



CITY COUNCIL AGENDA REGULAR MEETING

**Monday, June 12, 2023
7:00 P.M.**

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

Montrose Community Center
200 Center Avenue South
Montrose, Minnesota 55363

1. CALL TO ORDER

2. ROLL CALL

3. INVOCATION

A. Pastor Mark Schlasner – Montrose United Methodist Church

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA

6. APPROVAL OF CONSENT AGENDA

A. Minutes

1. May 22, 2023 Regular City Council Meeting – prepared by J. Bonniwell

B. Accounts Payable

1. City, June 12, 2023 – prepared by M. Sommerfeld

2. Fire Department, June 12, 2023 – prepared by M. Sommerfeld

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

- D. Memorandum of Understanding for the International Union of Operating Engineers, Local 49 to add Juneteenth to Paid Holidays
- E. Memorandum of Understanding for the AFSCME Union to add Juneteenth to Paid Holidays
- F. Amendment to Personnel Policy to Add Juneteenth to Paid Holidays

7. WRIGHT COUNTY SHERIFF'S OFFICE

- A. May, 2023 Monthly Report and Hours Report

8. REQUEST FOR COUNCIL ACTION

- A. 200 Crystal Lane – Charles Smallwood

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

A. City Council

- 1. Monthly Activity Report

B. Montrose Fire Department

- 1. May, 2023 Activity Report
- 2. Accept Resignation of Firefighter Justin Philips, effective 01/01/2023 – Justin served with the Montrose Fire Department for 11 years, 7 months and 1 day
- 3. Accept Dustin Falk as new Firefighter with the Montrose Fire Department, effective 04/18/2023
- 4. Accept Evan Kako as a new Firefighter with the Montrose Fire Department, effective 05/08/2023
- 5. Accept Resignation of Firefighter Dustin Falk, effective 06/06/2023 – Dustin served for 1 month, 2 weeks and 5 days

C. Planning and Zoning

- 1. May 24, 2023 Planning and Zoning Meeting Minutes
- 2. Memo – Mobile Food Units
 - 1. Ordinance 2023-03 – *An Ordinance Amending Multiple Sections of the Montrose City Zoning Code Relating to Storage of Mobile Food Units*
 - 2. Resolution 2023-11 – *A Resolution Authorizing Summary Publication of Ordinance 2023-03 – An Ordinance Amending Multiple Sections of the Montrose City Zoning Code Relating to Storage of Mobile Food Units*

D. City Engineer

- 1. 2021 Downtown Improvement Project Phase I – Pay Application No. 10
- 2. 2021 Downtown Improvement Project Phase II – Pay Application No. 8
- 3. AUAR Update Approval Memo
 - 1. Resolution 2023-12 – *A Resolution Adopting the Final Alternative Urban Area-wide Update (Final AUAR Update)*
- 4. Updates

E. Park and Recreation

- 1. May 16, 2023 Park and Recreation Meeting Minutes
- 2. New Commission Member Application – Kimberly Niska

3. Certificates of Recognition for Park and Recreation Members

10. OLD BUSINESS

- A. Signage for Breckenridge Lane and White Tail Lane Discussion
- B. The Preserve Proposal Update

11. NEW BUSINESS

- A. No New Business

12. OPEN FORUM

13. UPCOMING MEETINGS

- A. Planning and Zoning Meeting – Wednesday, June 14, 2023 at 7:00 p.m. at the Montrose Community Center
- B. Park and Recreation Meeting – Thursday, July 11, 2023 at 6:00 p.m. in the Montrose City Hall Conference Room
- C. Economic Development Authority Meeting – Tuesday, June 20, 2023 at 12:00 p.m. in the Montrose City Hall Conference Room
- D. Regular City Council Meeting – Monday, July 10, 2023 at 7:00 p.m. at the Montrose Community Center
- E. City Council Workshop – Monday, July 31, 2023 at 4:00 p.m. in the Montrose City Hall Conference Room

14. ACKNOWLEDGEMENTS

15. ADJOURNMENT

City of Montrose
 Rescheduled Regular City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, May 22, 2023
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, May 22, 2023 at 7:00 p.m.

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

2. ROLL CALL

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

Absent: Mayor Robert W. Moynagh, III

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

3. INVOCATION

A. No Invocation was given. Council Member Solarz asked those in attendance to take a moment of silence for one of the commission members that passed away recently.

4. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was taken.

5. APPROVAL OF THE AGENDA

A. Approval of the Agenda

Council Member Paradeise motioned to approve the May 22, 2023 City Council Agenda as presented. Council Member Otto seconded the motion. Motion carried 4-0.

6. APPROVAL OF THE CONSENT AGENDA

A. Minutes

1. Accepted the minutes of the April 10, 2023 Regular City Council Meeting
2. Accepted the minutes of the April 10, 2023 City Council Workshop Meeting
3. Accepted the minutes of the April 17, 2023 City Council Workshop Meeting

B. Accounts Payable

1. Approved the May 22, 2023 Accounts Payable for the City of Montrose
2. Approved the May 22, 2023 Accounts Payable for the Montrose Fire Department

C. Approved the Monthly Utility Adjustments for April 2023

D. Resolution 2023-08 – *A Resolution Accepting Donations*

Council Member Andreoff motioned to approve the May 22, 2023 Consent Agenda as presented. Council Member Otto seconded the motion. Motion carried 4-0

7. WRIGHT COUNTY SHERIFF'S OFFICE

A. April, 2023 Monthly Report presented in packet.

No one was present from Wright County.

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

A. City Council

1. Monthly Activity Report

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

B. Montrose Fire Department

1. April, 2023 Activity Report

Chief Triplett stated that the April activity report for the Fire Department was included in the packet and had two highlights – Chief Triplett congratulated Firefighter Eddie Andreoff for completion of his Firefighter Instructor I course, and informed Council that Firefighter Justin Phillips will be resigning and thanked him for his 11 years, 7 months and 1 day of service. Chief Triplett stated that he would come with an official resignation for Mr. Phillips at the June 12, 2023 meeting.

2. Authorize purchase of new firefighting gear for two firefighters – Cost will be around \$6,000.00 and obtaining grant money will be attempted.

Council Member Andreoff motioned to authorize \$6,000.00 for the purchase of new firefighting gear for two firefighters. Council Member Solarz seconded the motion. Motion carried 4-0.

3. Thank-you letter received from Janie Holter and John Pususta

Fire Chief Triplett read aloud the letter received from residents Janie Holter and John Pususta thanking the Fire Department for their quick response to a medical emergency and for Fire Fighters going above and beyond their call of duty.

4. Resolution 2023-09 – *Accepting Donations*

Chief Triplett stated that the Montrose Firefighters Relief association has donated \$42,020.60 to purchase a new side-by-side firefighting vehicle. Chief Triplett stated that the donation has

already been approved by the Relief Association, and are awaiting Council approval to finalize deal.

Council Member Otto motioned to approve Resolution 2023-09 – *Accepting Donations*. Council Member Solarz seconded the motion. Motion carried 4-0.

C. Emergency Management

1. Authorize security upgrade to city buildings/infrastructure through Russell's Security out of Buffalo – Cost not to exceed \$110,000.00 and will be paid out of ARPA Funds.

Chief Triplett stated that staff has been working with emergency management and Russell's Security out of Buffalo to plan for a security upgrade that would include a key management system, a new camera system, a key fob system, and some door replacement where necessary. Chief Triplett stated that the entire cost of the project is \$99,961.00, and is requesting the higher amount in order to account for changes that may need to be made once the project is underway.

Council Member Paradeise motioned to authorize security upgrades to city buildings and infrastructure through Russell's Security out of Buffalo with a cost not to exceed \$110,000.00 and to come out of the ARPA Fund. Council Member Andreoff seconded the motion. Motion carried 4-0.

2. Authorize construction of fence around new Generator/AC units at the Community Center – Cost not to exceed \$3,700.00 and will be paid out of ARPA Funds

Chief Triplett stated that a fence is needed around the new generator and A/C units at the Community Center for security. Chief Triplett stated that he had obtained several quotes with a variety of prices, and is recommending the quote from The Shed and Fence Company out of St. Bonifacius for \$2,710.00, and is asking for a total not to exceed \$3,700.00 for potential additional costs or changes.

Council Member Otto motioned to authorize the construction of a fence around the generator/AC units at the Community Center with a cost not to exceed \$3,700.00 and to come out of the ARPA Fund. Council Member Solarz seconded the motion. Motion carried 4-0.

D. Economic Development Authority

1. May 16, 2023 Economic Development Authority Meeting Minutes

Council Member & EDA President Paradeise summarized the meeting minutes from the May 16, 2023 Economic Development Authority Meeting.

E. Planning and Zoning

1. April 12, 2023 Planning and Zoning Meeting Minutes

Commission Chair Smallwood summarized the Public Hearing that was held on April 12, 2023 to review a request from City Council to discuss changing the City Code to allow chickens on certain residential properties.

2. Planning & Zoning Recommendation for Chicken Ordinance

Commission Chair Smallwood stated that the Planning and Zoning Commission voted

unanimously to keep the city code the same and not allow chickens at this time due to lack of interest from residents as determined from lack of attendance at the meeting.

3. Grittmann Consulting – Contract for Services

Ms. Bonniwell stated that City Council has previously discussed this contract at a workshop and stated this had been approved by the City Attorney if Council wants to stay with Mr. Grittmann. Mr. Grittmann is leaving NAC to go into business for himself and will be keeping a handful of city accounts, including Montrose if Council is agreeable to the terms of the contract. Ms. Bonniwell reminded Council that they will need to make a decision on if they would like to stay with Mr. Grittmann and if they want to pay for services on an hourly or retainer basis. Ms. Bonniwell also reminded Council of the average monthly amounts that have been spent on planning services for the past few years to help them decide if it would be better to be on a retainer or pay hourly for services. Ms. Bonniwell stated that some of the planning fees get allocated to developers and come out of their escrow paid to the city, so this would just be for city planning services. Ms. Bonniwell stated that staff would recommend hiring Grittmann Consulting at the hourly rate and that this could be renegotiated in December of 2024 when the contract will be up for renegotiation and could then go to a retainer amount if the Council determines hourly is no longer economically feasible.

Council Member Otto motioned to approve the Contract for Services for Grittmann Consulting and to pay at an hourly rate. Council Member Paradeise seconded the motion. Motion carried 4-0.

F. City Engineer

1. Assessments for 2021 Road Improvement Project

Mr. Voge stated that the engineer team has provided information regarding potential assessments at rates of 24% and 13% of the total project cost. Mr. Voge stated that the last time the city did a project with assessments, was the County Road 12 project, and that was assessed at 13% of the project cost. Council Member Andreoff and Council Member Solarz stated that they would like to make this decision with a full council since the mayor was not in attendance. Council Member Paradeise stated that a decision needed to be made and residents have been waiting years for this decision to be made that could be a huge financial impact to their taxes. Council Member Solarz stated he understood where Council Member Paradeise was coming from and agreed a decision needs to be made soon, but would like to see that be made at the June meeting with full council.

Council Member Paradeise motioned to not complete assessments for the 2021 Downtown Improvement Project. Council Member Otto seconded the motion. Motion carried 4-0.

2. Updates

Mr. Voge stated that the road project is wrapping up and the contractors on both the north and south sides of the project will be putting the final lift of pavement down in the next week or so, and wrapping up punch list items.

G. Park and Recreation

1. April 13, 2023 Park and Recreation Meeting Minutes

Mr. Swanson gave a summary of the April 13, 2023 Park and Recreation Meeting Minutes.

Mr. Swanson informed the Council that Park and Recreation will be changing their meeting times

to the 2nd Tuesday of the month at 6:00 p.m.

Mr. Swanson asked City Council for a 120-day grace period to recruit a new Commission Member with Mr. Duane Isle passing away unexpectedly.

Council Member Andreoff motioned to allow Park and Recreation a 120-Grace Period in Order to Recruit a New Member. Council Member Solarz seconded the motion. Motion carried 4-0.

2. Prairie Restorations Quote for Seeding at Regional Park

Mr. Swanson presented a quote to City Council in the amount of \$15,915.00 for seeding native prairie grasses and flowers at the Regional Park. The Park and Recreation Commission recommends City Council approval of the quote which will include around \$7,000.00 in additional future maintenance until the prairie is established.

Council Member Otto motioned to approve the proposal from Prairie Restorations for seeding at the Regional Park in an amount not to exceed \$25,000.00. Council Member Andreoff seconded the motion. Motion carried 4-0.

3. Commission Position Appointments:

Chair – Toby Nelson

Vice Chair – Joshua Swanson

Council Member Solarz motioned to approve the Park and Recreation recommendations for Chair (Toby Nelson) and Vice Chair (Joshua Swanson). Council Member Paradeise seconded the motion. Motion carried 4-0.

H. Public Works

1. Quote for Concrete Work

Ms. Bonniwell stated that with Mr. Remer out this week, there is a quote for an amount of \$5,550.00 for various concrete work around town that staff is recommending for approval. This work would be for the small area near Emery's Truck Repair where the sidewalk was dug up for a water main repair, as well as a couple pads for benches, and a slab for the flags at Vet's Park.

Council Member Andreoff motioned to approve the concrete quote from Jordan Concrete in the amount of \$5,550.00. Council Member Otto seconded the motion. Motion carried 4-0.

2. Quote for Water Tower Cleaning

Ms. Bonniwell stated that Mr. Remer received the quote for water tower cleaning that was included in the packet in the amount of \$9,500.00 to clean the water tower at the end of Garfield Ave N. Cleaning of this tower is badly needed due to rail dust that collects on the tower.

Council Member Paradeise motioned to approve the quote from Water Tower Clean and Coat in the amount of \$9,500.00. Council Member Andreoff seconded the motion. Motion carried 4-0.

3. Wastewater Award Recognition

Ms. Bonniwell stated that this item was included in order to show recognition and acknowledge the Public Works Department for their exceptional compliance with the MPCA Wastewater

Permit.

9. OLD BUSINESS

A. No Old Business

10. NEW BUSINESS

A. Northridge 6th Addition Developer Agreement Amendment

Ms. Bonniwell stated that the city had received a request to amend the developer agreement with LGI in order to incorporate their new plans after the tree ordinance was changed. The developer submitted new landscaping and tree replacement plans per the new requirements and these have been approved by the engineers, planner, and the city attorney.

Council Member Otto motioned to approve the Northridge 6th Addition Developer Agreement Amendment. Council Member Solarz seconded the motion. Motion carried 4-0.

B. Resolution 2023-10 – *A Resolution Authorizing the Adoption of the Wright County All-Hazard Mitigation Plan*

Ms. Bonniwell stated that staff has been working with Wright County over the past year or so to complete the city's portion of the hazard mitigation plan to be incorporated into the county's plan.

Council Member Andreoff motioned to approve Resolution 2023-10 – *A Resolution Authorizing the Adoption of the Wright County All-Hazard Mitigation Plan*. Council Member Paradeise seconded the motion. Motion carried 4-0.

C. Signs for Breckenridge Lane and White Tail Lane

Ms. Bonniwell stated that staff has been getting a lot of calls from concerned residents that live on Breckenridge Lane and White Tail Lane regarding speeding drivers. The residents have requested "slow children at play" signs or some other sign to deter speeding. Council asked if Mr. Remer could look into how much signs like that cost before the June meeting wherein this item will be discussed again. Sergeant Triplett stated that staff may want to contact Wright County to see if the speed trailer could be placed on one or both streets for a period of time as that would give staff data on how much speeding is occurring. Sergeant Triplett stated that a sign which displays speed could also be installed for a reasonable cost.

D. Abdo – Proposal for Long-Term Planning/Capital Improvement Plan

Ms. Bonniwell stated that this was the proposal from Abdo to assist the city with a new Capital Improvement Plan/Long-Term Planning. Ms. Bonniwell stated this was discussed briefly at a workshop when Council reviewed the old capital improvement plan that is very outdated.

Council Member Andreoff motioned to approve the Abdo Proposal for Long-Term Planning/Capital Improvement Plan in the amount of \$15,950.00. Council Member Paradeise seconded the motion. Motion carried 4-0.

11. OPEN FORUM

A. No Open Forum Requests

12. UPCOMING MEETINGS

- A. Planning and Zoning Meeting with Public Hearing to Consider Allowing Mobile Food Units to Store Vehicles in a Residential Zone – Rescheduled to Wednesday, May 24, 2023 at 7:00 p.m. at the Montrose Community Center
- B. City Council Workshop – CANCELLED for May 29, 2023
- C. Park and Recreation Meeting – ~~Thursday, June 8, 2023 at 6:30 p.m.~~ Tuesday, June 6, 2023 at 6:00 p.m. in the Montrose City Hall Conference Room
- D. Regular City Council Meeting – Monday, June 12, 2023 at 7:00 p.m. at the Montrose Community Center
- E. Planning and Zoning Meeting – Wednesday, June 14, 2023 at 7:00 p.m. at the Montrose Community Center
- F. Economic Development Authority Meeting – Tuesday, June 20, 2023 in the Montrose City Hall Conference Room

13. ACKNOWLEDGEMENTS

Council Member Otto acknowledged Duane Isle for his work in the city, on commissions, with community meals, with the VFW and for being a great community member overall.

Chief Triplett acknowledged the Relief Association for their donation to the Fire Department and Justin Phillips for his service on the Fire Department.

14. ADJOURNMENT

Council Member Andreoff motioned to adjourn the Regular City Council Meeting at 7:54 p.m. Council Member Solarz seconded the motion. Motion carried 4-0.

