



CITY COUNCIL AGENDA REGULAR MEETING

**Monday, February 13, 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 Mark Schlasner – Montrose United Methodist Church

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA

6. APPROVAL OF CONSENT AGENDA

A. Minutes

1. January 9, 2023 Regular City Council Meeting – prepared by J. Bonniwell
2. January 30, 2023 City Council Workshop – prepared by J. Bonniwell
3. February 9, 2023 Special City Council Workshop with Park and Recreation Commission – prepared by J. Bonniwell

B. Accounts Payable

1. City, February 13, 2023 – prepared by M. Sommerfeld
2. City, December 31, 2022 – prepared by M. Sommerfeld
3. Fire Department, February 13, 2023 – prepared by M. Sommerfeld

C. Monthly Utility Adjustments, January 2023 – prepared by C. Gerard

D. Resolution 2023-02 – Mayoral Appointments for 2023

1. Resolution 2023-02 – *A Resolution Approving the Mayoral Appointments for the Year 2023*

7. **WRIGHT COUNTY SHERIFF’S OFFICE**

A. January, 2023 Monthly Report and Hours Report

8. **WRIGHT COUNTY COMMISSION**

A. Wright County Update – Wright County Commissioner Mr. Mike Kaczmarek

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

A. City Council

1. Monthly Activity Report

B. Montrose Fire Department

1. January, 2023 Activity Report

2. Authorize burning of a structure – 230 3rd St S to take place on 03/18/2023

3. Authorize excavation, clean-up and haul away of debris from structure burn

4. Montrose Fire Relief Association Recap

5. Recognize 2022 Top Responders: Willie Bauernschmitt, Diane Holman, Mike Marketon, David Paradeise, Kelly Stoll, Joseph Theis & Joseph Von Thoma

6. Recognize 2022 Firefighter of the Year: Steve Mortensen

7. Accept Willie Bauernschmitt’s retirement from the Montrose Fire Department effective 02/07/2023 – 51 years & 1 day of service

8. Willie Bauernschmitt Recognition and Proclamation

C. Economic Development Authority

1. January 17, 2023 Economic Development Authority Meeting Minutes

D. Planning and Zoning

1. January 11, 2023 Planning and Zoning Meeting Minutes

2. Approve Officer Appointment Recommendations:

Chair - Charles Smallwood

Vice Chair - Roger Fraumann

Secretary - Sylvia Henry

E. Park and Recreation

1. January 12, 2023 Park and Recreation Meeting Minutes

2. 2022 Holiday Decorating Contest Winners

3. Shelter for Regional Park

F. City Engineer

1. Waste Water Treatment Facility Plan Discussion

2. Resolution 2023-03 – *A Resolution Calling for Public Hearing on Facility Plan*

3. Updates from City Engineer

G. Public Works

1. Seasonal Help/Lawn Mowing Discussion
2. Hiring for Operator I
3. Updates

10. OLD BUSINESS

- A. Petition for Annexation Withdrawn

11. NEW BUSINESS

- A. League of Minnesota Cities Insurance Trust (LMCIT) – Liability Coverage Waiver Form
 1. Motion that the City of Montrose does not waive the monetary limits on municipal tort liability established by Minnesota State Statute § 466.04
- B. Approval for Purchase of Refurbished Windows 2019 Server Hardware and Software and Extended Service for \$6,066.00
- C. Code Enforcement Discussion

12. OPEN FORUM

13. UPCOMING MEETINGS

- A. Economic Development Authority Meeting – Tuesday, February 21, 2023 at 12:00 p.m. in the Montrose City Hall Conference Room
- B. Planning and Zoning Meeting – Wednesday, March 8, 2023 at 7:00 p.m. at the Montrose Community Center
- C. Park and Recreation Meeting – Thursday, March 9, 2023 at 6:30 p.m. in the Montrose City Hall Conference Room
- D. Regular City Council Meeting – Monday, March 13, 2023 at 7:00 p.m. at the Montrose Community Center

14. ACKNOWLEDGEMENTS

15. ADJOURNMENT

City of Montrose
 Regular City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, January 9, 2023
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, January 9, 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 Nicole Andreoff
 Council Member David Paradeise
 Council Member Michelle Otto

Staff Present: Ms. Jessica Bonniwell, City Administrator
 Mr. Dan Remer, Public Works Director

3. INVOCATION

A. Pastor Cathy Jones from Grace Place gave the Invocation.

4. OATH OF OFFICE

A. Council Member – Mr. David Paradeise

Mayor Moynagh administered the Montrose City Council Oath of Office to Mr. David Paradeise.

B. Council Member – Ms. Michelle Otto

Mayor Moynagh administered the Montrose City Council Oath of Office to Ms. Michelle Otto

5. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was taken.

6. APPROVAL OF THE AGENDA

A. Approval of the Agenda

Council Member Solarz motioned to approve the January 9, 2023 City Council Agenda as presented. Council Member Paradeise seconded the motion. Motion carried 5-0.

7. APPROVAL OF THE CONSENT AGENDA

A. Minutes

1. Accepted the minutes of the December 12, 2022 Regular City Council Meeting

B. Accounts Payable

1. Approved the December 31, 2022 Accounts Payable for the City of Montrose
2. Approved the January 9, 2023 Accounts Payable for the City of Montrose
3. Approved the December 31, 2022 Accounts Payable for the Montrose Fire Department
4. Approved the January 9, 2023 Accounts Payable for the Montrose Fire Department

C. Approved the Monthly Utility Adjustments for December 2022

D. Approved the ABDO Engagement Letter for Audit Services for Fiscal Year 2022 Business

Council Member Andreoff motioned to approve the January 9, 2023 Consent Agenda as presented. Council Member Solarz seconded the motion. Motion carried 4-0-1 with Council Member Otto abstaining from the Consent Agenda vote.

8. WRIGHT COUNTY SHERIFF'S OFFICE

A. December, 2022 Monthly Report presented in packet.

Wright County Deputy Dahl stated there were 201 calls for service, 34 traffic stops which resulted in 5 citations. There were also 90 incident reports and 13 of those were for winter parking restrictions.

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

A. City Council

1. Monthly Activity Report

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

B. Montrose Fire Department

1. December, 2022 Activity Report

Fire Chief Triplett stated that for the year 2022, the Montrose Fire Department had a record-breaking total of 347 calls for service, which is an increase of 13 calls from the previous year. He thanked the Firefighters for their hard work throughout 2022.

2. Shoveling Around Fire Hydrants

Fire Chief Triplett issued a reminder to residents that they should be making sure fire hydrants are cleared of snow at least three feet around the hydrant so the Fire Department can have easy and quick access in case of a fire.

3. Thank you letter from residents to the Fire Department

Fire Chief Triplett shared a letter that was received by the Fire Department from Montrose residents thanking the Fire Department for their swift life-saving skills during a medical

emergency in late November of 2022.

4. Authorization to Apply for FY2022 FEMA AFG

Chief Triplett stated this is a grant the Fire Department applies for every year to aid in purchasing SCBA gear with a 5% cost-sharing requirement.

Mayor Moynagh motioned to authorize the Fire Department to apply for the FY2022 FEMA AFG Grant. Council Member Solarz seconded the motion. Motion carried 5-0.

1. Authorize to use Grant Writer for above item

Chief Triplett asked for authorization to use a grant writer with a good track record at getting approval for grants. He stated that the grant writing service should cost somewhere between \$500-\$1,000.

Mayor Moynagh motioned to approve using a Grant Writer to assist with applying for the FY2022 FEMA AFG Grant. Council Member Solarz seconded the motion. Motion carried 5-0.

5. Asbestos Abatement Proposal for 230 3rd Street South

Chief Triplett stated that abatement for asbestos is required for the city owned building at 230 3rd Street South and presented a proposal for this service in the amount of \$5,780. Chief Triplett is hoping that with approval of the proposal, the abatement should happen within a month.

Council Member Otto motioned to approve the Abatement of Asbestos Quote from Shelter Tech Corporation for \$5,780.00. Council Member Paradeise seconded the motion. Motion carried 5-0.

6. Upcoming Montrose Firefighters Relief Association Dinner and Gun Raffle

Fire Chief Triplett announced that tickets are available for both the dinner and gun raffle at City Hall and by contacting any Firefighter. He stated that the prime rib dinner will take place at the Montrose Community Center on February 4, 2023 from 5-8 p.m.

C. Economic Development Authority

1. December 20, 2022 Economic Development Authority Meeting Minutes

Ms. Bonniwell summarized the December 20, 2022 Economic Development Authority Meeting Minutes and stated that Mr. Tom Marszalek has resigned from being the EDA President and the authority wants to set some achievable goals for 2023 for the city.

D. Planning and Zoning

1. No Meeting in December 2022 – no updates or minutes.

E. Park and Recreation

1. December 1, 2022 Park and Recreation Meeting Minutes
2. December 15, 2022 Park and Recreation Meeting Minutes

Mr. Isle stated that the Park and Recreation Commission has been discussing the Community

Garden rules and rates to charge for the upcoming 2023 garden season.

Mr. Isle stated that the commission is still working on the Park and Trail plan update and will need some assistance with the more technical aspects of the documents in order to complete the update.

Mr. Isle stated that the commission will be voting on the Holiday Decorating Contest at the upcoming January meeting and will be announcing the winners at the February 13, 2023 City Council Meeting.

Mr. Isle stated that the commission will take a look at the plan for the regional park area and make a recommendation about the park shelter and DNR grant.

Mayor Moynagh stated that the Park and Recreation Commission should have a joint meeting with the City Council to have everyone there to discuss some of the items that Park and Recreation is currently working on.

F. City Engineer

1. No Engineer Updates

G. Public Works

1. Snow and Ice Removal Maintenance Policy Update

Mr. Remer stated that there were some clarifying updates for sidewalk clearing that the city is responsible for because of the new sidewalks that were installed as part of the Downtown Improvement Project.

Council Member Andreoff motioned to approve the Snow and Ice Removal Maintenance Policy Update. Council Member Solarz seconded the motion. Motion carried 5-0.

2. Updates

Mr. Remer stated that the ice rink is not up yet and is the lowest priority for the public works department, especially with all of the snow removal so far this winter. Mr. Remer stated that the lack of time combined with the warmer weather has not allowed the ice rink to be able to be opened yet this winter.

Mayor Moynagh asked how many times the water main has had a leak near the 600 Block of Nelson Boulevard/Highway 12. Mr. Remer stated that the main has sprung a leak three times in the past year, which is a total of six times historically. Mr. Remer stated that the city may need to complete an actual replacement in that area before MNDOT completes their road improvement project which keeps getting pushed back and is now slated for 2026 and will only be a mill and overlay and not a reconstruction. Mr. Remer stated that without a permanent fix/replacement of the infrastructure in that area, the water main will continue to break in very cold and/or windy weather.

10. OLD BUSINESS

A. No Old Business

11. NEW BUSINESS

A. Year 2023 Fee Schedule

1. Ordinance 2023-01 – *An Ordinance Setting Various Development and Administrative Fees*

Mayor Moynagh motioned to approve Ordinance 2023-01 – *An Ordinance Setting Various Development and Administrative Fees*. Council Member Solarz seconded the motion. Motion carried 5-0.

2. Resolution 2023-01 – *A Resolution Authorizing Summary Publication of Ordinance 2023-01 – An Ordinance Setting Various Development and Administrative Fees*

Mayor Moynagh motioned to approve Resolution 2023-01 – *A Resolution Authorizing Summary Publication of Ordinance 2023-01: An Ordinance Setting Various Development and Administrative Fees*. Council Member Paradeise seconded the motion. Motion carried 5-0.

