



CITY COUNCIL AGENDA REGULAR MEETING

**Monday, November 13, 2023
7:00 P.M.**

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

Montrose Community Center
200 Center Avenue South
Montrose, Minnesota 55363

1. CALL TO ORDER

2. ROLL CALL

3. INVOCATION

A. Pastor Cathy Jones – House of Grace

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA

6. APPROVAL OF CONSENT AGENDA

A. Minutes

1. October 9, 2023 City Council Meeting Minutes – prepared by J. Bonniwell
2. October 30, 2023 Special City Council Meeting Minutes – prepared by J. Bonniwell

B. Accounts Payable

1. City, November 13, 2023 – prepared by J. Bonniwell
2. Fire Department, November 13, 2023 – prepared by J. Bonniwell

C. Monthly Utility Adjustments for October, 2023

D. Resolution 2023-35 – *A Resolution Authorizing a Change to the Bank Signature Cards*

- E. Resolution 2023-36 – *A Resolution Allowing the Assessment of Unpaid Utilities and Garbage Charges to the 2024 Taxes*
- F. Year 2024 Liquor Licenses Approval
- G. Approve Hiring Jaclyn Heinz as new City Clerk/Treasurer at \$78,458.00
- H. Schedule Special City Council Meeting / Budget Workshop for Monday, December 4, 2023 at 5:30 p.m. in the Montrose City Hall Conference Room

7. WRIGHT COUNTY SHERIFF'S OFFICE

- A. October, 2023 Monthly Report and Hours Report

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

A. City Council

- 1. Monthly Activity Report

B. Montrose Fire Department

- 1. October, 2023 Activity Report
- 2. Compeer Financial Grant – Awarded \$4,000.00 non-matching grant. Authorize Purchase of Nozzles in excess of \$4,000.00
- 3. Authorize Purchase of New SCBA Units and Related Equipment (\$161,247.28) – 14 SCBA Units, 28 Bottles, 2 RIT Units, 23 Masks) – Authorize Financing for SCBA Units to Assist with Allowing for the Application of the FY 2023 Assistance to Firefighters Grant Program. Through Republic First National to Apply for 3-year Financing
- 4. Accept Resignation for Mr. Michael Sommerfeld, effective 09/29/2023. Michael served on the Fire Department in a reserve capacity for 1 year, 3 weeks and 2 days.

C. Economic Development Authority

- 1. October 17, 2023 Economic Development Authority Meeting Minutes

D. Planning and Zoning

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

E. City Engineer

- 1. Local Road Improvement Project (LRIP) Funding – Clementa Avenue
 - 1. Resolution 2023-38 – *A Resolution Supporting Pursuit of 2023 Local Road Improvement Program Funding from MnDOT for the Clementa Avenue SW Reconstruction Project*
- 2. 2023 Street Improvement Project – Pay Application No. 2

3. Updates

F. Parks and Recreation

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

G. Public Works

1. Drought Update

9. **OLD BUSINESS**

A. Regional Park Fence

B. Pheasant Ridge Drainage Project – Set End Date for Residents to Opt-in to the Project

10. **NEW BUSINESS**

A. Computer Equipment Policy

11. **OPEN FORUM**

12. **UPCOMING MEETINGS**

- A. Economic Development Authority Meeting – Tuesday, November 21, 2023 at 12:00 p.m. in the Montrose City Hall Conference Room
- B. City Council Special Meeting – Monday, December 4, 2023 at 5:30 p.m. in the Montrose City Hall Conference Room
- C. Park and Recreation Meeting – Tuesday, December 5, at 6:00 p.m. in the Montrose City Hall Conference Room
- D. Regular City Council Meeting – Monday, December 11, 2023 at 7:00 p.m. at the Montrose Community Center
- E. Planning and Zoning Meeting – Wednesday, December 13, 2023 at 7:00 p.m. at the Montrose Community Center

13. **ACKNOWLEDGEMENTS / RECOGNITION / ANNOUNCEMENTS**

14. **ADJOURNMENT**

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

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, October 9, 2023 at 7:00 p.m.

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

2. ROLL CALL

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

Staff Present: Ms. Jessica Bonniwell, City Administrator
 Mr. Dan Remer, Public Works Director
 Ms. Cristy Gerard, Deputy Clerk
 Ms. Mary Tietjen, City Attorney
 Mr. Jared Voge, City Engineer

3. INVOCATION

Pastor Cathy Jones from House of Grace gave the Invocation

4. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was taken.

5. CITY COUNCIL VACANCY

A. Applicants and Selection Process

1. Mr. Roy Henry
2. Mr. Toby Nelson
3. Mr. Roger Fraumann
4. Mr. Aaron Niska

Mayor Moynagh discussed the application, interview and selection process for the City Council Vacancy. The City Council selected Mr. Toby Nelson as the new City Council Representative.

B. Oath of Office – Mr. Toby Nelson

Mayor Moynagh administered the Oath of Office for Mr. Nelson.

6. APPROVAL OF THE AGENDA

A. Approval of the Agenda

Council Member Solarz motioned to approve the agenda for the October 9, 2023 City Council Meeting with removing items 10.B.6. – Accept Resignation of Mr. Michael Sommerfeld from the Fire Department, and item 11.A. – Approval for Hiring a City Clerk/Treasurer. Council Member Paradeise seconded the motion. Motion carried 5-0.

7. APPROVAL OF THE CONSENT AGENDA

A. Minutes

1. Accepted the minutes of the September 11, 2023 Regular City Council Meeting
2. Accepted the minutes of the October 2, 2023 Special City Council Meeting

B. Accounts Payable

1. Approved the October 9, 2023 Accounts Payable for the City of Montrose
2. Approved the October 9, 2023 Accounts Payable for the Montrose Fire Department

C. Approved Monthly Utility Adjustments for September, 2023

D. Approved Resolution 2023-33 – *A Resolution Amending the Mayoral Appointments for the Year 2023*

Council Member Solarz motioned to approve the October 9, 2023 Consent Agenda as presented. Mayor Moynagh seconded the motion. Motion carried 5-0.

8. ISD 877 SPECIAL ELECTION

A. Superintendent Scott Thielman

Mr. Scott Thielman addressed the council meeting to inform people about the upcoming special election for ISD 877. Mr. Thielman stated that the referendum is asking for \$41.5 million, which will have no increase on taxes due to other debt maturing – the new debt would just take its place. Mr. Thielman stated that the requested money would be used to upgrade security, facilities and some entrances for buildings around the district.

9. WRIGHT COUNTY SHERIFF'S OFFICE

A. September, 2023 Monthly Report presented in packet.

The Wright County Deputy informed Council that there is currently at least one homeless person that is generating multiple calls for loitering and other such crimes associated with unhoused people. The deputy also mentioned that when the power went out during the last storm, the stop light at Highway 12 went out completely, and officers had to direct traffic until the power came back on. The Deputy is wondering if the state could install a battery backup for the light so that their law enforcement resources are not directing traffic in the event of a power outage.

10. 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. September, 2023 Activity Report

Fire Chief Triplett stated it was a busy month for the department with 37 calls for service and that the September, 2023 Activity Report was in the packet. Fire Chief Triplett recognized Firefighter Michael Marketon for serving as the Fire Warden for the past 25 years and notified Council that he was recognized for the accomplishment by the DNR. Fire Chief Triplett also thanked all the companies and people that recognized and donated to the Fire Department for the anniversary of 9/11.

2. Authorize Purchase of five Motorola 6 Pagers and Additional Accessories

Council Member Otto motioned to approve the Purchase of five Motorola 6 Pages and Additional Accessories. Mayor Moynagh seconded the motion. Motion carried 5-0.

3. Authorize Purchase of New Roof Chainsaw

Council Member Solarz motioned to approve the purchase of a new roof chainsaw. Council Member Paradeise seconded the motion. Motion carried 5-0.

4. Replace 2.5" Fill Valves and Repair/Check/Clean Station Bay Heating Units

Mayor Moynagh motioned to approve the Replacement of 2.5" Fill Valves and to Repair/Check/Clean Station Bay Heating Units. Council Member Solarz seconded the motion. Motion carried 5-0.

5. Fire Prevention Week Information

Fire Chief Triplett stated that Fire Safety is focusing on Cooking Safety this year and reminded everyone to check smoke alarms and change the batteries.

C. Emergency Management

1. Update on Security Project and Additional Funding – Estimated Additional Cost Not to Exceed \$10,000.00 from ARPA Funds

Mr. Triplett stated that the security project is moving along, and there are a few things that are still needed that have come up along the way such as monitors for viewing the security camera footage. Mr. Triplett stated that in order to wrap up and finish the project, additional funding not to exceed \$10,000.00 is needed from the ARPA funds.

Mayor Moynagh motioned to approve an amount not to exceed \$10,000.00 for the Security Project to come out of ARPA Funds. Council Member Solarz seconded the motion. Motion carried 5-0.

D. Economic Development Authority

1. September 19, 2023 Economic Development Authority Meeting Minutes

Council Member Paradeise summarized the meeting minutes from the September 19, 2023 Economic Development Authority Meeting and reminded everyone that the EDA and City Council will be hosting an informational meeting on Monday, October 30, 2023 at 5:30 p.m. at the Montrose Community Center to discuss childcare assistance and education opportunities that are available through First Children's Finance.

E. City Engineer

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

Mr. Voge stated that the city is considering applying for the LRIP for Clementa Avenue, but one of the stipulations of the award money is the road having regional significance, which this road would have with the cooperation of Marysville Township. Mr. Voge stated that him and Ms. Bonniwell attended a township meeting back in August and were told, in no uncertain terms, that the township would be interested in having the road paved and then maintained by the city, but they would not be willing to pay for that improvement and it would have to be 100% city paid. Mayor Moynagh stated that the city would not be opposed to paying for it as it would benefit the city as well as the township residents to have that road paved.

The City Council agreed that they would have Mr. Voge continue with the LRIP application for the entire length of Clementa from Highway 12 to County Road 107.

2. 2023 Street Improvement Project – Pay Application No. 1

Mr. Voge stated that Pay Application No. 1 for the 2023 Street Improvement Project was included in the packet for the meeting. Mr. Voge stated that the total for this pay application is \$156,365.15. Mr. Voge stated the project is going well and keeping on time to hopefully be finished the week of October 16, 2023.

Mayor Moynagh motioned to approve the 2023 Street Improvement Project Pay Application No. 1 for GMH Asphalt Corporation in the amount of \$156,365.15. Council Member Paradeise seconded the motion. Motion carried 5-0.

3. Updates

Mr. Voge stated there were no further updates.

F. Parks and Recreation

1. September 5, 2023 Park and Recreation Meeting Minutes

Mr. Joshua Swanson stated that the Park and Trail plan was almost complete with just final updates to the plan itself to bring all recommendations into one document. Mr. Swanson stated that the community gardens would be closing by the end of October for the season and Parks and Recreation will be having a final walkthrough to inspect the plots once it is closed.

Mr. Swanson stated that with both Ms. Niska and Mr. Nelson leaving the commission, Parks and Recreation will be short by two required members. Mr. Swanson asked the Council for a six-month grace period in order to find new commission members.

Mayor Moynagh motioned to approve six months to recruit two new members for the Parks and Recreation Commission. Council Member Solarz seconded the motion. Motion carried 5-0.

2. Request for Joint Meeting with City Council

Mr. Swanson stated that the commission is asking City Council to have a joint meeting to review the bylaws and come to a consensus about events and if the commission will be involved with community events or not. Mayor Moynagh suggested that the council could attend the next Parks and Recreation meeting for half an hour to review the bylaws as a group for ultimate council approval.

3. Resignation of Ms. Kimberly Niska

Mayor Moynagh motioned to approve the resignation of Ms. Kimberly Niska from the Parks and Recreation Commission. Council Member Otto seconded the motion. Motion carried 5-0.

4. Resignation of Mr. Toby Nelson

Mayor Moynagh motioned to approve the resignation of Mr. Toby Nelson from the Parks and Recreation Commission. Council Member Otto seconded the motion. Motion carried 4-0-1 with Mr. Nelson abstaining from voting.

5. Appointment of New Chair and Vice-Chair

1. Joshua Swanson – Chair

Council Member Paradeise motioned to approve Mr. Joshua Swanson as the new Chair of the Parks and Recreation Commission. Council Member Solarz seconded the motion. Motion carried 5-0.

2. Edward Kolasa – Vice Chair

Council Member Paradeise motioned to approve Mr. Edward Kolasa as the new Vice-Chair of the Parks and Recreation Commission. Council Member Solarz seconded the motion. Motion carried 5-0.

G. Public Works

1. Speed Radar Sign Update

Mr. Remer handed out a graph showing the speeds collected from the new speed radar sign. Mr. Remer stated that he had it out on White Tail Lane for two weeks and has now moved it to Breckenridge Lane as these were two areas staff was getting speeding complaints from. Mr. Remer stated that there were only two incidents of speeding on White Tail Lane over the two-week period. Mr. Remer stated that there has been more speeding activity on Breckenridge since the sign has been out there and this may be an area that Wright County needs to target for speed enforcement due to the speeding staff is seeing. Mr. Remer stated that staff will continue to move the sign around as needed to different areas within the city.

11. OLD BUSINESS

No Old Business.

12. NEW BUSINESS

A. Fence Permit and Inspection Changes Discussion

Ms. Bonniwell stated that staff has been having issues with fence permits going through the approval process at the staff level and believes this function should be performed by the building inspector. Ms. Bonniwell stated staff is having issues with people arguing over property lines for fences that are allowed to be placed on the property line, and would like to have a more formal process for the permits, which would include Metro West doing inspections before and after the fence is installed to ensure the property owner has either had the property surveyed, or has found their property pins to mark the boundaries. Mr. Remer stated that he would like to see the fence permits handled through Metro West and would be an increase in the permit fee from the current \$25 fee to \$75 to have Metro West complete this function. Ms. Bonniwell stated that many cities use their building inspector for the installation of privacy fences. The City Council agreed and asked staff to add this change to the fee schedule when it is updated in January.

13. OPEN FORUM

A. Sara Schumm – 846 Aspen Lane

Ms. Schumm addressed the council regarding her concerns about the LGI Development that is going in off of Aspen Lane and 7th Street North. Ms. Schumm stated that she has concerns about erosion control and tree removal and how the developer has been handling those items.

B. John Flicek – 705 Aspen Lane

Mr. Flicek has similar concerns regarding the LGI Development as far as erosion control and recent flooding due to tree removal and lack of a barrier between his house and the construction site. Mr. Flicek stated that his yard and the street flooded during the last rainstorm because of the lack of rock wall or silt fencing that should be in place to protect his property. Mr. Flicek also stated that he believes the contractor that was using a ground-moving machine with a lot of vibration which caused a crack in the wall and foundation of his home.

14. UPCOMING MEETINGS

- A. Planning and Zoning Meeting – Wednesday, October 11, 2023 at 7:00 p.m. at the Montrose Community Center
- B. Economic Development Authority Meeting – Tuesday, October 17, 2023 at 12:00 p.m. in the Montrose City Hall Conference Room
- C. City Council Workshop/EDA Meeting – Monday, October 30, 2023 at 5:00 p.m. at the Montrose Community Center
- D. Park and Recreation Meeting with City Council – Tuesday, November 7, at 6:00 p.m. in the Montrose City Hall Conference Room
- E. Regular City Council Meeting – Monday, November 13, 2023 at 7:00 p.m. at the Montrose Community Center

15. ACKNOWLEDGEMENTS / RECOGNITION / ANNOUNCEMENTS

Council Member Otto acknowledged Cristy Gerard for her work to make the Fall Festival a success and thanked Parks and Recreation for their work on the Fall Festival.

Mayor Moynagh gave reminders that it is Fire Prevention week, that Parks and Recreation will be out for their Halloween Decorating Contest on October 26th and for residents to have their lights on that night for the contest, and a reminder that the school is hosting a number of meetings regarding the bond referendum that will be going to Special Election this November.

16. CLOSED SESSIONS

- A. Closed Session with City Council for the Sale of Property Pursuant to Minnesota State Statute 13D.05, Subd. 3(c) Related to the Sale of Real Property Contained in the Plat of The Preserve of Montrose

Mayor Moynagh motioned to close the City Council Meeting Pursuant to Minnesota State Statute 13D.05, Subd. 3(c) Related to the Sale of Real Property Contained in the Plat of The Preserve of Montrose. Council Member Paradeise seconded the motion. Motion carried 5-0.

Council Members Present:

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

City Staff Present:

- Jessica Bonniwell, City Administrator
- Mary Tietjen, City Attorney
- Jared Voge, City Engineer
- Dan Remer, Public Works Director
- Cristy Gerard, Deputy City Clerk

Mayor Moynagh motioned to close the Closed Session and re-open the City Council Meeting Pursuant to Minnesota State Statute 13D.05, Subd. 3(c) Related to the Sale of Real Property Contained in the Plat of The Preserve of Montrose. Council Member Solarz seconded the motion. Motion carried 5-0.

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

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

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

17. ADJOURNMENT

Council Member Solarz motioned to adjourn the Regular City Council Meeting at 8:56 p.m. Council Member Paradeise seconded the motion. Motion carried 5-0.

Kirby Moynagh
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

City of Montrose
 Special City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, October 30, 2023
 5:30 P.M.

1. CALL TO ORDER

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

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

2. ROLL CALL

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

Staff Present: Ms. Jessica Bonniwell, City Administrator

3. BUSINESS

A. First Children's Childcare Opportunities Discussion with Public

Ms. Bonniwell presented a prepared slide show discussing the First Children's Finance Child Care Initiative that the EDA and City Council are trying to put into place. Ms. Bonniwell stated that the first step in the process is to get community support and put together a "core team" of 15-20 people to move the initiative forward so the community could then be eligible for educational and financial assistance from First Children's Finance. Three people attended the meeting to get some information about what the council is planning, but the community would need to have at least 15-20 people dedicated to this cause in order to start the process.

B. Purchase Agreement for Preserve

1. Resolution 2023-34 – *A Resolution Approving a Purchase and Sale Agreement for the Sale of City-Owned Property to JPB Land, LLC*

Ms. Bonniwell stated that the council had previously reviewed this document and it was before them this evening for consideration for approval. Ms. Bonniwell stated that the developer has agreed to the document and signed already.

Council Member Otto motioned to approve Resolution 2023-34 - *A Resolution Approving a Purchase and Sale Agreement for the Sale of City-Owned Property to JPB Land, LLC*. Council Member Solarz seconded the motion. Motion carried 5-0.

4. ADJOURNMENT

Council Member Otto motioned to adjourn the Special City Council Meeting at 5:50 p.m. Council Member Solarz seconded the motion. Motion carried 5-0.

