



CITY COUNCIL AGENDA REGULAR MEETING

**Monday, October 9, 2023
7:00 P.M.**

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

Montrose Community Center
200 Center Avenue South
Montrose, Minnesota 55363

1. CALL TO ORDER

2. ROLL CALL

3. INVOCATION

A. Pastor Cathy Jones – House of Grace

4. PLEDGE OF ALLEGIANCE

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

B. Oath of Office – Mr. Toby Nelson

6. APPROVAL OF AGENDA

7. APPROVAL OF CONSENT AGENDA

A. Minutes

1. September 11, 2023 City Council Meeting Minutes – prepared by J. Bonniwell

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

B. Accounts Payable

1. City, October 9, 2023 – prepared by M. Sommerfeld
2. Fire Department, October 9, 2023 – prepared by M. Sommerfeld

C. Monthly Utility Adjustments for September, 2023

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

8. ISD 877 SPECIAL ELECTION

A. Superintendent Scott Thielman

9. WRIGHT COUNTY SHERIFF'S OFFICE

A. September, 2023 Monthly Report and Hours Report

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

A. City Council

1. Monthly Activity Report

B. Montrose Fire Department

1. September, 2023 Activity Report
2. Authorize Purchase of 5 Motorola 6 Pagers and Additional Accessories
3. Authorize Purchase of New Roof Chainsaw
4. Replace 2.5" Fill Valves and Repair/Check/Clean Station Bay Heating Units
5. Fire Prevention Week Information
6. 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. Emergency Management

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

D. Economic Development Authority

1. September 19, 2023 Economic Development Authority Meeting Minutes

E. City Engineer

1. Local Road Improvement Project (LRIP) Funding – Clementa Avenue
2. 2023 Street Improvement Project – Pay Application No. 1
3. Updates

F. Park and Recreation

1. September 5, 2023 Park and Recreation Meeting Minutes
2. Request for Joint Meeting with City Council
3. Resignation of Ms. Kimberly Niska
4. Resignation of Mr. Toby Nelson
5. Appointment of New Chair and Vice-Chair
 1. Joshua Swanson – Chair

2. Edward Kolasa – Vice Chair

G. Public Works

1. Speed Radar Sign Update

11. OLD BUSINESS

- A. Approval for Hiring City Clerk/Treasurer at starting wage of \$78,458.00

12. NEW BUSINESS

- A. Fence Permit and Inspection Changes Discussion

13. OPEN FORUM

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 – 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

16. CLOSED SESSION

- 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
- 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

17. ADJOURNMENT

City of Montrose
 Regular City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, September 11, 2023
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, September 11, 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

Staff Present: Ms. Jessica Bonniwell, City Administrator
 Mr. Michael Sommerfeld, City Clerk/Treasurer
 Mr. Dan Remer, Public Works Director
 Ms. Cristy Gerard, Deputy Clerk
 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. APPROVAL OF THE AGENDA

A. Approval of the Agenda

Council Member Otto motioned to approve the September 11, 2023 City Council Agenda as presented. Council Member Paradeise seconded the motion. Motion carried 4-0.

6. APPROVAL OF THE CONSENT AGENDA

A. Minutes

1. Accepted the minutes of the August 14, 2023 City Council Workshop
2. Accepted the minutes of the August 14, 2023 Regular City Council Meeting
3. Accepted the minutes of the August 28, 2023 City Council Workshop
4. Accepted the minutes of the September 5, 2023 City Council Budget Workshop

B. Accounts Payable

1. Approved the September 11, 2023 Accounts Payable for the City of Montrose
 2. Approved the September 11, 2023 Accounts Payable for the Montrose Fire Department
- C. Approved Monthly Utility Adjustments for July & August, 2023
- D. Approved Resolution 2023-26 – *A Resolution Accepting Donations*
- E. Approved Resolution 2023-27 - *A Resolution Authorizing Licensee to Dispense Intoxicating Liquor Off-Premises at the Park and Recreation Fall Event on September 30, 2023, at Lions Park (260 Second Street S Montrose, MN 55363)*
- F. Approved the Application from O’Brothers for Retail Sales of Tetrahydrocannabinol (THC) Products
- G. Approved Scheduling the Truth in Taxation Public Meeting Date for December 11, 2023 at 7:00 p.m. at the Montrose Community Center
- H. Approved Scheduling a Special Park and Recreation Meeting Tuesday, September 12, 2023 at 6:00 p.m. at Montrose City Hall
- I. Approved Scheduling a Special City Council Meeting Monday, October 2, 2023 at 5:30 p.m. at Montrose City Hall

Council Member Solarz motioned to approve the September 11, 2023 Consent Agenda as presented. Council Member Paradeise seconded the motion. Motion carried 4-0

7. WRIGHT COUNTY SHERIFF’S OFFICE

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

The Wright County Deputy informed Council that their database had been updated with the new city traffic code/ordinance so they are able to assist city staff with parking issues around the city. The Deputy stated that there seems to be no habitual offenders or other behavior patterns and are working on parking enforcement.

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

A. City Council

1. Monthly Activity Report

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

B. Montrose Fire Department

1. August, 2023 Activity Report

Fire Chief Triplett stated there was nothing of note in the August, 2023 Activity Report and asked if Council had any questions.

2. Appointment of Fire Chief 01/01/2024 through 12/31/2025

Ms. Bonniwell stated that there was one letter of interest received from current Fire Chief Triplett for the Fire Chief position that would go from 01/01/2024 through 12/31/2025.

Mayor Moynagh motioned to appoint Mr. Kevin Triplett as Fire Chief from 01/01/2024 through 12/31/2025. Council Member Solarz seconded the motion. Motion carried 4-0.

C. City Engineer

1. Wastewater Treatment Facility Plans and Specifications

1. Resolution 2023-28 – *A Resolution Ordering Improvement and Preparation of Plans*

Mr. Voge stated that the resolution included in the packet for the meeting was to approve plans and specifications to be completed in order to build a new wastewater facility in partnership with the City of Waverly. Mr. Voge stated that, if approved, the engineers would come up with a plan in order to meet the March 2024 funding application deadline.

Mayor Moynagh motioned to approve Resolution 2023-28 – *A Resolution Ordering Improvement and Preparation of Plans*. Council Member Paradeise seconded the motion. Motion carried 4-0.

2. 200 Crystal Lane Drainage Improvements

Mr. Voge stated that included in the packet for the meeting were quotes for the proposed drainage improvement near 200 Crystal Lane. Mr. Voge stated that the first option includes replacing sidewalk panels and grading to prevent the water from the street from going onto private property and would require an easement. Mr. Voge stated the second option would be installing a yard inlet with additional drain tile to drain the street water from the property once it enters onto the private residence yard. Mr. Voge stated that Option 1 is the more expensive, and more permanent fix with an estimated cost of \$17,855. Mr. Voge stated that Option 2 is less expensive, but still allows water from the street to drain onto private property, with a total of \$8,900.

Council Member Solarz asked Mr. Voge what the downside of Option 2, or the cheaper option. Mr. Voge stated that the main difference is that option 2 will still allow drainage of public street water to wash onto the resident's property and would then drain out via the drain tile. Mr. Voge said it is up to council on how comfortable they are letting water from the street drain onto private property. Mayor Moynagh asked how long it would be until the sidewalk is fixed under normal circumstances. Mr. Voge stated that sidewalks are typically redone every 15-20 years and the sidewalk at the location is fairly new and would not be scheduled for replacement for many years. Council Member Paradeise stated that if the council is going to approve a fix for this, then it should not be a band aid fix that will need to be addressed again in the future. Mayor Moynagh stated that he thought the drain tile option would fix the problem for the next 15 or so years until the sidewalk is replaced in the future. Mr. Voge stated the permanent fix would be option two which would include replacing the concrete and doing grading improvements so the water drains onto the street as it should. Mr. Remer stated that the best option for the city would be option one for a long-term fix that should last until the sidewalks are redone again sometime in the future.

Council Member Paradeise motioned to approve \$17,855 in order to complete drainage improvements for 200 Crystal Lane. Council Member Solarz seconded the motion.

Council Member Otto and Mayor Moynagh asked where in the budget the amount would be coming out of. Mr. Sommerfeld stated this would come out of the stormwater budget, which has

funds currently. Mr. Voge stated that the estimates included in the packet were just engineer approximations for what they believe that option might cost. Mr. Voge stated that they would need to go out for bids in order to have a quote for the work to be done.

Council Member Paradeise amended the motion to approve getting bids for Option 1 – Concrete Replacement and Grading Improvements for 200 Crystal Lane. Council Member Solarz seconded the motion. Motion carried 4-0.

3. Highway 12 Lighting and ADA Improvements

Mr. Voge stated that the estimates for the proposed Lighting and ADA Improvements along Highway 12 are included in the packet for consideration. Mr. Voge stated that the next step is to authorize staff to move forward and submit proposed plans to MnDOT for review and inclusion in their plans for 2025. Mr. Voge stated the current plans would include upgrading the flasher intersection at Center Avenue South and Highway 12 and install decorative lighting along the corridor. Mayor Moynagh stated that the flashers at Center Avenue are a must. Council Member Otto asked if the poles would be similar to the ones that were installed on Center Avenue South during the city's 2021 Street Improvement Project. Mr. Voge stated that yes, those would be the same or similar and that was what was used to get an estimated cost. Mr. Sommerfeld stated that this is currently on the Capital Improvement Plan in anticipation of the state's project. Mayor Moynagh asked Mr. Voge to continue looking into plans for lighting when the MnDOT project is completed in 2025.