B. 2023 Mayoral Appointments – Discussion

City Council Members discussed the 2023 Mayoral Appointments and any changes that were to be made. The Wright County Board of Commissioners meeting is held in the morning on a Tuesday and is a challenge for council members to attend because of the timing of the meeting. Ms. Bonniwell stated this meeting is now offered virtually and Council Members Paradeise and Solarz agreed to switch and take turns going to the meetings.

C. Proclamation – Montrose School Choice Week

Mayor Moynagh read the Proclamation for Montrose School Choice Week.

12. OPEN FORUM

A. No Open Forum Requests Received

13. UPCOMING MEETINGS

A. Planning and Zoning Meeting – Wednesday, January 11, 2023 at 7:00 p.m. at the Montrose Community Center

B. Park and Recreation Meeting – Thursday, January 12, 2023 at 6:30 p.m. in the Montrose City Hall Conference Room

C. Economic Development Authority Meeting – Tuesday, January 17, 2023 at 12:00 p.m. in the Montrose City Hall Conference Room

D. City Council Workshop – Monday, January 30, 2023 at 4:00 p.m. in the Montrose City Hall Conference Room

E. Regular City Council Meeting – Monday, February 13, 2023 at 7:00 p.m. at the Montrose Community Center

14. ACKNOWLEDGEMENTS

Council Member Andreoff acknowledged Public Works and the City for their tireless work completing snow

removal for the large amount of snow fall already seen this winter.

Mayor Moynagh acknowledged Public Works for their hard work completing snow removal and dealing with a water main break on a holiday weekend. Mayor Moynagh also acknowledged the Fire Department for their record number of calls for 2022 and reminded people to go to the Firefighter Dinner on February 4th.

15. ADJOURNMENT

Council Member Solarz motioned to adjourn the Regular City Council Meeting at 7:47 p.m. Council Member Andreoff seconded the motion. Motion carried 5-0.

Robert W. Moynagh, III
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

City of Montrose
 City Council Workshop
 Montrose City Hall
 311 Buffalo Avenue South
 Monday, January 30, 2023
 4:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met for a City Council Workshop on Monday, January 30, 2023 at 4:00 p.m.

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

2. PRESENT AT THE MEETING

Present: Mayor Robert Moynagh III
 Council Member Sam Solarz
 Council Member Nicole Andreoff
 Council Member Michelle Otto

Absent: Council Member David Paradeise

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

3. BUSINESS

a. Waste Water Upgrade Discussion

Mr. Voge stated that he wanted to address the City Council regarding the possibility of regionalization for the needed increase in Waste Water Capacity. Mr. Voge stated this would mean partnering with another city that already has a waste water treatment facility and essentially being their customer by piping the waste to their facility. Mr. Voge stated that the City of Buffalo could be an option for regionalization as it is the closest facility as far as piping waste through the ground. Mr. Voge stated that the engineer's initial feel for the costs of building a facility versus being a customer of another facility would be that regionalization would probably be the most cost-effective option. Mr. Voge stated that he just needs to get a direction from City Council on whether they think regionalization is worth looking into and spending engineer dollars researching this option. Council Member Solarz asked what Mr. Remer thought and if he would agree that the city should investigate regionalization. Mr. Remer stated that our other option would be to build an activated sludge plant which would cost several million to build and would have high ongoing maintenance and operation costs. Mr. Remer stated that it would be worth looking at regionalization with the City of Buffalo. Mr. Remer stated that an activated sludge plant would also likely be an "A" level licensed plant which would mean that Public Works would need additional licensing as well in order to run a new plant. Mr. Voge stated that the next step if Council agrees to investigate regionalization options would be to approach city administration for Buffalo. The City Council agreed that they would like the engineers to investigate regionalization as an option for waste water treatment.

b. Capital Improvement Plan Discussion

Ms. Bonniwell stated that staff will be working on updates to the Capital Improvement Plan (CIP) and will start by looking at the old CIP to see if anything is still relevant and will go from there. Ms. Bonniwell stated that City Council should let staff know if they have wish-list items for the CIP. Ms. Bonniwell stated that staff would like to have a meeting with City Council to review the CIP after the audit is complete, which will take place at the end of February. City Council agreed to tentatively set a March 27th date for a workshop to discuss the CIP.

c. Girl Scout Building Discussion

Discussion was had regarding an old contract the Girl Scouts have with the City regarding a small building located inside a city park that the Girl Scouts are able to use for storage of items to be used for the town celebration per the contract. Council Member Otto stated that she spoke with a Joanne Anderson, who is affiliated or in contact with current girl scout troops within the city, and stated that Joanne told Council Member Otto that she will go through the contents of the shed in the spring to see how much space they need for ongoing storage and is willing to let the city or community groups use the building for the town celebration. Council Member Solarz stated that the groups that want to use the building should work it out amongst themselves, especially if the Girl Scouts are willing to let other groups use the building for events. Mayor Moynagh and Council Member Otto asked if staff would send the contract to the City Attorney for review and possible amendments.

4. ADJOURNMENT

Mayor Moynagh adjourned the City Council Workshop at 4:40 p.m.

Robert Moynagh III
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

City of Montrose
 City Council Workshop
 Montrose Community Center
 200 Center Avenue South
 Thursday, February 9, 2023
 5:45 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met for a City Council Workshop on Thursday, February 9, 2023 at 5:45 p.m.

Mayor Moynagh called the Workshop to order at 5:45 p.m.

2. PRESENT AT THE MEETING

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

Park and Recreation Commission:
 Commissioner Duane Isle
 Commissioner Toby Nelson (arrived at 5:52 p.m.)
 Commissioner Eddie Kolasa
 Commissioner Kayla McClusky
 Commissioner Joshua Swanson

Staff Present: Jessica Bonniwell – City Administrator
 Dan Remer – Public Works Director
 Cristy Gerard – Deputy Clerk
 Justin Kannas – City Engineer

3. APPROVAL OF MEETING AGENDA

City Council approved the February 9, 2023 City Council & Park and Recreation Commission Workshop Agenda

4. OLD BUSINESS

- a. No Old Business

5. NEW BUSINESS

- a. Park Improvement Recommendations

The Park and Recreation Commission presented Park and Trail Plan recommendations to City Council to ask for feedback regarding the plan. The Park and Recreation Commission asked which items should be included in the plan and Ms. Bonniwell stated that anything that is a regular maintenance item that Public Works does each year should not be included in the plan and anything that is for future plans or further development or upgrades of the parks should be included. The City Council stated that once the Park and Recreation Commission determines which items to include with the plan, also to prioritize based on which items the commission would like to see done first and which items are a lesser priority, and this could be based on want versus need if funds for park improvements are an issue.

- b. Discussion of Park Shelter/Pavilion Grant

Commissioner Kolasa asked the City Council what they still needed from Park and Recreation as far as

the decision about the shelter. The recommendation to not continue with the shelter due to lack of funds, even with the grant funds, was made to the City Council several months ago. City Council Members echoed each other in stating that there are other more important infrastructure items that the city needs to allocate money towards, and the shelter is likely not a good use of funds at this time. Mr. Kannas was asked about modifying the shelter and not adding amenities such as bathrooms to try to build a shelter with the money we have. Mr. Kannas reiterated that the shelter is required to have certain amenities, such as the bathroom, in order to still qualify for the grant since that was what was put in the grant application initially. Commissioner Isle stated that Park and Recreation has been discussing other possibilities for the Regional Park such as planting native plants and flowers and possibly installing a trail in the future.

c. Expansion of Community Gardens

Commissioner Isle stated that the Park and Recreation Commission has been discussing the possibility of adding additional plots to the Community Garden located within the Regional Park. Commissioner Isle stated that they thought of expanding to the side of the existing plots and adding possibly four new spots, depending on available space. Mr. Remer stated they if the Community Garden is expanded it could be done to the east, towards County Road 12, and then could possibly have room for ten more plots, depending on interest. Mr. Remer stated that he would have to call in a locate for the area to see where gas and electric lines are placed to determine where and how many spots could be added. Mr. Remer also stated that perhaps they could hold off on digging more plots until applications are received for more plots than currently exist. If no additional applications are received and no additional interest in plots is made known, it would not make sense to expand the gardens. Mr. Remer also stated that the city would then mark off the areas for the plots and the residents would be responsible for tilling the garden and improving the soil, unless the Council directs staff to complete tilling and staff would want to purchase a tiller so one would not need to be rented each time.

d. Plans for Regional Park

Discussion was had regarding current and future plans for the Regional Park since it seems the decision has been made (pending City Council motion) to forego the DNR Outdoor Recreation Grant. Commissioner Isle stated that the Park and Recreation Commission would like to see some eco-friendly options and designs out at the park for seeding flowers and natural plants as well as planting trees. City Council Member Otto stated that Commissioner Swanson has some expertise on native plants that the Commission is looking into for possible planting at the Regional Park. Commissioner Isle stated that the City could work on installing the road to go through the property as well as possibly some walking trails. Mr. Kannas was asked if Bolton and Menk still had plans for the road that was planned to span the park and Mr. Kannas stated that yes, they still have those plans and the base of the road has already been completed when grading was done. The Park and Recreation Commission stated they would like to look at doing a new plan and getting some community engagement to determine wants and needs for the future of parks in the community. Mayor Moynagh stated that there will likely be a splash pad or small water park or pool in the future because that seems to be high on the list for many residents in the community. Mr. Kannas stated that the first plan was put together through a survey and some community engagement meetings to determine what residents want to see in parks. Mr. Kannas stated he still has that information and will forward along to Park and Recreation Commission for review.

e. Soil Bore Samples

Mr. Kannas briefly went over the specific bore samples from the testing that was done at the Regional Park a few months ago in order to outline places in the park that may not be good for building a shelter or putting other items as it would require removing a lot of fill. The area originally planned for the shelter turned out to be poor placement because of the soil quality and amount of fill found and would need compaction work if a building were to be placed there. Mr. Kannas briefly touched on the different samples discussing how much fill was found and if there was organic or inorganic material found.

4. ADJOURNMENT

Mayor Moynagh adjourned the City Council Workshop at 6:35 p.m.