Kirby Moynagh
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

ACCOUNTS PAYABLE LIST

November 13, 2023

Payroll	10/10/23 Supp. Payroll	689.24
Payroll	10/17/23 Payroll	16516.31
Payroll	11/01/23 Payroll	15383.47
IRS-Federal Tax Payment	10/10/23 FED/FICA Tax Supp.	114.68
IRS-Federal Tax Payment	10/17/23 FED/FICA Tax	5530.73
IRS-Federal Tax Payment	11/01/23 CPAY FED/FICA Tax	5054.61
MN Dept. of Revenue	10/10/23 State W/H Supp.	2.96
MN Dept. of Revenue	10/17/23 State Withholding	1578.61
MN Dept. of Revenue	11/01/23 State Withholding	1482.78
PERA	10/17/23 Payroll	3224.27
PERA	11/01/23 Payroll	3033.74
*Ameritas Life Ins.	Nov. Emp. Optical Ins.	62.16
MN Dept. of Revenue	October Sales Tax	95.00
Payment Service Network	Sept/Oct PSN/ACH Fees	3243.50
Acme Tools Plymouth	Equip Repair Maint.	1089.00
*AFSCME #65	Oct. Union Dues	60.20
All State Traffic Control	Sign Posts	2400.00
*Bolton & Menk	Engineering Services	24052.50
Cintas	Uniforms/Floor Mats	337.89
*Citizens State Bank	October H.S.A. Deposit	550.00
*Colonial Life Ins.	Oct. Employee Ins.	19.56
Core & Main, LP	Street Repair Materials	739.00
Delta Dental	November Dental Insurance	350.67
Elan Financial Svcs.	Dues and Subscriptions	80.77
Elan Financial Svcs.	Park Supplies	41.85
Elan Financial Svcs.	Office Supplies	190.04
Elan Financial Svcs.	Sanitation Services	83.92
Grainger	Streets / Water / WWTP Supp.	1429.76
Grittman Consulting	Planning Services	442.10
Hawkins	W/WW Treatment Chemicals	70.00
Health Partners	October Health Ins.	1743.97
HH Fabrication & Repair	Equipment Repair	550.00
In Control	WWTP Control Panel Maint.	5263.70
*IUOE Local #49	Oct. Union Dues	175.00
Lincoln Nat'l Life Ins.	November Life Ins.	173.21
M&M Express Sales & Service	Equipment Maintenance	28.96
*Madison Nat'l Life	Nov. Disability Ins.	459.43
Marco Tech.	Printer Contract	67.49
Menards	PW,W,WW Tools & Supp.	268.75

November 13, 2023

Page 2

*Metro West Inspection	Building Inspections/Permits	8157.31
Milhausen Auto Repair	Vehicle Maintenance	1200.63
Mini Biff	Parks/PW Bathrooms	787.44
Minnesota Municipal Util.	Employee Drug Testing	123.75
Minnesota Pollution Control	Employee Training	780.00
MVTL Laboratories	Water & WWTP Testing	550.11
North Star Awards	Council Name Plate	10.00
Paumen Computer Services	IT/Computer Services	5671.06
Purchahse Power	Postage Expenses	2030.00
RDO Equipment Co.	Equipment Maintenance	3031.11
Revize	Website Annual Fee	2100.00
Sentry Systems / Alert 360	City Hall Security System	147.38
Sign Man	Logos for New Vehicles	625.00
St. Louis MRO, Inc.	Employee Drug Testing	50.00
Steiner Auto Parts	Shop Supplies	38.98
Towmaster	Plow Truck	151188.00
USA BlueBook	Water/WWTP Supplies	1711.46
Varner Mobile Services	Vehicle Service and DOT	2670.90
Vessco, Inc	System Repair/Maintenance	315.34
Wakesun, LLC	Electrical Services	11478.93
Walmart	Office Supplies	80.77
Wex Bank	Vehicle Fuel	1653.46
Windstream	Telephone Service	142.31
Wright Co. Finance Dept.	Sept. Patrol Fines	644.91
Wright Co. Sheriff	Fall Event Police Services	450.00
Wright-Hennepin Co-op	Electrical Services	280.56
Xcel Energy	Electric/Gas Charges	2642.61
Ziegler, Inc.	Sewer Repair / Maintenance	1293.99
*Hoppe, Carol	Utility Overpayment	76.28
*Lynch, Bonita	Utility Overpayment	57.94
*McIntosh Valarie	Utility Overpayment	141.55
*Stellick, Michael	Utility Overpayment	124.52
*Capelle, Jordan	Utility Overpayment	10.88
*Kolar, Rachel	Utility Overpayment	183.70
*Ward, Greg	Utility Overpayment	257.85
*Bakeberg, Jacob	Utility Overpayment	11.14
*Carlson, Dean	Utility Overpayment	40.86
*McDonald, Samantha	Utility Overpayment	31.35
*Gaustad, Susan	Utility Overpayment	479.39
*Olson, Tim	Utility Overpayment	148.31
*Miller, Thomas	Utility Overpayment	19.23
*Lyke, Donald	Utility Overpayment	10.00
*Hanson, Tina	Utility Overpayment	43.62
*Jensen, Dyllan	Utility Overpayment	112.10

November 13, 2023

Page 3

*Wagnen, Jolene

Utility Overpayment

65.13

ACCOUNTS PAYABLE SUBTOTAL**298349.69**

Abdo	CIP & Accounting Services	102.50
Adam's Pest Control	CH Pest Control	88.58
Badger Meter	October Hosting / Annual Fees	1702.44
*Bolton & Menk	Engineering Services	40248.50
Braun Intertec	2023 Street Project Testing	1208.00
Centra Sota Coop.	Bulk Diesel & Clarifier Oil	3030.40
Cintas	Uniforms/Floor Mats	112.63
Comcast	Internet Service	543.40
Davis Construction Co.	Gravel for Lift Station	98.95
*Eischens, Ryan	Clothing Allowance - Winter	67.99
GMH Asphalt Corp	2023 Street Project	255746.23
Gopher State One Call	Water/Sewer Locates	44.55
Grainger	Water / Sewer Supplies	412.60
*Grittman Consulting	Planners Services	1637.60
Hawkins	W/WW Treatment Chemicals	3811.28
IUOE Local #49 CPF	August HRA	1200.00
IUOE Local #49 FBF	December Health,Dental	8520.00
*IUOE Local #49	Nov. Union Dues	210.00
Jenson, Marie	October CH/CC Cleaning	515.00
Jordan Concrete	Park Bench Pads	7400.00
Kuechle Underground	Catch Basin Repairs	62835.00
The Mill Pond	Street Maintenance	72.00
Mini Biff	Parks/PW Bathrooms	330.26
MN Computer Systems	Copier Maint. Agreement	239.99
MN Dept. of Public Safety	Water Testing	200.00
MVTL Laboratories	Water & WWTP Testing	1315.38
Nuso (NEC Cloud Comm.)	Telephone Service	187.37
Quill	Office Supplies	206.85
Republic Services	Garbage Service/Dumpster	171.64
Steiner Auto Parts	PW Vehicle Parts	11.49
Sweeper Services	Streetsweeper Repair	531.80
Utility Consultants	Water Testing	181.85
Verizon	Cellphone & Tablet Svc.	492.33
Wakesun	Electrical Services	7969.39
Windstream	Telephone Service	142.31
Wright County Finance Dept.	November Patrol Services	26386.46
Wright County Finance Dept.	October Patrol Fines	555.77
Wright County Journal Press	Newspaper Notices	32.63
Xcel Energy	Electrical and Gas Service	201.72
Zarnoth Brush Works	Sweeper Brushes	41.88

November 13, 2023

Page 4

TOTAL ACCOUNTS PAYABLE

727156.46

MOYNAGH

BONNIWELL

OTTO

NELSON

SOLARZ

PARADEISE*** Appendix**

Payments received to offset checks written

Payroll Deduction	AFSCME 65 Union Dues	60.20
Payroll Deduction	IUOE 49 Union Dues	210.00
Payroll Deduction	Oct. EE Ins.	19.56
Payroll Deduction	Oct. H.S.A. Deposit	550.00
Payroll Deduction	Nov. Disability Ins.	459.43
Employee Expense	Eischens, Ryan	67.99
Developer Expense	Engineering Services	1105.50
Developer Expense	Engineering Services	1112.50
Resident Expense	Permit Fees	8157.31
Utility Expense	Hoppe, Carol	76.28
Utility Expense	Lynch, Bonita	57.94
Utility Expense	McIntosh Valarie	141.55
Utility Expense	Stellick, Michael	124.52
Utility Expense	Capelle, Jordan	10.88
Utility Expense	Kolar, Rachel	183.70
Utility Expense	Ward, Greg	257.85
Utility Expense	Bakeberg, Jacob	11.14
Utility Expense	Carlson, Dean	40.86
Utility Expense	McDonald, Samantha	31.35
Utility Expense	Gaustad, Susan	479.39
Utility Expense	Olson, Tim	148.31

November 13, 2023

Page 5

Utility Expense	Miller, Thomas	19.23
Utility Expense	Lyke, Donald	10.00
Utility Expense	Hanson, Tina	43.62
Utility Expense	Jensen, Dyllan	112.10
Utility Expense	Wagnen, Jolene	65.13

FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

November 13, 2023

Amazon Capital Services	Medical Supplies	136.01
Amazon Capital Services	Communications	76.44
Customized Fire Training	Fire Training	2000.00
Emergency Apparatus Maint.	Truck Maintenance	2081.80
Menards	Shop Supplies	105.20
Minnesota State Fire Assoc.	Dues and Subscriptions	175.00
Minnesota Computer Systems	Printer Contract	119.97
Schwickerts Tecta America	Building Maintenance	750.00
Wex Bank	Vehicle Fuel	485.80
Wright Co. Human Services	Flu Shots / Physicals	780.00
Xcel Energy	Electric/Gas Charges	143.22

ACCOUNTS PAYABLE SUBTOTAL 6853.44

B&D Plumbing Heating & AC	Building Maintenance	3995.00
Comcast	Internet Service	97.85
Macqueen Equipment	Gas Meter Calibration	120.00
Marketon, Thomas	Mileage Reimbursement	242.35
Stoll, Kelly	Mileage Reimbursement	242.35
Triplett, Kevin	Mileage Reimbursement	242.35
Verizon	FD iPad	40.02

TOTAL ACCOUNTS PAYABLE 11833.36

MOYNAGH

BONNIWELL

OTTO

NELSON

SOLARZ

PARADEISE

Nov 2nd 2023
CG

CITY OF MONTROSE
Monthly Adjustments

Account	Tran Type	Charge Name	Charge Type	Amount	Date
01-00001975-00-	Adjustment	R Water	Service	(\$2.71)	10/31/2023
01-00005121-00-	Adjustment	WWTP	Service	(\$0.81)	10/2/2023
01-00001174-00-	Adjustment	Sewer Collection	Service	(\$1.18)	10/31/2023
01-00001174-00-	Adjustment	R Water	Service	(\$1.38)	10/31/2023
01-00001932-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00001932-00-	Adjustment	WWTP	Service	(\$0.89)	10/31/2023
01-00001932-00-	Adjustment	Sewer Collection	Service	(\$0.84)	10/31/2023
01-00001932-00-	Adjustment	R Water	Service	(\$1.00)	10/31/2023
01-00002662-01-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00002662-01-	Adjustment	WWTP	Service	(\$1.59)	10/31/2023
01-00002662-01-	Adjustment	Sewer Collection	Service	(\$1.57)	10/31/2023
01-00002662-01-	Adjustment	Combo Water	Service	(\$1.91)	10/31/2023
01-00001975-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00001174-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00001975-00-	Adjustment	Sewer Collection	Service	(\$2.30)	10/31/2023
01-00001130-00-	Adjustment	R Water	Service	(\$1.22)	10/31/2023
01-00002579-00-	Adjustment	Storm Water	Service	(\$0.35)	10/31/2023
01-00002579-00-	Adjustment	Annual State Wa	Service	(\$0.10)	10/31/2023
01-00002579-00-	Adjustment	WWTP	Service	(\$2.77)	10/31/2023
01-00002579-00-	Adjustment	R Water	Service	(\$3.39)	10/31/2023
01-00002579-00-	Adjustment	Sewer Collection	Service	(\$2.82)	10/31/2023
01-00001814-00-	Adjustment	Storm Water	Service	(\$0.79)	10/31/2023
01-00001814-00-	Adjustment	WWTP	Service	(\$2.60)	10/31/2023
01-00001814-00-	Adjustment	Sewer Collection	Service	(\$2.54)	10/31/2023
01-00001814-00-	Adjustment	R Water	Service	(\$2.96)	10/31/2023
01-00001990-00-	Adjustment	Combo Water	Service	(\$0.12)	10/24/2023
01-00001990-00-	Adjustment	Storm Water	Service	(\$0.39)	10/24/2023
01-00001990-00-	Adjustment	WWTP	Service	(\$0.93)	10/24/2023
01-00001990-00-	Adjustment	Sewer Collection	Service	(\$0.89)	10/24/2023
01-00001975-00-	Adjustment	WWTP	Service	(\$2.28)	10/31/2023
01-00002563-01-	Adjustment	WWTP	Service	(\$0.76)	10/31/2023
01-00006024-00-	Adjustment	R Water	Service	(\$0.78)	10/31/2023
01-00001516-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00001516-00-	Adjustment	WWTP	Service	(\$1.18)	10/31/2023
01-00001516-00-	Adjustment	Sewer Collection	Service	(\$1.15)	10/31/2023
01-00001516-00-	Adjustment	Combo Water	Service	(\$1.36)	10/31/2023
01-00001965-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00001965-00-	Adjustment	WWTP	Service	(\$1.21)	10/31/2023
01-00001965-00-	Adjustment	Sewer Collection	Service	(\$1.17)	10/31/2023
01-00001965-00-	Adjustment	R Water	Service	(\$1.37)	10/31/2023
01-00007003-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00007003-00-	Adjustment	WWTP	Service	(\$1.60)	10/31/2023
01-00007003-00-	Adjustment	Sewer Collection	Service	(\$1.58)	10/31/2023
01-00001174-00-	Adjustment	WWTP	Service	(\$1.21)	10/31/2023
01-00015846-01-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
00-00005868-02-	Adjustment	R Water	Service	(\$4.05)	10/11/2023
01-00002563-01-	Adjustment	Sewer Collection	Service	(\$0.70)	10/31/2023
01-00002563-01-	Adjustment	R Water	Service	(\$0.84)	10/31/2023
01-00003130-03-	Adjustment	Storm Water	Service	(\$0.32)	10/31/2023
01-00003130-03-	Adjustment	WWTP	Service	(\$0.28)	10/31/2023
01-00003130-03-	Adjustment	Sewer Collection	Service	(\$0.22)	10/31/2023
01-00003130-03-	Adjustment	R Water	Service	(\$0.28)	10/31/2023
01-00001652-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00001652-00-	Adjustment	WWTP	Service	(\$1.20)	10/31/2023

Account	Tran Type	Charge Name	Charge Type	Amount	Date
01-00001652-00-	Adjustment	Sewer Collection	Service	(\$1.17)	10/31/2023
01-00001652-00-	Adjustment	R Water	Service	(\$1.37)	10/31/2023
01-00001130-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00001130-00-	Adjustment	WWTP	Service	(\$1.07)	10/31/2023
01-00001130-00-	Adjustment	Sewer Collection	Service	(\$1.03)	10/31/2023
01-00007003-00-	Adjustment	R Water	Service	(\$1.84)	10/31/2023
01-00001946-01-	Adjustment	R Water	Service	(\$1.01)	10/31/2023
01-00001229-00-	Adjustment	Sewer Collection	Service	(\$1.01)	10/31/2023
01-00001229-00-	Adjustment	R Water	Service	(\$1.19)	10/31/2023
01-00002011-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00002011-00-	Adjustment	WWTP	Service	(\$0.77)	10/31/2023
01-00002011-00-	Adjustment	Sewer Collection	Service	(\$0.71)	10/31/2023
01-00002011-00-	Adjustment	R Water	Service	(\$0.85)	10/31/2023
01-00002557-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00002557-00-	Adjustment	WWTP	Service	(\$1.79)	10/31/2023
01-00002557-00-	Adjustment	Sewer Collection	Service	(\$1.78)	10/31/2023
01-00002557-00-	Adjustment	Combo Water	Service	(\$2.07)	10/31/2023
01-00005863-01-	Adjustment	R Water	Service	(\$1.22)	10/31/2023
01-00001946-01-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00001990-00-	Adjustment	Combo Water	Service	(\$5.10)	10/24/2023
01-00001946-01-	Adjustment	Sewer Collection	Service	(\$0.86)	10/31/2023
01-00015846-01-	Adjustment	R Water	Service	(\$1.27)	10/31/2023
01-00002563-01-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00005121-00-	Adjustment	Sewer Collection	Service	(\$0.75)	10/2/2023
01-00005121-00-	Adjustment	R Water	Service	(\$0.90)	10/2/2023
01-00005863-01-	Adjustment	Storm Water	Service	(\$4.91)	10/2/2023
01-00005863-01-	Adjustment	WWTP	Service	(\$105.97)	10/2/2023
01-00005863-01-	Adjustment	Sewer Collection	Service	(\$110.05)	10/2/2023
01-00005863-01-	Adjustment	R Water	Service	(\$114.82)	10/2/2023
01-00001952-02-	Adjustment	R Water	Service	(\$104.00)	10/2/2023
01-00006008-00-	Adjustment	Storm Water	Service	(\$0.39)	10/2/2023
01-00006008-00-	Adjustment	WWTP	Service	(\$1.68)	10/2/2023
01-00006008-00-	Adjustment	Sewer Collection	Service	(\$1.67)	10/2/2023
01-00006008-00-	Adjustment	Combo Water	Service	(\$2.15)	10/2/2023
01-00005121-00-	Adjustment	Storm Water	Service	(\$0.39)	10/2/2023
01-00001946-01-	Adjustment	WWTP	Service	(\$0.90)	10/31/2023
01-00001879-02-	Adjustment	Sewer Collection	Service	\$18.35	10/9/2023
01-00006024-00-	Adjustment	Storm Water	Service	\$0.39	10/31/2023
01-00001879-02-	Adjustment	R Water	Service	(\$148.00)	10/9/2023
00-00001879-02-	Adjustment	R Water	Service	(\$179.35)	10/9/2023
01-00001879-02-	Adjustment	Storm Water	Service	\$0.12	10/9/2023
01-00001879-02-	Adjustment	Storm Water	Service	\$7.75	10/9/2023
01-00001879-02-	Adjustment	Annual State Wa	Service	\$0.49	10/9/2023
01-00001879-02-	Adjustment	WWTP	Service	\$8.39	10/9/2023
01-00001879-02-	Adjustment	WWTP	Service	\$0.90	10/9/2023
01-00001879-02-	Adjustment	Sewer Collection	Service	\$6.96	10/9/2023
01-00001879-02-	Adjustment	Sewer Collection	Service	\$0.92	10/9/2023
01-00001879-02-	Adjustment	R Water	Service	\$1.05	10/9/2023
01-00001879-02-	Adjustment	R Water	Service	\$8.78	10/9/2023
01-00001879-02-	Adjustment	Storm Water	Service	\$2.33	10/9/2023
01-00001229-00-	Adjustment	WWTP	Service	(\$1.06)	10/31/2023
01-00001879-02-	Adjustment	WWTP	Service	\$1.37	10/9/2023
00-00001933-00-	Adjustment		UR	(\$76.28)	10/23/2023
01-00015846-01-	Adjustment	Sewer Collection	Service	(\$1.08)	10/31/2023
01-00015846-01-	Adjustment	WWTP	Service	(\$1.12)	10/31/2023