Mayor Moynagh stated he spoke with one of the Wright County Commissioners regarding the upcoming Hwy 12 project, and they discussed upgrading the intersection of Hwy 12 and Zephyr Avenue. Mayor Moynagh stated that this has been looked at a bit by MnDOT, but is not on their radar for intersection upgrades because of the low crash statistics that typically influence intersection upgrades. Mayor Moynagh stated that the current plan from MnDOT is to add a center turn lane that extends from the stop light to that intersection.

4. Updates

Mr. Voge stated that the 2023 street improvement project for the streets along 1st Street North will begin on Wednesday, September 13, 2023.

D. Parks and Recreation

1. August 1, 2023 Park and Recreation Meeting Minutes

Mr. Toby Nelson summarized the August 1, 2023 Parks and Recreation Meeting Minutes. Mr. Nelson stated that the commission is planning to wrap up the Park and Trail plan at the October meeting and bring to council for approval at the October or November City Council Meeting. Mr. Nelson stated he had a couple requests for the Fall Event including having a Special Meeting on September 12th, approving the payment for the band – both of which have already been approved either on the consent agenda or at the August meeting. Mr. Nelson stated he also is requesting on behalf of Parks and Recreation to increase the Recreational Program budget from \$4,000 to \$8,000 for the upcoming year. Mayor Moynagh stated that he would be okay with increasing the budget, but that Parks and Recreation would have to come up with recreational programming to spend it on before that would be approved because otherwise there is no reason to increase the budget as they will not be having events.

Discussion was held between Mr. Nelson and Mayor Moynagh about future upgrades to Carver

Field. Mayor Moynagh stated that the Parks and Recreation Commission should discuss having the community teams that use the field help out with maintenance by picking up after games and possibly dragging the field. Mr. Nelson stated that he thinks this still needs to be looked at as far as upgrading the fence, but that the field could be completed.

2. Request to Close 2nd Street South for Fall Event

Mr. Nelson stated that Parks and Recreation is asking to close 2nd Street South from the Fire Department driveway to the Center Avenue South intersection for the Fall Event.

Mayor Moynagh motioned to close 2nd Street South for Fall Event on September 30, 2023 from 1:00 p.m. to 7:00 p.m. Council Member Solarz seconded the motion. Motion carried 4-0.

E. Public Works

1. Stormwater/Street Repair Quotes

Mr. Remer stated there were quotes for two projects included in the packet for the meeting to repair the stormwater and streets in the area indicated on the maps. Mr. Remer stated the two areas are located in the Pheasant Hills neighborhood and along County Road 12, as requested by the County. Mr. Remer stated that the quotes were broken out to show the budgets that both projects would come out of, and there is still budgeted money in both accounts to pay for both projects this year. For the stormwater budget the amount is \$24,000.00, and for the street budget the amount is \$38,835.00.

Mayor Moynagh motioned to approve \$29,475.00 for the stormwater and street repair at Pheasant Hills. Council Member Paradeise seconded the motion. Motion carried 4-0.

Council Member Otto motioned to approve \$33,360.00 for the stormwater and street repair along County Road 12. Council Member Solarz seconded the motion. Motion carried 4-0.

9. OLD BUSINESS

A. Resolution 2023-29 - *A Resolution Authorizing Execution of Petition and Waiver Agreements by and Between the City of Montrose and Property Owners for Pheasant Hills Drainage Improvements*

Ms. Bonniwell stated that there is a resolution included in the packet for the meeting to authorize staff to execute Petition and Waiver Agreements for the residents of Pheasant Hills who have agreed to pay for the private drainage improvement project. Ms. Bonniwell stated this resolution would need to be passed in order to move forward with the project for the residents.

Mayor Moynagh motioned to approve Resolution 2023-29 - *A Resolution Authorizing Execution of Petition and Waiver Agreements by and Between the City of Montrose and Property Owners for Pheasant Hills Drainage Improvements*. Council Member Paradeise seconded the motion. Motion carried 4-0.

B. Rolling Meadows Regional Park Fence Quotes

Mr. Remer stated that there are bids included in the packet for the meeting for the Rolling Meadows Regional Park fence replacement. Mayor Moynagh asked if there is anything that could be done to replace or salvage the fence that is there so it would not need to be fully replaced. Mr. Remer stated that Public Works would do whatever council directs them to do, but that he would need to replace nearly the entire fence and all boards. Mr. Remer also recommended not replacing the fence until the neighboring

property is satisfied with the elevation and erosion control. Mayor Moynagh asked if this needs to be approved tonight, or if this should be passed to Parks and Recreation to see what style fence would go best with what they have plans for the future at the Regional Park. Mr. Remer stated there are quotes for both chain link and vinyl privacy fencing in the packet. Mr. Remer stated this fence would not be cheap due to the linear feet needed to replace the existing fence. Council Member Otto asked if the fence replacement would also fix the erosion and drainage concerns at the property after the city changed the grading around their property. Mr. Remer stated that he would not say there are erosion and drainage issues as he is not an engineer and does not know for a fact those problems exist due to the work the city completed. Council Member Otto stated that winter seeding for grass on both sides of the fence was not completed. Council Member Solarz stated that council has been working to fix this problem for around ten years. Mr. Sommerfeld stated that the city did pay for seeding to get done, but it was not winter seeded as was planned due to unforeseen circumstances. Mayor Moynagh asked Bolton and Menk to look at this area again to see what could possibly be done as far as a permanent fix and have an agreement signed stating as much. Mayor Moynagh stated that he would like to see a final solution to this property and do what needs to be done to fix the fence and erosion issues and have the property owner sign off saying they are satisfied with the work and will no longer request city intervention for the township property. The property owner was present and stated they would like to see the grading on the west side fixed. Mr. Remer stated he would also recommend installing the fence 100% on city property so the city is able to maintain both sides of the fence. Mayor Moynagh asked Mr. Voge to set up a meeting with the property owner to see what kind of solution they are thinking and what would fix the issues permanently.

C. Creekside Hollow Request for One-Year Extension of Preliminary Plat Approval

Ms. Bonniwell stated that included in the packet for the meeting was a written request from the developer for the potential Creekside Hollow development to extend their preliminary plat approval for another year to see if building conditions improve.

Mayor Moynagh motioned to approve the Creekside Hollow Request for One-Year Extension of Preliminary Plat Approval. Council Member Solarz Seconded the motion. Motion carried 4-0.

10. NEW BUSINESS

A. Year 2024 Preliminary Budget and Levy

Mr. Sommerfeld stated that the preliminary budget and levy proposal that was discussed at the September 5, 2023 City Council Workshop. Mr. Sommerfeld stated that he only has an estimated tax capacity of \$3,797,161.00 at this time because he has not gotten an updated amount from Wright County yet. Mr. Sommerfeld stated that with the large tax capacity increase for 2023, he went a bit more conservative in case the increase is smaller this year. Mr. Sommerfeld stated that proposed levy for 2024 is \$1,842,431.00, which is a 4.5% increase over 2023, with the unknown tax capacity so the percentage increase/decrease could change with an updated tax capacity from Wright County. Mr. Sommerfeld stated the proposed increases include items such as improvements to Carver Field, getting public works vehicles on a rotating schedule and funding the new Capital Improvement Plan. Mr. Sommerfeld reminded City Council that this is the preliminary budget and, once approved, could be adjusted down, but not increased above the amount of the preliminary levy sent to Wright County.

Mayor Moynagh motioned to approve the proposed 2024 Preliminary Budget and Levy for \$1,842,431.00. Council Member Paradeise seconded the motion. Motion carried 4-0.

Mr. Sommerfeld stated that the initial date set for changes to the C.I.P. was November 1st, but Mr. Sommerfeld would like to push that deadline up a bit in order to accommodate for staff transitions with Mr. Sommerfeld leaving. Mr. Sommerfeld asked Council to have any changes to the Capital Improvement Plan to him by September 30th.

- B. Resolution 2023-30 – *A Resolution Authorizing a Decrease to Levy for G.O. Street Reconstruction Bond 2017A*

Mr. Sommerfeld stated that two of the bonds will be decreasing in amount for year 2024, and Council will need to approve the resolutions included in the packet in order to adjust the levy.

Council Member Otto motioned to approve Resolution 2023-30– *A Resolution Authorizing a Decrease to Levy for G.O. Street Reconstruction Bond 2017A*. Council Member Solarz seconded the motion. Motion carried 4-0.

- C. Resolution 2023-31 – *A Resolution Authorizing a Decrease to Levy for G.O. Street Reconstruction Bond 2021A*

Council Member Paradeise motioned to approve Resolution 2023-31 – *A Resolution Authorizing a Decrease to Levy for G.O. Street Reconstruction Bond 2021A*. Council Member Solarz seconded the motion. Motion carried 4-0.

- D. City Council Vacancy

1. Resolution 2023-32 – *A Resolution Declaring City Council Vacancy*

Ms. Bonniwell stated that there is a resolution included in the packet for the meeting to declare a City Council Vacancy left open by the resignation of Ms. Nicole Andreoff, effective August 31, 2023.