Robert Moynagh III
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

ACCOUNTS PAYABLE LIST

February 13, 2023

Payroll	01/10/23 Payroll	17647.11
Payroll	01/23/23 Payroll	17597.30
Payroll	02/06/23 Payroll	17811.30
IRS-Federal Tax Payment	01/10/23 FED/FICA Tax	5993.34
IRS-Federal Tax Payment	01/23/23 FED/FICA Tax	5934.49
IRS-Federal Tax Payment	02/06/23 FED/FICA Tax	6027.88
MN Dept. of Revenue	01/10/23 State Withholding	1189.68
MN Dept. of Revenue	01/23/23 State Withholding	1181.22
MN Dept. of Revenue	02/06/23 State Withholding	1203.01
PERA	01/10/23 Payroll	3540.11
PERA	01/23/23 Payroll	3520.16
PERA	02/06/23 Payroll	3569.44
*Ameritas Life Ins.	Mar. Employee Optical Ins.	49.40
MN Dept. of Revenue	January Sales Tax	73.00
Payment Service Network	Jan. PSN/ACH Fees	1195.90
Abdo	Audit & Accounting Services	13764.25
Adam's Pest Control	CH Pest Control	80.53
*AFSCME #65	January Union Dues	120.40
Aramark	Uniforms/Floor Mats	286.90
Aramark	CH/CC Floor Mats	54.70
*Bolton & Menk	Engineering Services	31902.50
Cardmember Services	Council Training	1400.00
Cardmember Services	Office Supplies	189.34
Cardmember Services	Vehicle Title	34.08
Centra Sota Coop.	Bulk Diesel	2399.08
Citizens State Bank	2017A Bond Payment	56075.00
*Citizens State Bank	January H.S.A. Deposit	750.00
*Colonial Life Ins.	Dec. Employee Ins.	19.56
Comcast	Jan. Internet Service	109.85
Core & Main	Water Leak Repair/Parts	435.20
Culligan	Jan-Feb Softener Svcs.	75.08
Delta Dental	February Dental Insurance	497.17
Farm-Rite Equipment	Bobcat Repair/Parts	95.00
Gopher State One Call	Water/Sewer Locates	50.00
Hawkins, Inc.	Water Chemicals	60.00
Health Partners	February Health Ins.	6311.75
*IUOE Local #49	January Union Dues	175.00
IUOE Local #49 CPF	December HRA	1200.00
*Kennedy & Graven	Legal Fees	2806.25
Kurkosky, John	Clothing Allowance - Boots	200.00

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Lincoln Nat'l Life Ins.	February Life Ins.	173.21
*Madison Nat'l Life	Feb. Disability Ins.	377.79
Marco Tech.	Printer Maint.	70.28
Midwest Machinery Co.	PW/Parks Tractor Parts	731.16
Milhausen Auto Repair	PW Vehicle Maint.	135.00
MN Computer Systems	Copier Maint. Agreement	78.48
MN Municipal Utilities	2023 Member Dues	348.00
MN Pollution Control	Exam Fees	55.00
MVTL Labs	Water/WWTP Testing	518.33
My Alarm Center	Feb-Apr Security System	147.38
North Star Awards & Troph.	Contest Placards	12.00
Nystrom Publishing	Winter Newsletter & Postage	2056.21
Paumen Computer Services	Monthly IT/Backup & Support	560.00
RDO Equipment	Payloader Parts	822.70
Steiner Auto Parts	PW Veh/Shop Supplies	383.51
U.S. Bank	2021A Bond Payment	423000.00
US Internet	Email Hosting	139.30
USA BlueBook	WWTP Supplies	388.63
Vessco	Water Equip/Supplies	294.02
Wakesun	Electrical Services	3418.27
Wex Bank	PW, Str, Sew, WW Vehicle Fuel	927.16
Windstream	Telephone Service	131.30
Wright Co. Finance Dept.	January Patrol Svcs.	26386.46
Wright Co. Highway Dept.	Road Salt	13715.92
Wright-Hennepin Co-op	Electrical Services	289.79
Xcel Energy	Electric/Gas Charges	8925.60
Ziegler	WW Pump Repair	5800.97
Ziegler	Annual Svc. Generators	6609.43
Broeker, Michael	Utility Overpayment	87.41
Flock, Ryan	Utility Overpayment	151.47
Kratz, Mary	Utility Overpayment	86.54
Lakes Area Realty	Utility Overpayment	55.03
LGI Homes	Utility Overpayment	20.93
Meyer, Andrew	Utility Overpayment	198.89
Molden, Bryce & Casey	Utility Overpayment	80.79
Opendoor	Utility Overpayment	75.52
Schindele, Dustin & Denise	Utility Overpayment	171.57

ACCOUNTS PAYABLE SUBTOTAL

703049.03

Abdo	Audit & Accounting Services	6771.25
Adam's Pest Control	CH Pest Control	88.58

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Aramark	Uniforms/Floor Mats	416.81
Aramark	CH/CC Floor Mats	50.00
Aspen Equipment	Plow Truck Parts/Maint.	1027.07
Badger Meter	Jan. Hosting	164.70
*Bolton & Menk	Engineering Services	20987.04
Comcast	Internet Service	543.39
Core & Main	Well Repair/Maint.	2378.26
Delano True Value	PW Shop Supplies	92.51
Gerard, Cristy	Travel Expense	25.00
Gopher State One Call	Water/Sewer Locates	9.45
Hecksel Machine	Plow Truck Parts/Maint.	375.00
*IUOE Local #49	February Union Dues	175.00
IUOE Local #49 FBF	March Health,Dental	7100.00
Jenson, Marie	January CH/CC Cleaning	755.00
Little Falls Machine	Plow Truck Parts/Maint.	252.58
Menards	WW,PW Shop/Bldg. Supplies	349.40
Milhausen Auto Repair	PW Vehicle Maint. (Colorado)	2630.51
MN Computer Systems	Copier Maint. Agreement	239.99
MN DNR OMB	Water Permit and Surcharge	737.78
MN Public Fac. Authority	MNPFA 2019 Loan Payment	7120.68
MCFOA	Membership Dues	50.00
MVTL Labs	WWTP Testing	468.59
North Star Awards & Troph.	Holiday Awards/Placards	117.00
Nuso (NEC Cloud Comm.)	Telephone Service	186.81
*NW Assoc. Consultants	Planners Services	1116.90
Petty Cash Refill	PW,Water,WW Supplies	131.52
Pitney Bowes Purch. Power	Postage Meter Refill	2203.39
Quill	Office/Shop Supplies	92.64
RDO Equipment	Payloader Parts	59.06
Shelbertech Corp.	230 3rd - Asbestos Removal	5780.00
Trueman Walters	PW Plow Truck Hardware	36.79
US Internet	Email Hosting	149.25
USA BlueBook	WWTP Supplies	609.71
Verizon	Cellphones/Tablets	474.10
Wex Bank	PW,Str,Sew,WW Vehicle Fuel	964.63
Wright Co. Elections	OmniBallot/DS200 Ann. Maint.	400.00
Wright Co. Finance Dept.	February Patrol Svcs.	26386.46
*Wright Co. Journal Press	Public Notices	21.75
Xcel Energy	Electric/Gas Charges	1580.57

TOTAL ACCOUNTS PAYABLE**796168.20**

February 13, 2023
Page 4

MOYNAGH

BONNIWELL

OTTO

ANDREOFF

SOLARZ

PARADEISE

*** Appendix**

Payments received to offset checks written

Payroll Deduction	IUOE #49 Jan. Union Dues	175.00
Payroll Deduction	IUOE #49 Feb. Union Dues	175.00
Payroll Deduction	January H.S.A. Deposit	650.00
Payroll Deduction	Mar. Optical Ins.	49.40
Payroll Deduction	AFSCME Jan. Union Dues	120.40
Developer Expense	Engineering Svcs.	1615.00
Developer Expense	Legal Svcs.	391.00
Developer Expense	Planners Svcs.	79.00
Travel Expense	Gerard, Cristy	25.00
Utility Overpayment	Broeker, Michael	87.41
Utility Overpayment	Flock, Ryan	151.47
Utility Overpayment	Kratz, Mary	86.54
Utility Overpayment	Lakes Area Realty	55.03
Utility Overpayment	LGI Homes	20.93
Utility Overpayment	Meyer, Andrew	198.89
Utility Overpayment	Molden, Bryce & Casey	80.79
Utility Overpayment	Opendoor	75.52
Utility Overpayment	Schindele, Dustin & Denise	171.57

ACCOUNTS PAYABLE LIST

December 31, 2022

*Bolton & Menk	Engineering Services	4000.00
Culligan	Nov-Dec Softener Svcs.	71.50
Marco Tech.	Nov., Dec. Printer Maint.	136.34
MN Dept. of Labor and Ind.	Dec. Surcharge Report	52.32
MVTL Laboratories	WWTP Testing	126.08
Northland Securities	2022 CD Reporting	1650.00
*NW Assoc. Consultants	Planners Services	1232.40
Water Conservation Svcs.	Water Leak Locate	370.63
Wright Co. Finance Dept.	December Fines	619.96

TOTAL ACCOUNTS PAYABLE

8259.23

MOYNAGH

BONNIWELL

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ANDREOFF

SOLARZ

PARADEISE

* Appendix

Payments received to offset checks written

Payroll Deduction	Mar. Optical Ins.	49.40
Payroll Deduction	AFSCME Jan. Union Dues	120.40
Developer Expense	Planners Svcs.	668.50

FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

February 13, 2023

Fire Department Payroll	Annual Payroll	47747.52
IRS-Federal Tax Payment	FD FICA Tax	10788.59
MN Dept. of Revenue	FD State Withholding	1246.02
 Ancom Communications	 Communications Radio Repair	 124.00
Cardmember Services	Communications & Equip.	986.37
Cardmember Services	Awards	541.48
Menards	Station Maint.	53.88
Milhausen Auto Repair	FD Vehicle Maint.	50.00
North Star Awards & Troph.	FF Awards	45.50
Streichers	Uniforms	43.00
Wex Bank	FD Vehicle Fuel	179.76
Xcel Energy	Electric/Gas Charges	1388.15
ACCOUNTS PAYABLE SUBTOTAL		63194.27

Comcast	Internet Service	97.85
Menards	Station Maint.	419.54
Menards	Station Supplies	83.52
MN Computer Systems	Copier Maint. Agreement	119.97
MN Fire Svc. Cert. Board	Instructor Training	551.25
Verizon	FD iPad	40.01
Wex Bank	Vehicle Fuel	266.76
Xcel Energy	Electric/Gas Charges	1254.20
TOTAL ACCOUNTS PAYABLE		66027.37