Account	Tran Type	Charge Name	Charge Type	Amount	Date
01-00001879-02-	Adjustment	R Water	Service	\$1.54	10/9/2023
01-00001879-02-	Adjustment	R Water	Service	\$22.51	10/9/2023
01-00001879-02-	Adjustment	Annual State Wa	Service	\$9.72	10/9/2023
01-00001879-02-	Adjustment	Sewer Collection	Service	\$19.08	10/9/2023
01-00001879-02-	Adjustment	WWTP	Service	\$18.02	10/9/2023
01-00001879-02-	Adjustment	WWTP	Service	\$19.94	10/9/2023
01-00001879-02-	Adjustment	Annual State Wa	Service	\$0.51	10/9/2023
01-00001879-02-	Adjustment	Storm Water	Service	\$0.51	10/9/2023
01-00001879-02-	Adjustment	Storm Water	Service	\$7.75	10/9/2023
01-00001879-02-	Adjustment	R Water	Service	\$21.05	10/9/2023
01-00001229-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00001879-02-	Adjustment	Sewer Collection	Service	\$1.31	10/9/2023
01-00005068-02-	Adjustment	Sewer Collection	Service	(\$0.68)	10/31/2023
01-00001856-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00001856-00-	Adjustment	WWTP	Service	(\$1.67)	10/31/2023
01-00001856-00-	Adjustment	Sewer Collection	Service	(\$1.66)	10/31/2023
01-00001856-00-	Adjustment	R Water	Service	(\$1.92)	10/31/2023
01-00015826-01-	Adjustment	Storm Water	Service	(\$0.40)	10/31/2023
01-00015826-01-	Adjustment	WWTP	Service	(\$0.79)	10/31/2023
01-00015826-01-	Adjustment	Sewer Collection	Service	(\$0.73)	10/31/2023
01-00015826-01-	Adjustment	R Water	Service	(\$0.87)	10/31/2023
01-00005065-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00005065-00-	Adjustment	WWTP	Service	(\$79.00)	10/31/2023
01-00005065-00-	Adjustment	Sewer Collection	Service	(\$0.74)	10/31/2023
01-00005065-00-	Adjustment	R Water	Service	(\$0.88)	10/31/2023
01-00002675-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00005068-02-	Adjustment	WWTP	Service	(\$0.72)	10/31/2023
01-00004172-00-	Adjustment	WWTP	Service	(\$0.38)	10/31/2023
01-00005068-02-	Adjustment	R Water	Service	(\$0.81)	10/31/2023
01-00002604-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00002604-00-	Adjustment	WWTP	Service	(\$2.00)	10/31/2023
01-00002604-00-	Adjustment	Sewer Collection	Service	(\$2.00)	10/31/2023
01-00002604-00-	Adjustment	R Water	Service	(\$2.33)	10/31/2023
01-00002577-00-	Adjustment	Storm Water	Service	(\$0.31)	10/31/2023
01-00002577-00-	Adjustment	WWTP	Service	(\$1.66)	10/31/2023
01-00002577-00-	Adjustment	Sewer Collection	Service	(\$1.66)	10/31/2023
01-00002577-00-	Adjustment	R Water	Service	(\$1.94)	10/31/2023
01-00001232-00-	Adjustment	Storm Water	Service	(\$0.38)	10/31/2023
01-00001232-00-	Adjustment	WWTP	Service	(\$1.45)	10/31/2023
01-00001232-00-	Adjustment	Sewer Collection	Service	(\$1.43)	10/31/2023
01-00006024-00-	Adjustment	Sewer Collection	Service	(\$0.65)	10/31/2023
01-00005068-02-	Adjustment	Storm Water	Service	(\$0.33)	10/31/2023
01-00001560-01-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00001250-01-	Adjustment	WWTP	Service	(\$1.22)	10/31/2023
01-00001250-01-	Adjustment	Sewer Collection	Service	(\$1.19)	10/31/2023
01-00001250-01-	Adjustment	R Water	Service	(\$1.39)	10/31/2023
01-00005081-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00005081-00-	Adjustment	WWTP	Service	(\$1.73)	10/31/2023
01-00005081-00-	Adjustment	Sewer Collection	Service	(\$1.72)	10/31/2023
01-00005081-00-	Adjustment	R Water	Service	(\$2.00)	10/31/2023
01-00001845-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00001845-00-	Adjustment	WWTP	Service	(\$1.02)	10/31/2023
01-00001845-00-	Adjustment	Sewer Collection	Service	(\$0.98)	10/31/2023
01-00001845-00-	Adjustment	R Water	Service	(\$1.15)	10/31/2023
01-00001563-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023

Account	Tran Type	Charge Name	Charge Type	Amount	Date
01-00001563-00-	Adjustment	WWTP	Service	(\$1.35)	10/31/2023
01-00004172-00-	Adjustment	Combo Water	Service	(\$0.41)	10/31/2023
01-00004102-00-	Adjustment	Sewer Collection	Service	(\$1.09)	10/31/2023
01-00002675-00-	Adjustment	WWTP	Service	(\$1.69)	10/31/2023
01-00004172-00-	Adjustment	Storm Water	Service	(\$0.22)	10/31/2023
01-00001841-00-	Adjustment	R Water	Service	(\$1.21)	10/31/2023
01-00001841-00-	Adjustment	Sewer Collection	Service	(\$1.03)	10/31/2023
01-00001841-00-	Adjustment	WWTP	Service	(\$1.06)	10/31/2023
01-00001563-00-	Adjustment	Sewer Collection	Service	(\$1.32)	10/31/2023
01-00004102-00-	Adjustment	R Water	Service	(\$1.27)	10/31/2023
01-00001563-00-	Adjustment	R Water	Service	(\$1.54)	10/31/2023
01-00004102-00-	Adjustment	WWTP	Service	(\$1.12)	10/31/2023
01-00004102-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00001560-01-	Adjustment	R Water	Service	(\$0.96)	10/31/2023
01-00001560-01-	Adjustment	Sewer Collection	Service	(\$0.81)	10/31/2023
01-00001560-01-	Adjustment	WWTP	Service	(\$0.86)	10/31/2023
01-00004172-00-	Adjustment	Sewer Collection	Service	(\$0.34)	10/31/2023
01-00001841-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00001888-00-	Adjustment	R Water	Service	(\$1.20)	10/31/2023
01-00005056-00-	Adjustment	WWTP	Service	(\$1.11)	10/31/2023
01-00005056-00-	Adjustment	Sewer Collection	Service	(\$1.08)	10/31/2023
01-00005056-00-	Adjustment	Combo Water	Service	(\$2.39)	10/31/2023
01-00006018-01-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00006018-01-	Adjustment	WWTP	Service	(\$1.58)	10/31/2023
01-00006018-01-	Adjustment	Sewer Collection	Service	(\$1.57)	10/31/2023
01-00006018-01-	Adjustment	R Water	Service	(\$1.82)	10/31/2023
01-00002569-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00002569-00-	Adjustment	WWTP	Service	(\$0.70)	10/31/2023
01-00002569-00-	Adjustment	Sewer Collection	Service	(\$0.64)	10/31/2023
01-00002569-00-	Adjustment	Combo Water	Service	(\$0.77)	10/31/2023
01-00001888-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00001232-00-	Adjustment	R Water	Service	(\$1.66)	10/31/2023
01-00001888-00-	Adjustment	Sewer Collection	Service	(\$1.02)	10/31/2023
01-00001657-00-	Adjustment	Sewer Collection	Service	(\$0.77)	10/31/2023
01-00004012-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00004012-00-	Adjustment	WWTP	Service	(\$0.84)	10/31/2023
01-00004012-00-	Adjustment	Sewer Collection	Service	(\$0.79)	10/31/2023
01-00004012-00-	Adjustment	R Water	Service	(\$0.94)	10/31/2023
01-00001838-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00001838-00-	Adjustment	WWTP	Service	(\$1.36)	10/31/2023
01-00001838-00-	Adjustment	Sewer Collection	Service	(\$1.34)	10/31/2023
01-00001838-00-	Adjustment	R Water	Service	(\$1.56)	10/31/2023
01-00006031-01-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00006031-01-	Adjustment	WWTP	Service	(\$3.61)	10/31/2023
01-00006031-01-	Adjustment	Sewer Collection	Service	(\$3.70)	10/31/2023
01-00006031-01-	Adjustment	R Water	Service	(\$4.48)	10/31/2023
01-00001250-01-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00001888-00-	Adjustment	WWTP	Service	(\$1.06)	10/31/2023
01-00001868-00-	Adjustment	WWTP	Service	(\$1.26)	10/31/2023
01-00002675-00-	Adjustment	Sewer Collection	Service	(\$1.68)	10/31/2023
01-00002675-00-	Adjustment	R Water	Service	(\$1.95)	10/31/2023
01-00002688-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00002688-00-	Adjustment	Sewer Collection	Service	(\$1.94)	10/31/2023
01-00002688-00-	Adjustment	WWTP	Service	(\$1.94)	10/31/2023
01-00002688-00-	Adjustment	R Water	Service	(\$2.26)	10/31/2023

Account	Tran Type	Charge Name	Charge Type	Amount	Date
01-00001927-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00001927-00-	Adjustment	WWTP	Service	(\$2.35)	10/31/2023
01-00001927-00-	Adjustment	Sewer Collection	Service	(\$2.37)	10/31/2023
01-00001927-00-	Adjustment	R Water	Service	(\$2.79)	10/31/2023
01-00004126-01-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00004126-01-	Adjustment	WWTP	Service	(\$0.98)	10/31/2023
01-00004126-01-	Adjustment	Sewer Collection	Service	(\$0.94)	10/31/2023
01-00005056-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00005804-00-	Adjustment	R Water	Service	(\$1.11)	10/31/2023
01-00006024-00-	Adjustment	WWTP	Service	(\$0.71)	10/31/2023
01-00001657-00-	Adjustment	WWTP	Service	(\$0.83)	10/31/2023
01-00001657-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00015117-01-	Adjustment	R Water	Service	(\$2.17)	10/31/2023
01-00015117-01-	Adjustment	Sewer Collection	Service	(\$1.87)	10/31/2023
01-00004126-01-	Adjustment	Combo Water	Service	(\$1.29)	10/31/2023
01-00015117-01-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00001868-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00005804-00-	Adjustment	WWTP	Service	(\$0.99)	10/31/2023
01-00005804-00-	Adjustment	WWTP	Service	(\$0.99)	10/31/2023
01-00005804-00-	Adjustment	Storm Water	Service	(\$0.39)	10/31/2023
01-00001868-00-	Adjustment	R Water	Service	(\$1.44)	10/31/2023
01-00001868-00-	Adjustment	Sewer Collection	Service	(\$1.23)	10/31/2023
01-00001657-00-	Adjustment	R Water	Service	(\$0.92)	10/31/2023
01-00015117-01-	Adjustment	WWTP	Service	(\$1.87)	10/31/2023
				(\$986.97)	

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

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

RESOLUTION NO. 2023-35

RESOLUTION AUTHORIZING A CHANGE TO THE BANK SIGNATURE CARDS

WHEREAS, Banking Standards require all changes to signature cards be submitted in writing, and

WHEREAS, the City of Montrose has had a change in administration;

NOW THEREFORE, BE IT RESOLVED; that the City Council authorizes the removal of Michael Sommerfeld from all city accounts and that Jessica Bonniwell, Daniel Remer, Robert W. Moynagh III and Sam Solarz be signers on the city accounts (General Checking Account, EDA Account and Money Market and Safe Deposit Box), that Jessica Bonniwell and Jaclyn Heinz be able to make deposits, electronic funds transfers and manage investments (ie CD's, etc.) effective November 14, 2023.

Adopted by the Montrose City Council on November 13, 2023.

Robert W. Moynagh III, Mayor

Jessica Bonniwell, City Administrator

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

**RESOLUTION ALLOWING THE ASSESSMENT OF UNPAID UTILITIES AND GARBAGE CHARGES TO
THE 2024 TAXES**

RESOLUTION 2023-36

WHEREAS, the Montrose City Council has reviewed the unpaid utility bills pursuant to
Montrose City Code 30.07; and

WHEREAS, the property owners have been properly notified of said pending assessment;

NOW THEREFORE, BE IT RESOLVED; that the City Clerk will certify to the County Auditor for
inclusion on the 2024 tax statements, those bills which remain unpaid as of
November 21, 2023.

_____ moved for the adoption of the above Resolution.

_____ seconded the motion.

In favor:

Opposed:

Date: **Monday, November 13, 2023**

Signed: _____
Kirby Moynagh, Mayor

Attest: _____
Jessica Bonniwell, City Administrator

UTILITY ASSESSMENTS**NOVEMBER 2023**

<u>Name/Address</u>	<u>PID</u>	<u>Amount</u>
Jarett Harmon	112-031-003080	\$1429.05
504 Emerson Court		
Montrose, MN 55363-9415		
 Rene Steiner	112-032-001070	\$646.51
PO Box 398		
Mound, MN 55364		
 Paul Merz	112-012-003060	\$469.62
10814 Fenner Ave SE		
Delano, MN 55328		

REFUSE SERVICE ASSESSMENTS

NOVEMBER 2023

<u>Name / Address</u>	<u>PID</u>	<u>Amount</u>
Mark & Janell Kunze 5934 Main Street W Maple Plain, MN 55359-9359	112-024-002080	\$511.94
Rene Steiner PO Box 398 Mound, MN 55364-0398	112-032-001070	\$480.77
SFR Borrower 2021-2 LLC 120 Riverside Plz, Suite 2000 Chicago, IL 60606	112-031-004130	\$371.44
Danielson Real Estate LLC 3616 20 th Street NE Buffalo, MN 55313	112-036-001130	\$288.50
Garl McGraw & Matthew Hamilton 212 Crystal Lane Montrose, MN 55363	112-017-01070	\$259.16

Joel Grave 513 1 st Street N Montrose, MN 55363	112-017-004040	\$244.63
Andrew & Carissa Stier 928 Steamboat Lane Montrose, MN 55363	112-034-002060	\$244.63
Jeremiah & Lyndse Wedll 524 2 nd Street S Montrose, MN 55363	112-035-002010	\$244.63
Bradley Widmer 201 Crystal Lane Montrose, MN 55363	112-017-006100	\$244.63
Kaikeo Sysomboune 1020 Alexander Court Montrose, MN 55363	112-038-001140	\$244.63
Tho Thi Anh-Phan 606 6 th Street N Montrose, MN 55363	112-045-001130	\$235.93
John Andres PO Box 514 Montrose, MN 55363	112-012-006270	\$235.93

Mark & Janell Kunze 5934 Main Street W Maple Plain, MN 55359	112-026-001230	\$235.93
Duane Haapoja 1108 Sunset Ave Montrose, MN 55363	112-047-004110	\$235.93
Angel & Vianney Vasquez 1106 Foede Circle Montrose, MN 55363	112-047-010040	\$214.52
Jason & Kelly Vold 25520 24th Street W Zimmerman, MN	112-038-001450	\$206.73
Eddie & Nicole Andreoff 303 Mindy Lane Montrose, MN 55363	112-022-001120	\$196.05
Anthony & Sarah Sjostrand 720 Brook Circle W Montrose, MN 55363	112-033-003090	\$196.05

Jeffrey & Michelle Drews 5245 79th Ave Loretto, MN 55357	112-017-004010	\$196.05
Andrew Schultz 219 Quail Drive Montrose, MN 55363	112-025-001050	\$196.05
Jaymee Lawrenz 134 Pheasant Ridge Dr. Montrose, MN 55363	112-024-003050	\$196.05
Todd & Kelli McNevin 110 Nelson Blvd Montrose, MN 55363	112-500-012209	\$196.05
William Rogers 1116 Sunset Ave Montrose, MN 55363	112-047-005030	\$196.05
Nathan Montreuil 1107 Sunset Ave Montrose, MN 55363	112-047-010220	\$180.39
Nathan Montreuil 1107 Sunset Ave Montrose, MN 55363	112-047-010220	\$180.39

Christopher Rosendahl 713 7 th Street North Montrose, MN 55363	112-031-009020	\$177.47
Jeffrey & Michelle Drews 5245 79 th Ave Loretto, MN 55357	112-015-001130	\$177.47
Kathryn Pepping 609 Fairmont Ave N Montrose, MN 55363	112-031-005060	\$177.47
Kimberly Frye 14926 62 nd Street NW Annandale, MN 55302	112-036-001100	\$177.47
Douglas & Sally Roepke 4941 Three Points Blvd Mound, MN 55364	112-500-363402	\$177.47
William & Luann Kempf 500 5 th Street N Montrose, MN 55363	112-031-001070	\$160.56
Barry & Lavone Roche 115 Hill Street Montrose, MN 55363	112-027-002070	\$153.09

Matthew & Angela Kolles 310 Hogan Dr. Montrose, MN 55363	112-027-005040	\$147.47
Bwazu & Aisha Bela 600 Dillon Ave N Montrose, MN 55363	112-045-001120	\$147.47
Joshua & Holly Wood 626 Emerson Ave N Montrose, MN 55363	112-031-007100	\$147.47
Woody's on Main Property LLC 6000 Main Street Rockford, MN 55373	112-038-008410	\$147.47
Pablo De La Cruz Mendoza 616 6th Street N Montrose, MN 55363	112-045-001180	\$147.47
Roberta Hauhan 606 1st Street N Montrose, MN 55363	112-027-003030	\$147.47
Jade Olson & Elise Linder 1018 Alexander Court Montrose, MN 55363	112-038-001150	\$143.61