Sam Solarz
Acting Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

ACCOUNTS PAYABLE LIST

June 12, 2023

Payroll	05/30/23 Payroll	17236.06
IRS-Federal Tax Payment	05/30/23 FED/FICA Tax	5835.17
MN Dept. of Revenue	05/30/23 State Withholding	1137.17
PERA	05/30/23 Payroll	3287.49
*Ameritas Life Ins.	June Emp. Optical Ins.	49.40
MN Dept. of Revenue	May Sales Tax	73.00
Payment Service Network	May PSN/ACH Fees	1328.47
Abdo	Audit & Accounting Services	1093.75
Acme Tools	PW Shop Tools	711.90
Adam's Pest Control	CH Pest Control	88.58
Aramark	Uniforms/Floor Mats	402.90
Badger Meter	May Hosting	183.39
*Bolton & Menk	Engineering Services	28003.50
Cardmember Services	Staff Trg. Travel Expense	1601.56
Cardmember Services	Clean-up Day	29.37
Cardmember Services	Software Subscription	21.46
Cardmember Services	Community Garden Equipment	38.20
Cardmember Services	Council Camera Equipment	22.96
Cardmember Services	DOT Clearinghouse Queries	12.50
Cardmember Services	Lift Station Repair Parts	1354.24
Cole Papers	Printer Paper	616.57
*Colonial Life Ins.	June Employee Ins.	19.56
Comcast	Internet Service	543.40
Delano Rental	Lift Rental, Wellhouse Rep.	49.05
Delta Dental	June Dental Insurance	497.17
*Eischens, Ryan	Clothing Allowance - Boots	159.00
*Erickson, Mindy	Comm. Center Rent Refund	150.00
General Traffic Controls	Streetlight Repair	1900.00
Gopher State One Call	Water/Sewer Locates	93.15
Handyman's Hardware	Comm. Center Maintenance	98.73
Hecksel Machine	Park Bench Brackets	480.00
*Kennedy & Graven	Legal Fees	3060.35
IUOE Local #49 CPF	May HRA	1000.00
IUOE Local #49 FBF	July Health, Dental	7100.00
Jenson, Marie	May CH/CC Cleaning	560.00
LMC Insurance Truse	Workers' Comp. Renewal	30956.00
LMC Insurance Truse	Prop. & Casualty Renewal	63322.00
LGI Homes, Inc.	Escrow Balance Return	4620.90
M&M Express Sales & Svc.	Park Maint.	37.05
*Madison Nat'l Life	June Disability Ins.	265.62

June 12, 2023

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Marco Tech.	Printer Maint.	72.11
Menards	PW/Parks Tools and Equip.	126.28
Midwest Machinery Co.	Lawnmower Purchase	29850.00
Midwest Machinery Co.	Lawnmower Parts	298.53
Mill Pond	Snow Removal Repair Mats.	42.00
Mini Biff	Parks/PW Bathrooms	787.44
MN Computer Systems	Copier Maint. Agreement	239.99
MVTL Laboratories	Water & WWTP Testing	550.11
Nuso (NEC Cloud Comm.)	Telephone Service	185.60
*NW Assoc. Consultants	Planners Services	1488.20
Pitney Bowes, Inc.	Postage Meter Lease	424.26
Pitney Bowes Purchase Power	Postage	20.33
Rustic Garden	Spring City Pots	235.92
St. Louis MRO	DOT Drug/Alc. Testing	20.00
Sunshine Filters	WWTP Equipment	272.09
US Bank	Bond Payment 2021A	104850.00
USA BlueBook	Water/WWTP Supplies	307.66
Utility Consultants	Water Testing	181.85
Verizon	Cellphone & Tablet Svc.	473.86
Voss, Dean	Landscape Escrow Refund	1500.00
Walmart	Office Cleaning Supplies	18.34
Wex Bank	PW,Str,Sew,WW Vehicle Fuel	789.64
Wright Co. Finance Dept.	Special Assessment Fees	16.00
Wright Co. Finance Dept.	June Patrol Svcs.	26386.46
Wright Co. Finance Dept.	Assessment Contract	26085.00
Wright Co. Journal Press	Legal Notices	39.88
Xylem Water Solutions	UV System Parts	1337.42
*Bunting, Herbert	Utility Overpayment	33.08
*Chiniaaylo, Olga	Utility Overpayment	124.38
*Elletson, Brandon	Utility Overpayment	129.70
*Laney, Jessica	Utility Overpayment	138.28
*LGI Homes	Utility Overpayment	2.81
*Marszalek, Tom	Utility Overpayment	9.85
*Peterson, Laura	Utility Overpayment	240.94
	TOTAL ACCOUNTS PAYABLE	375317.63

MOYNAGH

BONNIWELL

OTTO

ANDREOFF

SOLARZ

PARADEISE

June 12, 2023

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*** Appendix**

Payments received to offset checks written

Payroll Deduction	June EE Ins.	19.56
Payroll Deduction	June Optical Ins.	49.40
Developer Expense	Engineering Svcs.	100.50
Developer Expense	Legal Services	787.50
Employee Expense	Eischens, Ryan	159.00
Community Cener Rent	Erickson, Mindy	150.00
Utility Overpayment	Bunting, Herbert	33.08
Utility Overpayment	Chiniaaylo, Olga	124.38
Utility Overpayment	Elletson, Brandon	129.70
Utility Overpayment	Laney, Jessica	138.28
Utility Overpayment	LGI Homes	2.81
Utility Overpayment	Marszalek, Tom	9.85
Utility Overpayment	Peterson, Laura	240.94

FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

June 12, 2023

Active911	Subscription	450.00
Amazon	Ofc. Supplies	144.54
Amazon	Truck Maint.	24.25
Ancom	Radio Maint.	20.00
Batteries Plus	Batteries/Medical Equip.	79.99
Comcast	Internet Service	97.85
Delano CarQuest	Veh. Maintenance	36.69
MN Fire Svc. Cert. Board	FF 1, FF2, HazMat Testing	861.00
Verizon	FD iPad	40.01
Wex Bank	Vehicle Fuel	385.01
TOTAL ACCOUNTS PAYABLE		2139.34

MOYNAGH

BONNIWELL

OTTO

ANDREOFF

SOLARZ

PARADEISE

CITY OF MONTROSE

Monthly Adjustments

06/08/23 2:24 PM

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Account	Tran Type	Charge Name	Charge Type	Amount	Date
00-00002655-02-	Adjustment		UR	(\$138.28)	5/24/2023
01-00005096-00-	Adjustment	NSF	Service	\$30.00	5/2/2023
01-00004086-01-	Adjustment	R Water	Service	(\$0.69)	5/31/2023
01-00002592-00-	Adjustment	Storm Water	Service	(\$0.80)	5/31/2023
01-00002592-00-	Adjustment	WWTP	Service	(\$2.07)	5/31/2023
01-00001250-01-	Adjustment	Storm Water	Service	(\$0.39)	5/30/2023
01-00001250-01-	Adjustment	WWTP	Service	(\$1.66)	5/30/2023
01-00001250-01-	Adjustment	Sewer Collection	Service	(\$1.64)	5/30/2023
01-00001250-01-	Adjustment	R Water	Service	(\$1.91)	5/30/2023
00-00005058-01-	Adjustment		UR	(\$9.85)	5/24/2023
00-00005166-01-	Adjustment		UR	(\$129.70)	5/24/2023
00-00002618-01-	Adjustment		UR	(\$124.38)	5/24/2023
01-00004086-01-	Adjustment	WWTP	Service	(\$0.63)	5/31/2023
00-00002594-01-	Adjustment		UR	(\$240.94)	5/24/2023
01-00004086-01-	Adjustment	Storm Water	Service	(\$0.39)	5/31/2023
01-00003118-00-	Adjustment	Shut off charge	Service	(\$100.00)	5/11/2023
01-00003118-00-	Adjustment	Shut off charge	Service	\$100.00	5/11/2023
01-00006059-00-	Adjustment	Shut off charge	Service	\$100.00	5/11/2023
01-00001119-00-	Adjustment	Shut off charge	Service	\$100.00	5/11/2023
01-00001146-00-	Adjustment	Shut off charge	Service	\$100.00	5/11/2023
01-00001606-00-	Adjustment	Shut off charge	Service	\$100.00	5/11/2023
01-00001948-00-	Adjustment	Storm Water	Service	(\$0.73)	5/3/2023
01-00001948-00-	Adjustment	WWTP	Service	(\$1.98)	5/3/2023
01-00001948-00-	Adjustment	Sewer Collection	Service	(\$1.89)	5/3/2023
01-00001948-00-	Adjustment	R Water	Service	(\$2.21)	5/3/2023
00-00015862-00-	Adjustment		UR	(\$2.81)	5/24/2023
00-00005814-00-	Adjustment		UR	(\$33.08)	5/24/2023
01-00003078-00-	Adjustment	Storm Water	Service	(\$0.39)	5/31/2023
01-00002592-00-	Adjustment	R Water	Service	(\$2.34)	5/31/2023
01-00005022-01-	Adjustment	Storm Water	Service	(\$0.39)	5/31/2023
01-00005022-01-	Adjustment	WWTP	Service	(\$0.98)	5/31/2023
01-00005022-01-	Adjustment	Sewer Collection	Service	(\$0.93)	5/31/2023
01-00005022-01-	Adjustment	R Water	Service	(\$1.10)	5/31/2023
01-00001518-02-	Adjustment	Storm Water	Service	(\$0.39)	5/31/2023
01-00001518-02-	Adjustment	WWTP	Service	(\$1.02)	5/31/2023
01-00001518-02-	Adjustment	Sewer Collection	Service	(\$0.98)	5/31/2023
01-00001518-02-	Adjustment	R Water	Service	(\$1.15)	5/31/2023
01-00001669-00-	Adjustment	Storm Water	Service	(\$0.39)	5/31/2023
01-00001669-00-	Adjustment	WWTP	Service	(\$0.82)	5/31/2023
01-00004086-01-	Adjustment	Sewer Collection	Service	(\$0.57)	5/31/2023
01-00001669-00-	Adjustment	R Water	Service	(\$0.91)	5/31/2023
01-00002592-00-	Adjustment	Sewer Collection	Service	(\$1.98)	5/31/2023
01-00003078-00-	Adjustment	WWTP	Service	(\$2.45)	5/31/2023
01-00003078-00-	Adjustment	Sewer Collection	Service	(\$2.48)	5/31/2023
01-00003078-00-	Adjustment	R Water	Service	(\$2.93)	5/31/2023
01-00001692-00-	Adjustment	WWTP	Service	(\$1.32)	5/31/2023
01-00001692-00-	Adjustment	Sewer Collection	Service	(\$1.30)	5/31/2023
01-00001692-00-	Adjustment	R Water	Service	(\$1.51)	5/31/2023
01-00001692-00-	Adjustment	Storm Water	Service	(\$0.39)	5/31/2023
01-00002001-00-	Adjustment	Storm Water	Service	(\$0.39)	5/31/2023
01-00002001-00-	Adjustment	WWTP	Service	(\$0.43)	5/31/2023
01-00002001-00-	Adjustment	Sewer Collection	Service	(\$0.36)	5/31/2023
01-00002001-00-	Adjustment	Combo Water	Service	(\$0.46)	5/31/2023
01-00001669-00-	Adjustment	Sewer Collection	Service	(\$0.77)	5/31/2023

Account	Tran Type	Charge Name	Charge Type	Amount	Date
				(\$295.16)	

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

**Memorandum of Understanding
Between
The City of Montrose
And
The International Union of Operating Engineers, Local 49**

WHEREAS, the City of Montrose ("City") and the International Union of Operating Engineers, Local 49 ("Union") are parties to a Collective Bargaining Agreement ("Agreement") in effect from January 1, 2021 through December 31, 2023; and

WHEREAS, this Memorandum of Understanding ("MOU") is intended to address adding an additional Holiday of Juneteenth; and

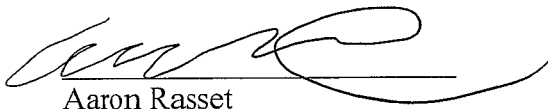
WHEREAS, the Union and City wish to include and recognize the addition of Juneteenth (June 19th) as a paid Holiday to Article 21 of the CBA.

WHEREAS, this MOU will be effective June 1, 2023.

NOW, THEREFORE BE IT RESOLVED AND STIPULATED that the parties mutually agree as follows:

1. Juneteenth shall be added to Article 21 of the Collective Bargaining Agreement
2. This MOU shall automatically be absorbed into the the CBA upon renewal.

IN WITNESS WHEREOF, the parties have executed this MOU on June 12, 2023.



Aaron Rasset
Area Business Representative
International Union of Operating Engineers, Local 49

Robert W. Moynagh III
Mayor
City of Montrose

MEMORANDUM OF UNDERSTANDING RE: MODIFICATION OF THE 2023-2024
COLLECTIVE BARGAINING AGREEMENT BETWEEN AFSCME COUNCIL 65, LOCAL 2789
AND CARVER COUNTY

Observance of Juneteenth Holiday in accordance with the 2023 amendment of Minnesota
Statute 645.44

This memorandum confirms the agreement reached by the parties to modify the current contract language of Article 11- Holidays to allow for implementation of the state of Minnesota's official recognition of Juneteenth as a state holiday.

The contract will be modified as follows with the language below being considered the current Article 11 of the 2022-2024 collective bargaining agreement between the parties.

ARTICLE 11. HOLIDAYS

- 11.1 Holiday Pay: Full-time employees shall be entitled to compensated time off for designated holidays, provided the employee is on compensated payroll status the last assigned workday preceding the holiday and the first assigned work day following the holiday.
- 11.2 Designated Holidays: Each employee shall receive their normal work day pay of straight time for all of the holidays listed below.

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
<u>Juneteenth</u>	<u>June 19</u>
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday following Thanksgiving	Friday after Thanksgiving
Christmas Eve Day	December 24
Christmas Day	December 25
Floating Holiday	Date open

The parties agree that this memorandum will remain current until this language becomes part of a future agreement beginning in 2025 and/or is further modified.

FOR THE EMPLOYER

FOR THE UNION

Name, Title

Name, Title

Date

Date

City of Montrose

Personnel Policies and Procedures

HOLIDAYS

The following calendar days and such other days as the City Council may fix are paid holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving in lieu of Columbus Day
- Christmas Eve
- Christmas Day

All employees are entitled to paid time off for normal hours worked for the respective day of the work week the holiday falls on. The City shall be closed for business on each such holiday.

Employees may be required to work on paid holidays when the nature of the duties or other conditions require it. An employee required to work on a holiday shall receive holiday pay, plus time and one-half for hours worked.

When a holiday falls on Sunday, the following Monday is a paid holiday, and if any such Holiday falls on a Saturday, the preceding Friday is the holiday. When a recognized holiday falls on a day the employee has been excused with pay, they shall have the last day in the preceding or the first day of the following week as a replacement day for said holiday.

Part-time Employees are entitled to pay on the day of the week designated as the holiday and they shall be paid only for the hours they would have worked.



Wright County Sheriff's Office

Sheriff Sean Deringer

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



Montrose Monthly Report 2023

Printed on June 1, 2023

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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911 Abandoned Total: 2

05/24/23 10:28	911 Abandoned	2023044277			911
05/30/23 20:48	911 Abandoned	2023046777			911

911 Abandoned; Domestic Disturbance Total: 1

05/16/23 16:54	911 Abandoned;	2023041542	Domestic Disturbance	WP23011730	911
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911 Hang-up Total: 6

05/06/23 12:05	911 Hang-up	2023037883			911
05/08/23 11:58	911 Hang-up	2023038564			911
05/09/23 05:51	911 Hang-up	2023038821	911 Hang-up	WP23010964	911
05/09/23 15:49	911 Hang-up	2023038993			911
05/20/23 19:01	911 Hang-up	2023043042			911
05/20/23 23:39	911 Hang-up	2023043134			911

911 Open Line Total: 23

05/02/23 08:28	911 Open Line	2023036383			911
05/05/23 12:24	911 Open Line	2023037475			911
05/05/23 21:00	911 Open Line	2023037710			911
05/07/23 15:43	911 Open Line	2023038277			911
05/07/23 15:45	911 Open Line	2023038279			911
05/09/23 18:06	911 Open Line	2023039038			911
05/14/23 16:31	911 Open Line	2023040787			911
05/14/23 19:29	911 Open Line	2023040864			911
05/16/23 14:09	911 Open Line	2023041457			911
05/16/23 18:50	911 Open Line	2023041589			911
05/21/23 12:23	911 Open Line	2023043265			911
05/21/23 18:27	911 Open Line	2023043416			911
05/22/23 08:48	911 Open Line	2023043559			911
05/23/23 10:30	911 Open Line	2023043928			911
05/23/23 13:00	911 Open Line	2023043979			911
05/23/23 20:45	911 Open Line	2023044149			911
05/24/23 07:10	911 Open Line	2023044218			911
05/25/23 10:54	911 Open Line	2023044617			911
05/25/23 13:39	911 Open Line	2023044676			911
05/28/23 06:29	911 Open Line	2023045769			911
05/28/23 15:25	911 Open Line	2023045908			911
05/30/23 18:51	911 Open Line	2023046739			911
05/31/23 19:32	911 Open Line	2023047159			911

