21 ADAMS PEST CONTROL, INC.	Ck# 035994 11/21/2023		
Cash Payment	E 101-41940-401 Rep/Maint Buildings & Gr	11/13/2023 Pest Control		\$88.58
Invoice	3749778	11/13/2023		
Transaction Date	11/20/2023	General Checking	10100	Total \$88.58
Refer	33 AFSCME COUNCIL 65	Ck# 035995 11/21/2023		
Cash Payment	G 101-10509 Union Dues	November 2023 Union Dues		\$60.20
Invoice				
Transaction Date	11/21/2023	General Checking	10100	Total \$60.20
Refer	31 BOYER TRUCKS	Ck# 035996 11/21/2023		
Cash Payment	E 101-43100-221 Equipment repair/mtce	Add on Steps and Hardware for Both Western Star Plow Trucks		\$546.78
Invoice	093P5309	11/20/2023		
Transaction Date	11/21/2023	General Checking	10100	Total \$546.78
Refer	29 CINTAS	Ck# 035997 11/21/2023		
Cash Payment	E 101-43100-214 Uniforms	Weekly Uniforms		\$17.90
Invoice	4172357288	10/30/2023		
Cash Payment	E 601-49350-214 Uniforms	Weekly Uniforms		\$17.91
Invoice	4172357288	10/30/2023		
Cash Payment	E 602-49350-214 Uniforms	Weekly Uniforms		\$17.91
Invoice	4172357288	10/30/2023		
Cash Payment	E 605-49350-214 Uniforms	Weekly Uniforms		\$17.91
Invoice	4172357288	10/30/2023		
Cash Payment	E 101-41940-401 Rep/Maint Buildings & Gr	Weekly Rugs		\$19.00
Invoice	4172357288	10/30/2023		
Cash Payment	E 290-41940-401 Rep/Maint Buildings & Gr	Weekly Rugs		\$11.00
Invoice	4172357288	10/30/2023		
Cash Payment	E 605-49350-401 Rep/Maint Buildings & Gr	Weekly Rugs		\$11.00
Invoice	4172357288	10/30/2023		
Cash Payment	E 101-43100-214 Uniforms	Weekly Uniforms		\$17.91
Invoice	4173804650	11/13/2023		
Cash Payment	E 601-49350-214 Uniforms	Weekly Uniforms		\$17.90
Invoice	4173804650	11/13/2023		
Cash Payment	E 602-49350-214 Uniforms	Weekly Uniforms		\$17.91
Invoice	4173804650	11/13/2023		
Cash Payment	E 605-49350-214 Uniforms	Weekly Uniforms		\$17.91
Invoice	4173804650	11/13/2023		
Cash Payment	E 101-41940-401 Rep/Maint Buildings & Gr	Weekly Rugs		\$19.00
Invoice	4173804650	11/13/2023		
Cash Payment	E 290-41940-401 Rep/Maint Buildings & Gr	Weekly Rugs		\$11.00
Invoice	4173804650	11/13/2023		
Cash Payment	E 605-49350-401 Rep/Maint Buildings & Gr	Weekly Rugs		\$11.00
Invoice	4173804650	11/13/2023		
Cash Payment	E 101-43100-214 Uniforms	Weekly Uniforms		\$9.63
Invoice	4171643283	10/23/2023		
Cash Payment	E 601-49350-214 Uniforms	Weekly Uniforms		\$9.63
Invoice	4171643283	10/23/2023		

## CITY OF MONTROSE

12/08/23 10:19 AM

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## Payments

Current Period: November 2023

Cash Payment	E 605-49350-401 Rep/Maint Buildings & Gr	Wastewater Plant: Remote Opener for Gate		\$37.36
Invoice	0758613	10/11/2023		
Cash Payment	E 101-43100-570 Office Equip and Furnishi	Insignia 42" Shop TV		\$150.31
Invoice	9887453	10/11/2023		
Cash Payment	E 401-41940-550 Motor Vehicles	2024 Chevy: 6.5" Running Boards		\$214.74
Invoice	2804207	10/11/2023		
Cash Payment	E 605-49350-401 Rep/Maint Buildings & Gr	Wastewater Plant: Security Gate Opener Mother Board & Motor Board		\$607.33
Invoice	333876	10/17/2023		
Cash Payment	E 101-41510-308 Bank Fees	Interest & Late Fees		\$51.68
Invoice				
Transaction Date	11/20/2023	General Checking	10100	Total \$6,019.41
Refer	19 Falls	Ck# 036000	11/21/2023	
Cash Payment	E 101-43100-221 Equipment repair/mtce	Rubber Buffer Stop w/ Holes, Lock Nuts, Set Bolts		\$72.90
Invoice	369580	11/15/2023		
Transaction Date	11/20/2023	General Checking	10100	Total \$72.90
Refer	23 HAWKINS, INC.	Ck# 036001	11/21/2023	
Cash Payment	E 601-49350-216 Chemicals and Chem Pr	150 lb. Chlorine Cylinder - Qty 4		\$40.00
Invoice	6625168	11/15/2023		
Transaction Date	11/20/2023	General Checking	10100	Total \$40.00
Refer	24 HILLYARD	Ck# 036002	11/21/2023	
Cash Payment	E 290-41940-221 Equipment repair/mtce	Floor Scrubber Repair: Charger Doesn't Shut Down & is Overcharging the Battery		\$236.00
Invoice	700565701	11/10/2023		
Transaction Date	11/20/2023	General Checking	10100	Total \$236.00
Refer	34 HSA-CITIZENS STATE BANK	Ck# 036003	11/21/2023	
Cash Payment	G 101-10506 Health Ins.	J. Bonniwell: November 2023 HSA		\$150.00
Invoice				
Cash Payment	G 101-10506 Health Ins.	D. Remer: November 2023 HSA		\$400.00
Invoice				
Transaction Date	11/21/2023	General Checking	10100	Total \$550.00
Refer	25 Hurley Tree Service	Ck# 036004	11/21/2023	
Cash Payment	E 230-45100-401 Rep/Maint Buildings & Gr	Carver Field: Remove 3 Ash and 1 Spruce - Down Only		\$2,600.00
Invoice				
Cash Payment	E 230-45100-401 Rep/Maint Buildings & Gr	Thoreson Park: Remove 2 Maples - Down Only		\$1,500.00
Invoice				
Transaction Date	11/20/2023	General Checking	10100	Total \$4,100.00
Refer	11 KURKOSKY, JOHN	Ck# 036005	11/21/2023	
Cash Payment	E 101-43100-214 Uniforms	Clothing Allowance - Winter: Thermal Bibs, Hi Viz Bomber Jacket, Hi Viz Vest		\$44.01
Invoice				
Cash Payment	E 601-49350-214 Uniforms	Clothing Allowance - Winter: Thermal Bibs, Hi Viz Bomber Jacket, Hi Viz Vest		\$44.01
Invoice				
Cash Payment	E 602-49350-214 Uniforms	Clothing Allowance - Winter: Thermal Bibs, Hi Viz Bomber Jacket, Hi Viz Vest		\$44.00
Invoice				



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## Payments

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Cash Payment	E 101-41510-309 Maintenance Contracts	Ticket #18985: Opened Sonicwall Team Viewer to Work for PSN	\$80.00
Invoice 16007	11/11/2023		
Cash Payment	E 101-41510-309 Maintenance Contracts	SecureAnywhere Business Endpoint Protection 12/2/2023 - 12/2/2024	\$495.00
Invoice 16007	11/11/2023		
Cash Payment	E 101-41510-309 Maintenance Contracts	Ticket #19985: Scheduled Maintenance	\$595.00
Invoice 16007	11/11/2023		
Cash Payment	E 101-41510-309 Maintenance Contracts	Microsoft 365 Business Standard - Annual Commitment 10/13/2023 - 4/6/2024	\$122.26
Invoice 16007	11/11/2023		
Transaction Date	11/20/2023	General Checking 10100	Total \$1,653.45
Refer	8 PERA	Ck# 036012 11/21/2023	
Cash Payment	G 101-10504 PERA	Delinquency Interest on Salary Deduction Report	\$10.00
Invoice 174452	11/14/2023		
Transaction Date	11/20/2023	General Checking 10100	Total \$10.00
Refer	7 PERFORMANCE PLUS LLC	Ck# 036013 11/21/2023	
Cash Payment	E 220-42220-305 Physicals	K. Mika: Preplacement Medical Exam	\$208.00
Invoice 123734	11/11/2023		
Transaction Date	11/20/2023	General Checking 10100	Total \$208.00
Refer	28 SCHWICKERTS TECTA AMERICA L	Ck# 036014 11/21/2023	
Cash Payment	E 220-42220-401 Rep/Maint Buildings & Gr	Fire Station: Leak Investigation, Found Failed Cover Seam Tape on the Middle of the Roof, Repairs Completed	\$1,275.00
Invoice S510118529	11/13/2023		
Transaction Date	11/20/2023	General Checking 10100	Total \$1,275.00
Refer	32 ST. LOUIS MRO, INC.	Ck# 036015 11/21/2023	
Cash Payment	E 101-43100-433 Dues and Subscriptions	B. Mickolichuk: Drug Screen Collection	\$25.00
Invoice 60068	11/5/2023		
Cash Payment	E 101-43100-433 Dues and Subscriptions	R. Ross: Drug Screen Collection	\$25.00
Invoice 60068	11/5/2023		
Transaction Date	11/21/2023	General Checking 10100	Total \$50.00
Refer	30 STEINER AUTO PARTS	Ck# 036016 11/21/2023	
Cash Payment	E 101-43100-215 Shop Supplies	Grease Cart, Molding Tape	\$74.89
Invoice 4619-270029	11/15/2023		
Transaction Date	11/20/2023	General Checking 10100	Total \$74.89
Refer	6 STREICHERS	Ck# 036017 11/21/2023	
Cash Payment	E 220-42220-214 Uniforms	D. Paradise: Nameplate	\$11.99
Invoice 11665928	11/15/2023		
Cash Payment	E 220-42220-214 Uniforms	R. Henry Jr: Nameplate	\$11.99
Invoice 11665928	11/15/2023		
Cash Payment	E 220-42220-214 Uniforms	K. Stoll: Nameplate	\$11.99
Invoice 11665928	11/15/2023		
Transaction Date	11/20/2023	General Checking 10100	Total \$35.97
Refer	4 SUNSHARE LLC	Ck# 036018 11/21/2023	
Cash Payment	E 601-49350-381 Electric Utilities	Solar Panel System: 9/1/2023 - 9/30/2023 Production Period	\$299.44
Invoice 904667557	10/26/2023		

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## Payments

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Current Period: November 2023

## Fund Summary

	10100 General Checking	
101 GENERAL FUND		\$9,287.74
220 FIRE DEPARTMENT		\$6,206.39
230 PARK AND RECREATION		\$4,822.96
290 COMMUNITY CENTER		\$269.00
401 GENERAL CAPITAL PROJECTS		\$214.74
601 WATER FUND		\$6,160.21
602 SANITARY SEWER FUND		\$277.27
605 WASTEWATER PLANT		\$1,385.46
		<hr/>
		\$28,623.77

Pre-Written Checks	\$28,623.77
Checks to be Generated by the Computer	\$0.00
	<hr/>
Total	\$28,623.77

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## Payments

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Payment Batch 11-21-23 EDA AP \$140.30

Refer	37 CNA SURETY	Ck# 001098 11/21/2023	
Cash Payment	E 275-46500-499 Miscellaneous	2024 Surety Bond	\$100.00

Invoice

Transaction Date	11/21/2023	EDA Cash	10150	Total	\$100.00
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Refer	38 ELAN FINANCIAL SERVICES	Ck# 001099 11/21/2023	
Cash Payment	E 275-46500-499 Miscellaneous	October EDA Lunch	\$40.30

Invoice

Transaction Date	11/21/2023	EDA Cash	10150	Total	\$40.30
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## Fund Summary

	10150 EDA Cash	
275 ECONOMIC DEVELOPMENT AUTHORITY	\$140.30	
	\$140.30	

Pre-Written Checks	\$140.30
Checks to be Generated by the Computer	\$0.00
Total	\$140.30



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## Payments

Current Period: December 2023

<b>Payments Batch 12-11-23 Claims</b>		<b>\$365,927.00</b>	
Refer	<u>77 ABDO FINANCIAL SOLUTIONS</u>		
Cash Payment	E 101-41510-301 Auditing and Acct g Serv	2024 Budget: Meeting with Jackie, Prep and Follow Up	\$577.50
Invoice	480410	11/30/2023	
Cash Payment	E 101-41510-301 Auditing and Acct g Serv	Meeting with Jackie to Discuss Enterprise Budgets, Review of Documentation, 2021 & 2022 Financial Reports	\$577.50
Invoice	480410	11/30/2023	
Transaction Date	12/6/2023	General Checking 10100	<b>Total</b> \$1,155.00
Refer	<u>52 ANCOM TECHNICAL CENTER</u>		
Cash Payment	E 220-42220-323 Communication	APX6000 Serial #755CQP1895 Radio: On / Off Knob Spins All the Way Around, Replace Top Assembly, Tuned and Aligned	\$665.00
Invoice	118393	11/22/2023	
Cash Payment	E 220-42220-323 Communication	Minitor VI Serial #1365SQ0377 Pager: Bad Speaker, Replaced Frequency & Volume Switches and Knobs	\$130.00
Invoice	118394	11/22/2023	
Cash Payment	E 220-42220-323 Communication	Minitor VI Serial #1365SP0690 Pager: Bad Speaker, Replaced Frequency & Channel Switches, Charging Contacts & Knobs	\$150.00
Invoice	118395	11/22/2023	
Transaction Date	12/4/2023	General Checking 10100	<b>Total</b> \$945.00
Refer	<u>57 BADGER METER, INC.</u>		
Cash Payment	E 601-49350-309 Maintenance Contracts	November 2023 Metering & Technology	\$202.44
Invoice	80143401	11/29/2023	
Transaction Date	12/4/2023	General Checking 10100	<b>Total</b> \$202.44
Refer	<u>82 Bedard, Jeff</u>		
Cash Payment	G 601-99999 Undistributed Receipts	Utility Overpayment @ 972 Breckenridge Lane	\$90.16
Invoice			
Transaction Date	12/6/2023	General Checking 10100	<b>Total</b> \$90.16
Refer	<u>58 BOLTON &amp; MENK INC</u>		
Cash Payment	E 506-43100-303 Engineering Fees	2023 Street Improvement Project: October 2023	\$29,476.00
Invoice	0324967	11/21/2023	
Cash Payment	E 605-49350-303 Engineering Fees	Wastewater Treatment Plant: October 2023	\$520.00
Invoice	0324968	11/21/2023	
Cash Payment	E 235-45100-303 Engineering Fees	Herzog Property: October 2023	\$2,365.50
Invoice	0325037	11/22/2023	
Cash Payment	E 101-41910-303 Engineering Fees	General Engineering: October 2023	\$1,550.50
Invoice	0325037	11/22/2023	
Cash Payment	G 700-21703 Northridge	Northridge 6th Development: October 2023	\$1,853.50
Invoice	0325038	11/22/2023	
Cash Payment	E 101-41910-303 Engineering Fees	Highway 12 Improvement Project: October 2022	\$340.00
Invoice	0325039	11/22/2023	
Transaction Date	12/4/2023	General Checking 10100	<b>Total</b> \$36,105.50
Refer	<u>79 CENTRAL PENSION FUND IUOE 49</u>		
Cash Payment	G 101-10506 Health Ins.	R. Eischens: November 2023 HRA	\$200.00
Invoice			
Cash Payment	G 101-10506 Health Ins.	C. Gerard: November 2023 HRA	\$200.00
Invoice			

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## Payments

Current Period: December 2023

Cash Payment	G 101-10506 Health Ins.	R. Henry Jr: November 2023 HRA	\$200.00
Invoice			
Cash Payment	G 101-10506 Health Ins.	J. Kurkosky: November 2023 HRA	\$200.00
Invoice			
Cash Payment	G 101-10506 Health Ins.	B. Mickolichuk: November 2023 HRA	\$200.00
Invoice			
Cash Payment	G 101-10506 Health Ins.	R. Ross: November 2023 HRA	\$200.00
Invoice			
Transaction Date	12/6/2023	General Checking 10100	Total \$1,200.00
Refer	42 CINTAS		
Cash Payment	E 101-43100-214 Uniforms	Week of 11/27/2023 Uniforms	\$17.90
Invoice	4175188613 11/27/2023		
Cash Payment	E 601-49350-214 Uniforms	Week of 11/27/2023 Uniforms	\$17.91
Invoice	4175188613 11/27/2023		
Cash Payment	E 602-49350-214 Uniforms	Week of 11/27/2023 Uniforms	\$17.91
Invoice	4175188613 11/27/2023		
Cash Payment	E 605-49350-214 Uniforms	Week of 11/27/2023 Uniforms	\$17.91
Invoice	4175188613 11/27/2023		
Cash Payment	E 101-41940-401 Rep/Maint Buildings & G	Week of 11/27/2023 Rugs	\$19.00
Invoice	4175188613 11/27/2023		
Cash Payment	E 290-41940-401 Rep/Maint Buildings & G	Week of 11/27/2023 Rugs	\$11.00
Invoice	4175188613 11/27/2023		
Cash Payment	E 605-49350-401 Rep/Maint Buildings & G	Week of 11/27/2023 Rugs	\$11.00
Invoice	4175188613 11/27/2023		
Cash Payment	E 101-43100-214 Uniforms	Week of 12/4/2023 Uniforms	\$34.86
Invoice	4175928560 12/4/2023		
Cash Payment	E 601-49350-214 Uniforms	Week of 12/4/2023 Uniforms	\$34.87
Invoice	4175928560 12/4/2023		
Cash Payment	E 602-49350-214 Uniforms	Week of 12/4/2023 Uniforms	\$34.86
Invoice	4175928560 12/4/2023		
Cash Payment	E 605-49350-214 Uniforms	Week of 12/4/2023 Uniforms	\$34.87
Invoice	4175928560 12/4/2023		
Cash Payment	E 101-41940-401 Rep/Maint Buildings & G	Week of 12/4/2023 Rugs	\$19.00
Invoice	4175928560 12/4/2023		
Cash Payment	E 290-41940-401 Rep/Maint Buildings & G	Week of 12/4/2023 Rugs	\$11.00
Invoice	4175928560 12/4/2023		
Cash Payment	E 605-49350-401 Rep/Maint Buildings & G	Week of 12/4/2023 Rugs	\$11.00
Invoice	4175928560 12/4/2023		
Transaction Date	12/4/2023	General Checking 10100	Total \$293.09
Refer	59 COLONIAL LIFE		
Cash Payment	G 101-10510 Employee Insurance	Accident Insurance	\$29.34
Invoice	46361061102598 11/2/2023		
Transaction Date	12/4/2023	General Checking 10100	Total \$29.34
Refer	61 COMCAST		
Cash Payment	E 220-42220-321 Telephone	Fire Dept: Internet & Phone	\$97.85
Invoice	11/24/2023		
Cash Payment	E 101-41510-321 Telephone	City Hall: Internet & Phone	\$74.61
Invoice	11/24/2023		
Cash Payment	E 601-49350-321 Telephone	Internet & Phone	\$74.62
Invoice	11/24/2023		



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## Payments

Current Period: December 2023

Cash Payment	E 602-49350-321 Telephone	Internet & Phone	\$74.62
Invoice	11/24/2023		
Cash Payment	E 101-43100-321 Telephone	Public Works: Internet & Phone	\$34.95
Invoice	11/24/2023		
Cash Payment	E 601-49350-321 Telephone		\$34.95
Invoice	11/24/2023		
Cash Payment	E 602-49350-321 Telephone		\$34.95
Invoice	11/24/2023		
Cash Payment	E 290-41940-321 Telephone	Comm. Cnter: Internet & Phone	\$104.85
Invoice	11/24/2023		
Transaction Date	12/5/2023	General Checking 10100	Total \$531.40
Refer	53 COTTENS BUFFALO		
Cash Payment	E 220-42220-222 Vehicle repair/mtce	U11: Battery, E12: OE Quality High, Trailer: Wire	\$314.20
Invoice 879326	11/19/2023		
Cash Payment	E 220-42220-222 Vehicle repair/mtce	U11: Fuse, G11: Control Relay	\$36.34
Invoice 879346	11/19/2023		
Transaction Date	12/4/2023	General Checking 10100	Total \$350.54
Refer	72 DELANO TRUE VALUE		
Cash Payment	E 230-45100-240 Small Tools and Minor E	Christmas Lights	\$11.99
Invoice 132128	11/15/2023		
Transaction Date	12/6/2023	General Checking 10100	Total \$11.99
Refer	68 DELTA DENTAL PLAN OF MN		
Cash Payment	E 601-41510-133 Employer Paid Dental	D. Remer: December 2023 Dental	\$48.84
Invoice RIS0005331153	12/1/2023		
Cash Payment	E 602-41510-133 Employer Paid Dental	D. Remer: December 2023 Dental	\$48.83
Invoice RIS0005331153	12/1/2023		
Cash Payment	E 605-41510-133 Employer Paid Dental	D. Remer: December 2023 Dental	\$48.83
Invoice RIS0005331153	12/1/2023		
Cash Payment	E 101-41510-133 Employer Paid Dental	J. Bonniwell: December 2023 Dental	\$51.04
Invoice RIS0005331153	12/1/2023		
Cash Payment	E 101-41510-133 Employer Paid Dental	D. Boelter: December 2023 Dental	\$102.09
Invoice RIS0005331153	12/1/2023		
Cash Payment	E 101-41510-133 Employer Paid Dental	W. Manson: December 2023 Dental	\$51.04
Invoice RIS0005331154	12/1/2023		
Transaction Date	12/5/2023	General Checking 10100	Total \$350.67
Refer	40 EMERGENCY APPARATUS MAINT.		
Cash Payment	E 220-42220-222 Vehicle repair/mtce	3" Akron Valve Rebuild Kits - Qty 2	\$770.40
Invoice 130283	11/17/2023		
Cash Payment	E 220-42220-222 Vehicle repair/mtce	Engine 11: 3/4 Ball Valve Drains - Qty 12	\$462.97
Invoice 130093	11/30/2023		
Transaction Date	12/4/2023	General Checking 10100	Total \$1,233.37
Refer	41 FARM RITE EQUIPMENT INC		
Cash Payment	E 101-43100-221 Equipment repair/mtce	72" Blower Cutting Edge & Hardware, SnowBlade Hardware, Bobcat Wiper Blade	\$264.42
Invoice P78571	11/28/2023		
Cash Payment	E 101-43100-221 Equipment repair/mtce	Bobcat: Electrical Problems, Replaced Wiring on ACS Harness	\$353.62
Invoice W27999	12/6/2023		
Transaction Date	12/4/2023	General Checking 10100	Total \$618.04
Refer	69 GOPHER STATE ONE-CALL INC		