Keystone One LLC	112-500-363318	\$142.91
PO Box 98		
Buffalo, MN 55313		
Branden Stover	112-031-001060	\$135.69
502 5 th Street N		
Montrose, MN 55363		
Keystone One LLC	112-500-363318	\$133.74
PO Box 98		
Buffalo, MN 55313		
Sidnie Chantland	112-012-004050	\$120.69
150 3 rd Street S		
PO Box 460		
Montrose, MN 55363		
Kristina Hanke	112-027-002020	\$119.01
130 Hill Street		
Montrose, MN 55363		
Sarah Kachmarek &	112-042-003090	\$119.01
Richard Jacobson-Moreno		
833 Aspen Lane		
Montrose, MN 55363		

Jeffrey & Michelle Drews 5245 79 th Ave Loretto, MN 55357	112-013-003030	\$119.01
Jeffrey & Michelle Drews 5245 79 th Ave Loretto, MN 55357	112-021-001050	\$119.01
Amanda Merritt 331 Buffalo Ave S Montrose, MN 55363	112-012-005081	\$118.46
HPA Borrower 2017-1 LLC 120 S Riverside Plz Suite 2000 Chicago, IL 60606	112-017-001100	\$118.35
Jacob Wagman 1116 Foede Circle Montrose, MN 55363	112-047-010020	\$116.92
Daniel Stokes 1085 2 nd Street SW Delano, MN 55328	112-012-004030	\$106.64
Danielson Real Estate LLC 3616 20 th Street NE Buffalo, MN 55313	112-040-001010	\$98.89

Irene Buffie TR 6850 NYLE Court Rockford, MN 55373	112-012-004020	\$98.89
Sonny Helgesen 421 Buffalo Ave S Montrose, MN 55363	112-012-007121	\$68.82
Johnny & Megan Fitzpatrick 738 7 th Street N Montrose, MN 55363	112-044-002060	\$60.55
Craig & Tami Harding 301 Mindy Lane Montrose, MN 55363	112-022-001130	\$60.55
Kenneth & Laura Lanigan 149 Mindy Lane Montrose, MN 55363	112-013-003021	\$60.55
Michael Stockbauer & Angelena St, Denis 728 Brook Circle W Montrose, MN 55363	112-033-002160	\$60.55

Danielson Real Estate LLC 3616 20 th Street NE Buffalo, MN 55313	112-040-001050	\$60.55
Kathy Jo Peterson 511 Emerson Ave N Montrose, MN 55363	112-031-004050	\$112.25
Caci Caswell 426 Dillon Ave N Montrose, MN 55363	112-031-002020	\$50.31
Reynard & Rosemarie Johnson 115 Sheri Lane Montrose, MN 55363	112-013-003170	\$50.31
Evan Kako 111 Charity Lane N Montrose, MN 55363	112-013-001060	\$50.31

2024 LIQUOR LICENSES

The Ugly Bar	OffSale
260 Nelson Boulevard	OnSale
Montrose, MN 55363	Sunday
Gregg & Susan Anderson	
763-675-3219	
Jacqe B’s Kitchen & Cocktails	OffSale
211 Buffalo Avenue N.	OnSale
Montrose, MN 55363	Sunday
Brian Baumann	
763-675-3695	
O Brothers Wine & Spirits, LLC	OffSale
125 Nelson Boulevard	OnSale
Montrose, MN 55363	Sunday
763-675-3050	



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 November 1, 2023

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
911 Abandoned Total: 1					
10/20/23 00:55	911 Abandoned	2023095441			911
911 Hang-up Total: 2					
10/18/23 14:09	911 Hang-up	2023094947			911
10/19/23 21:10	911 Hang-up	2023095386			911
911 Hang-up; Domestic Disturbance Total: 1					
10/26/23 20:25	911 Hang-up; Domestic	2023097608	Domestic Disturbance	WP23028073	911
911 Open Line Total: 7					
10/05/23 07:48	911 Open Line	2023090715			911
10/08/23 15:52	911 Open Line	2023091804			911
10/18/23 09:24	911 Open Line	2023094856			911
10/20/23 22:43	911 Open Line	2023095757			911
10/21/23 09:48	911 Open Line	2023095838			911
10/25/23 09:00	911 Open Line	2023097088			911
10/31/23 12:45	911 Open Line	2023098887			911
Agency Assist Total: 2					
10/11/23 11:34	Agency Assist	2023092633	Agency Assist	WP23026506	Phone
10/27/23 17:20	Agency Assist	2023097853	Agency Assist	WP23028166	Phone
Animal Total: 4					
10/03/23 17:00	Animal	2023090231	Animal	WP23025776	Phone
10/10/23 12:04	Animal	2023092335	Animal	WP23026387	Phone
10/16/23 10:46	Animal	2023094170	Animal	WP23026987	Phone
10/27/23 12:12	Animal	2023097760	Animal	WP23028122	Phone
Animal - Bites - Attacks Total: 2					
10/03/23 10:19	Animal - Bites - Attacks	2023090099	Animal - Bites - Attacks	WP23025729	Phone
10/03/23 14:09	Animal - Bites - Attacks	2023090165	Animal - Bites - Attacks	WP23025751	Phone
Burglary Total: 1					
10/19/23 13:52	Burglary	2023095257	Burglary	WP23027330	Phone
Check Welfare Total: 7					
10/08/23 11:10	Check Welfare	2023091742	Animal	WP23026204	911
10/13/23 20:40	Check Welfare	2023093450	Check Welfare	WP23026765	Phone
10/18/23 17:49	Check Welfare	2023095010	Civil Child Custody	WP23027256	Phone
10/26/23 09:38	Check Welfare	2023097416	Check Welfare	WP23028006	Phone
10/27/23 09:47	Check Welfare	2023097718	Check Welfare	WP23028102	Phone
10/29/23 16:13	Check Welfare	2023098408	Court Order Violation	WP23028324	911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
10/30/23 07:31	Check Welfare	2023098515	Medical - Breathing Problems	WP23028352	Phone

Citizen Aid Total: 1

10/20/23 12:20	Citizen Aid	2023095545	Medical - Psychiatric -	WP23027411	911
----------------	-------------	------------	-------------------------	------------	-----

Civil Complaint Total: 13

10/01/23 13:53	Civil Complaint	2023089526	Civil Complaint	WP23025541	Phone
10/03/23 12:27	Civil Complaint	2023090132	Civil Complaint	WP23025742	Phone
10/08/23 14:56	Civil Complaint	2023091794	Civil Complaint	WP23026222	Phone
10/10/23 08:20	Civil Complaint	2023092283	Info	WP23026374	Phone
10/10/23 14:33	Civil Complaint	2023092366	Civil Complaint	WP23026401	Phone
10/14/23 20:00	Civil Complaint	2023093738	Civil Complaint	WP23026860	Phone
10/23/23 21:14	Civil Complaint	2023096717	Civil Complaint	WP23027805	911
10/24/23 07:43	Civil Complaint	2023096788	Civil Complaint	WP23027825	Phone
10/25/23 16:33	Civil Complaint	2023097199	Civil Complaint	WP23027949	911
10/27/23 19:01	Civil Complaint	2023097890	Civil Complaint	WP23028169	911
10/29/23 13:35	Civil Complaint	2023098378	Civil Complaint	WP23028311	911
10/31/23 10:55	Civil Complaint	2023098860	Civil Complaint	WP23028460	Phone
10/31/23 13:26	Civil Complaint	2023098901			Phone

Civil Process Total: 15

10/02/23 09:19	Civil Process	2023089762			Officer
10/02/23 10:25	Civil Process	2023089785			Officer
10/02/23 13:52	Civil Process	2023089849			Officer
10/02/23 13:58	Civil Process	2023089853			Officer
10/03/23 09:16	Civil Process	2023090073			Officer
10/03/23 09:23	Civil Process	2023090077			Officer
10/05/23 11:49	Civil Process	2023090777			Officer
10/05/23 13:41	Civil Process	2023090811			Officer
10/06/23 13:38	Civil Process	2023091139			Officer
10/11/23 14:50	Civil Process	2023092704			Officer
10/13/23 09:35	Civil Process	2023093226			Officer
10/18/23 08:35	Civil Process	2023094844			Officer
10/18/23 14:14	Civil Process	2023094950			Officer
10/23/23 09:08	Civil Process	2023096484			Officer
10/24/23 18:03	Civil Process	2023096978			Officer

Commercial General Alarm Total: 1

10/21/23 11:47	Commercial General	2023095870			Phone
----------------	--------------------	------------	--	--	-------

Court Order Violation Total: 2

10/15/23 14:09	Court Order Violation	2023093941	Court Order Violation	WP23026926	Phone
10/29/23 16:03	Court Order Violation	2023098406	Court Order Violation	WP23028321	

Criminal Damage to Property Total: 1

10/12/23 17:32	Criminal Damage to	2023093109	Criminal Damage to Property	WP23026648	Phone
----------------	--------------------	------------	-----------------------------	------------	-------

Disorderly Total: 1

10/06/23 16:04	Disorderly	2023091190	Disorderly	WP23026044	Phone
----------------	------------	------------	------------	------------	-------

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Domestic Disturbance Total: 1					
10/20/23 11:52	Domestic Disturbance	2023095535	Domestic Disturbance	WP23027406	911
Drug Court Home Visit Total: 1					
10/08/23 19:45	Drug Court Home Visit	2023091872			
Drugs Total: 1					
10/20/23 17:03	Drugs	2023095626	Theft - From Vehicle	WP23027447	Phone
Extortion - Bribery Total: 1					
10/06/23 19:30	Extortion - Bribery	2023091255	Extortion - Bribery	WP23026067	Phone
Fire - Other Total: 1					
10/09/23 12:05	Fire - Other	2023092037	Fire - Other	WP23026292	Phone
Fire - Smoke - Odor Total: 1					
10/04/23 17:56	Fire - Smoke - Odor	2023090540	Fire - Smoke - Odor	WP23025878	911
Fraud - Internet Total: 1					
10/03/23 10:25	Fraud - Internet	2023090101	Fraud - Internet	WP23025730	Phone
Harassment Total: 2					
10/27/23 17:24	Harassment	2023097854	Harassment	WP23028157	Phone
10/27/23 17:38	Harassment	2023097856	Harassment	WP23028161	Phone
Intoxicated Person Total: 1					
10/07/23 21:50	Intoxicated Person	2023091619	Intoxicated Person	WP23026169	Phone
Intoxicated Person; Noise Total: 1					
10/23/23 01:14	Intoxicated Person;	2023096430	Intoxicated Person	WP23027700	911
Juvenile - Complaint Total: 3					
10/02/23 18:43	Juvenile - Complaint	2023089942	Juvenile - Complaint	WP23025685	Phone
10/08/23 14:06	Juvenile - Complaint	2023091783	Juvenile - Complaint	WP23026217	911
10/15/23 19:08	Juvenile - Complaint	2023094036	Juvenile - Complaint	WP23026956	Phone
Juvenile - Runaway Total: 1					
10/30/23 16:28	Juvenile - Runaway	2023098672	Juvenile - Runaway	WP23028409	Phone
Lock Out - Lock In Total: 1					
10/03/23 18:09	Lock Out - Lock In	2023090251			Phone
Medical - Breathing Problems Total: 4					
10/05/23 20:03	Medical - Breathing	2023090936			911
10/16/23 11:22	Medical - Breathing	2023094186			911
10/21/23 07:34	Medical - Breathing	2023095824			911
10/27/23 14:52	Medical - Breathing	2023097804			911
Medical - Chest Pain Total: 1					
10/13/23 08:56	Medical - Chest Pain	2023093216			911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Medical - Choking Total: 1					
10/12/23 05:35	Medical - Choking	2023092905			911
Medical - Fall Under 6 Feet Total: 4					
10/13/23 19:52	Medical - Fall Under 6	2023093437			911
10/15/23 09:42	Medical - Fall Under 6	2023093884			Phone
10/17/23 22:08	Medical - Fall Under 6	2023094775			911
10/28/23 10:53	Medical - Fall Under 6	2023098041			Phone
Medical - Heart Problems Total: 2					
10/04/23 02:24	Medical - Heart	2023090342			911
10/25/23 22:39	Medical - Heart	2023097325			911
Medical - Psychiatric - Behavioral Total: 1					
10/24/23 15:09	Medical - Psychiatric -	2023096927	Medical - Psychiatric -	WP23027852	911
Medical - Seizure Total: 2					
10/01/23 19:52	Medical - Seizure	2023089627			911
10/18/23 17:28	Medical - Seizure	2023095002			911
Medical - Sick Total: 8					
10/03/23 22:22	Medical - Sick	2023090315			911
10/05/23 16:59	Medical - Sick	2023090879			911
10/05/23 17:47	Medical - Sick	2023090891			911
10/11/23 07:14	Medical - Sick	2023092567			911
10/16/23 21:12	Medical - Sick	2023094379			911
10/24/23 14:52	Medical - Sick	2023096917			911
10/25/23 16:28	Medical - Sick	2023097197			911
10/27/23 14:35	Medical - Sick	2023097795			911
Medical - Stroke Total: 1					
10/14/23 13:08	Medical - Stroke	2023093603			911
Medical - Trauma Total: 1					
10/27/23 16:32	Medical - Trauma	2023097842			911
Missing Person Total: 1					
10/19/23 06:05	Missing Person	2023095155	Missing Person	WP23027294	Phone
MVA - Injuries Total: 1					
10/31/23 17:57	MVA - Injuries	2023098973	Agency Assist	WP23028494	911
MVA - No Injuries Total: 2					
10/09/23 15:52	MVA - No Injuries	2023092104	MVA - No Injuries	WP23026318	911
10/26/23 11:03	MVA - No Injuries	2023097436	MVA - No Injuries	WP23028012	
Noise Total: 2					
10/13/23 23:38	Noise	2023093495	Noise	WP23026776	
10/15/23 00:19	Noise	2023093824	Noise	WP23026887	911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Parking Total: 2					
10/21/23 19:19	Parking	2023096026	Parking	WP23027573	
10/26/23 16:06	Parking	2023097530	Civil Complaint	WP23028046	
Probation Check Total: 1					
10/17/23 18:30	Probation Check	2023094678			Officer
Residential Fire Alarm Total: 1					
10/15/23 11:21	Residential Fire Alarm	2023093906			Phone
Residential Fire Alarm; 911 Text Total: 1					
10/10/23 22:39	Residential Fire Alarm;	2023092527			Phone
Residential General Alarm Total: 2					
10/08/23 18:53	Residential General	2023091857			Phone
10/11/23 15:19	Residential General	2023092719			Phone
Residential Medical Alarm Total: 2					
10/23/23 23:36	Residential Medical	2023096750			Phone
10/24/23 12:57	Residential Medical	2023096888			Phone
SIA Area Watch Total: 1					
10/15/23 01:09	SIA Area Watch	2023093835			
SIA Business Walk Through Total: 3					
10/13/23 10:02	SIA Business Walk	2023093234			
10/18/23 10:17	SIA Business Walk	2023094873			
10/18/23 10:32	SIA Business Walk	2023094878			
SIA City Council - City Hall Total: 1					
10/09/23 18:00	SIA City Council - City	2023092145			Officer
SIA Community Engagement Total: 2					
10/28/23 16:09	SIA Community	2023098119			
10/29/23 10:49	SIA Community	2023098344			
Sign - Signal Repair Total: 2					
10/03/23 18:05	Sign - Signal Repair	2023090247			Phone
10/24/23 10:33	Sign - Signal Repair	2023096835			Phone
Suspicious - Circumstances Total: 2					
10/05/23 23:18	Suspicious -	2023091001	Suspicious - Circumstances	WP23025981	Phone
10/26/23 19:47	Suspicious -	2023097597	Suspicious - Circumstances	WP23028070	Phone
Suspicious - Item Total: 1					
10/16/23 09:12	Suspicious - Item	2023094150	Counterfeit Currency	WP23026980	Phone
Suspicious - Person - Vehicle Total: 2					
10/08/23 17:23	Suspicious - Person -	2023091828	Suspicious - Person - Vehicle	WP23026240	Officer
10/31/23 17:41	Suspicious - Person -	2023098969	Suspicious - Person - Vehicle	WP23028493	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Theft - From Vehicle Total: 1					
10/28/23 13:54	Theft - From Vehicle	2023098089	Theft - From Vehicle	WP23028232	Phone
Traffic - Complaint Total: 3					
10/08/23 14:27	Traffic - Complaint	2023091786	Traffic - Complaint	WP23026218	911
10/09/23 16:20	Traffic - Complaint	2023092116	Traffic - Complaint	WP23026323	Phone
10/20/23 17:24	Traffic - Complaint	2023095638	Traffic - Complaint	WP23027449	Phone
Traffic - Hazard Total: 1					
10/09/23 19:13	Traffic - Hazard	2023092160	Traffic - Hazard	WP23026340	Phone
Traffic Stop Total: 54					
10/01/23 02:47	Traffic Stop	2023089436	DUI	WP23025519	Officer
10/01/23 23:24	Traffic Stop	2023089685			Officer
10/02/23 10:33	Traffic Stop	2023089786			Officer
10/02/23 22:40	Traffic Stop	2023090013			Officer
10/05/23 10:33	Traffic Stop	2023090754			Officer
10/06/23 20:15	Traffic Stop	2023091265			Officer
10/07/23 00:59	Traffic Stop	2023091342			Officer
10/07/23 01:29	Traffic Stop	2023091347			Officer
10/07/23 19:38	Traffic Stop	2023091548			Officer
10/07/23 20:36	Traffic Stop	2023091586			Officer
10/08/23 01:57	Traffic Stop	2023091675			Officer
10/08/23 09:44	Traffic Stop	2023091721			Officer
10/08/23 19:13	Traffic Stop	2023091863			Officer
10/10/23 11:46	Traffic Stop	2023092327			Officer
10/12/23 00:46	Traffic Stop	2023092884			Officer
10/12/23 07:51	Traffic Stop	2023092923			Officer
10/12/23 16:17	Traffic Stop	2023093081			Officer
10/14/23 00:10	Traffic Stop	2023093504			Officer
10/14/23 22:31	Traffic Stop	2023093793			Officer
10/15/23 01:18	Traffic Stop	2023093840			Officer
10/15/23 01:22	Traffic Stop	2023093841			Officer
10/15/23 22:03	Traffic Stop	2023094072	Traffic Stop	WP23026966	Officer
10/15/23 23:50	Traffic Stop	2023094093			Officer
10/15/23 23:57	Traffic Stop	2023094095			Officer
10/16/23 23:00	Traffic Stop	2023094395			Officer
10/16/23 23:54	Traffic Stop	2023094407	Traffic Stop	WP23027068	Officer
10/17/23 00:36	Traffic Stop	2023094417			Officer
10/17/23 14:14	Traffic Stop	2023094583	Warrant - Arrest	WSIU23027125	Officer
10/17/23 18:31	Traffic Stop	2023094680			Officer
10/17/23 18:41	Traffic Stop	2023094688	Traffic Stop	WP23027162	Officer
10/17/23 23:55	Traffic Stop	2023094798			Officer
10/18/23 20:34	Traffic Stop	2023095066			Officer
10/19/23 20:21	Traffic Stop	2023095374			Officer
10/19/23 21:18	Traffic Stop	2023095388			Officer
10/20/23 23:18	Traffic Stop	2023095771			Officer
10/20/23 23:23	Traffic Stop	2023095772	Traffic Stop	WP23027491	Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
10/21/23 16:01	Traffic Stop	2023095939			Officer
10/21/23 17:33	Traffic Stop	2023095979			Officer
10/21/23 22:44	Traffic Stop	2023096106			Officer
10/22/23 08:26	Traffic Stop	2023096184			Officer
10/22/23 10:49	Traffic Stop	2023096215			Officer
10/22/23 14:27	Traffic Stop	2023096270			Officer
10/22/23 15:20	Traffic Stop	2023096283			Officer
10/22/23 19:38	Traffic Stop	2023096365			Officer
10/24/23 01:57	Traffic Stop	2023096765			Officer
10/24/23 12:01	Traffic Stop	2023096869			Officer
10/25/23 19:32	Traffic Stop	2023097265			Officer
10/25/23 21:46	Traffic Stop	2023097311			Officer
10/26/23 00:17	Traffic Stop	2023097343			Officer
10/28/23 10:15	Traffic Stop	2023098031			Officer
10/28/23 18:13	Traffic Stop	2023098157			Officer
10/28/23 19:59	Traffic Stop	2023098191			Officer
10/28/23 22:48	Traffic Stop	2023098242	Traffic Stop	WP23028275	Officer
10/30/23 11:25	Traffic Stop	2023098573	DUI	WP23028374	Officer