Abandoned Vehicle Total: 2

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
05/06/23 20:02	Abandoned Vehicle	2023038038	Abandoned Vehicle	WP23010717	
05/17/23 19:26	Abandoned Vehicle	2023041952	Abandoned Vehicle	WP23011859	Phone
Abuse Total: 1					
05/05/23 11:47	Abuse	2023037465	Abuse	WP23010534	Phone
Agency Assist Total: 1					
05/08/23 23:08	Agency Assist	2023038802	Agency Assist	WP23010960	Phone
Animal Total: 5					
05/12/23 05:25	Animal	2023039888			Phone
05/17/23 14:20	Animal	2023041819	Animal	WP23011809	
05/21/23 19:38	Animal	2023043449	Animal	WP23012288	Phone
05/25/23 21:58	Animal	2023044856			Phone
05/26/23 21:06	Animal	2023045271	Animal	WP23012834	Phone
Animal - Barking Dog Total: 3					
05/21/23 00:45	Animal - Barking Dog	2023043156	Animal - Barking Dog	WP23012198	Phone
05/27/23 04:20	Animal - Barking Dog	2023045354	Animal - Barking Dog	WP23012858	Phone
05/31/23 08:06	Animal - Barking Dog	2023046876	Animal - Barking Dog	WP23013276	Phone
Animal - Bites - Attacks Total: 2					
05/14/23 19:47	Animal - Bites - Attacks	2023040871	Animal - Bites - Attacks	WP23011526	911
05/26/23 19:09	Animal - Bites - Attacks	2023045217	Animal - Bites - Attacks	WP23012823	911
Animal; Noise Total: 1					
05/31/23 04:49	Animal; Noise	2023046844	Animal	WP23013263	Phone
Assault Total: 1					
05/03/23 09:51	Assault	2023036727	Assault	WP23010301	Phone
Check Welfare Total: 12					
05/06/23 00:05	Check Welfare	2023037755	Check Welfare	WP23010624	Phone
05/06/23 11:12	Check Welfare	2023037854	Court Order Violation	WP23010658	911
05/07/23 18:08	Check Welfare	2023038350	Check Welfare	WP23010812	Phone
05/07/23 20:03	Check Welfare	2023038395	Check Welfare	WP23010826	Phone
05/12/23 03:43	Check Welfare	2023039886	Check Welfare	WP23011272	Officer
05/17/23 09:20	Check Welfare	2023041724	Check Welfare	WP23011776	Phone
05/24/23 08:40	Check Welfare	2023044241	Check Welfare	WP23012519	Phone
05/24/23 10:44	Check Welfare	2023044283	Check Welfare	WP23012534	Phone
05/29/23 06:51	Check Welfare	2023046102	Check Welfare	WP23013071	Phone
05/29/23 17:05	Check Welfare	2023046284	Check Welfare	WP23013115	Phone
05/30/23 15:22	Check Welfare	2023046631	Check Welfare	WP23013211	Phone
05/31/23 10:32	Check Welfare	2023046917	Check Welfare	WP23013287	911
Citizen Aid Total: 7					
05/05/23 10:35	Citizen Aid	2023037434	Citizen Aid	WP23010526	Phone
05/05/23 15:14	Citizen Aid	2023037549	Citizen Aid	WP23010564	911
05/07/23 15:30	Citizen Aid	2023038272	Citizen Aid	WP23010795	Phone
05/08/23 22:06	Citizen Aid	2023038792	Citizen Aid	WP23010954	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
05/25/23 15:10	Citizen Aid	2023044706	Citizen Aid	WP23012683	Phone
05/26/23 08:20	Citizen Aid	2023044941	Citizen Aid	WP23012744	Phone
05/31/23 13:41	Citizen Aid	2023047003	Citizen Aid	WP23013317	Phone

Citizen Aid; Extra Patrol Total: 1

05/15/23 11:51	Citizen Aid; Extra Patrol	2023041064	Citizen Aid	WP23011589	Phone
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Citizen Aid; Warrant - Attempt Total: 1

05/11/23 09:31	Citizen Aid; Warrant -	2023039531	Warrant - Arrest	WP23011172	Phone
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Civil Complaint Total: 2

05/11/23 08:10	Civil Complaint	2023039504	Civil Complaint	WP23011165	911
05/13/23 10:51	Civil Complaint	2023040361	Civil Complaint	WP23011392	911

Civil Process Total: 15

05/02/23 14:29	Civil Process	2023036481			Officer
05/03/23 16:58	Civil Process	2023036867			Officer
05/06/23 11:31	Civil Process	2023037867			Officer
05/08/23 14:45	Civil Process	2023038643			Officer
05/09/23 09:34	Civil Process	2023038865			Officer
05/09/23 12:29	Civil Process	2023038927			Officer
05/09/23 16:12	Civil Process	2023039005			Officer
05/12/23 13:46	Civil Process	2023040039			Officer
05/17/23 08:31	Civil Process	2023041706			Officer
05/17/23 08:38	Civil Process	2023041710			Officer
05/17/23 15:12	Civil Process	2023041844			Officer
05/18/23 15:53	Civil Process	2023042257			Officer
05/22/23 13:02	Civil Process	2023043648			Officer
05/22/23 20:55	Civil Process	2023043825			
05/25/23 15:49	Civil Process	2023044728			Officer

Court Order Violation Total: 3

05/01/23 16:09	Court Order Violation	2023036213	Court Order Violation	WP23010160	911
05/10/23 22:02	Court Order Violation	2023039438	Court Order Violation	WP23011145	911
05/16/23 10:58	Court Order Violation	2023041390	Court Order Violation	WP23011685	Phone

Criminal Damage to Property Total: 2

05/24/23 14:45	Criminal Damage to	2023044361	Criminal Damage to Property	WP23012559	Phone
05/27/23 14:41	Criminal Damage to	2023045507	Criminal Damage to Property	WP23012901	Phone

Disabled Vehicle Total: 1

05/06/23 21:48	Disabled Vehicle	2023038068			Phone
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Domestic Disturbance Total: 4

05/09/23 22:49	Domestic Disturbance	2023039096	Medical - Psychiatric -	WP23011053	911
05/09/23 23:42	Domestic Disturbance	2023039103	Domestic Disturbance	WP23011056	Phone
05/12/23 17:20	Domestic Disturbance	2023040107	Domestic Disturbance	WP23011331	911
05/27/23 19:37	Domestic Disturbance	2023045646	Domestic Disturbance	WP23012937	911

Fight Total: 1

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
05/16/23 20:06	Fight	2023041613	Fight	WP23011743	911
Fire - Gas Leak Total: 1					
05/05/23 09:55	Fire - Gas Leak	2023037412	Fire - Gas Leak	WP23010522	Phone
Fireworks Total: 1					
05/20/23 21:42	Fireworks	2023043099	Fireworks	WP23012182	Phone
Found Person Total: 1					
05/12/23 19:21	Found Person	2023040149	Found Person	WP23011347	911
Fraud - Checks - Cards Total: 2					
05/13/23 07:26	Fraud - Checks - Cards	2023040307	Fraud - Checks - Cards	WP23011384	911
05/23/23 15:50	Fraud - Checks - Cards	2023044030	Fraud - Checks - Cards	WP23012461	Phone
Fraud - Internet Total: 1					
05/18/23 15:40	Fraud - Internet	2023042245	Fraud - Internet	WP23011932	Phone
Harassment Total: 3					
05/06/23 13:13	Harassment	2023037900	Harassment	WP23010679	911
05/06/23 19:32	Harassment	2023038030			911
05/07/23 12:15	Harassment	2023038206	Harassment	WP23010768	911
Juvenile - Complaint Total: 1					
05/22/23 21:56	Juvenile - Complaint	2023043837	Juvenile - Complaint	WP23012408	Phone
Juvenile - Runaway Total: 2					
05/11/23 16:34	Juvenile - Runaway	2023039723	Juvenile - Runaway	WP23011233	Phone
05/30/23 10:51	Juvenile - Runaway	2023046530	Juvenile - Runaway	WP23013185	Phone
Medical - Abdominal Pain Total: 1					
05/29/23 15:30	Medical - Abdominal	2023046256			911
Medical - Breathing Problems Total: 2					
05/01/23 09:22	Medical - Breathing	2023036066			911
05/23/23 00:19	Medical - Breathing	2023043848			911
Medical - Diabetic; Medical - Heart Problems Total: 1					
05/21/23 22:35	Medical - Diabetic;	2023043491			911
Medical - Fall Under 6 Feet Total: 4					
05/19/23 16:46	Medical - Fall Under 6	2023042634			Phone
05/24/23 11:44	Medical - Fall Under 6	2023044304			Phone
05/24/23 19:43	Medical - Fall Under 6	2023044474			911
05/29/23 00:06	Medical - Fall Under 6	2023046073			911
Medical - Psychiatric - Behavioral Total: 1					
05/06/23 16:50	Medical - Psychiatric -	2023037980	Medical - Psychiatric -	WP23010697	911
Medical - Seizure Total: 2					
05/01/23 18:06	Medical - Seizure	2023036261			911
05/09/23 12:54	Medical - Seizure	2023038937	Medical - Seizure	WP23011003	911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Medical - Sick Total: 3					
05/12/23 14:58	Medical - Sick	2023040066			911
05/20/23 22:38	Medical - Sick	2023043122			911
05/26/23 08:44	Medical - Sick	2023044946			911
Motorist Aid Total: 1					
05/26/23 20:39	Motorist Aid	2023045260	Motorist Aid	WP23012835	Officer
MVA - Hit & Run Total: 1					
05/22/23 06:28	MVA - Hit & Run	2023043526	MVA - No Injuries	WP23012309	
MVA - No Injuries Total: 2					
05/12/23 12:11	MVA - No Injuries	2023039992	MVA - No Injuries	WP23011299	
05/15/23 05:19	MVA - No Injuries	2023040972	MVA - No Injuries	WP23011559	
Noise Total: 3					
05/01/23 01:04	Noise	2023036001	Noise	WP23010113	
05/19/23 19:08	Noise	2023042691	Noise	WP23012072	911
05/29/23 20:31	Noise	2023046362	Noise	WP23013135	
Off-Road Vehicle Complaint Total: 1					
05/17/23 17:31	Off-Road Vehicle	2023041899	Off-Road Vehicle Complaint	WP23011837	Phone
Probation Check Total: 3					
05/11/23 19:56	Probation Check	2023039796			Officer
05/11/23 20:18	Probation Check	2023039803			Officer
05/22/23 16:01	Probation Check	2023043714			Officer
Repossession Total: 1					
05/05/23 20:56	Repossession	2023037707			
Residential Medical Alarm Total: 2					
05/08/23 10:35	Residential Medical	2023038523			Phone
05/24/23 22:15	Residential Medical	2023044510			Phone
Search Warrant Total: 1					
05/17/23 14:11	Search Warrant	2023041815	Search Warrant	WSIU23011807	Officer
SIA Area Watch Total: 2					
05/12/23 23:11	SIA Area Watch	2023040242			
05/25/23 22:28	SIA Area Watch	2023044864			
SIA Business Walk Through Total: 6					
05/13/23 21:20	SIA Business Walk	2023040565			
05/18/23 09:26	SIA Business Walk	2023042097			
05/18/23 11:04	SIA Business Walk	2023042136			
05/24/23 11:34	SIA Business Walk	2023044296			
05/29/23 23:59	SIA Business Walk	2023046416			
05/31/23 10:27	SIA Business Walk	2023046915	Trespass	WP23013290	

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
SIA City Council - City Hall Total: 1					
05/08/23 17:59	SIA City Council - City	2023038727			Officer
SIA Community Engagement Total: 1					
05/29/23 10:03	SIA Community	2023046133			
SIA Other Total: 1					
05/28/23 23:04	SIA Other	2023046063			
Stalking; Court Order Violation Total: 1					
05/11/23 21:54	Stalking; Court Order	2023039834	Suspicious - Circumstances	WP23011261	911
Stoparm Violation Total: 1					
05/23/23 09:13	Stoparm Violation	2023043895	Stoparm Violation	WP23012420	Other
Surveillance Total: 2					
05/04/23 18:42	Surveillance	2023037254			
05/16/23 09:04	Surveillance	2023041359			
Suspicious - Circumstances Total: 5					
05/07/23 16:22	Suspicious -	2023038304	Medical - Psychiatric -	WP23010802	Phone
05/17/23 23:53	Suspicious -	2023042023	Suspicious - Circumstances	WP23011874	911
05/22/23 10:04	Suspicious -	2023043586	Suspicious - Circumstances	WP23012332	Phone
05/27/23 18:50	Suspicious -	2023045625	Suspicious - Circumstances	WP23012931	Phone
05/29/23 01:56	Suspicious -	2023046089	Suspicious - Circumstances	WP23013065	911
Suspicious - Item Total: 1					
05/30/23 21:00	Suspicious - Item	2023046781	Suspicious - Item	WP23013251	Phone
Suspicious - Person - Vehicle Total: 8					
05/03/23 21:49	Suspicious - Person -	2023036973	Suspicious - Person - Vehicle	WP23010382	Phone
05/06/23 05:44	Suspicious - Person -	2023037783	Suspicious - Person - Vehicle	WP23010636	911
05/08/23 22:55	Suspicious - Person -	2023038800	Suspicious - Person - Vehicle	WP23010957	Phone
05/15/23 15:01	Suspicious - Person -	2023041125	Suspicious - Person - Vehicle	WP23011607	Phone
05/16/23 00:23	Suspicious - Person -	2023041302	Suspicious - Person - Vehicle	WP23011659	911
05/30/23 06:13	Suspicious - Person -	2023046439	Suspicious - Person - Vehicle	WP23013159	Phone
05/30/23 20:50	Suspicious - Person -	2023046778	Suspicious - Person - Vehicle	WP23013248	Officer
05/31/23 22:23	Suspicious - Person -	2023047217	Suspicious - Person - Vehicle	WP23013378	Officer
Theft Total: 2					
05/05/23 13:44	Theft	2023037504	Civil Complaint	WP23010551	Phone
05/08/23 16:55	Theft	2023038689	Theft	WP23010915	Phone
Threats Total: 1					
05/18/23 07:02	Threats	2023042057	Threats	WP23011884	911
Traffic - Complaint Total: 3					
05/14/23 17:13	Traffic - Complaint	2023040801	Traffic - Complaint	WP23011512	911
05/15/23 19:04	Traffic - Complaint	2023041239	Traffic - Complaint	WP23011638	Phone
05/24/23 14:36	Traffic - Complaint	2023044357	Traffic - Complaint	WP23012554	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Traffic - Hazard Total: 2					
05/11/23 08:27	Traffic - Hazard	2023039509			Phone
05/26/23 04:49	Traffic - Hazard	2023044917	Traffic - Hazard	WP23012737	Phone
Traffic Stop Total: 41					
05/02/23 02:19	Traffic Stop	2023036343			Officer
05/02/23 16:23	Traffic Stop	2023036514			Officer
05/02/23 19:09	Traffic Stop	2023036575	Traffic Stop	WP23010263	Officer
05/02/23 21:11	Traffic Stop	2023036610			Officer
05/03/23 14:58	Traffic Stop	2023036829			Officer
05/03/23 18:38	Traffic Stop	2023036906			Officer
05/03/23 21:30	Traffic Stop	2023036968			Officer
05/04/23 15:25	Traffic Stop	2023037172			Officer
05/05/23 01:19	Traffic Stop	2023037344			Officer
05/06/23 00:27	Traffic Stop	2023037760			Officer
05/06/23 10:21	Traffic Stop	2023037838			Officer
05/06/23 20:34	Traffic Stop	2023038048			Officer
05/07/23 14:46	Traffic Stop	2023038252	Traffic Stop	WP23010788	Officer
05/08/23 17:55	Traffic Stop	2023038724			Officer
05/08/23 22:50	Traffic Stop	2023038799			Officer
05/09/23 00:03	Traffic Stop	2023038807			Officer
05/09/23 10:33	Traffic Stop	2023038887	Traffic Stop	WP23010984	Officer
05/10/23 07:52	Traffic Stop	2023039136			Officer
05/10/23 10:51	Traffic Stop	2023039192	Traffic Stop	WSIU23011076	Officer
05/10/23 22:43	Traffic Stop	2023039446			Officer
05/11/23 01:59	Traffic Stop	2023039469	Traffic Stop	WP23011152	Officer
05/11/23 15:02	Traffic Stop	2023039663	Drugs	WSIU23011213	Officer
05/11/23 22:41	Traffic Stop	2023039845	Drugs	WP23011264	Officer
05/11/23 22:51	Traffic Stop	2023039849			Officer
05/13/23 20:43	Traffic Stop	2023040553			Officer
05/13/23 21:13	Traffic Stop	2023040562			Officer
05/17/23 19:37	Traffic Stop	2023041956			Officer
05/18/23 19:42	Traffic Stop	2023042355	Traffic Stop	WP23011957	Officer
05/18/23 23:39	Traffic Stop	2023042429			Officer
05/20/23 23:02	Traffic Stop	2023043125			Officer
05/21/23 01:26	Traffic Stop	2023043169			Officer
05/21/23 21:04	Traffic Stop	2023043470			Officer
05/21/23 21:11	Traffic Stop	2023043473			Officer
05/24/23 07:51	Traffic Stop	2023044225	Traffic Stop	WP23012513	Officer
05/25/23 11:33	Traffic Stop	2023044630			Officer
05/25/23 22:17	Traffic Stop	2023044862			Officer
05/25/23 23:44	Traffic Stop	2023044885			Officer
05/25/23 23:48	Traffic Stop	2023044887			Officer
05/25/23 23:53	Traffic Stop	2023044889			Officer
05/27/23 21:30	Traffic Stop	2023045688			Officer
05/30/23 01:16	Traffic Stop	2023046422			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Training Total: 1					
05/20/23 08:13	Training	2023042816			
Trespass Total: 1					
05/12/23 08:33	Trespass	2023039920	Trespass	WP23011282	Phone
Unwanted Person Total: 1					
05/25/23 16:10	Unwanted Person	2023044743	Unwanted Person	WP23012690	911
Vehicle Off Road Total: 1					
05/22/23 08:21	Vehicle Off Road	2023043550	Vehicle Off Road	WP23012330	Phone
Warrant - Attempt Total: 6					
05/03/23 16:38	Warrant - Attempt	2023036859			Officer
05/04/23 08:54	Warrant - Attempt	2023037058			Officer
05/05/23 19:58	Warrant - Attempt	2023037687			
05/26/23 16:10	Warrant - Attempt	2023045115	Warrant - Attempt	WP23012795	Officer
05/26/23 18:58	Warrant - Attempt	2023045212	Warrant - Arrest	WP23012819	Officer
05/29/23 20:01	Warrant - Attempt	2023046349			
Total Records: 226					