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## Payments

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Cash Payment	E 601-49350-317	Utility Contractual Serv	20 Locate Tickets		\$13.50
Invoice	3110609	11/30/2023			
Cash Payment	E 602-49350-317	Utility Contractual Serv	20 Locate Tickets		\$13.50
Invoice	3110609	11/30/2023			
Transaction Date	12/6/2023	General Checking	10100	Total	\$27.00
Refer	50 GRITTMAN CONSULTING				
Cash Payment	E 101-41910-302	Planner Fees	November 2023 Planning & Zoning Services		\$999.70
Invoice	Nov2023				
Transaction Date	12/4/2023	General Checking	10100	Total	\$999.70
Refer	93 HENRY, SYLVIA				
Cash Payment	E 101-41910-100	Wages and Salaries (G	2023 Planning & Zoning Meetings - Qty 4		\$100.00
Invoice					
Transaction Date	12/7/2023	General Checking	10100	Total	\$100.00
Refer	83 Isle, Duane				
Cash Payment	G 601-99999	Undistributed Receipts	Utility Overpayment @ 517 2nd Street South		\$88.10
Invoice					
Transaction Date	12/6/2023	General Checking	10100	Total	\$88.10
Refer	87 Isle, Duane				
Cash Payment	E 230-45100-100	Wages and Salaries (G	2023 Park & Recreation Meetings - Qty 4		\$100.00
Invoice					
Cash Payment	E 230-45100-100	Wages and Salaries (G	2023 Council Meetings for Park & Recreation - Qty 3		\$75.00
Invoice					
Transaction Date	12/6/2023	General Checking	10100	Total	\$175.00
Refer	73 IUOE LOCAL #49				
Cash Payment	G 101-10509	Union Dues	R. Eischens: 2024 Union Dues		\$1,420.00
Invoice					
Cash Payment	G 101-10509	Union Dues	C. Gerard: 2024 Union Dues		\$1,420.00
Invoice					
Cash Payment	G 101-10509	Union Dues	R. Henry Jr: 2024 Union Dues		\$1,420.00
Invoice					
Cash Payment	G 101-10509	Union Dues	J. Kurkosky: 2024 Union Dues		\$1,420.00
Invoice					
Cash Payment	G 101-10509	Union Dues	B. Mickolichuk: 2024 Union Dues		\$1,420.00
Invoice					
Cash Payment	G 101-10509	Union Dues	R. Ross: 2024 Union Dues		\$1,420.00
Invoice					
Transaction Date	12/6/2023	General Checking	10100	Total	\$8,520.00
Refer	51 KENNEDY & GRAVEN, CHARTERE				
Cash Payment	E 101-41600-304	Legal Fees	General Legal Services - October 2023		\$985.42
Invoice	178113	11/17/2023			
Cash Payment	G 700-21717	Preserve of Montrose	Preserve Development - October 2023		\$1,129.00
Invoice	178113	11/17/2023			
Cash Payment	E 101-41600-304	Legal Fees	PFAS Settlement - October 2023		\$1,656.00
Invoice	178113	11/17/2023			
Cash Payment	E 605-41600-304	Legal Fees	Wastewater Treatment Plant - October 2023		\$288.00
Invoice	178113	11/17/2023	Project 101001		
Transaction Date	12/4/2023	General Checking	10100	Total	\$4,058.42
Refer	89 Kolasa, Eddie				



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## Payments

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Cash Payment	E 230-45100-100	Wages and Salaries (G	2023 Park & Recreation Meetings - Qty 13	\$325.00
Invoice				
Transaction Date	12/6/2023	General Checking	10100	Total \$325.00
Refer	86 LAKES AREA REALTY			
Cash Payment	G 601-99999	Undistributed Receipts	Utility Overpayment @620 7th Street North	\$110.06
Invoice				
Transaction Date	12/6/2023	General Checking	10100	Total \$110.06
Refer	94 LEAGUE MN CITIES INS TRUST			
Cash Payment	E 605-49350-151	Worker s Comp Insuran	Work Comp Audit 6/1/2022 - 6/1/2023: Sewage Disposal Plant	\$298.11
Invoice	12/4/2023			
Cash Payment	E 230-45100-151	Worker s Comp Insuran	Work Comp Audit 6/1/2022 - 6/1/2023: Parks	-\$859.75
Invoice	12/4/2023			
Cash Payment	E 101-43100-151	Worker s Comp Insuran	Work Comp Audit 6/1/2022 - 6/1/2023: General Maintenance	\$4,800.67
Invoice	12/4/2023			
Cash Payment	E 601-49350-151	Worker s Comp Insuran	Work Comp Audit 6/1/2022 - 6/1/2023: General Maintenance	\$2,400.34
Invoice	12/4/2023			
Cash Payment	E 602-49350-151	Worker s Comp Insuran	Work Comp Audit 6/1/2022 - 6/1/2023: General Maintenance	\$2,400.34
Invoice	12/4/2023			
Cash Payment	E 601-49350-151	Worker s Comp Insuran	Work Comp Audit 6/1/2022 - 6/1/2023: Waterworks	-\$1,490.15
Invoice	12/4/2023			
Cash Payment	E 602-49350-151	Worker s Comp Insuran	Work Comp Audit 6/1/2022 - 6/1/2023: Waterworks	-\$1,490.15
Invoice	12/4/2023			
Cash Payment	E 101-41510-151	Worker s Comp Insuran	Work Comp Audit 6/1/2022 - 6/1/2023: Clerical	\$101.31
Invoice	12/4/2023			
Cash Payment	E 101-41910-151	Worker s Comp Insuran	Work Comp Audit 6/1/2022 - 6/1/2023: Clerical	\$25.32
Invoice	12/4/2023			
Cash Payment	E 601-49350-151	Worker s Comp Insuran	Work Comp Audit 6/1/2022 - 6/1/2023: Clerical	\$25.32
Invoice	12/4/2023			
Cash Payment	E 602-49350-151	Worker s Comp Insuran	Work Comp Audit 6/1/2022 - 6/1/2023: Clerical	\$25.32
Invoice	12/4/2023			
Cash Payment	E 230-45100-151	Worker s Comp Insuran	Work Comp Audit 6/1/2022 - 6/1/2023: Clerical	\$25.32
Invoice	12/4/2023			
Transaction Date	12/8/2023	General Checking	10100	Total \$6,262.00
Refer	95 M&M EXPRESS SALES & SERVICE			
Cash Payment	E 220-42220-212	Gas & Oil	FD: Fuel Stabilizer	\$70.00
Invoice	483904	12/6/2023		
Transaction Date	12/8/2023	General Checking	10100	Total \$70.00
Refer	44 MACQUEEN EMERGENCY			
Cash Payment	E 602-49350-221	Equipment repair/mtce	Gas Monitor Repair & Calibration	\$402.83
Invoice	P22179	11/15/2023		
Transaction Date	12/4/2023	General Checking	10100	Total \$402.83
Refer	64 MADISON NATIONAL LIFE			
Cash Payment	G 101-10507	LTD & STD	LTD & STD - December 2023	\$505.33
Invoice				
Transaction Date	12/5/2023	General Checking	10100	Total \$505.33

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## Payments

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Refer	65 MARCO, INC.				
Cash Payment	E 101-41510-309 Maintenance Contracts	Contract Base Rate Charge for 11/21/2023 - 12/20/2023		\$65.23	
Invoice	INV11891773	11/20/2023			
Transaction Date	12/5/2023	General Checking	10100	Total	\$65.23
Refer	90 MCCLUSKEY, KAYLA				
Cash Payment	E 230-45100-100 Wages and Salaries (G	2023 Park & Recreation Meetings - Qty 11		\$275.00	
Invoice					
Cash Payment	E 230-45100-100 Wages and Salaries (G	2023 Council Meetings for Park & Recreation - Qty 1		\$25.00	
Invoice					
Transaction Date	12/6/2023	General Checking	10100	Total	\$300.00
Refer	54 MENARDS				
Cash Payment	E 101-41940-401 Rep/Maint Buildings & G	100W Bulb, Honeywell 16x25x24		\$79.41	
Invoice	96767	11/13/2023			
Cash Payment	E 101-43100-401 Rep/Maint Buildings & G	ABZ Keyed Solstice Lever		\$37.99	
Invoice	96767	11/13/2023			
Cash Payment	E 101-43100-215 Shop Supplies	Garbage Bags, Drying Cloths, Snap Fastener Kit, Staples, Lag Screws, Reflective Tape, Shovel, 50' Lock Cord		\$188.01	
Invoice	96767	11/13/2023			
Cash Payment	E 230-45100-240 Small Tools and Minor E	Triple Tap Adapter, 11' Indoor Extension Cord		\$16.37	
Invoice	97735	11/29/2023			
Cash Payment	E 101-41940-401 Rep/Maint Buildings & G	Light Switch		\$5.49	
Invoice	97735	11/29/2023			
Cash Payment	E 605-49350-215 Shop Supplies	Lock De-Icer		\$3.95	
Invoice	97735	11/29/2023			
Cash Payment	E 101-43100-215 Shop Supplies	Flint Striker, Male Adapter, Carb & Choke Cleaner, Propane Cylinder, 8" Cable Ties, 25 lb. Bag of Oil Dry		\$172.54	
Invoice	97735	11/29/2023			
Transaction Date	12/4/2023	General Checking	10100	Total	\$503.76
Refer	67 METRO WEST INSPECTION SERVI				
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-86 @ 701 7th Street North		\$37.50	
Invoice	3882	10/30/2023			
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-87 @ 637 7th Street North		\$37.50	
Invoice	3882	10/30/2023			
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-89 @ 129 Mindy Lane		\$37.50	
Invoice	3882	10/30/2023			
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-90 @ 902 Cole Avenue		\$37.50	
Invoice	3882	10/30/2023			
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-91 @ 132 Hill Street		\$37.50	
Invoice	3882	10/30/2023			
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-92 @ 512 1st Street North		\$37.50	
Invoice	3882	10/30/2023			
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-94 @ 616 Fairmont Avenue		\$37.50	
Invoice	3882	10/30/2023			
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-95 @ 953 Breckenridge		\$37.50	
Invoice	3882	10/30/2023			
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-96 @ 138 Garner Circle		\$37.50	
Invoice	3882	10/30/2023			
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-97 @ 193 Pheasant Drive		\$322.78	
Invoice	3882	10/30/2023			



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Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-98 @ 514 1st Street	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-99 @ 205 Crystal Lane	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-100 @ 606 Finch Court	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-103 @ 131 Mindy Lane	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-105 @ 214 Quail Drive	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-108 @ 304 7th Street	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-109 @ 170 Buffalo Avenue	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-110 @ 631 7th Street North	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-111 @ 124 Crystal Court	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-112 @ 271 Fairmont Avenue	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-113 @ 139 Garner Court	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-114 @ 633 7th Street North	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-115 @ 618 Emerson Avenue	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-116 @ 508 5th Street	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-117 @ 330 2nd Street South	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-118 @ 330 Fairmont Avenue	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-119 @ 165 Pheasant Ridge	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-120 @ 620 Dillon Avenue North	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-121 @ 506 Emerson Court	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-123 @ 226 Quail Drive	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-124 @ 200 Ringneck Drive	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-125 @ 630 7th Street North	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-127 @ 156 Grouse Court	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-128 @ 253 Ringneck Circle	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-129 @ 263 Fieldcrest Avenue	\$37.50
Invoice 3882		10/30/2023		
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-130 @ 421 1st Street North	\$37.50
Invoice 3882		10/30/2023		

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Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-132 @ 517 2nd Street	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-133 @ 840 Aspen Lane	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-134 @ 161 Pheasant Ridge	\$401.79
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-137 @ 427 Emerson Avenue	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-138 @ 404 4th Street North	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-140 @ 215 Quail Drive	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-142 @ 904 Cole Avenue	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-143 @ 152 Grouse Circle	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-144 @ 401 1st Street	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-147 @ 621 Fairmont Avenue	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-150 @ 620 Nelson Blvd.	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-151 @ 922 Steamboat Lane	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-152 @ 926 Steamboat Lane	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-152 @ 523 Emerson Avenue	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-154 @ 427 Dillon Avenue	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-155 @ 500 5th Street North	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-156 @ 113 Charity Circle	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-157 @ 301 Fairmont Avenue	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-158 @ 329 Mindy Lane	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-160 @ 731 7th Street North	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-165 @ 120 Pheasant Ridge	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-167 @ 204 Pheasant Run	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-169 @ 728 7th Street North	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-172 @ 517 1st Street	\$75.00
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-174 @ 425 Dillon Avenue	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-176 @ 320 Fairmont Avenue	\$37.50
Invoice 3882	10/30/2023			



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Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-180 @ 128 Mindy Lane	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-182 @ 425 1st Street North	\$91.78
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-183 @ 614 Emerson Avenue	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-184 @ 340 Fairmont Avenue	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-185 @ 201 Pheasant Run	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-188 @ 611 Fairmont Avenue	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-190 @ 164 Park Place	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-201 @ 104 Charity Lane	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 22-82 @ 100 Zypher Avenue	\$311.23
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-23 @ 220 Crystal Lane	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-72 @ 210 Ringneck Lane	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-76 @ 121 Pheasant Ridge	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-77 @ 521 2nd Street South	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-78 @ 809 Dozer Circle	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-79 @ 125 Hill Street	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-80 @ 410 Highway 12	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-81 @ 303 7th Street	\$37.50
Invoice 3882	10/30/2023			
Cash Payment	G 201-20323	Inspection Fees Pay 2023	Pmt 23-82 @ 519 2nd Street	\$37.50
Invoice 3882	10/30/2023			
Transaction Date	12/5/2023	General Checking	10100	Total \$4,015.08
Refer	45 MIDWEST MACHINERY CO.			
Cash Payment	E 101-43100-221	Equipment repair/mtce	3046R & Snow Blower: Plate, Wiper Blade, Filter Element, Oil Filter	\$492.84
Invoice 9871397	11/30/2023			
Transaction Date	12/4/2023	General Checking	10100	Total \$492.84
Refer	78 MN COMPUTER SYSTEMS, INC.			
Cash Payment	E 101-41510-309	Maintenance Contracts	Toshiba Contract Base Rate & Overage 11/12/2023 - 12/11/2023	\$257.23
Invoice 386298	12/5/2023			
Transaction Date	12/6/2023	General Checking	10100	Total \$257.23
Refer	81 MN DEPT OF LABOR & INDUSTRY			
Cash Payment	E 101-42401-315	Building Permit Surchar	SEPTEMBER1711202023: 3rd Quarter 2023 Surcharge Report	\$182.50
Invoice				
Transaction Date	12/6/2023	General Checking	10100	Total \$182.50

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Refer	46 MVTL LABORATORIES, INC.	-			
Cash Payment	E 605-49350-316 Testing Service	11/21/2023 Wastewater Testing			\$155.21
Invoice	1228290 11/24/2023				
Cash Payment	E 605-49350-316 Testing Service	11/22/2023 Salty Discharge Testing			\$175.23
Invoice	1228338 11/24/2023				
Transaction Date	12/4/2023	General Checking 10100	Total		\$330.44
Refer	92 Nelson, Toby	-			
Cash Payment	E 230-45100-100 Wages and Salaries (G	2023 Park & Recreation Meetings - Qty 10			\$250.00
Invoice					
Cash Payment	E 230-45100-100 Wages and Salaries (G	2023 Council Meetings for Park & Recreation - Qty 4			\$100.00
Invoice					
Transaction Date	12/6/2023	General Checking 10100	Total		\$350.00
Refer	88 Niska, Kim	-			
Cash Payment	E 230-45100-100 Wages and Salaries (G	2023 Park & Recreation Meetings - Qty 5			\$125.00
Invoice					
Transaction Date	12/6/2023	General Checking 10100	Total		\$125.00
Refer	49 NORTH STAR AWARDS & TROPHI	-			
Cash Payment	E 101-41510-499 Miscellaneous	J. Heinz: Name Plate for City Clerk / Treasurer			\$10.00
Invoice	12131 12/1/2023				
Transaction Date	12/4/2023	General Checking 10100	Total		\$10.00
Refer	48 NORTHDALE CONSTRUCTION CO.	-			
Cash Payment	E 507-43100-535 Primary Contractor	2021 Downtown Improvement Project Phase 2: Application 9 Final			\$220,674.37
Invoice					
Transaction Date	12/4/2023	General Checking 10100	Total		\$220,674.37
Refer	76 NUSO, LLC	-			
Cash Payment	E 101-41510-321 Telephone	Telephone Service 12/1 - 12/31/2023			\$26.76
Invoice	130827759 12/1/2023				
Cash Payment	E 101-43100-321 Telephone	Telephone Service 12/1 - 12/31/2023			\$26.76
Invoice	130827759 12/1/2023				
Cash Payment	E 220-42220-321 Telephone	Telephone Service 12/1 - 12/31/2023			\$26.77
Invoice	130827759 12/1/2023				
Cash Payment	E 290-41940-321 Telephone	Telephone Service 12/1 - 12/31/2023			\$26.77
Invoice	130827759 12/1/2023				
Cash Payment	E 601-49350-321 Telephone	Telephone Service 12/1 - 12/31/2023			\$26.77
Invoice	130827759 12/1/2023				
Cash Payment	E 602-49350-321 Telephone	Telephone Service 12/1 - 12/31/2023			\$26.77
Invoice	130827759 12/1/2023				
Cash Payment	E 605-49350-321 Telephone	Telephone Service 12/1 - 12/31/2023			\$26.77
Invoice	130827759 12/1/2023				
Transaction Date	12/6/2023	General Checking 10100	Total		\$187.37
Refer	85 Pepos, Edward	-			
Cash Payment	G 601-99999 Undistributed Receipts	Utility Overpayment @ 1003 Christ of Court			\$330.91
Invoice					
Transaction Date	12/6/2023	General Checking 10100	Total		\$330.91
Refer	71 PERA	-			
Cash Payment	E 101-41510-124 Fire Pension Contributio	Fire Pension Contribution			\$12,000.00
Invoice					



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Cash Payment	E 220-42210-124	Fire Pension Contributio	Fire Pension Contribution		\$30,000.00
Invoice					
Transaction Date	12/6/2023	General Checking	10100	Total	\$42,000.00
Refer	39	PERFORMANCE PLUS LLC	-		
Cash Payment	E 220-42220-305	Physicals	Medical Evaluations - Qty 15		\$1,117.50
Invoice	123775	11/28/2023			
Cash Payment	E 220-42220-305	Physicals	J. Florek: Preplacement Medical Exam		\$208.00
Invoice	123782	11/28/2023			
Transaction Date	12/4/2023	General Checking	10100	Total	\$1,325.50
Refer	80	PITNEY BOWES GLOBAL FIN SVC	-		
Cash Payment	E 101-41510-309	Maintenance Contracts	Postage Meter 10/1/2023 - 12/31/2023		\$424.26
Invoice	3106409645	12/2/2023			
Transaction Date	12/6/2023	General Checking	10100	Total	\$424.26
Refer	63	QUILL CORPORATION	-		
Cash Payment	E 101-41510-200	Office Supplies (GENER	Mini Binder Clips, Mesh Accessories Holder, Sharpie Markers		\$20.49
Invoice	35727973	11/16/2023			
Cash Payment	E 101-41910-200	Office Supplies (GENER	Mini Binder Clips, Mesh Accessories Holder, Sharpie Markers		\$4.10
Invoice	35727973	11/16/2023			
Cash Payment	E 220-42220-200	Office Supplies (GENER	Mini Binder Clips, Mesh Accessories Holder, Sharpie Markers		\$8.20
Invoice	35727973	11/16/2023			
Cash Payment	E 601-49350-200	Office Supplies (GENER	Mini Binder Clips, Mesh Accessories Holder, Sharpie Markers		\$2.05
Invoice	35727973	11/16/2023			
Cash Payment	E 602-49350-200	Office Supplies (GENER	Mini Binder Clips, Mesh Accessories Holder, Sharpie Markers		\$2.05
Invoice	35727973	11/16/2023			
Cash Payment	E 604-49350-200	Office Supplies (GENER	Mini Binder Clips, Mesh Accessories Holder, Sharpie Markers		\$2.05
Invoice	35727973	11/16/2023			
Cash Payment	E 605-49350-200	Office Supplies (GENER	Mini Binder Clips, Mesh Accessories Holder, Sharpie Markers		\$2.04
Invoice	35727973	11/16/2023			
Transaction Date	12/5/2023	General Checking	10100	Total	\$40.98
Refer	55	REPUBLIC SERVICES	-		
Cash Payment	E 101-43100-401	Rep/Maint Buildings & G	Disposal Costs of Shed Clean-Up		\$997.73
Invoice	0894-006453850	11/15/2023			
Transaction Date	12/4/2023	General Checking	10100	Total	\$997.73
Refer	66	Ross, Ryan	-		
Cash Payment	E 101-43100-214	Uniforms	R. Ross: Class 3 Safety Hoodie		\$7.50
Invoice		11/29/2023			
Cash Payment	E 601-49350-214	Uniforms	R. Ross: Class 3 Safety Hoodie		\$7.49
Invoice		11/29/2023			
Cash Payment	E 602-49350-214	Uniforms	R. Ross: Class 3 Safety Hoodie		\$7.50
Invoice		11/29/2023			
Cash Payment	E 605-49350-214	Uniforms	R. Ross: Class 3 Safety Hoodie		\$7.50
Invoice		11/29/2023			
Transaction Date	12/5/2023	General Checking	10100	Total	\$29.99
Refer	60	RUSSELL S LOCK & KEY, INC.	-		