Unwanted Person Total: 3

10/15/23 17:59	Unwanted Person	2023094014	Warrant - Attempt	WP23026946	Phone
10/18/23 21:03	Unwanted Person	2023095074	Warrant - Arrest	WP23027272	911
10/24/23 15:33	Unwanted Person	2023096935	Unwanted Person	WP23027856	Phone

Warrant - Attempt Total: 2

10/10/23 21:01	Warrant - Attempt	2023092513			
10/21/23 10:32	Warrant - Attempt	2023095849			

Total Records: 195

Montrose/Waverly Patrol Hour Summary

Hours Purchased Per Contract:	5,840.00	** Estimated Hours not verified by final monthly payroll
Starting Hours (beginning of month):	1,466.50	
M-T-D (detailed below):	487.50	
Balance going forward (to next month):	979.00	
Y-T-D:	4,861.00	

Shift Start

Date	Shift Start Time	Shift Stop Date	Shift Stop Time	Schedule	Position	Time Type	Regular Hours
Shift Start Date	Shift Start Time	Shift Stop Date	Shift Stop Time	Schedule	Position	Time Type	Regular Hours
1-Oct-23	10:00	1-Oct-23	18:00	Montrose/Wave	4620 Sheriff Gener.		8
1-Oct-23	18:00	2-Oct-23	2:00	Montrose/Wave	4630 Sheriff Gener.		8
2-Oct-23	18:00	3-Oct-23	2:00	Montrose/Wave	4630 Sheriff Gener.		8
2-Oct-23	10:00	2-Oct-23	18:00	Montrose/Wave	4620 Sheriff Gener.		8
3-Oct-23	18:00	4-Oct-23	2:00	Montrose/Wave	4630 Sheriff Gener.		8
3-Oct-23	10:00	3-Oct-23	18:00	Montrose/Wave	4620 Sheriff Gener.		8
4-Oct-23	10:00	4-Oct-23	18:00	Montrose/Wave	4620 Sheriff Gener.		8
4-Oct-23	18:00	5-Oct-23	2:00	Montrose/Wave	4630 Sheriff Gener.		8
5-Oct-23	18:00	6-Oct-23	2:00	Montrose/Wave	4630 Sheriff Gener.		8
5-Oct-23	10:00	5-Oct-23	18:00	Montrose/Wave	4620 Sheriff Gener.		8
6-Oct-23	18:00	7-Oct-23	2:00	Montrose/Wave	4630 Sheriff Gener.		8
6-Oct-23	10:00	6-Oct-23	18:00	Montrose/Wave	4620 Sheriff Gener.		8
7-Oct-23	18:00	8-Oct-23	2:00	Montrose/Wave	4630 Sheriff Gener.		8
7-Oct-23	11:00	7-Oct-23	18:00	Montrose/Wave	4620 Sheriff Gener.		7
8-Oct-23	6:00	8-Oct-23	18:00	Montrose/Wave	4620 Sheriff Gener.		12
8-Oct-23	18:00	8-Oct-23	22:00	Montrose/Wave	4630 Sheriff Gener.		4
9-Oct-23	16:00	10-Oct-23	2:00	Montrose/Wave	4630 Sheriff Gener.		10
9-Oct-23	10:00	9-Oct-23	16:00	Montrose/Wave	4620 Sheriff Gener.		6
10-Oct-23	16:00	11-Oct-23	2:00	Montrose/Wave	4630 Sheriff Gener.		10
10-Oct-23	10:00	10-Oct-23	16:00	Montrose/Wave	4620 Sheriff Gener.		6
11-Oct-23	16:00	12-Oct-23	2:00	Montrose/Wave	4630 Sheriff Gener.		10
11-Oct-23	10:00	11-Oct-23	16:00	Montrose/Wave	4620 Sheriff Gener.		6
12-Oct-23	16:00	13-Oct-23	2:00	Montrose/Wave	4630 Sheriff Gener.		10
12-Oct-23	10:00	12-Oct-23	16:00	Montrose/Wave	4620 Sheriff Gener.		6
13-Oct-23	18:00	14-Oct-23	2:00	Montrose/Wave	4630 Sheriff Gener.		8
13-Oct-23	10:00	13-Oct-23	18:00	Montrose/Wave	4620 Sheriff Gener.		8
14-Oct-23	18:00	15-Oct-23	2:00	Montrose/Wave	4630 Sheriff Gener.		8
14-Oct-23	10:00	14-Oct-23	18:00	Montrose/Wave	4620 Sheriff Gener.		8
15-Oct-23	18:00	16-Oct-23	2:00	Montrose/Wave	4630 Sheriff Gener.		8
16-Oct-23	18:00	17-Oct-23	2:00	Montrose/Wave	4630 Sheriff Gener.		8
16-Oct-23	10:00	16-Oct-23	18:00	Montrose/Wave	4620 Sheriff Gener.		8

17-Oct-23	18:00	18-Oct-23	2:00 Montrose/Wave	4630 Sheriff Genera	8
17-Oct-23	10:00	17-Oct-23	18:00 Montrose/Wave	4620 Sheriff Genera	8
18-Oct-23	18:00	19-Oct-23	2:00 Montrose/Wave	4630 Sheriff Genera	8
18-Oct-23	10:00	18-Oct-23	18:00 Montrose/Wave	4620 Sheriff Genera	8
19-Oct-23	18:00	20-Oct-23	0:00 Montrose/Wave	4630 Sheriff Genera	6
19-Oct-23	10:00	19-Oct-23	18:00 Montrose/Wave	4620 Sheriff Genera	8
20-Oct-23	18:00	21-Oct-23	2:00 Montrose/Wave	4630 Sheriff Genera	8
20-Oct-23	10:00	20-Oct-23	18:00 Montrose/Wave	4620 Sheriff Genera	8
20-Oct-23	0:00	20-Oct-23	2:00 Montrose/Wave	4630 Sheriff Genera	2
21-Oct-23	18:00	22-Oct-23	2:00 Montrose/Wave	4630 Sheriff Genera	8
21-Oct-23	10:00	21-Oct-23	18:00 Montrose/Wave	4620 Sheriff Genera	8
22-Oct-23	18:00	23-Oct-23	2:00 Montrose/Wave	4630 Sheriff Genera	8
22-Oct-23	10:00	22-Oct-23	18:00 Montrose/Wave	4620 Sheriff Genera	8
23-Oct-23	16:00	24-Oct-23	2:00 Montrose/Wave	4630 Sheriff Genera	10
23-Oct-23	10:00	23-Oct-23	16:00 Montrose/Wave	4620 Sheriff Genera	6
24-Oct-23	16:00	25-Oct-23	2:00 Montrose/Wave	4630 Sheriff Genera	10
24-Oct-23	10:00	24-Oct-23	16:00 Montrose/Wave	4620 Sheriff Genera	6
25-Oct-23	16:00	26-Oct-23	2:00 Montrose/Wave	4630 Sheriff Genera	10
25-Oct-23	10:00	25-Oct-23	16:00 Montrose/Wave	4620 Sheriff Genera	6
26-Oct-23	16:00	27-Oct-23	2:00 Montrose/Wave	4630 Sheriff Genera	10
26-Oct-23	10:00	26-Oct-23	16:00 Montrose/Wave	4620 Sheriff Genera	6
27-Oct-23	18:00	28-Oct-23	2:00 Montrose/Wave	4630 Sheriff Genera	8
27-Oct-23	10:00	27-Oct-23	18:00 Montrose/Wave	4620 Sheriff Genera	8
27-Oct-23	18:00	27-Oct-23	18:30 Extra Hours: Mo	4610 EOS Premium	0.5
28-Oct-23	16:00	29-Oct-23	0:00 Montrose/Wave	4630 Sheriff Genera	8
28-Oct-23	10:00	28-Oct-23	18:00 Montrose/Wave	4620 Sheriff Genera	8
29-Oct-23	22:00	30-Oct-23	2:00 Montrose/Wave	4630 Sheriff Genera	4
29-Oct-23	10:00	29-Oct-23	18:00 Montrose/Wave	4620 Sheriff Genera	8
29-Oct-23	18:00	29-Oct-23	22:00 Montrose/Wave	4630 Sheriff Genera	4
30-Oct-23	18:00	31-Oct-23	2:00 Montrose/Wave	4630 Sheriff Genera	8
30-Oct-23	10:00	30-Oct-23	18:00 Montrose/Wave	4620 Sheriff Genera	8
31-Oct-23	18:00	1-Nov-23	2:00 Montrose/Wave	4630 Sheriff Genera	8
31-Oct-23	10:00	31-Oct-23	18:00 Montrose/Wave	4620 Sheriff Genera	8

TOTAL: 487.50



Monthly Activity Report Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief



Period: 10/01/2023 thru 10/31/2023 (OCTOBER)

CALLS

Total Calls: 43

of Calls OCTOBER 2022 = 35
2022 vs 2023 (2023 = +8)

EMS Calls: 34

Other Calls:

- 10/31 - #23311 – Motor Vehicle Accident – Montrose
- 10/23 - #23299 – Gas Leak – Franklin Twsp
- 10/15 - #23290 – Fire Alarm – Montrose
- 10/14 - #23288 – Motor Vehicle Accident – Woodland Twsp
- 10/14 - #23287 – Powerline Down – Woodland Twsp
- 10/10 - #23281 – Fire Alarm – Montrose
- 10/06 - #23278 – Motor Vehicle Accident – Franklin Twsp
- 10/04 - #23274 – Smoke/Odor Investigation – Montrose
- 10/02 - #23271 – Powerline down on tree (fire) – Franklin Twsp

Total calls to Date 2023 – 311

2022 vs 2023 (2022 = +36)

Total calls this time in 2022 - 275

Call Districts

Montrose City: 29 Franklin Township: 4 Marysville Township: 3
Woodland Township: 6 Other: 1 (Assist on EMS call – Waverly)

TRAINING:

- 10/03/2023 – Staff Meeting
 Connie & Sophina Lindquist presentation – suicide prevention/community support
- 10/10/2023 – Truck Maintenance / Flu Shots
- 10/17/2023 – Search & Rescue / Fire Tactics @ house north of Howard Lake

Other Activities, Special Mention, Etc.

- 10/09/2023 – City Council Meeting
- 10/13/2023 – Fire Prevention @ Station with 1st Grade & 4th Grade students
- 10/19/2023 thru 10/22/2023 – MN Fire Chiefs annual Conference in Duluth
 (Triplett, T. Marketon, Stoll)

SPECIAL INFO

- Received a \$4000 non-matching grant through Compeer Financial. Will be utilizing this grant money to upgrade some nozzles.
- Water valves in station (X2) for filling trucks replaced by B&D Plumbing
- Heating units maintenance/check/fix piping completed by B&D Plumbing
- Warranty Repairs completed on Tender 11 (Boyer Trucks – St Michael)

Acknowledgments

- Connie & Sophina Lindquist for presentation to our members and the challenge coins they provided
- Wright County Public Health – Administering Flu Shots for staff & Family
- Benard Marketon/Howard Lake Fire Department – For allowing us to train at a house on 10/17 that they were going to be burning for training in the near future
- Montrose Elementary School Staff & Students for visiting us on Fire Prevention week
- Firefighters who assisted with Fire Prevention presentation on 10/13/2023



2525 West State Road 114
 Rochester, IN 46975
 (800) 700-7878
 Fax: (800) 865-8517

www.republicfirstnational.com

October 26, 2023

To: Matt Thompson
 Vendor: MacQueen Equipment
 From: Stephanie Perez

 Customer: City of Montrose (Fire Department)

Thanks for the opportunity to give you a quote on your latest project!

Equipment: New SCBAs

Unit Cost: \$ 161,247.28
 Down Payment: \$ 0.00
 Net Financed: \$ 161,247.28
 Frequency of Payments: Annual

No. of Payments:	3	5
Payments:	\$ 60,626.75	\$ 38,326.72
Factor:	0.37599	0.23769
APR:	6.27%	6.05%

Delivery Date: To be determined
 First Lease Payment Due: October, 2024

- * A document fee of \$299 is due upon signing.
- * To qualify for the quoted rates, audited financial statements required.
- * This is a proposal only and not a commitment to finance. This proposal is subject to credit review and approval and proper execution of mutually acceptable documentation.
- * This transaction must be designated as tax-exempt under Section 103 of the Internal Revenue Code of 1986 as amended.
- * Lessee's total amount of tax exempt debt to be issued in this calendar year will not exceed the \$10,000,000 limit.
- * Payments and rates reflect pre-application of escrow earnings and manufacturer discounts, if any.

Sincerely,
 Republic First National Corporation

Stephanie Perez
stephanie@rfnonline.com

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

1. CALL TO ORDER

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

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

2. ROLL CALL

Present: Mayor/EDA Member Kirby Moynagh
 EDA Member Matt Smith
 EDA Member Sonya Tourville

Staff Present: Ms. Jessica Bonniwell, City Administrator

Absent: EDA President David Paradeise

3. APPROVAL OF AGENDA

EDA Member Tourville motioned to approve the agenda as presented. EDA Member Smith seconded the motion. Motion carried 3-0.

4. APPROVAL OF MINUTES

A. July 18, 2023 Economic Development Authority Meeting Minutes

B. September 19, 2023 Economic Development Authority Meeting Minutes

EDA Member Smith motioned to approve the July 18, 2023 and the September 19, 2023 Economic Development Authority Meeting Minutes. EDA Member Tourville seconded the motion. Motion carried 3-0.

5. TREASURER'S REPORT

A. Economic Development Authority Fund = \$263,970.36

Ms. Bonniwell gave an update on the EDA Funds.

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

Economic Development Authority Accounts Payable – September 19, 2023

EDA Member Moynagh motioned to approve the September 19, 2023 Economic Development Authority Accounts Payable. EDA Member Tourville seconded the motion. Motion carried 3-0.

6. OLD BUSINESS

A. Discussion about Childcare/First Children's Finance Initiative Meeting – Set Agenda for Meeting

Ms. Bonniwell stated that the informational meeting with City Council is coming up on October 30, 2023 at 5:30 p.m. at the Montrose Community Center. Ms. Bonniwell stated she would like to set a tentative agenda and discuss how the meeting will go. Discussion was held regarding coming up with a summary of benefits

from First Children's Finance and the resources that could be available to already existing providers as well as help create new childcare businesses. Discussion was held regarding having a sign up sheet for people to commit to the effort for the next year or whatever it takes to get through the process. Ms. Bonniwell stated that if they were to get people to commit, the first thing that happens is a need study to determine what the community needs as far as childcare. Mayor Moynagh stated that he would be interested in seeing census data regarding current ages of children in the area to see if there are kids in the right age-range that would need more childcare resources. Ms. Bonniwell stated she would put some information together to send out to EDA for comments before the meeting.

7. NEW BUSINESS

A. Preserve TIF Discussion with Mr. Shannon Sweeney

Mr. Sweeney was present at the EDA meeting to discuss the probable TIF district being requested by the developer that was selected to build at the Preserve. Mr. Sweeney stated that TIF is a way to delay the benefits of property taxes as homes are built and defer them to the end of the project so that the developer is only paying the taxes that exist already on undeveloped property. So, the city, school and county will not be "losing" out on taxes and will continue to receive the same amount as they have been receiving for the undeveloped property, but will not see the increase from the new homes until the TIF district is decertified after the project is complete. Mr. Sweeney stated that the developer for the Preserve has requested TIF that has income restrictions for the first owner of each home they identify as "income restricted." Mr. Sweeney stated that for this the developer would only have to have one verification of income from the first family to purchase the home, then it would be available to anyone and not be an income restricted lot if it were to be sold after that initial purchase. However, Mr. Sweeney stated, that once the property no longer qualifies, or did not initially qualify as income restricted, full property taxes based on the home value will be due and will no longer be deferred/reduced. Mr. Sweeney stated it is not uncommon for a developer to have both income qualified homes as well as higher amount lots with no income restriction. Mr. Sweeney stated that the city will need to decide how long they are willing to forego the tax benefits for the new properties, which will determine the length of time the TIF district is allowed to function and be active. Mr. Sweeney stated that once an application is received from the developer, the EDA will discuss the application and details in order to make a recommendation for City Council to ultimately approve the creation of a TIF district. Mr. Sweeney stated that terms will have to be negotiated with the developer based on what the City Council and EDA require for the creation of the TIF district.

8. NEXT MEETING

A. Tuesday, November 21, 2023, at 12:00 p.m. in the Montrose City Hall Conference Room

9. ADJOURNMENT

EDA Member Tourville motioned to adjourn the Economic Development Authority Meeting at 12:32 p.m. EDA Member Smith seconded the motion. Motion carried 3-0.