Montrose/Waverly Patrol Hour Summary

Hours Purchased Per Contract:	5,840.00
Starting Hours (beginning of month):	3,911.00
M-T-D (detailed below):	495.00
Balance going forward (to next month):	3,416.00
Y-T-D:	2,424.00

** Estimated Hours not verified by final monthly payroll

Shift Start

Date	Shift Start Time	Shift Stop Date	Shift Stop Time	Schedule	Position	Time Type	Regular Hours
1-May-23	0:00	1-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera		2
1-May-23	10:00	1-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera		8
1-May-23	18:00	2-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera		8
2-May-23	10:00	2-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera		8
2-May-23	18:00	3-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera		8
3-May-23	10:00	3-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera		8
3-May-23	18:00	4-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera		8
4-May-23	10:00	4-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera		8
4-May-23	18:00	5-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera		8
5-May-23	10:00	5-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera		8
5-May-23	18:00	6-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera		8
6-May-23	10:00	6-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera		8
6-May-23	18:00	7-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera		8
7-May-23	10:00	7-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera		8
7-May-23	18:00	8-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera		8
8-May-23	10:00	8-May-23	16:00	Montrose/Waverly	4620 Sheriff Genera		6
8-May-23	16:00	9-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera		10
9-May-23	10:00	9-May-23	16:00	Montrose/Waverly	4620 Sheriff Genera		6
9-May-23	16:00	10-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera		10
10-May-23	10:00	10-May-23	16:00	Montrose/Waverly	4620 Sheriff Genera		6
10-May-23	16:00	11-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera		10
11-May-23	10:00	11-May-23	16:00	Montrose/Waverly	4620 Sheriff Genera		6
11-May-23	16:00	12-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera		10
12-May-23	10:00	12-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera		8
12-May-23	18:00	13-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera		8
13-May-23	10:00	13-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera		8
13-May-23	18:00	14-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera		8
14-May-23	10:00	14-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera		8
14-May-23	18:00	15-May-23	0:00	Montrose/Waverly	4630 Sheriff Genera		6
15-May-23	0:00	15-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera		2
15-May-23	10:00	15-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera		8
15-May-23	18:00	16-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera		8
16-May-23	2:00	16-May-23	4:00	Extra Hours: Montro	4630 EOS Premium		2

16-May-23	16:00	16-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera	2
16-May-23	18:00	17-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera	8
17-May-23	10:00	17-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera	8
17-May-23	18:00	18-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera	8
18-May-23	10:00	18-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera	8
18-May-23	18:00	19-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera	8
18-May-23	18:00	18-May-23	20:30	Extra Hours: Montr	4610 EOS Premium	2.5
19-May-23	10:00	19-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera	8
19-May-23	18:00	20-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera	8
20-May-23	10:00	20-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera	8
20-May-23	18:00	21-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera	8
21-May-23	10:00	21-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera	8
21-May-23	18:00	22-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera	8
22-May-23	2:00	22-May-23	2:30	Extra Hours: Montr	4630 EOS Premium	0.5
22-May-23	8:00	22-May-23	16:00	Montrose/Waverly	4620 Sheriff Genera	8
22-May-23	16:00	22-May-23	18:00	Montrose/Waverly	4630 Sheriff Genera	2
22-May-23	18:00	23-May-23	0:00	Montrose/Waverly	4630 Sheriff Genera	6
23-May-23	10:00	23-May-23	16:00	Montrose/Waverly	4620 Sheriff Genera	6
23-May-23	16:00	24-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera	10
24-May-23	10:00	24-May-23	16:00	Montrose/Waverly	4620 Sheriff Genera	6
24-May-23	16:00	25-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera	10
25-May-23	10:00	25-May-23	16:00	Montrose/Waverly	4620 Sheriff Genera	6
25-May-23	16:00	26-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera	10
26-May-23	10:00	26-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera	8
26-May-23	18:00	27-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera	8
27-May-23	10:00	27-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera	8
27-May-23	18:00	28-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera	8
28-May-23	10:00	28-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera	8
28-May-23	18:00	29-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera	8
29-May-23	10:00	29-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera	8
29-May-23	18:00	30-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera	8
30-May-23	10:00	30-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera	8
30-May-23	18:00	31-May-23	2:00	Montrose/Waverly	4630 Sheriff Genera	8
31-May-23	10:00	31-May-23	18:00	Montrose/Waverly	4620 Sheriff Genera	8

TOTAL: 495.00

REQUEST FOR COUNCIL ACTION

Submittal deadline is Tuesday prior to the council meeting

MEETING DATE June 12, 2023NAME: CHARLES SMALLWOODADDRESS: 200 CRYSTAL LAKE

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

*Discuss a solution to alleviate
the increasing drainage issue along
the Emerson Avenue boulevard.*

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

Hi Jessica

These are the pictures of the water issue on the Emerson Avenue sidewalk.

The reconstruction of Emerson brought up issue that Chuck addressed with then Mayor Otto, councilman Johnson, Public works director McCormick and the project engineer.

The issues were acknowledged and nothing was changed during grading and curbing. This has caused excess water flowing down the west side of the tilted sidewalk. This flow can be seen bt the water marks in the photos above.

With recent excavation by MP, the existing drain tile was damaged which Chuck had to repair (tile was clearly marked in multiple spots prior to digging).

After MP backfield the hole improperly, Chuck installed silt fence due to excessive water flow into the yard last fall. He recently sifted dirt from the compost site and used it to raise the grade and to reseed in an attempt to decrease erosion and water flow.

Chuck had a conversation recently with Mayor Kirby Moynagh about this issue. I am sending this email to you per Chuck's discussion with you earlier today.

He is hoping there can be a permanent fix to alleviate the increasing water flow issue.

Thank You
Tracey Smallwood

















Monthly Activity Report Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief



Period: 05/01/2023 thru 05/31/2023 (MAY)

CALLS

Total Calls: 27

EMS Calls: 22

Other Calls:

05/20 - #23125 – Structure Fire (Auto aid to Waverly FD) – Woodland Twsp

05/16 - #23122 – Structure Fire (Mutual aid to Watertown FD – Hollywood Twsp

05/05 - #23116 – Gas Leak – Montrose City

05/05 - #23115 – Grass Fire – Woodland Township

05/01 - #23113 – Structure Fire (Auto Aid to Waverly FD) – Waverly City

of Calls MAY 2022 = 31
2022 vs 2023 (2023 = - 4)

Total calls to Date 2023 – 138

2022 vs 2023 (2022 = +6)

Total calls this time in 2022 - 132

Call Districts

Montrose City: 19

Franklin Township: 1

Marysville Township: 2

Woodland Township: 3

Other: 2 (Hollywood Twsp – 1 & Waverly City – 1)

TRAINING:

05/02/2023 – Staff Meeting / Truck Maintenance

05/09/2023 – Ropes/knots – grass rigs operations

05/16/2023 – Site visit to Carpentry Contractors

Other Activities, Special Mention, Etc.

- 05/2023 – Eddie Andreoff, Cory DeWitte, Kevin Triplett & Joseph Von Thoma completed a 40+ hour Fire Apparatus Operator Course and passed associated State Testing & Certification
- 05/08/2023 – Evan Kako official start date with MFD as a new firefighter
- 05/26/2023 – Received a \$1000 (non-matching grant) through Central MN EMS Region for EMS equipment.

SPECIAL INFO

- MFRA softball team placed 3rd at the Waverly FD softball tournament

Acknowledgments

- Central MN EMS Region for the grant award
- Eddie Andreoff, Cory DeWitte, Kevin Triplett & Joseph Von Thoma for completing Fire Apparatus Operator Course and passing state certification testing

City of Montrose
 Rescheduled Planning and Zoning Commission Meeting
 Montrose Community Center
 200 Center Avenue South
 Wednesday, May 24, 2023
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose Planning and Zoning Commission met in Rescheduled Regular Session on Wednesday, May 24, 2023 at 7:00pm.

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

2. ROLL CALL

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

Absent: Commissioner Shawn Cuff

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

3. PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was taken.

4. APPROVAL OF THE AGENDA

Commissioner Henry motioned to approve the May 24, 2023 Planning and Zoning Meeting Agenda with the addition of item 8.B.: Semi-Truck Parking. Commissioner Fraumann seconded the motion. Motion carried 4-0.

5. APPROVAL OF THE MINUTES

A. April 12, 2023 Planning and Zoning Commission Meeting Minutes

Commissioner Henry motioned to approve the April 12, 2023 Planning and Zoning Commission Meeting Minutes as presented. Commissioner Fraumann seconded the motion. Motion carried 4-0.

6. PUBLIC HEARING

A. To Consider a Request for an Amendment to Multiple Sections of the Montrose City Zoning Code Relating to Storage of Mobile Food Units

Commission Chair Smallwood motioned to close the Planning and Zoning meeting and open the

Public Hearing at 7:02 p.m.

Mr. Gritman reviewed the memos that were prepared by the planning staff as follows:

Background

A public hearing has been called to discuss the potential for amending the City's ordinances to accommodate the operation and regulation of mobile food units, or food trucks. The current language of the City Code provides for the licensing and operation of "Transient Merchants", but typically, such merchants reside elsewhere and only operate in the City on an intermittent basis. The code also includes a recent section addressing the general operation of Food Trucks. The missing component is the zoning aspect, which is the subject of this amendment.

Because food trucks have the potential for both routine operation, and as a home occupation of local residents, the proposed ordinance developed by the City Attorney's office is designed to create a specific set of rules governing the storage and operation of these vehicles in residential areas.

The City Attorney includes the following summary of the code amendment with the proposed draft:

- 1) Defines mobile food unit and includes mobile food units as commercial vehicles *if* the mobile food unit is over 8 feet tall or 22 feet long – meaning that the mobile food units are to be treated as commercial vehicles when they exceed the threshold dimensions in the definition. See Section 1.
- 2) Includes standards similar to the rec vehicles standards for outdoor storage and parking that are also found in 1016. See Section 2.
- 3) Adds performance standards for parking and use of the mobile food unit that are similar to some of the home occupation standards (e.g., time limits on activities, stating that the activities will not produce light, glare, noise, odor or vibrations that will negatively impact adjacent or nearby property, etc.) as well as some performance standards specific to mobile food units (e.g., dumping of waste, only allowing outdoor storage of operable and licensed food truck, requiring that propane tanks are properly ventilated, prohibiting customer sales from the storage site, etc.). These can be amended as desired, but these performance standards seem reasonable to assist the city in maintaining the residential nature of the area. See Section 3.
- 4) Exempt the storage and use of mobile food units from the home occupations section. See Section 4. My recommendation is to amend the home occupations section of the code through a separate process as there are currently some contradicting definitions.
- 5) Sections 5-9 add mobile food unit parking and storage in compliance with Section 1016 as a permitted accessory use in all residential districts.

Essentially, one such truck may be parked on residential property as if it were a recreational vehicle in appropriate parking locations. Much like small commercial vehicles that are used by the resident to travel between home and work, but which are parked on the resident's property, food trucks could be parked so long as they are not actively engaged in producing products for sale.

The existing license and permitting requirements would address the operation of such vehicles when they are providing sales. The new language incorporates regulations for operation in residentially zoned areas only as a part of a special event, such as a graduation party or similar activity. Otherwise, their operation would be generally limited to commercially zoned area.

The primary distinction between mobile food trucks and other larger commercial vehicles – which are not permitted in more residential parking areas – is the exemption for these vehicles to park on residential

property. The code is written to create a clause in the home occupation portion of the Zoning Ordinance to accommodate this distinction.

If the Planning Commission, and ultimately the City Council, decide to proceed, the attached ordinance would provide the necessary changes to the zoning ordinance. The general city code sections related to transient merchants would be modified slightly to ensure consistency with those changes.

Summary and Recommendation

Staff recommends approval of the proposed ordinance, as it brings the zoning aspects of food trucks in residential areas into conformance with the current general city code language, and creates limitations to govern the zoning aspects of activity and storage of such vehicles as a component of the City's home occupation regulations.

Discussion was opened and Commissioner Neiberger had concerns regarding the propane tank, allowing commercial vehicles to park in R-1 zoning districts, and having what she considered a prohibited home occupation operating in a residential district. Mr. Grittmann stated that some types of commercial vehicles are already allowed to be parked in the R-1 zoning district contingent upon the size of the vehicle and as long as it is not larger than eight (8) feet tall and twenty-two (22) feet long. Mr. Grittmann stated that this would not be considered a home occupation since the truck would only be allowed to be stored there, and not be allowed to operate or sell food from the residential property. Mr. Grittmann stated that since the current ordinance already allows parking of a certain size of commercial vehicle, the proposed ordinance is putting restrictions on the already allowed parking to restrict the specific type of vehicle, in this case a food truck, from doing certain types of activities. Commissioner Neiberger voiced concerns regarding the propane tank and cited the example of a food truck that exploded in Lakeville Minnesota when parked in a residential district. Mr. Grittmann stated that as long as they are in compliance with their business licenses, the license would address the proper and safe storage and ventilation of the propane tank and should not be a concern. Commission Chair Smallwood asked what the difference between a recreational vehicle parking in a driveway or a mobile food unit and did not have concerns about allowing this ordinance change. Mr. Grittmann reiterated that technically, the food truck is already allowed to park in the R-1 district, as long as size requirements are met, but this ordinance is setting additional restrictions on the parking of specifically any food truck vehicle or trailer. Commissioner Neiberger asked Ms. Bonniwell who at the city sent a zoning approval to the state for a specific food truck. Ms. Bonniwell stated that the city staff has not approved any zoning for any food truck that may be stored or located in the city. Council Member Solarz stated that should be a question for the state and Department of Health for what city issued a zoning approval. Commissioner Neiberger stated that someone from the city has talked with the Department of Health about the food truck on Hill Street and approved the zoning. Ms. Bonniwell stated that nobody from the city has discussed the particular food truck that Commissioner Neiberger is referencing with the MDH and that Commissioner Neiberger would need to contact the state for more information since Commissioner Neiberger did not know which employee from the city had supposedly talked to the MDH. Mr. Grittmann stated that often the zoning approval for food trucks will be attached to the stationary commercial kitchen the food truck business is required to rent or lease and wouldn't have necessarily come from the City of Montrose, and would depend on the location of the commercial kitchen. Commissioner Neiberger stated this was a wreck less ordinance and that she did not agree with the passing of the ordinance. Council Member Solarz stated that he did not agree with the concerns of Commissioner Neiberger. Commissioner Fraumann stated that he has no problem with the proposed parking ordinance setting additional restrictions for parking a food truck or trailer and stated he supports owners of these types of businesses making a living. Commissioner Henry stated that she did not have an issue with the proposed parking ordinance.

One resident was in attendance for another agenda item and spoke up about this issue:

Jason Dority – 635 7th Street North

Mr. Dority stated that he does not have a problem with the proposed parking ordinance and that the propane tank should not be considered as an issue. Mr. Dority stated that he could have the same size propane tank at his property for personal use that would likely be more dangerous because using for personal use does not require passing any inspections on safe storage.

Commission Chair Smallwood motioned to close the Public Hearing and open the Planning and Zoning meeting at 7:44 p.m.

Commission Chair Smallwood asked the other commissioners if they were ready to make a motion to recommend approval or denial to City Council.

Commissioner Fraumann motioned to recommend approval to City Council of draft Ordinance 2023-03: An Ordinance Amending Multiple Sections of the Montrose City Zoning Code Relating to Storage of Mobile Food Units. Commissioner Henry seconded the motion. Motion carried 3-1 with Commissioner Neiberger voting against the motion.

7. OLD BUSINESS

No Old Business

8. NEW BUSINESS

A. Updates from City Planner

Mr. Grittmann stated that the LGI Developer Agreement Amendment went in front of City Council for approval on Monday, May 22, 2023 and passed, so hopefully that developer will start to build their approved plat.

Mr. Grittmann stated that the RFP for the Preserve deadline is June 1, 2023. Ms. Bonniwell stated that one proposal has been received so far.

B. Semi-Truck Parking

Resident Jason Dority of 635 7th Street North asked for this item to be added to the agenda and would like to work with the city to figure out a parking solution for semi-truck parking. Mr. Dority stated that the current ordinance does not allow him to park in Montrose as he had been parking in a commercial parking lot, but the noise of his truck during quiet hours is prohibiting him from continuing to park there. Mr. Dority said that he is solution oriented and willing to work with the city to develop a location and cost to use the lot for parking. Mr. Dority stated he worked a bit with the city a number of years ago to try to find a solution, but a lack of additional support caused the plan to be dropped. Ms. Bonniwell stated that she would discuss this with staff at the next staff meeting and determine if anything can be done to solve this problem and provide a lot for a fee for truck drivers to park. Commission Chair Smallwood stated he was part of the previous time this was discussed and there should be information that staff or engineers have to start the research part for this request. Commission Chair Smallwood stated that the plan during that time was to create a gravel lot with a small shelter and lighting and charge drivers to park in the lot. Ms. Bonniwell stated staff would follow up with this request.