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Cash Payment	G 101-22200	Deferred Revenues	Security Upgrades: Move Existing Compost Driveway Camera Down Fence to Entrance Gate and Add an Additional Camera for License Plate Recognition	\$1,700.00
Invoice	A46998	11/22/2023		
Transaction Date	12/4/2023	General Checking	10100	Total \$1,700.00
Refer	43	STEINER AUTO PARTS		
Cash Payment	E 605-49350-221	Equipment repair/mtce	Wastewater Clarifiers	\$17.98
Invoice	4619-270369	11/22/2023		
Cash Payment	E 101-43100-221	Equipment repair/mtce	2019 & 2024 DumpTrucks: 2.5 Def	\$33.98
Invoice	4619-270424	11/27/2023		
Cash Payment	E 601-49350-221	Equipment repair/mtce	2017 Chevy: Battery	\$97.49
Invoice	4619-270525	11/29/2023		
Cash Payment	E 602-49350-221	Equipment repair/mtce	2017 Chevy: Battery	\$97.50
Invoice	4619-270525	11/29/2023		
Cash Payment	E 101-43100-215	Shop Supplies	Rivet, Butane Torch	\$33.97
Invoice	4619-270526	11/29/2023		
Cash Payment	E 601-49350-221	Equipment repair/mtce	2017 Chevy: Core Deposit Credit	-\$9.00
Invoice	4619-270527	11/29/2023		
Cash Payment	E 602-49350-221	Equipment repair/mtce	2017 Chevy: Core Deposit Credit	-\$9.00
Invoice	4619-270527	11/29/2023		
Cash Payment	E 101-43100-240	Small Tools and Minor E	John Deere 3046R: Push Pins for Grill	\$18.98
Invoice	4619-270706	12/4/2023		
Cash Payment	E 101-43100-222	Vehicle repair/mtce	2005 Chevy 1500: Wiper Blades	\$39.98
Invoice	4619-270709	12/4/2023		
Transaction Date	12/4/2023	General Checking	10100	Total \$321.88
Refer	84	Strehlke, Jessica		
Cash Payment	G 601-99999	Undistributed Receipts	Utility Overpayment @ 404 4th Street North	\$55.88
Invoice				
Transaction Date	12/6/2023	General Checking	10100	Total \$55.88
Refer	91	Swanson, Josh		
Cash Payment	E 230-45100-100	Wages and Salaries (G	2023 Park & Recreation Meetings - Qty 13	\$325.00
Invoice				
Cash Payment	E 230-45100-100	Wages and Salaries (G	2023 Council Meetings for Park & Recreation - Qty 4	\$100.00
Invoice				
Transaction Date	12/6/2023	General Checking	10100	Total \$425.00
Refer	47	THEIN WELL CO		
Cash Payment	E 601-49350-227	System repair & mainte	Well 5: Pulled Well for Inspection, Found Pump, Motor and Wire in Need of Replacement, Disinfect Well	\$22,765.83
Invoice	8765	11/24/2023		
Transaction Date	12/4/2023	General Checking	10100	Total \$22,765.83
Refer	56	Untiedts		
Cash Payment	E 230-45100-225	Landscaping Materials	Flowers for Pots	\$620.84
Invoice				
Transaction Date	12/4/2023	General Checking	10100	Total \$620.84
Refer	70	VARNER MOBILE SERVICES		
Cash Payment	E 101-43100-540	Heavy Machinery	2024 Western Star: DOT Truck Inspection	\$130.00
Invoice	10051	10/24/2023		



## CITY OF MONTROSE

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## Payments

Current Period: December 2023

Cash Payment	E 101-43100-540 Heavy Machinery	2019 Western Star: Scan for Check Engine Light On		\$125.00
Invoice	10052	10/24/2023		
Transaction Date	12/6/2023	General Checking	10100	Total \$255.00
Refer	62 VERIZON WIRELESS			
Cash Payment	E 101-41510-321 Telephone	Cell Phones 11/24 - 12/23/2023		\$100.08
Invoice	9950015498	11/23/2023		
Cash Payment	E 101-43100-321 Telephone	Cell Phones 11/24 - 12/23/2023		\$93.40
Invoice	9950015498	11/23/2023		
Cash Payment	E 220-42220-321 Telephone	Cell Phones 11/24 - 12/23/2023		\$40.01
Invoice	9950015498	11/23/2023		
Cash Payment	E 230-45100-321 Telephone	Cell Phones 11/24 - 12/23/2023		\$50.04
Invoice	9950015498	11/23/2023		
Cash Payment	E 601-49350-321 Telephone	Cell Phones 11/24 - 12/23/2023		\$93.39
Invoice	9950015498	11/23/2023		
Cash Payment	E 602-49350-321 Telephone	Cell Phones 11/24 - 12/23/2023		\$93.39
Invoice	9950015498	11/23/2023		
Cash Payment	E 605-49350-321 Telephone	Cell Phones 11/24 - 12/23/2023		\$50.04
Invoice	9950015498	11/23/2023		
Transaction Date	12/5/2023	General Checking	10100	Total \$520.35
Refer	96 WEX BANK			
Cash Payment	E 220-42220-212 Gas & Oil	FD Fuel: 11/7/2023 - 12/6/2023		\$1,401.05
Invoice	93746419	12/6/2023		
Transaction Date	12/8/2023	General Checking	10100	Total \$1,401.05
Refer	75 WRIGHT COUNTY JOURNAL PRES			
Cash Payment	E 101-41910-351 Legal Notices Publishing	Ordinance 2023-08: Amendment to Sacred Settlements & Micro-Units Cup		\$27.19
Invoice	8116548	11/16/2023		
Cash Payment	E 101-41510-351 Legal Notices Publishing	Public Hearing Notice: Proposed Property Taxes		\$30.81
Invoice	8116603	11/30/2023		
Transaction Date	12/6/2023	General Checking	10100	Total \$58.00
Refer	74 WRIGHT CTY FINANCE DEPT.			
Cash Payment	E 101-41410-309 Maintenance Contracts	2023 Omni Ballot Maintenance		\$200.00
Invoice	200011889	11/30/2023		
Cash Payment	E 101-41910-309 Maintenance Contracts	2023 DS200 Maintenance		\$200.00
Invoice	200011889	11/30/2023		
Transaction Date	12/6/2023	General Checking	10100	Total \$400.00

# CITY OF MONTROSE

## Payments

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Current Period: December 2023

### Fund Summary

	10100 General Checking	
101 GENERAL FUND		\$40,723.35
201 BUILDING INSPECTOR FEES		\$4,015.08
220 FIRE DEPARTMENT		\$35,498.29
230 PARK AND RECREATION		\$1,564.81
235 PARK & REC DEVELOPMENT		\$2,365.50
290 COMMUNITY CENTER		\$153.62
506 2023 STREET IMPROVEMENT		\$29,476.00
507 DOWNTOWN IMPROV		\$220,674.37
601 WATER FUND		\$25,021.77
602 SANITARY SEWER FUND		\$1,781.22
604 STORM WATER FUND		\$2.05
605 WASTEWATER PLANT		\$1,668.44
700 DEVELOPERS ESCROW		\$2,982.50
		<u>\$365,927.00</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	<u>\$365,927.00</u>
Total	\$365,927.00

**CITY OF MONTROSE**  
**Monthly Adjustments**

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Account	Tran Type	Charge Name	Charge Type	Amount	Date
01-00004094-00-	Adjustment	Sewer Collection	Service	(\$1.50)	11/1/2023
00-00001097-00-	Adjustment		UR	(\$40.86)	11/3/2023
00-00001879-01-	Adjustment		UR	(\$31.35)	11/3/2023
01-00006000-00-	Adjustment	Storm Water	Service	(\$0.73)	11/2/2023
01-00005097-00-	Adjustment	Storm Water	Service	(\$0.37)	11/1/2023
01-00005097-00-	Adjustment	Annual State Wa	Service	(\$0.07)	11/1/2023
01-00005097-00-	Adjustment	WWTP	Service	(\$1.01)	11/1/2023
01-00005097-00-	Adjustment	Sewer Collection	Service	(\$0.97)	11/1/2023
01-00005097-00-	Adjustment	R Water	Service	(\$1.15)	11/1/2023
01-00006000-00-	Adjustment	R Water	Service	(\$2.55)	11/2/2023
01-00004094-00-	Adjustment	WWTP	Service	(\$1.52)	11/1/2023
00-00001621-04-	Adjustment		UR	(\$183.70)	11/3/2023
01-00004094-00-	Adjustment	R Water	Service	(\$1.75)	11/1/2023
00-00006022-01-	Adjustment		UR	(\$479.39)	11/2/2023
00-00006027-01-	Adjustment		UR	(\$148.31)	11/2/2023
00-00005122-01-	Adjustment		UR	(\$19.23)	11/2/2023
00-00006023-01-	Adjustment		UR	(\$375.91)	11/2/2023
00-00002690-02-	Adjustment		UR	(\$43.62)	11/2/2023
00-00004062-02-	Adjustment		UR	(\$112.10)	11/2/2023
00-00001998-01-	Adjustment		UR	(\$65.13)	11/2/2023
01-00006000-00-	Adjustment	Sewer Collection	Service	(\$0.64)	11/2/2023
01-00004094-00-	Adjustment	Storm Water	Service	(\$0.39)	11/1/2023
01-00001034-01-	Adjustment	R Water	Service	(\$1.56)	11/27/2023
02-00001237-00-	Adjustment	Storm Water	Service	(\$3.49)	11/30/2023
02-00001237-00-	Adjustment	WWTP-Comm	Service	(\$0.61)	11/30/2023
02-00001237-00-	Adjustment	Sewer-Comm	Service	(\$0.55)	11/30/2023
02-00001237-00-	Adjustment	Water-Comm	Service	(\$0.67)	11/30/2023
01-00001948-00-	Adjustment	Storm Water	Service	(\$0.77)	11/27/2023
01-00001948-00-	Adjustment	WWTP	Service	(\$2.06)	11/27/2023
01-00001948-00-	Adjustment	Sewer Collection	Service	(\$1.98)	11/27/2023
01-00001948-00-	Adjustment	R Water	Service	(\$2.33)	11/27/2023
01-00001034-01-	Adjustment	Storm Water	Service	(\$0.81)	11/27/2023
00-00001832-01-	Adjustment		UR	(\$11.14)	11/3/2023
01-00001034-01-	Adjustment	Sewer Collection	Service	(\$1.29)	11/27/2023
00-00001695-00-	Adjustment		UR	(\$257.85)	11/3/2023
00-00001255-02-	Adjustment	R Water	Service	(\$14.33)	11/8/2023
00-00001255-01-	Adjustment	R Water	Service	(\$56.65)	11/8/2023
00-00001032-02-	Adjustment	R Water	Service	(\$5.77)	11/8/2023
00-00002603-02-	Adjustment		UR	(\$141.55)	11/3/2023
00-00001925-03-	Adjustment		UR	(\$10.00)	11/3/2023
00-00001690-00-	Adjustment		UR	(\$57.94)	11/3/2023
00-00001727-06-	Adjustment		UR	(\$124.52)	11/3/2023
00-00001605-01-	Adjustment		UR	(\$10.88)	11/3/2023
02-00001237-00-	Adjustment	Water-Comm	Service	(\$0.05)	11/30/2023
01-00001034-01-	Adjustment	WWTP	Service	(\$1.41)	11/27/2023
				(\$2,220.46)	

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

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

**RESOLUTION NO. 2023-39**

**A RESOLUTION DESIGNATING THE 2024 ELECTION POLLING  
LOCATION FOR THE CITY OF MONTROSE**

**WHEREAS**, the City Council of the City of Montrose, pursuant to Minnesota State Statute §204B.16, is required to designate an election polling location by resolution or ordinance within the municipality by December 31<sup>st</sup> of each year; and

**WHEREAS**, the polling place designated in the resolution applies to the following calendar year; and

**WHEREAS**, if the situation arises in the following year that the City of Montrose needs to change its polling place location in the event of an emergency or if the polling place becomes unavailable, MN State Statute §204B.16, subdivision. 1 allows the city to change a polling place following the required process to do so.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Montrose does hereby designate the 2024 Polling Location as:

**Montrose Community Center  
200 Center Avenue South  
Montrose, MN 55363**

**ADOPTED** by the City Council of the City of Montrose this 11<sup>th</sup> day of December, 2023.

\_\_\_\_\_  
Robert W. Moynagh III  
Mayor

**ATTEST:**

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



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

**RESOLUTION NO. 2023-40**

**A RESOLUTION AUTHORIZING THE YEAR 2024 FINAL PROPERTY  
TAX LEVY AND BUDGET**

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

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

**WHEREAS**, the City Council of the City of Montrose, Wright County, Minnesota has received the proposed 2024 City Budget Document.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Montrose, Wright County, Minnesota that the following sum of money be levied in the year 2023, collectible in the year 2024 upon the taxable property in said City of Montrose for the following purposes, as shown in the attached Exhibit “A” to this Resolution; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the City Council of the City of Montrose, Wright County, Minnesota that the proposed year 2024 City Budget Document attached to this Resolution as Exhibit “B” is hereby approved; and

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

**ADOPTED** by the City Council of the City of Montrose this 11<sup>th</sup> day of December, 2023.

\_\_\_\_\_  
Robert W. Moynagh III, Mayor

**ATTEST:**

\_\_\_\_\_  
Jaclyn Heinz, City Clerk/Treasurer

Return by: December 28, 2023  
City Taxes Voted

**2024 Proposed**

[illegible]

For Office Use

## Tax System

Excel

Jackie Heinz, Clerk / Treasurer

## Exhibit B

**2024 BUDGET COMPARISON**

<b>General Fund</b>	<b>2023</b>	<b>2023</b>
Council	\$25,930.00	\$26,230.00
Elections	\$3,075.00	\$4,450.00
Administration	\$266,450.00	\$288,000.00
Assessing	\$30,000.00	\$30,000.00
Legal	\$29,000.00	\$29,000.00
P&Z	\$83,300.00	\$71,975.00
Buildings	\$15,000.00	\$15,000.00
Police	\$316,638.00	\$384,300.00
Building Inspect/Permits	\$35,000.00	\$22,000.00
Emergency Mgmt.	\$15,385.00	\$15,385.00
Animals	\$0.00	\$0.00
Public Works/Streets	\$384,200.00	\$402,150.00
<b>General Fund Total</b>	<b>\$1,203,978.00</b>	<b>\$1,288,490.00</b>
<b>Fire Department</b>	<b>\$345,150.00</b>	<b>\$389,250.00</b>
<b>Park &amp; Rec (General)</b>	<b>\$277,475.00</b>	<b>\$237,550.00</b>
<b>Park Development</b>	<b>\$10,000.00</b>	<b>\$140,000.00</b>
<b>EDA</b>	<b>\$13,500.00</b>	<b>\$12,500.00</b>
<b>Community Center</b>	<b>\$42,360.00</b>	<b>\$54,450.00</b>
<b>Debt Service</b>	<b>\$574,275.00</b>	<b>\$622,913.00</b>
<b>Capital Projects</b>	<b>\$120,000.00</b>	<b>\$277,956.00</b>
<b>Utility Expansion Funds</b>	<b>\$80,000.00</b>	<b>\$80,000.00</b>
<b>Water Fund</b>	<b>\$663,409.00</b>	<b>\$754,445.00</b>
<b>Sewer Fund</b>	<b>\$288,510.00</b>	<b>\$313,750.00</b>
<b>Storm Water Fund</b>	<b>\$139,150.00</b>	<b>\$146,250.00</b>
<b>WWTP Fund</b>	<b>\$474,290.00</b>	<b>\$578,050.00</b>
<b>Total Budget</b>	<b>\$4,232,097.00</b>	<b>\$4,895,604.00</b>

## December 11, 2023

The 2024 levy for the City of Montrose that is being considered is \$1,842,431. This is a 4.5% increase or \$79,574 over 2023. The major contributing factor in this increase is

The estimated tax capacity for 2024 is \$4,175,964 compared to \$3,681,203 for 2023 or approximately a 13.44% increase. With the estimated increase in the tax capacity the tax rate will decrease by approximately 3.77% which is a 44.12% tax rate.

Property tax is calculated as follows:

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

Tax Rate calculation is:

Proposed Levy divided by the total city Tax Capacity

Below is an estimate of property tax based on value:

2023 Property Value	\$ 150,000	\$ 200,000	\$ 250,000
Tax Amount at 47.89%	\$ 716.70	\$ 955.60	\$ 1,194.50
2024 Property Value	\$ 150,000	\$ 200,000	\$ 250,000
Tax Amount at 44.12 %	\$ 661.80	\$ 882.40	\$ 1,103.00
Difference	\$ -54.90	\$ -73.20	\$ -91.50

## NET TAX CAPACITY

<u>Payable Year</u>	<u>Taxable Net Tax Capacity</u>
2024	\$4,175,964 (Wright Co. initial estimate of 13.44% rise)
2023	\$3,681,203
2022	\$2,885,872
2021	\$2,695,905
2020	\$2,576,199
2019	\$2,195,173
2018	\$1,987,141
2017	\$1,856,872
2016	\$1,761,784
2015	\$1,634,237
2014	\$1,479,534
2013	\$1,349,426
2012	\$1,517,241
2011	\$1,775,497
2010	\$1,985,905
2009	\$2,189,232
2008	\$2,080,680
2007	\$1,846,642
2006	\$1,450,926



## Wright County Sheriff's Office

Sheriff Sean Deringer

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



Montrose Monthly Report 2023

Printed on December 1, 2023

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>911 Hang-up Total: 2</b>					
11/06/23 10:45	911 Hang-up	2023100870			911
11/20/23 10:02	911 Hang-up	2023105619			911
<b>911 Open Line Total: 4</b>					
11/10/23 00:50	911 Open Line	2023102082			911
11/11/23 09:44	911 Open Line	2023102512			911
11/19/23 03:40	911 Open Line	2023105167			911
11/24/23 15:22	911 Open Line	2023106972			911
<b>Abandoned Vehicle Total: 1</b>					
11/15/23 18:54	Abandoned Vehicle	2023103931	Civil Complaint	WP23030013	Phone
<b>Agency Assist Total: 2</b>					
11/21/23 15:34	Agency Assist	2023105963	Agency Assist	WP23030538	Phone
11/30/23 18:33	Agency Assist	2023109120			Phone
<b>Animal Total: 6</b>					
11/04/23 13:39	Animal	2023100242	Animal	WP23028887	Phone
11/10/23 15:11	Animal	2023102233	Animal	WP23029515	Phone
11/16/23 06:34	Animal	2023104057	Animal	WP23030037	Phone
11/17/23 13:07	Animal	2023104484			Phone
11/19/23 15:14	Animal	2023105274			Phone
11/23/23 03:20	Animal	2023106603	Animal	WP23030713	Phone
<b>Assault Total: 1</b>					
11/19/23 01:17	Assault	2023105146	Assault	WP23030328	911
<b>Check Welfare Total: 4</b>					
11/04/23 17:22	Check Welfare	2023100308	Check Welfare	WP23028905	911
11/18/23 11:43	Check Welfare	2023104931	Check Welfare	WP23030270	Phone
11/25/23 17:08	Check Welfare	2023107378	Check Welfare	WP23030897	911
11/29/23 19:15	Check Welfare	2023108772	Check Welfare	WP23031289	911
<b>Citizen Aid Total: 1</b>					
11/17/23 21:31	Citizen Aid	2023104688	Citizen Aid	WP23030237	Phone
<b>Civil Complaint Total: 4</b>					
11/05/23 09:32	Civil Complaint	2023100489	Civil Complaint	WP23028958	911
11/17/23 16:40	Civil Complaint	2023104557	Civil Complaint	WP23030205	Phone
11/29/23 13:51	Civil Complaint	2023108644	Civil Complaint	WP23031245	Phone
11/30/23 13:50	Civil Complaint	2023109033	Civil Complaint	WP23031358	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>Civil Process Total: 23</b>					
11/01/23 09:54	Civil Process	2023099120			Officer
11/01/23 15:28	Civil Process	2023099210			Officer
11/02/23 09:32	Civil Process	2023099449			Officer
11/03/23 17:08	Civil Process	2023099954			Officer
11/03/23 17:12	Civil Process	2023099957			Officer
11/06/23 12:04	Civil Process	2023100892			Officer
11/07/23 11:25	Civil Process	2023101210			Officer
11/07/23 11:36	Civil Process	2023101214			Officer
11/07/23 16:55	Civil Process	2023101303			Officer
11/07/23 17:01	Civil Process	2023101308			Officer
11/09/23 16:20	Civil Process	2023101939			Officer
11/09/23 19:48	Civil Process	2023102001			
11/16/23 12:39	Civil Process	2023104157			Officer
11/20/23 15:02	Civil Process	2023105704			Officer
11/20/23 15:10	Civil Process	2023105707			Officer
11/20/23 15:22	Civil Process	2023105713			Officer
11/20/23 15:30	Civil Process	2023105715			Officer
11/22/23 08:46	Civil Process	2023106245			Officer
11/22/23 08:56	Civil Process	2023106250			Officer
11/22/23 09:07	Civil Process	2023106253			Officer
11/28/23 16:29	Civil Process	2023108358			Officer
11/28/23 16:41	Civil Process	2023108361			Officer
11/29/23 09:31	Civil Process	2023108548			Officer
<b>Civil Standby Total: 1</b>					
11/28/23 09:30	Civil Standby	2023108202			
<b>Commercial General Alarm Total: 1</b>					
11/07/23 02:03	Commercial General	2023101108			Phone
<b>Court Order Violation Total: 2</b>					
11/22/23 10:54	Court Order Violation	2023106282	Court Order Violation	WP23030600	
11/25/23 15:08	Court Order Violation	2023107346	Court Order Violation	WP23030887	Phone
<b>Criminal Damage to Property Total: 1</b>					
11/14/23 17:52	Criminal Damage to	2023103539	Criminal Damage to Property	WP23029906	Phone
<b>Domestic Disturbance Total: 3</b>					
11/03/23 07:54	Domestic Disturbance	2023099772	Domestic Disturbance	WP23028730	911
11/21/23 20:08	Domestic Disturbance	2023106041	Medical - Psychiatric -	WP23030554	911
11/25/23 19:49	Domestic Disturbance	2023107432	Domestic Disturbance	WP23030906	Phone
<b>Fire - Other Total: 4</b>					
11/04/23 19:16	Fire - Other	2023100352	Fire - Other	WP23028916	911
11/06/23 15:21	Fire - Other	2023100941	Fire - Other	WP23029079	Phone
11/09/23 14:56	Fire - Other	2023101900	Fire - Other	WP23029389	911
11/25/23 12:13	Fire - Other	2023107316	Fire - Other	WP23030877	911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>Fraud - Checks - Cards Total: 1</b>					
11/01/23 19:31	Fraud - Checks - Cards	2023099283	Civil Complaint	WP23028595	Phone
<b>Fraud - Forgery Total: 2</b>					
11/24/23 12:55	Fraud - Forgery	2023106938	Fraud - Forgery	WP23030795	
11/27/23 11:40	Fraud - Forgery	2023107906	Fraud - Forgery	WP23031041	
<b>Fraud - Internet Total: 1</b>					
11/02/23 16:54	Fraud - Internet	2023099580	Fraud - Internet	WP23028673	Phone
<b>Harassment Total: 2</b>					
11/13/23 11:44	Harassment	2023103055	Harassment	WP23029758	Phone
11/24/23 11:24	Harassment	2023106911	Harassment	WP23030787	Phone
<b>Juvenile - Complaint Total: 1</b>					
11/02/23 11:15	Juvenile - Complaint	2023099472	Juvenile - Complaint	WP23028644	Phone
<b>Juvenile - Runaway Total: 1</b>					
11/14/23 15:57	Juvenile - Runaway	2023103499	Juvenile - Runaway	WP23029888	Phone
<b>Lost - Found Property Total: 2</b>					
11/07/23 09:19	Lost - Found Property	2023101172	Lost - Found Property	WP23029149	
11/25/23 21:43	Lost - Found Property	2023107466	Lost - Found Property	WP23030915	
<b>Medical - Allergies - Stings Total: 1</b>					
11/11/23 09:05	Medical - Allergies -	2023102509			911
<b>Medical - Back Pain Total: 1</b>					
11/13/23 08:46	Medical - Back Pain	2023103021			911
<b>Medical - Breathing Problems Total: 2</b>					
11/01/23 19:24	Medical - Breathing	2023099278			911
11/29/23 14:15	Medical - Breathing	2023108653			911
<b>Medical - Chest Pain Total: 1</b>					
11/06/23 08:40	Medical - Chest Pain	2023100834			Phone
<b>Medical - Diabetic Total: 1</b>					
11/17/23 10:29	Medical - Diabetic	2023104446			911
<b>Medical - Fall Under 6 Feet Total: 3</b>					
11/06/23 07:31	Medical - Fall Under 6	2023100824			Phone
11/16/23 16:55	Medical - Fall Under 6	2023104241			911
11/17/23 14:03	Medical - Fall Under 6	2023104500			911
<b>Medical - Sick Total: 5</b>					
11/10/23 11:06	Medical - Sick	2023102164			911
11/17/23 10:23	Medical - Sick	2023104445			911
11/17/23 21:03	Medical - Sick	2023104676			911
11/28/23 16:03	Medical - Sick	2023108348			911
11/29/23 19:31	Medical - Sick	2023108775			911



Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>Medical - Stroke Total: 1</b>					
11/13/23 06:32	Medical - Stroke	2023102994			911
<b>Medical - Unconscious - Fainting Total: 2</b>					
11/09/23 20:43	Medical - Unconscious -	2023102022			911
11/30/23 15:18	Medical - Unconscious -	2023109050			Phone
<b>Medical - Unknown Total: 1</b>					
11/08/23 03:39	Medical - Unknown	2023101411			911
<b>Motorist Aid Total: 1</b>					
11/07/23 16:50	Motorist Aid	2023101300			
<b>MVA - No Injuries Total: 1</b>					
11/13/23 07:28	MVA - No Injuries	2023103002	Agency Assist	WP23029738	911
<b>Neighborhood Dispute Total: 1</b>					
11/05/23 12:46	Neighborhood Dispute	2023100538	Neighborhood Dispute	WP23028974	
<b>Noise Total: 1</b>					
11/22/23 22:36	Noise	2023106530	Noise	WP23030695	
<b>Parking Total: 1</b>					
11/10/23 14:36	Parking	2023102223	Parking	WP23029507	
<b>Probation Check Total: 1</b>					
11/29/23 17:46	Probation Check	2023108739			Officer
<b>Repossession Total: 1</b>					
11/20/23 23:03	Repossession	2023105820			
<b>Residential Fire Alarm Total: 1</b>					
11/18/23 04:32	Residential Fire Alarm	2023104850			Phone
<b>Residential General Alarm Total: 1</b>					
11/20/23 23:50	Residential General	2023105825			Phone
<b>Residential Medical Alarm Total: 3</b>					
11/07/23 23:17	Residential Medical	2023101382			Phone
11/18/23 00:41	Residential Medical	2023104744			Phone
11/27/23 15:08	Residential Medical	2023107975			Phone
<b>SIA Business Walk Through Total: 6</b>					
11/08/23 10:57	SIA Business Walk	2023101491			
11/08/23 13:11	SIA Business Walk	2023101529			
11/08/23 13:32	SIA Business Walk	2023101537			
11/09/23 13:31	SIA Business Walk	2023101876			
11/22/23 10:39	SIA Business Walk	2023106279			
11/29/23 12:23	SIA Business Walk	2023108607			
<b>SIA City Council - City Hall Total: 1</b>					

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/13/23 17:59	SIA City Council - City	2023103181			Officer

### SIA Door Check Total: 1

11/10/23 17:41	SIA Door Check	2023102277			
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### SIA Other Total: 1

11/09/23 16:18	SIA Other	2023101938	Drugs	WP23029410	
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### SIA School Check Total: 2

11/09/23 07:51	SIA School Check	2023101759			
11/29/23 12:48	SIA School Check	2023108621			

### SIA Winter Parking Warning Total: 56

11/04/23 01:22	SIA Winter Parking	2023100125			
11/04/23 01:24	SIA Winter Parking	2023100126			
11/04/23 01:27	SIA Winter Parking	2023100127			
11/04/23 01:29	SIA Winter Parking	2023100130			
11/04/23 01:31	SIA Winter Parking	2023100131			
11/04/23 01:33	SIA Winter Parking	2023100132			
11/04/23 01:36	SIA Winter Parking	2023100133			
11/04/23 01:41	SIA Winter Parking	2023100134			
11/04/23 01:45	SIA Winter Parking	2023100135			
11/04/23 01:48	SIA Winter Parking	2023100137			
11/06/23 01:22	SIA Winter Parking	2023100748			
11/06/23 01:25	SIA Winter Parking	2023100749			
11/06/23 01:30	SIA Winter Parking	2023100750			
11/06/23 01:33	SIA Winter Parking	2023100752			
11/06/23 01:36	SIA Winter Parking	2023100754			
11/06/23 01:39	SIA Winter Parking	2023100755			
11/06/23 01:47	SIA Winter Parking	2023100757			
11/06/23 01:48	SIA Winter Parking	2023100758			
11/07/23 01:09	SIA Winter Parking	2023101100			
11/07/23 01:12	SIA Winter Parking	2023101102			
11/07/23 01:16	SIA Winter Parking	2023101105			
11/07/23 01:25	SIA Winter Parking	2023101106			
11/08/23 04:17	SIA Winter Parking	2023101417			
11/08/23 04:21	SIA Winter Parking	2023101418			
11/08/23 04:25	SIA Winter Parking	2023101419			
11/08/23 04:28	SIA Winter Parking	2023101420			
11/08/23 04:35	SIA Winter Parking	2023101421			
11/08/23 04:39	SIA Winter Parking	2023101422			
11/14/23 05:26	SIA Winter Parking	2023103349			
11/14/23 05:29	SIA Winter Parking	2023103350			
11/14/23 05:35	SIA Winter Parking	2023103351			
11/15/23 01:14	SIA Winter Parking	2023103627			
11/15/23 01:16	SIA Winter Parking	2023103628			
11/15/23 01:20	SIA Winter Parking	2023103629			
11/15/23 01:27	SIA Winter Parking	2023103630			

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/15/23 01:30	SIA Winter Parking	2023103631			
11/15/23 01:33	SIA Winter Parking	2023103632			
11/15/23 01:35	SIA Winter Parking	2023103634			
11/15/23 01:39	SIA Winter Parking	2023103635			
11/15/23 01:42	SIA Winter Parking	2023103636			
11/15/23 01:45	SIA Winter Parking	2023103638			
11/15/23 01:47	SIA Winter Parking	2023103639			
11/16/23 11:28	SIA Winter Parking	2023104136			
11/20/23 01:02	SIA Winter Parking	2023105436			
11/20/23 01:07	SIA Winter Parking	2023105437			
11/20/23 01:10	SIA Winter Parking	2023105439			
11/20/23 01:12	SIA Winter Parking	2023105440			
11/20/23 01:16	SIA Winter Parking	2023105441			
11/20/23 01:17	SIA Winter Parking	2023105443			
11/20/23 05:11	SIA Winter Parking	2023105552			
11/20/23 05:16	SIA Winter Parking	2023105554			
11/20/23 05:18	SIA Winter Parking	2023105556			
11/22/23 01:17	SIA Winter Parking	2023106110			
11/22/23 01:23	SIA Winter Parking	2023106112			
11/22/23 01:42	SIA Winter Parking	2023106119			
11/22/23 01:44	SIA Winter Parking	2023106120			

### Stoparm Violation Total: 1

11/03/23 11:04	Stoparm Violation	2023099833	Stoparm Violation	WP23028752	Other
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### Surveillance Total: 1

11/27/23 12:30	Surveillance	2023107924			
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### Suspicious - Circumstances Total: 3

11/04/23 08:56	Suspicious -	2023100172	Suspicious - Circumstances	WP23028855	Phone
11/07/23 07:57	Suspicious -	2023101148	Suspicious - Circumstances	WP23029137	Phone
11/27/23 16:20	Suspicious -	2023107995	Suspicious - Circumstances	WP23031074	911

### Suspicious - Person - Vehicle Total: 3

11/10/23 20:34	Suspicious - Person -	2023102346	Suspicious - Person - Vehicle	WP23029548	Phone
11/18/23 06:19	Suspicious - Person -	2023104863	Suspicious - Person - Vehicle	WP23030251	911
11/24/23 17:50	Suspicious - Person -	2023107025	Suspicious - Person - Vehicle	WP23030824	Phone

### Theft - From Vehicle Total: 1

11/18/23 19:34	Theft - From Vehicle	2023105059	Theft - From Vehicle	WP23030311	911
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### Threats Total: 1

11/25/23 08:04	Threats	2023107268	Suspicious - Circumstances	WP23030864	Phone
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### Traffic - Complaint Total: 2

11/18/23 10:46	Traffic - Complaint	2023104911	Traffic - Complaint	WP23030263	Phone
11/27/23 18:05	Traffic - Complaint	2023108034	Traffic - Complaint	WP23031084	911

### Traffic Stop Total: 46

11/01/23 15:42	Traffic Stop	2023099215			Officer
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Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/01/23 16:28	Traffic Stop	2023099230			Officer
11/01/23 20:44	Traffic Stop	2023099309			Officer
11/02/23 22:05	Traffic Stop	2023099710			Officer
11/03/23 00:14	Traffic Stop	2023099738	Traffic Stop	WP23028718	Officer
11/04/23 12:12	Traffic Stop	2023100218			Officer
11/04/23 20:11	Traffic Stop	2023100373			Officer
11/05/23 00:33	Traffic Stop	2023100439			Officer
11/05/23 19:04	Traffic Stop	2023100667			Officer
11/05/23 20:29	Traffic Stop	2023100698			Officer
11/05/23 21:12	Traffic Stop	2023100712			Officer
11/06/23 12:33	Traffic Stop	2023100901			Officer
11/06/23 23:51	Traffic Stop	2023101093			Officer
11/07/23 10:33	Traffic Stop	2023101194			Officer
11/07/23 12:12	Traffic Stop	2023101221			Officer
11/07/23 22:58	Traffic Stop	2023101380	Traffic Stop	WP23029230	Officer
11/10/23 21:45	Traffic Stop	2023102387			Officer
11/10/23 22:09	Traffic Stop	2023102399			Officer
11/10/23 22:15	Traffic Stop	2023102402			Officer
11/11/23 00:29	Traffic Stop	2023102446			Officer
11/11/23 21:01	Traffic Stop	2023102674			Officer
11/11/23 22:57	Traffic Stop	2023102715			Officer
11/12/23 22:48	Traffic Stop	2023102965			Officer
11/13/23 13:24	Traffic Stop	2023103088			Officer
11/15/23 20:37	Traffic Stop	2023103972			Officer
11/16/23 14:06	Traffic Stop	2023104193			Officer
11/17/23 09:24	Traffic Stop	2023104427	Traffic Stop	WP23030160	Officer
11/17/23 11:26	Traffic Stop	2023104463			Officer
11/17/23 16:31	Traffic Stop	2023104553			Officer
11/17/23 23:12	Traffic Stop	2023104718			Officer
11/18/23 19:31	Traffic Stop	2023105057			Officer
11/19/23 02:18	Traffic Stop	2023105152			Officer
11/19/23 16:31	Traffic Stop	2023105320			Officer
11/19/23 22:40	Traffic Stop	2023105420	DUI	WP23030400	Officer
11/20/23 13:14	Traffic Stop	2023105669	Traffic Stop	WP23030437	Officer
11/23/23 23:32	Traffic Stop	2023106817			Officer
11/23/23 23:53	Traffic Stop	2023106822			Officer
11/24/23 22:38	Traffic Stop	2023107123			Officer
11/24/23 22:59	Traffic Stop	2023107131			Officer
11/24/23 23:31	Traffic Stop	2023107141			Officer
11/24/23 23:40	Traffic Stop	2023107145			Officer
11/26/23 18:33	Traffic Stop	2023107748			Officer
11/27/23 13:09	Traffic Stop	2023107944			Officer
11/28/23 00:09	Traffic Stop	2023108129	DUI	WP23031109	Officer
11/29/23 09:58	Traffic Stop	2023108558			Officer
11/29/23 18:30	Traffic Stop	2023108754	Traffic Stop	WP23031282	Officer

**Trespass Total: 2**

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
11/01/23 05:42	Trespass	2023099079	Trespass	WP23028528	Phone
11/09/23 12:53	Trespass	2023101866	Trespass	WP23029377	

### Unwanted Person Total: 5

11/07/23 06:56	Unwanted Person	2023101133	Unwanted Person	WP23029134	Phone
11/07/23 19:05	Unwanted Person	2023101345	Medical - Psychiatric -	WP23029218	911
11/10/23 07:31	Unwanted Person	2023102108	Unwanted Person	WP23029463	Phone
11/17/23 23:53	Unwanted Person	2023104735	Unwanted Person	WP23030243	911
11/23/23 19:04	Unwanted Person	2023106740	Intoxicated Person	WP23030743	911

### Warrant - Arrest Total: 1

11/27/23 18:34	Warrant - Arrest	2023108040	Warrant - Arrest	WP23031087	
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### Warrant - Attempt Total: 1

11/29/23 18:43	Warrant - Attempt	2023108759			
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**Total Records: 234**

## Montrose/Waverly Patrol Hour Summary

<b>Hours Purchased Per Contract:</b>	<b>5,840.00</b>	
<b>Starting Hours (beginning of month):</b>	<b>979.00</b>	
<b>M-T-D (detailed below):</b>	<b>473.00</b>	** Estimated Hours not verified by final monthly payroll
<b>Balance going forward (to next month):</b>	<b>506.00</b>	
<b>Y-T-D:</b>	<b>5,334.00</b>	

### Shift Start

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

15-Nov-23	10:00	15-Nov-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
16-Nov-23	18:00	17-Nov-23	2:00 Montrose/Wave	4630 Sheriff Gener	8
16-Nov-23	10:00	16-Nov-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
17-Nov-23	18:00	18-Nov-23	2:00 Montrose/Wave	4630 Sheriff Gener	8
17-Nov-23	10:00	17-Nov-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
18-Nov-23	18:00	19-Nov-23	2:00 Montrose/Wave	4630 Sheriff Gener	8
18-Nov-23	10:00	18-Nov-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
19-Nov-23	18:00	20-Nov-23	2:00 Montrose/Wave	4630 Sheriff Gener	8
19-Nov-23	10:00	19-Nov-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
20-Nov-23	16:00	21-Nov-23	2:00 Montrose/Wave	4630 Sheriff Gener	10
20-Nov-23	10:00	20-Nov-23	16:00 Montrose/Wave	4620 Sheriff Gener	6
21-Nov-23	16:00	22-Nov-23	2:00 Montrose/Wave	4630 Sheriff Gener	10
21-Nov-23	10:00	21-Nov-23	16:00 Montrose/Wave	4620 Sheriff Gener	6
22-Nov-23	16:00	23-Nov-23	2:00 Montrose/Wave	4630 Sheriff Gener	10
22-Nov-23	10:00	22-Nov-23	16:00 Montrose/Wave	4620 Sheriff Gener	6
23-Nov-23	16:00	24-Nov-23	2:00 Montrose/Wave	4630 Sheriff Gener	10
23-Nov-23	10:00	23-Nov-23	16:00 Montrose/Wave	4620 Sheriff Gener	6
24-Nov-23	18:00	25-Nov-23	2:00 Montrose/Wave	4630 Sheriff Gener	8
24-Nov-23	10:00	24-Nov-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
25-Nov-23	18:00	26-Nov-23	2:00 Montrose/Wave	4630 Sheriff Gener	8
25-Nov-23	10:00	25-Nov-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
26-Nov-23	18:00	27-Nov-23	2:00 Montrose/Wave	4630 Sheriff Gener	8
26-Nov-23	10:00	26-Nov-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
27-Nov-23	18:00	28-Nov-23	2:00 Montrose/Wave	4630 Sheriff Gener	8
27-Nov-23	10:00	27-Nov-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
28-Nov-23	10:00	28-Nov-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
28-Nov-23	18:00	29-Nov-23	2:00 Montrose/Wave	4630 Sheriff Gener	8
29-Nov-23	18:00	30-Nov-23	2:00 Montrose/Wave	4630 Sheriff Gener	8
29-Nov-23	10:00	29-Nov-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
30-Nov-23	18:00	1-Dec-23	2:00 Montrose/Wave	4630 Sheriff Gener	8
30-Nov-23	10:00	30-Nov-23	18:00 Montrose/Wave	4620 Sheriff Gener	8
<b>TOTAL:</b>					<b>473.00</b>

## REQUEST FOR COUNCIL ACTION

Submittal deadline is Tuesday prior to the council meeting

MEETING DATE December 11, 2023

NAME: Justin Emery with J.K. Emery Properties, Inc

ADDRESS: 601 Nelson Blvd. Montrose, MN

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

I'm writing for a request to have my 10/16-11/15 water bill amount adjusted. We used an amount of 15,425 gallons of water. The water was used for the pressure washing of the building prior to the new paint. I have no issues with paying for the water used but I'm requesting a lower amount for the Sewer and WWTP charges. On an average for 2023 we typically use about 1,000 gallons of water, or roughly an average bill of \$100. 2022 we averaged about 1500 gallons of water due to more washing of trucks.

Looking to see if I can catch a little slack on this bill for the extra charges.

**Council Action:** Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_ To: \_\_\_\_\_





# Monthly Activity Report Montrose Fire Department

Prepared and Presented by  
Kevin Triplett – Fire Chief



**Period: 11/01/2023 thru 11/30/2023 (NOVEMBER)**

## **CALLS**

Total Calls: 29

# of Calls NOVEMBER 2022 = 44

EMS Calls: 26

2022 vs 2023 (2023 = -15)

Other Calls:

11/24 - #23334 – Fire Investigation (Mutual Aid to Waverly FD) – Woodland T

11/19 - #23332 – Grass Fire (Mutual Aid to Waverly FD) – Marysville T

11/18 - #23330 – Fire Alarm - Montrose

Total calls to Date 2023 – 340

2022 vs 2023 ( 2022 = +21)

Total calls this time in 2022 - 319

## **Call Districts**

Montrose City: 19

Franklin Township: 0

Marysville Township: 4

Woodland Township: 6

Other: 0

## **TRAINING:**

11/14/2023 – Meeting / Truck Maintenance

11/21/2023 – Annual Health Physicals & Agility Testing

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

11/08/2023 – Decal replacement/repair on T-11

11/13/2023 – City Council Meeting

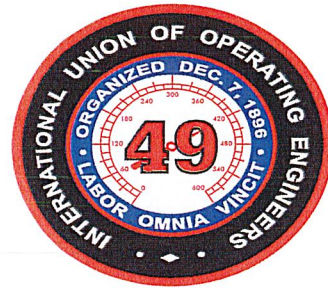
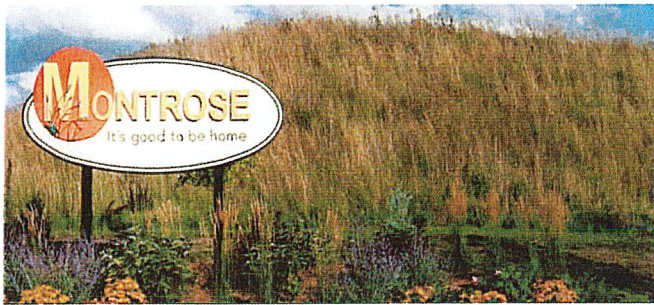
## **SPECIAL INFO**

- 2 new people are currently in the hiring process
- Evan Kako resigned from the department on 11/17/2023. Evan has served on the department since 05/08/2023 (6 months, 1 week, 2 days)
- Have been working on getting new SCBA's through a financing program over the course of the month – They have arrived and we are awaiting in-service training to put them all into service
- Stenciling on bell completed (M. Marketon/MFRA)

## **Acknowledgments**

- Evan Kako for serving for 6 months, 1 week & 2 days with the Montrose Fire Department
- Public works for assisting in removing and putting back the bell out front

Between  
THE CITY OF MONTROSE  
And  
INTERNATIONAL UNION OF OPERATING  
ENGINEERS, LOCAL NO. 49



January 1, 2024 through December 31, 2026

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## **ARTICLE 1 - PURPOSE OF AGREEMENT**

This AGREEMENT is entered into between the City of Montrose hereinafter called the EMPLOYER, and Local No. 49, International Union of Operating Engineers, hereinafter called the UNION.

The intent and purpose of this AGREEMENT is to:

1. 1 Establish certain hours, wages and other conditions of employment;
1. 2 Establish procedures for the resolution of disputes concerning this AGREEMENT'S interpretation and/or application;
1. 3 Specify the full and complete understanding of the parties; and
1. 4 Place in written form the parties' agreement upon terms and conditions of employment for the duration of this AGREEMENT. The EMPLOYER and the UNION, through this AGREEMENT, continue their dedication to the highest quality of public service. Both parties recognize this AGREEMENT as a pledge of this dedication.

## **ARTICLE 2 – RECOGNITION**

- 2.1 The EMPLOYER recognizes the UNION as the exclusive representative for all Employees in the job classifications listed below who are public Employees within the meaning of Minn. Stat. §179A.03, Subdivision 14 excluding supervisory, confidential and all other Employees:

Maintenance Worker I  
 Maintenance Worker II  
 Crew Leader Maintenance Worker III  
 Utility Field Maintenance Operator  
 Operator I  
 Operator II  
 Chief Operator  
 Administrative Assistant  
 Deputy Treasurer  
 Deputy Clerk

## **ARTICLE 3 – DEFINITIONS**

- 3.1 UNION: The International Union of Operating Engineers, Local No. 49.
- 3.2 EMPLOYER: The City of Montrose
- 3.3 UNION MEMBERS: Members of the International Union of Operating Engineers, Local No. 49.