Mayor Moynagh motioned to approve Resolution 2023-32 – *A Resolution Declaring City Council Vacancy*. Council Member Otto seconded the motion. Motion carried 4-0.

2. Discussion Regarding Council Vacancy – Application Information and Timeline

Mayor Moynagh stated that his plan to fill the vacancy is to open applications to the public starting on September 12, 2023 and leave it open until September 28, 2023 at 4:30 p.m. Mayor Moynagh stated that interviews would then be conducted on October 2, 2023 at a Special Meeting at 5:30 p.m. at City Hall. At the October 2, 2023 meeting, Council would then choose the person to fill the spot and have them appointed at the October 9, 2023 City Council Meeting.

- E. Resignation of Mr. Michael Sommerfeld

1. Accept resignation of Mr. Michael Sommerfeld, City Clerk/Treasurer, Effective September 29, 2023

Ms. Bonniwell stated that Mr. Sommerfeld submitted his resignation with the City of Montrose, effective September 29, 2023.

Mayor Moynagh motioned to accept the resignation of Mr. Michael Sommerfeld, City Clerk/Treasurer, Effective September 29, 2023. Council Member Paradeise seconded the motion. Motion carried 4-0.

2. Authorize City Staff to Start Hiring Process for New Clerk/Treasurer

Ms. Bonniwell asked the City Council to approve staff to start the hiring process for a new City Clerk/Treasurer.

Mayor Moynagh motioned to Authorize City Staff to start the hiring process for a new City Clerk/Treasurer. Council Member Solarz seconded the motion. Motion carried 4-0.

F. Quote for Computer Purchases with ARPA Funds

Mr. Sommerfeld stated that he received these quotes from council for two computers at city hall that are very outdated and were not listed on the computer inventory list that Paumen provided the city with earlier this year. Mr. Sommerfeld stated the two old computers are from 2017 and the employees using them are struggling with functionality. Mr. Sommerfeld stated that the quote provided in the packet would be paid for out of the ARPA funds in order to get these two very old computers replaced before 2024. Council Member Solarz stated that the “i5” versions that were priced in the quote are outdated and not good enough machines. Council Member Solarz stated that he would like to see a quote for an “i7” or “i9” machines since he would rather staff had better performing computers.

G. Appoint Commission Members for Wastewater Treatment Facility Commission – Two Council Members

City Council had brief discussion and asked for volunteers to serve on the new Wastewater Treatment Facility Commission. Council Members Sam Solarz and David Paradeise volunteered for the positions. The alternate position will be selected once another member is appointed to the vacant city council seat.

Mayor Moynagh motioned to approve Council Members David Paradeise and Sam Solarz for the Wastewater Treatment Facility Commission. Council Member Otto seconded the motion. Motion carried 4-0.

H. Delano Area Senior Center – Request for \$1,250.00 Donation

Ms. Bonniwell stated that the city has once again received a request from the Delano Area Senior Center for \$1,250.00 to help support their senior programs that also serve Montrose residents.

Council Member Otto motioned to approve a donation in the amount of \$1,250.00 for the Delano Area Senior Center. Council Member Solarz seconded the motion. Motion carried 4-0.

I. Proclamation – Recognizing National Pregnancy and Infant Loss Remembrance Day

Mayor Moynagh read aloud the Proclamation Recognizing National Pregnancy and Infant Loss Remembrance Day.

11. OPEN FORUM

No Open Forum Requests Received

12. UPCOMING MEETINGS

- A. Planning and Zoning Meeting – Cancelled ~~Wednesday, September 13, 2023 at 7:00 p.m. at the Montrose Community Center~~
- B. Special Park and Recreation Meeting – Tuesday, September 12, 2023 at 6:00 p.m. at the Montrose Community Center
- C. Economic Development Authority Meeting – Tuesday, September 19, 2023 at 12:00 p.m. in the Montrose City Hall Conference Room
- D. Special City Council Meeting – Monday, October 2, 2023 at 5:30 p.m. in the Montrose City Hall Conference Room

- E. Park and Recreation Meeting – Tuesday, October 3, at 6:00 p.m. in the Montrose City Hall Conference Room
- F. Regular City Council Meeting – Monday, October 9, 2023 at 7:00 p.m. at the Montrose Community Center
- G. City Council Workshop/EDA Workshop – Monday, October 30, 2023 at 5:30 p.m. at the Montrose Community Center

13. ACKNOWLEDGEMENTS

Mayor Moynagh acknowledged Council Member Nicole Andreoff for her time serving on the City Council. Mayor Moynagh acknowledged 9/11, Fire Fighters, and First Responders around the nation for their hard work and sacrifice. Mayor Moynagh acknowledged Mr. Sommerfeld for his work at the city as he will be missed.

Council Member Otto acknowledged Celebrate Montrose for their event and all the volunteers and Fire Fighters that helped with the event. Council Member Otto also acknowledged Mr. Sommerfeld for his time at the city.

Council Member Paradeise also acknowledged 9/11 and the “Red Bandana Guy” who sacrificed himself to save many people on that day at the World Trade Center.

Fire Chief Triplett acknowledged Mr. Sommerfeld for his time serving on the Montrose Fire Department while he was on staff.

14. ADJOURNMENT

Mayor Moynagh motioned to adjourn the Regular City Council Meeting at 8:57 p.m. Council Member Solarz seconded the motion. Motion carried 4-0.

Kirby Moynagh
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

City of Montrose
 Special City Council Meeting
 Montrose City Hall
 311 Buffalo Avenue South
 Monday, October 2, 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 2, 2023 at 5:30 p.m.

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

Mayor Moynagh added item E) Quote for 2024 Chevrolet Silverado 1500, and moved to item F) Quote for Concrete Bid to Install Benches.

2. ROLL CALL

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

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

3. BUSINESS

A. Interviews

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

The City Council interviewed prospective new City Council Members to fill the current vacancy – the interviews lasted around 30 minutes each and afterward Council had discussion on which candidate to choose.

Mayor Moynagh motioned to appoint Mr. Toby Nelson to the vacant City Council Seat, effective October 9, 2023 until December 31, 2024. Council Member Solarz seconded the motion. Motion carried 3-1 with Council Member Otto voting against the motion.

B. Approval for Mr. Michael Sommerfeld to Assist City Staff with Employee Transition in Part-Time, Temporary and As-Needed Capacity at Current Hourly Rate

Ms. Bonniwell stated that Council Member Otto did reach out to the League of MN Cities to see if they had any other avenues for help since the city sought out help in late 2021. Ms. Bonniwell stated one of the options the League suggests is borrowing a clerk from another city. Ms. Bonniwell stated that Mr. Sommerfeld is willing to help the city as needed through the employee transition due to his departure. Ms. Bonniwell stated that this would indeed be borrowing a Clerk from another city, which is done frequently and is allowed. Ms. Bonniwell stated that staff would very much appreciate this extra as-needed assistance from Mr. Sommerfeld both during the gap before someone is hired, and to help on-board that

person once hired.

Mayor Moynagh motioned to approve Hiring Mr. Michael Sommerfeld to Assist City Staff with Employee Transition in a Part-Time, Temporary, and As-Needed Capacity at Current Hourly Rate. Council Member Solarz seconded the motion. Motion carried 4-0.

C. Updated Quote for New Computers from Paumen Computers

Ms. Bonniwell stated that Paumen Computers sent an updated quote for the “i7” model that Council Member Solarz asked about at the September 11, 2023 City Council Meeting. Ms. Bonniwell stated that two options were quoted – first option was \$1,496.05 for a 5-year warranty for each computer, the second option was \$1,355.19 for a 3-year warranty for each computer. Ms. Bonniwell stated that Paumen Computers is suggesting going with the 5-year warranty if they decide to approve these machines. Ms. Bonniwell also reminded City Council that this purchase was to be paid with ARPA Funds.

Council Member Solarz motioned to approve Two Computers to be paid with ARPA Funds at \$1,496.05 each with a 5-year warranty. Council Member Paradeise seconded the motion. Motion carried 4-0.

D. Quote for 2024 Chevrolet Dump Truck

Mr. Remer stated that staff and council budgeted \$100,000 for the year 2023 in order to purchase a new dump truck as the one Public Works currently has is not operational. Mr. Remer stated that the quoted truck is \$80,509.84 from Stillwater Motor Company, or less than the full budgeted amount.

Council Member Paradeise motioned to approve the purchase of a 2024 Chevrolet Dump Truck from Stillwater Motor Company for \$80,509.84. Council Member Solarz seconded the motion. Motion carried 4-0.

E. Quote for 2024 Chevrolet Silverado 1500

Mr. Remer stated that this vehicle for \$49,922.22 from Stillwater Motor Company was also budgeted for out of the vehicle budget for multiple departments wherein \$10,000.00 was budgeted in five accounts, for a total of \$50,000.00 to be used to purchase a new Public Works Truck. Mr. Remer said this would be to replace his current vehicle which keeps breaking down and has a bad frame. Mr. Remer said they would swap this new vehicle to the Wastewater Operators and he would take one of their vehicles instead. Mr. Remer stated he was unsure if this vehicle would still be available since he was unable to hold it, but hope he will be able to get something for a cap of \$50,000.00.

