



## CITY COUNCIL AGENDA REGULAR MEETING

**Monday, January 9, 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. OATH OF OFFICE**

A. Council Member – Mr. David Paradeise

B. Council Member – Ms. Michelle Otto

**5. PLEDGE OF ALLEGIANCE**

**6. APPROVAL OF AGENDA**

**7. APPROVAL OF CONSENT AGENDA**

A. Minutes

1. December 12, 2022 Regular City Council Meeting – prepared by J. Bonniwell

B. Accounts Payable

1. City, December 31, 2022 – prepared by M. Sommerfeld

- 2. City, January 9, 2023 – prepared by M. Sommerfeld
- 3. Fire Department, December 31, 2022 – prepared by M. Sommerfeld
- 4. Fire Department, January 9, 2023 – prepared by M. Sommerfeld

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

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

## 8. WRIGHT COUNTY SHERIFF'S OFFICE

A. December, 2022 Monthly Report and Hours Report

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

A. City Council

- 1. Monthly Activity Report

B. Montrose Fire Department

- 1. December, 2022 Activity Report
- 2. Shoveling Around Fire Hydrants
- 3. Thank you letter from residents to the Fire Department
- 4. Authorization to Apply for FY2022 FEMA AFG
  - 1. Authorize to Use Grant Writer for above item
- 5. Asbestos abatement proposal for 230 3<sup>rd</sup> Street South
- 6. Upcoming Montrose Firefighters Relief Association Dinner and Gun Raffle

C. Economic Development Authority

- 1. December 20, 2022 Economic Development Authority Meeting Minutes

D. Planning and Zoning

- 1. No meeting in December – 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

F. City Engineer

- 1. No engineering updates

G. Public Works

- 1. Snow and Ice Removal Maintenance Policy Update
- 2. Updates

## 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*

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

B. 2023 Mayoral Appointments - Discussion

C. Proclamation – Montrose School Choice Week

12. **OPEN FORUM**

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, January 9, 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, December 12, 2022  
 7:00 P.M.

## 1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, December 12, 2022 at 7:00 p.m.

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

## 2. ROLL CALL

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

Staff Present: Ms. Jessica Bonniwell, City Administrator  
 Mr. Dan Remer, Public Works Director  
 Mr. Michael Sommerfeld, City Clerk/Treasurer  
 Mr. Justin Kannas, City Engineer  
 Mr. Sam Ketchum, City Attorney

## 3. INVOCATION

A. No Invocation given

## 4. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was taken.

## 5. APPROVAL OF THE AGENDA

A. Approval of the Agenda

**Council Member Marszalek motioned to approve the December 12, 2022 City Council Agenda as presented. Council Member Solarz seconded the motion. Motion carried 5-0.**

## 6. APPROVAL OF THE CONSENT AGENDA

A. Minutes

1. Accepted the minutes of the November 14, 2022 Regular City Council Meeting
2. Accepted the minutes of the November 17, Canvassing Board Meeting
3. Accepted the minutes of the November 28, 2022 Special City Council Workshop

## B. Accounts Payable

1. Approved the December 12, 2022 Accounts Payable for the City of Montrose
2. Approved the December 12, 2022 Accounts Payable for the Montrose Fire Department

## C. Approved the Monthly Utility Adjustments for November 2022

## D. Performance Review – City Administrator – Salary Increase

1. Council approved that upon a satisfactory Performance Review for Ms. Jessica Bonniwell, approve a salary increase of five percent (5%) as outlined in the City Administrator Employment Contract – effective January 1, 2023

## E. Performance Review – City Clerk/Treasurer – Salary Increase

1. Council approved that upon a satisfactory Performance Review for Mr. Michael Sommerfeld, approve a salary increase of two percent (2%) plus the Cost-of-Living Adjustment (COLA) in accordance within the American Federation of State, County and Municipal Employees (AFSCME) Council 65, Union Contract – effective January 1, 2023

## F. Performance Review – Public Works Director – Salary Increase

1. Council approved that upon a satisfactory Performance Review for Mr. Daniel Remer, approve a salary increase of two percent (2%) plus the Cost-of-Living Adjustment (COLA) in accordance within the American Federation of State, County and Municipal Employees (AFSCME) Council 65, Union Contract – effective January 1, 2023

## G. Performance Review – Deputy Clerk – Salary Increase

1. Council approved that upon a satisfactory Performance Review for Ms. Cristy Gerard, approve a salary increase of two percent (2%) plus the Cost-of-Living Adjustment (COLA) in accordance with the International Union of Operating Engineers, Local No. 49, Union Contract – effective January 1, 2023

## H. Approved the Public Works Department – Wage Increase Memo

## I. Approved Resolution 2022-34 – *Authorizing a Change to the Bank Signature Cards*

## J. Authorized the closure of City Hall from 12:00 p.m. – 2:00 p.m. on December 14, 2022 for Staff Holiday Event

**Council Member Marszalek motioned to approve the December 12, 2022 Consent Agenda as presented. Council Member Solarz seconded the motion. Motion carried 5-0.**

## 7. TRUTH-IN-TAXATION PUBLIC HEARING

### A. Resolution 2022-35 – *A Resolution Authorizing the Year 2023 Final Property Tax Levy and Budget*

Mr. Sommerfeld gave an overview of the 2023 budget and levy. Mr. Sommerfeld stated that the proposed budget is \$1,762,807.00, which is an 18.2% increase over the 2022 budget, an increase of \$271,612.00. Mr. Sommerfeld stated that the increase is due to the change in the way the city has to assess residents for fire and emergency services and this will now be included in the city's total budget moving forward and will no longer be a special assessment to each resident in the fire district. Mr. Sommerfeld stated that the estimated tax capacity has increased drastically by 27.6% - which is likely due to an increase in home

values. Mr. Sommerfeld stated that the actual tax rate for Montrose is decreasing to 47.89%, a decrease of almost 4%. Mayor Moynagh stated that the City of Montrose will be reducing the tax rate by nearly 4% for the 2023 budget. However, many resident's property values have increased, so residents still may see a small increase for city taxes. Mayor Moynagh reminded residents that were present that the city does not set property value assessments and that this is done by Wright County. Mayor Moynagh stated that if anyone wishes to contest the valuation from their property, they can contact Wright County and attend the Open Book meetings in the spring to have the county re-assess properties to see if that value would reduce.

**Mayor Moynagh motioned to close the December 12, 2022 City Council Meeting at 7:06 p.m. and Open the Truth-in-Taxation Public Hearing. Council Member Marszalek seconded the motion. Motion carried 5-0.**

**Richard Nordling – 110 Buffalo Ave S** - approached the podium regarding the assessed property value for his residence. He was reminded by Mayor Moynagh that he would have to discuss the property valuation with Wright County.

**Julie Pilarski – 923 Aspen Lane** - approached the podium to ask why the general Park and Rec fund had gone from \$152,475.00 in 2022 to \$277,475.00 in 2023. Mr. Sommerfeld stated that many items within Park and Recreation have been moved around and some funds have been added to account for increases in gas and supplies to maintain the parks. Mr. Sommerfeld also stated that money that usually goes to the regional park has been moved to help maintain the parks that currently exist.

Mayor Moynagh asked for any additional comments three times.

**Mayor Moynagh motioned to close the December 12, 2022 Truth-in-Taxation Public Hearing at 7:13 p.m. and re-open the City Council Meeting. Council Member Solarz seconded the motion. Motion carried 5-0.**

**Mayor Moynagh motioned to approve Resolution 2022-35 – *A Resolution Authorizing the Year 2023 Final Property Tax Levy and Budget*. Council Member Paradeise seconded the motion. Motion carried 5-0.**

## 8. WRIGHT COUNTY SHERIFF'S OFFICE

### A. November, 2022 Monthly Report presented in packet.

Deputy Dahl stated that in the month of November, Wright County had 244 calls for service in Montrose and 48 of those were traffic stops and 28 winter parking violations. There were six incidents that ended in the arrest of an individual – three were for domestic assault, two were for 5<sup>th</sup> degree possession of drugs and one was from a search warrant that resulted in an arrest for 1<sup>st</sup> degree drugs.

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

### A. City Council

#### 1. Monthly Activity Report

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

## B. Montrose Fire Department

### 1. November, 2022 Activity Report

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

### 2. Acknowledgement to Pep Island Food Truck

Mr. Triplett acknowledged and thanked Pep Island Food Truck for donating and supplying the Fire Department with a meal at their December 6, 2022 meeting.

### 3. New Policy – Creation of Lieutenant Position (Policy 102(e))

Chief Triplett stated that the creation of a Lieutenant position is to help those in the Fire Department that are eager to learn more can be mentored by the Captains and Chiefs and eventually take on one of those roles. As a result, the job description for the Captain position has been updated.

**Council Member Marszalek motioned to approve the Creation of Lieutenant Position (Policy 102(e)). Council Member Solarz seconded the motion. Motion carried 4-0-1 with Council Member Paradeise Abstaining from the vote.**

### 4. Update the Following Policies:

#### 1. Captain Job Description (Policy 102(b))

**Mayor Moynagh motioned to approve the new Captain Job Description (Policy 102(b)). Council Member Marszalek seconded the motion. Motion carried 4-0-1 with Council Member Paradeise abstaining from the vote.**

#### 2. Wages & Salary (Policy 103)

Chief Triplett stated that it has been a long time since wages and salary were increased for the department. Chief Triplett stated that the per-call amount will go from \$10.00 to \$12.50 and the training pay will go from \$10.00 per training to \$15.00 per authorized training. The wage for the Fire Chief is being requested to go from \$6,000 annually to \$8,000, the rate for the Assistant Chief is being requested to go from \$4,000 annually to \$6,000, the rate for Captains will go from \$2,000 annually to \$3,000, and the new Lieutenant wage will be \$500 annually. Chief Triplett stated that the employee recognition program will also be adopted into Policy 103 if this is approved.

**Council Member Marszalek motioned to approve the new Wages & Salary (Policy 103). Council Member Solarz seconded the motion. Motion carried 3-0-2 with Council Members Andreoff and Paradeise abstaining from the vote.**

## C. Planning and Zoning

### 1. No Meeting in November – no updates or minutes.

## D. Park and Recreation

### 1. November 10, 2022 Park and Recreation Minutes

Mr. Duane Isle summarized the November 10, 2022 Park and Recreation Meeting Minutes. Mr.

Isle stated that the commission has reviewed the bylaws for Park and Recreation and are not recommending any changes at this time. Mr. Isle stated that the commission is in the process of reviewing the rules and fees for the community garden since the water used at the community garden caused a loss for the city from fees collected to how much water was used and the cost for that. Mr. Isle stated that he thinks just a few minor changes and some rewording is all that is needed to update the community garden rules. Mr. Isle stated the commission discussed the fees for the community gardens at the December 1, 2022 meeting, and motioned to approve increasing the annual fee per plot for the use of the Community Garden to \$40.00. Mr. Isle stated that the Park and Recreation Commission will be going out on Thursday, December 15<sup>th</sup> to judge and look at the Holiday decorations for the contest. Mr. Isle stated that the commission will be discussing goals for 2023 at the next meeting as well.

## 2. 2022 Halloween Decorating Contest Winners

Mr. Isle asked all of the winners that were invited to the meeting to approach the council desk and gave out awards to the Runners Up: Spreeman Family & Albright Family; and the winner of the contest for 2022: Donofrio Family.

## 3. New Commission Member Application – Mr. Joshua Swanson

Mr. Isle stated that the commission received an application from Mr. Joshua Swanson and the commission is recommending to council to approve his application.

**Mayor Moynagh motioned to approve the Park and Recreation Commission Member Application for Mr. Joshua Swanson. Council Member Solarz seconded the motion. Motion carried 5-0.**

## E. City Engineer

### 1. 2021 Downtown Improvement Project Phase I – Pay Application No. 9 - \$214,896.94

Mr. Kannas stated that Phase I is approximately 97% complete according to the contract.

**Council Member Marszalek motioned to approve the 2021 Downtown Improvement Project Phase I – Pay Application No. for \$214,896.94. Council Member Paradeise seconded the motion. Motion carried 5-0.**

### 2. 2021 Downtown Improvement Project Phase II – Pay Application No. 7 - \$71,054.87

Mr. Kannas stated that Phase II is approximately 88% complete according to the contract.

**Mayor Moynagh motioned to approve the 2021 Downtown Improvement Project Phase II – Pay Application No. 7 for \$71,054.87. Council Member Marszalek seconded the motion. Motion carried 5-0.**

### 3. Regional Park – Park Shelter and Soil Boring Results

Mr. Kannas stated that the results from the soil boring at the regional park are back, and the recommendation is still to move the shelter location from where it was planned to be more near the planned tennis court location as the soil there is more suitable for supporting a building. Mr. Kannas stated that the engineer recommendation would be to continue the process for the grant since the deadline is June of 2023, with a possible extension. Mr. Kannas stated that if Council decides to not go forward the build the shelter, they can make the decision to forego the grant and give up the \$250,000 in free money.