- 3.4 EMPLOYEE: A member of the exclusively recognized bargaining unit.
- 3.5 BASE PAY RATE: The Employee's hourly rate exclusive of any special allowances.
- 3.6 OVERTIME: All hours on, in pay status shall be computed for purposes of computing overtime in excess of 40 hours within an employee's pay week will be compensated at 1-1/2 times the employee's regular base pay rate.
- 3.7 CALL BACK: Return of an Employee to a specified work site to perform assigned duties at the express authorization of the Employer at a time other than a scheduled shift. An extension of or an early report to a scheduled shift is not a call back.
- 3.8 IMMEDIATE FAMILY: Spouse, partner, children, grandchildren, parents, grandparents, siblings (including any step-or in-law in the proceeding list.)
- 3.9 DAYS: Unless otherwise indicated, mean the Employer's regular business days.
- 3.10 PROMOTION: A permanent change of an Employee from a position in one (1) work classification to a position in another work classification within the bargaining unit with more responsibility or duties and higher compensation.
- 3.11 TRANSFER: A change of Employee from one (1) position to another position in the same work classification or to another work classification, in the same compensation range within the bargaining unit, usually involving the performance of similar duties and requiring essentially the same basic qualifications.
- 3.12 EMERGENCY: A crisis situation or condition which reasonably may be expected to endanger life or property as defined by the Employer.
- 3.13 PROBATION PERIOD: Means Twelve (12) months from the Employee's date of hire.
- 3.14 PROMOTION PERIOD: Means 90 days from the date of promotion that is designated as a reasonable time period to learn the job.
- 3.15 RESIGNATION IN GOOD STANDING: An Employee leaving service with the Employer after giving a two (2) week notice, providing the Employee has not been discharged for misconduct.

#### **ARTICLE 4 – NON-DISCRIMINATION**

The Employer and the Union agree not to discriminate against any Employee on any basis prohibited by law.

## **ARTICLE 5 – UNION RIGHTS**

In recognition of the Union as the exclusive representative the Employer shall:

- 5.1 Deduct each payroll period an amount sufficient to provide the payment of dues established by the Union from the wages of all Employees authorizing in writing such deduction; and remit such deduction to the appropriate designated officer of the Union.
- 5.2 The Union may designate certain Employees from the bargaining unit to act as Stewards and shall inform the Employer in writing of such choice.
- 5.3 The Employer shall make available to the Union mutually agreed upon facilities at reasonable times for the purposes of conducting Union business.
- 5.4 The Employer agrees to make space available on the Employer bulletin board for the posting of official Union notice(s) and announcements.
- 5.5 The Union agrees to indemnify and hold harmless the Employer against any claims, suits, order, or judgments brought or issued against the Employer under the provisions of this article.
- 5.6 All Employees who have completed thirty (30) calendar days of employment shall become members of the Union and shall maintain their membership in good standing. "In good standing," for the purpose of this Agreement, is defined as to mean the payment of a standard initiation fee and standard regular monthly and or administrative dues uniformly required as a condition of acquiring or retaining membership in the Union.

## **ARTICLE 6 – EMPLOYER AUTHORITY**

- 6.1 The Employer retains the full and unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited by this Agreement. Employer is able to take any and all actions necessary to carry out the operations of the employer in situations involving a disaster or emergency.

## **ARTICLE 7 – SAVINGS CLAUSE**

This Agreement is subject to the law. In the event that any provision of this Agreement shall be held to be contrary to the law by a Court of competent jurisdiction or administrative agency from whose final judgment or decree no appeal is made within the time provided, such provision shall be voided.

All other provisions of this Agreement shall continue in full force and effect. The voided provisions shall be renegotiated upon written request of either party.

## ARTICLE 8 – EMPLOYEE RIGHTS/ GRIEVANCE PROCEDURE

- 8.1 A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.
- 8.2 **Union Representative.** The Employer will recognize representatives designated by the Union as the grievance representatives of the bargaining unit. The Union shall notify the Employer in writing of the names of such Union representatives and of their successors when so designated.
- 8.3 **Processing of a Grievance.** It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the Employees and shall therefore be accomplished during normal working hours only when consistent with such Employee duties and responsibilities. The aggrieved Employee and the Union representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours provided the Employee and the Union representative have notified and received the approval of the designated supervisor.
- 8.4 **Procedure.** Grievances, as defined by Section 8.1, shall be resolved in conformance with the following procedure:

Step 1. An Employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the Employer. At this step, the grievance may be presented in writing. The Employer will discuss and give an answer, in writing, to such Step 1 grievance within twenty-one (21) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it was based, the provision or provisions of the Agreement allegedly violated, and the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the Employer's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 2 representative. The Employer-designated representative shall give the Union the Employer's Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer-designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days shall be considered waived.

Step 3. Any grievance unresolved in Step 2 and appealed in Step 3 may be submitted to the Minnesota Bureau of Mediation Services. A grievance not resolved in Step 3 may be appealed in writing to Step 4 by the Union within fourteen (14) calendar days. Any grievance not appealed in writing to Step 4 by the Union within fourteen (14) calendar days shall be considered waived.

Step 4. A grievance unresolved in Step 3 and appealed to Step 4 shall be submitted to arbitration. The Employer and the Union representative shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the parties cannot agree on an arbitrator, the selection of an arbitrator shall be made in accordance with the Rules established by the Bureau of Mediation Services.

The Union and the Employer will endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the Union and the Employer are unable to agree on an arbitrator, they may request, from the Director of the Bureau of Mediation Services, a list of qualified arbitrators. The parties will alternately strike names from the list of arbitrators until only one (1) name remains. The remaining arbitrator will hear and decide the grievance. If the parties are unable to agree on who will strike the first name the question will be decided by the flip of a coin.

#### **8.5 Arbitrator's Authority**

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the issue(s) submitted by the Employer and the Union in writing and shall have no authority to make a decision on any other issue not so submitted.

The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted to both parties in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. One (1) representative of the Union, the grievant and all reasonably necessary Employee witnesses shall receive their regular salary and wages for the time spent in the arbitration proceeding, if during regular work hours. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

**Waiver.** If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specific time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that Step and immediately appeal the grievance to the next Step. The time limit in each Step may be extended by mutual agreement of the Employer and the Union.

## **ARTICLE 9 – PROGRESSIVE DISCIPLINE**

- 9.1 The Employer will discipline Employees for just cause only. Discipline will be in one (1) or more of the following forms:
  - A. Oral reprimand
  - B. Written reprimand
  - C. Administrative leave
  - D. Suspension
  - E. Demotion, or
  - F. Discharge
- 9.2 Written reprimands, notices of suspensions, notices of demotion and notices of discharge which are to become part of an Employee's personnel file will be read and acknowledged by signature of the Employee. Employees and the Union will receive a copy of such reprimands and/or notices.
- 9.3 Employees may examine their individual personal files once every six months at reasonable times in accordance with state law.
- 9.4 Employees will not be questioned concerning an investigation of disciplinary action unless the Employee had been given adequate opportunity to have a Union representative present at such questioning.
- 9.5 Grievances relating to this article shall be initiated by the Union at Step 2 of the grievance procedure under Article 8 of this Agreement.

## **ARTICLE 10 – JOB SAFETY/TRAINING**

- 10.1 Accident and injury free operations shall be the goal of all Employers and Employees. To this end, the Employer and Employee will, to the best of their ability, abide by and live up to the requirements of all State and Federal Laws, Construction Safety Codes and Regulations, and all Department of Transportation (DOT) Regulations.
- 10.2 The Employer shall issue rules and notices to the Employees regarding on the job safety requirements. Any Employee violating such rules or notices may be subject to disciplinary action. No Employee may be discharged for refusing to work under unsafe conditions.



- 10.3 The time an Employee spends attending training during their scheduled shift, approved by the Employer shall be considered working hours for the purpose of computing wages and other benefits provided by this Agreement.

## **ARTICLE 11 – WORK SCHEDULES**

- 11.1 The authority in work schedules is the Employer. The normal workday for an Employee shall be nine (9) hours for full-time Employees. The normal workweek shall be forty (40) hours for full-time Employees, 7:00 a.m. to 4:30 p.m., Monday through Thursday and Friday 7:00 a.m. to 11:00 a.m.
- 11.2 Service to the public may require the establishment of regular shifts for some Employees on a daily, weekly, seasonal, or annual basis other than the normal day. The Employer will give seven (7) calendar days advance notice to the Employees affected by the establishment of work shifts different from the Employee's normal Monday through Friday workday.
- 11.3 In the event that work is required because of unusual circumstances such as (but not limited to) fire, flood, snow, sleet or breakdown of municipal equipment or facilities, no advance notice need be given. It is not required that an Employee working other than the normal workday be scheduled to work more than nine (9) hours, however, each Employee has an obligation to work a reasonable amount of overtime or callbacks if requested unless unusual circumstances prevent the Employee from so working.
- 11.4 Every regular Employee when working under conditions where a break period is practical shall be granted a 15-minute rest period for each four (4) hours worked. Rest periods should be scheduled so as not to interfere with work requirements. Rest periods can be taken at the end of the first four hours of workday and at the beginning of the last four hours of the workday, thus creating a 1-hour lunch period for Employees who wish to do so.

## **ARTICLE 12 – OVERTIME PAY**

- 12.1 All hours on, in pay status shall be computed for purposes of computing overtime in excess of 40 hours within an Employee's pay week will be compensated at one and one half (1-1/2) times the Employee's regular base pay rate.
- 12.2 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.
- 12.3 All hours assigned and worked in excess of forty (40) hours per week shall be worked by the "on-call" Employee. If other Employees are needed to perform the callout assignment, such overtime work shall be distributed equally. All Employees may be required to work overtime as defined in Article 12.

- 12.4 Compensatory Time off may be used by an Employee in lieu of overtime pay. Leave time to be used shall be approved by the Employee's supervisor. Compensatory time taken shall be considered as time worked. For non-exempt Employees, accrued compensatory time is to be earned at one and one-half (1-1/2) in accordance with the Fair Labor Standards Act. Hours accrued may not exceed 80. If a non-exempt Employee accrues more than 40 80 hours, those hours exceeding 80 hours shall be paid at one and one-half (1-1/2) at the time of the next payroll. Upon leaving employment, any accrued compensatory time will be paid out at the Employee's current rate of pay.

### ARTICLE 13 – STAND BY DUTY, WEEKEND DUTY AND CALL IN PAY:

- 13.1 **Stand-by Duty.** The EMPLOYEE responsible for call in during this period would be the Employee scheduled on the stand-by duty roster. Compensation for Stand-by Duty shall be \$45.00 daily and \$75.00 for any holiday. During a call in, Employees responsible for a call in will be compensated an additional two (2) hours of pay minimum for each call in. The call in period may extend beyond 2 hours if the work requires. The Employee on stand-by duty is allowed to use a City vehicle and only allowed to use city vehicle to and from work.
- 13.2 **Weekend Duty.** The EMPLOYEE on Stand-by will also be responsible for Weekend Duty. Weekend Duty shall consist of performing routine work such as, but not limited to, city lift stations, wells and duties within WWTP. Employees shall be compensated for hours worked while performing Weekend Duty on weekends and holidays at the EMPLOYEE'S regular rate of pay. Under normal circumstances and conditions, weekend duty shall require approximately 2 hours of work per day on weekends and holidays. However, this is not a minimum requirement or limit to the hours of work but rather a benchmark. Additionally, an EMPLOYEE who has completed the assigned weekend duty and is called back to the City for additional work shall be compensated in the amount specified for Stand- by Duty within this Article.

### ARTICLE 14 – SENIORITY

- 14.1 **Definition:** Seniority will be determined by an Employee's length of continuous service with the Employer and posted in an appropriate location.
- 14.2 **Probationary Employees:** During the probationary period, an Employee may be discharged at the sole discretion of the Employer.
- 14.3 **Layoff:** If the Employer should layoff any bargaining unit Employee(s) at the City for any reason, the following conditions shall apply:
- A. The Employer shall determine the position(s) in the classification which are to be eliminated provided, however, that all Employees in temporary and part-time positions shall be laid off before regular Employees.

- B. Seniority, as spelled out in Article 14.1 of the Agreement, shall govern the order in which Employees are laid off and recalled. In the event that a layoff becomes necessary, the Employer shall lay off Employees in inverse order of their seniority as full-time regular Employees. The Employer shall give written notice to the Employee to be laid off with a copy to the Union, at least fourteen (14) calendar days prior to the effective date of the layoff whenever practicable.
- C. In the event a position of a higher class is eliminated and layoffs become necessary, Employees may exercise their seniority as regular full time Employees, to displace (bump) less senior Employees of a lower class in which the Employee is qualified.

#### **14.4 Recall:**

- A. Employees shall be recalled in the order of their seniority to the highest employment conditions and wages that their seniority as regular full time Employees would entitle them to receive.
- B. An Employee on lay-off shall be notified of recall by personal notice (receipted) or certified mail (return receipt requested) sent to the Employee's last known address at least fourteen (14) calendar days prior to the reporting date. The Employee shall notify the Employer of their intent to return to work and shall report to work on the reporting date specified by the Employer unless other arrangements have been agreed to by the Employer in writing. If the Employee does not return to work under the terms of recall mutually agreed to by the parties, the Employee shall be deemed to have terminated employment with the City. Employees shall remain on a call back list for twenty-four (24) months.
- C. It shall be the responsibility of the Employee to keep the City advised of their current mailing address.

#### **14.5 Temporary Call Back:**

- A. Notwithstanding the provision of this Agreement covering a recall the Employer may call back laid off Employees to perform available work that is of a temporary emergency nature.
- B. The provisions of Section 14.4(A) above shall apply to all call-backs of an emergency nature.
- C. The refusal by an Employee to accept a temporary assignment, or the Employer's inability to contact an Employee in any manner other than prescribed in Section 14.4(B) above, shall not be considered a refusal to accept recall from layoff.
- D. The Employer may, however, report to the Minnesota Department of Jobs and Training the name of any Employee that is unavailable for work or refuses to accept an assignment of short duration.

- E. Time worked during a call-back shall extend the Employees status on the call back list referred to in 14.4(B) for a time equal to the duration of temporary employment.
- 14.6 During a period when any Employee is laid off under Article 14.3 the Employer agrees Overtime will not be used to subvert the need for the laid off Employee.
- 14.7 **Vacancies:** Job vacancies within the bargaining unit will be posted by the Employer in the department in a conspicuous place, for a period of seven (7) working days. An Employee must apply for the position within the seven (7) working days after such notice is posted. An Employee assigned to the posted job will be on promotion period of 90 days, during which time the Employee will be returned to their former position upon the request of the Employee, without loss of seniority provided their former position is unfilled. The Employer may return an Employee to their former position at any time during the promotion period of 90 days, if in the City's opinion; the Employee is unable or unwilling to perform the duties of the position satisfactorily.
- 14.8 **Promotion:** Seniority and qualifications will be the determining criteria for promotion within the bargaining unit when job-relevant qualifications are equal.

## ARTICLE 15 – COMPENSATION

- 15.1 **Rates of Pay:** Employees covered by this Agreement shall be compensated in accordance with the Salary Schedule marked "Appendix A" attached hereto and made a part of this Agreement.
- 15.2 **Pay Days:** Employees shall be paid biweekly by automatic deposit for the prior two weeks on alternating Thursday. When a payday falls on a holiday, Employees shall receive pay the preceding workday.
- 15.3 Employees shall have the right to choose paid leave or compensatory time to apply if such an event arises. Notification of any change that is needed in regards to the previous sentence shall be given to the Employer prior to the end of the pay period by the Employee is required.

## ARTICLE 16 – VACATION

- 16.1 **ELIGIBILITY** — All Regular Employees are entitled to paid vacation leave. Upon employment with the City, Employees will receive 80 hours of vacation. The hours cannot be used until after 3 months of employment, but after such date the hours may be expended during an Employee's Probationary Period.
- 16.2 At each of the following annual review date, Employees will receive the following vacation hours:

MONTHS OF SERVICE

ACCRUAL RATE

3 months-3 years	80 hours (2 weeks)
4-8 years	120 hours (3 weeks)
9-13 years	160 hours (4 weeks)
14+ years	200 hours (5 weeks)

- 16.3 An Employee cannot carry over more than 120 hours of vacation beyond the Employee's review date of April 1 of each calendar year. If more than 120 hours is banked at the end of the year any amount over 120 will be lost.
- 16.4 Each department head is responsible for the leave schedule of City employees within their jurisdiction. Leaves of one week or more shall be scheduled with no less than two weeks notice. Leaves of three weeks or more require approval from the City Council. Employees wishing to use vacation time are to submit a leave request form to their department head.
- 16.5 Upon leaving employment with the City of Montrose, unused vacation time that has been accrued up to the date of cessation shall be paid out at the employee's current rate of pay if the employee has been employed with the City for greater than one (1) year.

## ARTICLE 17 – LEAVE

- 17.1 **Sick Leave-** Each employee on the seniority list shall be entitled to sick leave beginning with the first day of a personal illness, according to the following formula: Sick leave shall be accumulated at the beginning of a period by each employee on the seniority list in the amount of one (1) day for each calendar month or major fraction thereof worked. Sick leave may be used in accordance with the State of Minnesota Department of Labor and Industry Earned Sick And Safe Time Law ([Earned sick and safe time | Minnesota Department of Labor and Industry \(mn.gov\)](https://www.dhs.gov/eisaa)).
- 17.2 Unused sick leave day may accumulate to a maximum credit of 480 hours of sick leave per Employee. After an Employee has accumulated 480 hours of sick leave, the Employee will stop earning sick leave until the total hours have decreased below the 480 maximum.
- 17.3 Upon leaving employment, one-third of an Employee's accumulated sick time shall be paid out to them directly.
- 17.4 For the purpose of accumulation of additional vacation or sick leave, and Employee using earned vacation or sick leave is considered to be working.
- 17.5 Employer will allow Employees to donate sick leave to fellow Employees City of Montrose who have exhausted their sick and vacation time. Employee must maintain 100 hours of sick leave on the books.
- 17.6 **Military Leave** — Shall be governed by current City of Montrose Personnel policy and current law.
- 17.7 **Family Care Leave-** Shall be governed by current City of Montrose Personnel policy and current law.



- 17.8 **Parenting Leave-** Shall be governed by current City of Montrose Personnel policy and current law.

## **ARTICLE 18 – BEREAVEMENT LEAVE**

- 18.1 Up to three days with pay may be taken in the case of serious illness or death in any Employee's immediate family. Immediate family includes: spouse, partner, children, grandchildren, parents, grandparents, siblings (including any step-or in-law in the proceeding list.) Additional days may be allowed by an Employee's applicable Department Head, but will be considered as unpaid Leave. Accumulated sick leave or vacation may be used for unpaid days
- 18.2 Employees may be allowed one-half unpaid day off or may utilize sick leave or vacation to attend the funeral of a friend or acquaintance other than a member of the Employee's immediate family.

## **ARTICLE 19 – LEAVE OF ABSENCE**

- 19.1 Leave of absence paid and unpaid shall be governed by current City of Montrose personnel policy and current law.
- 19.2 Jury or Witness Duty- Shall be governed by current City of Montrose Personnel policy and current law.

## **ARTICLE 20 – INSURANCE**

- 20.1 Health and Dental Insurance - The City will offer health and dental insurance through the Local 49 Health and Welfare Fund Insurance plan for eligible full-time Employees, his/her partner, and his/her dependents. The City shall contribute 95% of the health insurance premium costs and the Employee shall contribute 5% for eligible full-time Employees, his/her partner, and his/her dependents.
- 20.2 Life Insurance - The City will contribute a monthly amount towards group life insurance benefits for each eligible full time Employee his / her partner, and his / her dependents.
- 20.3 HRA Account — The city shall make a contribution to every Employee's HRA at \$200.00 per month .
- 20.4 Retirement — The public Employees Retirement Association (PERA) provides for eligible City Employees to participate in a retirement program. Employees contribute a percentage of

their total salary to PERA through payroll deductions. The City also contributes a percentage of the Employee's total salary as determined by Minnesota Statutes for PERA on behalf of the Employees. Participation in PERA is mandatory unless otherwise specified in Minnesota Statutes.

- 20.5 Long Term Disability Insurance — Employees will contribute a monthly amount towards LTD insurance benefits. Participation is mandatory, as it is a group policy. The amount to be contributed and the type of coverage are determined by the Employee.
- 20.6 Short Term Disability Insurance - Employees will contribute a monthly amount towards STD insurance benefits. Participation is mandatory, as it is a group policy. The amount to be contributed and the type of coverage are determined by the Employee.

## **ARTICLE 21 – HOLIDAYS**

- 21.1 Recognized Holidays. Holidays include the following:

➤ New Year's Day.....	January 1
➤ Martin Luther King Day.....	Third Monday, January
➤ President's Day.....	Third Monday, February
➤ Memorial Day.....	Last Monday, May
➤ Juneteenth.....	June 19
➤ Independence Day.....	July 4
➤ Labor Day.....	First Monday, September
➤ Veteran's Day.....	November 11
➤ Thanksgiving Day.....	Fourth Thursday, November
➤ Friday After Thanksgiving.....	Fourth Friday, November
➤ Christmas Day.....	December 25
➤ Two Floating Holidays.....	

➤ Friday after Thanksgiving Day is in lieu of Columbus Day holiday.

## **ARTICLE 22 – UNIFORMS**

### **Safety and Clothing Allowance**

- 22.1 The City will provide rental uniforms based on the following list per year per Employee:

11- Safety Shirts  
11-Jean pants

Employees shall be reimbursed up to \$250 per year for the purchase of winter and fall clothing to include but not limited to sweatshirts, polo shirts, and winter insulated coverall or bib/jacket combination upon proof of expenditures.

- 22.2 The Employer agrees to reimburse Employees a sum not to exceed two hundred dollars (\$250) per year for the purchase of safety shoes or boots and presents a receipt for the purchase of certified safety shoes/boots.
- 22.3 The Employer will provide one (1) pair of safety eyeglasses per Employee.
- 22.4 Employees will be required to be in uniform each workday, with the uniforms in good condition free from tears, rips or fraying.