MOYNAGH

BONNIWELL

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PARADEISE

CITY OF MONTROSE **Monthly Adjustments**

Jan 31st 2023
CG

Account	Tran Type	Charge Name	Charge Type	Amount	Date
00-00002660-03-	Adjustment		UR	(\$55.03)	1/9/2023
01-00002673-01-	Adjustment	R Water	Service	(\$1.75)	1/3/2023
01-00005871-00-	Adjustment	Hang Disconnect N	Service	\$25.00	1/9/2023
01-00006007-00-	Adjustment	Hang Disconnect N	Service	\$25.00	1/9/2023
01-00006059-00-	Adjustment	Hang Disconnect N	Service	\$25.00	1/9/2023
00-00004086-01-	Adjustment		UR	(\$171.57)	1/9/2023
00-00003008-02-	Adjustment		UR	(\$75.52)	1/9/2023
00-00002575-01-	Adjustment		UR	(\$87.41)	1/9/2023
01-00002553-00-	Adjustment	Hang Disconnect N	Service	\$25.00	1/9/2023
00-00005026-01-	Adjustment		UR	(\$80.79)	1/9/2023
01-00001906-00-	Adjustment	Hang Disconnect N	Service	\$25.00	1/9/2023
00-00002572-03-	Adjustment		UR	(\$151.47)	1/9/2023
00-00001551-00-	Adjustment		UR	(\$198.89)	1/9/2023
00-00001662-02-	Adjustment		UR	(\$86.54)	1/9/2023
01-00002572-01-	Adjustment	Hang Disconnect N	Service	(\$25.00)	1/10/2023
01-00001818-00-	Adjustment	WWTP	Service	(\$1.37)	1/10/2023
01-00001818-00-	Adjustment	Storm Water	Service	(\$0.25)	1/10/2023
01-00001818-00-	Adjustment	Sewer Collection	Service	(\$1.35)	1/10/2023
00-00005884-00-	Adjustment		UR	(\$20.93)	1/9/2023
01-00002585-00-	Adjustment	Sewer Collection	Service	(\$1.02)	1/5/2023
01-00002673-01-	Adjustment	Sewer Collection	Service	(\$1.60)	1/3/2023
01-00002673-01-	Adjustment	WWTP	Service	(\$1.62)	1/3/2023
01-00002673-01-	Adjustment	Storm Water	Service	(\$0.25)	1/3/2023
01-00001127-00-	Adjustment	R Water	Service	(\$0.52)	1/5/2023
01-00001127-00-	Adjustment	Sewer Collection	Service	(\$0.47)	1/5/2023
01-00001127-00-	Adjustment	WWTP	Service	(\$0.54)	1/5/2023
01-00001127-00-	Adjustment	Storm Water	Service	(\$0.25)	1/5/2023
01-00002593-00-	Adjustment	Hang Disconnect N	Service	\$25.00	1/9/2023
01-00002585-00-	Adjustment	WWTP	Service	(\$1.06)	1/5/2023
01-00002553-00-	Adjustment	Hang Disconnect N	Service	(\$25.00)	1/10/2023
01-00002585-00-	Adjustment	Storm Water	Service	(\$0.25)	1/5/2023
01-00001202-00-	Adjustment	R Water	Service	(\$3.27)	1/5/2023
01-00001202-00-	Adjustment	Sewer Collection	Service	(\$2.99)	1/5/2023
01-00001202-00-	Adjustment	WWTP	Service	(\$3.06)	1/5/2023
01-00001202-00-	Adjustment	Annual State Wa	Service	(\$0.10)	1/5/2023
01-00001202-00-	Adjustment	Storm Water	Service	(\$0.61)	1/5/2023
01-00001550-00-	Adjustment	Hang Disconnect N	Service	\$25.00	1/9/2023
01-00002585-00-	Adjustment	Combo Water	Service	(\$1.12)	1/5/2023
01-00001816-00-	Adjustment	WWTP	Service	(\$1.06)	1/31/2023
01-00002694-00-	Adjustment	WWTP	Service	(\$0.59)	1/30/2023
01-00002694-00-	Adjustment	Storm Water	Service	(\$0.07)	1/30/2023
01-00002694-00-	Adjustment	Combo Water	Service	(\$0.65)	1/30/2023
02-00001427-00-	Adjustment	Water-Comm	Service	(\$48.28)	1/30/2023
01-00001606-00-	Adjustment	NSF	Service	\$30.00	1/31/2023
01-00001606-00-	Adjustment	NSF	Service	\$30.00	1/31/2023
01-00001605-00-	Adjustment	NSF	Service	\$30.00	1/31/2023
01-00001818-00-	Adjustment	R Water	Service	(\$1.47)	1/10/2023
01-00001816-00-	Adjustment	Sewer Collection	Service	(\$1.02)	1/31/2023
01-00005023-00-	Adjustment	WWTP	Service	(\$0.84)	1/25/2023
01-00001816-00-	Adjustment	Storm Water	Service	(\$0.25)	1/31/2023
01-00001816-00-	Adjustment	R Water	Service	(\$1.12)	1/31/2023
01-00001872-00-	Adjustment	WWTP	Service	(\$0.93)	1/31/2023
01-00001872-00-	Adjustment	Storm Water	Service	(\$0.21)	1/31/2023
01-00001872-00-	Adjustment	Sewer Collection	Service	(\$0.90)	1/31/2023

Account	Tran Type	Charge Name	Charge Type	Amount	Date
01-00001872-00-	Adjustment	R Water	Service	(\$0.98)	1/31/2023
01-00001872-00-	Adjustment	R Water	Service	(\$73.21)	1/31/2023
01-00002018-01-	Adjustment	NSF	Service	\$30.00	1/31/2023
01-00004172-00-	Adjustment	Combo Water	Service	(\$0.79)	1/17/2023
00-00001042-00-	Adjustment	R Water	Service	(\$30.62)	1/31/2023
01-00001937-01-	Adjustment	R Water	Service	(\$0.70)	1/10/2023
01-00001937-01-	Adjustment	Sewer Collection	Service	(\$0.62)	1/10/2023
01-00001937-01-	Adjustment	WWTP	Service	(\$0.77)	1/10/2023
01-00001937-01-	Adjustment	Storm Water	Service	(\$0.51)	1/10/2023
01-00001937-01-	Adjustment	Hang Disconnect N	Service	(\$25.00)	1/10/2023
01-00004172-00-	Adjustment	Sewer Collection	Service	(\$0.72)	1/17/2023
01-00002694-00-	Adjustment	Sewer Collection	Service	(\$0.59)	1/30/2023
01-00004172-00-	Adjustment	Storm Water	Service	(\$0.25)	1/17/2023
01-00005096-00-	Adjustment	NSF	Service	\$30.00	1/26/2023
01-00001704-00-	Adjustment	Combo Water	Service	(\$2.36)	1/25/2023
01-00001704-00-	Adjustment	Sewer Collection	Service	(\$2.13)	1/25/2023
01-00001704-00-	Adjustment	WWTP	Service	(\$2.12)	1/25/2023
01-00001704-00-	Adjustment	Storm Water	Service	(\$0.25)	1/25/2023
01-00005023-00-	Adjustment	Combo Water	Service	(\$0.86)	1/25/2023
01-00005023-00-	Adjustment	Sewer Collection	Service	(\$0.79)	1/25/2023
01-00005023-00-	Adjustment	Storm Water	Service	(\$0.25)	1/25/2023
01-00001818-00-	Adjustment	Hang Disconnect N	Service	(\$25.00)	1/10/2023
01-00004172-00-	Adjustment	WWTP	Service	(\$0.78)	1/17/2023
				(\$903.29)	

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

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

RESOLUTION NO. 2023-02

A RESOLUTION APPROVING THE MAYORAL APPOINTMENTS FOR THE YEAR 2023

Acting Mayor:	Council Member Sam Solarz
Alternate Acting Mayor:	Council Member David Paradeise
Buffalo Public Schools Board Meetings:	Council Member David Paradeise
Chamber of Commerce Representative:	City Administrator Council Member Michelle Otto
Community Education Representative:	Michael Sommerfeld
Community Education Representative Alternate:	Kirby Moynagh
Economic Development Authority:	Council Member David Paradeise Mayor Kirby Moynagh Dr. Sonya Tourville, Montrose Family Chiropractor Mr. Matt Smith, Carpentry Contractors Company City Administrator
Fire Department/Emergency Management Chief/Emergency Management Director:	Fire Chief
Assistant Fire Chief/Emergency Management Director:	Assistant Fire Chief and/or Fire Department Captains
Fire Department Council Liaison:	Council Member David Paradeise
U.S. Highway 12 Safety Coalition:	Mayor Kirby Moynagh City Administrator
Personnel and Employee Relations Committee:	Mayor Acting Mayor Public Works Department Director City Administrator
Park and Recreation Commission Members: (2 Vacancies)	Duane Isle – Chair Toby Nelson – Vice Chair Kayla McClusky – Secretary Eddie Kolasa Joshua Swanson
Park and Recreation Commission Council Liaison:	Council Member Nicole Andreoff
Alternate:	Council Member Michelle Otto
Park and Recreation Commission Staff Coordinator:	Deputy Clerk
Planning and Zoning Commission Members: (2 Vacancies)	Charles Smallwood, Chair Roger Fraumann – Vice Chair Sylvia Henry - Secretary

Shawn Cuff
Catherine Neiberger

**Planning and Zoning Commission Council Liaison:
Alternate:**

Council Member Sam Solarz
Council Member Michelle Otto

Planning and Zoning Commission Planner:

Steve Gritman
Northwest Associated Consultants

Planning and Zoning Commission Staff Coordinator:

City Administrator

Finance Committee:

Council Member Nicole Andreoff
Council Member Sam Solarz
City Clerk-Treasurer

Finance Committee Alternate:

City Administrator

Celebrate Montrose Committee:

Council Member Michelle Otto

Wright County Area Transportation:

City Clerk-Treasurer

Wright County Board of Commissioners Meetings:

Council Members David Paradeise and Sam Solarz will alternate or attend virtually

Wright County Mayor's Association

Mayor Kirby Moynagh

Official Depositories:

Citizens State Bank of Waverly
Northland Securities
League of Minnesota Cities 4M Fund

Official Newspaper:

Wright County Journal Press

City Meetings:

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

Adopted by the City Council of Montrose, Minnesota this 13th day of February, 2023

ATTEST:

Kirby Moynagh
Mayor
City of Montrose

Jessica Bonniwell
City Administrator
City of Montrose



Wright County Sheriff's Office

Sheriff Sean Deringer

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



Montrose Monthly Report 2023

Printed on February 1, 2023

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
911 Open Line Total: 12					
01/01/23 12:13	911 Open Line	2023000121			911
01/01/23 15:09	911 Open Line	2023000151			911
01/01/23 17:50	911 Open Line	2023000177			911
01/05/23 16:02	911 Open Line	2023001451			911
01/06/23 19:33	911 Open Line	2023001799			911
01/09/23 08:45	911 Open Line	2023002470			911
01/10/23 07:22	911 Open Line	2023002719			911
01/13/23 20:53	911 Open Line	2023003807			911
01/20/23 09:40	911 Open Line	2023005601			911
01/22/23 12:38	911 Open Line	2023006139			911
01/24/23 13:31	911 Open Line	2023006728			911
01/27/23 12:42	911 Open Line	2023007742			911
Agency Assist Total: 1					
01/26/23 16:48	Agency Assist	2023007461	Agency Assist	WP23002068	Phone
Alarm Total: 1					
01/03/23 21:38	Alarm	2023000885	Alarm	WP23000208	Phone
Animal Total: 2					
01/11/23 14:39	Animal	2023003105	Animal	WP23000868	Phone
01/25/23 12:44	Animal	2023007052	Animal	WP23001945	Phone
Check Welfare Total: 10					
01/02/23 12:44	Check Welfare	2023000362	Check Welfare	WP23000089	911
01/03/23 21:20	Check Welfare	2023000879	Check Welfare	WP23000204	Phone
01/04/23 10:49	Check Welfare	2023001011	Check Welfare	WP23000256	Phone
01/05/23 16:38	Check Welfare	2023001459	Check Welfare	WP23000407	911
01/08/23 18:01	Check Welfare	2023002363	Check Welfare	WP23000647	911
01/09/23 13:14	Check Welfare	2023002548	Check Welfare	WP23000694	911
01/14/23 08:35	Check Welfare	2023003916	Check Welfare	WP23001084	Phone
01/20/23 19:12	Check Welfare	2023005753	Civil Child Custody	WP23001650	Phone
01/29/23 19:25	Check Welfare	2023008389	Check Welfare	WP23002307	911
01/31/23 15:00	Check Welfare	2023008884	Check Welfare	WP23002462	Phone
Citizen Aid Total: 5					
01/07/23 15:01	Citizen Aid	2023002020	Citizen Aid	WP23000554	Phone
01/14/23 12:24	Citizen Aid	2023003965	Citizen Aid	WP23001097	911
01/16/23 17:48	Citizen Aid	2023004568	Citizen Aid	WP23001279	Phone
01/19/23 20:38	Citizen Aid	2023005487	Citizen Aid	WP23001575	911
01/26/23 20:05	Citizen Aid	2023007537	Citizen Aid	WP23002079	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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Civil Complaint Total: 4