9. NEXT MEETING

A. Wednesday, June 14, 2023 to be held at the Montrose Community Center – 7:00 p.m.

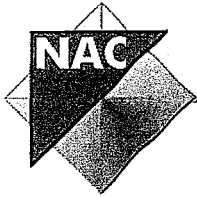
10. ADJOURNMENT

Commissioner Fraumann motioned to adjourn the meeting at 8:02 p.m. Commissioner Henry seconded the motion. Motion carried 4-0.

Charles Smallwood
Planning and Zoning Chair
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose



NORTHWEST ASSOCIATED CONSULTANTS, INC.

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

MEMORANDUM

TO: Montrose Mayor and City Council
 Montrose Planning Commission

FROM: Stephen Grittmann

DATE: May 18, 2023

MEETING DATE: May 24, 2023

RE: Montrose – Mobile Food Units

FILE NO: 273.02

BACKGROUND

A public hearing has been called to discuss the potential for amending the City's ordinances to accommodate the operation and regulation of mobile food units, or food trucks. The current language of the City Code provides for the licensing and operation of "Transient Merchants", but typically, such merchants reside elsewhere and only operate in the City on an intermittent basis. The code also includes a recent section addressing the general operation of Food Trucks. The missing component is the zoning aspect, which is the subject of this amendment.

Because food trucks have the potential for both routine operation, and as a home occupation of local residents, the proposed ordinance developed by the City Attorney's office is designed to create a specific set of rules governing the storage and operation of these vehicles in residential areas.

The City Attorney includes the following summary of the code amendment with the proposed draft:

- 1) Defines mobile food unit and includes mobile food units as commercial vehicles *if* the mobile food unit is over 8 feet tall or 22 feet long – meaning that the mobile food units are to be treated as commercial vehicles when they exceed the threshold dimensions in the definition. See Section 1.
- 2) Includes standards similar to the rec vehicles standards for outdoor storage and parking that are also found in 1016. See Section 2.
- 3) Adds performance standards for parking and use of the mobile food unit that are similar to some of the home occupation standards (e.g., time limits on activities, stating that the activities will not product light, glare, noise, odor or vibrations that will negatively impact adjacent or

nearby property, etc.) as well as some performance standards specific to mobile food units (e.g., dumping of waste, only allowing outdoor storage of operable and licensed food truck, requiring that propane tanks are properly ventilated, prohibiting customer sales from the storage site, etc.). These can be amended as desired, but these performance standards seem reasonable to assist the city in maintaining the residential nature of the area. See Section 3.

- 4) Exempt the storage and use of mobile food units from the home occupations section. See Section 4. My recommendation is to amend the home occupations section of the code through a separate process as there are currently some contradicting definitions.
- 5) Sections 5-9 add mobile food unit parking and storage in compliance with Section 1016 as a permitted accessory use in all residential districts.

Essentially, one such truck may be parked on residential property as if it were a recreational vehicle in appropriate parking locations. Much like small commercial vehicles that are used by the resident to travel between home and work, but which are parked on the resident's property, food trucks could be parked so long as they are not actively engaged in producing products for sale.

The existing license and permitting requirements would address the operation of such vehicles when they are providing sales. The new language incorporates regulations for operation in residentially zoned areas only as a part of a special event, such as a graduation party or similar activity. Otherwise, their operation would be generally limited to commercially zoned area.

The primary distinction between mobile food trucks and other larger commercial vehicles – which are not permitted in more residential parking areas – is the exemption for these vehicles to park on residential property. The code is written to create a clause in the home occupation portion of the Zoning Ordinance to accommodate this distinction.

If the Planning Commission, and ultimately the City Council, decide to proceed, the attached ordinance would provide the necessary changes to the zoning ordinance. The general city code sections related to transient merchants would be modified slightly to ensure consistency with those changes.

SUMMARY AND RECOMMENDATION

Staff recommends approval of the proposed ordinance, as it brings the zoning aspects of food trucks in residential areas into conformance with the current general city code language, and creates limitations to govern the zoning aspects of activity and storage of such vehicles as a component of the City's home occupation regulations.

CITY OF MONTROSE
WRIGHT COUNTY, MINNESOTA

ORDINANCE NO. 2023-03

AN ORDINANCE AMENDING MULTIPLE SECTIONS OF THE MONTROSE CITY
ZONING CODE
RELATING TO STORAGE OF MOBILE FOOD UNITS

THE CITY COUNCIL OF THE CITY OF MONTROSE ORDAINS:

Section 1. Section 1002-2 of the Montrose City Code is hereby amended by adding the double-underlined language and deleting the ~~struck through~~ language below:

COMMERCIAL VEHICLE: A vehicle used for commercial purposes either greater than eight feet (8') in height or greater than twenty-two feet (22') in length, including, but not limited to: boom trucks, cargo trucks, dump trucks, farm implements, fire trucks, mobile food units, ambulances, limousines, hearses, semi-tractor trailers, tank trucks and tow trucks.

MOBILE FOOD UNIT: Either (i) a self-contained food service operation, located in a readily-movable motorized wheeled or towed vehicle that is readily movable without disassembling, and that is used to store, prepare, display, or serve food intended for individual portion service; or (ii) mobile food unit as defined in Minnesota Statutes, section 157.15, subd. 9.

Section 2. Section 1016-15 of the Montrose City Code is hereby amended by adding the following Section 1016-15(B)(5):

5. Mobile food units may be parked or stored outdoors as follows:

a. Residential Districts:

1. One (1) mobile food unit may be parked or stored outdoors in residential districts.
2. The mobile food unit shall be parked or stored upon a hard, dust-free surface.
3. The mobile food unit shall be set back a minimum of five feet (5') from any side or rear lot line and fifteen feet (15') from the edge of any public street.

Section 3. Section 1016-15 of the Montrose City Code is hereby amended by adding the following Section 1016-15(D)

D. Mobile Food Units

1. Outdoor Storage. Mobile food unit storage must follow the requirements of Section 1016-15(B)(5).

2. Gray water, for the purpose of mobile food units is wastewater created through the operations of a mobile food unit, including, but not necessarily limited to, the term's definition

in Minnesota Rules, 7080.1100, subp. 37, as it may be amended from time to time. Waste generated by the mobile food unit must be transported out of the city daily and disposed of in accordance with all Federal, State, and local regulations. Grey water may not be drained into city stormwater drains.

3. An out-of-service mobile food unit may not be stored within city limits unless inside of a fully enclosed structure. Out-of-service mobile food units include both mobile food units that are inoperable and food trucks which do not have the appropriate license(s) required by state law.

4. If the mobile food unit is stored within a residential property, then food preparation that involves the use of any heating of food shall not be allowed at the same site the mobile food unit is stored. No food preparation of any kind may occur at a residential storage site between the hours of 10:00pm and 7:00am.

5. Customer sales shall not occur from a residential storage site except when part of a private event (graduation, wedding reception, etc.) with the consent of the property owner.

6. Propane tanks must be attached or secured to the mobile food unit and must be adequately ventilated.

7. The mobile food unit shall not produce light, glare, noise, odor, or vibration that will in any way have an objectionable effect upon adjacent or nearby property. No equipment shall be used by the mobile food unit which will create electrical interference to surrounding properties.

8. The storage and use of the mobile food unit must comply with all other aspects of the city code, applicable fire and building codes, state and federal laws, rules, or other regulations.

Section 4. Section 1021-2 of the Montrose City Code is hereby amended by adding the double-underlined language and deleting the struck-through language below:

1021-2: APPLICATION: Subject to the non-conforming use provision of this Ordinance, all occupations conducted in the home shall comply with the provisions of this Chapter. This Chapter shall not be construed, however, to apply to home occupations accessory to farming, the storage of mobile food units in compliance with Section 1016-15, nor home offices as defined by this Ordinance.

Section 5. Section 1055-3 of the Montrose City Code is hereby amended by adding the double-underlined language and deleting the struck-through language below:

M. Mobile food unit parking and storage as regulated by Section 1016.

Section 6. Section 1059-3(A) of the Montrose City Code is hereby amended by adding the double-underlined language and deleting the struck-through language below:

13. Mobile food unit parking and storage as regulated by Section 1016.

Section 7. Section 1060-3 of the Montrose City Code is hereby amended by adding the double-underlined language and deleting the struck-through language below:

M. Mobile food unit parking and storage as regulated by Section 1016.

Section 8. Section 1065-3 of the Montrose City Code is hereby amended by adding the double-underlined language and deleting the struck-through language below:

M. Mobile food unit parking and storage as regulated by Section 1016.

Section 9. Section 1066-3 of the Montrose City Code is hereby amended by adding the double-underlined language and deleting the struck-through language below:

M. Mobile food unit parking and storage as regulated by Section 1016.

Section 10. This Ordinance shall be effective immediately upon its passage and publication.

ADOPTED this 12th day of June, 2023 by the City Council of the City of Montrose.

CITY OF MONTROSE

By: _____
Kirby Moynagh, Mayor

ATTEST:

By: _____
Michael Sommerfeld, City Clerk/Treasurer

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

RESOLUTION NO. 2023-11

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 2023-03 AN
ORDINANCE AMENDING MULTIPLE SECTIONS OF THE MONTROSE CITY ZONING CODE
RELATING TO STORAGE OF MOBILE FOOD UNITS**

WHEREAS, The City Council of the City of Montrose has determined the publication of the title and a summary of "Ordinance 2023-03 AN ORDINANCE AMENDING MULTIPLE SECTIONS OF THE MONTROSE CITY ZONING CODE RELATING TO STORAGE OF MOBILE FOOD UNITS", 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 2023-03 AN ORDINANCE AMENDING MULTIPLE SECTIONS OF THE MONTROSE CITY ZONING CODE RELATING TO STORAGE OF MOBILE FOOD UNITS" be published with notice that a printed copy of Ordinance 2023-03 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 June 12, 2023 the Montrose City Council approved the reading of Ordinance 2023-03 "AN ORDINANCE AMENDING MULTIPLE SECTIONS OF THE MONTROSE CITY ZONING CODE RELATING TO STORAGE OF MOBILE FOOD UNITS".

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 2023-03 shall be in full force and effect from and after the date of its passage (June 12, 2023) and this summary publication according to law."

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

And the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted this 12th day of June, 2023.

Robert W. Moynagh, III
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

June 7, 2023

Jessica Bonniwell
City Administrator
City of Montrose
311 Buffalo Avenue South
Montrose, MN 55363

RE: 2021 Downtown Improvement Project Phase 1
City of Montrose, Minnesota
Project No.: W13.120514

Dear Jessica:

Please find enclosed Payment Estimate No. 10 for the above referenced project. The estimate includes all work completed through June 2, 2023. We have reviewed the estimate and recommend approval. If you agree, please sign and date three copies and return one with payment to Kuechle Underground, Inc. and one to me for our files.

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



Sincerely,

Bolton & Menk, Inc.

Spencer Johnson, P.E.
Project Manager

Enclosures

Contractor's Application for Payment

Owner: <u>City of Montrose</u> Engineer: <u>Bolton & Menk, Inc.</u> Contractor: <u>Kuechle Underground</u> Project: <u>2021 Downtown Improvement Project - Phase 1</u> Contract: <u>2021 Downtown Improvement Project - Phase 1</u>	Owner's Project No.: _____ Engineer's Project No.: <u>W13.120514</u> Other Project No.: _____																																				
Application No.: <u>10</u> Application Date: <u>6/5/2023</u> Application Period: <u>From</u> <u>12/1/2022</u> <u>to</u> <u>6/2/2023</u>																																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">1. Original Contract Price</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;">5,185,007.34</td> </tr> <tr> <td>2. Net change by Change Orders</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">88,686.77</td> </tr> <tr> <td>3. Current Contract Price (Line 1 + Line 2)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">5,273,694.11</td> </tr> <tr> <td>4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">5,328,058.63</td> </tr> <tr> <td>5. Retainage</td> <td></td> <td></td> </tr> <tr> <td> a. <u>5%</u> X <u>\$ 5,328,058.63</u> Work Completed</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">266,402.93</td> </tr> <tr> <td> b. _____ X <u>\$ -</u> Stored Materials</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td> c. Total Retainage (Line 5.a + Line 5.b)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">266,402.93</td> </tr> <tr> <td>6. Amount eligible to date (Line 4 - Line 5.c)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">5,061,655.70</td> </tr> <tr> <td>7. Less previous payments (Line 6 from prior application)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">4,840,458.47</td> </tr> <tr> <td>8. Amount due this application</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">221,197.23</td> </tr> <tr> <td>9. Balance to finish, including retainage (Line 3 - Line 4)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">(54,364.52)</td> </tr> </table>		1. Original Contract Price	\$	5,185,007.34	2. Net change by Change Orders	\$	88,686.77	3. Current Contract Price (Line 1 + Line 2)	\$	5,273,694.11	4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	5,328,058.63	5. Retainage			a. <u>5%</u> X <u>\$ 5,328,058.63</u> Work Completed	\$	266,402.93	b. _____ X <u>\$ -</u> Stored Materials	\$	-	c. Total Retainage (Line 5.a + Line 5.b)	\$	266,402.93	6. Amount eligible to date (Line 4 - Line 5.c)	\$	5,061,655.70	7. Less previous payments (Line 6 from prior application)	\$	4,840,458.47	8. Amount due this application	\$	221,197.23	9. Balance to finish, including retainage (Line 3 - Line 4)	\$	(54,364.52)
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Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.																																					
Contractor: <u>Kuechle Underground</u> Signature: <u></u> Date: <u>6-7-2023</u> Name: <u>Brandon Kuechle</u> Title: <u>Project Manager</u>																																					
Recommended by Engineer By: <u></u> Name: <u>Jared Voge, P.E.</u> Title: <u>City Engineer</u> Date: <u>6/7/2023</u>	Approved by Owner By: _____ Name: _____ Title: _____ Date: _____																																				

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Montrose	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	W13.120514
Contractor:	Kuehler Underground	Contractor's Project No.:	
Project:	2021 Downtown Improvement Project - Phase 1		
Contract:	2021 Downtown Improvement Project - Phase 1		

Application No.:	10	Application Period:	From	12/01/22	to	06/02/23	Application Date:					06/05/23
A	B	C	D	E	F	G	H	I	J	K	L	
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)	
						Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)					
Original Contract												
1	MOBILIZATION	1.00	LUMP SUM	152,000.00	152,000.00	1.00	152,000.00		152,000.00	100%	-	
2	CLEARING	71.00	TREE	200.00	14,200.00	45.00	9,000.00		9,000.00	63%	5,200.00	
3	GRUBBING	71.00	TREE	50.00	3,550.00	44.00	2,200.00		2,200.00	62%	1,350.00	
4	CLEARING (BUSH)	20.00	SQ YD	10.00	200.00	20.00	200.00		200.00	100%	-	
5	20' WIDE TEMPORARY GRAVEL ROAD WITH GEOTEXTILE	1.00	LUMP SUM	3,800.00	3,800.00	1.00	3,800.00		3,800.00	100%	-	
6	REMOVE CURB AND GUTTER	2,654.00	LIN FT	4.00	10,616.00	2,872.00	11,488.00		11,488.00	108%	(872.00)	
7	REMOVE BITUMINOUS PAVEMENT	25,459.00	SQ YD	2.00	50,918.00	25,871.66	51,743.32		51,743.32	102%	(825.32)	
8	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	2,025.00	SQ YD	4.00	8,100.00	1,699.44	6,797.76		6,797.76	84%	1,302.24	
9	REMOVE CONCRETE DRIVEWAY PAVEMENT	1,585.00	SQ YD	4.00	6,340.00	1,817.76	7,271.04		7,271.04	115%	(931.04)	
10	REMOVE CONCRETE WALK	3,331.00	SQ YD	3.00	9,993.00	3,395.08	10,185.24		10,185.24	102%	(192.24)	
11	REMOVE BOLLARD	14.00	EACH	150.00	2,100.00	14.00	2,100.00		2,100.00	100%	-	
12	REMOVE GUARD RAIL	73.00	LIN FT	10.00	730.00	73.00	730.00		730.00	100%	-	
13	SALVAGE SIGN	39.00	EACH	25.00	975.00	35.00	875.00		875.00	90%	100.00	
14	SALVAGE MAILBOX	7.00	EACH	125.00	875.00	7.00	875.00		875.00	100%	-	
15	SALVAGE FENCE	48.00	LIN FT	10.00	480.00	20.00	200.00		200.00	42%	280.00	
16	SALVAGE PAVERS	65.00	SQ FT	35.00	2,275.00	-	-		-	-	2,275.00	
17	SALVAGE LANDSCAPING	415.00	SQ FT	6.00	2,490.00	-	-		-	-	2,490.00	
18	COMMON LABORERS	50.00	HOUR	75.00	3,750.00	18.50	1,387.50		1,387.50	37%	2,362.50	
19	3.0 CU YD SHOVEL	50.00	HOUR	180.00	9,000.00	5.50	990.00		990.00	11%	8,010.00	
20	DOZER	50.00	HOUR	125.00	6,250.00	-	-		-	-	6,250.00	
21	12 CU YD TRUCK	50.00	HOUR	125.00	6,250.00	-	-		-	-	6,250.00	
22	3.0 CU YD FRONT END LOADER	50.00	HOUR	150.00	7,500.00	-	-		-	-	7,500.00	
23	SKID LOADER	50.00	HOUR	140.00	7,000.00	37.50	5,250.00		5,250.00	75%	1,750.00	
24	1.5 CU YD BACKHOE	50.00	HOUR	160.00	8,000.00	50.00	8,000.00		8,000.00	100%	-	
25	COMMON EXCAVATION (P)	24,675.00	CU YD	15.00	370,125.00	24,675.00	370,125.00		370,125.00	100%	-	
26	SUBGRADE EXCAVATION (EV)	1,970.00	CU YD	15.00	29,550.00	4,336.76	65,051.40		65,051.40	220%	(35,501.40)	
27	RUBBLE EXCAVATION (EV)	885.00	CU YD	8.00	7,080.00	123.50	988.00		988.00	14%	6,092.00	
28	HAUL & DISPOSE OF RUBBLE (LV)	1,155.00	CU YD	7.00	8,085.00	123.50	864.50		864.50	11%	7,220.50	
29	EXCAVATION SPECIAL (EV)	885.00	CU YD	8.00	7,080.00	1,963.88	15,711.04		15,711.04	222%	(8,631.04)	
30	HAUL & DISPOSE OF CONTAMINATED MATERIAL (LV)	1,155.00	CU YD	62.00	71,610.00	2,510.17	155,630.54		155,630.54	217%	(84,020.54)	
31	TRENCH COMPACTION SPECIAL	6.00	ROAD STATION	200.00	1,200.00	-	-		-	-	1,200.00	
32	SELECT GRANULAR BORROW (CV)	13,470.00	CU YD	19.00	255,930.00	17,600.11	334,402.09		334,402.09	131%	(78,472.09)	
33	GEOTEXTILE FABRIC TYPE V	29,125.00	SQ YD	2.62	76,307.50	29,587.04	77,518.04		77,518.04	102%	(1,210.54)	
34	AGGREGATE BASE (CV) CLASS 5	8,035.00	CU YD	25.00	200,875.00	8,314.38	207,859.50		207,859.50	103%	(6,984.50)	
35	AGGREGATE SURFACING (CV) CLASS 2	101.00	CU YD	30.00	3,030.00	127.00	3,810.00		3,810.00	126%	(780.00)	
36	TYPE SP 9.5 WEARING COURSE MIX (2,B)	2,250.00	TON	68.00	153,000.00	2,251.72	153,116.96		153,116.96	100%	(116.96)	
37	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	3,810.00	TON	66.00	251,460.00	3,649.92	240,894.72		240,894.72	96%	10,565.28	
38	BITUMINOUS DRIVEWAY PAVEMENT	1,095.00	SQ YD	17.00	18,615.00	1,132.00	19,244.00		19,244.00	103%	(629.00)	
39	BITUMINOUS STREET PATCH	235.00	SQ YD	24.00	5,640.00	-	-		-	-	5,640.00	
40	BITUMINOUS PATCH, COUNTY ROAD 12	530.00	SQ YD	24.00	12,720.00	325.00	7,800.00		7,800.00	61%	4,920.00	
41	5" CONCRETE WALK	37,950.00	SQ FT	5.75	218,212.50	35,082.86	201,726.45		201,726.45	92%	16,486.05	
42	6" CONCRETE WALK (PEDESTRIAN RAMPS)	3,070.00	SQ FT	9.00	27,630.00	2,011.75	18,105.75		18,105.75	66%	9,524.25	
43	CONCRETE CURB & GUTTER DESIGN B618	14,610.00	LIN FT	14.00	204,540.00	14,853.00	207,942.00		207,942.00	102%	(3,402.00)	
44	7" CONCRETE DRIVEWAY PAVEMENT	2,620.00	SQ YD	59.00	154,580.00	2,731.26	161,144.34		161,144.34	104%	(6,564.34)	