Mayor Moynagh stated that he would like to see the Park and Recreation commission take a new look at the regional park plans in order to update them and not go off information from a survey from over ten years ago. Mayor Moynagh also stated that the city has a lot of expensive infrastructure projects coming up that are more important than spending millions developing park amenities. Mayor Moynagh stated that he would like the Park and Recreation Commission to discuss this topic and if they would like to see the shelter move forward and table the discussion for the City Council Meeting until after the Park and Recreation Commission meets regarding this topic.

#### 4. Updates from City Engineer

No further updates from the City Engineer.

### F. Public Works

#### 1. Updates

Mr. Remer did not have any updates, but Council Member Paradeise wanted to thank public works for the light decorating around town.

## 10. OLD BUSINESS

### A. The Preserve Housing Development Request for Proposal

Ms. Bonniwell stated that she has been working with the City Planner and Legal Team to get the RFP for the Preserve updated and ready to go. Ms. Bonniwell stated the Planner recommended giving developers at least 90 days to submit a proposal, and this can be extended if necessary. The tentative date for the submission deadline is March 31, 2023.

**Mayor Moynagh motioned to approve the Preserve Request for Proposal to be Published and put out for Development Proposals. Council Member Solarz seconded the motion. Motion carried 5-0.**

### B. Cost Sharing for Creekside Hollow Creek Crossing

Ms. Bonniwell stated as part of the Preliminary Plat, the developers for Creekside Hollow have requested the city share 2/3 of the cost of the Creek Crossing, claiming that it is benefitting the city more than the developer to require a crossing exist at that location. Mayor Moynagh stated that the city does not currently have excess taxpayer funds to use to pay for part of a development and suggested the city offering a low interest Economic Development Loan to assist the developer with paying for the crossing. Council Members Marszalek and Solarz echoed Mayor Moynagh's statement and they do not believe this is a cost the city should be taking on.

**Mayor Moynagh motioned to deny the request from the developer to have the city share the cost of the Creekside Hollow Creek Crossing. Council Member Solarz seconded the motion. Motion carried 5-0.**

### C. Pheasant Hills Backyard Drainage

Ms. Bonniwell stated that staff found some paperwork on the project that was done all the way back in 2007. The Council at that time did approve the public works department to rent equipment and pay for a portion of the storm water expansion project at that time with the stipulation that the residents signed an agreement allowing public works to access their property as well as put the responsibility of final grading and any re-seeding/landscaping finishing as the responsibility of the property owners. Ms. Bonniwell

stated that staff recommendation would be that the city does not get involved with private property improvements. Council Member Marszalek stated that he does not believe the city should have been involved with a private property improvement back in 2007 and should not make the same mistake again. Alternately, Council Member Solarz stated that on one hand he agrees the city should not be involved, but that he believes the city needs to right a wrong and complete the remaining piece of the project where the line was stopped short of the entire section of residential properties. Council Member Paradeise stated that the Council in 2007 made this decision to fix part of the issue and the city needs to complete the rest of the project. Mayor Moynagh asked if an easement would be necessary if this project is approved. City Attorney Ketchum stated that if this expenditure of money to complete a private property improvement would require an easement agreement or agreement to access the private properties where there is no easement in their backyards. Mr. Kannas suggested that if drain tile is going to be installed at the expense of the city that a permanent easement be recorded since it will be city infrastructure and no easement currently exists. Mayor Moynagh asked if the landscaping and seeding requirement fell onto the property owner as it did in the 2007 project if that would save some of the estimated cost. Mr. Kannas stated that yes it looked like some of the cost quoted was for seeding and light landscaping so removing those from the project would save some money. Mayor Moynagh stated that if this project is approved he would like the agreement made with residents to be similar in that the property owners would be responsible for finishing their yard with grass seeding and any minor landscaping that would need to be done.

**Mayor Moynagh motioned to approve the quote from Stones Edge Landscaping Inc. for \$13,417.50 contingent upon City Staff meeting with impacted residents about drainage easements and the rights to work on private property to see if they all want the work completed; also, directing staff to enter into a signed agreement with residents regarding the work to be completed. Council Member Solarz seconded the motion. Motion carried 5-0.**

## 11. NEW BUSINESS

### A. Resolution 2022-36 – *A Resolution Increasing the Montrose Water Access Charges*

Ms. Bonniwell stated that staff and Council have been discussing rate changes as part of the budget process and have come up with the following increases for Water Access, Sewer Access, Water Base and Tier Rates and Storm Water Rates. Ms. Bonniwell stated that historically, the Water Access and Sewer Access have raised annually by \$100.00 and recommends continuing to raise rates annually.

**Mayor Moynagh motioned to approve Resolution 2022-36 – *A Resolution Increasing the Montrose Water Access Charges*. Council Member Marszalek seconded the motion. Motion carried 5-0.**

### B. Resolution 2022-37 – *A Resolution Increasing the Montrose Sewer Access Charges*

**Council Member Marszalek motioned to approve Resolution 2022-37 – *A Resolution Increasing the Montrose Sewer Access Charges*. Council Member Andreoff seconded the motion. Motion carried 5-0.**

### C. Resolution 2022-38 – *A Resolution Increasing the Montrose Water System Monthly and Tier Rates*

Mayor Moynagh stated that water rates need to be increased in order to start saving to build a water treatment facility and that he wanted to see an increase in the base rate only. The proposed resolution includes a base rate increase and water tier increases that was requested by the majority of City Council. Mayor Moynagh stated that increasing the base rate would make it easier for budgeting since it is not dependent on the amount of water used. Council Member Paradeise stated there is approximately a \$30,000 deficit to pay the water portion of the 2021 Downtown Improvement Project bond and water, sewer and storm water debts must be paid with income from those sources so the water and storm water rates must be raised this year. Mr. Sommerfeld stated that if only the base rate is increased, it would have to be raised to \$7.80 - \$7.90 per month without the tier rate increases. Mr. Sommerfeld stated that

increasing the tier rates also discourages heavy water usage and is required by the state and DNR to help regulate water use and discourage outdoor watering and excessive water use.

**Council Member Marszalek motioned to approve Resolution 2022-38 – *A Resolution Increasing the Montrose Water System Monthly and Tier Rates*. Council Member Andreoff seconded the motion. Motion carried 4-1 with Mayor Moynagh voting against the motion.**

**D. Resolution 2022-39 – *A Resolution Increasing the Montrose Storm Water System Monthly Rate***

**Council Member Marszalek motioned to approve Resolution 2022-39 – *A Resolution Increasing the Montrose Storm Water System Monthly Rate*. Council Member Paradeise seconded the motion. Motion carried 5-0.**

**E. Proclamation – Declaring the City of Montrose a “Second Amendment Dedicated City”**

Mayor Moynagh read the Proclamation which declares the City of Montrose a Second Amendment Dedicated City.

## **12. PUBLIC HEARING – PETITION FOR ANNEXATION**

**A. Information on Petition for Annexation from Woodland Township for PID 220-000-023300 & 220-000-113200**

**Mayor Moynagh motioned to close the December 12, 2022 City Council Meeting at 8:15 p.m. and open the Public Hearing for the Petition for Annexation. Council Member Solarz seconded the motion. Motion carried 5-0.**

Ms. Bonniwell stated the city has received a Petition for Annexation from LGI Homes to annex two parcels into the City of Montrose from Woodland Township. Ms. Bonniwell stated that a public hearing was requested from the Township to get information out to residents in the area of the annexation and the general public. Ms. Bonniwell stated the developer was present at the meeting to give some basic information about the annexation request and potential development.

Mr. Jay Roos from LGI Homes, Inc. was present at the meeting and asked staff to pull up the map that was provided to the city from Mr. Mike Kaczmarek who is a Woodland Township Resident. Mr. Roos stated that LGI has purchased multiple lots around Montrose for development and the area in question for future development has not yet been purchased, but is under contract for purchase by LGI. Mr. Roos stated that the northern parcel, 220-000-023300, is necessary for a future development in order to install a road connecting through the development which would connect Highway 25 and Clementa Avenue SW. Mr. Roos stated LGI is requesting both parcels in question be annexed into the city so they can both be included in the development and development planning. Council Member Paradeise asked how many homes is LGI proposing to be included in the entire development, including the parcels being requested for annexation. Mr. Roos stated it would be around 700 homes for all six parcels being considered for development. Council Member Marszalek asked if the 700 homes would comply with the R-1 zoning housing standards. Mr. Roos stated that no, they would be requesting a Planned Unit Development to be approved which would allow LGI to alter the lot sizes and have a mix or variety of different types and sizes of homes for sale.

➤ **Mr. Mike Kaczmarek – 8264 Clementa Avenue SW**

Mr. Kaczmarek asked Mr. Roos if this was the same development proposal as the person that came to a Woodland Township meeting a few months ago and Mr. Roos said that yes that was the engineer for the project. Mr. Kaczmarek stated that the engineer at that meeting was stated that the southern parcel being requested for annexation that is approximately 76 acres would have around 104 homes

on that piece alone. Mr. Roos stated that yes, it would be somewhere between 104-130 homes on that parcel. Mr. Kaczmarek asked if LGI had any concept information since this meeting would be a good time to discuss some details about the concept and that the developer should have brought more information. Ms. Bonniwell stated that this public hearing was just to give out some general information regarding the annexation and to inform residents of the potential future development. Mr. Kaczmarek, prepared a visual aid to show the annexed property already located in the City of Montrose totaling 593 acres that has not yet been developed and urged the developer to choose a property already annexed into the City. Mr. Kaczmarek also stated that the parcels being requested for annexation have been categorized as “prime farm land” that should perhaps not be used for development since there is not a lot of prime farm land left. Mr. Kaczmarek stated that in both of the parcels being requested for annexation, there are “islands” of properties that are currently owned by private Woodland Township residents that live on farms or houses on those properties and the city does not have any easements to run utilities through these parcels of land. Mr. Kaczmarek stated that the city should focus on the land and infrastructure they already have that exists that gets neglected or not cared for as it is and taking on more development and land would just add to that issue. Mr. Kaczmarek suggested that the city get in contact with Woodland Township to review the Orderly Annexation Agreement since it has not been reviewed since 2004. Mr. Kaczmarek also suggested to expand the area for notifications for any future public hearings for the development of the proposed future development. Mr. Kaczmarek also noted that LGI Homes, Inc. has an “F” rating from the Better Business Bureau.

➤ Dan Paulson – 6824 Clementa Avenue SW

Mr. Paulson wanted to inform the Council that his address – 6824 Clementa Avenue SW was used as the address for one of the properties being requested for annexation and wants that error corrected and does not want his property annexed into the city. Mr. Paulson also stated that the request letter received from the property owner is wrong and his address should be removed from the request. Mr. Paulson just purchased part of the parcel 220-000-023300 and was not told by the seller that this area was a possibility for future development and does not want to be surrounded by hundreds of homes.

➤ Ms. Tami Surprenant – 734 7th Street North

Ms. Surprenant expressed concerns regarding the capacity of the waste water treatment plant as she is aware from previous City Council discussions that the city is near capacity for waste water treatment and does not think the city should be approving a large development such as this before the water and waste water issues are remedied. Ms. Surprenant also has concerns about what she said equates to “high density” housing, or a mix of low and high density, based on the acreage and number of houses proposed.

➤ Bonnie Salonek – 1718 80<sup>th</sup> Street SW

Ms. Salonek expressed concerns regarding the parcel 220-000-113200, the southern 76 acres being requested for annexation. She is concerned because of the DNR ditch that runs throughout the property and often backs up with heavy rain since there is a blown out drain tile that was never replaced or repaired and now causes major flooding on and around her property. Ms. Salonek is also concerned about maintaining 80<sup>th</sup> Street if this property is allowed to be annexed into Montrose.

➤ Tony Kahle – 124 Linden Avenue East, Winsted

Mr. Kahle just purchased a property located on 80<sup>th</sup> Street SW, which would be adjacent to the requested annexation of the southern parcel. Mr. Kahle is very upset and was not informed before purchasing his new home that there was a potential large development in the immediate area. Mr. Kahle urged the city to not allow the development or annexation.

- Connie Salonek – 1837 80<sup>th</sup> Street SW

Ms. Salonek expressed concerns that she just sold her house and property and is upset that she was not informed that the property could soon be surrounded by a very large housing development. The person she sold the house to was also present at the public hearing and expressed similar concerns about not being informed about a potential housing development and was under the impression he had purchased a house in a rural area with land and few neighbors. Ms. Salonek stated that she would never have sold the property if she was aware of this potential development.