ATTEST:

Council Member David Paradeise
President
City of Montrose Economic Development Authority

Jessica Bonniwell
City Administrator
City of Montrose

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

1. CALL TO ORDER

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

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

2. ROLL CALL

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

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

3. PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was taken.

4. APPROVAL OF THE AGENDA

Commissioner Henry motioned to approve the October 11, 2023 Planning and Zoning Meeting Agenda as presented. Commissioner Cuff seconded the motion. Motion carried 5-0.

5. APPROVAL OF THE MINUTES

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

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

6. OLD BUSINESS

A. Update on Preserve Developer and Progress

Ms. Bonniwell stated that since Planning and Zoning has not had a meeting since July, she wanted to update them that the City Council ended up selecting JP Brooks as the developer for the Preserve, which was the recommendation of the commission. Ms. Bonniwell stated staff is currently working with the developer on a sale agreement and will likely be starting the TIF process soon if the developer applies for

that.

7. NEW BUSINESS

A. “Sacred Settlements” Zoning Amendment Discussion

Mr. Grittmann reviewed his meeting report regarding Sacred Settlements legislation that was passed this year.

Background and Analysis:

During the 2023 legislative session, the Legislature passed a bill authorizing religious institutions beginning Jan. 1, 2024, to site micro-unit dwellings on religious institution property. It also requires cities to permit sacred settlements of micro units either via a permitted use or conditional use. This legislation was a part of the State’s efforts to address homelessness and affordability for the target populations.

As written, cities are required to accommodate these “sacred settlements”, although as noted, the City can do so by Conditional Use.

Currently in Montrose, religious institutions are allowed in specific zoning districts, including the following:

- R-B: Residential Business (by Conditional Use Permit)
- B-2: Highway Business (in the form of the permitted use “Theater”)
- INS: Institutional District (as a permitted use)

The city has churches located in a variety of zoning districts. The operation of the statute relates to “faith communities”, not zoning specifically. Therefore, it is presumed that the allowance of these settlements would be allowed as an accessory use to any existing religious institution, and would not constitute an expansion of a non-conforming use if the church were located in a district where the church is otherwise not allowed.

The state’s legislation specifies the following aspects of these uses:

Individuals Qualifying for Micro Unit Eligibility

Micro-unit dwellings within sacred settlements are intended to provide an additional means for faith communities to serve chronically homeless individuals, designated volunteers, and extremely low-income individuals in accordance with their religious vocations.

- An individual who meets the definition of being chronically homeless is someone who is unhoused and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least one year, or on at least four separate occasions in the last three years.
- An individual who meets the definition of being extremely low income has an income that is equal to or less than 30% of the area median income.
- A designated volunteer is an individual who has not experienced homelessness and is approved by the religious institution to live in the sacred settlement as their sole form of housing.
- The language defines a religious institution to include a church, synagogue, mosque, or religious organization organized under Minnesota Statutes Chapter 315.

Micro-Unit Structure Requirements

There are myriad of requirements and minimum standards in the statutory language that address both the standards for the micro units themselves as well as requirements and restrictions for faith communities that chose to establish a sacred settlement of micro units on their religious property.

- Under the new law, micro-units must meet certain building requirements and standards to be allowed for placement in a sacred settlement on religious property.
- All micro units must be built to the requirements of the American National Standards Institute (ANSI) Code 119.5, which includes standards for heating, electrical, fire, and life safety.
- Additionally, micro units are subject to inspection for compliance with statutory standards and must meet the following minimum requirements:
 - Be no more than 400 gross square feet.
 - Be built on a permanent chassis and anchored to pin foundations with engineered fasteners.
 - Have exterior material compatible in composition, appearance, and durability to materials used in standard residential construction.
 - Meet minimum framing standards and insulation ratings for doors and windows and include a dry, compostable, or plumbed toilet meeting Minnesota Pollution Control Agency rules.
 - Include smoke and carbon monoxide detectors and comply with municipal setback requirements if established by ordinance or be set back on all sides by at least 10 feet if no ordinance exists.
 - Have access to water and electric utilities either by connecting the units to the principal building or by providing access to permanent common kitchen facilities and common facilities for toilet, bathing, and laundry consistent with boarding house requirements under Minnesota Rules, part 1305.2902.

Minimum Standards for Settlements

In addition to the requirements for individual units, the law establishes minimum standards for the religious institution's operation of the settlement itself, which will be important to reference if a city choses to permit settlements and units via a conditional use permit to ensure compliance.

Minimum standards for settlements include:

- Appropriate level of insurance and have between one-third and 40% of the micro units occupied by designated volunteers.
- Adherence to all laws governing landlord and tenants under Minnesota Statutes Chapter 504B.
- A written plan provided to the city in which the settlement is approved by the religious institution's governing board that includes:
 - Plans for disposal of water and sewage if not plumbed and septic tank drainage if plumbed units are not connected to the primary worship location's system.
 - Adequate parking, lighting, and access to units by emergency vehicles.
 - Protocols for security and addressing conduct within the settlement as well as safety protocols for severe weather.
 - Authorization by a municipality as either a permitted use or conditional use without the application of additional standards not included in the bill.

The legislation is codified in MN State Section 327.30. It is presumed to be permitted, unless the City establishes the use as a Conditional Use. Thus, if the City passed no regulations, the use could be added to any existing faith community location as an accessory use, presuming that it complies with the regulations in the State law.

Because certain such religious uses can be located in places where the introduction of residential uses could create new land use conflicts that are not anticipated by the zoning district in which the religious use exists, staff recommends the accompanying ordinance amendment to require that such uses are allowed only by Conditional Use

Permit. While Conditional Uses are presumed to be allowed in the district, there is a degree of discretion over that of a permitted use that gives the City some opportunity to ensure that the residential uses are reasonably compatible with the site and the neighborhood.

The following additional standards are recommended for the Conditional Use Permit Review:

1. The proposed settlement meets all conditions and requirements of MN Stat. Section 320.30.
2. Settlements established under this provision shall only be allowed on the property of the principal sponsoring faith community, and shall be an accessory use, not the principal use of the property.
3. Setbacks for the micro-units are equal to the required setback of that of the zoning district on the adjoining parcel.
4. Where such uses are located adjacent to any single family residential use, a landscape buffer providing reasonable screening between such uses is provided.
5. Where such uses are located adjacent to any Business or Industrial property, a landscape buffer and a solid maintenance-free fence shall be provided to both screen the uses and provide a physical separation.
6. Access to the micro-units in a community created under this provision shall be only through the internal private access of the sponsoring faith community, and not through other properties nor directly to the public street.
7. Parking supplies for the property shall be adequate to serve both the residential use established under this provision, and for all other principal uses of the property, including the primary religious institutional use. As the residential use is a round-the-clock use of the property, each unit shall be afforded one parking space in addition to the other parking requirements of the site use.
8. Other requirements of the City as deemed necessary to ensure health and safety of the proposed community, and compatibility with the neighborhood in which the use is located.

With these conditions, staff believes that the City can comply with the requirements of the legislation, and where the facilities are proposed, the residential uses introduced will be compatible with the areas in which they may be constructed.

Staff Recommendation:

Planning staff recommends adoption of a zoning ordinance amendment incorporating the requirements of State law, and provide the City the opportunity to ensure that the use is introduced and operated in areas that can reasonably accommodate the impacts of the use on the neighborhood, and the those impacts of the surrounding area that may impact the residential use as proposed.

Discussion was held amongst the Planning and Zoning Commission regarding the proposed ordinance to implement additional zoning restrictions and conditional use permit conditions to the Sacred Settlement legislation.

Commissioner Fraumann asked if the commission could see the original language in the legislation that was passed – Mr. Grittmann stated that staff will be able to provide that. Mr. Grittmann stated that he recommends passing the new zoning ordinance in order to protect the city and give the city some authority over something like this and ensuring that each request for a sacred settlement would have to go through the CUP approval process. The commission agreed that they would like to place additional restrictions and ensure the requests have to go through the CUP approval process. Ms. Bonniwell stated that since this would be a zoning change, a public hearing will have to be held at the November Planning and Zoning meeting, and then will move to Council for final approval. Ms. Bonniwell stated she would schedule a public hearing for November 8th.

****Ms. Bonniwell stated that two more items needed to be added to the agenda if the commission agreed****

Commissioner Henry motioned to approve the addition under New Business Item B. 231 Center Ave S House Relocation, and Item C. Mayor Moynagh Regarding Meeting Etiquette. Commissioner Cuff seconded the motion. Motion carried 5-0.

B. 231 Center Ave S – House Relocation

Mr. Travis Helkamp requested to speak with Planning and Zoning regarding the relocation of an existing house to the empty lot at 231 Center Ave S. Mr. Helkamp stated that he has had discussions with the County and building officials regarding moving a building and that his building is structurally sound enough to move. Mr. Helkamp stated that one thing that may be an issue depends on how they plan to place the house on the lot, and if they place it one way versus the other, it might require a variance to be closer than ten feet (10') to the property line. Mr. Grittmann stated that in order to be granted a variance several factors will be looked at, including how close other homes in the area are to the property line. Mr. Grittmann stated that it looked like the neighboring property also had a smaller five-foot (5') setback, and things like that would be taken into consideration. Mr. Helkamp stated that they would not require a setback variance just for the house itself, but they wanted to be able to expand the driveway area a bit, which would push the house closer to the property line. Mr. Helkamp stated that he was just looking for a general consensus for approval to move the house to the property and will determine later if a variance will need to be applied for. Mr. Helkamp stated that his family would like to put an offer on the vacant property, and wanted to have initial approval from Planning and Zoning so they would feel comfortable moving forward with the property purchase. The commission stated they are okay with him moving forward with the property purchase since it sounded like besides maybe needing a variance, there are not any other issues that appear to exist.

C. Meeting Etiquette

Mayor Moynagh addressed the commission regarding cell phone use and meeting etiquette.

8. NEXT MEETING

A. Wednesday, November 8, 2023 to be held at the Montrose Community Center – 7:00 p.m.

9. ADJOURNMENT

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

ATTEST:

Charles Smallwood
Planning and Zoning Chair
City of Montrose

Jessica Bonniwell
City Administrator
City of Montrose

City of Montrose
 Planning and Zoning Commission Meeting
 Montrose Community Center
 200 Center Avenue South
 Wednesday, November 8, 2023
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose Planning and Zoning Commission met in Regular Session on Wednesday, November 8, 2023 at 7:00pm.

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

2. ROLL CALL

Present: Commissioner Charles Smallwood
 Commissioner Catherine Neiberger
 Commissioner Roger Fraumann
 Commissioner Shawn Cuff
 City Council Liaison Sam Solarz

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

Absent: Commissioner Sylvia Henry

3. PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was taken.

4. APPROVAL OF THE AGENDA

Commissioner Fraumann motioned to approve the November 8, 2023 Planning and Zoning Meeting Agenda as presented. Commissioner Cuff seconded the motion. Motion carried 4-0.

5. APPROVAL OF THE MINUTES

A. October 11, 2023 Planning and Zoning Commission Meeting Minutes

Commissioner Neiberger motioned to approve the October 11, 2023 Planning and Zoning Commission Meeting Minutes as presented. Commissioner Cuff seconded the motion. Motion carried 4-0.

6. PUBLIC HEARING

A. To Consider an Ordinance Amendment to Chapter 1031 of the Montrose Zoning Ordinance, Related to Provisions for Sacred Settlements and Micro-Units by Conditional Use Permit

Commissioner Fraumann motioned to close the Planning and Zoning Meeting and open the Public Hearing at 7:02 p.m. Commissioner Cuff seconded the motion. Motion carried 4-0.

Mr. Gritman summarized his report for the commission:

Background and Analysis:

During the 2023 legislative session, the Legislature passed a bill authorizing religious institutions beginning Jan.1, 2024, to site micro-unit dwellings on religious institution property. It also requires cities to permit sacred settlements of micro units either via a permitted use or conditional use. This legislation was a part of the State's efforts to address homelessness and affordability for the target populations.

As written, cities are required to accommodate these "sacred settlements", although as noted, the City can do so by Conditional Use.

Currently in Montrose, religious institutions are allowed in specific zoning districts, including the following:

- R-B: Residential Business (by Conditional Use Permit)
- B-2: Highway Business (in the form of the permitted use "Theater")
- INS: Institutional District (as a permitted use)

The city has churches located in a variety of zoning districts. The operation of the statute relates to "faith communities", not zoning specifically. Therefore, it is presumed that the allowance of these settlements would be allowed as an accessory use to any existing religious institution and would not constitute an expansion of a non-conforming use if the church were located in a district where the church is otherwise not allowed.

The state's legislation specifies the following aspects of these uses:

Individuals Qualifying for Micro Unit Eligibility

Micro-unit dwellings within sacred settlements are intended to provide an additional means for faith communities to serve chronically homeless individuals, designated volunteers, and extremely low-income individuals in accordance with their religious vocations.

- An individual who meets the definition of being chronically homeless is someone who is unhoused and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least one year, or on at least four separate occasions in the last three years.
- An individual who meets the definition of being extremely low income has an income that is equal to or less than 30% of the area median income.
- A designated volunteer is an individual who has not experienced homelessness and is approved by the religious institution to live in the sacred settlement as their sole form of housing.
- The language defines a religious institution to include a church, synagogue, mosque, or religious organization organized under Minnesota Statutes Chapter 315.

Micro-Unit Structure Requirements

There are myriad of requirements and minimum standards in the statutory language that address both the standards for the micro units themselves as well as requirements and restrictions for faith communities that chose to establish a sacred settlement of micro units on their religious property.

- Under the new law, micro-units must meet certain building requirements and standards to be allowed for placement in a sacred settlement on religious property.

- All micro units must be built to the requirements of the American National Standards Institute (ANSI) Code 119.5, which includes standards for heating, electrical, fire, and life safety.
- Additionally, micro units are subject to inspection for compliance with statutory standards and must meet the following minimum requirements:
 - Be no more than 400 gross square feet.
 - Be built on a permanent chassis and anchored to pin foundations with engineered fasteners.
 - Have exterior material compatible in composition, appearance, and durability to materials used in standard residential construction.
 - Meet minimum framing standards and insulation ratings for doors and windows and include a dry, compostable, or plumbed toilet meeting Minnesota Pollution Control Agency rules.
 - Include smoke and carbon monoxide detectors and comply with municipal setback requirements if established by ordinance or be set back on all sides by at least 10 feet if no ordinance exists.
 - Have access to water and electric utilities either by connecting the units to the principal building or by providing access to permanent common kitchen facilities and common facilities for toilet, bathing, and laundry consistent with boarding house requirements under Minnesota Rules, part 1305.2902.

Minimum Standards for Settlements

In addition to the requirements for individual units, the law establishes minimum standards for the religious institution's operation of the settlement itself, which will be important to reference if a city chooses to permit settlements and units via a conditional use permit to ensure compliance.

Minimum standards for settlements include:

- Appropriate level of insurance and have between one-third and 40% of the micro units occupied by designated volunteers.
- Adherence to all laws governing landlord and tenants under Minnesota Statutes Chapter 504B.
- A written plan provided to the city in which the settlement is approved by the religious institution's governing board that includes:
 - Plans for disposal of water and sewage if not plumbed and septic tank drainage if plumbed units are not connected to the primary worship location's system.
 - Adequate parking, lighting, and access to units by emergency vehicles.
 - Protocols for security and addressing conduct within the settlement as well as safety protocols for severe weather.
 - Authorization by a municipality as either a permitted use or conditional use without the application of additional standards not included in the bill.

The legislation is codified in MN State Section 327.30. It is presumed to be permitted, unless the City establishes the use as a Conditional Use. Thus, if the City passed no regulations, the use could be added to any existing faith community location as an accessory use, presuming that it complies with the regulations in the State law.

Because certain such religious uses can be located in places where the introduction of residential uses could create new land use conflicts that are not anticipated by the zoning district in which the religious use exists, staff recommends the accompanying ordinance amendment to require that such uses are allowed only by Conditional Use Permit. While Conditional Uses are presumed to be allowed in the district, there is a degree of discretion over that of a permitted use that gives the City some opportunity to ensure that the residential uses are reasonably compatible with the site and the neighborhood.

The following additional standards are recommended for the Conditional Use Permit Review:

1. The proposed settlement meets all conditions and requirements of MN Stat. Section 320.30.
2. Settlements established under this provision shall only be allowed on the property of the principal sponsoring faith community, and shall be an accessory use, not the principal use of the property.

3. Setbacks for the micro-units are equal to the required setback of that of the zoning district on the adjoining parcel.
4. Where such uses are located adjacent to any single-family residential use, a landscape buffer providing reasonable screening between such uses is provided.
5. Where such uses are located adjacent to any Business or Industrial property, a landscape buffer and a solid maintenance-free fence shall be provided to both screen the uses and provide a physical separation.
6. Access to the micro-units in a community created under this provision shall be only through the internal private access of the sponsoring faith community, and not through other properties nor directly to the public street.
7. Parking supplies for the property shall be adequate to serve both the residential use established under this provision, and for all other principal uses of the property, including the primary religious institutional use. As the residential use is a round-the-clock use of the property, each unit shall be afforded one parking space in addition to the other parking requirements of the site use.
8. Other requirements of the City as deemed necessary to ensure health and safety of the proposed community, and compatibility with the neighborhood in which the use is located.

With these conditions, staff believes that the City can comply with the requirements of the legislation, and where the facilities are proposed, the residential uses introduced will be compatible with the areas in which they may be constructed.

Staff Recommendation:

Planning staff recommends adoption of a zoning ordinance amendment incorporating the requirements of State law, and provide the City the opportunity to ensure that the use is introduced and operated in areas that can reasonably accommodate the impacts of the use on the neighborhood, and the those impacts of the surrounding area that may impact the residential use as proposed.

Commissioner Smallwood stated that nobody was in attendance for the public and asked if anyone had any questions.

Commissioner Fraumann motioned to close the Public Hearing and re-open the Planning and Zoning meeting at 7:09 p.m. Commissioner Neiberger seconded the motion. Motion carried 4-0.

Commissioner Smallwood again asked if there was any discussion or questions since this was discussed at the October meeting by commission members.

Commissioner Neiberger motioned to approve the recommendation of the proposed ordinance amendment to City Council. Commissioner Cuff seconded the motion. Motion carried 4-0.

7. OLD BUSINESS

- A. No Old Business

8. NEW BUSINESS

- A. Updates – Mr. Grittmann stated that there is interest in a new commercial business for concrete masonry that will hopefully work out as the owner seems motivated and has submitted some plans for staff to look at and staff is waiting for a development application for a Conditional Use Permit. Mr. Grittmann stated that there has been some other commercial interest lately and that residential development has all but disappeared due to interest rates.

Commissioner Cuff asked about the Preserve and Ms. Bonniwell stated that the Purchase Agreement for the property was approved by council at the Monday, October 30th Special Meeting and has been signed by both parties and are going through the process for that. Ms. Bonniwell stated that staff is waiting for a TIF application in order to begin that process, but that things are moving along.