Unit Price

EJCDC C-620 Contractor's Application for Payment
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1 of 4

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Montrose	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	W13.120514
Contractor:	Kuehlie Underground	Contractor's Project No.:	
Project:	2021 Downtown Improvement Project - Phase 1		
Contract:	2021 Downtown Improvement Project - Phase 1		

Application No.:		10		Application Period:		From	12/01/22	to	06/02/23	Application Date:					06/05/23
A	B			C	D	E	F		G	H	I	J	K	L	
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Contract Information		Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)		
45	8" CONCRETE DRIVEWAY PAVEMENT	625.00	SQ YD	66.00	41,250.00			403.23	26,613.18		26,613.18	65%	14,636.82		
46	TRUNCATED DOMES	400.00	SQ FT	50.00	20,000.00			451.00	22,550.00		22,550.00	113%	(2,550.00)		
47	4" PVC EDGE DRAIN	13,960.00	LIN FT	8.00	111,680.00			14,187.00	113,496.00		113,496.00	102%	(1,816.00)		
48	4" DRAIN CLEANOUT (ONE WAY)	13.00	EACH	117.00	1,521.00			17.00	1,989.00		1,989.00	131%	(468.00)		
49	4" DRAIN CLEANOUT (TWO WAY)	13.00	EACH	250.00	3,250.00			10.00	2,500.00		2,500.00	77%	750.00		
50	4" PRECAST CONCRETE HEADWALL	2.00	EACH	290.00	580.00			2.00	580.00		580.00	100%	-		
51	SUMP PUMP DRAINLINE SERVICE	21.00	EACH	138.00	2,898.00			8.00	1,104.00		1,104.00	38%	1,794.00		
52	TRAFFIC CONTROL	1.00	LUMP SUM	12,000.00	12,000.00			1.00	12,000.00		12,000.00	100%	-		
53	REMOVE EXISTING PAVEMENT MARKING	126.00	SQ FT	3.00	378.00			-	-		-	-	378.00		
54	PEDESTRIAN CROSS WALK MARKING	1,746.00	SQ FT	3.90	6,809.40			-	-		-	-	6,809.40		
55	4" PAVEMENT MARKING STRIPING (MULTICOMPONENT)	280.00	LIN FT	1.00	280.00			-	-		-	-	280.00		
56	CONCRETE BOLLARD	22.00	EACH	130.00	2,860.00			12.00	1,560.00		1,560.00	55%	1,300.00		
57	FURNISH & INSTALL SIGN TYPE C	19.00	EACH	380.00	7,220.00			19.00	7,220.00		7,220.00	100%	-		
58	FURNISH & INSTALL SIGN (STREET NAME)	15.00	EACH	400.00	6,000.00			15.00	6,000.00		6,000.00	100%	-		
59	REINSTALL SIGN	2.00	EACH	200.00	400.00			3.00	600.00		600.00	150%	(200.00)		
60	REINSTALL MAILBOX	7.00	EACH	250.00	1,750.00			7.00	1,750.00		1,750.00	100%	-		
61	REINSTALL FENCE	48.00	LIN FT	20.00	960.00			20.00	400.00		400.00	42%	560.00		
62	REINSTALL PAVERS	65.00	SQ FT	50.00	3,250.00			-	-		-	-	3,250.00		
63	REINSTALL LANDSCAPING	415.00	SQ FT	6.00	2,490.00			-	-		-	-	2,490.00		
64	SEDIMENT CONTROL LOG, TYPE WOOD CHIP	100.00	LIN FT	3.00	300.00			1,798.00	5,394.00		5,394.00	1798%	(5,094.00)		
65	SEDIMENT CONTROL LOG, TYPE ROCK	100.00	LIN FT	10.00	1,000.00			-	-		-	-	1,000.00		
66	SILT FENCE, TYPE MS	4,655.00	LIN FT	1.50	6,982.50			60.00	90.00		90.00	1%	6,892.50		
67	EROSION CONTROL BLANKET, CAT 3N	2,300.00	SQ YD	1.35	3,105.00			616.00	831.60		831.60	27%	2,273.40		
68	STORM DRAIN INLET PROTECTION	82.00	EACH	250.00	20,500.00			82.00	20,500.00		20,500.00	100%	-		
69	STABILIZED CONSTRUCTION EXIT	7.00	EACH	750.00	5,250.00			-	-		-	-	5,250.00		
70	SALVAGE, SCREEN, RESPREAD EXISTING TOPSOIL	1.00	LUMP SUM	97,000.00	97,000.00			1.00	97,000.00		97,000.00	100%	-		
71	COMMON TOPSOIL BORROW (LV)	2,764.00	CU YD	0.01	27.64			500.00	5.00		5.00	18%	22.64		
72	TEMPORARY MULCH, HYDROMULCH	11,065.00	SQ YD	0.90	9,958.50			12,960.00	11,664.00		11,664.00	117%	(1,705.50)		
73	TURF ESTABLISHMENT (SOD)	3,525.00	SQ YD	9.00	31,725.00			-	-		-	-	31,725.00		
74	TURF ESTABLISHMENT (SEED)	2.28	ACRE	7,000.00	15,960.00			2.82	19,740.00		19,740.00	124%	(3,780.00)		
75	REMOVE STORM SEWER PIPE (12" & LARGER)	3,088.00	LIN FT	9.00	27,792.00			3,123.00	28,107.00		28,107.00	101%	(315.00)		
76	REMOVE STORM MANHOLE OR CATCH BASIN	24.00	EACH	230.00	5,520.00			26.00	5,980.00		5,980.00	108%	(460.00)		
77	CONNECT TO EXISTING STORM STRUCTURE	5.00	EACH	1,600.00	8,000.00			8.00	12,800.00		12,800.00	160%	(4,800.00)		
78	CONNECT TO EXISTING STORM PIPE	4.00	EACH	780.00	3,120.00			4.00	3,120.00		3,120.00	100%	-		
79	8" PVC PIPE SEWER, SDR 26	20.00	LIN FT	38.00	760.00			200.00	7,600.00		7,600.00	1000%	(6,840.00)		
80	8" DIP PIPE SEWER	28.00	LIN FT	62.00	1,736.00			20.00	1,240.00		1,240.00	71%	496.00		
81	12" RC PIPE SEWER CLASS V	1,151.00	LIN FT	48.00	55,248.00			1,128.00	54,144.00		54,144.00	98%	1,104.00		
82	15" RC PIPE SEWER CLASS V	1,459.00	LIN FT	53.00	77,327.00			1,584.00	83,952.00		83,952.00	109%	(6,625.00)		
83	18" RC PIPE SEWER CLASS III	126.00	LIN FT	57.00	7,182.00			126.00	7,182.00		7,182.00	100%	-		
84	21" RC PIPE SEWER CLASS III	661.00	LIN FT	66.00	43,626.00			563.00	37,158.00		37,158.00	85%	6,468.00		
85	24" RC PIPE SEWER CLASS III	349.00	LIN FT	73.00	25,477.00			622.00	45,406.00		45,406.00	178%	(19,929.00)		
86	27" RC PIPE SEWER CLASS III	679.00	LIN FT	89.00	60,431.00			679.00	60,431.00		60,431.00	100%	-		
87	30" RC PIPE SEWER CLASS III	69.00	LIN FT	101.00	6,969.00			69.00	6,969.00		6,969.00	100%	-		
88	12" RCP APRON	3.00	EACH	880.00	2,640.00			1.00	880.00		880.00	33%	1,760.00		
89	15" RCP APRON	2.00	EACH	950.00	1,900.00			2.00	1,900.00		1,900.00	100%	-		

Unit Price

EJCDC C-620 Contractor's Application for Payment
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2 of 4

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Montrose	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	W13.120514
Contractor:	Kuechle Underground	Contractor's Project No.:	
Project:	2021 Downtown Improvement Project - Phase 1		
Contract:	2021 Downtown Improvement Project - Phase 1		

Application No.: 10		Application Period: From 12/01/22 to 06/02/23		Application Date: 06/05/23							
A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information			Work Completed			Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
90	24" RCP APRON	1.00	EACH	1,200.00	1,200.00	3.00	3,600.00		3,600.00	300%	(2,400.00)
91	27" RCP APRON	1.00	EACH	1,300.00	1,300.00	1.00	1,300.00		1,300.00	100%	-
92	30" RCP APRON	1.00	EACH	1,500.00	1,500.00	1.00	1,500.00		1,500.00	100%	-
93	TRASH GUARD FOR 15" PIPE APRON	2.00	EACH	480.00	960.00	2.00	960.00		960.00	100%	-
94	TRASH GUARD FOR 24" PIPE APRON	1.00	EACH	1,100.00	1,100.00	3.00	3,300.00		3,300.00	300%	(2,200.00)
95	TRASH GUARD FOR 27" PIPE APRON	1.00	EACH	1,200.00	1,200.00	1.00	1,200.00		1,200.00	100%	-
96	TRASH GUARD FOR 30" PIPE APRON	1.00	EACH	1,300.00	1,300.00	1.00	1,300.00		1,300.00	100%	-
97	RIP RAP, CLASS III	90.00	CU YD	79.00	7,110.00	90.00	7,110.00		7,110.00	100%	-
98	CONSTRUCT DRAINAGE STRUCTURE, DES SPECIAL-1	1.00	EACH	2,100.00	2,100.00	-	-		-	-	2,100.00
99	CONSTRUCT DRAINAGE STRUCTURE, DES H	75.70	LIN FT	460.00	34,822.00	67.37	30,990.20		30,990.20	89%	3,831.80
100	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4020	20.20	LIN FT	680.00	13,736.00	28.26	19,216.80		19,216.80	140%	(5,480.80)
101	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4022	78.20	LIN FT	620.00	48,484.00	83.10	51,522.00		51,522.00	106%	(3,038.00)
102	CONSTRUCT DRAINAGE STRUCTURE, DES 60-4020	27.40	LIN FT	700.00	19,180.00	20.46	14,322.00		14,322.00	75%	4,858.00
103	CONSTRUCT DRAINAGE STRUCTURE, DES 60-4022	39.30	LIN FT	720.00	28,296.00	32.70	23,544.00		23,544.00	83%	4,752.00
104	CONSTRUCT DRAINAGE STRUCTURE, DES 84-4022	9.50	LIN FT	1,600.00	15,200.00	-	-		-	-	15,200.00
105	INTERIOR LINING OF CATCH BASIN RINGS	50.00	EACH	810.00	40,500.00	50.00	40,500.00		40,500.00	100%	-
106	CASTING ASSEMBLY (STORM)	57.00	EACH	500.00	28,500.00	58.00	29,000.00		29,000.00	102%	(500.00)
107	ADJUST FRAME AND RING CASTING (STORM)	5.00	EACH	330.00	1,650.00	6.00	1,980.00		1,980.00	120%	(330.00)
108	TELEVIEW EXISTING SANITARY SEWER	4,395.00	LIN FT	2.55	11,207.25	4,953.60	12,631.68		12,631.68	113%	(1,424.43)
109	TELEVIEW EXISTING SANITARY SEWER SERVICE FOR LOCATION & DEPTH	67.00	EACH	290.00	19,430.00	65.00	18,850.00		18,850.00	97%	580.00
110	ABANDON & SAND FILL SANITARY SEWER PIPE	2,155.00	LIN FT	7.81	16,830.55	2,310.00	18,041.10		18,041.10	107%	(1,210.55)
111	ABANDON & SAND FILL SANITARY SEWER MANHOLE	3.00	EACH	950.00	2,850.00	3.00	2,850.00		2,850.00	100%	-
112	REMOVE SANITARY SEWER PIPE	2,195.00	LIN FT	2.50	5,487.50	2,195.00	5,487.50		5,487.50	100%	-
113	REMOVE SANITARY MANHOLE	18.00	EACH	200.00	3,600.00	18.00	3,600.00		3,600.00	100%	-
114	CONNECT TO EXISTING SANITARY SEWER MAIN	5.00	EACH	1,400.00	7,000.00	6.00	8,400.00		8,400.00	120%	(1,400.00)
115	CONNECT TO EXISTING SANITARY SEWER MANHOLE	3.00	EACH	3,600.00	10,800.00	4.00	14,400.00		14,400.00	133%	(3,600.00)
116	8"X6" PVC WYE, SDR 26	74.00	EACH	1,200.00	88,800.00	78.00	93,600.00		93,600.00	105%	(4,800.00)
117	6" PVC SANITARY SERVICE PIPE, SDR 26	2,309.00	LIN FT	23.00	53,107.00	2,609.00	60,007.00		60,007.00	113%	(6,900.00)
118	6" SANITARY CLEAN OUT	1.00	EACH	880.00	880.00	-	-		-	-	880.00
119	8" PVC PIPE SEWER, SDR 35	5,824.00	LIN FT	81.00	471,744.00	5,531.00	448,011.00		448,011.00	95%	23,733.00
120	CONSTRUCT SANITARY SEWER MANHOLE, DES 4007C	339.70	LIN FT	310.00	105,307.00	359.70	111,507.00		111,507.00	106%	(6,200.00)
121	CONSTRUCT OUTSIDE DROP	10.10	LIN FT	1,200.00	12,120.00	9.20	11,040.00		11,040.00	91%	1,080.00
122	CASTING ASSEMBLY (SANITARY)	24.00	EACH	820.00	19,680.00	24.00	19,680.00		19,680.00	100%	-
123	CASTING ASSEMBLY SPECIAL - CLEANOUT	1.00	EACH	250.00	250.00	2.00	500.00		500.00	200%	(250.00)
124	ADJUST FRAME AND RING CASTING (SANITARY)	29.00	EACH	330.00	9,570.00	30.00	9,900.00		9,900.00	103%	(330.00)
125	REMOVE WATERMAIN	2,450.00	LIN FT	2.00	4,900.00	2,450.00	4,900.00		4,900.00	100%	-
126	REMOVE HYDRANT	13.00	EACH	50.00	650.00	14.00	700.00		700.00	108%	(50.00)
127	TEMPORARY WATER SERVICE	1.00	LUMP SUM	45,000.00	45,000.00	1.00	45,000.00		45,000.00	100%	-
128	CONNECT TO EXISTING WATERMAIN	14.00	EACH	1,800.00	25,200.00	15.00	27,000.00		27,000.00	107%	(1,800.00)
129	HYDRANT (8.5" BURY)	16.00	EACH	5,400.00	86,400.00	17.00	91,800.00		91,800.00	106%	(5,400.00)
130	6" GATE VALVE AND BOX	21.00	EACH	2,100.00	44,100.00	23.00	48,300.00		48,300.00	110%	(4,200.00)
131	8" GATE VALVE AND BOX	23.00	EACH	2,600.00	59,800.00	23.00	59,800.00		59,800.00	100%	-
132	10" GATE VALVE AND BOX	8.00	EACH	3,600.00	28,800.00	7.00	25,200.00		25,200.00	88%	3,600.00
133	CASTING ASSEMBLY SPECIAL - CURB STOP	4.00	EACH	220.00	880.00	4.00	880.00		880.00	100%	-
134	1" CORPORATION STOP & SADDLE	67.00	EACH	630.00	42,210.00	69.00	43,470.00		43,470.00	103%	(1,260.00)



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

June 7, 2023

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

RE: 2021 Downtown Improvement Project *Phase II*
Montrose, Minnesota
Project No.: W13.120514

Dear Jessica:

Please find enclosed Pay Application No. 8 for the above referenced project. The Pay Application is for work that was completed through June 2, 2023.