## **ARTICLE 23 – TUITION REIMBURSEMENT**

- 23.1 Employees may be reimbursed for educational expenses up to \$5,000 annually when the education is relevant to the position of employment. To be eligible for reimbursement, the Employee must first have prior approval from the City Council and the Employee's Department Head and present proof of completion with a passing grade. The City will pay the cost of tuition upon successful completion (C grade or better) or pass in a pass/ fail course of the approved course. Employees must reimburse the City if they leave employment within twelve (12) months of receiving tuition reimbursement from the City.

## **ARTICLE 24 – WAIVER**

- 24.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment to the extent inconsistent with the provisions of this Agreement, are hereby superseded.
- 24.2 The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this Agreement. The Employer and the Union each voluntarily waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered by this Agreement, even though such terms or conditions may not have been within the knowledge or contemplation of either or both of the parties at the time that this contract was negotiated or executed.
- 24.3 The Montrose personnel policy is still in effect for all provision and are not superseded by this CBA.

## **ARTICLE 25 — Harassment/Sexual Harassment**

**POLICY STATEMENT:** The city of Montrose is committed to providing and maintaining a workplace free of all verbal and physical harassment, including sexual harassment and discrimination. Harassment is unwarranted and unwanted verbal or nonverbal conduct which threatens, intimidates, or insults another person, where such conduct has the purpose or effect of creating an offensive, intimidating, or degrading environment, or interferes with or adversely affects a person's work performance.

**SCOPE:** It is the City of Montrose policy to fully support enforcement of state and federal antidiscrimination laws.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when: i) submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of an individual's employment; ii) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or, iii) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidation, hostile, or offensive employment environment and the employer knows or should have known of the existences of the harassment and fails to take timely and appropriate action.

Examples of inappropriate conduct include, but are limited to: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for date or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual request or behavior. In summary, sexual harassment is the unwanted, unwelcome, and repeated action of an individual against another individual, using sexual overtones as a means of creating stress.

Any Employee who believes they have been the victim of alleged sexual harassment in addition to any Employee or third persons who have knowledge of, belief of, or who have been witnesses of conduct constituting sexual harassment shall immediately report the conduct to either their immediate supervisor or the City Administrator. Employees are also encouraged to make it clear to the harasser that the conduct is unwelcome and to document the conversation as well as document the occurrence of harassment. The City will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and related retaliation. All allegations will be investigated. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible. Failure of any supervisor or other staff to forward any report of alleged harassment to the appropriate person may result in discipline. Reprisal against a complaining Employee or a witness is strictly prohibited. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action. Further information pertaining to this subject may be obtained from our department head or the City Administrator.

## ARTICLE 26 – DURATION

This Agreement shall be in effect from January 1, 2024 and shall remain in effect to December 31, 2026 thereafter unless either party gives notice as may be required by State Statute of their desire to amend this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their signatures.

CITY OF MONTROSE

INTERNATIONAL UNION OF OPERATING  
ENGINEERS, LOCAL NO. 49

\_\_\_\_\_  
Robert W. Moynagh III, Mayor

\_\_\_\_\_  
Jason A. George, Business Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Sam Solarz, Council Member

\_\_\_\_\_  
Aaron Rasset, Area Business Representative

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Roy Henry, Jr., Steward

Date: \_\_\_\_\_

\_\_\_\_\_  
Cristy Gerard, Steward

Date: \_\_\_\_\_

## Appendix "A"

### Wage and Classification Rates

2024. All Employees covered under this agreement shall receive a six (6%) wage increase. All Employees who have not reached their max wage amount as listed in the table below shall receive an additional three and one-half (3.5%) wage increase with a successful annual performance review, which will be made up of two bi-annual reviews. Employees will not receive the performance increase once they have reached their maximum wage as identified in the table below.

2025. All Employees covered under this agreement shall receive a six (6%) wage increase. All Employees who have not reached their max wage amount as listed in the table below shall receive an additional three and one-half (3.5%) wage increase with a successful annual performance review, which will be made up of two bi-annual reviews. Employees will not receive the performance increase once they have reached their maximum wage as identified in the table below.

2026. All Employees covered under this agreement shall receive a six (6%) wage increase. All Employees who have not reached their max wage amount as listed in the table below shall receive an additional three and one-half (3.5%) wage increase with a successful annual performance review, which will be made up of two bi-annual reviews. Employees will not receive the performance increase once they have reached their maximum wage as identified in the table below.

	MIN	MAX
Administrative Assistant	\$28.00	\$32.00
Deputy Clerk	\$33.00	\$40.00
Deputy Treasurer	\$33.00	\$40.00
Operator I	\$29.00	\$32.00
Operator II	\$32.00	\$37.00
Chief Operator	\$37.00	\$42.00
Maint Worker I	\$28.00	\$30.00
Maint Worker II	\$30.00	\$32.00
Maint Worker III	\$32.00	\$40.00

\*Min/Max shall be adjusted according to Cola increases.



## APPENDIX "B"

### Seasonal Employees/ Temporary Employees

1. Seasonal Employee: An Employee who works in a position for 100 days or less to conduct seasonal work. Seasonal Employees may be full-time or part time Seasonal Employees do not earn benefits or credit for seniority. During the seasonal employment period, no member of the bargaining unit will be laid off. The City reserves the right to lay off bargaining unit members during the seasonal period if the City has laid off all Retiree Seasonal Employees and seasonal Employees. The City reserves its management right to determine the size of the work force on all cases.
2. Temporary Employees: Means an Employee who works in a temporary position. Such jobs may have a defined start and end date or may be for the duration of a specific project, and shall not consist of more than 67 day in a calendar year. Temporary Employees may be full-time or part time. Temporary Employees so not earn benefits or credit for seniority.

**City of Montrose  
Park & Recreation Commission**

Minutes  
October 3<sup>rd</sup>, 2023

Pursuant to call and notice the Park & Recreation Commission met on October 3<sup>rd</sup>, 2023 at 6:00 p.m. at Montrose City Hall.

**1. CALL TO ORDER**

The meeting was called or order at 6:00 pm by Commissioner Nelson.

**2. ROLL CALL**

Present were Commission Members Toby Nelson, Eddie Kolasa, Josh Swanson, Kim Niska and Kayla McCluskey. Deputy Clerk Cristy Gerard and City Council Member Michelle Otto were also present.

**3. APPROVAL OF MEETING AGENDA**

A request was made to add two items to the agenda, item 7e: Halloween Decoration Judging and item 7f: New Commission position appointments. A motion was made by Commissioner Kolasa to approve the meeting agenda. The motion was seconded by Commissioner Swanson. Motion carried 5-0.

**4. OLD BUSINESS**

**a. Park & Trail Plan**

**i. New Plan Completion**

The Park & Rec Commission has submitted all of the proposed park changes/updates to the City. Currently waiting on edits to the plan being made.

**ii. Bolton & Menk**

The City has requested the required updates from the city engineers for the Park & Trail plan but have not yet gotten anything back from them.

**b. Lions Benches**

City Council approved the concrete installation for the 6 new benches that were requested. The Park & Rec Commission located these after the September meeting.

**c. Fall Festival**

The Fall Festival was a great success. There was a good turnout and all the feedback that we have received was positive. This turned out to be a great way for the Commission, and the City, to offer family fun to the community.

**5. NEW BUSINESS**

**a. Community Gardens Closing**

Public works is set to follow up with the garden closing the beginning of November and will report back any plots that may not have been properly cleaned up.

**b. New Bylaws**

- i. The Park and Rec Commission will plan a joint meeting with City Council to discuss sections of the Bylaws that may require edits. The Commission would also like to discuss some of the new regulations for recreational programming that have been talked about amongst members but that need clarification. The city attorney will provide some information on what types of programming will be allowed.

**c. Community/Recreational Programming Ideas**

Some ideas for new programming were discussed including events such as game nights for Seniors, possibly even offering of a kid's drop off night for parents when kids could interact and play games with the seniors. After our meeting with City Council we will be able to discuss this further.

**d. Resignation of Commission Members**

Two of our Commission members have officially submitted their resignation notices. Toby Nelson has been asked to serve on the City Council in the seat that was recently vacated by Nicole Andreoff. Kim Niska also submitted her resignation as she is unable to continue to serve at this time.

- Newly elected Chairperson Swanson will attend the next City Council meeting and request that the Commission be allowed to operate with only 3 members until the vacant spots can be filled.
- The Commissioners and City staff will work to recruit new Commission members through various channels.

**e. Halloween Decoration Judging**

The (now three-person) Commission agreed to carry out the photographing of the houses decorated for Halloween on October 26<sup>th</sup>. Deputy Clerk Gerard will post this date on social media channels for the city and the Commission will review the photos and choose the winners at their November meeting.

**f. New Position Appointments**

With the resignations the Commission needed to reassign positions.

- Commissioner Kolasa nominated Josh Swanson to Commission Chair. Commissioner McCluskey seconded the nomination. Vote to elect Commissioner Swanson as Chairperson carried 5-0.
- Commissioner McCluskey nominated Eddie Kolasa to Commission Co-Chair. Commissioner Nelson seconded the nomination. Vote to elect Commissioner Kolasa as Co-Chairperson carried 5-0.

**6. NEXT MEETING**

The next regular meeting will be held Tuesday, November 7<sup>th</sup>, 2023 at 6:00 pm at City Hall.

**7. ADJOURN**

Commissioner McCluskety motioned to adjourn the meeting at 6:45 pm, Commissioner Swanson seconded the motion. Motion carried 5-0.

**City of Montrose  
Park & Recreation Commission**

Minutes  
November 9<sup>th</sup>, 2023

Pursuant to call and notice the Park & Recreation Commission and Montrose City Council held a joint meeting on November 9<sup>th</sup>, 2023 at 6:00 p.m. at Montrose City Hall.

**1. CALL TO ORDER**

The meeting was called or order at 6:00 pm by Commission Chairperson Swanson.

**2. ROLL CALL**

Present were Commission Members Josh Swanson, Eddie Kolasa and Kayla McCluskey. City Council members present were: Mayor Kirby Moynagh, Sam Solarz, David Paradeise, Michelle Otto and Toby Nelson. Deputy Clerk Cristy Gerard and City Administrator Jessica Bonniwell were also present.

**3. APPROVAL OF MEETING AGENDA**

A motion was made by Commissioner Kolasa to approve the meeting agenda. The motion was seconded by Commissioner McCluskey. Motion carried 3-0.

**4. APPROVAL OF OCTOBER MEETING MINUTES**

Approvals of October minutes was tabled as Secretary McCluskey did not have them completed yet.

**5. CITY COUNCIL JOINT MEETING BUSINESS**

**a. Park & Recreation Commission Bylaws**

There was discussion regarding changes that needed to be made the to the bylaws due to recent changes in allowed recreational programming. Commissioner Swanson made a motion to change Article II, Section 4 of the Bylaws by removing the Easter event and Summer Splash event and to remove the attendance requirements. Motion was seconded by Commissioner Kolasa and carried 3-0.

**b. Recreational Event Programming Discussion**

The Commissioners and City Council discussed the stipulations in the letter from the city attorney regarding recreational events that would be allowed to be held and funded by the City and Park & Rec Commission.

**6. OLD BUSINESS**

**a. Park & Trail Plan**

It was discussed if any of the Commission members were able to dedicate time to completing the Park & Trail Plan. Commissioner McCluskey suggested that the city should allocate funding to have the plan completed and it was agreed that the Commissioners would investigate some options for having it done professionally and bring the options to City Council.

## 7. **NEW BUSINESS**

### a. **Halloween Decoration Judging**

Commissioners reviewed the photos and discussed the decorations.

Winners:           1<sup>st</sup> Place: 311 Center Ave  
                           2<sup>nd</sup> Place: 723 7<sup>th</sup> St  
                           3<sup>rd</sup> Place: 823 Emerson Ave

Deputy Clerk Gerard will notify the winners and ask them to attend the December 11<sup>th</sup> City Council meeting to accept their awards from Mayor Moynagh.

### b. **Community Garden Closing**

The Commission reviewed photos of the closed garden plots. There were a few plots that had debris left that brought on debate about whether or not debris should be allowed to be left if the gardener was renting the same plot for next year. It was agreed that this would be tabled for further consideration and possible rule changes for the gardens made by the Commission.

### c. **Bingo & Grace Place**

Celebrate Montrose was looking for volunteers to help at Bingo on 11/16.

## 8. **NEXT MEETING**

Commissioner Kolasa made a motion to move the regular meeting time up to 5:30 pm for the winter meetings. The motion was seconded by Commissioner McCluskey and carried 3-0. The next regular meeting will be held Tuesday, December 5<sup>th</sup>, 2023 at 5:30 pm at City Hall.

## 9. **ADJOURN**

Commissioner McCluskey motioned to adjourn the meeting at 7:23 pm, Commissioner Kolasa seconded the motion. Motion carried 3-0.

**BY- LAWS FOR THE PARKS AND RECREATION COMMISSION**

**CITY OF MONTROSE**

**ARTICLE I. Name of Commission.**

The name of this organization, as established by City Ordinance 23.02 shall be the Montrose Parks and Recreation Commission.

**ARTICLE II. Membership.**

Section 1. Members shall consist of at least five (5), but no more than seven (7), people to be appointed by the Mayor upon majority consent of the City Council for staggered terms of three years. Members shall be residents of the city. All members must be eligible voters in the State of Minnesota. An appointment to fill a vacancy shall be only for the unexpired portion of the term of the vacancy. Each member shall be entitled to one vote.

Section 2. In addition to this membership, there shall be one (1) ex-officio member to be appointed annually from among the City Council members.

Section 3. Attendance shall be required. Missing three (3) consecutive meetings without excuse shall be grounds for dismissal from the commission.

Section 4. Plan and participate in Fall Decorating Contest, Winter Decorating Contest, and recreational programming. Missing multiple events without excuse shall be grounds for dismissal from the commission.

**ARTICLE III. Officers.**

Section 1. The officers of the commission shall consist of a chairperson, vice-chair, and secretary.

Section 2. The chairperson shall preside over all meetings and hearings of the commission and shall have the duties normally conferred by parliamentary procedure on such officer.

Section 3. The vice-chairperson shall perform such duties as may be assigned by the chairperson and shall assume the responsibilities of the chairperson in the absence of the chairperson.

Section 4. The secretary shall keep minutes and records of the commission, and with the assistance of such staff as is available, shall prepare the agenda of regular and special meetings under the direction of the chairperson, provide notice of all meetings to commission members, arrange proper legal notice of hearings, attend to the correspondence of the commission, and other such duties as are normally carried out by a secretary. The secretary shall provide copies of all the minutes, agenda, and records for the city offices.

Section 5. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at meetings of this commission.

Section 6. Attendees at meetings who are not designated as Commission Members, City Council Appointed Liaison or City Staff member shall be there in the capacity of a City resident and if time permits will be granted the opportunity to speak after raising their hand and being recognized by the Commission Chair.

**ARTICLE IV. Election of Officers.**

Section 1. The annual organization meeting shall be held on the first Tuesday in January at 6:00 p.m.



Section 2. Nominations of commission members shall be made from the floor at the annual organizational meeting, and election of the officers specified in Article III, Section 1 shall follow.

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Section 3. The commission member nominated receiving a majority vote of the entire membership of the commission shall be declared elected and shall serve for one (1) year.

Section 4. Vacancies of a commission officer position shall be filled by regular election procedures. The election to fill the vacancy shall be only for the unexpired portion of the term of the vacancy.

#### **ARTICLE V. Meetings.**

Section 1. Meetings shall be held on the first Tuesday of the month at City Hall. In the event of a conflict with holidays, or other events, a majority of the commission members may change the date of said future meeting.

Section 2. A quorum shall consist of a majority of the appointed members. Voting shall be by consensus or by roll call, if required by ordinance or law. A record of any necessary roll call vote shall be kept as part of the minutes.

Section 3. Special Meetings may be called by the chairperson or a commission member. The secretary shall notify all commission members of the special meeting not less than three (3) days in advance of said special meeting unless there is an emergency.

Section 4. All meetings or portions of meetings at which official action is taken shall be open to the public.

Section 5. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at meetings of this commission.

#### **ARTICLE VI. Order of Business.**

Section 1. The order of business at regular meetings shall be:

- a. Call to order
- b. Roll call of members
- c. Approval of agenda
- d. Secretary's report and approval of previous meeting minutes
- e. Financial report
- f. Reports of officers, committees, and members
- g. Public hearings
- h. Old business
- i. New business
- j. Announcements
- k. Next meeting place, date, and time
- l. Adjournment

#### **Article VII Hearings.**

Section 1. In addition to those required by law, the commission may hold public hearings when it decides that such hearings will be in the public's interest.

Section 2. Notice of the time and place of such hearing shall be published once in the official newspaper of the City at least ten days prior to said hearing.

Section 3. The matter before the commission shall be presented in summary by the chairperson or a member of the commission designated by the chairperson, and parties in interest shall privilege of the floor.

Section 4. A record shall be kept of those speaking before the commission at such hearings.

**ARTICLE VIII Amendments.**

Section 1. These by-laws may be amended by a consensus vote of the entire membership of the commission.

ADOPTED this date: *May 16, 2023*

ATTEST:

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(Mayor)

---

(City Administrator)

## Montrose Community Garden Rules

Adopted May 12, 2014/Updated December 2023

Located at the intersection of Arapahoe and Aspen Lanes

### Registration:

- Registration will begin November 2nd for current garden renters by filling out a rental agreement and code of conduct form.
- Priority for the following gardening year will be open after November 15<sup>th</sup> on a first come basis to all Montrose City residents.
- Each household will be allowed to reserve one plot in advance of May 1st unless they had 2 plots the previous year.
- Fee due at time of registration.
- On May 1st all remaining garden plots will become available

### Garden Cancellations:

- If you decide not to use your garden plot, contact city hall @ 763-575-7422 immediately so the plot can be reassigned.
- Fees will only be refunded if the garden plot is reserved by another gardener.
- No refunds will be given after June 1st.

### Rental Provisions:

- The 2023 fee for each 20' x 20' garden plot is \$40.00, plus a \$100.00 cash deposit that is refundable at the end of the season *if the gardener/resident completely cleans out their plot* according to the safety and courtesy guidelines. The \$40.00 plot reservation fee and \$100.00 cash deposit are due at the time of registration. **If the gardener/resident does comply with the safety and courtesy guidelines, they may no longer be allowed to rent a garden plot from the City of Montrose.**

### Plot Size

- The plots are approximately 20' x 20' and will be marked with a stake and number.

### Opening Date:

- The target date for opening is Saturday, May 1, 2022. This may vary due to weather and soil conditions.
- The City will not be doing any preparation work in the gardens beginning Spring 2021 (per City Council decision) – it will be up to the gardener/resident to till and prepare the garden plots for use.
- Gardens must be maintained all summer long.

### Garbage and Composting:

- It is the responsibility of the plot tenant to remove all garbage and compost from their plot.

#### Water:

- Water is available for watering gardens; however, no fertilizer may be applied through city water.
- Unattended use of sprinklers and/or water is not allowed.

#### Safety and Courtesy:

- Each gardener is asked to be respectful of other gardens, including wearing headphones when listening to music.
- Do not allow vine crops to extend beyond the boundaries of your plot.
- **Be sure that tall crops do not shade neighboring plots.**
- Pick crops from your garden only.
- Use cultivation or mulches to control weeds.
- Weeding should be done weekly so that they are not allowed to reseed.
- Do not use fertilizers, insecticides or weed repellents that will in any way affect other plots or negatively affect the plot for future use.
- Mixing or storing of chemicals at the garden is prohibited.
- Gardeners will be conscious of their impact on the soil and the neighboring plots.
- Perennials planted in individual's plots must be removed before the fall clean up.
- Wood structures are not allowed, including garden boxes.
- Horseradish, mint and other perennial crops that are invasive are not allowed.
- Pets are not allowed in the garden area or in the park.
- ~~Landscape fabric, plastic, newspaper, etc. is prohibited.~~
- **Weed barriers:**
  - Plastic barriers may be used as weed barriers in garden plots, but their condition will be assessed at the end of the garden season. If plastic barriers are in good condition, they may be permitted to remain for the following year's rental, provided that the current renter renews their agreement and pays their rental fees for the following year.
- Cardboard used for weed control will be permitted, provided it is properly maintained. Cardboard that has broken down must be removed from plots at the end of the season unless the renter renews their agreement and pays their rental fees for the following year. In that case the cardboard can remain for the following year.
- All weed barriers must be secured.
- Weed barrier methods not specified in these rules will be considered by the Parks and Recreation Commission on a case-by-case basis.
- **Alternative Mulches:**
  - Gardeners are encouraged to use natural mulches, such as straw or wood chips, as garden barriers, ensuring they do not impede the growth of neighboring plots.
  - The use of corn litter as a mulching material is permitted, provided it is well-maintained and poses no threat to other gardeners or the environment.

Traps:

- No leg traps are allowed.

Garden Neglect and Weed Control:

- Each gardener is responsible for weeding and maintaining their plot(s).
- Gardens and pathways must be kept free of weeds.
- The gardens will be inspected **periodically** to ensure compliance.
- Gardeners not performing maintenance will be notified to rectify the situation immediately. Non-compliance will result in the garden being mowed or tilled and future rental **may** not be permitted.

Illegal Activity:

- Illegal plants are not permitted in the Community Garden.
- Alcoholic beverages are strictly prohibited in the Community Garden.
- All rules and regulations outlined in the Montrose City Code must be followed at all times.
- An infraction of Garden rules or City Code will result in expulsion from the Community Garden.

Garden Closing Date:

- October 31<sup>st</sup> is the closing date for the gardens (subject to change due to extreme weather)
- Gardeners must remove all **gardening** materials **except for items referenced under the Safety and Courtesy section** and completely clear their plot of any vegetation growth, or \$100.00 cash deposit will not be refunded, and the gardener/resident **may** no longer be able to rent a garden plot with the City of Montrose.
- Items not claimed will become the property of the City and disposed of as needed and the tenant **may** not be permitted to rent a garden plot in the future.

Hold Harmless Clause:

- All participants must sign necessary waivers required by the City of Montrose prior to planting.
- The City reserves the right to close the Community Garden if necessary with proper notification to all gardeners.



**I THEREFORE AGREE TO HOLD HARMLESS THE CITY OF MONTROSE FOR ANY LIABILITY, DAMAGE, LOSS OR CLAIM THAT OCCURS IN CONNECTION WITH USE OF THE GARDEN BY ME OR ANY OF MY GUESTS. I FURTHER AGREE TO ABIDE BY THE RULES OF THE GARDEN AND ALL OTHER MONTROSE PARK RULES.**

Signed: \_\_\_\_\_

**Please print clearly**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_



Real People. Real Solutions.