Mayor Moynagh motioned to approve the purchase of a 2024 Chevrolet Silverado 1500 with a \$50,000.00 umbrella amount not to exceed. Council Member Solarz seconded the motion. Motion carried 4-0.

F. Quote for Concrete Bid to Install Benches

Mr. Remer stated that he had a quote for the benches that the Parks and Recreation Commission have requested be installed in different parks and areas around the city. Mr. Remer stated that Public Works often uses Jordan Concrete for these smaller jobs, and their quote is \$7,400.00 for six bench pads and some additional work if needed.

Council Member Otto motioned to approve the quote from Jordan Concrete for \$7,400.00 to install bench pads as directed by Parks and Recreation. Mayor Moynagh seconded the motion. Motion carried 4-0.

4. ADJOURNMENT

Council Member Otto motioned to adjourn the Special City Council Meeting at 8:09 p.m. Mayor Moynagh seconded the motion. Motion carried 4-0.

Kirby Moynagh
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

ACCOUNTS PAYABLE LIST

October 9, 2023

| | | |
|----------------------------|-----------------------------|----------|
| Payroll | 09/19/23 Payroll | 18540.77 |
| Payroll | 09/29/23 Council Payroll | 2770.49 |
| Payroll | 10/05/23 Payroll | 17628.67 |
| Payroll | 10/05/23 Supp. Payroll | 6705.29 |
| IRS-Federal Tax Payment | 09/19/23 FED/FICA Tax | 6141.90 |
| IRS-Federal Tax Payment | 09/29/23 CPAY FED/FICA Tax | 459.02 |
| IRS-Federal Tax Payment | 10/05/23 FED/FICA Tax | 5789.76 |
| IRS-Federal Tax Payment | 10/05/23 Supp. FED/FICA Tax | 4028.79 |
| MN Dept. of Revenue | 09/19/23 State Withholding | 1706.40 |
| MN Dept. of Revenue | 10/05/23 State Withholding | 2299.86 |
| PERA | 09/19/23 Payroll | 3831.24 |
| PERA | 10/05/23 Payroll | 3495.07 |
| *Ameritas Life Ins. | Oct. Emp. Optical Ins. | 49.40 |
| MN Dept. of Revenue | September Sales Tax | 88.00 |
| Payment Service Network | September PSN/ACH Fees | 1606.05 |
| Acme Tools Plymouth | Tools | 199.00 |
| *AFSCME #65 | Sep. Union Dues | 60.20 |
| Blue Lake Plastics | Skating Rink Liner | 966.38 |
| *Bolton & Menk | Engineering Services | 4868.00 |
| Brooke Von Thoma | Sign Decals | 40.00 |
| Buffalo Plumbing and Heat. | Wellhouse 2 Pump Repair | 254.00 |
| Central Telephone | Annual City Hall Phones | 824.00 |
| Cintas | Uniforms/Floor Mats | 331.77 |
| *Citizens State Bank | September H.S.A. Deposit | 650.00 |
| *Colonial Life Ins. | Oct. Employee Ins. | 19.56 |
| Delta Dental | October Dental Insurance | 350.67 |
| Econo Signs | Street Signs / Materials | 667.61 |
| Elan Financial Svcs. | Safety Training | 31.43 |
| Elan Financial Svcs. | Software Subscription | 64.38 |
| Elan Financial Svcs. | Code Enforcement Postage | 5.01 |
| Elan Financial Svcs. | MCFOA Training | 50.00 |
| Elan Financial Svcs. | CH Cleaning Supplies | 11.27 |
| Elan Financial Svcs. | Wellhouse 3 Maint. Parts | 41.77 |
| Expert Asphalt | Driveway Repair - Plowing | 635.00 |
| Flatout Tire Service | Payloader Tires | 7150.00 |
| Fobbe Construction | Street Repair / Manholes | 17900.00 |
| *Gerard, Cristy | Clothing Allowance - Winter | 200.00 |
| *Gerard, Cristy | Clothing Allowance - Boots | 200.00 |
| *Gerard, Cristy | Travel Expense | 103.75 |

October 9, 2023

Page 2

| | | |
|----------------------------|------------------------------|----------|
| Hawkins | W/WW Treatment Chemicals | 60.00 |
| Health Partners | October Health Ins. | 4142.23 |
| Hillyard Hutchinson | Comm. Ctr. Cleaning Supplies | 863.93 |
| *IUOE Local #49 | Sep. Union Dues | 175.00 |
| Jordan Concrete Construct. | Watertower 2 Pad | 1700.00 |
| *Kennedy & Graven | Legal Svcs. | 9873.92 |
| Kimberly Gerard | Comm. Ctr. Cleaning | 400.00 |
| *Kurkosky, John | Clothing Allowance - Winter | 23.98 |
| Lincoln Nat'l Life Ins. | October Life Ins. | 153.68 |
| *Madison Nat'l Life | Oct. Disability Ins. | 500.32 |
| Marco Tech. | Printer Contract | 68.58 |
| Menards | PW,W,WW Tools & Supp. | 230.86 |
| Metering & Tech. Solutions | Water Meter Parts | 504.10 |
| Mid-Minnesota Hotmix | Street Repair / Manholes | 41810.00 |
| Midwest Machinery | Lawnmower Maint. | 140.48 |
| Milhausen Auto Repair | Streets Veh. Maint. | 2404.17 |
| Mini Biff | Parks/PW Bathrooms | 787.44 |
| MVTL Laboratories | Water & WWTP Testing | 442.42 |
| Nystrom Publishing | Wastewater Letter | 1258.18 |
| *RC Grading & Excavating | Water Line Repair | 2693.25 |
| Sign Man | Hwy 12 Sign Painting | 1000.00 |
| *Sommerfeld, Michael | Travel Expense | 108.86 |
| Steiner Auto Parts | Shop Supplies | 18.99 |
| Stillwater Motor Co. | Silverado 3500 - CIP | 80509.84 |
| Stillwater Motor Co. | Silverado 1500 | 49922.22 |
| Team Lab Chemical | WW Aquatic Weed Killer | 3429.84 |
| Total Printing | Office Supplies | 450.00 |
| USA BlueBook | Water/WWTP Supplies | 539.65 |
| Walmart | Meeting Camera | 115.94 |
| Windstream | Telephone Service | 140.88 |
| Wright Co. Finance Dept. | May,Jun,Jul,Aug Patrol Fines | 1979.73 |
| Wright Co. Finance Dept. | September Patrol Svcs. | 26386.46 |
| Wright-Hennepin Co-op | Electrical Services | 258.80 |
| Xcel Energy | Electric/Gas Charges | 2664.65 |
| *Bujalski, Alexander | Utility Overpayment | 113.10 |
| *Chantland, Sid. | Utility Overpayment | 75.82 |
| *Danielson Real Estate | Utility Overpayment | 93.96 |
| *Gustafson, Don | Utility Overpayment | 162.74 |
| *Johnson, Harold & Doris | Utility Overpayment | 6.84 |
| *Katnis, Jenna | Utility Overpayment | 4.26 |
| *Necklace, Leila | Utility Overpayment | 375.91 |
| *Nelson, Connie | Utility Overpayment | 42.00 |
| *Palmlund, Amy | Utility Overpayment | 204.34 |

October 9, 2023

Page 3

| | | |
|--------------------------|------------------------|---------|
| *Rathe, Brandon & Lauren | Utility Overpayment | 9.49 |
| *Roche, Lavonne | Utility Overpayment | 4.65 |
| *Smith, Jacob | Utility Overpayment | 61.52 |
| *Whiley, Jamie | Utility Overpayment | 2.36 |
| Zarnoth Brush Works | Street Sweeper Brushes | 1050.40 |

| | |
|----------------------------------|------------------|
| ACCOUNTS PAYABLE SUBTOTAL | 348730.30 |
|----------------------------------|------------------|

| | | |
|-----------------------------|-----------------------------|-----------|
| Acme Tools Plymouth | Equip. Maint. | 64.99 |
| Adam's Pest Control | CH Pest Control | 88.58 |
| Badger Meter | September Hosting | 202.44 |
| Banyon Data Systems | Software Support Contract | 3395.00 |
| Cintas | Uniforms/Floor Mats | 112.63 |
| Comcast | Internet Service | 543.40 |
| CR Electric | Hwy 12 Light Repairs | 645.76 |
| Delano Area Senior Center | Senior Programming | 1250.00 |
| GMH Asphalt Corp. | 2023 Street Imp. - App. 1 | 156365.15 |
| Gopher State One Call | Water/Sewer Locates | 59.40 |
| *Grittman Consulting | Planners Services | 831.30 |
| Hawkins | Water/WW Chemicals | 11034.90 |
| Herald Journal | Clerk/Treas. Advertisement | 402.00 |
| IUOE Local #49 CPF | September HRA | 1000.00 |
| IUOE Local #49 FBF | November Health,Dental | 8520.00 |
| Jenson, Marie | Sep. CH/CC Cleaning | 320.00 |
| Mini Biff | 8/18 Event Bathrooms | 969.73 |
| Mini Biff | 10/2 Event Bathrooms | 641.75 |
| MN Muni. Util. Assoc.(MMUA) | Drug/Alc. Testing Annual | 175.00 |
| MN Computer Systems | Copier Maint. Agreement | 255.23 |
| MVTL Laboratories | Water & WWTP Testing | 604.45 |
| Nuso (NEC Cloud Comm.) | Telephone Service | 187.37 |
| Nystrom Publishing | Fall Newsletter | 1615.59 |
| Paumen Computer Services | Monthly IT/Backup & Support | 1155.00 |
| Paumen Computer Services | Training | 443.60 |
| Quill | Office Supplies | 45.89 |
| Russell Security Resource | Security Project | 67940.00 |
| St. Louis MRO | DOT Drug/Alc. Testing | 90.00 |
| Steiner Auto Parts | PW/WW/Plow Vehicle Parts | 659.54 |
| U.S. Bank St. Paul | 2012A Bond Fees | 500.00 |
| Utility Consultants | Water Testing | 145.48 |
| Verizon | Cellphone & Tablet Svc. | 492.49 |
| Wright Co. Finance Dept. | October Patrol Svcs. | 26386.46 |
| Wright Co. Journal Press | Clerk/Treas. Advertisement | 695.70 |

| | |
|-------------------------------|------------------|
| TOTAL ACCOUNTS PAYABLE | 636569.13 |
|-------------------------------|------------------|