01/08/23 03:11	Civil Complaint	2023002203	Civil Complaint	WP23000602	Phone
01/08/23 14:54	Civil Complaint	2023002312	Abuse Child	WP23000632	Phone
01/17/23 21:49	Civil Complaint	2023004922	Civil Complaint	WP23001393	Phone
01/18/23 18:19	Civil Complaint	2023005170	Civil Complaint	WP23001474	Phone

Civil Process Total: 24

01/04/23 11:01	Civil Process	2023001015			Officer
01/09/23 14:39	Civil Process	2023002567			Officer
01/10/23 13:25	Civil Process	2023002804			Officer
01/11/23 08:57	Civil Process	2023003012			Officer
01/11/23 14:48	Civil Process	2023003109			Officer
01/11/23 14:59	Civil Process	2023003111			Officer
01/11/23 17:53	Civil Process	2023003150			Officer
01/12/23 09:40	Civil Process	2023003276			Officer
01/17/23 10:36	Civil Process	2023004744			Officer
01/17/23 16:08	Civil Process	2023004835			Officer
01/19/23 12:59	Civil Process	2023005347			Officer
01/20/23 10:04	Civil Process	2023005609			Officer
01/20/23 10:35	Civil Process	2023005615			Officer
01/23/23 15:02	Civil Process	2023006457			Officer
01/24/23 12:12	Civil Process	2023006707			Officer
01/24/23 14:09	Civil Process	2023006747			Officer
01/24/23 14:18	Civil Process	2023006750			Officer
01/25/23 09:29	Civil Process	2023007003			Officer
01/25/23 16:09	Civil Process	2023007112			Officer
01/26/23 11:52	Civil Process	2023007344			Officer
01/30/23 13:18	Civil Process	2023008550			Officer
01/31/23 09:15	Civil Process	2023008785			Officer
01/31/23 11:25	Civil Process	2023008824			Officer
01/31/23 16:29	Civil Process	2023008912			

Commercial General Alarm Total: 1

01/14/23 08:48	Commercial General	2023003918			Phone
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Court Order Violation Total: 1

01/04/23 19:21	Court Order Violation	2023001165	Court Order Violation	WP23000303	911
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Criminal Damage to Property Total: 2

01/02/23 22:09	Criminal Damage to	2023000475	Domestic Disturbance	WP23000129	911
01/03/23 10:01	Criminal Damage to	2023000554	MVA - No Injuries	WP23000149	Phone

Domestic Disturbance Total: 5

01/13/23 23:28	Domestic Disturbance	2023003847	Domestic Disturbance	WP23001070	911
01/19/23 22:33	Domestic Disturbance	2023005512	Domestic Disturbance	WP23001582	911
01/21/23 04:29	Domestic Disturbance	2023005838	Domestic Disturbance	WP23001667	911
01/29/23 10:51	Domestic Disturbance	2023008265	Check Welfare	WP23002277	911
01/30/23 08:03	Domestic Disturbance	2023008467	Domestic Disturbance	WP23002331	911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Extra Patrol Total: 2					
01/02/23 18:07	Extra Patrol	2023000435	Extra Patrol	WP23000116	Phone
01/29/23 18:55	Extra Patrol	2023008381			911
Fire - Other Total: 1					
01/17/23 21:03	Fire - Other	2023004915	Fire - Other	WP23001388	911
Fraud - Internet Total: 1					
01/02/23 10:49	Fraud - Internet	2023000336	Suspicious - Circumstances	WP23000082	Phone
Funeral Escort Total: 2					
01/07/23 13:14	Funeral Escort	2023001988			Phone
01/13/23 09:44	Funeral Escort	2023003577			Phone
Juvenile - Complaint Total: 1					
01/06/23 10:19	Juvenile - Complaint	2023001627	Juvenile - Complaint	WSRO23000446	Phone
Littering Total: 1					
01/29/23 13:53	Littering	2023008308			Phone
Medical - Back Pain Total: 5					
01/11/23 09:10	Medical - Back Pain	2023003014			Phone
01/13/23 04:11	Medical - Back Pain	2023003519			911
01/13/23 22:50	Medical - Back Pain	2023003835			911
01/15/23 09:42	Medical - Back Pain	2023004203			911
01/17/23 00:29	Medical - Back Pain	2023004654			911
Medical - Breathing Problems Total: 3					
01/22/23 13:02	Medical - Breathing	2023006148			911
01/23/23 07:39	Medical - Breathing	2023006336			911
01/28/23 09:58	Medical - Breathing	2023007981			911
Medical - Diabetic Total: 1					
01/19/23 05:01	Medical - Diabetic	2023005265			911
Medical - Fall Under 6 Feet Total: 1					
01/16/23 18:10	Medical - Fall Under 6	2023004577			911
Medical - Heart Problems Total: 2					
01/21/23 17:29	Medical - Heart	2023005973			Phone
01/27/23 20:07	Medical - Heart	2023007861			911
Medical - Overdose - Poisoning Total: 3					
01/06/23 02:50	Medical - Overdose -	2023001568			911
01/08/23 03:35	Medical - Overdose -	2023002206			911
01/14/23 19:37	Medical - Overdose -	2023004078	Medical - Overdose - Poisoning	WP23001126	911
Medical - Psychiatric - Behavioral Total: 4					
01/03/23 15:58	Medical - Psychiatric -	2023000791	Medical - Sick	WP23000182	911
01/08/23 01:01	Medical - Psychiatric -	2023002182	Medical - Psychiatric -	WP23000593	911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
01/14/23 17:08	Medical - Psychiatric -	2023004036	Medical - Psychiatric -	WP23001118	Phone
01/15/23 19:34	Medical - Psychiatric -	2023004345	Medical - Psychiatric -	WP23001210	911
Medical - Sick Total: 1					
01/27/23 10:54	Medical - Sick	2023007710			911
Medical - Trauma Total: 2					
01/17/23 16:44	Medical - Trauma	2023004843			911
01/20/23 20:09	Medical - Trauma	2023005761			911
Medical - Unconscious - Fainting Total: 3					
01/04/23 18:29	Medical - Unconscious -	2023001154			911
01/14/23 00:06	Medical - Unconscious -	2023003858			911
01/31/23 18:23	Medical - Unconscious -	2023008936	Death Investigation - Natural	WP23002477	911
Motorist Aid Total: 3					
01/03/23 15:11	Motorist Aid	2023000760			
01/19/23 22:13	Motorist Aid	2023005509			Officer
01/28/23 19:14	Motorist Aid	2023008125			Officer
MVA - Hit & Run Total: 1					
01/31/23 12:35	MVA - Hit & Run	2023008846	Agency Assist	WP23002451	
Parking Total: 1					
01/10/23 10:16	Parking	2023002758	Parking	WP23000761	
Probation Check Total: 2					
01/05/23 17:58	Probation Check	2023001481			Officer
01/11/23 12:20	Probation Check	2023003066			Officer
Repossession Total: 1					
01/09/23 18:17	Repossession	2023002623			
Residential Medical Alarm Total: 2					
01/05/23 05:20	Residential Medical	2023001282			Phone
01/22/23 16:36	Residential Medical	2023006195			Phone
SIA Business Walk Through Total: 4					
01/20/23 02:21	SIA Business Walk	2023005542			
01/20/23 02:57	SIA Business Walk	2023005544			
01/26/23 20:21	SIA Business Walk	2023007545			
01/27/23 01:19	SIA Business Walk	2023007597			
SIA City Council - City Hall Total: 1					
01/09/23 18:00	SIA City Council - City	2023002619			Officer
SIA Door Check Total: 2					
01/06/23 01:32	SIA Door Check	2023001560			
01/06/23 01:42	SIA Door Check	2023001562			
SIA School Check Total: 3					

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
01/03/23 07:49	SIA School Check	2023000520			
01/25/23 07:36	SIA School Check	2023006979			
01/26/23 07:48	SIA School Check	2023007284			
Snowbird Total: 10					
01/04/23 01:18	Snowbird	2023000903	Snowbird	WP23000214	
01/04/23 01:26	Snowbird	2023000904	Snowbird	WP23000215	
01/04/23 01:48	Snowbird	2023000905	Snowbird	WP23000216	
01/04/23 01:52	Snowbird	2023000906	Snowbird	WP23000217	
01/10/23 01:08	Snowbird	2023002691	Snowbird	WP23000737	
01/10/23 01:11	Snowbird	2023002692	Snowbird	WP23000738	
01/10/23 01:17	Snowbird	2023002694	Snowbird	WP23000740	
01/12/23 01:19	Snowbird	2023003231	Snowbird	WP23000901	
01/12/23 01:29	Snowbird	2023003233	Snowbird	WP23000902	
01/19/23 01:03	Snowbird	2023005245	Snowbird	WP23001498	
Stolen - Vehicle Total: 1					
01/09/23 19:08	Stolen - Vehicle	2023002639			911
Stoparm Violation Total: 1					
01/18/23 09:15	Stoparm Violation	2023005008	Stoparm Violation	WP23001417	Other
Surveillance Total: 1					
01/03/23 11:55	Surveillance	2023000593			
Suspicious - Circumstances Total: 3					
01/11/23 15:24	Suspicious -	2023003115	Suspicious - Circumstances	WP23000874	Phone
01/15/23 11:40	Suspicious -	2023004225	Suspicious - Circumstances	WP23001162	911
01/22/23 15:40	Suspicious -	2023006184	Suspicious - Circumstances	WP23001743	Phone
Suspicious - Person - Vehicle Total: 2					
01/20/23 01:18	Suspicious - Person -	2023005537	Suspicious - Person - Vehicle	WP23001589	Phone
01/28/23 13:17	Suspicious - Person -	2023008029	Suspicious - Person - Vehicle	WP23002226	Phone
Theft - From Vehicle Total: 1					
01/28/23 10:27	Theft - From Vehicle	2023007987	Theft - From Vehicle	WP23002213	Phone
Theft - Identity Theft Total: 1					
01/25/23 08:49	Theft - Identity Theft	2023006996	Theft - Identity Theft	WP23001933	Phone
Threats Total: 2					
01/03/23 15:47	Threats	2023000787	Threats	WP23000180	Phone
01/19/23 18:29	Threats	2023005444	Threats	WP23001564	Phone
Traffic - Complaint Total: 4					
01/07/23 11:18	Traffic - Complaint	2023001957	Traffic - Complaint	WP23000542	911
01/07/23 22:14	Traffic - Complaint	2023002145	Traffic - Complaint	WP23000588	Phone
01/19/23 08:26	Traffic - Complaint	2023005289	Traffic - Complaint	WP23001513	911
01/31/23 22:40	Traffic - Complaint	2023008971	Traffic - Complaint	WP23002489	911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Traffic Stop Total: 47					
01/01/23 01:53	Traffic Stop	2023000035			Officer
01/01/23 02:15	Traffic Stop	2023000042			Officer
01/01/23 15:43	Traffic Stop	2023000155			Officer
01/02/23 14:29	Traffic Stop	2023000382			Officer
01/03/23 04:41	Traffic Stop	2023000510			Officer
01/03/23 20:24	Traffic Stop	2023000864			Officer
01/06/23 00:15	Traffic Stop	2023001551			Officer
01/07/23 01:51	Traffic Stop	2023001886	Traffic Stop	WP23000525	Officer
01/07/23 02:26	Traffic Stop	2023001894			Officer
01/07/23 02:33	Traffic Stop	2023001895	Traffic Stop	WP23000526	Officer
01/07/23 02:48	Traffic Stop	2023001896			Officer
01/07/23 14:53	Traffic Stop	2023002017			Officer
01/07/23 20:26	Traffic Stop	2023002108			Officer
01/07/23 22:46	Traffic Stop	2023002153			Officer
01/08/23 11:24	Traffic Stop	2023002263	Traffic Stop	WP23000617	Officer
01/09/23 13:03	Traffic Stop	2023002541			Officer
01/10/23 02:37	Traffic Stop	2023002701			Officer
01/10/23 15:20	Traffic Stop	2023002839			Officer
01/11/23 20:49	Traffic Stop	2023003191			Officer
01/11/23 22:41	Traffic Stop	2023003211			Officer
01/13/23 21:17	Traffic Stop	2023003813			Officer
01/13/23 23:48	Traffic Stop	2023003850	Drugs	WP23001073	Officer
01/14/23 12:08	Traffic Stop	2023003960			Officer
01/15/23 00:21	Traffic Stop	2023004142			Officer
01/15/23 19:45	Traffic Stop	2023004349			Officer
01/18/23 11:18	Traffic Stop	2023005048	Traffic Stop	WP23001433	Officer
01/18/23 12:12	Traffic Stop	2023005065	Traffic Stop	WP23001437	Officer
01/19/23 02:43	Traffic Stop	2023005254			Officer
01/19/23 22:23	Traffic Stop	2023005510			Officer
01/20/23 22:04	Traffic Stop	2023005792			Officer
01/22/23 08:07	Traffic Stop	2023006087	Traffic Stop	WP23001719	Officer
01/22/23 10:13	Traffic Stop	2023006102			Officer
01/22/23 17:21	Traffic Stop	2023006212			
01/22/23 20:29	Traffic Stop	2023006265			Officer
01/22/23 22:02	Traffic Stop	2023006286			Officer
01/23/23 23:00	Traffic Stop	2023006568			Officer
01/24/23 16:43	Traffic Stop	2023006803			Officer
01/24/23 18:24	Traffic Stop	2023006854			Officer
01/26/23 01:24	Traffic Stop	2023007245	DUI	WP23001999	Officer
01/26/23 01:31	Traffic Stop	2023007247			Officer
01/27/23 00:49	Traffic Stop	2023007590	Traffic Stop	WP23002093	Officer
01/28/23 08:47	Traffic Stop	2023007965			Officer
01/28/23 13:54	Traffic Stop	2023008036			Officer
01/28/23 16:29	Traffic Stop	2023008082			Officer
01/29/23 21:40	Traffic Stop	2023008410	Traffic Stop	WP23002313	Officer
01/30/23 16:58	Traffic Stop	2023008622			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
01/30/23 23:30	Traffic Stop	2023008711			Officer
Trespass Total: 2					
01/20/23 16:23	Trespass	2023005698	Trespass	WP23001639	Phone
01/21/23 23:38	Trespass	2023006048	Trespass	WP23001703	911
Unwanted Person Total: 2					
01/06/23 22:16	Unwanted Person	2023001846	Medical - Psychiatric -	WP23000520	911
01/21/23 19:20	Unwanted Person	2023005993	Unwanted Person	WP23001695	911
Vehicle Off Road Total: 1					
01/12/23 22:08	Vehicle Off Road	2023003475			Phone
Warrant - Attempt Total: 1					
01/23/23 10:31	Warrant - Attempt	2023006376			
Total Records: 200					