2040 Highway 12 East  
Willmar, MN 56201-5818

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

November 21, 2023

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

RE: 2021 Downtown Improvement Project – Phase 2  
Montrose, Minnesota  
Project No.: W13.120514

Dear Jessica:

Please find enclosed Payment Estimate No. 9 and Final Compensating Change Order No. 2 for the above referenced project. The estimate includes all work completed through October 31, 2023 and is the final pay estimate for the project. We have reviewed the estimate and change order and recommend approval. If you agree, please sign and date three copies and return one with payment to Northdale Construction Company, Inc. and one to me for our files. Also enclosed are the IC-134s and Lien Waivers for the project.

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

Sincerely,

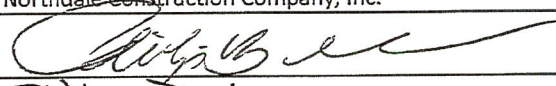
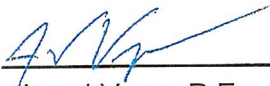
**Bolton & Menk, Inc.**

**Spencer Johnson, P.E.**

Project Manager

Enclosures

**Contractor's Application for Payment**

<b>Owner:</b> <u>City of Montrose</u> <b>Engineer:</b> <u>Bolton &amp; Menk, Inc.</u> <b>Contractor:</b> <u>Northdale Construction Company, Inc.</u> <b>Project:</b> <u>2021 Downtown Improvement Project Phase 2</u> <b>Contract:</b> <u>2021 Downtown Improvement Project Phase 2</u>	<b>Owner's Project No.:</b> _____ <b>Engineer's Project No.:</b> <u>W13.120514</u> <b>Agency's Project No.:</b> _____																																				
<b>Application No.:</b> <u>9 - FINAL</u> <b>Application Date:</b> <u>10/31/2023</u> <b>Application Period:</b> From <u>6/3/2023</u> to <u>10/31/2023</u>																																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">1. Original Contract Price</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;">2,588,459.79</td> </tr> <tr> <td>2. Net change by Change Orders</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">137,768.80</td> </tr> <tr> <td>3. Current Contract Price (Line 1 + Line 2)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">2,726,228.59</td> </tr> <tr> <td>4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">2,726,228.59</td> </tr> <tr> <td>5. Retainage</td> <td></td> <td></td> </tr> <tr> <td>    a. _____ X \$ 2,726,228.59 Work Completed</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>    b. _____ X \$ - Stored Materials</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>    c. Total Retainage (Line 5.a + Line 5.b)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>6. Amount eligible to date (Line 4 - Line 5.c)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">2,726,228.59</td> </tr> <tr> <td>7. Less previous payments</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">2,505,554.22</td> </tr> <tr> <td>8. Amount due this application</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">220,674.37</td> </tr> <tr> <td>9. Balance to finish, including retainage (Line 3 - Line 4)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> </table>		1. Original Contract Price	\$	2,588,459.79	2. Net change by Change Orders	\$	137,768.80	3. Current Contract Price (Line 1 + Line 2)	\$	2,726,228.59	4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	2,726,228.59	5. Retainage			a. _____ X \$ 2,726,228.59 Work Completed	\$	-	b. _____ X \$ - Stored Materials	\$	-	c. Total Retainage (Line 5.a + Line 5.b)	\$	-	6. Amount eligible to date (Line 4 - Line 5.c)	\$	2,726,228.59	7. Less previous payments	\$	2,505,554.22	8. Amount due this application	\$	220,674.37	9. Balance to finish, including retainage (Line 3 - Line 4)	\$	-
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<b>Contractor's Certification</b> The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective; and (4) The provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.																																					
<b>Contractor:</b> <u>Northdale Construction Company, Inc.</u>																																					
<b>Signature:</b> 	<b>Date:</b> <u>10-31-2023</u>																																				
<b>Name:</b> <u>Philip B. Lesnar</u>	<b>Title:</b> <u>President</u>																																				
<b>Recommended by Engineer</b>  <b>By:</b>  <b>Name:</b> <u>Jared Voge, P.E.</u> <b>Title:</b> <u>City Engineer</u> <b>Date:</b> <u>11/21/2023</u>	<b>Approved by Owner</b>  <b>By:</b> _____ <b>Name:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____																																				



**Progress Estimate - Unit Price Work**

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

**Contractor's Application for Payment**

Application No.: 9 - FINAL			Application Period:			From	06/03/23	to	10/31/23	Application Date:				10/31/23
A	B	C	D	E	F	G	H	I	J	K				
Bid Item No.	Description	Contract Information		Value of Bid Item (C X E)		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (I / F) (%)				
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)							
42	4" DRAIN CLEANOUT (TWO WAY)	9.00	EACH	387.91	3,491.19	9.00	3,491.19		3,491.19	100%				
43	4" CONCRETE HEADWALL	1.00	EACH	572.26	572.26	-	-		-	-				
44	CASTING ASSEMBLY SPECIAL - EDGE DRAIN CLEAN OUT	3.00	EACH	360.16	1,080.48	3.00	1,080.48		1,080.48	100%				
45	SUMP PUMP DRAINLINE SERVICE	10.00	EACH	379.77	3,797.70	12.00	4,557.24		4,557.24	120%				
46	TRAFFIC CONTROL	1.00	LUMP SUM	4,725.00	4,725.00	1.00	4,725.00		4,725.00	100%				
47	4" DOUBLE YELLOW PAVEMENT MARKING STRIPING	5,870.00	LIN FT	0.65	3,815.50	5,875.00	3,818.75		3,818.75	100%				
48	PEDESTRIAN CROSS WALK MARKING	540.00	SQ FT	5.04	2,721.60	648.00	3,265.92		3,265.92	120%				
49	CONCRETE BOLLARD	3.00	EACH	365.22	1,095.66	-	-		-	-				
50	FURNISH & INSTALL SIGN TYPE C	9.00	EACH	525.00	4,725.00	12.00	6,300.00		6,300.00	133%				
51	FURNISH & INSTALL SIGN (STREET NAME)	8.00	EACH	525.00	4,200.00	8.00	4,200.00		4,200.00	100%				
52	REINSTALL SIGN	5.00	EACH	367.50	1,837.50	4.00	1,470.00		1,470.00	80%				
53	REINSTALL MAILBOX	29.00	EACH	131.25	3,806.25	29.00	3,806.25		3,806.25	100%				
54	REINSTALL FENCE	240.00	LIN FT	21.92	5,260.80	-	-		-	-				
55	REINSTALL PAVERS	20.00	SQ FT	42.00	840.00	-	-		-	-				
56	4" CHAIN LINK FENCE	90.00	LIN FT	40.50	3,645.00	90.00	3,645.00		3,645.00	100%				
57	SEDIMENT CONTROL LOG, TYPE WOOD CHIP	100.00	LIN FT	3.15	315.00	-	-		-	-				
58	SEDIMENT CONTROL LOG, ROCK	100.00	LIN FT	9.45	945.00	4.00	37.80		37.80	4%				
59	SILT FENCE, TYPE MS	4,003.00	LIN FT	1.76	7,045.28	4,208.00	7,406.08		7,406.08	105%				
60	EROSION CONTROL BLANKET, CAT 20	2,070.00	SQ YD	1.47	3,042.90	100.00	147.00		147.00	5%				
61	STORM DRAIN INLET PROTECTION	26.00	EACH	319.54	8,308.04	26.00	8,308.04		8,308.04	100%				
62	STABILIZED CONSTRUCTION EXIT	1.00	EACH	2,741.51	2,741.51	1.00	2,741.51		2,741.51	100%				
63	SALVAGE, SCREEN, RESPREAD EXISTING TOPSOIL	1.00	LUMP SUM	18,103.45	18,103.45	1.00	18,103.45		18,103.45	100%				
64	COMMON TOPSOIL BORROW (LV)	1,260.00	CU YD	41.38	52,138.80	1,200.00	49,656.00		49,656.00	100%				
65	TEMPORARY MULCH, HYDROMULCH	5,010.00	SQ YD	0.89	4,458.90	-	-		-	95%				
66	TURF ESTABLISHMENT (SOD)	1,843.00	SQ YD	8.93	16,457.99	-	-		-	-				
67	TURF ESTABLISHMENT (SEED)	1.03	ACRE	5,512.50	5,677.88	1.90	10,473.75		10,473.75	184%				
68	REMOVE STORM SEWER PIPE (12" & LARGER)	407.00	LIN FT	18.26	7,431.82	416.00	7,596.16		7,596.16	102%				
69	REMOVE STORM MANHOLE OR CATCH BASIN	2.00	EACH	913.04	1,826.08	2.00	1,826.08		1,826.08	100%				
70	CONNECT TO EXISTING STORM PIPE	3.00	EACH	1,186.44	3,559.32	3.00	3,559.32		3,559.32	100%				
71	CONNECT TO EXISTING STORM STRUCTURE	2.00	EACH	1,553.25	3,106.50	4.00	6,213.00		6,213.00	200%				
72	8" PVC PIPE SEWER, SDR 26	29.00	LIN FT	60.88	1,765.52	122.00	7,427.36		7,427.36	421%				
73	12" RC PIPE SEWER CLASS V	318.00	LIN FT	74.20	23,595.60	318.00	23,595.60		23,595.60	100%				
74	15" RC PIPE SEWER CLASS V	360.00	LIN FT	72.73	26,182.80	360.00	26,182.80		26,182.80	100%				
75	18" RC PIPE SEWER CLASS III	543.00	LIN FT	76.82	41,713.26	543.00	41,713.26		41,713.26	100%				
76	21" RC PIPE SEWER CLASS III	250.00	LIN FT	91.18	22,795.00	258.00	23,524.44		23,524.44	103%				
77	15" RCP APRON	2.00	EACH	1,164.04	2,328.08	2.00	2,328.08		2,328.08	100%				
78	TRASH GUARD FOR 15" RCP APRON	2.00	EACH	798.08	1,596.16	2.00	1,596.16		1,596.16	100%				
79	RIP RAP, CLASS III	16.00	CU YD	228.26	3,652.16	22.30	5,090.20		5,090.20	139%				
80	CONSTRUCT DRAINAGE STRUCTURE, DES SPECIAL-1	1.00	EACH	2,178.42	2,178.42	1.00	2,178.42		2,178.42	100%				
81	CONSTRUCT DRAINAGE STRUCTURE, DES R-1	37.40	LIN FT	613.33	22,938.54	49.96	30,641.97		30,641.97	134%				
82	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4020	5.80	LIN FT	535.36	3,105.09	5.80	3,105.09		3,105.09	100%				
83	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4022	43.40	LIN FT	524.13	22,747.24	43.40	22,747.24		22,747.24	100%				

## Progress Estimate - Unit Price Work

## Contractor's Application for Payment

Owner: City of Montrose		Owner's Project No.:								
Engineer: Bolton & Menk, Inc.		Engineer's Project No.:								
Contractor: Northdale Construction Company, Inc.		Agency's Project No.:								
Project: 2021 Downtown Improvement Project Phase 2										
Contract: 2021 Downtown Improvement Project Phase 2										
Application No.: 9 - FINAL		Application Period: 06/03/23 to 10/31/23								
Application Date: 10/31/23										
A	B	C	D	E	F	G	H	I	J	K
Bid Item No.	Description	Item Quantity	Units	Contract Information		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)
				Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)			
84	CONSTRUCT DRAINAGE STRUCTURE, DES 60-4020	18.60	LIN FT	788.11	14,658.85	18.60	14,658.85		14,658.85	100%
85	CONSTRUCT DRAINAGE STRUCTURE, DES 72-4020	11.00	LIN FT	967.29	10,640.19	11.00	10,640.19		10,640.19	100%
86	INTERIOR LINING OF CATCH BASIN RINGS	35.00	EACH	787.50	27,562.50	36.00	28,350.00		28,350.00	103%
87	CASTING ASSEMBLY (STORM)	25.00	EACH	1,209.02	30,225.50	25.00	30,225.50		30,225.50	100%
88	ADJUST FRAME AND RING CASTING (STORM)	5.00	EACH	443.26	2,216.30	5.00	2,216.30		2,216.30	100%
89	SALVAGE & REINSTALL CASTING	9.00	EACH	684.93	6,164.37	9.00	6,164.37		6,164.37	100%
90	REMOVE SANITARY MANHOLE	5.00	EACH	913.04	4,565.20	5.00	4,565.20		4,565.20	100%
91	CONNECT TO EXISTING SANITARY SEWER MAIN	2.00	EACH	1,302.38	2,604.76	2.00	2,604.76		2,604.76	100%
92	8"X6" PVC WYE, SDR 26	9.00	EACH	710.02	6,390.18	8.00	5,680.16		5,680.16	89%
93	6" PVC SANITARY SERVICE PIPE, SDR 26	270.00	LIN FT	51.98	14,034.60	189.00	9,824.22		9,824.22	70%
94	8" PVC PIPE SEWER, SDR 35	1,301.00	LIN FT	56.03	72,895.03	1,301.00	72,895.03		72,895.03	100%
95	CONSTRUCT DRAINAGE STRUCTURE, DESIGN 4007C	69.00	LIN FT	461.19	31,822.11	69.00	31,822.11		31,822.11	100%
96	CASTING ASSEMBLY (SANITARY)	7.00	EACH	773.50	5,414.50	7.00	5,414.50		5,414.50	100%
97	ADJUST FRAME AND RING CASTING (SANITARY)	9.00	EACH	671.52	6,043.68	9.00	6,043.68		6,043.68	100%
98	ABANDON AND SAND FILL WATERMAIN	155.00	LIN FT	6.39	990.45	-	-		-	-
99	REMOVE HYDRANT	4.00	EACH	273.94	1,095.76	4.00	1,095.76		1,095.76	100%
100	4" POLYSTYRENE INSULATION	20.00	SQ YD	58.78	1,175.60	67.56	3,971.18		3,971.18	338%
101	TEMPORARY WATER SERVICE	1.00	LUMP SUM	18,260.87	18,260.87	1.00	18,260.87		18,260.87	100%
102	CONNECT TO EXISTING WATERMAIN	7.00	EACH	1,438.81	10,071.67	7.00	10,071.67		10,071.67	100%
103	HYDRANT (8.5' BURY)	7.00	EACH	5,894.31	41,260.17	7.00	41,260.17		41,260.17	100%
104	6" GATE VALVE AND BOX	7.00	EACH	2,068.72	14,481.04	7.00	14,481.04		14,481.04	100%
105	8" GATE VALVE AND BOX	12.00	EACH	2,819.25	33,831.00	12.00	33,831.00		33,831.00	100%
106	CASTING ASSEMBLY SPECIAL	2.00	EACH	360.16	720.32	3.00	1,080.48		1,080.48	150%
107	1" CORPORATION STOP	9.00	EACH	349.33	3,143.97	8.00	2,794.64		2,794.64	89%
108	1" CURB STOP & BOX	9.00	EACH	699.61	6,296.49	8.00	5,596.88		5,596.88	89%
109	1" PE WATER SERVICE PIPE	205.00	LIN FT	42.91	8,796.55	163.00	6,994.33		6,994.33	80%
110	6" C900 PVC WATERMAIN	170.00	LIN FT	56.04	9,526.80	170.00	9,526.80		9,526.80	100%
111	8" C900 PVC WATERMAIN	2,060.00	LIN FT	54.91	113,114.60	2,060.00	113,114.60		113,114.60	100%
112	12" C900 PVC RAW WATERMAIN	2,605.00	LIN FT	83.04	216,319.20	2,597.00	215,654.88		215,654.88	100%
113	WATERMAIN FITTINGS	1,640.00	POUND	13.59	22,287.60	1,775.00	24,122.25		24,122.25	108%
114	REPLACE VALVE BOX	4.00	EACH	817.72	3,270.88	4.00	3,270.88		3,270.88	100%
115	ADJUST VALVE BOX	14.00	EACH	228.26	3,195.64	14.00	3,195.64		3,195.64	100%
116	LANDSCAPING ALLOWANCE	1.00	ALLOWANCE	7,500.00	7,500.00	-	-		-	100%
Original Contract Totals					\$	2,588,459.79	\$	2,654,739.71	\$	103%





**CHANGE ORDER NO.: 2**

Owner:	City of Montrose	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	W13.120514
Contractor:	Northdale Construction, Inc.	Contractor's Project No.:	
Project:	2021 Downtown Improvement Project – Phase 2		
Contract Name:	2021 Downtown Improvement Project – Phase 2		
Date Issued:	10/31/2023	Effective Date of Change Order:	10/31/2023

The Contract is modified as follows upon execution of this Change Order:

**Description:**

During construction, investigation of the existing storm sewer system revealed deterioration of the existing casting adjustments and structurally compromised concrete grout and voids within the catch basins along the Mill and Overlay portion of 1<sup>st</sup> Street N. Several of the voids were causing the base material of the street to erode into the storm sewer system resulting in sink holes. To remedy the failing infrastructure, City and Engineering staff agreed structure rehabilitations were required to protect the City's investment in the Mill and Overlay. The rehabilitation work included adjustments of the catch basin castings, removal and replacement of the structurally compromised grout, and installation of grout to eliminate voids. After construction commenced on the catch basin casting adjustments, large amounts of subsurface concrete were exposed surrounding the catch basin structures. It was necessary to remove this concrete to avoid differential settlement of the street base next to the catch basins, which would otherwise result in mounding in the street.

We have reviewed the contractor's invoices that were submitted for the extra work described above and are recommending the contract be modified to compensate the contractor for this work. This change order modifies the contract to include compensation for the above-described work in a Lump Sum amount of \$65,700.68.

During construction the scope of the work also expanded on other items, resulting in an overrun of quantities. Most of the quantity overrun is a result of adding approximately one-half block of mill and overlay and patching on Charity Lane, more tree removals required than anticipated, more street patching required than anticipated on 1<sup>st</sup> Street N mill and overlay area, and additional concrete and drainage improvements to Carver Field. To reconcile the final contract amount to the final quantities, this change order modifies the contract price by a Lump Sum amount of \$67,627.52.

**Attachments:**

Invoices for the structure rehabilitation work.

Change in Contract Price		Change in Contract Times	
Original Contract Price:		Original Contract Times:	
\$ 2,588,459.79		Substantial Completion: 11/04/2022	
		Ready for final payment: 06/16/2023	
Increase from previously approved Change Orders No. 1:		Increase from previously approved Change Orders No.1:	
\$ 4,440.60		Substantial Completion:	
		Ready for final payment:	
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 2,592,900.39		Substantial Completion: 11/04/2022	
		Ready for final payment: 06/16/2023	
Increase this Change Order:		Increase this Change Order:	
\$ 133,328.20		Substantial Completion: 05/25/2023	
		Ready for final payment: 10/31/2023	
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 2,726,228.59		Substantial Completion: 05/25/2023	
		Ready for final payment: 10/31/2023	

Recommended by Engineer  
 By: Jared Voqe, P.E.  
 Title: City Engineer  
 Date: 11/21/2023

Accepted by Contractor  
President  
10-31-2023

Authorized by Owner  
 By: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_



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Willmar, MN 56201-5818

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

## MEMORANDUM

Date: December 8, 2023  
To: Honorable Mayor Moynagh  
Members of the City Council  
City of Montrose, Minnesota  
From: *SJ* Spencer Johnson, P.E.  
Project Manager  
Subject: TH 12 Lighting Improvement Options  
City of Montrose, Minnesota  
BMI Project No.: OW1.132332

Design is currently underway for the TH 12 Lighting Improvements planned for inclusion in the MnDOT Urban Overlay & ADA Improvement Project. The lighting improvement currently consists of the construction of 25 new lights. As part of the design, City and Engineering Staff have discussed the potential to upgrade the lighting system to a decorative option instead of the MnDOT standard light poles and fixtures. More information is provided on the following pages.

Honorable Mayor Moynagh and Members of the City Council  
December 8, 2023  
Page 2

The MnDOT standard lighting would replace the existing lights with a similar style light at an estimated cost of \$6,250 per light. An example image of a MnDOT standard light is shown below:





Honorable Mayor Moynagh and Members of the City Council  
December 8, 2023  
Page 3

The estimated cost range per decorative light is between \$7,500 - \$11,000. This price range includes the following pole accessories: double banner arm mounts, wreath bracket, and a flag pole holder. Several example decorative light options are shown below:





Honorable Mayor Moynagh and Members of the City Council  
December 8, 2023  
Page 4

In addition to the light poles, there is also an estimated cost of \$125,000 attributed to the construction of new wire and cabinets for the lights. If the City would like to consider including receptacles on these lights, this cost would increase to approximately \$225,000.

A summary of these options and estimated costs for the installation of 25 lights are provided below:

1. MnDOT Standard Lighting
  - a. Without receptacles = \$281,250
  - b. With receptacles = \$381,250
2. Decorative Lighting
  - a. Without receptacles = \$312,500 - \$400,000
  - b. With receptacles = \$412,500 - \$500,000

We request Council direction for the following:

1. Light Option: MnDOT Standard or Decorative Lighting
2. Receptacles: Whether or not to include

If Council desires to proceed with decorative lighting, we recommend that members of the Council or Staff be designated to collaborate with Engineering Staff to review decorative lighting poles, arms, fixtures, and accessories and prepare recommendations for consideration at the January Council meeting.

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



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Ramsey, MN 55303-5119

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Fax: (763) 427-0833  
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## MEMORANDUM

**Date:** December 8, 2023

**To:** Montrose Council Members  
311 Buffalo Ave S  
Montrose, MN 55363

Waverly Council Members  
502 Atlantic Ave  
Waverly, MN 55390

**From:** Jennifer Selchow, P.E.

**RE:** Montrose-Waverly Wastewater Treatment Facility Improvements Project  
Cities of Montrose and Waverly  
Project No.: OM2.132371

Bolton & Menk, Inc. appreciates the opportunity to serve the City of Montrose and the City of Waverly with the design of the wastewater improvements project. We will use this monthly memorandum to update the councils on the design process.

In the month of November, the design team continued working on a preliminary hydraulic profile, process flow, and design data. These tools are very important in creating a final product. Plant layouts, building and tank sizes, equipment needs, models, plan sheets, etc. are derived from this work. We are still waiting to hear back from the MPCA on the preliminary effluent limits.