MOYNAGH

BONNIWELL

OTTO

NELSON

SOLARZ

PARADEISE

October 9, 2023

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*** Appendix**

Payments received to offset checks written

| | | |
|-------------------|-------------------------|---------|
| Payroll Deduction | AFSCME 65 Union Dues | 60.20 |
| Payroll Deduction | IUOE 49 Union Dues | 175.00 |
| Payroll Deduction | Oct. EE Ins. | 19.56 |
| Payroll Deduction | Sep. H.S.A. Deposit | 550.00 |
| Payroll Deduction | Oct. Disability Ins. | 500.32 |
| Employee Expense | Gerard, Cristy | 400.00 |
| Employee Expense | Gerard, Cristy | 103.75 |
| Employee Expense | Kurkosky, John | 23.98 |
| Developer Expense | Legal Svcs. | 3161.50 |
| Resident Expense | Water Line Repair | 2693.25 |
| Utility Expense | Bujalski, Alexander | 113.10 |
| Utility Expense | Chantland, Sid. | 75.82 |
| Utility Expense | Danielson Real Estate | 93.96 |
| Utility Expense | Gustafson, Don | 162.74 |
| Utility Expense | Johnson, Harold & Doris | 6.84 |
| Utility Expense | Katnis, Jenna | 4.26 |
| Utility Expense | Necklace, Leila | 375.91 |
| Utility Expense | Nelson, Connie | 42.00 |
| Utility Expense | Palmlund, Amy | 204.34 |
| Utility Expense | Rathe, Brandon & Lauren | 9.49 |
| Utility Expense | Roche, Lavonne | 4.65 |
| Utility Expense | Smith, Jacob | 61.52 |
| Utility Expense | Whiley, Jamie | 2.36 |

FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

October 9, 2023

| | | |
|-----------------|----------------------------------|----------------|
| Alert-All Corp. | Fire Prevention Supplies | 3999.50 |
| Integriprint | Hiring Postcards | 534.60 |
| | ACCOUNTS PAYABLE SUBTOTAL | 4534.10 |
| Comcast | Internet Service | 97.85 |
| Marco Tech. | Printer Contract Annual | 1447.67 |
| Verizon | FD iPad | 40.01 |
| | TOTAL ACCOUNTS PAYABLE | 6119.63 |

MOYNAGH

BONNIWELL

OTTO

NELSON

SOLARZ

PARADEISE

CITY OF MONTROSE

Monthly Adjustments

10/06/23 8:17 AM

Page 1

| Account | Tran Type | Charge Name | Charge Type | Amount | Date |
|-----------------|--------------|------------------|----------------|--------------|-----------|
| 00-00001163-00- | Adjustment | | UR | (\$162.74) | 9/26/2023 |
| 00-00001861-01- | Adjustment | | UR | (\$2.36) | 9/26/2023 |
| 01-00001949-00- | Adjustment | Storm Water | Service | (\$0.47) | 9/25/2023 |
| 01-00001949-00- | Adjustment | Annual State Wa | Service | (\$0.11) | 9/25/2023 |
| 00-00001911-01- | Adjustment | | UR | (\$61.52) | 9/26/2023 |
| 00-00001001-00- | Adjustment | | UR | (\$42.00) | 9/26/2023 |
| 00-00001034-02- | Adjustment | | UR | (\$75.82) | 9/26/2023 |
| 00-00001031-07- | Adjustment | R Water | Service | \$5.46 | 9/26/2023 |
| 00-00001031-07- | Adjustment | R Water | Service | (\$2.73) | 9/26/2023 |
| 01-00001257-00- | Adjustment | Sewer Collection | Service | (\$1.87) | 9/25/2023 |
| 00-00001244-07- | Adjustment | | UR | (\$93.96) | 9/26/2023 |
| 01-00001257-00- | Adjustment | WWTP | Service | (\$1.94) | 9/25/2023 |
| 00-00002549-04- | Adjustment | R Water | Service | \$2.00 | 9/26/2023 |
| 00-00002549-04- | Adjustment | R Water | Service | (\$1.00) | 9/26/2023 |
| 00-00002006-01- | Adjustment | | UR | (\$113.10) | 9/26/2023 |
| 00-00003128-04- | Adjustment | | UR | (\$9.49) | 9/26/2023 |
| 00-00005018-01- | Adjustment | | UR | (\$204.34) | 9/26/2023 |
| 00-00001952-00- | Adjustment | | UR | (\$6.84) | 9/26/2023 |
| 00-00002014-00- | Adjustment | | UR | (\$4.65) | 9/26/2023 |
| 00-00002660-03- | Adjustment | | UR | (\$165.09) | 9/26/2023 |
| 00-00001218-01- | Adjustment | | UR | (\$4.26) | 9/26/2023 |
| 01-00001911-01- | Adjustment | Sewer Collection | Service | (\$1.02) | 9/15/2023 |
| 01-00001038-00- | Adjustment | WWTP | Service | (\$1.10) | 9/28/2023 |
| 01-00001038-00- | Adjustment | Sewer Collection | Service | (\$1.06) | 9/28/2023 |
| 01-00001038-00- | Adjustment | R Water | Service | (\$1.25) | 9/28/2023 |
| 01-00001949-00- | Adjustment | WWTP | Service | (\$1.21) | 9/25/2023 |
| 01-00001949-00- | Adjustment | Sewer Collection | Service | (\$1.16) | 9/25/2023 |
| 01-00001949-00- | Adjustment | R Water | Service | (\$1.36) | 9/25/2023 |
| 01-00006023-01- | Adjustment | R Water | Service | (\$140.94) | 9/22/2023 |
| 01-00001911-01- | Adjustment | Storm Water | Service | (\$0.04) | 9/15/2023 |
| 01-00001257-00- | Adjustment | R Water | Service | (\$2.20) | 9/25/2023 |
| 01-00001911-01- | Adjustment | WWTP | Service | (\$0.98) | 9/15/2023 |
| 01-00001038-00- | Adjustment | Storm Water | Service | (\$0.39) | 9/28/2023 |
| 01-00001911-01- | Adjustment | R Water | Service | (\$1.15) | 9/15/2023 |
| 01-00001911-01- | Adjustment | R Water | Service | (\$73.82) | 9/15/2023 |
| 01-00001243-03- | Adjustment | R Water | Service | (\$114.48) | 9/15/2023 |
| 01-00002014-01- | Adjustment | R Water | Service | (\$66.04) | 9/15/2023 |
| 01-00002506-01- | Adjustment | R Water | Service | (\$65.13) | 9/15/2023 |
| 01-00001218-01- | Adjustment | R Water | Service | (\$131.95) | 9/15/2023 |
| 01-00001257-00- | Adjustment | Storm Water | Service | (\$0.69) | 9/25/2023 |
| 01-00001257-00- | Adjustment | Annual State Wa | Service | (\$0.18) | 9/25/2023 |
| 01-00001911-01- | Adjustment | Annual State Wa | Service | (\$0.49) | 9/15/2023 |
| | | | | (\$1,553.47) | |