**Mayor Moynagh motioned to close the December 12, 2022 Public Hearing for a Petition for Annexation at 8:47 p.m. and re-open the City Council Meeting. Council Member Solarz seconded the motion. Motion carried 5-0.**

### 13. OPEN FORUM

- A. No Open Forum Requests Received

### 14. UPCOMING MEETINGS

- A. Planning and Zoning Meeting – CANCELLED for December
- B. Economic Development Authority Meeting – Tuesday, December 20, 2022 at 12:00 p.m. in the Montrose City Hall Conference Room
- C. Regular City Council Meeting – Monday, January 9, 2022 at 7:00 p.m. at the Montrose Community Center
- D. Park and Recreation Meeting – Thursday, January 12, 2022 at 6:30 p.m. in the Montrose City Hall Conference Room

### 15. ACKNOWLEDGEMENTS

- A. Council Member Solarz, echoed by all staff and council, thanked Council Member Tom Marszalek for his four years of service at the City of Montrose – he will be greatly missed.
- B. Mayor Moynagh acknowledged Council Member Marszalek for all of his hard work as well and his work to get the Economic Development Authority back up and running again. Mayor Moynagh thanked Michael Sommerfeld and City Staff for their hard work on the budget and getting to a tax cut of nearly 4%. Mayor Moynagh also acknowledged the Public Works Department for their hard work getting roads cleared and keeping up with plowing.

### 16. ADJOURNMENT

**Mayor Moynagh motioned to adjourn the Regular City Council Meeting at 8:51 p.m. Council Member Solarz seconded the motion. Motion carried 5-0.**

ATTEST:

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Robert W. Moynagh, III Mayor  
City of Montrose

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Jessica Bonniwell  
City Administrator  
City of Montrose

# ACCOUNTS PAYABLE LIST

## December 31, 2022

Payroll	12/12/22 Payroll	16737.85
Payroll	12/27/22 Payroll	17171.42
Commission Payroll	Annual Payroll	2308.73
Council Payroll	4th Qtr. Payroll	2909.02
IRS-Federal Tax Payment	12/12/22 FED/FICA Tax	5580.89
IRS-Federal Tax Payment	12/27/22 FED/FICA Tax	5764.71
IRS-Federal Tax Payment	Commission FICA Tax	385.54
IRS-Federal Tax Payment	Council FICA Tax	481.96
MN Dept. of Revenue	12/12/22 State Withholding	1100.90
MN Dept. of Revenue	12/27/22 State Withholding	1142.33
PERA	12/12/22 Payroll	3344.66
PERA	12/27/22 Payroll	3434.54
*Ameritas Life Ins.	Nov. Employee Optical Ins.	49.40
MN Dept. of Revenue	December Sales Tax	69.00
Payment Service Network	Dec. PSN/ACH Fees	1246.45
*AFSCME #65	December Union Dues	117.30
Aramark	Uniforms/Floor Mats	320.73
Aramark	CH/CC Floor Mats Annual	1685.83
Braun InterTec	Reg. Park Geo. Eval.	5085.00
Cardmember Services	Training Certificates Fees	329.84
*Citizens State Bank	December H.S.A. Deposit	750.00
*Colonial Life Ins.	Dec. Employee Ins.	29.34
Equipment Blades Inc.	Plow Truck Parts/Maint.	1934.84
Gerard, Cristy	Travel Expense	53.13
Hillyard	CH,CC,Shop Cleaning Supp.	408.00
*IUOE Local #49	December Union Dues	210.00
*Kennedy & Graven	Legal Fees	2842.25
Key Govt. Finance	Snow Plow Payment	29955.67
Kurkosky, John	Clothing Allow. - Prot. Gear	83.11
Little Falls Machine, Inc.	Plow Truck Parts/Maint.	836.38
Marszalek, Thomas	Travel Expense	40.32
Menards	PW/Parks/WW Tools & Supplies	142.63
Metering & Tech. Solutions	Water Meters	3693.57
MVTL Laboratories	Water Testing	74.93
MVTL Laboratories	WWTP Testing	856.35
North Star Awards & Troph.	Council Placards	10.00
Paumen Computer Services	Monthly IT/Backup & Support	1010.00
Paumen Computer Services	Training	140.00
Paumen Computer Services	Network Configuration	210.00
PERA	Annual FF Contribution	12000.00

December 31, 2022

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Pitney Bowes	Machine Rental	180.00
Quill Corp.	Office Supplies/Equip.	160.89
Steiner Auto Parts	Plow Truck Parts/Maint.	37.98
Thein Well Co.	Annual Well Inspection	370.00
Trueman Welters	Plow Truck Parts/Maint.	81.67
USA BlueBook	WWTP Supplies	80.35
Varner Mobile Services	Plow Truck Parts/Maint.	936.49
Wright-Hennepin Co-op	Electrical Services	284.48
Xcel Energy	Electric/Gas Charges	4767.00
Ziegler	Generator Repair	1031.63
Conservice	Utility Overpayment	126.35
<b>ACCOUNTS PAYABLE SUBTOTAL</b>		<b>132603.46</b>

Gopher State One Call	Dec. Water/Sewer Locates	27.00
Herald Journal Publishing	Public Notice	20.74
Hillyard	CH,CC,Shop Cleaning Supp.	115.30
In Control, Inc.	WWTP System Repair / Maint.	36845.90
Jenson, Marie	December CH/CC Cleaning	565.00
Little Falls Machine, Inc.	Plow Truck Parts/Maint.	1830.00
Marszalek, Thomas	Travel Expense	69.09
Menards	Wat/WW Build. Maint.	179.97
MN Computer Systems	Copier Maint. Agreement	245.40
MVTL Labs	WWTP Testing	172.99
Steiner Auto Parts	PW / Plow Veh. Parts	536.76
Trick My Truck/Snowplows	Plow Truck Parts/Maint.	171.19
Verizon	Cellphones/Tablets	473.94
Watertown All Around Parts	PW Parts/Maint.	92.47
Widmer Construction	Watermain Repair	7060.00
*Wright Co. Journal Press	Legal Notices, Public Hrgs.	106.75
<b>TOTAL ACCOUNTS PAYABLE</b>		<b>181115.96</b>

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 PARADEISE

December 31, 2022

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**\* Appendix**

Payments received to offset checks written

Payroll Deduction	December EE Ins.	29.34
Payroll Deduction	December H.S.A. Deposit	650.00
Payroll Deduction	Nov. Optical Ins.	49.40
Payroll Deduction	Dec. Union Dues	117.30
Payroll Deduction	IUOE #49 Dec. Union Dues	210.00
Developer Expense	Public Hearing Notice	43.75
Travel Expense	Gerard, Cristy	53.13
Travel Expense	Marszalek, Thomas	40.32
Utility Overpayment	Conservice	126.35

# ACCOUNTS PAYABLE LIST

January 9, 2023

Aramark	Uniforms/Floor Mats	106.91
Aramark	CH/CC Floor Mats	22.14
Badger Meter	Dec. Hosting	162.03
*Bolton & Menk	Engineering Services	5545.00
Centra Sota Coop.	Fuel Oil	2088.89
Centra Sota Coop.	Fuel Hose Maint./Repair	248.32
Comcast	Jan. Internet Service	433.64
Delta Dental	January Dental Insurance	497.17
Hawkins, Inc.	Water Chemicals	90.00
Hawkins, Inc.	WWTP Chemicals	8247.52
IUOE Local #49 FBF	February Health,Dental	8070.00
Lincoln Nat'l Life Ins.	January Life Ins.	173.21
*Madison Nat'l Life	Jan. Disability Ins.	389.92
Montrose Waverly Chamber	2023 Annual Dues	125.00
Nuso (NEC Cloud Comm.)	January Telephone Service	186.81
Pitney Bowes Purch. Power	Postage Meter Refill	2046.27
Riteway Business Forms	Tax Forms	150.00
Riteway Business Forms	Utility Bill Cards	1296.00
U.S. Bank	2012B Bond Agent Fees	550.00
U.S. Bank	2012B Bond Payment	195000.00
Wright County EDP	2023 Dues	967.00
	<b>TOTAL ACCOUNTS PAYABLE</b>	<b>226395.83</b>

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## \* Appendix

Payments received to offset checks written

Payroll Deduction	IUOE #49 Dec. Union Dues	210.00
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# FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

## December 31, 2022

Bound Tree Medical	Medical Supplies	36.08
Cardmember Services	Small Tools & Equip	134.66
Cardmember Services	Computer Software Sub.	75.15
Menards	Station Repairs, Supplies	479.44
Midwest Fire Equipment	T-11, T-12 Parts/Repair	363.00
PERA	Annual FF Contribution	30000.00

	<b>ACCOUNTS PAYABLE SUBTOTAL</b>	<b>31088.33</b>
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*Customized Fire Rescue Trg. Training		3650.00
Macqueen Emergency Equip.	Equipment Repair	66.97
Menards	Station Repairs, Supplies	791.31
Varner Mobile Services	Fire Truck Parts/Maint.	2462.80
Verizon	FD iPad	40.01

	<b>TOTAL ACCOUNTS PAYABLE</b>	<b>38099.42</b>
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**PARADEISE**

# FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

**January 9, 2023**

Comcast	Jan. Internet Service	97.85
Emer. Apparatus Maint.	E-11 Repairs	112.95
MN State Fire Chiefs Assoc.	2023 Annual Dues	280.00
Performance Plus LLC	Annual Health Evals	1769.00
Volunteer FF Benefit Assoc.	Annual Life Ins.	210.00
<b>TOTAL ACCOUNTS PAYABLE</b>		<b>2469.80</b>

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**PARADEISE**

12-28-2022  
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# CITY OF MONTROSE

## Monthly Adjustments

12/28/22 4:14 PM

Page 1

Account	Tran Type	Charge Name	Charge Type	Amount	Date
01-00002688-00-	Adjustment	Hang Disconnect N	Service	\$25.00	12/6/2022
01-00001198-01-	Adjustment	R Water	Service	(\$1.10)	12/6/2022
01-00001198-01-	Adjustment	Sewer Collection	Service	(\$1.00)	12/6/2022
01-00001198-01-	Adjustment	WWTP	Service	(\$1.04)	12/6/2022
01-00001198-01-	Adjustment	Storm Water	Service	(\$0.25)	12/6/2022
01-00001839-00-	Adjustment	Hang Disconnect N	Service	\$25.00	12/6/2022
01-00001146-00-	Adjustment	Hang Disconnect N	Service	\$25.00	12/6/2022
01-00001858-00-	Adjustment	Hang Disconnect N	Service	\$25.00	12/6/2022
01-00001911-00-	Adjustment	Hang Disconnect N	Service	\$25.00	12/6/2022
01-00001916-00-	Adjustment	Hang Disconnect N	Service	\$25.00	12/6/2022
00-00005020-01-	Adjustment		UR	(\$285.40)	12/1/2022
01-00002539-00-	Adjustment	Hang Disconnect N	Service	\$25.00	12/6/2022
01-00001202-00-	Adjustment	Shut off charge	Service	(\$100.00)	12/27/2022
01-00005096-00-	Adjustment	Hang Disconnect N	Service	\$25.00	12/6/2022
01-00005137-00-	Adjustment	Hang Disconnect N	Service	\$25.00	12/6/2022
01-00006007-00-	Adjustment	Hang Disconnect N	Service	\$25.00	12/6/2022
01-00005017-00-	Adjustment	Combo Water	Service	(\$9.81)	12/7/2022
01-00005017-00-	Adjustment	Sewer Collection	Service	(\$2.41)	12/7/2022
01-00005017-00-	Adjustment	WWTP	Service	(\$2.45)	12/7/2022
01-00005017-00-	Adjustment	Storm Water	Service	(\$0.26)	12/7/2022
01-00005043-00-	Adjustment	2nd Water Meter	Service	(\$1,016.37)	12/8/2022
01-00001034-00-	Adjustment		UR	(\$97.72)	12/19/2022
01-00004182-01-	Adjustment		UR	(\$126.35)	12/27/2022
01-00002015-00-	Adjustment	Hang Disconnect N	Service	\$25.00	12/6/2022
				(\$1,369.16)	

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



December 22, 2022

Management, Honorable Mayor and City Council  
City of Montrose  
Montrose, Minnesota

We are pleased to confirm our understanding of the services we are to provide the City of Montrose (the City) for the year ended December 31, 2022.

### Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the City as of and for the year ended December 31, 2022. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Funding Progress, Employer's Share of Net Pension Liability and Employer's Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Combining and Individual Fund Financial Statements and Schedules
- 2) Summary Financial Report - Revenues and Expenditures for General Operations - Governmental Funds

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Introductory Section

#### Edina Office

5201 Eden Avenue, Ste 250  
Edina, MN 55436  
P 952.835.9090

#### Mankato Office

100 Warren Street, Ste 600  
Mankato, MN 56001  
P 507.625.2727

#### Scottsdale Office

14500 N Northsight Blvd, Ste 233  
Scottsdale, AZ 85260  
P 480.864.5579

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the City and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of certain assets, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning, however, it should be noted that our planning procedures are not concluded and therefore additions or modifications may be made to the below significant risks:

- 1) Management Override of Controls
- 2) Improper Revenue Recognition
- 3) Limited Segregation of Duties

We may, from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

#### **Audit Procedures - Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.



## Other Services

We will prepare a general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the general ledger into a working trial balance. As part of the audit, we will assist with preparation of your financial statements and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. We will also use the financial statements to complete the Office of the State Auditors' Reporting Forms. We will accumulate capital asset information and calculate the depreciation based on lives and methods determined by management. We will also assist with entries to convert from the modified accrual basis of accounting to the full accrual basis of accounting for long-term assets, long-term liabilities, and related deferred inflows of resources, deferred outflows of resources, revenues and expenses from information provided by management. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them.

Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

## Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with generally accepted accounting principles in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are also responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.



Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements that we report.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Abdo, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to publishing the financial statements on your website, management understands that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

You are responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. You are also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide electronic copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.



December 22, 2022

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The audit documentation for this engagement is the property of Abdo and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any Regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Abdo personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in February, 2023, and to issue our reports no later than June 30, 2023. Andrew K. Berg, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be as follows:

Audit	\$	33,000
2022 Office of the State Auditor's Reporting Form		<u>850</u>
Total	\$	<u>33,850</u>
American Rescue Plan Act Compliance Testing (if applicable)	\$	1,000
Leases – GASB 87 Implementation	\$	2,000

There have been several new accounting standards issued in recent years which will begin taking effect in the current and following years. These new standards may require substantial changes to your financial statements. We will review with you during the planning stage and if changes are substantial and you would like our firm to complete this work we will agree at that time to a separate fee and engagement to complete that work.

The newest standard that will have an effect on your City that is effective for this year's financial statement is GASB's Accounting Standards number 87 - Accounting for Leases. This new standard is effective for fiscal years starting after June 15, 2021. Given this new standard will have an effect on your financial statements, there will be additional time spent to adopt this standard in year one. We will assist management with the implementation of this standard and anticipate that our non-recurring implementation fee for these procedures is estimated to be \$2,000. In addition, Abdo has partnered with a lease accounting software known as "LeaseCrunch" to assist in the implementation of the new standard and to be utilized on an ongoing basis to ensure you are in compliance with the new standard post-implementation. The cost of this service is a discounted price of \$78 per lease that is in the "LeaseCrunch" system and is billed directly to Abdo from LeaseCrunch on an annual basis. Abdo will bill you the same amount charged from LeaseCrunch based on the number of leases in your account. Abdo plans to utilize this software as part of our procedures and Abdo can either enter information into the system for you to review or we can give you access to the system to input your own lease data for which we will review and ensure it is correct. We will discuss this with you as part of our planning procedures.

In an effort to reduce environmental impact, you will receive printable, downloadable PDFs of your report. To receive one (1) paper report, you will be charged \$150 for a set-up fee. Additional paper copies will be charged at the rate of \$50 per report.



You may also be billed for travel and other out-of-pocket costs such as report production, typing, postage, etc. if not included in the fee listed above. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of .66 percent per month (8 percent per year). If for any reason the account is turned over to collections, additional fees will be added to cover collections cost. In accordance with our Firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Except in the event of your failure to make a payment when due, in the event of a dispute related in any way to our services, our Firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorneys' fees and mediation cost. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identify for purposes of the award of attorneys' fees. In the event you fail to make a payment for services or to reimburse for costs advanced by the Firm on your behalf, the Firm reserves the right to take all legally permissible action, including commencement of litigation in lieu of mediation, and shall have the right to collect its costs, including reasonable attorney's fees, incurred in any such collection or litigation activities.

Should the City of Montrose desire to employ the Firm's partner(s) or employee(s) involved in the performance of any audit, review or attest service for or relating to the City at any time during the then current fiscal year of the City up to and including the date of the audit report for that year, or in the twelve months preceding the audit report date for the immediately preceding year, it must have the written consent of the Firm to enter into an employment contract with the Firm partner or employee. Should the Firm agree to such arrangement, the agreement will include a payment equal to 200% of the partner or employee's current annual salary.

Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to the City in the performance of our services. The City shall not, during the term of this agreement and for the twelve months following its termination for any reason, without the prior written consent of the Firm, solicit for employment, or hire any current or former partner or professional employee of the Firm, or any affiliate thereof, if such partner or professional employee has been involved in the performance of any audit, review or attest service for or relating to the City at any time during the then current fiscal year of the City up to and including the date of the audit report for that year, or in the twelve months preceding the audit report date for the immediately preceding year.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

December 22, 2022

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We have the right to withdraw from this engagement, at our discretion, if you do not provide us with any information we request in a timely manner; refuse to cooperate with our reasonable requests or misrepresent any facts; we have reason to believe you may have engaged, or may be planning to engage, in conduct that is unethical and/or unlawful; you engage in conduct directed toward or affecting firm personnel that is disrespectful, inappropriate, and/or potentially unlawful; or we determine that continuing the engagement is not in the best interests of the firm or threatens legal or reputational harm to the firm. In the event of withdrawal under any of these circumstances, such withdrawal will release us from any obligation to complete your report and will constitute completion of our engagement.

## Reporting

We will issue a written reports upon completion of our audit of the City's financial statements. Our report will be addressed to the Management, Honorable Mayor and City Council of the City. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2020 Peer Review Report accompanies this letter.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please electronically sign this letter.

Sincerely,



Abdo

## RESPONSE:

This letter correctly sets forth the understanding of the **City of Montrose**.

By: \_\_\_\_\_

Title: \_\_\_\_\_

[AbdoSolutions.com](http://AbdoSolutions.com)



# BradyMartz

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## REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

November 10, 2020

To the Partners of  
Abdo, Eick and Meyers, LLP  
and the Peer Review Committee of the Nevada Society  
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Abdo, Eick and Meyers, LLP (the firm) in effect for the year ended May 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans, and an audit performed under FDICIA.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Abdo, Eick and Meyers, LLP in effect for the year ended May 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Abdo, Eick and Meyers, LLP has received a peer review rating of pass.



Brady Mertz and Associates, P.C.



## Wright County Sheriff's Office

Sheriff Sean Deringer

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



Montrose Monthly Report 2022

Printed on January 4, 2023

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>911 Hang-up Total: 5</b>					
12/01/22 12:50	911 Hang-up	2022099221			911
12/02/22 12:40	911 Hang-up	2022099491			911
12/09/22 07:26	911 Hang-up	2022101207			911
12/19/22 03:29	911 Hang-up	2022104001			911
12/22/22 21:49	911 Hang-up	2022105089			911
<b>911 Open Line Total: 14</b>					
12/03/22 22:51	911 Open Line	2022099837			911
12/05/22 20:55	911 Open Line	2022100333			911
12/06/22 18:24	911 Open Line	2022100580			911
12/11/22 12:38	911 Open Line	2022101859			911
12/13/22 09:18	911 Open Line	2022102400			911
12/14/22 16:30	911 Open Line	2022102837			911
12/15/22 10:21	911 Open Line	2022103024			911
12/15/22 14:24	911 Open Line	2022103088			911
12/17/22 21:57	911 Open Line	2022103759			911
12/20/22 02:44	911 Open Line	2022104299			911
12/20/22 13:37	911 Open Line	2022104419			911
12/21/22 17:03	911 Open Line	2022104784			911
12/25/22 23:30	911 Open Line	2022105848			911
12/26/22 01:56	911 Open Line	2022105868			911
<b>Agency Assist Total: 3</b>					
12/05/22 12:44	Agency Assist	2022100216	Agency Assist	WP22031943	Phone
12/24/22 00:03	Agency Assist	2022105418	Agency Assist	WP22033459	Phone
12/25/22 10:18	Agency Assist	2022105719	Agency Assist	WP22033527	Phone
<b>Animal Total: 2</b>					
12/11/22 14:41	Animal	2022101890	Animal	WP22032434	Phone
12/23/22 11:11	Animal	2022105217	Animal	WP22033391	Phone
<b>Assault Total: 1</b>					
12/02/22 22:16	Assault	2022099627	Assault	WP22031772	911
<b>Check Welfare Total: 10</b>					
12/02/22 15:40	Check Welfare	2022099531	Check Welfare	WP22031744	Phone
12/02/22 18:22	Check Welfare	2022099567	Check Welfare	WP22031757	Phone
12/05/22 08:23	Check Welfare	2022100127	Check Welfare	WP22031922	Phone
12/07/22 21:17	Check Welfare	2022100869	Check Welfare	WP22032148	Phone
12/08/22 15:09	Check Welfare	2022101044			911
12/09/22 08:20	Check Welfare	2022101229	Check Welfare	WP22032244	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
12/15/22 06:55	Check Welfare	2022102977	Check Welfare	WP22032742	Phone
12/16/22 18:01	Check Welfare	2022103463	Check Welfare	WP22032893	Phone
12/19/22 15:49	Check Welfare	2022104150	Domestic Disturbance	WP22033075	911
12/24/22 15:01	Check Welfare	2022105545	Check Welfare	WP22033491	Phone

### Citizen Aid Total: 7

12/03/22 09:08	Citizen Aid	2022099680	Citizen Aid	WP22031787	Phone
12/10/22 16:36	Citizen Aid	2022101637	Citizen Aid	WP22032363	Phone
12/19/22 16:06	Citizen Aid	2022104156			911
12/25/22 14:44	Citizen Aid	2022105765	Citizen Aid	WP22033542	Phone
12/25/22 20:52	Citizen Aid	2022105822	Citizen Aid	WP22033558	Phone
12/26/22 20:43	Citizen Aid	2022106068	Citizen Aid	WP22033633	Phone
12/28/22 09:49	Citizen Aid	2022106469	Citizen Aid	WP22033738	Phone

### Civil Complaint Total: 6

12/13/22 13:24	Civil Complaint	2022102472	Civil Complaint	WP22032579	Phone
12/15/22 11:05	Civil Complaint	2022103035	Harassment	WP22032772	911
12/21/22 09:09	Civil Complaint	2022104645	Civil Complaint	WP22033237	911
12/22/22 12:37	Civil Complaint	2022104958	Civil Complaint	WP22033325	Phone
12/31/22 09:39	Civil Complaint	2022107446	Civil Complaint	WP22034006	Phone
12/31/22 12:03	Civil Complaint	2022107462	Civil Complaint	WP22034011	911

### Civil Complaint; Check Welfare Total: 1

12/10/22 18:08	Civil Complaint; Check	2022101668	Civil Complaint	WP22032369	Phone
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### Civil Process Total: 11

12/01/22 13:50	Civil Process	2022099239			Officer
12/02/22 09:21	Civil Process	2022099427			Officer
12/02/22 15:58	Civil Process	2022099538			Officer
12/05/22 12:12	Civil Process	2022100206			Officer
12/06/22 17:02	Civil Process	2022100557			Officer
12/07/22 11:05	Civil Process	2022100723			Officer
12/19/22 09:01	Civil Process	2022104033			Officer
12/20/22 08:06	Civil Process	2022104332			Officer
12/29/22 14:12	Civil Process	2022106895			Officer
12/29/22 17:51	Civil Process	2022106962			Officer
12/30/22 16:29	Civil Process	2022107254			Officer

### Commercial Fire Alarm Total: 2

12/28/22 16:48	Commercial Fire Alarm	2022106607			Phone
12/28/22 18:58	Commercial Fire Alarm	2022106660			Phone

### Commercial General Alarm Total: 1

12/25/22 07:55	Commercial General	2022105694			Phone
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### Domestic Disturbance Total: 8

12/13/22 18:32	Domestic Disturbance	2022102568	Domestic Disturbance	WP22032608	911
12/22/22 21:51	Domestic Disturbance	2022105090	Domestic Disturbance	WP22033357	911
12/23/22 10:14	Domestic Disturbance	2022105201	Domestic Disturbance	WP22033386	

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
12/26/22 08:23	Domestic Disturbance	2022105900	Medical - Psychiatric -	WP22033592	911
12/27/22 02:13	Domestic Disturbance	2022106107			911
12/27/22 08:59	Domestic Disturbance	2022106151	Domestic Disturbance	WP22033652	Phone
12/28/22 23:36	Domestic Disturbance	2022106729	Domestic Disturbance	WP22033799	911
12/30/22 17:06	Domestic Disturbance	2022107271	Domestic Disturbance	WP22033958	Phone

### Domestic Disturbance; Medical - Unconscious - Fainting Total: 1

12/27/22 00:36	Domestic Disturbance;	2022106102	Domestic Disturbance	WP22033643	Phone
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### Extortion - Bribery Total: 1

12/14/22 18:55	Extortion - Bribery	2022102875	Extortion - Bribery	WP22032705	Phone
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### Fire - Gas Leak Total: 1

12/25/22 11:39	Fire - Gas Leak	2022105731	Fire - Gas Leak	WP22033533	911
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### Harassment Total: 1

12/26/22 02:37	Harassment	2022105873	Harassment	WP22033584	911
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### Info Total: 1

12/14/22 16:02	Info	2022102828			Phone
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### Intoxicated Person Total: 1

12/20/22 10:35	Intoxicated Person	2022104382	Intoxicated Person	WP22033150	Phone
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### Juvenile - Complaint Total: 2

12/07/22 15:23	Juvenile - Complaint	2022100790	Juvenile - Complaint	WP22032118	Phone
12/30/22 20:24	Juvenile - Complaint	2022107336	Juvenile - Complaint	WP22033975	911

### Juvenile - Runaway Total: 1

12/02/22 21:37	Juvenile - Runaway	2022099615			Phone
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### Medical - Bleeding - Lacerations Total: 1