On November 20, 2023, Montrose and Waverly council and staff members visited Annandale, Maple Lake, Howard Lake Wastewater Commission and Litchfield Wastewater Treatment Facility. The tour showed the group the various treatment steps we will need to comply with the new limits. We also heard the operators' perspective of each process and maintenance needs at the plant.



## Wastewater Treatment Facility Operational Award Winners | Class B

Adams WWTP	Granite Falls WWTP	Met Council - Rogers WWTP	Saint Clair WWTP
Albertville WWTP	Greenfield WWTP	Met Council Hastings WWTP	Starbuck WWTP
Arlington WWTP	Jordan WWTP	Montrose WWTP	Stewartville WWTP
Bel Clare Estates WWTP	Lake City WWTP	Mora WWTP	Truman WWTP
Brakemeier Properties Inc	Lake Crystal WWTP	North Branch WWTP	Wabasha WWTP
Camp Ripley WWTP	Lakefield WWTP	Olivia WWTP	Walnut Grove WWTP
Chatfield WWTP	Madelia WWTP	Orr WWTP	Wanamingo WWTP
Coleraine-Bovey-Taconite Joint WWTP	Madison WWTP	Otsego WWTP West	Waterville WWTP
Cologne WWTP	Meadows of Whisper Creek WWTP	Randall WWTP	Windom WWTP
Gilbert WWTP	Met Council - East Bethel Water Reuse Plant	Renville WWTP	
Grand Marais WWTP			



# My Custom Report

Location: Clementa Avenue Southwest  
 Address: Clementa Avenue Southwest  
 Speed Limit: From schedule 30 mph

Report Period: 2023-10-26 to 2023-11-22  
 Total Vehicle Count: 8811

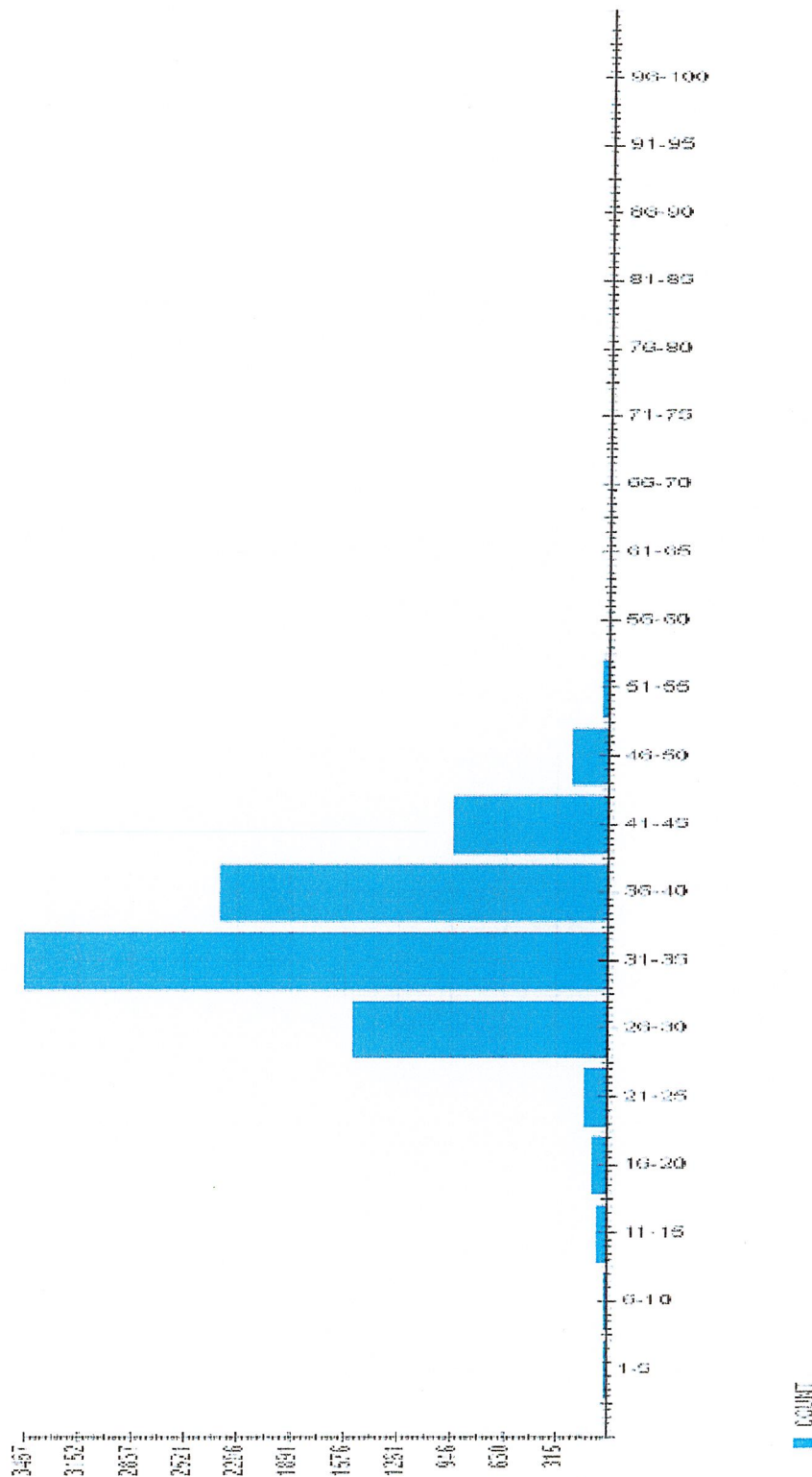
Date/Time	Total Vehicle	Posted Speed (mph)	Tolerated Speed (mph)	# of Speed Violations	# of Vehicles Respecting Limit	% of Speed Violations	% of Vehicles Respecting Limit	Average Speed (mph)	Max Speed (mph)	Min Speed (mph)
2023-10-26	199	H 31	H 37	140	59	70 %	H 30 %	35	55	20
2023-10-27	332	30	H 37	273	59	82 %	18 %	35	52	15
2023-10-28	261	30	30	228	33	H 87 %	13 %	H 36	50	H 25
2023-10-29	269	30	30	229	40	85 %	15 %	H 36	54	7
2023-10-30	345	30	30	285	60	83 %	17 %	35	H 65	7
2023-10-31	367	30	30	301	66	82 %	18 %	35	55	3
2023-11-01	343	30	30	282	61	82 %	18 %	35	59	3
2023-11-02	379	30	30	313	66	83 %	17 %	34	48	14
2023-11-03	372	30	30	312	60	84 %	16 %	35	52	10
2023-11-04	275	30	30	234	41	85 %	15 %	35	52	14
2023-11-05	248	30	30	212	36	85 %	15 %	H 36	52	4
2023-11-06	325	30	30	256	69	79 %	21 %	34	60	8
2023-11-07	335	30	30	280	55	84 %	16 %	34	53	3
2023-11-08	373	30	30	311	62	83 %	17 %	34	52	6
2023-11-09	H 382	30	30	294	H 88	77 %	23 %	33	51	4
2023-11-10	330	30	30	276	54	84 %	16 %	34	49	3
2023-11-11	301	30	30	259	42	86 %	14 %	35	55	6
2023-11-12	249	30	30	214	35	86 %	14 %	35	52	3
2023-11-13	358	30	30	296	62	83 %	17 %	34	53	3
2023-11-14	345	30	30	294	51	85 %	15 %	35	49	9
2023-11-15	364	30	30	307	57	84 %	16 %	34	53	7
2023-11-16	373	30	30	H 314	59	84 %	16 %	35	54	11
2023-11-17	372	30	30	313	59	84 %	16 %	35	54	6
2023-11-18	308	30	30	257	51	83 %	17 %	35	49	6
2023-11-19	235	30	30	197	38	84 %	16 %	35	48	19
2023-11-20	369	30	30	307	62	83 %	17 %	35	53	14
2023-11-21	367	30	30	295	72	80 %	20 %	35	51	8
2023-11-22	35	30	30	25	10	71 %	29 %	34	42	H 25

# Count by Speed Range Report

Report period: 2023-10-26 to 2023-11-22

Count By Speed Range

Speed (mph)	Count
1-5	1
6-10	16
11-15	57
16-20	91
21-25	155
26-30	1929
31-35	3457
36-40	2377
41-45	955
46-50	216
51-55	35
56-60	5
61-65	1
66-70	0
71-75	0
76-80	0
81-85	0
86-90	0
91-95	0
96-100	0
TOTAL	3577



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# ***MONTROSE COMMUNITY CENTER***

## ***RENTAL FEES AND POLICIES***

*August 10, 2009*



## ***RENTAL FEES***

### WEEKEND RENTAL RATES Friday & Saturday

Community Room/kitchen     \$300.00/day (\$400.00 if  
rented Friday evening  
& Saturday)

### WEEKDAY RENTAL RATES Sunday through Thursday

Community Room/kitchen     \$25.00/hour 5 hour minimum

Montrose Church/Funeral Use                     \$50.00  
(Excluding fundraisers)

## ***ADDITIONAL FEES***

Damage Deposit     \$300.00  
Must be Cash or Money Order

## ***GENERAL INFORMATION***

Community Room is 3,564 square feet  
Occupancy is 276 people  
25 - 12 foot tables  
300 chairs  
Kitchen - no linens are provided  
Kitchen - 2 - 100 cup coffee makers and 15 coffee  
servers are provided

## **CITY OF MONTROSE FACILITY USE POLICY AND PROCEDURES**

### **PRIORITIES FOR FACILITY USE**

Applications for the use of facilities will be processed and scheduled in the following order:

1. City sponsored events and governmental elections and caucuses.
2. All others on a first come first served basis.

Occasionally, non-city scheduled activities may conflict with events planned by a City program. If a conflict occurs, every effort will be made to find an alternate facility for the non-city group.

**City of Montrose programs have priority of facility use at all times.**

"City Premises" as referred to in this document, will include all City owned facilities, buildings, structures, grounds, parking lots, athletic fields, and vehicles.

### **HOW TO APPLY TO USE FACILITIES**

All use of City facilities is scheduled through the City Clerk's Office. To make application:

1. Obtain a Facility Use Application by calling the City Hall at 763-575-7422 or picking up an application at Montrose City Hall, 311 Buffalo Avenue South, Montrose, MN. 55363.
2. Your completed Facility Use Application must be received by the City Clerk at least ten business days prior to planned use.
3. Requests for use of City equipment, as well as set up times and needs, must be included on the Application.
4. Upon receipt of a Facility Use Application, the City Clerk will verify space availability and estimate applicable costs.
5. Custodian and/or building supervision services will be arranged by the City Clerk if additional services are needed due to the nature of the activity scheduled. These costs are the responsibility of the user.

**LIABILITY** - City of Montrose assumes no responsibility or liability for damage, loss, or personal injury resulting from non-city use of city facilities.

The individual named on the permit and the group in whose name the permit is issued are jointly responsible for their use of the facility and will accept responsibility for the payment of rent and/or other charges including any damages.

The individual named on the permit and the group in whose name the permit is issued are jointly required to assume full responsibility for personal injury to any participants or spectators.

## **RULES AND GUIDELINES FOR USE**

Rules and regulations exist to protect the public's investment in Montrose's facilities. The following rules must be observed by all groups using the buildings/grounds. Failure to do so may be cause for cancellation of the Use Permit and/or denial of future use privileges.

1. A permit will not be granted for any facility use application, which, in the judgment of Montrose may be in any way prejudicial to the best interests of the City. The City of Montrose may modify, deny, cancel or revoke any or all facility use applications or permits at any time. If violations occur during the course of any event and are not immediately remedied by the applicant and/or the applicant's agents or representatives, the City's representative may immediately terminate the event and revoke the use permit.

2. All local and state ordinances and laws pertaining to use of public buildings and facilities must be observed. The City also enforces the policies below:

- The use of tobacco in City buildings is strictly forbidden at all times.
- The possession and/or use of alcohol or controlled substances on City premises is prohibited at all times, except as specifically authorized by permit.
- Proof of insurance must be provided prior to the issuance of any use permit.
- All public events must have prior City Council approval.

3. Adequate adult supervision (21 years or older) must be provided by the group during the entire use. The group supervisor(s) will be held responsible for compliance with rules, general behavior and safety. Use is limited to those areas of the building that are specifically approved and includes the nearest drinking fountain and lavatories.

4. A custodian and/or city building supervisor may be present for the protection and safety of the building and City. Cooperation with these staff members is essential.

5. Equipment brought in and its manner of use is subject to approval by the City Clerk or the Building Supervisor.

6. The City of Montrose assumes no liability or responsibility for loss or damage to equipment or personal items belonging to the facility user. Applicant shall indemnify and hold harmless both the City and the Owner from any such claims.

7. City equipment may be used if advance arrangements have been made with the City Clerk. Charges for staff time may be assessed, depending on the extent of set-up and/or take-down needed.

8. All groups shall leave the City facility in the same or better condition in which they found it, returning all furniture except tables, equipment, etc. to its original order. Charges for staff time may be assessed, depending on the extent of clean-up needed.

9. If food and/or drink are to be served, this is to be indicated on the Facility Use Application/Permit and will be permitted only in designated areas.

10. All required permits must be secured in advance of any events at which alcoholic beverages are served or present. Prior to any function where alcoholic beverages are served applicant must acknowledge that he is aware of possible statutory dram shop liability or common law liability that may arise due to property damage, personal injury, death or other damages resulting from the furnishing of alcoholic beverages. Applicant shall agree, in writing, to fully indemnify and hold harmless the City and Owner from any such liability and shall provide proof

of both general liability and dram shop insurance coverage acceptable to the City.

11. A licensed peace officer is required to be present at all public functions where alcoholic beverages and music are available.

12. Alcoholic beverages cannot be sold at any function, either directly or indirectly without a permit to sell intoxicating beverages.

13. There shall be absolutely no sales or furnishing of any alcoholic beverages to any person under 21 years of age.

14. The use of the kitchen is included with the community center. The City provides 15 coffee servers and 2 -100 cup coffee makers. A stove and refrigerator are also provided. The city does not provide any linens, cleaning supplies, etc. The kitchen and equipment must be cleaned and in proper repair after the event.

15. City facilities may be rented to churches for worship purposes.

16. Groups or individuals approved to use City facilities may not assign, sublet, transfer, or charge a fee for the use of the facilities.

17. Groups or individuals using the facilities may display banners, signs, streamers, or any materials of any advertising nature on City premises during the hours scheduled. These displays/signs may not cause damage to or deface City premises; and must meet all requirements imposed by other governmental agencies. No decorations may be tacked, stapled, or in any way adhered to walls, ceilings, or windows except with an all-mounting removable adhesive. Absolutely no tape on the walls at any time. Confetti of any type is not allowed.

## ***CANCELLATIONS OR CHANGES***

In the event of cancellations or changes in use, the applicant shall notify the City at least 2 business days prior to the scheduled use. The City reserves the right to

charge a non-refundable deposit for activities located in the Community Center.

## ***RATES FOR FACILITY USE***

Rental rates will apply to groups and activities as listed in Categories below. All groups using facilities are responsible for staff costs (building supervision, and peace officers). In addition groups and individuals are responsible for the repair and/or replacement of damage, theft or loss to the premises resulting from their use.

## ***STAFFING***

Groups/individuals using city facilities may be responsible for staff charges if used.

1. Custodian - could include opening or closing a building, set-up, clean-up or presence during a time when not otherwise staffed. A two hour minimum charge will be assessed if a custodian is called to the building beyond normal work hours. Custodian time is charged at the current hourly rate, including overtime and holiday pay, if applicable.

2. Building Supervision - placed by the City to protect and oversee the facility and represent the City. A two hour minimum will be charged. The current rate is \$10.00 per hour. (Subject to change)

## ***RENTAL CATEGORIES***

Determination of rental fees for use of City facilities is based on the following groups.

### ***GROUP A - CITY***

**THESE GROUPS WILL NOT BE CHARGED RENTAL FEES.**

City sponsored events or District 877 events. These groups will not be charged for regular meetings, but any other event a janitorial fee may be charged.

### ***GROUP B - LOCAL TAX SUPPORTED PUBLIC AGENCIES***

**THESE GROUPS WILL NOT BE CHARGED RENTAL FEES.**



Local tax supported public agencies and local civic service, and charitable groups (75% reside in Montrose).

**GROUP C - LOCAL RELIGIOUS**

**THESE GROUPS WILL BE CHARGED REDUCED RENTAL FEES**

Local groups of a religious nature for worship, instruction, meetings and funerals.

**GROUP D**

**THESE GROUPS WILL BE CHARGED RENTAL FEES**

Individuals, private agencies and private clubs, companies, vendors, business or special interest groups and non-profit groups with a regional or statewide clientele, for activities of a commercial, business or revenue generating nature. Non-local (originating outside of Montrose) youth, civic service, charitable and religious.

**MONTROSE COMMUNITY CENTER  
200 CENTER AVENUE SOUTH  
MONTROSE, MN 55363  
(763) 575-7422  
FAX (763) 675-3032**

**COMMUNITY CENTER USE PERMIT AND RENTAL  
AGREEMENT**

Reservations are to be contracted for by the individual who thereby accepts full responsibility. No reservations can be made without a 50% non-refundable deposit. Down payment is not refundable unless the hall can be rented for the same date. Total rental fee is due 30 days in advance of the event and is not refundable unless the hall can be rented for the same date. The TOTAL FEE is to be paid 30 days in advance of the event. The damage deposit is due in full when a key is picked up at City Hall, 311 Buffalo Avenue, Montrose, MN 55363 (763) 575-7422. Business hours are from 7:00 - 4:30 Monday - Thursday, and 7:00 - 11:00 Friday.

The Montrose Community Center is a SMOKE FREE facility. Smoking is not allowed inside the facility. Smoking is allowed only outside of the building. Cigarettes are to be properly disposed of in the containers provided outside of the building.

It is the renters responsibility to set up tables and chairs, arrangements can be made with City Hall. Clean off tables, do not put away. Clean chairs, pick up containers, but it is not necessary to sweep the floor. All garbage is to be removed from the building and placed in the dumpsite located in the south parking lot. It will be at the custodians discretion whether additional clean up is necessary, and if so, the cost of same will be deducted from the damage deposit. If the building or any equipment is damaged, the cost of repair shall be charged to the renter.

When using kitchen facilities, coffee makers and servers are available. The caterer shall provide dinner plates, cups, silverware, serving dishes, linens, towels, dish

soap, etc. Absolutely no coffee makers, servers, tables, chairs, etc. may be removed from the building. If any such items are removed, the cost of same shall be charged to the renter.

During public events if liquor is served and/or music played, a licensed Wright County peace officer must be on duty for the duration of the event, until the premises is vacated. The cost of the peace officer must be paid in advance.

Applicant/renter is responsible for maintaining order at the function. Applicant/renter shall carry liability and dram shop insurance coverage in amounts acceptable to the City. If alcoholic beverages at the function are provided by caterer, said caterer must hold a valid license for dispensing alcoholic beverages and shall provide, upon request, proof to the City of dram shop coverage complying with the limits set forth in the Montrose City Ordinances. If the function is a private gathering and alcoholic beverages are served applicant/renter agrees that there shall be no sales, either direct or indirect, at said function. Applicant/renter further agrees that in no case will he sell or furnish alcohol to persons under 21 years of age.

The music and serving of liquor is to be stopped by 11:45 PM. The premises are to be vacated in an orderly manner by 1:00 AM.

No adhesive tape, tacks or nails are allowed on any walls, ceilings or other painted and/or varnished surfaces. Table decorations are allowed. If walls or ceilings are damaged by the placement of decorations a charge shall be deducted from the damage deposit.

Confetti of any type is not allowed.

The Montrose Community Center occupant load is 276 people. Use of the Community Center prior to the date of rental for setting up, decorating, etc. may be done only by approval of authorized City Staff. Absolutely no alcoholic beverages allowed.

Applicant/renter agrees to abide by all of the above terms and conditions. It is specifically understood that upon violation of any of those terms and conditions as set forth

above, the City may, at its discretion, terminate this agreement and permit and may at any time terminate the function if the applicant/renter fails to control the actions of those at the function so as to maintain reasonable order or allows the terms and conditions of this agreement to be violated.

The applicant renter agrees to indemnify and hold harmless the City and owner from any and all claims, demands, costs, damages, losses, actions, causes of action or judgments arising out of use of the premises and all costs and disbursements related to enforcement of this provision, including reasonable attorney's fees. Further, applicant/renter agrees to indemnify and hold harmless the City and owner from any and all claims, demands, costs, damages, losses, actions, causes of action or judgments arising out of the dispensation of use of alcoholic beverages on the premises and all costs and disbursements related to the enforcement of this provision, including reasonable attorney's fees. The applicant/renter is responsible to pay for any clean up costs or damage in excess of the damage deposit.

I have received, read, understand and agree to abide by the terms of the Facility Use Policy and Procedures.

RENTER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE: WK: \_\_\_\_\_ HM: \_\_\_\_\_

RENTAL DATE \_\_\_\_\_

BY: \_\_\_\_\_

DATED: \_\_\_\_\_

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

**RESOLUTION NO. 2023-41**

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

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

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

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

**NOW THEREFORE BE IT RESOLVED** by the City Council of Montrose, Minnesota to increase the water access charge from \$2,900.00 to \$3,000.00 effective January 1, 2024.

Adopted by the Montrose City Council on December 11, 2023.

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Robert W. Moynagh III, Mayor

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Jaclyn Heinz, City Clerk/Treasurer

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

**RESOLUTION NO. 2023-42**

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

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

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

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

**NOW THEREFORE BE IT RESOLVED** by the City Council of Montrose, Minnesota to increase the sewer access charge from \$5,700.00 to \$5,800.00 effective January 1, 2024, and:

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

\$1,600.00 to the Wastewater Treatment Plant

\$4,200.00 to the Sanitary Sewer System

Adopted by the Montrose City Council on December 11, 2023.

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Robert W. Moynagh III, Mayor

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Jaclyn Heinz, City Clerk/Treasurer



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

**RESOLUTION NO. 2023-43**

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

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

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

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

**NOW THEREFORE BE IT RESOLVED** by the City Council of Montrose, Minnesota to increase the water system rates on January 1, 2024 as follows:

Base Rate from \$6.00 to \$12.00 monthly

Tier 1 from \$6.00/1,000 gallons to \$6.25/1,000 gallons

Tier 2 from \$6.60/1,000 gallons to \$6.88/1,000 gallons

Tier 3 from \$7.26/1,000 gallons to \$7.57/1,000 gallons

Adopted by the Montrose City Council on December 11, 2023.

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Robert W. Moynagh III, Mayor

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Jaclyn Heinz, City Clerk/Treasurer