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

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

RESOLUTION NO. 2023-33

A RESOLUTION AMENDING THE MAYORAL APPOINTMENTS FOR THE YEAR 2023

| | |
|--|---|
| Acting Mayor: | Council Member Sam Solarz |
| Alternate Acting Mayor: | Council Member David Paradeise |
| Buffalo Public Schools Board Meetings: | Council Member David Paradeise |
| Chamber of Commerce Representative: | City Administrator Council Member Michelle Otto |
| Community Education Representative: | Council Member Michelle Otto |
| Community Education Representative Alternate: | Mayor Kirby Moynagh |
| Economic Development Authority: | Council Member David Paradeise Mayor Kirby Moynagh Dr. Sonya Tourville, Montrose Family Chiropractor Mr. Matt Smith, Carpentry Contractors Company City Administrator |
| Fire Department/Emergency Management Chief/Emergency Management Director: | Fire Chief |
| Assistant Fire Chief/Emergency Management Director: | Assistant Fire Chief and/or Fire Department Captains |
| Fire Department Council Liaison: | Council Member David Paradeise |
| U.S. Highway 12 Safety Coalition: | City Administrator Mayor Kirby Moynagh |
| Personnel and Employee Relations Committee: | Mayor Acting Mayor Public Works Department Director City Administrator |
| Park and Recreation Commission Members: (4 Vacancies) | Joshua Swanson – Chair Eddie Kolasa – Vice Chair Kayla McClusky – Secretary |
| Park and Recreation Commission Council Liaison: | Council Member Toby Nelson |
| Alternate: | Council Member Michelle Otto |
| Park and Recreation Commission Staff Coordinator: | Deputy Clerk |
| Planning and Zoning Commission Members: (2 Vacancies) | Charles Smallwood, Chair Roger Fraumann – Vice Chair Sylvia Henry - Secretary |

| | | |
|--|-------------------------------|--|
| | | Shawn Cuff Catherine Neiberger |
| Planning and Zoning Commission Council Liaison: | | Council Member Sam Solarz |
| Alternate: | | Council Member Michelle Otto |
| Planning and Zoning Commission Planner: | | Steve Gritman Northwest Associated Consultants |
| Planning and Zoning Commission Staff Coordinator: | | City Administrator |
| Finance Committee: | | Council Member Toby Nelson Council Member Sam Solarz City Clerk-Treasurer |
| Finance Committee Alternate: | | Mayor Kirby Moynagh City Administrator |
| Celebrate Montrose Committee: | | Council Member Michelle Otto |
| Waste Water Treatment Commission: | | Council Member Sam Solarz Council Member David Paradeise Mayor Kirby Moynagh |
| Alternate: | | |
| Wright County Area Transportation: | | City Clerk-Treasurer |
| Wright County Board of Commissioners Meetings: | | Council Members David Paradeise and Sam Solarz will alternate or attend virtually |
| Wright County Mayor's Association | | Mayor Kirby Moynagh |
| Official Depositories: | | Citizens State Bank of Waverly Northland Securities League of Minnesota Cities 4M Fund |
| Official Newspaper: | | Wright County Journal Press |
| City Meetings: | | |
| Regular City Council Meeting | Community Center | Monthly - Second Monday 7:00 p.m. |
| City Council Workshop | City Hall | Fifth Monday of Month 4:00 p.m. |
| Special City Council Meeting | City Hall or Community Center | As Posted 6:00 p.m. |
| Economic Development Authority | City Hall | Monthly - Third Tuesday 12:00 p.m. |
| Finance Committee | City Hall | Quarterly - Fourth Thursday 9:00 a.m. |
| Montrose Fire Department | Community Center | Weekly – Tuesdays 6:30 p.m. |
| Park and Recreation Commission | City Hall | Monthly – First Thursday 6:30 p.m. |
| Planning and Zoning Commission | Community Center | Monthly - Second Wednesday 7:00 p.m. |

Adopted by the City Council of Montrose, Minnesota this 9th day of October, 2023

Kirby Moynagh
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose



Wright County Sheriff's Office

Sheriff Sean Deringer

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



Montrose Monthly Report 2023

Printed on October 2, 2023

| Incident Start Date/Time | Initial Call | CFS # | Final Incident | Case Number | How Reported |
|---|------------------------|------------|----------------------|-------------|--------------|
| 911 Hang-up Total: 5 | | | | | |
| 09/18/23 05:43 | 911 Hang-up | 2023085131 | | | 911 |
| 09/21/23 02:29 | 911 Hang-up | 2023086144 | | | 911 |
| 09/24/23 14:57 | 911 Hang-up | 2023087263 | | | 911 |
| 09/27/23 13:51 | 911 Hang-up | 2023088124 | | | 911 |
| 09/29/23 16:05 | 911 Hang-up | 2023088817 | | | 911 |
| 911 Open Line Total: 8 | | | | | |
| 09/01/23 22:14 | 911 Open Line | 2023079555 | | | 911 |
| 09/02/23 12:13 | 911 Open Line | 2023079713 | | | 911 |
| 09/04/23 13:45 | 911 Open Line | 2023080430 | | | 911 |
| 09/05/23 19:05 | 911 Open Line | 2023080868 | | | 911 |
| 09/05/23 21:21 | 911 Open Line | 2023080918 | | | 911 |
| 09/07/23 18:19 | 911 Open Line | 2023081575 | | | 911 |
| 09/26/23 18:40 | 911 Open Line | 2023087886 | | | 911 |
| 09/29/23 14:04 | 911 Open Line | 2023088759 | | | 911 |
| 911 Open Line; Medical - Unconscious - Fainting Total: 1 | | | | | |
| 09/30/23 17:22 | 911 Open Line; Medical | 2023089237 | | | 911 |
| Abuse Total: 1 | | | | | |
| 09/08/23 08:07 | Abuse | 2023081730 | Abuse | BP23009078 | Phone |
| Alarm Total: 1 | | | | | |
| 09/10/23 09:13 | Alarm | 2023082464 | | | 911 |
| Animal Total: 4 | | | | | |
| 09/12/23 12:06 | Animal | 2023083185 | Animal | WP23023528 | Phone |
| 09/19/23 07:03 | Animal | 2023085436 | | | Phone |
| 09/21/23 18:09 | Animal | 2023086376 | Animal | WP23024535 | 911 |
| 09/30/23 18:44 | Animal | 2023089270 | | | Phone |
| Animal - Barking Dog Total: 2 | | | | | |
| 09/16/23 10:20 | Animal - Barking Dog | 2023084536 | Animal - Barking Dog | WP23023929 | Phone |
| 09/20/23 12:18 | Animal - Barking Dog | 2023085858 | Animal - Barking Dog | WP23024358 | Phone |
| Check Welfare Total: 10 | | | | | |
| 09/04/23 19:04 | Check Welfare | 2023080527 | Check Welfare | WP23022754 | Phone |
| 09/07/23 09:53 | Check Welfare | 2023081373 | Check Welfare | WP23022999 | Phone |
| 09/07/23 15:25 | Check Welfare | 2023081493 | Check Welfare | WP23023037 | 911 |
| 09/07/23 21:28 | Check Welfare | 2023081647 | Check Welfare | WP23023079 | 911 |
| 09/12/23 19:45 | Check Welfare | 2023083311 | Check Welfare | WP23023566 | 911 |

| Incident Start Date/Time | Initial Call | CFS # | Final Incident | Case Number | How Reported |
|--------------------------|---------------|------------|----------------|-------------|--------------|
| 09/14/23 16:47 | Check Welfare | 2023083932 | Check Welfare | WP23023760 | Phone |
| 09/18/23 08:06 | Check Welfare | 2023085146 | Check Welfare | WP23024124 | Phone |
| 09/20/23 16:25 | Check Welfare | 2023085968 | Check Welfare | WP23024398 | Phone |
| 09/22/23 10:18 | Check Welfare | 2023086566 | Check Welfare | WP23024586 | 911 |
| 09/28/23 09:43 | Check Welfare | 2023088365 | Check Welfare | WP23025180 | Phone |

Citizen Aid Total: 2

| | | | | | |
|----------------|-------------|------------|---------------------|------------|-------|
| 09/04/23 15:48 | Citizen Aid | 2023080469 | Traffic - Complaint | WP23022740 | Phone |
| 09/30/23 11:38 | Citizen Aid | 2023089109 | Citizen Aid | WP23025419 | Phone |

Civil Complaint Total: 12

| | | | | | |
|----------------|-----------------|------------|-----------------|------------|-------|
| 09/01/23 09:16 | Civil Complaint | 2023079225 | Civil Complaint | WP23022370 | Phone |
| 09/02/23 15:42 | Civil Complaint | 2023079780 | Civil Complaint | WP23022515 | Phone |
| 09/05/23 15:37 | Civil Complaint | 2023080784 | Civil Complaint | WP23022830 | Phone |
| 09/07/23 18:45 | Civil Complaint | 2023081589 | Civil Complaint | WP23023063 | |
| 09/14/23 14:20 | Civil Complaint | 2023083876 | Civil Complaint | WP23023746 | 911 |
| 09/15/23 16:56 | Civil Complaint | 2023084268 | Civil Complaint | WP23023857 | Phone |
| 09/15/23 18:37 | Civil Complaint | 2023084304 | Civil Complaint | WP23023871 | Phone |
| 09/15/23 19:35 | Civil Complaint | 2023084325 | | | Phone |
| 09/18/23 15:51 | Civil Complaint | 2023085288 | Civil Complaint | WP23024176 | Phone |
| 09/19/23 14:58 | Civil Complaint | 2023085561 | Civil Complaint | WP23024260 | 911 |
| 09/24/23 12:51 | Civil Complaint | 2023087235 | Civil Complaint | WP23024803 | Phone |
| 09/27/23 12:51 | Civil Complaint | 2023088107 | Civil Complaint | WP23025106 | Phone |

Civil Lockout Total: 1

| | | | | | |
|----------------|---------------|------------|--|--|--|
| 09/06/23 15:25 | Civil Lockout | 2023081130 | | | |
|----------------|---------------|------------|--|--|--|