I have reviewed the Pay Application and recommend payment be made in the amount shown. If you agree, please sign all copies of the Pay Estimate and return one copy to the Contractor with payment and one to me for our files.

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

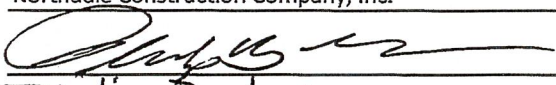



Sincerely,

Bolton & Menk, Inc.

Spencer Johnson, P.E.
Project Manager

Enclosure

Contractor's Application for Payment

Owner: <u>City of Montrose</u> Engineer: <u>Bolton & Menk, Inc.</u> Contractor: <u>Northdale Construction Company, Inc.</u> Project: <u>2021 Downtown Improvement Project Phase 2</u> Contract: <u>2021 Downtown Improvement Project Phase 2</u>	Owner's Project No.: _____ Engineer's Project No.: <u>W13.120514</u> Agency's Project No.: _____																								
Application No.: <u>8</u> Application Date: <u>6/5/2023</u> Application Period: From <u>11/26/2022</u> to <u>6/2/2023</u>																									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">1. Original Contract Price</td> <td style="width: 40%; text-align: right;">\$ 2,588,459.79</td> </tr> <tr> <td>2. Net change by Change Orders</td> <td style="text-align: right;">\$ 4,440.60</td> </tr> <tr> <td>3. Current Contract Price (Line 1 + Line 2)</td> <td style="text-align: right;">\$ 2,592,900.39</td> </tr> <tr> <td>4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)</td> <td style="text-align: right;">\$ 2,637,425.49</td> </tr> <tr> <td>5. Retainage</td> <td></td> </tr> <tr> <td> a. 5% X \$ 2,637,425.49 Work Completed</td> <td style="text-align: right;">\$ 131,871.27</td> </tr> <tr> <td> b. _____ X \$ _____ Stored Materials</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td> c. Total Retainage (Line 5.a + Line 5.b)</td> <td style="text-align: right;">\$ 131,871.27</td> </tr> <tr> <td>6. Amount eligible to date (Line 4 - Line 5.c)</td> <td style="text-align: right;">\$ 2,505,554.22</td> </tr> <tr> <td>7. Less previous payments</td> <td style="text-align: right;">\$ 2,177,839.30</td> </tr> <tr> <td>8. Amount due this application</td> <td style="text-align: right;">\$ 327,714.92</td> </tr> <tr> <td>9. Balance to finish, including retainage (Line 3 - Line 4)</td> <td style="text-align: right;">\$ (44,525.10)</td> </tr> </table>		1. Original Contract Price	\$ 2,588,459.79	2. Net change by Change Orders	\$ 4,440.60	3. Current Contract Price (Line 1 + Line 2)	\$ 2,592,900.39	4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 2,637,425.49	5. Retainage		a. 5% X \$ 2,637,425.49 Work Completed	\$ 131,871.27	b. _____ X \$ _____ Stored Materials	\$ _____	c. Total Retainage (Line 5.a + Line 5.b)	\$ 131,871.27	6. Amount eligible to date (Line 4 - Line 5.c)	\$ 2,505,554.22	7. Less previous payments	\$ 2,177,839.30	8. Amount due this application	\$ 327,714.92	9. Balance to finish, including retainage (Line 3 - Line 4)	\$ (44,525.10)
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Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.																									
Contractor: <u>Northdale Construction Company, Inc.</u>																									
Signature:  Name: <u>Philip B. Lesnar</u>	Date: <u>6-6-2023</u> Title: <u>President</u>																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: left;">Recommended by Engineer</th> <th style="width: 50%; text-align: left;">Approved by Owner</th> </tr> <tr> <td> By:  Name: <u>Jared Voge, P.E.</u> Title: <u>City Engineer</u> Date: <u>6/7/2023</u> </td> <td> By: _____ Name: _____ Title: _____ Date: _____ </td> </tr> </table>		Recommended by Engineer	Approved by Owner	By:  Name: <u>Jared Voge, P.E.</u> Title: <u>City Engineer</u> Date: <u>6/7/2023</u>	By: _____ Name: _____ Title: _____ Date: _____																				
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Progress Estimate - Unit Price Work

Contractor's Application for Payment

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

Application No.:		8	Application Period:		From	11/26/22	to	06/02/23	Application Date:		06/05/23						
A	B	C	D	E	F	G	H	I	J	K	L						
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)						
												Contract Information				Work Completed	
Original Contract																	
1	MOBILIZATION	1.00	LUMP SUM	32,152.50	32,152.50	1.00	32,152.50		32,152.50	100%	-						
2	CLEARING	9.00	TREE	735.00	6,615.00	30.00	22,050.00		22,050.00	333%	(15,435.00)						
3	GRUBBING	9.00	TREE	131.25	1,181.25	30.00	3,937.50		3,937.50	333%	(2,756.25)						
4	REMOVE CURB AND GUTTER	1,060.00	LIN FT	5.00	5,300.00	1,675.00	8,375.00		8,375.00	158%	(3,075.00)						
5	1.5" MILL BITUMINOUS PAVEMENT	12,870.00	SQ YD	1.05	13,513.50	14,209.64	14,920.12		14,920.12	110%	(1,406.62)						
6	REMOVE BITUMINOUS PAVEMENT	13,625.00	SQ YD	2.47	33,653.75	13,625.00	33,653.75		33,653.75	100%	-						
7	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	105.00	SQ YD	7.50	787.50	167.67	1,257.53		1,257.53	160%	(470.03)						
8	REMOVE CONCRETE DRIVEWAY PAVEMENT	395.00	SQ YD	10.00	3,950.00	545.00	5,450.00		5,450.00	138%	(1,500.00)						
9	REMOVE CONCRETE WALK	1,503.00	SQ YD	10.00	15,030.00	1,704.65	17,046.50		17,046.50	113%	(2,016.50)						
10	REMOVE BOLLARD	4.00	EACH	136.95	547.80	1.00	136.95		136.95	25%	410.85						
11	REMOVE GUARD RAIL	28.00	LIN FT	25.00	700.00	-	-		-	-	700.00						
12	REMOVE FENCE	90.00	LIN FT	5.38	484.20	90.00	484.20		484.20	100%	-						
13	SALVAGE SIGN	18.00	EACH	42.00	756.00	18.00	756.00		756.00	100%	-						
14	SALVAGE MAILBOX	29.00	EACH	78.75	2,283.75	29.00	2,283.75		2,283.75	100%	-						
15	SALVAGE FENCE	279.00	LIN FT	8.69	2,424.51	8.00	69.52		69.52	3%	2,354.99						
16	COMMON LABORERS	20.00	HOUR	105.00	2,100.00	20.00	2,100.00		2,100.00	100%	-						
17	3.0 CU YD SHOVEL	10.00	HOUR	483.87	4,838.70	10.00	4,838.70		4,838.70	100%	-						
18	DOZER	10.00	HOUR	310.47	3,104.70	10.00	3,104.70		3,104.70	100%	-						
19	12 CU YD TRUCK	10.00	HOUR	136.95	1,369.50	10.00	1,369.50		1,369.50	100%	-						
20	3.0 CU YD FRONT END LOADER	10.00	HOUR	311.67	3,116.70	10.00	3,116.70		3,116.70	100%	-						
21	SKID LOADER	10.00	HOUR	188.07	1,880.70	10.00	1,880.70		1,880.70	100%	-						
22	1.5 CU YD BACKHOE	10.00	HOUR	365.22	3,652.20	10.00	3,652.20		3,652.20	100%	-						
23	STREET SWEEPING	25.00	HOUR	136.50	3,412.50	56.00	7,644.00		7,644.00	224%	(4,231.50)						
24	COMMON EXCAVATION (P)	13,670.00	CU YD	14.00	191,380.00	13,670.00	191,380.00		191,380.00	100%	-						
25	SUBGRADE EXCAVATION (EV)	1,065.00	CU YD	14.00	14,910.00	1,131.00	15,834.00		15,834.00	106%	(924.00)						
26	SELECT GRANULAR BORROW (CV)	6,355.00	CU YD	21.98	139,682.90	5,864.00	128,890.72		128,890.72	92%	10,792.18						
27	GEOTEXTILE FABRIC TYPE V	15,850.00	SQ YD	1.46	23,141.00	15,862.67	23,159.50		23,159.50	100%	(18.50)						
28	AGGREGATE BASE (CV) CLASS 5	4,370.00	CU YD	34.73	151,770.10	4,329.00	150,346.17		150,346.17	99%	1,423.93						
29	AGGREGATE SURFACING (CV) CLASS 2	29.00	CU YD	43.04	1,248.16	29.00	1,248.16		1,248.16	100%	-						
30	TYPE SP 9.5 WEARING COURSE MIX (2,B)	2,500.00	TON	83.48	208,700.00	2,934.46	244,968.72		244,968.72	117%	(36,268.72)						
31	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	2,390.00	TON	75.08	179,441.20	2,296.45	172,417.47		172,417.47	96%	7,023.73						
32	BITUMINOUS PATCH, MILL & OVERLAY AREA	50.00	SQ YD	42.00	2,100.00	412.93	17,343.06		17,343.06	826%	(15,243.06)						
33	5" CONCRETE WALK	17,702.00	SQ FT	6.45	114,177.90	17,728.17	114,346.70		114,346.70	100%	(168.80)						
34	6" CONCRETE WALK (PEDESTRIAN RAMPS)	883.00	SQ FT	15.78	13,933.74	994.70	15,696.37		15,696.37	113%	(1,762.63)						
35	TRUNCATED DOMES	128.00	SQ FT	63.00	8,064.00	173.00	10,899.00		10,899.00	135%	(2,835.00)						
36	CONCRETE CURB & GUTTER DESIGN B618	7,105.00	LIN FT	14.70	104,443.50	7,312.00	107,486.40		107,486.40	103%	(3,042.90)						
37	CONCRETE CURB & GUTTER DESIGN B418	945.00	LIN FT	17.85	16,868.25	1,360.00	24,276.00		24,276.00	144%	(7,407.75)						
38	7" CONCRETE DRIVEWAY PAVEMENT	600.00	SQ YD	98.15	58,890.00	686.05	67,335.81		67,335.81	114%	(8,445.81)						
39	BITUMINOUS DRIVEWAY PAVEMENT	165.00	SQ YD	53.00	8,745.00	153.05	8,111.65		8,111.65	93%	633.35						
40	4" PVC EDGE DRAIN	7,190.00	LIN FT	14.07	101,163.30	7,224.00	101,641.68		101,641.68	100%	(478.38)						
41	4" DRAIN CLEANOUT (ONE WAY)	4.00	EACH	249.83	999.32	5.00	1,249.15		1,249.15	125%	(249.83)						

Progress Estimate - Unit Price Work

Contractor's Application for Payment

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

Application No.:		Application Period:		From	11/26/22	to	06/02/23	Application Date:		06/05/23	
A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
42	4" DRAIN CLEANOUT (TWO WAY)	9.00	EACH	387.91	3,491.19	9.00	3,491.19		3,491.19	100%	-
43	4" CONCRETE HEADWALL	1.00	EACH	572.26	572.26	-	-		-		572.26
44	CASTING ASSEMBLY SPECIAL - EDGE DRAIN CLEAN OUT	3.00	EACH	360.16	1,080.48	3.00	1,080.48		1,080.48	100%	-
45	SUMP PUMP DRAINLINE SERVICE	10.00	EACH	379.77	3,797.70	12.00	4,557.24		4,557.24	120%	(759.54)
46	TRAFFIC CONTROL	1.00	LUMP SUM	4,725.00	4,725.00	1.00	4,725.00		4,725.00	100%	-
47	4" DOUBLE YELLOW PAVEMENT MARKING STRIPING	5,870.00	LIN FT	0.65	3,815.50	-	-		-		3,815.50
48	PEDESTRIAN CROSS WALK MARKING	540.00	SQ FT	5.04	2,721.60	-	-		-		2,721.60
49	CONCRETE BOLLARD	3.00	EACH	365.22	1,095.66	-	-		-		1,095.66
50	FURNISH & INSTALL SIGN TYPE C	9.00	EACH	525.00	4,725.00	12.00	6,300.00		6,300.00	133%	(1,575.00)
51	FURNISH & INSTALL SIGN (STREET NAME)	8.00	EACH	525.00	4,200.00	8.00	4,200.00		4,200.00	100%	-
52	REINSTALL SIGN	5.00	EACH	367.50	1,837.50	4.00	1,470.00		1,470.00	80%	367.50
53	REINSTALL MAILBOX	29.00	EACH	131.25	3,806.25	29.00	3,806.25		3,806.25	100%	-
54	REINSTALL FENCE	240.00	LIN FT	21.92	5,260.80	-	-		-		5,260.80
55	REINSTALL PAVERS	20.00	SQ FT	42.00	840.00	-	-		-		840.00
56	4' CHAIN LINK FENCE	90.00	LIN FT	40.50	3,645.00	90.00	3,645.00		3,645.00	100%	-
57	SEDIMENT CONTROL LOG, TYPE WOOD CHIP	100.00	LIN FT	3.15	315.00	-	-		-		315.00
58	SEDIMENT CONTROL LOG, ROCK	100.00	LIN FT	9.45	945.00	4.00	37.80		37.80	4%	907.20
59	SILT FENCE, TYPE MS	4,003.00	LIN FT	1.76	7,045.28	4,208.00	7,406.08		7,406.08	105%	(360.80)
60	EROSION CONTROL BLANKET, CAT 20	2,070.00	SQ YD	1.47	3,042.90	100.00	147.00		147.00	5%	2,895.90
61	STORM DRAIN INLET PROTECTION	26.00	EACH	319.54	8,308.04	26.00	8,308.04		8,308.04	100%	-
62	STABILIZED CONSTRUCTION EXIT	1.00	EACH	2,741.51	2,741.51	1.00	2,741.51		2,741.51	100%	-
63	SALVAGE, SCREEN, RESPREAD EXISTING TOPSOIL	1.00	LUMP SUM	18,103.45	18,103.45	1.00	18,103.45		18,103.45	100%	-
64	COMMON TOPSOIL BORROW (LV)	1,260.00	CU YD	41.38	52,138.80	1,200.00	49,656.00		49,656.00	95%	2,482.80
65	TEMPORARY MULCH, HYDROMULCH	5,010.00	SQ YD	0.89	4,458.90	-	-		-		4,458.90
66	TURF ESTABLISHMENT (SOD)	1,843.00	SQ YD	8.93	16,457.99	-	-		-		16,457.99
67	TURF ESTABLISHMENT (SEED)	1.03	ACRE	5,512.50	5,677.88	1.90	10,473.75		10,473.75	184%	(4,795.87)
68	REMOVE STORM SEWER PIPE (12" & LARGER)	407.00	LIN FT	18.26	7,431.82	416.00	7,596.16		7,596.16	102%	(164.34)
69	REMOVE STORM MANHOLE OR CATCH BASIN	2.00	EACH	913.04	1,826.08	2.00	1,826.08		1,826.08	100%	-
70	CONNECT TO EXISTING STORM PIPE	3.00	EACH	1,186.44	3,559.32	3.00	3,559.32		3,559.32	100%	-
71	CONNECT TO EXISTING STORM STRUCTURE	2.00	EACH	1,553.25	3,106.50	4.00	6,213.00		6,213.00	200%	(3,106.50)
72	8" PVC PIPE SEWER, SDR 26	29.00	LIN FT	60.88	1,765.52	122.00	7,427.36		7,427.36	421%	(5,661.84)
73	12" RC PIPE SEWER CLASS V	318.00	LIN FT	74.20	23,595.60	318.00	23,595.60		23,595.60	100%	-
74	15" RC PIPE SEWER CLASS V	360.00	LIN FT	72.73	26,182.80	360.00	26,182.80		26,182.80	100%	-
75	18" RC PIPE SEWER CLASS III	543.00	LIN FT	76.82	41,713.26	543.00	41,713.26		41,713.26	100%	-
76	21" RC PIPE SEWER CLASS III	250.00	LIN FT	91.18	22,795.00	258.00	23,524.44		23,524.44	103%	(729.44)
77	15" RCP APRON	2.00	EACH	1,164.04	2,328.08	2.00	2,328.08		2,328.08	100%	-
78	TRASH GUARD FOR 15" RCP APRON	2.00	EACH	798.08	1,596.16	2.00	1,596.16		1,596.16	100%	-
79	RIP RAP, CLASS III	16.00	CU YD	228.26	3,652.16	22.30	5,090.20		5,090.20	139%	(1,438.04)
80	CONSTRUCT DRAINAGE STRUCTURE, DES SPECIAL-1	1.00	EACH	2,178.42	2,178.42	1.00	2,178.42		2,178.42	100%	-
81	CONSTRUCT DRAINAGE STRUCTURE, DES R-1	37.40	LIN FT	613.33	22,938.54	49.96	30,641.97		30,641.97	134%	(7,703.43)
82	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4020	5.80	LIN FT	535.36	3,105.09	5.80	3,105.09		3,105.09	100%	-
83	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4022	43.40	LIN FT	524.13	22,747.24	43.40	22,747.24		22,747.24	100%	-