12/23/22 16:40	Medical - Bleeding -	2022105326			911
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### Medical - Breathing Problems Total: 8

12/02/22 20:25	Medical - Breathing	2022099602			911
12/04/22 18:35	Medical - Breathing	2022100021	Death Investigation - Natural	WP22031891	911
12/09/22 15:49	Medical - Breathing	2022101341			911
12/10/22 00:55	Medical - Breathing	2022101477	Medical - Breathing Problems	WP22032321	911
12/20/22 16:11	Medical - Breathing	2022104458			911
12/22/22 13:23	Medical - Breathing	2022104971			911
12/24/22 15:03	Medical - Breathing	2022105547			911
12/30/22 14:49	Medical - Breathing	2022107214			911

### Medical - Chest Pain Total: 3

12/18/22 23:01	Medical - Chest Pain	2022103982			911
12/19/22 07:44	Medical - Chest Pain	2022104018			911
12/27/22 22:52	Medical - Chest Pain	2022106377			911

### Medical - Diabetic Total: 1

12/26/22 21:32	Medical - Diabetic	2022106079			911
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Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>Medical - Fall Over 6 Feet Total: 1</b>					
12/17/22 17:41	Medical - Fall Over 6	2022103697			911
<b>Medical - Fall Under 6 Feet Total: 1</b>					
12/09/22 04:16	Medical - Fall Under 6	2022101186			911
<b>Medical - Non Emergency Transport Total: 1</b>					
12/29/22 12:56	Medical - Non	2022106877			911
<b>Medical - Psychiatric - Behavioral Total: 2</b>					
12/24/22 22:23	Medical - Psychiatric -	2022105638	Medical - Psychiatric -	WP22033512	911
12/27/22 15:59	Medical - Psychiatric -	2022106266	Medical - Psychiatric -	WP22033677	911
<b>Medical - Sick Total: 2</b>					
12/04/22 09:47	Medical - Sick	2022099922			911
12/20/22 19:42	Medical - Sick	2022104531			911
<b>Medical - Stroke Total: 1</b>					
12/28/22 10:17	Medical - Stroke	2022106483			911
<b>Medical - Unconscious - Fainting Total: 1</b>					
12/17/22 15:31	Medical - Unconscious -	2022103676	Death Investigation - Natural	WP22032943	Phone
<b>Motorist Aid Total: 1</b>					
12/18/22 13:34	Motorist Aid	2022103869			Phone
<b>MVA - Hit &amp; Run Total: 1</b>					
12/30/22 14:24	MVA - Hit & Run	2022107203	MVA - No Injuries	WP22033932	
<b>MVA - No Injuries Total: 3</b>					
12/07/22 07:50	MVA - No Injuries	2022100673	MVA - No Injuries	WP22032073	911
12/18/22 12:34	MVA - No Injuries	2022103858	MVA - No Injuries	WP22032985	911
12/20/22 07:28	MVA - No Injuries	2022104324	MVA - No Injuries	WP22033131	
<b>Neighborhood Dispute Total: 2</b>					
12/12/22 17:35	Neighborhood Dispute	2022102252	Neighborhood Dispute	WP22032533	
12/29/22 09:09	Neighborhood Dispute	2022106816	Neighborhood Dispute	WP22033817	
<b>Parking Total: 1</b>					
12/07/22 12:55	Parking	2022100746	Parking	WP22032099	
<b>POR Check Total: 2</b>					
12/27/22 11:30	POR Check	2022106189			Officer
12/29/22 08:44	POR Check	2022106808			Officer
<b>Probation Check Total: 3</b>					
12/08/22 12:29	Probation Check	2022100996			Officer
12/20/22 15:51	Probation Check	2022104451			Officer
12/20/22 16:17	Probation Check	2022104461			Officer
<b>Repossession Total: 1</b>					

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
12/04/22 23:40	Repossession	2022100086			
<b>Residential Fire Alarm Total: 1</b>					
12/21/22 20:53	Residential Fire Alarm	2022104821			Phone
<b>Residential General Alarm Total: 1</b>					
12/06/22 10:15	Residential General	2022100437			Phone
<b>Residential Medical Alarm Total: 1</b>					
12/12/22 16:18	Residential Medical	2022102225			Phone
<b>SIA Area Watch Total: 1</b>					
12/26/22 19:05	SIA Area Watch	2022106041			
<b>SIA Business Walk Through Total: 2</b>					
12/10/22 02:08	SIA Business Walk	2022101487			
12/16/22 21:23	SIA Business Walk	2022103521			
<b>SIA Citizen Aid Total: 1</b>					
12/06/22 01:13	SIA Citizen Aid	2022100367			
<b>SIA City Council - City Hall Total: 1</b>					
12/12/22 17:59	SIA City Council - City	2022102258			Officer
<b>SIA Door Check Total: 1</b>					
12/12/22 01:40	SIA Door Check	2022102048			
<b>SIA Other Total: 2</b>					
12/12/22 21:26	SIA Other	2022102305			
12/28/22 20:03	SIA Other	2022106676			Officer
<b>SIA Winter Parking Warning Total: 2</b>					
12/12/22 01:26	SIA Winter Parking	2022102040			
12/16/22 01:42	SIA Winter Parking	2022103234			
<b>Sign - Signal Repair Total: 2</b>					
12/11/22 09:01	Sign - Signal Repair	2022101822			Phone
12/28/22 16:23	Sign - Signal Repair	2022106595			Phone
<b>Snowbird Total: 14</b>					
12/14/22 01:03	Snowbird	2022102635	Snowbird	WP22032633	
12/15/22 01:04	Snowbird	2022102936	Snowbird	WP22032727	
12/21/22 01:35	Snowbird	2022104598	Snowbird	WP22033224	Officer
12/21/22 01:49	Snowbird	2022104600	Snowbird	WP22033225	Officer
12/23/22 01:02	Snowbird	2022105137	Snowbird	WP22033368	
12/23/22 01:14	Snowbird	2022105138	Snowbird	WP22033369	
12/23/22 01:29	Snowbird	2022105141	Snowbird	WP22033370	
12/26/22 01:00	Snowbird	2022105862	Snowbird	WP22033578	
12/26/22 01:07	Snowbird	2022105863	Snowbird	WP22033579	
12/26/22 01:12	Snowbird	2022105864	Snowbird	WP22033580	
12/26/22 01:48	Snowbird	2022105867	Snowbird	WP22033581	

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
12/30/22 01:11	Snowbird	2022107050	Snowbird	WP22033878	
12/30/22 01:16	Snowbird	2022107051	Snowbird	WP22033880	
12/31/22 01:23	Snowbird	2022107411	Snowbird	WP22033992	

### Suspicious - Circumstances Total: 1

12/05/22 11:32	Suspicious -	2022100191	Suspicious - Circumstances	WP22031934	Phone
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### Suspicious - Person - Vehicle Total: 3

12/02/22 02:02	Suspicious - Person -	2022099392	Suspicious - Person - Vehicle	WP22031687	911
12/21/22 16:24	Suspicious - Person -	2022104771	Suspicious - Person - Vehicle	WP22033277	911
12/25/22 23:06	Suspicious - Person -	2022105843	Suspicious - Person - Vehicle	WP22033570	Phone

### Theft Total: 2

12/20/22 17:39	Theft	2022104493	Civil Complaint	WP22033191	Phone
12/23/22 12:53	Theft	2022105253	Theft	WP22033403	Phone

### Theft - From Vehicle Total: 1

12/07/22 05:05	Theft - From Vehicle	2022100647	Theft - From Vehicle	WP22032063	Phone
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### Threats Total: 1

12/08/22 09:12	Threats	2022100936	Threats	WP22032171	Phone
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### Traffic - Complaint Total: 7

12/08/22 08:49	Traffic - Complaint	2022100928	Traffic - Complaint	WP22032168	Phone
12/09/22 17:26	Traffic - Complaint	2022101377	Traffic - Complaint	WP22032292	911
12/10/22 08:38	Traffic - Complaint	2022101522	Traffic - Complaint	WP22032333	911
12/11/22 16:51	Traffic - Complaint	2022101925	Traffic - Complaint	WP22032445	Phone
12/19/22 22:26	Traffic - Complaint	2022104267	Traffic - Complaint	WP22033108	911
12/21/22 18:12	Traffic - Complaint	2022104794	Traffic - Complaint	WP22033280	Phone
12/31/22 15:43	Traffic - Complaint	2022107523	Traffic - Complaint	WP22034028	Phone

### Traffic Stop Total: 34

12/01/22 12:09	Traffic Stop	2022099209	Traffic Stop	WP22031630	Officer
12/02/22 00:57	Traffic Stop	2022099380			Officer
12/03/22 22:04	Traffic Stop	2022099832			Officer
12/04/22 22:00	Traffic Stop	2022100065			Officer
12/04/22 23:17	Traffic Stop	2022100081			Officer
12/05/22 01:23	Traffic Stop	2022100100			Officer
12/06/22 16:18	Traffic Stop	2022100533	Traffic Stop	WP22032027	Officer
12/06/22 16:36	Traffic Stop	2022100545			Officer
12/08/22 01:45	Traffic Stop	2022100890			Officer
12/09/22 19:28	Traffic Stop	2022101408			Officer
12/10/22 16:14	Traffic Stop	2022101623			Officer
12/10/22 16:21	Traffic Stop	2022101628			Officer
12/10/22 19:37	Traffic Stop	2022101692			Officer
12/10/22 20:50	Traffic Stop	2022101720			Officer
12/10/22 21:57	Traffic Stop	2022101738	Traffic Stop	WP22032389	Officer
12/12/22 09:10	Traffic Stop	2022102111			Officer
12/12/22 19:38	Traffic Stop	2022102274			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
12/14/22 00:06	Traffic Stop	2022102626			Officer
12/17/22 00:36	Traffic Stop	2022103561			Officer
12/18/22 01:25	Traffic Stop	2022103797			Officer
12/20/22 19:59	Traffic Stop	2022104537	Traffic Stop	WP22033205	Officer
12/20/22 21:15	Traffic Stop	2022104558			Officer
12/25/22 22:36	Traffic Stop	2022105840			Officer
12/26/22 19:49	Traffic Stop	2022106050			Officer
12/26/22 20:16	Traffic Stop	2022106061			Officer
12/26/22 20:45	Traffic Stop	2022106069			Officer
12/27/22 03:32	Traffic Stop	2022106113			Officer
12/27/22 12:42	Traffic Stop	2022106208			Officer
12/27/22 15:39	Traffic Stop	2022106258			Officer
12/28/22 22:02	Traffic Stop	2022106710			Officer
12/29/22 15:45	Traffic Stop	2022106923			Officer
12/29/22 22:55	Traffic Stop	2022107029	Traffic Stop	WP22033874	Officer
12/30/22 20:50	Traffic Stop	2022107348	Drugs	WP22033979	Officer
12/30/22 22:33	Traffic Stop	2022107376			Officer

**Total Records: 194**

## Montrose/Waverly Patrol Hour Summary

<b>Hours Purchased Per Contract:</b>	<b>5,840.00</b>
<b>Starting Hours (beginning of month):</b>	<b>453.75</b>
<b>M-T-D (detailed below):</b>	<b>493.25</b>
<b>YE Differential</b>	<b>(39.50)</b>
<b>Y-T-D:</b>	<b>5,879.50</b>