Montrose/Waverly Patrol Hour Summary

Hours Purchased Per Contract:	5,840.00
Starting Hours (beginning of month):	5,840.00
M-T-D (detailed below):	500.00
Balance going forward (to next month):	5,340.00
Y-T-D:	500.00

** Estimated Hours not verified by final monthly payroll

Shift Start

Date	Shift Start Time	Shift Stop Date	Shift Stop Time	Schedule	Position	Time Type	Regular Hours
1-Jan-23	10:00	1-Jan-23	20:00	Montrose/Wave	4620 Sheriff Gener.		10.00
1-Jan-23	20:00	2-Jan-23	2:00	Montrose/Wave	4630 Sheriff Gener.		6.00
2-Jan-23	10:00	2-Jan-23	20:00	Montrose/Wave	4620 Sheriff Gener.		10.00
2-Jan-23	20:00	3-Jan-23	2:00	Montrose/Wave	4630 Sheriff Gener.		6.00
3-Jan-23	10:00	3-Jan-23	20:00	Montrose/Wave	4620 Sheriff Gener.		10.00
3-Jan-23	20:00	4-Jan-23	2:00	Montrose/Wave	4630 Sheriff Gener.		6.00
4-Jan-23	10:00	4-Jan-23	20:00	Montrose/Wave	4620 Sheriff Gener.		10.00
4-Jan-23	20:00	5-Jan-23	2:00	Montrose/Wave	4630 Sheriff Gener.		6.00
5-Jan-23	10:00	5-Jan-23	20:00	Montrose/Wave	4620 Sheriff Gener.		10.00
5-Jan-23	20:00	6-Jan-23	2:00	Montrose/Wave	4630 Sheriff Gener.		6.00
6-Jan-23	10:00	6-Jan-23	20:00	Montrose/Wave	4620 Sheriff Gener.		10.00
6-Jan-23	20:00	7-Jan-23	2:00	Montrose/Wave	4630 Sheriff Gener.		6.00
7-Jan-23	10:00	7-Jan-23	20:00	Montrose/Wave	4620 Sheriff Gener.		10.00
7-Jan-23	20:00	8-Jan-23	2:00	Montrose/Wave	4630 Sheriff Gener.		6.00
8-Jan-23	10:00	8-Jan-23	20:00	Montrose/Wave	4620 Sheriff Gener.		10.00
8-Jan-23	20:00	9-Jan-23	2:00	Montrose/Wave	4630 Sheriff Gener.		6.00
9-Jan-23	10:00	9-Jan-23	20:00	Montrose/Wave	4620 Sheriff Gener.		10.00
9-Jan-23	20:00	10-Jan-23	2:00	Montrose/Wave	4630 Sheriff Gener.		6.00
10-Jan-23	10:00	10-Jan-23	20:00	Montrose/Wave	4620 Sheriff Gener.		10.00
10-Jan-23	20:00	11-Jan-23	2:00	Montrose/Wave	4630 Sheriff Gener.		6.00
11-Jan-23	10:00	11-Jan-23	20:00	Montrose/Wave	4620 Sheriff Gener.		10.00
11-Jan-23	20:00	12-Jan-23	2:00	Montrose/Wave	4630 Sheriff Gener.		6.00
12-Jan-23	10:00	12-Jan-23	20:00	Montrose/Wave	4620 Sheriff Gener.		10.00
12-Jan-23	20:00	13-Jan-23	2:00	Montrose/Wave	4630 Sheriff Gener.		6.00
13-Jan-23	10:00	13-Jan-23	20:00	Montrose/Wave	4620 Sheriff Gener.		10.00
13-Jan-23	20:00	14-Jan-23	2:00	Montrose/Wave	4630 Sheriff Gener.		6.00
14-Jan-23	10:00	14-Jan-23	20:00	Montrose/Wave	4620 Sheriff Gener.		10.00
14-Jan-23	20:00	15-Jan-23	2:00	Montrose/Wave	4630 Sheriff Gener.		6.00
14-Jan-23	20:00	14-Jan-23	20:30	Extra Hours: Mo	4620 EOS Premium		0.50
15-Jan-23	10:00	15-Jan-23	20:00	Montrose/Wave	4620 Sheriff Gener.		10.00
15-Jan-23	20:00	16-Jan-23	2:00	Montrose/Wave	4630 Sheriff Gener.		6.00
16-Jan-23	10:00	16-Jan-23	20:00	Montrose/Wave	4620 Sheriff Gener.		10.00

16-Jan-23	20:00	17-Jan-23	0:00 Montrose/Wave	4630 Sheriff Gener	4.00
17-Jan-23	10:00	17-Jan-23	20:00 Montrose/Wave	4620 Sheriff Gener	10.00
17-Jan-23	20:00	18-Jan-23	2:00 Montrose/Wave	4630 Sheriff Gener	6.00
18-Jan-23	10:00	18-Jan-23	20:00 Montrose/Wave	4620 Sheriff Gener	10.00
18-Jan-23	20:00	19-Jan-23	2:00 Montrose/Wave	4630 Sheriff Gener	6.00
19-Jan-23	10:00	19-Jan-23	20:00 Montrose/Wave	4620 Sheriff Gener	10.00
19-Jan-23	20:00	20-Jan-23	2:00 Montrose/Wave	4630 Sheriff Gener	6.00
20-Jan-23	10:00	20-Jan-23	20:00 Montrose/Wave	4620 Sheriff Gener	10.00
20-Jan-23	20:00	21-Jan-23	2:00 Montrose/Wave	4630 Sheriff Gener	6.00
21-Jan-23	10:00	21-Jan-23	20:00 Montrose/Wave	4620 Sheriff Gener	10.00
21-Jan-23	20:00	22-Jan-23	2:00 Montrose/Wave	4630 Sheriff Gener	6.00
22-Jan-23	10:00	22-Jan-23	18:00 Montrose/Wave	4610 Sheriff Gener	8.00
22-Jan-23	18:00	23-Jan-23	2:00 Montrose/Wave	4630 Sheriff Gener	8.00
23-Jan-23	2:00	23-Jan-23	3:30 Extra Hours: Mo	4630 EOS Premium	1.50
23-Jan-23	10:00	23-Jan-23	18:00 Montrose/Wave	4620 Sheriff Gener	8.00
23-Jan-23	18:00	24-Jan-23	2:00 Montrose/Wave	4630 Sheriff Gener	8.00
24-Jan-23	10:00	24-Jan-23	18:00 Montrose/Wave	4620 Sheriff Gener	8.00
24-Jan-23	18:00	25-Jan-23	2:00 Montrose/Wave	4630 Sheriff Gener	8.00
25-Jan-23	10:00	25-Jan-23	18:00 Montrose/Wave	4620 Sheriff Gener	8.00
25-Jan-23	18:00	26-Jan-23	2:00 Montrose/Wave	4630 Sheriff Gener	8.00
26-Jan-23	2:00	26-Jan-23	4:30 Extra Hours: Mo	4630 EOS Premium	2.50
26-Jan-23	10:00	26-Jan-23	18:00 Montrose/Wave	4620 Sheriff Gener	8.00
26-Jan-23	18:00	27-Jan-23	2:00 Montrose/Wave	4630 Sheriff Gener	8.00
26-Jan-23	18:00	26-Jan-23	18:30 Extra Hours: Mo	4610 Sheriff Premit	0.50
27-Jan-23	10:00	27-Jan-23	18:00 Montrose/Wave	4620 Sheriff Gener	8.00
27-Jan-23	18:00	28-Jan-23	2:00 Montrose/Wave	4630 Sheriff Gener	8.00
28-Jan-23	10:00	28-Jan-23	18:00 Montrose/Wave	4620 Sheriff Gener	8.00
28-Jan-23	18:00	29-Jan-23	2:00 Montrose/Wave	4630 Sheriff Gener	8.00
29-Jan-23	10:00	29-Jan-23	18:00 Montrose/Wave	4620 Sheriff Gener	8.00
29-Jan-23	18:00	30-Jan-23	2:00 Montrose/Wave	4630 Sheriff Gener	8.00
30-Jan-23	9:00	30-Jan-23	10:00 Extra Hours: Mo	4620 Sheriff Premit	1.00
30-Jan-23	10:00	30-Jan-23	16:00 Montrose/Wave	4620 Sheriff Gener	6.00
30-Jan-23	16:00	31-Jan-23	2:00 Montrose/Wave	4630 Sheriff Gener	10.00
31-Jan-23	10:00	31-Jan-23	16:00 Montrose/Wave	4620 Sheriff Gener	6.00
31-Jan-23	16:00	1-Feb-23	2:00 Montrose/Wave	4630 Sheriff Gener	10.00

TOTAL: 500.00



Monthly Activity Report Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief



Period: 01/01/2023 thru 01/31/2023 (JANUARY)

CALLS

Total Calls: 31

of Calls JANUARY 2023 = 36

EMS Calls: 30

2022 vs 2023 (2023 = -5)

Other Calls:

01/30 - #23030 – Assist WCSO w/ Traffic Control – City of Montrose

Total calls to Date 2023 – 31

2022 vs 2023 (2023 = -5)

Total calls this time in 2022 - 36

Call Districts

Montrose City: 21

Franklin Township: 1

Marysville Township: 3

Woodland Township: 6

Other: 0

TRAINING:

01/03/2023 – Department Staff Meeting & Truck Maintenance

01/10/2023 – Blood Born Pathogen & Right to Know training – (Officers)

01/17/2023 – Station cleaning & Maintenance

Other Activities, Special Mention, Etc.