Unit Price

EJCDC C-620 Contractor's Application for Payment
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2 of 4

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Montrose					Owner's Project No.:					
Engineer:	Belton & Menk, Inc.					Engineer's Project No.:		W13.120514			
Contractor:	Northdale Construction Company, Inc.					Agency's Project No.:					
Project:	2021 Downtown Improvement Project Phase 2										
Contract:	2021 Downtown Improvement Project Phase 2										
Application No.: 8		Application Period:		From 11/26/22	to 06/02/23	Application Date: 06/05/23					
A	B	C	D	E	F	H		I	J	K	L
Bid Item No.	Description	Item	Contract Information		Value of Bid Item (C X E) (\$)	Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
			Quantity	Units		Unit Price (\$)	Estimated Quantity Incorporated in the Work				
84	CONSTRUCT DRAINAGE STRUCTURE, DES 60-4020	18.60	LIN	FT	788.11	14,658.85	18.60	14,658.85	14,658.85	100%	-
85	CONSTRUCT DRAINAGE STRUCTURE, DES 72-4020	11.00	LIN	FT	967.29	10,640.19	11.00	10,640.19	10,640.19	100%	-
86	INTERIOR LINING OF CATCH BASIN RINGS	35.00	EACH		787.50	27,562.50	18.00	14,175.00	14,175.00	51%	13,387.50
87	CASTING ASSEMBLY (STORM)	25.00	EACH		1,209.02	30,225.50	25.00	30,225.50	30,225.50	100%	-
88	ADJUST FRAME AND RING CASTING (STORM)	5.00	EACH		443.26	2,216.30	5.00	2,216.30	2,216.30	100%	-
89	SALVAGE & REINSTALL CASTING	9.00	EACH		684.93	6,164.37	9.00	6,164.37	6,164.37	100%	-
90	REMOVE SANITARY MANHOLE	5.00	EACH		913.04	4,565.20	5.00	4,565.20	4,565.20	100%	-
91	CONNECT TO EXISTING SANITARY SEWER MAIN	2.00	EACH		1,302.38	2,604.76	2.00	2,604.76	2,604.76	100%	-
92	8"x6" PVC WYE, SDR 26	9.00	EACH		710.02	6,390.18	8.00	5,680.16	5,680.16	89%	710.02
93	6" PVC SANITARY SERVICE PIPE, SDR 26	270.00	LIN	FT	51.98	14,034.60	189.00	9,824.22	9,824.22	70%	4,210.38
94	8" PVC PIPE SEWER, SDR 35	1,301.00	LIN	FT	56.03	72,895.03	1,301.00	72,895.03	72,895.03	100%	-
95	CONSTRUCT DRAINAGE STRUCTURE, DESIGN 4007C	69.00	LIN	FT	461.19	31,822.11	69.00	31,822.11	31,822.11	100%	-
96	CASTING ASSEMBLY (SANITARY)	7.00	EACH		773.50	5,414.50	7.00	5,414.50	5,414.50	100%	-
97	ADJUST FRAME AND RING CASTING (SANITARY)	9.00	EACH		671.52	6,043.68	9.00	6,043.68	6,043.68	100%	-
98	ABANDON AND SAND FILL WATERMAIN	155.00	LIN	FT	6.39	990.45	-	-	-	-	990.45
99	REMOVE HYDRANT	4.00	EACH		273.94	1,095.76	4.00	1,095.76	1,095.76	100%	-
100	4" POLYSTYRENE INSULATION	20.00	SQ	YD	58.78	1,175.60	67.56	3,971.18	3,971.18	338%	(2,795.58)
101	TEMPORARY WATER SERVICE	1.00	LUMP	SUM	18,260.87	18,260.87	1.00	18,260.87	18,260.87	100%	-
102	CONNECT TO EXISTING WATERMAIN	7.00	EACH		1,438.81	10,071.67	7.00	10,071.67	10,071.67	100%	-
103	HYDRANT (8.5' BURY)	7.00	EACH		5,894.31	41,260.17	7.00	41,260.17	41,260.17	100%	-
104	6" GATE VALVE AND BOX	7.00	EACH		2,068.72	14,481.04	7.00	14,481.04	14,481.04	100%	-
105	8" GATE VALVE AND BOX	12.00	EACH		2,819.25	33,831.00	12.00	33,831.00	33,831.00	100%	-
106	CASTING ASSEMBLY SPECIAL	2.00	EACH		360.16	720.32	3.00	1,080.48	1,080.48	150%	(360.16)
107	1" CORPORATION STOP	9.00	EACH		349.33	3,143.97	8.00	2,794.64	2,794.64	89%	349.33
108	1" CURB STOP & BOX	9.00	EACH		699.61	6,296.49	8.00	5,596.88	5,596.88	89%	699.61
109	1" PE WATER SERVICE PIPE	205.00	LIN	FT	42.91	8,796.55	163.00	6,994.33	6,994.33	80%	1,802.22
110	6" C900 PVC WATERMAIN	170.00	LIN	FT	56.04	9,526.80	170.00	9,526.80	9,526.80	100%	-
111	8" C900 PVC WATERMAIN	2,060.00	LIN	FT	54.91	113,114.60	2,060.00	113,114.60	113,114.60	100%	-
112	12" C900 PVC RAW WATERMAIN	2,605.00	LIN	FT	83.04	216,319.20	2,597.00	215,654.88	215,654.88	100%	664.32
113	WATERMAIN FITTINGS	1,640.00	POUND		13.59	22,287.60	1,775.00	24,122.25	24,122.25	108%	(1,834.65)
114	REPLACE VALVE BOX	4.00	EACH		817.72	3,270.88	4.00	3,270.88	3,270.88	100%	-
115	ADJUST VALVE BOX	14.00	EACH		228.26	3,195.64	14.00	3,195.64	3,195.64	100%	-
116	LANDSCAPING ALLOWANCE	1.00	ALLOWANCE		7,500.00	7,500.00	-	-	-	-	7,500.00
Original Contract Totals					\$	2,588,459.79		\$	2,631,637.29	\$	-
								\$	2,631,637.29	102%	\$ (43,177.50)

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Montrose										Owner's Project No.:				
Engineer:	Bolton & Menk, Inc.										Engineer's Project No.:	W13.120514			
Contractor:	Northdale Construction Company, Inc.										Agency's Project No.:				
Project:	2021 Downtown Improvement Project Phase 2														
Contract:	2021 Downtown Improvement Project Phase 2														
Application No.:	8		Application Period:	From	11/26/22		to	06/02/23		Application Date:	06/05/23				
A	B	C	D	E	F	G	H	I	J	K	L				
Bid Item No.	Description	Item Quantity	Units	Contract Information		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)				
				Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)								
Change Orders															
CO - 1.1	4' CHAIN LINK FENCE	(90.00)	LIN FT	40.50	(3,645.00)	(90.00)	(3,645.00)		(3,645.00)	100%	-				
CO - 1.2	6' CEDAR PRIVACY FENCE	90.00	LIN FT	89.84	8,085.60	105.00	9,433.20		9,433.20	117%	(1,347.60)				
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Change Order Totals				\$	4,440.60		\$	5,788.20	\$	-	\$	5,788.20	130%	\$	(1,347.60)
Original Contract and Change Orders															
Project Totals				\$	2,592,900.39		\$	2,637,425.49	\$	-	\$	2,637,425.49	102%	\$	(44,525.10)



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

MEMORANDUM

Date: June 8, 2023
To: Honorable Mayor Moynagh and Members of the City Council
City of Montrose, Minnesota
From: Justin L. Kannas, P.E.
Assistant City Engineer
Subject: AUAR Update
City of Montrose
Project No.: W13.128913

The Alternative Urban Areawide Review (AUAR) is now ready for final adoption by the Montrose City Council. The plan is available for viewing on the City of Montrose website at: <https://www.montrose-mn.com/index.asp?SEC=514946A1-C071-4119-A875-AE928CABE784&DE=D101B28E-4924-4AF5-B76D-90DC1E33670B>

In accordance with EQB rules, the document was published for public and agency comment for a minimum 10 day period ending on May 16, 2023. Comments were received from the US Army Corps of Engineers, DNR and MPCA. None of the comments were considered significant.

The DNR comments were regarding minimizing impact of chlorides from an increase in impervious surfaces and from the wastewater effluent stream. The DNR encourages the City to implement chloride reduction strategies as development and growth occurs.

The MPCA comments centered around in place permitting requirements for wetlands and water quality requirements. The MPCA requested additional information be included in the Final AUAR document regarding how future growth from Montrose, Waverly, and Buffalo will factor into any Wastewater Treatment Plant regionalization plans with Buffalo. However, providing regionalization information within the AUAR document is premature since there is no agreement in place and discussions are only beginning. A response to the MPCA has been drafted that indicates if regionalization with Buffalo does not proceed, the City of Montrose intends to complete a Wastewater Treatment Plant upgrade and expansion to accommodate future growth as outlined in the facility plan.

The Corps of Engineers comments reference permits that are required for specific development proposals. Those permits would be applied for and obtained as part of the plat approval process for each project.

Upon City Council Adoption of the AUAR, the Final AUAR will be distributed to agencies.

I recommend approval of the attached Resolution adopting the Final AUAR. Upon approval of the Resolution, a notice will be published in the EQB Monitor that the City of Montrose has adopted the Final AUAR.

If you have any questions, please let me know.

**City of Montrose
Wright County, Minnesota**

Resolution 2023-12

**A RESOLUTION ADOPTING THE FINAL ALTERNATIVE URBAN AREAWIDE
UPDATE (FINAL AUAR UPDATE)**

WHEREAS, the City of Montrose is the Responsible Governmental Unit (RGU) for the environmental review of the proposed project, and

WHEREAS, the study area is approximately 5,300 developable acres surrounding the City of Montrose; and,

WHEREAS, the Draft AUAR identifies and assesses the environmental impacts and outlines a draft mitigation plan for the study area; and,

WHEREAS, in accordance with Minnesota Rules Chapter 4410, the City of Montrose has completed the public comment period for the Draft AUAR Update, and

WHEREAS, the Draft AUAR was distributed for an Agency comment period from May 2, 2023 to May 16, 2023, with notification of availability through the Minnesota Environmental Quality Board EQB Monitor, and through email to the EQB Agency and Organization Distribution List and to Wright County; and,

WHEREAS, the City received three Agency comments but no objections; and

WHEREAS, Minnesota Administrative Rules 4410.3610, Subpart 5.E stipulates that as an objection was not filed, the RGU shall adopt the AUAR and its plan for mitigation at its first regularly scheduled meeting held 15 or more days after the distribution of the revised document;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Montrose, County of Wright, Minnesota, that the AUAR be adopted as complete and final.

APPROVED AND ADOPTED this 12th day of June, 2023.

By: _____

Kirby Moynagh, Mayor

Attest: _____

Jessica Bonniwell, City Administrator

**City of Montrose
Park & Recreation Commission**

Minutes
May 16th, 2023

Pursuant to call and notice the Park & Recreation Commission met on May 16th, 2023 at 6:00 p.m. at Montrose City Hall.

1. CALL TO ORDER

The meeting was called to order at by Commissioner McCluskey @ 6:00 pm.

2. ROLL CALL

Present were Commission Members Toby Nelson, Eddie Kolasa, Josh Swanson and Kayla McCluskey. Also present were Deputy Clerk Cristy Gerard, City Council Member Michelle Otto and City Council Liaison Nicole Andreoff.

3. APPROVAL OF MEETING AGENDA

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

4. APPROVAL OF APRIL 13th MEETING MINUTES

Commissioner Swanson made a motion to approve the April 13th meeting minutes. The motion was seconded by Commissioner Kolasa and carried 4-0.

5. TREASURY REPORT

The Commission reviewed the newly presented treasury balance report and found it contained all the information they were looking for. It was requested that the same report be provided for all future meetings.

6. OLD BUSINESS

a. Seeding/Planting Options for Regional Park

The Commission reviewed the updated quote from Prairie Restorations, Inc for the prairie planting for Regional Park. It was decided that the Park & Rec Commission would request funding of up to \$25,000 from City Council for the initial prairie planting and maintenance through 2026. Commissioner Kolasa made a motion to this effect, the motion was seconded by Commissioner Swanson and carried 4-0. Commissioner Swanson will attend the next City Council meeting to request the funding.

b. CCC Bench at Regional Park Update

The new covered picnic table has been installed at Regional Park between the parking lot and the soccer fields. It has already been established that City Council will be asked to approve a concrete pad being installed for the bench to be mounted on. The commission of a memorial plaque for former Commission Chair Duane Isle was also discussed. Nicole Andreoff had already spoken with CCC about this and will confirm that there is no issue with them. Commissioner Swanson made the motion that a plaque be created and the CCC Picnic Table be dedicated to Commissioner Isle. The motion was seconded by Commissioner

Nelson and the motion carried 4-0. The Commissioners will submit suggestions on wording for the plaque and such will be decided at the next meeting.

c. Community Garden Update

The second patch of community gardens has been tilled and some of the new plots are already rented. There is a possible issue with garden hoses being able to reach all plots without laying over planted gardens. The Commission will discuss addition of a type of pole to direct/hold the hoses to prevent damage.

d. Summer Splash Planning

It was noted that Commissioners Swanson and Nelson would be available to attend the Summer Splash event. The Commissioners agreed that other volunteers would need to be found to help at the event. Chico's Ice Cream truck has already been booked, and Pep Island Food Truck was reserved. City Council member Otto said that the Celebrate Montrose may be interested in providing the food. She will find out at their upcoming meeting and update the Commission by May 29th so that a final decision on food can be made. Commissioner McCluskey agreed to look in to bounce houses and a dunk tank rental.

7. NEW BUSINESS

a. Review of By-Laws

With the unexpected passing of Commission Chair Duane Isle, the Commission will ask City Council for approval to operate for up to 120 days with only 4 members while a new member is sought.

The Commission held elections of new positions to enable its continuation.

Commission members nominated Toby Nelson to serve as the new Commission Chairperson. Commissioner Kolasa made a motion to this effect and the motion was seconded by Commissioner Swanson. Motion carried 3-0-1 with Commissioner Nelson abstaining.

Commission members nominated Josh Swanson to serve as the new Co-Chairperson (Toby Nelson's previous post). Commissioner Kolasa made a motion to this effect and the motion was seconded by Commissioner Nelson. Motion carried 3-0-1 with Commissioner Swanson abstaining.

Discussion of new monthly meeting time was had and it was decided that the Park & Rec Commission would change its monthly meetings to the 1st Tuesday of each month at 6:00 pm starting in June. The motion was made by Commissioner Kolasa and seconded by Commissioner Nelson. Motion carried 4-0. Commissioner Swanson will notify City Council at their upcoming meeting.

8. NEXT MEETING

The next regular meeting will be held June 6th, 2023 at 6:00 pm at City Hall.

9. ADJOURN

Commissioner Swanson motioned to adjourn the meeting at 6:43 pm, Commissioner Kolasa seconded the motion. Motion carried 4-0.

10. REOPEN MEETING

At 6:50 pm, Commissioner Kolasa motioned to reopen the meeting. Commissioner Swanson seconded the motion and it was carried 4-0.

It was discussed and decided that the Commission would allocate up to \$125 for a floral arrangement to be sent for former Commission Chair Duane Isle's funeral/memorial.

11. ADJOURN

Commissioner Nelson motioned to adjourn the meeting at 6:52 pm, Commissioner Swanson seconded the motion. Motion carried 4-0.



Commissions Application

This application is designed to obtain information about your interests and qualifications for serving on a Montrose Commission. Please submit your completed application to Montrose City Hall, located at 311 Buffalo Avenue South, PO Box 25, Montrose, MN 55363. The submission of this application does not obligate you to volunteer for any City service. We appreciate your time and interest in serving our community. If you have any questions, please contact City Hall at 763-575-7422.

Name: Kimberly J. Niska

Address: [REDACTED]

Phone: [REDACTED]

Other: [REDACTED]

E-mail: [REDACTED]

Please indicate your preferred form of communication: email

How long have you lived in Montrose? 10+ years

The City of Montrose currently maintains four Commissions/Authorities upon which volunteers may serve. Please indicate your interest in serving on the following Commissions. If you are interested in multiple commissions, please rank your preference from 1 to 3.

Interested (Y/N)

N
Y
N

Rank

—
1
—

Commission List

Planning & Zoning Commission

Park & Recreation Commission

Economic Development Authority

BACKGROUND: Please explain your career, education, or other special talents that would be valuable to the Commission/Authority you are interested in:

My main career has been in finance. I have also been active in party planning. During my finance career I have worked with tons of real estate & understand jargon.

Do you have prior experience volunteering or serving on any Boards or Commissions within the City of Montrose or other municipalities? If yes, please explain:

Yes. I currently am an active member of Grace Place. I help with Food Drops, rebuilding their website & other volunteer opportunities.

Please provide any goals or objectives you wish to accomplish if chosen to serve on a Montrose Commission/Authority:

main goal is to assist Park & Rec with budgeting (rec events, decision making on Parks (when/if we need new items) & planning/volunteering at rec events.

Please list the day(s) you would be available for meetings after 5:00 p.m.: m - F

Signature: Kim Niska

Date: 6/7/23