\*\* Estimated Hours not verified by final payroll

### Shift Start

Date	Shift Start Time	Shift Stop Date	Shift Stop Time	Schedule	Position	Time Type	Regular Hours
1-Dec-22	10:00	1-Dec-22	20:00	Montrose/Waverly	4620 Sheriff Gener		10.00
1-Dec-22	20:00	2-Dec-22	2:00	Montrose/Waverly	4630 Sheriff Gener		6.00
2-Dec-22	10:00	2-Dec-22	20:00	Montrose/Waverly	4620 Sheriff Gener		10.00
2-Dec-22	20:00	2-Dec-22	20:45	Extra Hours: Montro	4620 EOS Premium		0.75
3-Dec-22	10:00	3-Dec-22	20:00	Montrose/Waverly	4620 Sheriff Gener		10.00
3-Dec-22	20:00	4-Dec-22	2:00	Montrose/Waverly	4630 Sheriff Gener		6.00
4-Dec-22	10:00	4-Dec-22	20:00	Montrose/Waverly	4620 Sheriff Gener		10.00
4-Dec-22	20:00	5-Dec-22	2:00	Montrose/Waverly	4630 Sheriff Gener		6.00
5-Dec-22	10:00	5-Dec-22	20:00	Montrose/Waverly	4620 Sheriff Gener		10.00
5-Dec-22	20:00	6-Dec-22	2:00	Montrose/Waverly	4630 Sheriff Gener		6.00
6-Dec-22	10:00	6-Dec-22	20:00	Montrose/Waverly	4620 Sheriff Gener		10.00
6-Dec-22	20:00	7-Dec-22	2:00	Montrose/Waverly	4630 Sheriff Gener		6.00
7-Dec-22	10:00	7-Dec-22	20:00	Montrose/Waverly	4620 Sheriff Gener		10.00
8-Dec-22	10:00	8-Dec-22	20:00	Montrose/Waverly	4620 Sheriff Gener		10.00
8-Dec-22	20:00	9-Dec-22	2:00	Montrose/Waverly	4630 Sheriff Gener		6.00
9-Dec-22	10:00	9-Dec-22	20:00	Montrose/Waverly	4620 Sheriff Gener		10.00
9-Dec-22	20:00	10-Dec-22	2:00	Montrose/Waverly	4630 Sheriff Gener		6.00
10-Dec-22	10:00	10-Dec-22	20:00	Montrose/Waverly	4620 Sheriff Gener		10.00
10-Dec-22	20:00	11-Dec-22	2:00	Montrose/Waverly	4630 Sheriff Gener		6.00
11-Dec-22	10:00	11-Dec-22	20:00	Montrose/Waverly	4620 Sheriff Gener		10.00
11-Dec-22	20:00	12-Dec-22	2:00	Montrose/Waverly	4630 Sheriff Gener		6.00
12-Dec-22	10:00	12-Dec-22	20:00	Montrose/Waverly	4620 Sheriff Gener		10.00
12-Dec-22	20:00	13-Dec-22	2:00	Montrose/Waverly	4630 Sheriff Gener		6.00
13-Dec-22	10:00	13-Dec-22	20:00	Montrose/Waverly	4620 Sheriff Gener		10.00
13-Dec-22	20:00	14-Dec-22	2:00	Montrose/Waverly	4630 Sheriff Gener		6.00
13-Dec-22	20:00	13-Dec-22	22:00	Extra Hours: Montro	4620 EOS Premium		2.00
14-Dec-22	10:00	14-Dec-22	20:00	Montrose/Waverly	4620 Sheriff Gener		10.00
14-Dec-22	20:00	15-Dec-22	2:00	Montrose/Waverly	4630 Sheriff Gener		6.00
15-Dec-22	10:00	15-Dec-22	20:00	Montrose/Waverly	4620 Sheriff Gener		10.00
15-Dec-22	20:00	16-Dec-22	2:00	Montrose/Waverly	4630 Sheriff Gener		6.00
16-Dec-22	10:00	16-Dec-22	20:00	Montrose/Waverly	4620 Sheriff Gener		10.00
16-Dec-22	20:00	17-Dec-22	2:00	Montrose/Waverly	4630 Sheriff Gener		6.00

17-Dec-22	10:00	17-Dec-22	20:00 Montrose/Waverly	4620 Sheriff Gener	10.00
17-Dec-22	20:00	18-Dec-22	2:00 Montrose/Waverly	4630 Sheriff Gener	6.00
18-Dec-22	10:00	18-Dec-22	20:00 Montrose/Waverly	4620 Sheriff Gener	10.00
18-Dec-22	20:00	19-Dec-22	2:00 Montrose/Waverly	4630 Sheriff Gener	6.00
19-Dec-22	10:00	19-Dec-22	20:00 Montrose/Waverly	4620 Sheriff Gener	10.00
19-Dec-22	20:00	20-Dec-22	2:00 Montrose/Waverly	4630 Sheriff Gener	6.00
19-Dec-22	20:00	20-Dec-22	0:30 Extra Hours: Montro	4620 EOS Premium	4.50
20-Dec-22	10:00	20-Dec-22	20:00 Montrose/Waverly	4620 Sheriff Gener	10.00
20-Dec-22	20:00	21-Dec-22	2:00 Montrose/Waverly	4630 Sheriff Gener	6.00
21-Dec-22	10:00	21-Dec-22	12:00 Montrose/Waverly	4620 Sheriff Gener	2.00
21-Dec-22	12:00	21-Dec-22	20:00 Montrose/Waverly	4620 Sheriff Gener	8.00
21-Dec-22	20:00	22-Dec-22	2:00 Montrose/Waverly	4630 Sheriff Gener	6.00
22-Dec-22	10:00	22-Dec-22	20:00 Montrose/Waverly	4620 Sheriff Gener	10.00
22-Dec-22	20:00	23-Dec-22	2:00 Montrose/Waverly	4630 Sheriff Gener	6.00
23-Dec-22	10:00	23-Dec-22	20:00 Montrose/Waverly	4620 Sheriff Gener	10.00
23-Dec-22	20:00	24-Dec-22	2:00 Montrose/Waverly	4630 Sheriff Gener	6.00
24-Dec-22	10:00	24-Dec-22	20:00 Montrose/Waverly	4620 Sheriff Gener	10.00
24-Dec-22	20:00	25-Dec-22	2:00 Montrose/Waverly	4630 Sheriff Gener	6.00
25-Dec-22	10:00	25-Dec-22	20:00 Montrose/Waverly	4620 Sheriff Gener	10.00
25-Dec-22	20:00	26-Dec-22	2:00 Montrose/Waverly	4630 Sheriff Gener	6.00
26-Dec-22	10:00	26-Dec-22	20:00 Montrose/Waverly	4620 Sheriff Gener	10.00
26-Dec-22	20:00	27-Dec-22	2:00 Montrose/Waverly	4630 Sheriff Gener	6.00
27-Dec-22	10:00	27-Dec-22	20:00 Montrose/Waverly	4620 Sheriff Gener	10.00
27-Dec-22	20:00	28-Dec-22	2:00 Montrose/Waverly	4630 Sheriff Gener	6.00
28-Dec-22	10:00	28-Dec-22	20:00 Montrose/Waverly	4620 Sheriff Gener	10.00
28-Dec-22	20:00	29-Dec-22	2:00 Montrose/Waverly	4630 Sheriff Gener	6.00
29-Dec-22	2:00	29-Dec-22	4:00 Extra Hours: Montro	4630 EOS Premium	2.00
29-Dec-22	10:00	29-Dec-22	20:00 Montrose/Waverly	4620 Sheriff Gener	10.00
29-Dec-22	20:00	30-Dec-22	2:00 Montrose/Waverly	4630 Sheriff Gener	6.00
30-Dec-22	10:00	30-Dec-22	20:00 Montrose/Waverly	4620 Sheriff Gener	10.00
30-Dec-22	20:00	31-Dec-22	2:00 Montrose/Waverly	4630 Sheriff Gener	6.00
31-Dec-22	10:00	31-Dec-22	20:00 Montrose/Waverly	4620 Sheriff Gener	10.00
31-Dec-22	20:00	1-Jan-23	2:00 Montrose/Waverly	4630 Sheriff Gener	6.00

<b>TOTAL:</b>	<b>493.25</b>
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# Monthly Activity Report Montrose Fire Department

Prepared and Presented by  
Kevin Triplett – Fire Chief



**Period: 12/01/2022 thru 12/31/2022 (DECEMBER)**

## **CALLS**

Total Calls: 28

EMS Calls: 25

Other Calls:

12/28 - #22344 – Fire Alarm – Montrose

12/25 - #22339 – Gas Leak – Montrose

12/21 - #22335 – Smoke Alarm - Montrose

# of Calls DECEMBER 2021 = 27  
2021 vs 2022 (2022 = +1)

Total calls to Date 2022 – 347

2021 vs 2022 ( 2022 = +13)

Total calls this time in 2021 - 334

## **Call Districts**

Montrose City: 24

Franklin Township: 0

Marysville Township: 1

Woodland Township: 3

Other: 0

## **TRAINING:**

12/06/2022 – Staff Meeting / Truck Maintenance

12/13/2022 – Firefighter survivability/RIT prop

12/20/2022 – Confined Space Trailer / Annual Firefighter health evaluations/SCBA  
Mask FIT testing

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

12/12/2022 – City Council Meeting

12/23/2022 – Worked with Wright County Front Line Outreach in delivering  
Christmas Presents to families in need in the Montrose area

## **SPECIAL INFO**

- Working on painting and renovating the office inside the Fire Station – all work is  
being done in house by Department members

## **Acknowledgments**

- All Firefighters for a year of hard work and dedication  
- All members of the department for assisting with renovations in our Fire  
Department office

PROJECT

DATE

12/10/22

NOTES

To: Montrose Fire & Rescue Responders &  
 The Montrose City Council and Mayor  
 We are the Montrose Volunteer Fire  
 and Rescue Responders, together with  
 the Wright County Sheriff's Deputies, a huge <sup>Thank you</sup>  
 for so quickly responding, expertise  
 and coordination in their efforts to revive  
 and save Dale's life on Nov. 29, 2022.  
 Dale's Cardiac Doctor is amazed that  
 he survived this heart failure without  
 any damage to his heart. He's on the  
 road to recovery with his new Aortic Heart  
 Valve.

We have lived in Montrose for 49 years  
 and never realized how well trained,  
 efficient and dedicated these Volunteers are.  
 Everyone in the City should be  
 proud of these volunteers protecting and  
 saving our lives.

Our overwhelming gratitude to the  
 whole Department.

Wishing All a Happy Holiday  
 Season & New Year!

Susan Heller  
 Dale Heller

PREPARED BY

PAGE



**SHELTERTECH**<sup>TM</sup>  
corporation

2605 Seppala Blvd.  
North St. Paul, MN 55109  
651.770.2405

*Environmental Consulting & Contracting*

www.sheltertechcorp.com  
fax: 651.773.8909

**ASBESTOS MATERIALS REMEDIATION PROPOSAL #01222-230-A**

**SUBMITTED TO:**

City of Montrose  
311 Buffalo Avenue South  
Montrose, MN 55363

**Re:** Asbestos Materials Removal/Disposal, SF Residential Structure  
230 3<sup>rd</sup> Street S., Montrose, MN 55363

SHELTERTECH CORPORATION, Licensed and Insured Asbestos Abatement Contractor, proposes to perform work at the above referenced property per the Pre-demolition Inspection Report provided.

**DESCRIPTION**

1. Remove from the site and properly dispose of the following asbestos-related materials:

- 70 SF Floor Tile, *West Entry*
- 180 SF Floor Tile, *Kitchen*
- 180 SF Sheet Flooring and Mastic, *Kitchen*
- 122 SF Roof Coating, *Roof*

- ◆ All labor, materials, insurance, air quality monitoring, required permits, and disposal costs included.
- ◆ Abatement work to be conducted by personnel licensed by the Minnesota Department of Health.
- ◆ All ACBM removed from this project will be transported to an approved landfill for disposal.

**PRICE:** All of the work described above to be completed in a substantial and workmanlike manner according to standard practices for the sum of Five thousand seven hundred eighty and 00/100 Dollars (\$5,780.00)

SUBMITTED on \_\_\_\_\_ 12/23/22 by George J. Zaitman

ACCEPTED on \_\_\_\_\_ 20\_\_\_\_ by \_\_\_\_\_

- SHELTERTECH CORPORATION is insured by American Interstate Insurance company for employer's liability.
- SHELTERTECH CORPORATION is insured by Crum & Forster Insurance company for general and pollution liability.
- SHELTERTECH CORPORATION is licensed by the State of Minnesota to perform abatement work under license #401.

City of Montrose  
 Economic Development Authority Meeting  
 311 Buffalo Avenue South  
 Montrose, MN 55363  
 Tuesday, December 20, 2022  
 12:00 P.M.

## 1. CALL TO ORDER

**Pursuant** to call and notice the Montrose Economic Development Authority (EDA) met in Regular Session on Tuesday, December 20, 2022 at 12:00 p.m.

EDA President Marszalek called the meeting to order at 12:00 p.m.

## 2. ROLL CALL

Present: EDA President Tom Marszalek  
 EDA Member Sonya Tourville – arrived at 12:02  
 EDA Member Matt Smith  
 Mayor Kirby Moynagh  
 Council Member David Paradeise

Staff Present: Ms. Jessica Bonniwell, City Administrator

Absent: EDA Member Robb Kirkpatrick

## 3. APPROVAL OF AGENDA

**Mayor Moynagh motioned to approve the December 20, 2022 agenda as written. EDA Member Smith seconded the motion. Motion carried 3-0.**

## 4. APPROVAL OF MINUTES

A. October 18, 2022 Economic Development Authority Meeting Minutes

**Mayor Moynagh motioned to approve the October 18, 2022 Economic Development Authority Meeting Minutes as written. EDA President Marszalek seconded the motion. Motion carried 4-0.**

## 5. TREASURER'S REPORT

A. Economic Development Authority Accounts Payable December 12, 2022

**EDA Member Tourville motioned to approve the December 12, EDA Accounts Payable. EDA President Marszalek seconded the motion. Motion carried 4-0.**

B. Economic Development Authority Fund = \$209,166.34

EDA President Marszalek gave an update on the EDA Funds.

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

## 6. OLD BUSINESS

A. Preserve Update – RFP Update

Ms. Bonniwell stated that city staff completed the update of the Request for Proposal for the Preserve housing

development and it has been advertised in the local papers for Delano and Buffalo as well as the City website. Ms. Bonniwell stated the deadline for submitting a proposal is March 31, 2023. EDA President Marszalek suggested that Ms. Bonniwell send a copy of the RFP to Jolene Foss with Wright County Economic Development Partnership to see if she can help get the information out to more people.