01/07/2023 – First Aid assistance at Buffalo Wrestling Tournament (DeWitte/Holman)

01/09/2023 – City Council Meeting

01/19/2023 – Montrose Cub Scouts visit our station

01/21/2023 – Hand out MFRA Calendars

01/24/2023 - Asbestos abatement was completed on house at 230 3rd St S

SPECIAL INFO

- Our office remodel project was completed and we moved in (01/24/2023)

Acknowledgments

- Joel Grave – being point man for the construction/remodel of our office remodel project

- All firefighters who helped out with the office remodel project



PROCLAMATION

HONORING FIREFIGHTER WILBERT (WILLIE) BAUERNSCHMITT FOR 51 YEARS OF SERVICE TO THE CITY OF MONTROSE AND ITS RESIDENTS

WHEREAS: Wilbert Bauernschmitt, here within referred to as "Willie," began serving the residents of the City of Montrose and the surrounding communities as a volunteer firefighter in 1972 as a member of the Montrose Volunteer Fire Department; and

Willie has dedicated his life to fire service and the protection of life and property from loss by fire and other emergency situations; and

Willie is one of the longest tenured members of the Montrose Fire Department providing fifty-one (51) years of distinguished service to the community as a volunteer firefighter; and

Willie has served in many positions within the Department including holding the positions of Firefighter, Assistant Fire Chief and Fire Chief; and

Willie has responded to well over 5,000 calls during his tenure as a firefighter, thereby providing an enormous benefit to the City of Montrose and its residents; and

Willie has always responded with commitment, dedication, and compassion; and

During Willie's half century of exemplary service, he has demonstrated the highest standards of ethics, and values; and

Willie's dedication, devotion and volunteerism are shining examples of community service and service to others; and

The City Council of the City of Montrose believe and find that it is in the best interest of the City, its residents, and the residents of the surrounding communities to recognize, honor, and thank Willie Bauernschmitt for his fifty-one (51) years of service.

NOW THEREFORE BE IT PROCLAIMED, that the City Council of the City of Montrose along with its residents and the residents of the surrounding communities express great appreciation, admiration, and gratitude for Firefighter Willie Bauernschmitt's for his fifty-one (51) years of dedication to the community as a volunteer firefighter, and thank him for his tireless service; and

BE IT FURTHER PROCLAIMED, that in recognition of his half century of service, February 13, 2023, shall be and is "Willie Bauernschmitt Day" in the City of Montrose

ATTEST:

Robert W. Moynagh III
Mayor

Jessica Bonniwell
City Administrator

City of Montrose
 Economic Development Authority Meeting
 311 Buffalo Avenue South
 Montrose, MN 55363
 Tuesday, January 17, 2023
 12:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose Economic Development Authority (EDA) met in Regular Session on Tuesday, January 17, 2023 at 12:00 p.m.

Mayor Moynagh called the meeting to order at 12:00 p.m.

2. ROLL CALL

Present: EDA Member Sonya Tourville
 EDA Member Matt Smith
 Mayor Kirby Moynagh
 Council Member David Paradeise

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

Absent: EDA Member Robb Kirkpatrick

3. APPROVAL OF AGENDA

Council Member Paradeise motioned to approve the January 17, 2023 agenda as written. EDA Member Smith seconded the motion. Motion carried 4-0.

4. APPROVAL OF MINUTES

A. December 20, 2022 Economic Development Authority Meeting Minutes

EDA Member Tourville motioned to approve the December 20, 2022 Economic Development Authority Meeting Minutes as written. Council Member Paradeise seconded the motion. Motion carried 4-0.

5. TREASURER'S REPORT

A. Economic Development Authority Fund = \$312,548.64

Mr. Sommerfeld gave an update on the EDA Funds.

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

6. OLD BUSINESS

A. 2023 Economic Development Authority Membership

The EDA Members had brief discussion about membership and possibly recruiting new members. The EDA Members came to a consensus of removing Mr. Kirkpatrick as he has not been attending meetings regularly.

7. NEW BUSINESS

A. Appoint Economic Development Authority President

Mayor Moynagh made a nomination for Council Member Paradeise to be the new EDA President, which was seconded by Mr. Smith. The nomination was accepted by Council Member Paradeise. Nomination carried 3-0-1 with Council Member Paradeise abstaining from voting on the nomination.

B. 2023 Economic Development Authority Goals

The EDA Members had discussion regarding the future of EDA and goals for 2023. The EDA Members came up with three goals which were as follows: 1) Add fifth member to EDA; 2) Update the EDA Brochure with current membership and information; and 3) Recruit a developer to complete the Preserve development. Other discussion was had regarding the types of businesses or services they would like to see in town which included day care, senior living and/or assisted living, grocery or other retail store, and restaurants as these business lines are needed in the Montrose area. The EDA Members asked Ms. Bonniwell to talk to Mr. Shannon Sweeney to see if there is anything he can help with or get our brochure distributed to a larger population of potential businesses. The EDA Members asked Ms. Bonniwell to reach out to Untiedt's, who own the property on the northwest corner of Highway 12 and County Road 12, and see what their plans are for the business now that Headland's Cafe closed. The EDA Members also asked Ms. Bonniwell to reach out to the Wright County EDA or EDP to see if there is financial assistance for day care services, or if that is something they could help with.

8. NEXT MEETING

A. Tuesday, February 21, 2022 at 12:00 p.m. in the Montrose City Hall Conference Room

9. ADJOURNMENT

Mayor Moynagh motioned to adjourn the Economic Development Authority Meeting at 12:43 p.m. EDA Member Tourville seconded the motion. Motion carried 4-0.

Council Member David Paradeise
President
City of Montrose Economic Development Authority

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

City of Montrose
 Planning and Zoning Commission Meeting
 Montrose Community Center
 200 Center Avenue South
 Wednesday, January 11, 2023
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose Planning and Zoning Commission met in Regular Session on Wednesday, January 11, 2023 at 7:00pm.

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

2. ROLL CALL

Present: Commissioner Charles Smallwood
 Commissioner Catherine Neiberger
 Commissioner Sylvia Henry
 Commissioner Roger Fraumann
 City Council Liaison Sam Solarz

Absent: Commissioner Shawn Cuff

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

3. PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was taken.

4. APPROVAL OF THE AGENDA

Commissioner Henry motioned to approve the January 11, 2023 Planning and Zoning Meeting Agenda as presented. Commissioner Fraumann seconded the motion. Motion carried 4-0.

5. APPROVAL OF THE MINUTES

A. October 12, 2022 Planning and Zoning Commission Meeting Minutes

Commissioner Henry motioned to approve the October 12, 2022 Planning and Zoning Commission Meeting Minutes as presented. Commissioner Fraumann seconded the motion. Motion carried 4-0.

6. ELECTION OF OFFICERS

A. Planning Commission Chair

Commissioner Neiberger nominated Commissioner Smallwood for Commission Chair. Commissioner Fraumann seconded the nomination. Commissioner Smallwood accepted the nomination. Motion for

nomination of Commission Chair carried 3-0-1 with Commissioner Smallwood abstaining from the vote.

B. Planning Commission Vice-Chair

Commissioner Smallwood nominated Commissioner Fraumann for Commission Vice-Chair. Commissioner Henry seconded the nomination. Commissioner Fraumann accepted the nomination. Motion for nomination of Commission Vice-Chair carried 3-0-1 with Commissioner Fraumann abstaining from the vote.

C. Planning Commission Secretary

Commissioner Neiberger nominated Commissioner Henry for Commission Secretary. Commissioner Smallwood seconded the nomination. Commissioner Henry accepted the nomination. Motion for nomination of Commission Secretary carried 3-0-1 with Commissioner Henry abstaining from the vote.

7. OLD BUSINESS

No Old Business

8. NEW BUSINESS

A. Updates from City Planner

Mr. Grittmann gave updates on the following development items:

The Preserve – A Request for Proposal has been advertised and the city in order to hopefully get the property developed.

Creekside Hollow – Developer was denied cost-sharing request for creek crossing and seems to still be working toward their final plat development. The preliminary plat has been approved with a lot of requirements for the final plat.

Northridge 6th Addition – Developer may seek an amendment to their final plat due to the tree replacement ordinance amendment that was approved in late 2022.

Ouverson Addition – Developer is now asking for zoning changes to a higher density in order to make project work financially.

South Ridge – Developer is currently in process of requesting an annexation from the city in order to move forward with development of that area. City Staff has requested the developer submit a concept plan since the developer has requested several meetings with staff and commissions already and they are still in their concept planning phase. The city is currently working on a solution to the waste water treatment plant being nearly at capacity which would impact approvals for the South Ridge Development.

Mr. Grittmann stated the above items are the actual in-process developments, but the city has had other interest from development groups for various commercial and housing projects.

9. NEXT MEETING

A. Wednesday, February 8 to be held at the Montrose Community Center – 7:00 p.m.

10. ADJOURNMENT

Commissioner Henry motioned to adjourn the meeting at 7:15 p.m. Commissioner Fraumann seconded the motion. Motion carried 4-0.

Charles Smallwood
Planning and Zoning Chair
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

**City of Montrose
Park & Recreation Commission**

Minutes
January 12th, 2023

Pursuant to call and notice the Park & Recreation Commission met on January 12th, 2023 at 6:30 p.m. at Montrose City Hall.

1. CALL TO ORDER

The meeting was called or order at by Commissioner Isle.

2. ROLL CALL

Present were Commission Members Duane Isle, Toby Nelson, Eddie Kolasa and Kayla McCluskey (who arrived late). Also present was new Commissioner Joshua Swanson. Deputy Clerk Cristy Gerard, City Council Member Michelle Otto and City Council Liaison Nicole Andreoff 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 Nelson. Motion carried 4-0-1, with Commissioner McCluskey abstaining because she had not yet arrived.

4. OLD BUSINESS

a. Park & Trail Plan

i. Review of updates for six parks written by Commissioner McCluskey

The Commission reviewed the edits for the following parks and recommendations were made. These edits will be finalized by Commissioner McCluskey and submitted to city staff for edits to the Park & Trail Plan document.