9. NEXT MEETING

A. Wednesday, December 13, 2023 to be held at the Montrose Community Center – 7:00 p.m.

10. ADJOURNMENT

Commissioner Cuff motioned to adjourn the meeting at 7:11 p.m. Commissioner Fraumann seconded the motion. Motion carried 4-0.

Charles Smallwood
Planning and Zoning Chair
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

MEMORANDUM

TO: Montrose Mayor and City Council
Montrose Planning Commission

FROM: Stephen Grittman

RE: Montrose – “Sacred Settlements” Zoning Amendment

GC FILE NO: 130.02 – 23.02

DATE: November 1, 2023

MEETING DATE: November 8, 2023 (PC) – Public Hearing

PID: NA

BACKGROUND AND ANALYSIS

During the 2023 legislative session, the Legislature passed a bill authorizing religious institutions beginning Jan.1, 2024, to site micro-unit dwellings on religious institution property. It also requires cities to permit sacred settlements of micro units either via a permitted use or conditional use. This legislation was a part of the State’s efforts to address homelessness and affordability for the target populations.

As written, cities are required to accommodate these “sacred settlements”, although as noted, the City can do so by Conditional Use.

Currently in Montrose, religious institutions are allowed in specific zoning districts, including the following:

- R-B, Residential Business (by Conditional Use Permit)
- B-2, Highway Business (in the form of the permitted use “Theater”)*
- INS, Institutional District (as a permitted use)

* The notation relating to the B-2 District (Theater) is based on a series of both Federal law and Court interpretations that require an allowance for religious land use in areas where similar commercial land uses are allowed. Theaters are the most commonly applied example of this type. Thus, it is presumed that the allowance of Theaters in the B-2 District would compel the City to also allow a religious institution.

The city has churches located in a variety of zoning districts. The operation of the statute relates to “faith communities”, not zoning specifically. Therefore, it is presumed that the allowance of these settlements would be allowed as an accessory use to any existing religious institution, and would not constitute an expansion of a non-conforming use if the church were located in a district where the church is otherwise not allowed.

The state’s legislation specifies the following aspects of these uses:

Individuals Qualifying for Micro Unit Eligibility

Micro-unit dwellings within sacred settlements are intended to provide an additional means for faith communities to serve chronically homeless individuals, designated volunteers, and extremely low-income individuals in accordance with their religious vocations.

- An individual who meets the definition of being chronically homeless is someone who is unhoused and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least one year, or on at least four separate occasions in the last three years.
- An individual who meets the definition of being extremely low income has an income that is equal to or less than 30% of the area median income.
- A designated volunteer is an individual who has not experienced homelessness and is approved by the religious institution to live in the sacred settlement as their sole form of housing.
- The language defines a religious institution to include a church, synagogue, mosque, or religious organization organized under Minnesota Statutes Chapter 315.

Micro-unit Structure Requirements

There are myriad of requirements and minimum standards in the statutory language that address both the standards for the micro units themselves as well as requirements and restrictions for faith communities that chose to establish a sacred settlement of micro units on their religious property.

- Under the new law, micro units must meet certain building requirements and standards to be allowed for placement in a sacred settlement on religious property.
- All micro units must be built to the requirements of the American National Standards Institute (ANSI) Code 119.5, which includes standards for heating, electrical, fire, and life safety.
- Additionally, micro units are subject to inspection for compliance with statutory standards and must meet the following minimum requirements:
 - Be no more than 400 gross square feet.
 - Be built on a permanent chassis and anchored to pin foundations with engineered fasteners.
 - Have exterior material compatible in composition, appearance, and durability to materials used in standard residential construction.
 - Meet minimum framing standards and insulation ratings for doors and windows and include a dry, compostable, or plumbed toilet meeting Minnesota Pollution Control Agency rules.
 - Include smoke and carbon monoxide detectors and comply with municipal setback requirements if established by ordinance or be set back on all sides by at least 10 feet if no ordinance exists.
 - Have access to water and electric utilities either by connecting the units to the principal building or by providing access to permanent common kitchen facilities and

common facilities for toilet, bathing, and laundry consistent with boarding house requirements under Minnesota Rules, part 1305.2902.

Minimum Standards for Settlements

In addition to the requirements for individual units, the law establishes minimum standards for the religious institution's operation of the settlement itself, which will be important to reference if a city chooses to permit settlements and units via a conditional use permit to ensure compliance.

Minimum standards for settlements include:

- Appropriate level of insurance and have between one-third and 40% of the micro units occupied by designated volunteers.
- Adherence to all laws governing landlord and tenants under Minnesota Statutes Chapter 504B.
- A written plan provided to the city in which the settlement is approved by the religious institution's governing board that includes:
 - Plans for disposal of water and sewage if not plumbed and septic tank drainage if plumbed units are not connected to the primary worship location's system.
 - Adequate parking, lighting, and access to units by emergency vehicles.
 - Protocols for security and addressing conduct within the settlement as well as safety protocols for severe weather.
- Authorization by a municipality as either a permitted use or conditional use without the application of additional standards not included in the bill.

The legislation is codified in MN State Section 327.30. It is presumed to be permitted, unless the City establishes the use as a Conditional Use. Thus, if the City passed no regulations, the use could be added to any existing faith community location as an accessory use, presuming that it complies with the regulations in the State law.

Because certain such religious uses can be located in places where the introduction of residential uses could create new land use conflicts that are not anticipated by the zoning district in which the religious use exists, staff recommends the accompanying ordinance amendment to require that such uses are allowed only by Conditional Use Permit. While Conditional Uses are presumed to be allowed in the district, there is a degree of discretion over that of a permitted use that gives the City some opportunity to ensure that the residential uses are reasonably compatible with the site and the neighborhood.

The following additional standards are recommended for the Conditional Use Permit review.

1. The proposed settlement meets all conditions and requirements of MN Stat. Section 320.30.
2. Settlements established under this provision shall only be allowed on the property of the principal sponsoring faith community, and shall be an accessory use, not the principal use of the property.
3. Setbacks for the micro-units are equal to the required setback of that of the zoning district on the adjoining parcel.
4. Where such uses are located adjacent to any single family residential use, a landscape buffer providing reasonable screening between such uses is provided.
5. Where such uses are located adjacent to any Business or Industrial property, a landscape buffer and a solid maintenance-free fence shall be provided to both screen the uses and provide a physical separation.

6. Access to the micro-units in a community created under this provision shall be only through the internal private access of the sponsoring faith community, and not through other properties nor directly to the public street.
7. Parking supplies for the property shall be adequate to serve both the residential use established under this provision, and for all other principal uses of the property, including the primary religious institutional use. As the residential use is a round-the-clock use of the property, each unit shall be afforded one parking space in addition to the other parking requirements of the site use.
8. Other requirements of the City as deemed necessary to ensure health and safety of the proposed community, and compatibility with the neighborhood in which the use is located.

With these conditions, staff believes that the City can comply with the requirements of the legislation, and where the facilities are proposed, the residential uses introduced will be compatible with the areas in which they may be constructed.

STAFF RECOMMENDATION

Planning staff recommends adoption of a zoning ordinance amendment incorporating the requirements of State law, and provide the City the opportunity to ensure that the use is introduced and operated in areas that can reasonably accommodate the impacts of the use on the neighborhood, and the those impacts of the surrounding area that may impact the residential use as proposed.

**ORDINANCE NO. 2023-08
CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA**

**AN ORDINANCE AMENDMENT TO CHAPTER 1031 OF THE ZONING ORDINANCE
OF THE CITY OF MONTROSE, RELATED TO PROVISIONS FOR SACRED
SETTLEMENTS AND MICRO-UNITS BY CONDITIONAL USE PERMIT**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONTROSE THAT
THE FOLLOWING CHAPTER AND SECTIONS OF THE ZONING ORDINANCE ARE
AMENDED AS FOLLOWS:**

Section 1. Chapter 1031 is amended to read as follows:

Section 1031. Sacred Settlements and Micro-Units. Pursuant to MN Stat. Section 327.30, the City hereby establishes such land uses as Accessory Uses by Conditional Use Permit in any district in which the principal use of Religious Institution is located. The use shall comply with the following conditions:

1. The proposed settlement meets all conditions and requirements of MN Stat. Section 327.30.
2. Settlements established under this provision shall only be allowed on the property of the principal sponsoring faith community, and shall be an accessory use, not the principal use of the property.
3. Setbacks for the micro-units are equal to the required setback of that of the zoning district on the adjoining parcel.
4. Where such uses are located adjacent to any single-family residential use, a landscape buffer providing reasonable screening between such uses is provided.
5. Where such uses are located adjacent to any Business or Industrial property, a landscape buffer and a solid maintenance-free fence shall be provided to both screen the uses and provide a physical separation.
6. Access to the micro-units in a community created under this provision shall be only through the internal private access of the sponsoring faith community, and not through other properties nor directly to the public street.
7. Parking supplies for the property shall be adequate to serve both the residential use established under this provision, and for all other principal uses of the property, including the primary religious institutional use. As the residential use is a round-the-clock use of the property, each unit shall be afforded one parking space in addition to the other parking requirements of the site use.
8. Other requirements of the City as deemed necessary to ensure health and safety of the proposed community, and compatibility with the neighborhood in which the use is located.

Section 2. This ordinance shall be published by summary publication, and the original kept on file with the City Clerk for public view.

Section 3. This ordinance shall be effective immediately upon its passage and publication.

ADOPTED this 13th day of November 2023, by the City Council of the City of Montrose.

Kirby Moynagh, Mayor

Moved by:
Seconded by:

ATTEST:

Jessica Bonniwell, City
Clerk/Administrator

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

RESOLUTION NO. 2023-37

A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 2023-08: AN ORDINANCE AMENDMENT TO CHAPTER 1031 OF THE ZONING ORDINANCE OF THE CITY OF MONTROSE, RELATED TO PROVISIONS FOR SACRED SETTLEMENTS AND MICRO-UNITS BY CONDITIONAL USE PERMIT

WHEREAS, The City Council of the City of Montrose has determined the publication of the title and a summary of “Ordinance 2023-08: AN ORDINANCE AMENDMENT TO CHAPTER 1031 OF THE ZONING ORDINANCE OF THE CITY OF MONTROSE, RELATED TO PROVISIONS FOR SACRED SETTLEMENTS AND MICRO-UNITS BY CONDITIONAL USE PERMIT”, 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 2023-08: AN ORDINANCE AMENDMENT TO CHAPTER 1031 OF THE ZONING ORDINANCE OF THE CITY OF MONTROSE, RELATED TO PROVISIONS FOR SACRED SETTLEMENTS AND MICRO-UNITS BY CONDITIONAL USE PERMIT” be published with notice that a printed copy of Ordinance 2023-08 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 November 13, 2023 the Montrose City Council approved the reading of Ordinance 2023-08 “AN ORDINANCE AMENDMENT TO CHAPTER 1031 OF THE ZONING ORDINANCE OF THE CITY OF MONTROSE, RELATED TO PROVISIONS FOR SACRED SETTLEMENTS AND MICRO-UNITS BY CONDITIONAL USE PERMIT”.

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 2023-08 shall be in full force and effect from and after the date of its passage (November 13, 2023) and this summary publication according to law.”

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

And the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted this 13th day of November, 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

MEMORANDUM

Date: October 2, 2023

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

From:  Jared Voge, P.E.
City Engineer

Subject: Clementa Avenue
Local Road Improvement Project (LRIP) Funding
City of Montrose, Minnesota
BMI Project No.: 0W1.130655

The Minnesota Department of Transportation is currently soliciting applications for the LRIP. Applications must be submitted on or before December 8, 2023. The LRIP maximum award is \$1.5 million and there is not a specific local match required. The LRIP funds must be used for construction only between 2024 and 2026.

In anticipation of the LRIP solicitation. Staff identified Clementa Avenue between TH 12 and CR 109 as a potential project which provides regional significance due to it being a connection between a Trunk Highway and a County Road. Since approximately 4,000 feet of Clementa Avenue exists outside of the city limits, City Administrator Bonniwell and I attended the Marysville Township meeting to discuss the potential for improving Clementa Avenue within the township. Please see the attached figure which was provided to the township board at the meeting. The township informed us that they would support the project if they would not be responsible for any costs associated with it.

Following the township meeting, staff reviewed the project further and determined that although the portion of Clementa Avenue within the city limits could be submitted for funding, eliminating the connection to CR 109 would significantly reduce the regional impact of the project and likely reduce the project's points such that the application would not be competitive.

This information is being provided to council for review and discussion. Staff has identified the following options:

- Submit the portion of Clementa Avenue within the city limits for funding.
- Submit the entire project between TH 12 and CR 109 for funding and obtain a letter of support from the township recognizing that the township has indicated that they will not participate in the costs associated with the improvements.
- Do not submit a funding application.

Should council decide to proceed with an application, we will prepare the application, provide a resolution of application for adoption by council at the November 13th meeting, and obtain additional

Honorable Mayor Moyhagh and Members of the City Council
October 2, 2023
Page 2

letters of support for the project so that the application can be submitted prior to the December 8, 2023 deadline.

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

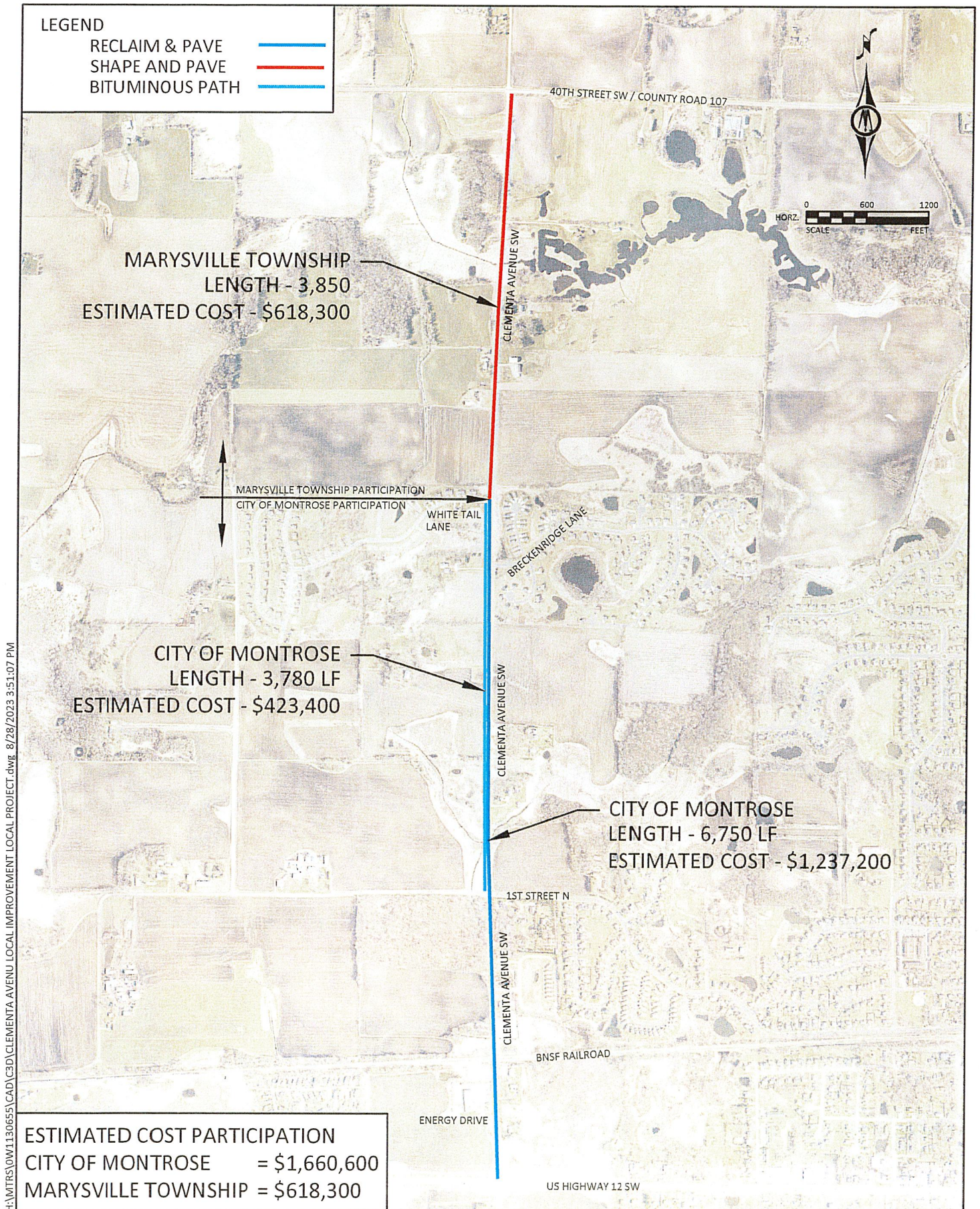
JAV/kp

Clementa Avenue Local Road Improvement Project

City of Montrose

Location Figure

August 2023



**City of Montrose
Wright County, Minnesota**

Resolution No. 2023-38

**RESOLUTION SUPPORTING PURSUIT OF 2023 LOCAL ROAD IMPROVEMENT
PROGRAM FUNDING FROM MnDOT FOR THE CLEMENTA AVENUE SW
RECONSTRUCTION PROJECT**

WHEREAS, the Clementa Avenue SW reconstruction project includes Clementa Avenue SW between US Highway 12 and 40th Street SW, and

WHEREAS, the Clementa Avenue SW reconstruction project provides opportunity to replace the aging pavement, convert the gravel road to pavement, and install a shared use trail along Clementa Avenue SW, and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,500,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development, and

WHEREAS, the Local Road Improvement Program (LRIP) requires a city, such as Montrose, that is not a State Aid city, to have a county sponsor and the support of the County Board, and

WHEREAS, the proposed year for project construction is 2024.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MONTROSE AS FOLLOWS; that

1. The City Council hereby supports the reconstruction of Clementa Avenue SW between US Highway 12 and 40th Street SW, and
2. The City Council hereby supports the City of Montrose's pursuit of Local Road Improvement Program (LRIP) funding and authorizes staff to prepare and submit such application, and
3. The City Council hereby seeks the support by resolution of Wright County to act as Sponsor for the City of Montrose's Local Road Improvement Program funding application and the associated project for the reconstruction of Clementa Avenue SW between US Highway 12 and 40th Street SW, and furthermore the City Council hereby provides assurance that the City of Montrose will pay all costs associated with the project and that city staff will ensure that all aspects of LRIP funding requirements are met and the project's schedule is adhered to.

ADOPTED BY THE CITY COUNCIL OF MONTROSE, MINNESOTA, THIS 13TH DAY OF NOVEMBER, 2023.