Civil Process Total: 19

| | | | | | |
|----------------|---------------|------------|---------------|------------|---------|
| 09/05/23 12:25 | Civil Process | 2023080728 | | | Officer |
| 09/05/23 15:19 | Civil Process | 2023080779 | | | Officer |
| 09/07/23 17:28 | Civil Process | 2023081549 | | | Officer |
| 09/14/23 10:40 | Civil Process | 2023083820 | | | Officer |
| 09/14/23 19:20 | Civil Process | 2023083975 | Civil Process | WP23023772 | |
| 09/18/23 14:58 | Civil Process | 2023085266 | | | Officer |
| 09/18/23 15:10 | Civil Process | 2023085272 | | | Officer |
| 09/20/23 11:38 | Civil Process | 2023085839 | | | Officer |
| 09/20/23 11:42 | Civil Process | 2023085841 | | | Officer |
| 09/20/23 15:08 | Civil Process | 2023085935 | | | Officer |
| 09/20/23 15:12 | Civil Process | 2023085937 | | | Officer |
| 09/20/23 15:21 | Civil Process | 2023085940 | | | Officer |
| 09/21/23 09:24 | Civil Process | 2023086213 | | | Officer |
| 09/22/23 13:32 | Civil Process | 2023086627 | | | Officer |
| 09/22/23 13:41 | Civil Process | 2023086631 | | | Officer |
| 09/22/23 16:45 | Civil Process | 2023086711 | | | Officer |
| 09/22/23 17:15 | Civil Process | 2023086723 | | | Officer |
| 09/29/23 10:01 | Civil Process | 2023088697 | | | Officer |
| 09/29/23 16:52 | Civil Process | 2023088832 | | | Officer |

| Incident Start Date/Time | Initial Call | CFS # | Final Incident | Case Number | How Reported |
|---|-----------------------|------------|-----------------------------|-------------|--------------|
| Civil Standby Total: 1 | | | | | |
| 09/17/23 18:53 | Civil Standby | 2023085027 | | | |
| Commercial Fire Alarm Total: 1 | | | | | |
| 09/28/23 22:02 | Commercial Fire Alarm | 2023088589 | | | Phone |
| Commercial General Alarm Total: 2 | | | | | |
| 09/12/23 05:16 | Commercial General | 2023083073 | | | Phone |
| 09/21/23 06:14 | Commercial General | 2023086165 | | | Phone |
| Court Order Violation Total: 3 | | | | | |
| 09/08/23 09:10 | Court Order Violation | 2023081747 | Court Order Violation | WP23023106 | Phone |
| 09/14/23 12:48 | Court Order Violation | 2023083851 | Court Order Violation | WP23023737 | Phone |
| 09/27/23 15:52 | Court Order Violation | 2023088174 | Court Order Violation | WP23025124 | Phone |
| Criminal Damage to Property Total: 2 | | | | | |
| 09/05/23 15:41 | Criminal Damage to | 2023080786 | Criminal Damage to Property | WP23022833 | Phone |
| 09/17/23 10:18 | Criminal Damage to | 2023084895 | Criminal Damage to Property | WP23024041 | Phone |
| Disorderly Total: 1 | | | | | |
| 09/28/23 01:47 | Disorderly | 2023088301 | Disorderly | WP23025162 | Phone |
| Domestic Disturbance Total: 9 | | | | | |
| 09/08/23 19:58 | Domestic Disturbance | 2023081979 | Domestic Disturbance | WP23023178 | 911 |
| 09/14/23 06:31 | Domestic Disturbance | 2023083748 | Domestic Disturbance | WP23023696 | Phone |
| 09/15/23 18:33 | Domestic Disturbance | 2023084303 | Domestic Disturbance | WP23023869 | 911 |
| 09/18/23 00:18 | Domestic Disturbance | 2023085109 | Domestic Disturbance | WP23024113 | 911 |
| 09/18/23 16:36 | Domestic Disturbance | 2023085295 | Domestic Disturbance | WP23024180 | Phone |
| 09/19/23 02:42 | Domestic Disturbance | 2023085421 | Unwanted Person | WP23024219 | 911 |
| 09/20/23 09:49 | Domestic Disturbance | 2023085795 | Disorderly | WP23024341 | Phone |
| 09/21/23 18:40 | Domestic Disturbance | 2023086385 | Domestic Disturbance | WP23024538 | 911 |
| 09/26/23 23:24 | Domestic Disturbance | 2023087976 | Juvenile - Complaint | WP23025064 | 911 |
| Drugs Total: 1 | | | | | |
| 09/26/23 16:31 | Drugs | 2023087848 | Drugs | WP23025023 | Phone |
| Extra Patrol Total: 1 | | | | | |
| 09/28/23 21:43 | Extra Patrol | 2023088583 | Extra Patrol | WP23025257 | Phone |
| Fire - Other Total: 1 | | | | | |
| 09/11/23 21:19 | Fire - Other | 2023083023 | Fire - Other | WP23023488 | Phone |
| Fire - Smoke - Odor Total: 1 | | | | | |
| 09/16/23 15:13 | Fire - Smoke - Odor | 2023084598 | Fire - Smoke - Odor | WP23023959 | 911 |
| Fraud - Internet Total: 1 | | | | | |
| 09/20/23 09:23 | Fraud - Internet | 2023085785 | Fraud - Internet | WP23024335 | Phone |
| Intoxicated Person Total: 1 | | | | | |
| 09/29/23 12:46 | Intoxicated Person | 2023088737 | DUI | WP23025294 | Phone |

| Incident Start Date/Time | Initial Call | CFS # | Final Incident | Case Number | How Reported |
|--|-------------------------|------------|-------------------------|-------------|--------------|
| Juvenile - Complaint Total: 2 | | | | | |
| 09/12/23 16:57 | Juvenile - Complaint | 2023083272 | Juvenile - Complaint | WP23023554 | Phone |
| 09/21/23 18:49 | Juvenile - Complaint | 2023086389 | Juvenile - Complaint | WP23024539 | 911 |
| Lost - Found Property Total: 1 | | | | | |
| 09/19/23 14:30 | Lost - Found Property | 2023085550 | Lost - Found Property | WP23024257 | |
| Medical - Allergies - Stings Total: 1 | | | | | |
| 09/13/23 14:22 | Medical - Allergies - | 2023083545 | | | 911 |
| Medical - Breathing Problems Total: 3 | | | | | |
| 09/06/23 06:09 | Medical - Breathing | 2023080973 | | | 911 |
| 09/17/23 11:13 | Medical - Breathing | 2023084911 | | | 911 |
| 09/22/23 20:20 | Medical - Breathing | 2023086784 | | | 911 |
| Medical - Chest Pain Total: 2 | | | | | |
| 09/06/23 17:07 | Medical - Chest Pain | 2023081166 | | | 911 |
| 09/06/23 21:23 | Medical - Chest Pain | 2023081252 | | | 911 |
| Medical - Fall Under 6 Feet Total: 4 | | | | | |
| 09/12/23 16:19 | Medical - Fall Under 6 | 2023083260 | | | Phone |
| 09/12/23 18:26 | Medical - Fall Under 6 | 2023083295 | | | 911 |
| 09/23/23 08:49 | Medical - Fall Under 6 | 2023086913 | | | 911 |
| 09/29/23 15:03 | Medical - Fall Under 6 | 2023088790 | | | Phone |
| Medical - Heart Problems Total: 1 | | | | | |
| 09/15/23 14:16 | Medical - Heart | 2023084211 | | | 911 |
| Medical - Psychiatric - Behavioral Total: 2 | | | | | |
| 09/12/23 12:59 | Medical - Psychiatric - | 2023083202 | Medical - Psychiatric - | WP23023536 | Phone |
| 09/30/23 19:06 | Medical - Psychiatric - | 2023089281 | Medical - Psychiatric - | WP23025477 | Phone |
| Medical - Seizure Total: 2 | | | | | |
| 09/13/23 15:14 | Medical - Seizure | 2023083566 | | | 911 |
| 09/21/23 20:21 | Medical - Seizure | 2023086417 | | | 911 |
| Medical - Sick Total: 2 | | | | | |
| 09/06/23 20:18 | Medical - Sick | 2023081227 | | | 911 |
| 09/27/23 13:18 | Medical - Sick | 2023088115 | | | 911 |
| Medical - Unconscious - Fainting Total: 1 | | | | | |
| 09/08/23 05:18 | Medical - Unconscious - | 2023081713 | | | 911 |
| MVA - Hit & Run Total: 1 | | | | | |
| 09/23/23 18:15 | MVA - Hit & Run | 2023087051 | MVA - Hit & Run | WP23024744 | |
| MVA - Injuries Total: 1 | | | | | |
| 09/10/23 19:48 | MVA - Injuries | 2023082631 | MVA - No Injuries | WP23023364 | 911 |
| Noise Total: 1 | | | | | |
| 09/30/23 00:46 | Noise | 2023089007 | Noise | WP23025391 | |