- Lions Park
- Northridge Park
- Parkview Park
- Pheasant Hills Park
- Preserve of Montrose
- Rock Brook Park

The proposed Changes to the six other parks that was presented in December will be emailed out to all Commission members for review and changes will be approved via email.

ii. Review Park & Trail Plan for City Engineer Input

A February or March meeting will be set for the Commission to meet with City Council and the City Engineer to discuss changes to these sections of the plan.

b. Community Garden Rule Update

i. Document Update

The Commission discussed a few changes to the Community Garden rules. First it was decided that non-residents of Montrose would also be

allowed to reserve a garden plot, but that residents would be given priority. This would be accomplished with a specific span of time at the beginning of the year when only residents could apply. After that time then application will be open to anyone. It was also decided that non-residents will be charged the same \$40 rental fee as residents. It was discussed that renters will be allowed up to 2 (two) garden plots total. Those renewing their leases may continue and renew 2 plots, but new renters will need to wait until nearer the end of the application period to find out if additional plots are available. It was also decided that in the upcoming meeting with City Council the Commission will ask about possibly expanding the Community Gardens.

ii. Public Works Enforcement of Rules

It was agreed that the Park & Rec Commission would follow up with Public Works on the how the garden plots are cleaned out in the Fall and may even visit the plots after closing to check on the condition.

c. Holiday Decoration Judging

The Commission reviewed a slideshow of all of the decoration photographs that had been compiled and the top 3 winners were chosen. The winners will be notified that award presentation will take place at the next City Council meeting on February 13 at 7:00 pm. All Commission members are asked to attend the award ceremony.

d. 2022 P&R Budget

i. How to deplete remaining funds for 2022 prior to year end.

It was decided that the Commission would like to use this year's remaining funds for items for next year's events such as candy for the Easter Egg hunt. It was decided that the remaining funds would be put on a Visa gift card so that they can be utilized next year. A motion to this effect was made by Commissioner Kolasa and seconded by Commissioner Nelson. Motion carried 5-0-0. Deputy Clerk Gerard will get the gift card.

e. Halloween Decorating Award at City Council Meeting 12/12/2022

i. Commissioner attendance

Commissioner Isle asked that any member that can attend the City Council Meeting on 12/12 come to represent the Parks Commission for the presentation of the awards for the Halloween Decorating Contest. It was also agreed that Deputy Clerk Gerard would purchase a couple of frames for the certificates.

5. NEW BUSINESS

a. Swearing in of Commissioner Swanson

New Commissioner Josh Swanson was sworn in by Chairperson Isle at 6:56 pm.

b. New Commissioner Assignments for 2023

Commissioner Kolasa made a motion to keep Commission assignments the same as 2023. This motion was seconded by Commissioner Swanson and the motion carried 5-0.

c. Review/Assignment of Grant Research

The Commission briefly examined a number of possible grants applicable for the city parks program. Commissioner Swanson told everyone a few things about the grants and it was decided that Commissioners Kolasa and Nelson would take a closer look at two of the grant programs to see if Montrose would qualify and what would need to be done to apply. Commissioner Kolasa will review the Minnesota DNR Outdoor Recreation Grant Program and Commissioner Nelson will review the Minnesota DNR Local Trail Connections Program. They will present the information at our next meeting. City Council member Michelle Otto also offered to look into the Minnesota Twins Grant Program for the softball diamond at Carver Field.

6. NEXT MEETING

The special meeting with City Council and the City Engineer will be held on February 9, 2023 at 6:00 or 6:30 TBD depending on City Council availability. The Parks & Rec Commission's regular meeting will take place afterwards.

7. ADJOURN

Commissioner Nelson motioned to adjourn the meeting at 8:07 pm, Commissioner McCluskey seconded the motion. Motion carried 4-1.

Following the call to adjourn there was additional discussion. A motion to re-open the meeting was made by Commissioner Kolasa at 8:10 pm and seconded by Commissioner Swanson. Carried 5-0.

8. Regional Park Shelter

There was additional discussion on whether or not the Park & Rec Commission would recommend to the City Council moving forward with the Regional Park Shelter grant. Discussion centered around the feasibility of the financing and construction of the shelter and the general future of the park. A Yes/No vote was taken by the Commissioners and it was decided by a 5-0 vote that the Commission will advise that the shelter plan NOT be moved forward at this time.

9. RE-ADJOURN

Commissioner Nelson motioned to adjourn the meeting at 8:20 pm, Commissioner Swanson seconded the motion. Motion carried 4-1.




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MEMORANDUM

Date: February 9, 2023
To: Honorable Mayor Moynagh and Members of the City Council
City of Montrose, Minnesota
From:  Jared Voge, P.E.
City Engineer
Subject: WWTF Facility Plan
City of Montrose
Project No.: OW1.127810

At the June 13, 2022 City Council meeting, council authorized the preparation of a Facility Plan for the city's wastewater treatment plant. The Facility Plan is required to qualify for funding through the MPCA and Public Facilities Authority (PFA). As part of the Facility Plan submission requirements, a public hearing is required to be held.

We recommend that council adopt the enclosed resolution calling a public hearing for the April 10, 2023 City Council Meeting.

If you have any questions, please call.

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

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Montrose, Wright County, Minnesota, was duly held in the Council Chambers of Montrose in said City on the 13th day of February 2023, at 7:00 o'clock p.m.

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

**RESOLUTION NO. 2023 - 03
RESOLUTION CALLING HEARING ON FACILITY PLAN**

WHEREAS, pursuant to resolution of the council adopted June 13, 2022, a Facility Plan has been prepared by the City Engineer with reference to proposed Wastewater Treatment Facility Improvements;

AND WHEREAS, Facility plans must be submitted to the State for review and approval prior to implementation of the improvements;

AND WHEREAS, a public hearing is required for the proposed improvements to provide information regarding treatment alternatives considered, project location(s), selected treatment improvements, and the estimated cost of the improvements;

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

1. A public hearing shall be held on such proposed improvement on the 10th day of April, 2022, in the council chambers of the community center at 7:00 p.m. and the clerk shall publish notice of such hearing and improvement in the city's official newspaper at least 10, but not more than 28 days before the hearing.

Adopted by the council this 13th day of February, 2023

ATTEST:

Robert W. Moynagh, III
Mayor

Michael Sommerfeld
City Clerk

STATE OF MINNESOTA
CITY OF MONTROSE
COUNTY OF WRIGHT

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

WITNESS my hand and the seal of said City this 13th day of February, 2023.

Michael Sommerfeld
City Clerk

(SEAL)

PUBLIC WORKS ESTIMATED MOWING, WEEDWHIPPING, WAGE, FUEL AND
DEPRECIATION COSTS

PARK	HRS MOWING-WEEDWHIPPING	FUEL USE	DEPRECIATION
DISC GOLF	9 HRS	9 GAL	9
FORREST CREEK	2.5 HRS	2 GAL	2.5
HILL STREET	.75 HRS	1 GAL	1.25
THORSON	2 HRS	2 GAL	2
LENT	3 HRS	2 GAL	3
NORTH RIDGE	5.5 HRS	6 GAL	5.5
REGIONAL	3 HRS	4 GAL	3

TOTALS	25.75 HRS	27 GAL	25.75 HRS
	AT \$20 HR	\$4.09 GAL	\$2 HR FOR DEP
GRAND TOTAL	\$515	\$ 110.43	\$51.50

TOTAL PER WEEK WITH SUMMER HELPER AT \$20 HR-----\$676.93



Muddy Feet Lawn Service

920 Breckenridge Lane | Montrose, Minnesota 55363
6362265711 | muddyfeetlawn@gmail.com

RECIPIENT:

City of Montrose

311 Buffalo Avenue South
City Hall
Montrose, Minnesota 55363
Phone: (763) 238-2389

Quote #17

Sent on Feb 05, 2023

Total \$2,677.54

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Mowing (Weekly)	White Tail Ridge Disc Golf	26.7	\$30.00	\$801.00
Mowing (Weekly)	Forest Creek Park	7.84	\$30.00	\$235.20
Mowing (Weekly)	Hill Street Park	2.2	\$30.00	\$66.00
Mowing (Weekly)	Thorson Park	3.5	\$30.00	\$105.00
Mowing (Weekly)	Lent Park	9.97	\$30.00	\$299.10
Mowing (Weekly)	North Ridge Park	14.6	\$30.00	\$438.00
Mowing (Weekly)	Regional	18.7	\$30.00	\$561.00

Subtotal

\$2,505.30

MN (6.875%)

\$172.24

Total

\$2,677.54

Quote is for 2023 mow season total for 28 weeks equals \$74,971.12.

This quote is valid for the next 30 days, after which values may be subject to change.

City of Montrose Public Works Department

The City of Montrose Minnesota Public Works Dept. is accepting applications for the position of Water/Wastewater Treatment Operator I. Applications are available on the city website at www.montrose-mn.com or pick up at city hall. The City of Montrose is an Equal Opportunity Provider and Employer. This position is part of International Union of Operating Engineers, Local No.49 AFL-CIO bargaining unit.

Nature of Work

Under the supervision of the Public Works Director this position will be responsible for the daily operations and maintenance of the city's water and wastewater treatment facilities, and related equipment. The position may require plowing snow with the street dept. The position will require to be "on call" on a rotating basis.

Desired Qualifications

A class "D" water treatment license issued by the Minnesota Department of Health. A class "D" wastewater treatment license issued by the Minnesota Pollution Control Agency. A valid class B Minnesota driver's license. Must possess a strong working knowledge related to the operation and maintenance of water/wastewater treatment facilities, and the related equipment.

Starting Salary Range \$24.00 to \$28.00 per hour depending on qualifications.



LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:

Montrose, City of _____

Check one:

☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____



Quote Prepared for: City of Montrose
Backup Server Replacement - W2022 Server
Valid through: February 28, 2023

Windows 2019 Server Hardware / Software – Total	
USED Dell PowerEdge T440 Server Service Tag 6T4G8M2 (new 12/7/17) Chassis with up to 16, 2.5" Hot Plug Hard Drives, Tower Configuration Dual Intel Xeon E5-2609 v4 1.7GHz, 2.0M Cache, 6.4GT/s QPI, 8C/8T Silver 4215, 2.5G 8C/16T, 9.6GT/s, 11M Cache, Turbo 128GB RDIMM, 3200MT/s, Dual Rank RAID 5 PERC H730P RAID Controller, 1GB NV Cache 4 X 8TB SATA 7.2K RPM 6Gbps 512E 3.5in Hard Drive Dual, Hot-plug, Redundant Power Supply (1+1) 2 x NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP Windows Server® 2019 Standard, 16CORE	\$3936.00
Labor to install and set-up – estimated at 2 hours	\$280
Secure disposal of existing server	NC
OPTIONAL - Extended Service ProSupport and Next Business Day Onsite Service through 12/7/27	\$1850.00

This labor estimate is based on the basic installation of the server as stated. This includes general network functionality, file & print sharing, Internet access, transfer of user settings and initial user logins. This is only an estimate, actual time may vary significantly and highly dependent on current system health. This estimate does NOT include installation, configuration, data transfer of specialized server & desktop applications. Transfer of these items is dependent on processor speed, network speed, RAM and complexity of applications. It is the responsibility of the customer to provide the media and proper documentation for all applications. Please note that if these items are not readily available it can greatly increase the number of hours to complete the conversion.

Quote Accepted By:

City of Montrose _____ / /