## 7. NEW BUSINESS

### A. Exit of President Marszalek

EDA President Marszalek stated that December would be his last EDA meeting since he will no longer be a member of City Council after the 1<sup>st</sup> of the new year. Mayor Moynagh stated that Council Member David Paradeise will be the replacement for Council Member Marszalek on the EDA. Mayor Moynagh stated that Mr. Paradeise has a business background and will be a great asset for the EDA. Council Member Paradeise stated that he is looking forward to helping get some businesses in town and has already been involved in trying to recruit businesses such as Kwik Trip and Hy-Vee to the city and will continue to work hard for the economic development in the city.

### B. 2023 Economic Development Authority Membership

Council Member Marszalek went around the table to ask the current EDA members if they are interested in continuing to serve the authority going into the new year. EDA members Smith and Tourville stated they are still committed to being on the EDA. EDA President Marszalek stated that EDA Member Kirkpatrick will be removed from the commission since he does not attend meetings and Mayor Moynagh will be working on finding another business owner in town to join the commission.

### C. Future of Economic Development Authority and Goals for 2023

EDA President Marszalek asked incoming President Paradeise if he has some ideas for goals moving into 2023. Council Member Paradeise said he would like to discuss three top priorities at the January meeting to set as goals for 2023 and identify the needs for the city and how to best move forward. EDA President Marszalek stated that there has been recent interest from a church community out of Watertown to possibly build another location for their congregation somewhere in Montrose. EDA President Marszalek stated that grocery stores and some type of restaurant or fast food seems to be the most desired businesses by residents in the city. Additional discussion was had regarding employee shortages and other barriers being faced by employers in the area.

## 8. NEXT MEETING

- A. Tuesday, January 17, 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 12:37 p.m. EDA President Marszalek seconded the motion. Motion carried 4-0.**

ATTEST:

\_\_\_\_\_  
Council Member Tom Marszalek  
President  
City of Montrose Economic Development Authority

\_\_\_\_\_  
Jessica Bonniwell  
City Administrator  
City of Montrose

**City of Montrose  
Park & Recreation Commission**

Meeting Minutes  
December 1<sup>st</sup>, 2022

Pursuant to call and notice the Park & Recreation Commission met on December 1st, 2022 at 6:32 p.m. at Montrose City Hall.

**1. CALL TO ORDER**

The meeting was called or order at 6:32 by Commissioner Isle.

**2. ROLL CALL**

Present were Commission Members Duane Isle, Toby Nelson, Eddie Kolasa, Kayla McCluskey, Michelle Otto and Deputy Clerk Cristy Gerard. City Council member David Paradeise filled in as city council liaison for Nicole Andreoff, who was absent.

**3. APPROVAL OF MEETING AGENDA**

A motion was made by Commissioner Kolasa to approve the meeting agenda. The motion was seconded by Commissioner Otto. Motion carried 5-0-0.

**4. APPROVAL OF NOV 10, 2022 MEETING MINUTES**

A motion was made by Commissioner Kolasa to approve the meeting agenda. The motion was seconded by Commissioner McCluskey. Motion carried 4-0-1 with Commissioner Otto abstaining because she was absent from the November meeting.

**5. OLD BUSINESS**

**a. Park & Trail Plan**

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

Commissioner McCluskey presented the updates she had compiled for the first 6 parks the commission visited (Veteran's Park, Regional Park, Lent Park, Forest Creek Park, Carver Field and White Tail Ridge Disc Golf Park). The Commissioners agreed to review these changes prior to the next meeting and come ready to finalize the proposed changes. A motion to review the changes at the regular January meeting was made by Commissioner Kolasa and seconded by Commissioner Otto. Motion carried 5-0-0.

Commissioner McCluskey will bring changes for more of the parks to the January meeting.

**ii. Discussion of last four parks**

The Commission discussed the last 4 parks in Montrose that the members had visited on their own time. Commissioner McCluskey will use these notes to present changes to the Park & Trail Plan.

Lions Park: Since this park is used often for community events we all agreed that updating the shelter and tables is high priority.

- Swing set needs replacement, would be a good location for one of the sets donated by the Lions.

- The horseshoe pits need major maintenance but it was decided not to make any short term changes at this time because they are not very often utilized. It was discussed to possibly replace them with another type of equipment in the future.
- The park shelter is in need of some major renovations to replace rotting wood and peeling paint.
- The picnic tables are not in very good shape and need to be replaced.
- The playground equipment is outdated and in need of some repairs. It was discussed to keep this park in the list of parks that need new equipment.

Rockbrook Park:

- The park and equipment were deemed to be in good condition.
- There is no shade available for parents who are watching their children. This park was designated as a good location for one of the CCC wood shelters that will be donated in Spring.

Pheasant Hills Park:

- There are multiple tree stumps around the playground area that need to be removed.
- The playground equipment at this park is lackluster. This park would benefit from some updated equipment to entice more use of the park.

Northridge Park: This park was deemed in satisfactory condition at this time.

**b. Parks & Rec Commission By-Laws**

The Commission discussed how our meeting and votes are operated and reviewed Roberts Rules of Order. We are still a new commission and most of our members have never served officially before. We will continue to learn and put into practice the correct way to conduct our meetings to make them both fair, agreeable and productive.

**c. Community Garden Lease Fees**

**i. Discuss raising the lease fee for the plots to cover water usage.**

**2022 water use for the season was approximately \$375 total. There are 10 garden plots and each paid \$20 per (\$200 total).**

The cost of the lease for the plots was discussed extensively. The Commissioners knew that they needed to raise the price to help cover most of the cost of the water, but did not want to raise the price by so much at once that it would deter residents from utilizing the garden plots. A first motion was made by Commissioner Kolasa to raise the fee from \$20 to \$50. The motion was seconded by Commissioner McCluskey and carried 4-0-1 with Commissioner Otto abstaining because she rents a plot herself.

After further discussion that decision was officially rescinded and a new motion to raise the fee to \$40 was made by Commissioner Kolasa. This motion was seconded by Commissioner Otto and carried 4-0-1, with Commissioner Otto again abstaining.

**ii. Review of rules from other local cities**

The Commission reviewed community garden documents from multiple other local towns and it seemed that our rules were very similar. It was decided that

the City should be stricter with checking the garden plots at the end of the season and making sure that the rules are followed and that problems are dealt with right away. If necessary gardeners will be warned and or their deposit will be kept and they may not be allowed to rent a plot again. Deputy Clerk Gerard agreed to make the necessary changes to the Community Garden Rules Document. This should also be discussed with Public Works as to how to put it into practice. A motion to make the proposed changes was made by Commissioner Otto and seconded by Commissioner Kolasa. Motion carried 5-0-0.

**d. 2022 P&R Budget**

**i. How to deplete remaining funds for 2022 prior to yearend.**

It was decided that to Commission would like to use this years 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.

**6. NEW BUSINESS**

**a. Regional Park Soil Bore Samples from Bolton & Menk**

The Commission reviewed the report regarding the soil bore samples. It was decided any more decisions on moving forward with the picnic shelter at Regional Park would need to be made by City Council and based on next year's budget.

**b. Review of Social Media Policy**

The Commission reviewed the social media policy again to be sure that all members are representing the City in a positive way. Also discussed was being sure to notate that our personal opinions do not represent the city on any public posts referencing the city, its employees, policies, etc.

**c. Meeting & Voting Protocols and Rules**

Per item 5b. above, the Commission discussed how our meeting and votes are operated and reviewed Roberts Rules of Order.

**d. Location for Park & Rec Meetings**

The Commission discussed moving the monthly meeting to the Community Center but ultimately decided to continue meeting at City Hall.

**e. New Parks & Rec Commission Applicant(s)**

An application for the Parks & Rec Commission was reviewed and the Commission decided to accept Joshua Lars Swanson as a new member. The motion to accept him

was made by Commissioner McCluskey. Commissioner Otto seconded the motion and it was carried 5-0-0.

f. **Holiday Decoration Contest Judging**

The Commission decided to carry out the Holiday Decorating judging on Thursday, December 15<sup>th</sup> at 6:00 pm. Commissioners will meet at City Hall and then split up to take photos of homes.

7. **NEXT MEETING**

The next regular meeting will be held Thursday, January 12<sup>th</sup>, 2023 at 6:30 pm at City Hall.

8. **ADJOURN**

Commissioner Otto motioned to adjourn the meeting at 8:17 pm, Commissioner McCluskey seconded the motion. Motion carried 5-0-0.

**City of Montrose  
Park & Recreation Commission**

Minutes  
December 15th, 2022

Pursuant to call and notice the Park & Recreation Commission held a special meeting on December 15th, 2022 at 6:30 p.m. at Montrose City Hall prior to travelling through town for Holiday Decoration judging.

**1. CALL TO ORDER**

The meeting was called to order at 6:37 p.m. by Commission Chair Isle.

**2. ROLL CALL**

Present were Commission Members Duane Isle, Toby Nelson, Eddie Kolasa, Kayla McCluskey and Michelle Otto.

**3. APPROVAL OF MEETING AGENDA**

A motion was made by Commissioner McCluskey to add Old Business item 4a to the agenda. Commissioner Kolasa seconded the motion and it was carried 5-0.

**4. OLD BUSINESS**

**a. Changes to Park & Trail Plan**

The Commission discussed how our proposed changes will be made to the actual Park & Trail Plan document. It was clarified that our changes will be submitted to the city staff to compile for the revised Plan. It was also discussed to set up a meeting including the city engineer to work on editing some of the information in the plan including future growth planning and population information.

**5. NEW BUSINESS**

**a. W-4 Forms**

Commissioners each completed a W4 form and submitted at City Hall.

**b. Holiday Decoration Judging**

The Commissioners decided to split up and take different sections of the city to drive to find and photograph holiday decoration displays. It was agreed that all photographs would be submitted to Cristy Gerard to compile into a slideshow for review at the January meeting. At this point in the meeting the Commissioners left to do the judging.

**6. NEXT MEETING**

The next regular meeting of the commission will be held January 12<sup>th</sup>, 2023 at 6:30 at City Hall.

**7. AJOURN**

Commissioner Nelson motioned to adjourn the meeting at 7:45 pm, Commissioner Kolasa seconded the motion. Motion carried 3-0-2 as Commissioners McCluskey and Otto did not return to City Hall after the photographing.

# ***CITY OF MONTROSE, MINNESOTA***

## ***SNOW AND ICE REMOVAL MAINTENANCE POLICY***

**DATED: January 9, 2023**

## **1. Introduction**

The City of Montrose believes that it is in the best interest of the residents for the city to assume basic responsibility for control of snow and ice on city streets. The city will provide such control in a safe and cost-effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The city will use city employees, equipment and/or private contractors to provide this service. This policy does not relieve the operator of private vehicles, pedestrians, property owners, residents and others that may be using public streets, of their responsibility to act in a reasonable, prudent, and cautious manner, given the prevailing street conditions.

## **2. When will the city start snow or ice control operations?**

The Public Works Department will decide when to begin snow or ice control operations. The criteria for that decision are:

- A. Snow accumulation of 2 inches or more;
- B. Drifting snow that causes problems for travel;
- C. Ice conditions which seriously affect travel; and
- D. Time of snowfall in relationship to heavy use of streets

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently, snowplowing operations will not be conducted for snowfall less than 2 inches.

## **3. How will the snow be plowed?**

Snow will be plowed in a manner so as to minimize any traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right. All roadways shall be plowed curb-to-curb. On one-way streets or where there is a center boulevard, snow may be pushed in either direction. The snow plow discharge shall go onto the boulevard area of the street, sidewalks, and driveways. Snow being accumulated on the plow blade has no place to go but in the driveway. The drivers make every attempt to minimize the amount of snow deposited in driveways, but the amount can still be significant. Based on priorities and staffing levels, city personnel do not provide driveway cleaning. Exceptions are possible for emergency situations.

The Public Works Department makes every effort to remove snow as close to the curb line as practical and to provide access to mailboxes for mail delivery. However, it is not possible to provide perfect conditions and minimize damage to mailboxes with the size and type of equipment the city operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident.

Snow in cul-de-sacs will normally be plowed to the outside of the cul-de-sacs, in heavy snows, will be plowed to the center of the cul-de-sacs and removed at a later time.

#### **4. Snow Removal**

The Public Works Department will determine when snow will be removed by truck from the area. The snow removal will occur in areas where there is no room on the boulevard for snow storage and where accumulated piles of snow create a hazardous condition. Snow removal operations will not commence until other snowplowing operations have been completed. Snow removal operations may also be delayed depending on weather conditions, personnel, and budget availability. The snow will be removed and hauled to a snow storage area. The snow storage area will be located to minimize environmental problems.

#### **5. Priorities and Schedule for which streets will be plowed**

The city has classified city streets based on street function, traffic volume, and importance to the welfare of the community. Those streets classified as “Snow Plow Routes” will be plowed first. These are high volume routes that connect major sections of the city and provide access for emergency, fire, police, and medical services. The second priority streets are those streets providing access to schools and commercial businesses. The third priority streets are low volume residential streets. The fourth priority areas are alleys and city parking lots.