ATTEST:

Kirby Moynagh
Mayor

Jessica Bonniwell
City Administrator

STATE OF MINNESOTA
COUNTY OF WRIGHT



2040 Highway 12 East
Willmar, MN 56201-5818

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

November 6, 2023

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

RE: 2023 Street Improvement Project
Montrose, Minnesota
Project No.: 0W1.130655

Dear Jessica:

Please find enclosed Pay Application No. 2 for the above referenced project. The Pay Application is for work that was completed through November 6, 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 Monroe</u> Engineer: <u>Bolton & Menk, Inc.</u> Contractor: <u>GMH Asphalt Corporation</u> Project: <u>2023 Street Improvement Project</u> Contract: <u>2023 Street Improvement Project</u>	Owner's Project No.: _____ Engineer's Project No.: <u>OW1.130655</u> Agency's Project No.: _____																																				
Application No.: <u>2</u> Application Date: <u>11/6/2023</u> Application Period: From <u>9/30/2023</u> to <u>11/6/2023</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;">462,505.25</td> </tr> <tr> <td>2. Net change by Change Orders</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>3. Current Contract Price (Line 1 + Line 2)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">462,505.25</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;">433,801.45</td> </tr> <tr> <td>5. Retainage</td> <td></td> <td></td> </tr> <tr> <td> a. <u>5%</u> X \$ <u>433,801.45</u> Work Completed</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">21,690.07</td> </tr> <tr> <td> b. _____ X \$ _____ Stored Materials</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td> c. Total Retainage (Line 5.a + Line 5.b)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">21,690.07</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;">412,111.38</td> </tr> <tr> <td>7. Less previous payments</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">156,365.15</td> </tr> <tr> <td>8. Amount due this application</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">255,746.23</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;">28,703.80</td> </tr> </table>		1. Original Contract Price	\$	462,505.25	2. Net change by Change Orders	\$	-	3. Current Contract Price (Line 1 + Line 2)	\$	462,505.25	4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	433,801.45	5. Retainage			a. <u>5%</u> X \$ <u>433,801.45</u> Work Completed	\$	21,690.07	b. _____ X \$ _____ Stored Materials	\$	-	c. Total Retainage (Line 5.a + Line 5.b)	\$	21,690.07	6. Amount eligible to date (Line 4 - Line 5.c)	\$	412,111.38	7. Less previous payments	\$	156,365.15	8. Amount due this application	\$	255,746.23	9. Balance to finish, including retainage (Line 3 - Line 4)	\$	28,703.80
1. Original Contract Price	\$	462,505.25																																			
2. Net change by Change Orders	\$	-																																			
3. Current Contract Price (Line 1 + Line 2)	\$	462,505.25																																			
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	433,801.45																																			
5. Retainage																																					
a. <u>5%</u> X \$ <u>433,801.45</u> Work Completed	\$	21,690.07																																			
b. _____ X \$ _____ Stored Materials	\$	-																																			
c. Total Retainage (Line 5.a + Line 5.b)	\$	21,690.07																																			
6. Amount eligible to date (Line 4 - Line 5.c)	\$	412,111.38																																			
7. Less previous payments	\$	156,365.15																																			
8. Amount due this application	\$	255,746.23																																			
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	28,703.80																																			
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>GMH Asphalt Corporation</u>																																					
Signature: <u></u> Name: <u>Brandon Butorac</u>	Date: <u>11-6-23</u> Title: <u>VP</u>																																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> Recommended by Engineer By: <u></u> Name: <u>Spencer Johnson, P.E.</u> Title: <u>Project Manager</u> Date: <u>11/6/2023</u> </td> <td style="width: 50%; vertical-align: top;"> Approved by Owner By: _____ Name: _____ Title: _____ Date: _____ </td> </tr> </table>		Recommended by Engineer By: <u></u> Name: <u>Spencer Johnson, P.E.</u> Title: <u>Project Manager</u> Date: <u>11/6/2023</u>	Approved by Owner By: _____ Name: _____ Title: _____ Date: _____																																		
Recommended by Engineer By: <u></u> Name: <u>Spencer Johnson, P.E.</u> Title: <u>Project Manager</u> Date: <u>11/6/2023</u>	Approved by Owner By: _____ Name: _____ Title: _____ Date: _____																																				

Progress Estimate - Unit Price Work

Owner:	City of Monroe
Engineer:	Barton & Mink, Inc.
Contractor:	GMH Asphalt Corporation
Project:	2023 Street Improvement Project
Contract:	2023 Street Improvement Project

Contractor's Application for Payment

Owner's Project No.:	
Engineer's Project No.:	0WJ.130855
Agency's Project No.:	

Application No.:		2		Application Period:		From		09/30/23		to		11/06/23		Application Date:		11/06/23	
Bid Item No.	Description	Item Quantity	Units	Contract Information:		F	F1	F2	G	H		I	J	K	L		
				C	D					Value of Bid Item (C X E) (\$)	Value of Work Completed to Date (E X G) (\$)						
Original Contract																	
1	MOBILIZATION	1.00	LUMP SUM			35,000.00	0.35	12,250.00	1.00	35,000.00			35,000.00	100%		-	
2	REMOVE CURB AND GUTTER	1,105.00	LIN FT			9,392.50	968.00	8,228.00	968.00	8,228.00			8,228.00	88%		1,164.50	
3	REMOVE CONCRETE WALK	165.00	SQ YD			1,699.50	165.00	1,699.50	165.00	1,699.50			1,699.50	100%		-	
4	REMOVE CONCRETE DRIVEWAY PAVEMENT	175.00	SQ YD			3,605.00	120.00	2,472.00	120.00	2,472.00			2,472.00	69%		1,133.00	
5	MILL BITUMINOUS SURFACE (1.5")	16,370.00	SQ YD			24,555.00	16,117.00	24,175.50	16,117.00	24,175.50			24,175.50	98%		375.50	
6	BITUMINOUS STREET PATCH	865.00	SQ YD			35,032.50	214.00	9,667.00	737.00	29,848.50			29,848.50	85%		5,184.00	
7	TYPE SP 9.5 WEARING COURSE MIX (2.B)	2,035.00	TON			181,216.75	-	-	1,991.11	177,308.35			177,308.35	98%		3,906.40	
8	5" CONCRETE WALK	1,480.00	SQ FT			12.10	1,143.00	13,930.30	1,143.00	13,930.30			13,930.30	77%		4,077.70	
9	6" CONCRETE WALK (PEDESTRIAN RAMPS)	325.00	SQ FT			23.10	609.00	14,067.90	609.00	14,067.90			14,067.90	187%		(6,560.40)	
10	6" CONCRETE DRIVEWAY PAVEMENT	175.00	SQ YD			144.10	104.00	14,986.40	104.00	14,986.40			14,986.40	59%		10,231.10	
11	CONCRETE CURB & GUTTER DESIGN B618	570.00	LIN FT			46.00	338.00	16,468.00	338.00	16,468.00			16,468.00	63%		9,752.00	
12	CONCRETE CURB & GUTTER DESIGN D418	535.00	LIN FT			46.00	610.00	28,060.00	610.00	28,060.00			28,060.00	114%		(3,450.00)	
13	TRUNCATED DOMES	54.00	SQ FT			116.00	74.00	8,584.00	74.00	8,584.00			8,584.00	137%		(2,320.00)	
14	SALVAGE AND REINSTALL CASTING (MANHOLE)	23.00	EACH			1,182.00	-	-	23.00	27,186.00			27,186.00	100%		-	
15	SALVAGE AND REINSTALL CASTING (CATCH BASIN)	12.00	EACH			552.00	12.00	6,624.00	12.00	6,624.00			6,624.00	100%		-	
16	INTERIOR LINING OF CATCH BASIN RINGS	14.00	EACH			791.00	-	-	14.00	11,074.00			11,074.00	100%		-	
17	FURNISH & INSTALL FRAME AND RING CASTING (CATCH BASIN)	2.00	EACH			1,081.00	2.00	2,162.00	2.00	2,162.00			2,162.00	100%		-	
18	ADJUST VALVE BOX	8.00	EACH			800.00	-	-	8.00	2,400.00			2,400.00	38%		4,060.00	
19	REPAIR VALVE BOX	1.00	EACH			2,000.00	-	-	1.00	2,000.00			2,000.00	100%		-	
20	TRAFFIC CONTROL	1.00	LUMP SUM			2,638.00	0.35	923.30	1.00	2,638.00			2,638.00	100%		-	
21	INLET PROTECTION	14.00	EACH			127.00	11.00	1,397.00	11.00	1,397.00			1,397.00	79%		381.00	
22	COMMON TOPSOIL BORROW (LV)	50.00	CU YD			48.55	-	-	42.00	2,039.10			2,039.10	84%		385.40	
23	TURF ESTABLISHMENT, HYDRAULIC MATRIX	375.00	SQ YD			5.30	-	-	293.00	1,552.90			1,552.90	78%		434.60	
Original Contract Totals						\$	462,505.25	\$	164,594.90	\$	433,801.45	\$	433,801.45	94%	\$	28,703.80	

Greetings Public Water Suppliers,

Drought conditions have improved with the late season precipitation we received. This improvement has resulted in your watershed moving to the *Drought Watch Phase*. This means that you are relieved of required water demand reductions. Although seasonal water use is declining, abnormally dry and drought conditions persist throughout Minnesota and the watershed where you reside remains in the *Drought Watch Phase*. The DNR encourages all Minnesotans to conserve water, not only during drought but on an ongoing basis.

The DNR has ceased its weekly drought update process for the year. Much of the state is abnormally dry or in some level of drought resulting from precipitation deficits accumulated over the 2023 growing season. Whether drought continues in 2024 depends on factors including snow pack this winter, spring melt, and spring and summer precipitation. We will continue monitoring conditions over the winter with regular communication returning as necessary after spring thaw.

While seasonal water use changes may temporarily reduce urgency and the need for more restrictive actions, we encourage all Minnesotans to help conserve water. Adopting regular [water conservation measures](#) helps plan for drought and future water-use strategies. For some public water suppliers, this year marked the third continuous year with significant drought. The lessons learned can be incorporated into Water Supply Plans for public water suppliers serving over 1,000 people. You can look to Parts 2 (emergency response) and 3 (water conservation) to make updates.

The 2023 drought affected all of Minnesota. Many watersheds went into advanced phases of drought that required municipalities to implement demand reduction measures through water conservation. The DNR looks forward to evaluating the success of those measures through water use data reported in the [Minnesota Permitting and Reporting System \(MPARS\)](#) as well as water conservation and efficiency information provided in the [water conservation reporting system](#).

Thank you for your awareness and action during the 2023 drought,

Randall Doneen

Conservation Assistance and Regulations (CAR) Section Manager | Ecological & Water Resources

Phone: 651-259-5156

Email: randall.doneen@state.mn.us

mndnr.gov




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: November 6, 2023
To: Honorable Mayor Moynagh
Members of the City Council
City of Montrose, Minnesota
From:  Jared Voge, P.E.
City Engineer
Subject: Regional Park Fence
City of Montrose, Minnesota
BMI Project No.: OW1.120188

At the September 11, 2023 Council meeting, council directed staff to review the fence at the Regional Park and meet with the adjacent property owners at 4671 County Road 12 South, to review the grading along the fence. On October 5, 2023, Administrator Bonniwell and I met on-site with the property owners to review the fence and grading. After the on-site meeting, Bolton & Menk survey staff obtained the location of the fence to assist with any future improvements to the fence or grading. Please find enclosed a figure illustrating the fence location.

After reviewing the fence and as previously indicated by city staff, the fence requires maintenance or replacement. During the on-site review, it was noted that some fence panels have come loose from the fence posts. Based on the survey data collected, the western fence location varies with respect to the western property line and is generally within 0.5 feet east and west of the property line. The northern fence is located approximately 7.5 feet north of the property line.

While on-site at 4671 County Road 12 South, erosion was noted near the southwest corner of the property. The property owners have installed concrete to help prevent the erosion from continuing. The concentration of water appears to contribute to erosion and minimal turf establishment on the west side of the fence. No other significant erosion was noted on the property. In various locations immediately adjacent to the fence, it appears that settling has occurred, and the property owners indicated that as a result, mowing is a challenge. A few areas on both the west and north side of the fence were noted where turf has not been completely established.

If maintenance is performed on the fence or if it is replaced, the grading concerns adjacent to the existing fence can be corrected by grading/leveling a few feet on either side of the fence and re-seeding. The existing erosion near the southwest corner of the private property is unrelated to the fence, however, with minimal grading, a synthetic erosion control blanket with seed and bio-roll would aid in turf restoration efforts west of the fence. We recommend that grading and turf establishment be completed concurrently with any fence improvements.

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

JAV/kp

Guidelines for Electronic Communications for Councilmembers of the City of Montrose

These guidelines apply to all members of the city council and all members of city committees, commissions, sub-committees, etc. in the City of Montrose.

For purposes of these guidelines, reference to councilmembers includes members of all other city committees and groups subject to the Open Meeting Law. Reference to the council shall include all such groups and meetings.

For purposes of these guidelines, "electronic means" means email, instant messaging, chatrooms, and related electronic conversation.

For purposes of these guidelines, "city administrator" means the city administrator, manager, administrator or his/her designee.

These guidelines apply regardless of whether the councilmember is using a city-provided email address and account, his/her personal email address or account, or one provided by his/her employer.

City owned equipment

All computers, computer equipment, software etc. issued to members of the city council, commissions, sub-committees, etc. are the property of the City of Montrose and shall remain the property of the City of Montrose at the end of the individuals term. Each member will return the equipment to the City Administrator at the end of their term.

All equipment shall be reasonably maintained and cared for and is the responsibility of the member while in their possession.

Use of the Internet

Internet connectivity is granted to councilmembers for valid business purposes. Personal use of the internet will be limited such that it:

- Does not interfere with official usage;
- Is not for personal political campaigning, religious, personal financial profit, or other promotional activities, and does not result in the consumption of City resources;
- Does not result in incremental expense for the City and;
- Does not contain or imply threatening, obscene or abusive language.

Meeting materials

Electronic communication of meeting materials should generally be conducted in a one- way communication from the city administrator to the council.

- Councilmembers may receive agenda materials, background information, Council packets and other meeting materials via email attachment or other electronic means (such as file sharing) from the city administrator.
- If a councilmember has questions or comments about materials received, s/he should inquire via electronic means directly back to the city administrator. A councilmember should not copy other committee members on his/her inquiry.
- If the clarification is one of value to other councilmembers, the city administrator may send follow-up materials or information to the council.

Materials relating to agenda items of a meeting must also be made available to the public at the meeting.

Communication during council meetings

- Councilmembers should not communicate with one another via electronic means during a public meeting.
- Councilmembers should not communicate with any member of city staff via electronic means during a public meeting.
- Councilmembers are encouraged not to communicate with the public via electronic means during a public meeting.

Communication outside of council meetings

- Councilmembers should generally act with caution when using electronic means to communicate with one another, being mindful of the Minnesota Open Meeting Law.
- If a councilmember wishes to share information with other members, s/he should do so through the city administrator. The councilmember may request the city administrator distribute materials to others. The communication should not invite response to or discussion between any councilmembers, including replies to the person making the distribution request. This should be considered a method for providing one-way information to other members of the council. Again remember that materials relating to agenda items for city business must be provided to the public at the meeting.
- If a councilmember wishes to address only one other member through electronic means on any topic related to city business, s/he can do so directly, but should be mindful of the following:
 1. One-to-one communication is ideal.
 2. The recipient of an electronic message or inquiry should reply only to the sender, should not copy others on the reply and should not forward the original email to other councilmembers.
 3. The sender of an electronic message should not forward or copy the recipient's reply to any other councilmember.
- If a councilmember receives an electronic communication from any source related to city business and distributed to multiple councilmembers (i.e., an email sent to the entire council from a member of the public; or an email sent to three councilmembers from a local business), s/he should reply only to the sender. The

reply should not be copied to all on the original distribution or forwarded to any other councilmember.

- If a councilmember receives listserv distributions, electronic newsletters, or participates in electronic discussion forums where other councilmembers are also likely to participate (such as chat rooms), the councilmember should not reply to any distribution or comment so that the reply is copied to the entire distribution group, or any part of the group that might include other councilmembers. The councilmember should instead respond only to the sender of any message.

Classification and retention of electronic communications

- Regardless of whether electronic communication by a councilmember is taking place on a city-provided computer, home computer or other computer city, classification of information as public, private or other is governed by the Minnesota Government Data Practices Act (Minn. Stat. Chapt. 13) and should be treated accordingly.
- Councilmembers should retain electronic communications in keeping with city policies and procedures, whether such communication takes place on a city-provided computer, home computer or other computer city.

Unauthorized Use

1. Users must not:

- a. use any account or password assigned by the city to anyone else;
- b. share any account or password, assigned to the user by the city, with any other individual, including family members;
- c. allow others to use City information technology under the user's control;

2. Users must not use city-owned communication devices to access their personal social media accounts.

3. Users must not circumvent, attempt to circumvent, or assist another in circumventing security controls in place to protect the privacy and integrity of data stored on City information technology.

4. Users must not change, conceal, or forge the identification of the person using City information technology, including, but not limited to, use of e-mail.

5. Users must not knowingly download or install software onto City information technology unless it has been preapproved through established campus or city office procedures, or by the designated officials, or prior authorization is received from the designated officials. Users who knowingly or negligently do not comply may be held responsible for damages, cost of city debugging, and payment of software fees, licenses and infringement penalties.

6. Users must not engage in activities that interfere with or disrupt network users, equipment or service; intentionally distribute viruses, worms, trojans, or other

malicious code; or install software or hardware that permits unauthorized access to City information technology.

7. Users must not engage in inappropriate uses, including:

- a. activities that violate State or federal law or regulation;
- b. wagering or betting;
- c. harassment, threats to or defamation of others, stalking, and/or illegal discrimination;
- d. fund-raising, private business, or commercial activity, unless it is related to the mission of the City;
- e. storage, display, transmission, or intentional or solicited receipt of material that is or may be reasonably regarded as obscene, sexually explicit, or pornographic, including any depiction, photograph, audio recording, or written word, except as such access relates to the academic pursuits of a City student or professional activities of a City employee; and
- f. "spamming" through widespread dissemination of unsolicited and unauthorized e-mail messages.

Any violations of the above Unauthorized Uses will cause one's city-owned computer equipment use privileges to be revoked

ACKNOWLEDGMENT

By signing below I acknowledge that I have read and understood the policies outlined in this Guideline for Electronic Communications of the City of Montrose. I understand that this policy is intended only as a general reference and not as a full statement of company procedure or a legal contract.

Printed Name

Signature

Date