During significant and severe storms, the city must be prepared to move personnel and equipment to maintain priority routes first. In fulfilling the need to have all priority streets safe and passable, when resources are limited, plowing of all other streets may be stopped at any time so resources can be shifted to priority routes.

Unforeseeable circumstances may cause delays in completing assigned plow routes. Such circumstances may include weather conditions that endanger the safety of snowplow operators and/or the safe and effective operation of equipment, commuter traffic, disabled vehicles, poor visibility conditions, parked cars along streets, assistance to emergency response vehicles, equipment breakdown, and personnel shortages.

#### **6. Work Schedule for Snowplow Operators**

Snowplow operators will be expected to work eight-hour shifts. In severe snow emergencies, operators (sometimes) will have to work in excess of eight-hour shifts. However, because of budget and safety concerns, no operator shall work more than a twelve-hour shift in any twenty-four-hour period. Operators will take fifteen-minute breaks every two hours and a half hour meal break after 4 hours. After a twelve-hour day,

the operator will be replaced as additional qualified personnel are available.

## **7. Traffic Regulations**

The city recognizes that snowplow operators are exempt from traffic regulations set forth in Minnesota Statutes, Chapter 169 while actually engaged in work on streets, except for regulations related to driving while impaired and the safety of school children. Pursuant to this authority, snowplow operators engaged in snow removal or ice control on city streets have discretion to disregard traffic laws set forth in Chapter 169, except for laws relating to impaired driving and school children safety, when in their judgment, it is safe to disregard such laws. The privileges granted herein to operators of snow removal and ice control vehicles shall apply only if the vehicle is equipped with one lighted lamp displaying a flashing, oscillating, or rotating amber light placed in such a position on the vehicle as to be visible throughout an arc of 360 degrees.

8. If conditions warrant commencement of city snow/ice removal operations as regulated by this policy, the city specifically reserves the right to call for towing services and the owner of the vehicle will be responsible for all costs incurred. This restriction shall be enforced 24 hours a day, 7 days a week from the period November 1 to March 30, inclusive. In accordance with the city-wide ordinance No. 42.04 & 42.05.

## **9. Weather Conditions**

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of city employees and equipment. Factors that may delay snow and ice control operations include: severe cold, significant winds and limited visibility.

## **10. Use of sand, salt, and other chemicals**

The city will use sand, salt and other chemicals when there is hazardous ice or slippery conditions. The city is concerned about the effect of such chemicals on the environment and will limit the use of these chemicals for that reason.

## **11. Sidewalks and Walking Trails**

The City will maintain some of the sidewalks and walking trails in the city. The lists of these sidewalks and walking trails are attached. As there are a limited number of personnel available, the city will only maintain these sidewalks and walking trails after the streets have been plowed. It is the responsibility of the resident and/or property owner to remove all accumulated snow from all other sidewalks along public streets adjoining their property. This includes any snow plowed from public streets onto the sidewalk.

## **12. Residential Property**

Only those items which are installed properly and allowed by City Ordinance to be within the City's right-of-way and damaged by actual contact with city equipment will be considered for repair or replacement at the city's expense. Damage to lawns, trees, fences, shrubbery, sprinkler heads and other landscaping in the city's right-of-way will not be considered for compensation. Damage to personal vehicles will only be considered only if legally parked and only if physically contacted by city equipment. Any reimbursement decisions are determined by the city's insurance company.

## **13. Complaint Procedure**

Complaints will be recorded on telephone logs. Calls requiring service will be transferred to a work request and forwarded to the Public Works Director for scheduling. Emergency complaints will be handled in an expeditious manner as resources are available.

## **14. Deviation from policy**

The Public Works Director may deviate from this policy when in his or her judgment it is in the best interest of the city or is necessary because of budget needs or other circumstances. Changes in priorities (lasting more than 4 hours) will be documented as to what caused such actions, why the change was necessary, and for how long the change was in effect. Those city employees and/or contractors affected will be notified immediately by radio or cell phone of such changes with all communications logged. Information logged will include the time and date of the communication, name of employee contacted, and how they were contacted. Any changes of priorities lasting more than 24 hours should be made in a written record and the public should be informed of such changes through normal methods used by the city for emergency notifications.

## **15. Review and modification of policy**

The Public Works Director shall keep on file all comments and complaints received regarding this policy. The policy will be reviewed periodically. Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.

### Recognized “Snow Plow Routes”

1. Brook Circle East & Brook Circle West
2. 7<sup>th</sup> Street South
3. Center Avenue South
4. 2<sup>nd</sup> Street South
5. 3<sup>rd</sup> Street South
6. Garfield Avenue South
7. 1<sup>st</sup> Street North
8. Emerson Avenue North
9. 5<sup>th</sup> Street North
10. 7<sup>th</sup> Street North
11. Aspen Lane
12. Clementa Ave SW – north of Hwy 12 to gravel section
13. Breckenridge Lane
14. White Tail Lane
15. 3<sup>rd</sup> Street North
16. Pheasant Ridge Drive
17. Quail Drive

### Sidewalk and Walking Trail Plow Routes

1. Sidewalks and walking trails along Trunk Highway 12 (Nelson Blvd) **from Arizona Avenue to 12-Hi**
2. Sidewalks and Walking Trails Along County Road 12 (Buffalo Avenue South) **from Highway 12 to 45<sup>th</sup> Street**
3. Sidewalks along 1<sup>st</sup> Street North **from County Road 12 to Emerson Avenue North**
4. Walking Trails along 3<sup>rd</sup> Street North
5. Downtown area sidewalks to provide safe routes to Montrose Elementary School as follows:
  - a. Center Avenue South – both sides of street
  - b. 1<sup>st</sup> Street South
  - c. 2<sup>nd</sup> Street South – From County Road 12 to Emerson Avenue South
  - d. 3<sup>rd</sup> Street South – From County Road 12 to Center Avenue South
6. Sidewalk along 5<sup>th</sup> Street North **from County Road 12 to Dillon Avenue North**
7. Sidewalks along Aspen Lane **from County Road 12 to 921 Aspen**
8. Walking Trails within the City Park System
9. **Sidewalks and Walking Trails along Highway 25 from Highway 12 to 7<sup>th</sup> Street South**

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

**ORDINANCE 2023-01**

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

**THE CITY COUNCIL OF THE CITY OF MONTROSE ORDAINS** the following development and administrative related fees are hereby established in the City of Montrose, as indicated on the attached Exhibit A, effective January 9, 2023.

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

**IT IS FURTHER ORDAINED THAT** this Ordinance supersedes, in all aspects, Ordinances 2022-01 & 2022-04.

**PASSED, ADOPTED AND APPROVED** by the Montrose City Council, Wright County, Minnesota this 9<sup>th</sup> day of January, 2023.

**BY:**

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Robert W. Moynagh, III  
Mayor

**ATTEST:**

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Jessica Bonniwell  
City Administrator

## CITY OF MONTROSE

## 2023 FEE SCHEDULE

Administrative

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

Administrative Permits

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

Utility

Sewer Access Charge	\$5,600.00	<b>\$5,700.00</b>
Water Access Charge	\$2,800.00	<b>\$2,900.00</b>
Water Disconnect/Reconnect Charge		\$50.00
24-Hour Disconnection Hang Tag		\$25.00
Snow Bird Water Shut Off Request		\$25.00
Meter Testing Fee		\$50.00
Meter Repair Fine - if not fixed		\$50.00
	in 30 days, plus \$1.00 per day	
Water Meter Purchase		<b>\$350.00</b>
Water Rate	Base	\$5.10
*Tier 1: 0-5999 gallons (per 1000 gals)		\$5.75
*Tier 2: 6000-11999 gallons (per 1000		\$6.33
*Tier 3: over 11999 gallons (per 1000 g		\$6.96
*Outside City Limits (per 1000 gals)		\$10.00
Bulk Water Users (0-2000 gals)		\$22.00
*Over 2000 gallons (per 1000 gals)		\$10.00
Sewer Rate	Base	\$4.50
*Per 1000 gallon Rate		\$5.30
WWTP Rate	Base	\$6.05
*Per 1000 gallon Rate		\$5.05
Non-Metered Sewer Service		
	*Based on 12,000 gals at Rate Plus Base	
Storm Water Fee	\$5.00	<b>\$7.75</b>
Late Payment Fee (utilities - % of balance)		5%
Meter back plate replacement		\$10.00

Fire Department

Emergency Calls	\$300.00
Accident Reports	\$50.00
Major Incident Fee - 1st 6 Hours (per vehicle)	\$300.00

\*Over 6 Hours (per hour fee)

\*Per Firefighter on scene or standby \$7.00

Fire Inspections Fees - under 2,000 sq ft \$100.00

\*2,000 - 5,000 square feet \$200.00

\*over 5,000 square feet \$300.00

Community Center (No Charge for Nonprofit Use)

Friday &amp; Saturday Rental \$400.00

Friday OR Saturday Rental \$300.00

Sunday - Thursday Rental (up to 5 hours) \$125.00

\*Each additional hour over 5 \$25.00

Damage Deposit (Cash or Money Order) \$300.00

Funerals \$50.00

**Trunk Area Charge**

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

<b>Ord Amendmt (exc. Zoning)</b>	\$500.00
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<b>Fence Permit</b>	\$15.00	\$25.00
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<b>Sump Pump Permit</b>	\$50.00
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**Administrative Fines (Per Day)**

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

**Development Fees**

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

**Building Permit City Fees**

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

**Liquor Licenses**

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

**Planning & Zoning**

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

**Type I Applications**

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

**Type II Applications**

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

## Engineer Review Fee

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

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

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

**RESOLUTION NO. 2023-01**

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 2023-01 AN  
ORDINANCE SETTING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES**

WHEREAS, The City Council of the City of Montrose has determined the publication of the title and a summary of "Ordinance 2023-01 AN ORDINANCE SETTING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES", finding a summary publication would clearly inform the public of the intent and effect of the Ordinance; and

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

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

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Montrose, Minnesota that the title and summary of "Ordinance 2023-01 AN ORDINANCE SETTING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES" be published with notice that a printed copy of Ordinance 2023-01 is available in its entirety for inspection by any person during regular office hours at the City Offices.

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

"On January 9, 2023 the Montrose City Council approved the reading of Ordinance 2023-01 "AN ORDINANCE SETTING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES".

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

Ordinance 2023-01 shall be in full force and effect from and after the date of its passage (January 9, 2023) and this summary publication according to law."

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

And the following voted against the same: None.

Whereupon said Resolution was declared duly passed and adopted this 9<sup>th</sup> day of January, 2023.

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Robert W. Moynagh, III  
Mayor  
City of Montrose

ATTEST:

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Jessica Bonniwell  
City Administrator  
City of Montrose

CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

RESOLUTION NO. 2023-XX

A RESOLUTION APPROVING THE MAYORAL APPOINTMENTS FOR THE YEAR 2023

Acting Mayor:	Council Member <b>Sam Solarz</b>
Alternate Acting Mayor:	Council Member <b>David Paradeise</b>
Buffalo Public Schools Board Meetings:	Council Member David Paradeise
Chamber of Commerce Representative:	City Administrator Council Member <b>Michelle Otto</b>
Community Education Representative:	<b>Michael Sommerfield</b>
Community Education Representative Alternate:	<b>Kirby Moynagh</b>
Economic Development Authority:	Council Member <b>David Paradeise</b> Mayor Kirby Moynagh Dr. Sonya Tourville, Montrose Family Chiropractic Mr. Robb Kirkpatrick, Minnesota Auto Werks Mr. Matt Smith, Carpentry Contractors Company City Administrator
Fire Department/Emergency Management Chief/Emergency Management Director:	Fire Chief
Assistant Fire Chief/Emergency Management Director:	Assistant Fire Chief and/or Fire Department Captains
Fire Department Council Liaison:	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: (3 Vacancies)	<b>Duane Isle – Chair</b> <b>Toby Nelson – Vice Chair</b> <b>Kayla McClusky – Secretary</b> <b>Eddie Kolasa</b> <b>Joshua Swanson</b>
Park and Recreation Commission Council Liaison:	Council Member <b>Nicole Andreoff</b>
Alternate:	Council Member Michelle Otto
Park and Recreation Commission Staff Coordinator:	Deputy Clerk

**Planning and Zoning Commission Members: (2 Vacancies)**

Charles Smallwood, Chair  
 Sylvia Henry, Vice-Chair  
 Shawn Cuff  
 Roger Fraumann  
 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 Member?**

**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

\_\_\_\_\_  
 Kirby. Moynagh  
 Mayor  
 City of Montrose

ATTEST:

\_\_\_\_\_  
 Jessica Bonniwell  
 City Administrator  
 City of Montrose



# PROCLAMATION

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

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

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

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

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

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

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

**NOW, THEREFORE,** the Montrose City Council does hereby recognize January 22, 2023 through January 28, 2023 as Montrose School Choice Week, and call this observance to the attention of all of our citizens.

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Robert W. Moynagh III  
Mayor

**ATTEST:**

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Jessica Bonniwell  
City Administrator