| Incident Start Date/Time | Initial Call | CFS # | Final Incident | Case Number | How Reported |
|--|-------------------------|------------|----------------|-------------|--------------|
| Noise; Fireworks Total: 1 | | | | | |
| 09/21/23 20:00 | Noise; Fireworks | 2023086410 | Noise | WP23024544 | 911 |
| Parking Total: 3 | | | | | |
| 09/07/23 13:13 | Parking | 2023081457 | Parking | WP23023022 | |
| 09/13/23 11:32 | Parking | 2023083485 | Parking | WP23023618 | |
| 09/26/23 21:22 | Parking | 2023087951 | Parking | WP23025057 | |
| Probation Check Total: 3 | | | | | |
| 09/06/23 16:49 | Probation Check | 2023081159 | | | Officer |
| 09/19/23 15:24 | Probation Check | 2023085570 | | | Officer |
| 09/19/23 16:12 | Probation Check | 2023085590 | | | Officer |
| Prowler Total: 1 | | | | | |
| 09/19/23 05:49 | Prowler | 2023085427 | Prowler | WP23024221 | 911 |
| Prowler; Burglary Total: 1 | | | | | |
| 09/13/23 00:33 | Prowler; Burglary | 2023083382 | Burglary | WP23023587 | 911 |
| Repossession Total: 1 | | | | | |
| 09/18/23 18:47 | Repossession | 2023085331 | | | |
| Residential Fire Alarm Total: 1 | | | | | |
| 09/02/23 21:58 | Residential Fire Alarm | 2023079916 | | | Phone |
| Residential Medical Alarm Total: 4 | | | | | |
| 09/14/23 01:32 | Residential Medical | 2023083723 | | | Phone |
| 09/16/23 01:34 | Residential Medical | 2023084474 | | | Phone |
| 09/16/23 04:56 | Residential Medical | 2023084499 | | | Phone |
| 09/16/23 21:36 | Residential Medical | 2023084770 | | | Phone |
| SIA Business Walk Through Total: 3 | | | | | |
| 09/07/23 12:52 | SIA Business Walk | 2023081450 | | | |
| 09/13/23 11:43 | SIA Business Walk | 2023083489 | | | |
| 09/28/23 13:49 | SIA Business Walk | 2023088435 | | | |
| SIA City Council - City Hall Total: 1 | | | | | |
| 09/11/23 18:00 | SIA City Council - City | 2023082949 | | | Officer |
| SIA Other Total: 1 | | | | | |
| 09/18/23 23:27 | SIA Other | 2023085400 | | | |
| Sign - Signal Repair Total: 1 | | | | | |
| 09/01/23 22:59 | Sign - Signal Repair | 2023079585 | | | Phone |
| Soliciting Total: 2 | | | | | |
| 09/11/23 14:47 | Soliciting | 2023082875 | Soliciting | WP23023448 | 911 |
| 09/11/23 16:55 | Soliciting | 2023082920 | Soliciting | WP23023457 | Phone |
| Stolen - Property Total: 1 | | | | | |
| 09/21/23 15:39 | Stolen - Property | 2023086317 | Theft | WP23024515 | Phone |

| Incident Start Date/Time | Initial Call | CFS # | Final Incident | Case Number | How Reported |
|--|-----------------------|------------|-------------------------------|-------------|--------------|
| Surveillance Total: 1 | | | | | |
| 09/01/23 14:58 | Surveillance | 2023079329 | | | |
| Suspicious - Circumstances Total: 2 | | | | | |
| 09/09/23 08:43 | Suspicious - | 2023082103 | Suspicious - Circumstances | WP23023214 | |
| 09/25/23 15:08 | Suspicious - | 2023087551 | Criminal Damage to Property | WP23024915 | Phone |
| Suspicious - Circumstances; Extra Patrol Total: 1 | | | | | |
| 09/16/23 02:32 | Suspicious - | 2023084484 | Suspicious - Circumstances | WP23023916 | Phone |
| Suspicious - Person - Vehicle Total: 4 | | | | | |
| 09/07/23 16:22 | Suspicious - Person - | 2023081524 | Suspicious - Person - Vehicle | WP23023048 | Phone |
| 09/08/23 13:38 | Suspicious - Person - | 2023081834 | Suspicious - Person - Vehicle | WP23023126 | Phone |
| 09/08/23 20:28 | Suspicious - Person - | 2023081988 | Suspicious - Person - Vehicle | WP23023183 | 911 |
| 09/22/23 16:52 | Suspicious - Person - | 2023086718 | Suspicious - Person - Vehicle | WP23024637 | Phone |
| Theft Total: 2 | | | | | |
| 09/02/23 13:33 | Theft | 2023079740 | Theft | WP23022507 | Phone |
| 09/04/23 22:29 | Theft | 2023080578 | Theft | WP23022769 | 911 |
| Traffic - Complaint Total: 3 | | | | | |
| 09/01/23 10:23 | Traffic - Complaint | 2023079248 | Traffic - Complaint | WP23022375 | Phone |
| 09/21/23 13:07 | Traffic - Complaint | 2023086273 | Traffic - Complaint | WP23024500 | 911 |
| 09/22/23 14:50 | Traffic - Complaint | 2023086656 | Traffic - Complaint | WP23024621 | Phone |
| Traffic Stop Total: 66 | | | | | |
| 09/01/23 00:17 | Traffic Stop | 2023079137 | | | Officer |
| 09/01/23 18:11 | Traffic Stop | 2023079431 | | | Officer |
| 09/01/23 20:49 | Traffic Stop | 2023079506 | | | Officer |
| 09/01/23 22:48 | Traffic Stop | 2023079581 | | | Officer |
| 09/02/23 20:28 | Traffic Stop | 2023079877 | | | Officer |
| 09/02/23 21:19 | Traffic Stop | 2023079905 | | | Officer |
| 09/02/23 23:23 | Traffic Stop | 2023079959 | | | Officer |
| 09/04/23 12:49 | Traffic Stop | 2023080415 | | | Officer |
| 09/05/23 14:35 | Traffic Stop | 2023080766 | Traffic Stop | WP23022824 | Officer |
| 09/06/23 13:38 | Traffic Stop | 2023081093 | | | Officer |
| 09/06/23 19:42 | Traffic Stop | 2023081216 | | | Officer |
| 09/07/23 01:04 | Traffic Stop | 2023081305 | Traffic Stop | WP23022974 | Officer |
| 09/07/23 18:09 | Traffic Stop | 2023081570 | | | Officer |
| 09/07/23 18:27 | Traffic Stop | 2023081580 | | | Officer |
| 09/07/23 18:37 | Traffic Stop | 2023081582 | | | Officer |
| 09/07/23 18:44 | Traffic Stop | 2023081587 | | | Officer |
| 09/07/23 18:55 | Traffic Stop | 2023081594 | Traffic Stop | WP23023067 | Officer |
| 09/08/23 21:18 | Traffic Stop | 2023082009 | | | Officer |
| 09/08/23 23:45 | Traffic Stop | 2023082041 | Traffic Stop | WP23023198 | Officer |
| 09/09/23 01:36 | Traffic Stop | 2023082069 | | | Officer |
| 09/09/23 13:44 | Traffic Stop | 2023082179 | | | Officer |
| 09/09/23 13:49 | Traffic Stop | 2023082180 | | | Officer |

| Incident Start Date/Time | Initial Call | CFS # | Final Incident | Case Number | How Reported |
|--------------------------|--------------|------------|----------------|-------------|--------------|
| 09/09/23 13:54 | Traffic Stop | 2023082184 | | | Officer |
| 09/09/23 14:14 | Traffic Stop | 2023082192 | | | Officer |
| 09/09/23 16:52 | Traffic Stop | 2023082245 | | | Officer |
| 09/09/23 22:28 | Traffic Stop | 2023082357 | | | Officer |
| 09/09/23 22:32 | Traffic Stop | 2023082358 | | | |
| 09/10/23 04:32 | Traffic Stop | 2023082442 | | | Officer |
| 09/10/23 10:27 | Traffic Stop | 2023082479 | | | Officer |
| 09/10/23 15:06 | Traffic Stop | 2023082560 | | | Officer |
| 09/10/23 16:17 | Traffic Stop | 2023082576 | Traffic Stop | WP23023348 | Officer |
| 09/10/23 17:10 | Traffic Stop | 2023082593 | | | Officer |
| 09/10/23 23:15 | Traffic Stop | 2023082679 | | | Officer |
| 09/11/23 12:09 | Traffic Stop | 2023082817 | | | Officer |
| 09/13/23 12:29 | Traffic Stop | 2023083507 | Traffic Stop | WP23023623 | Officer |
| 09/14/23 20:19 | Traffic Stop | 2023083995 | | | Officer |
| 09/14/23 20:28 | Traffic Stop | 2023084001 | | | Officer |
| 09/15/23 11:36 | Traffic Stop | 2023084169 | | | Officer |
| 09/16/23 00:51 | Traffic Stop | 2023084463 | | | Officer |
| 09/16/23 01:35 | Traffic Stop | 2023084476 | | | Officer |
| 09/16/23 02:21 | Traffic Stop | 2023084480 | | | Officer |
| 09/16/23 23:08 | Traffic Stop | 2023084809 | | | Officer |
| 09/17/23 12:13 | Traffic Stop | 2023084929 | | | Officer |
| 09/18/23 10:25 | Traffic Stop | 2023085184 | | | Officer |
| 09/18/23 20:34 | Traffic Stop | 2023085366 | | | Officer |
| 09/19/23 13:42 | Traffic Stop | 2023085534 | | | Officer |
| 09/19/23 13:52 | Traffic Stop | 2023085539 | | | Officer |
| 09/19/23 16:41 | Traffic Stop | 2023085597 | | | Officer |
| 09/20/23 13:39 | Traffic Stop | 2023085898 | Traffic Stop | WP23024374 | Officer |
| 09/20/23 20:08 | Traffic Stop | 2023086060 | | | Officer |
| 09/21/23 06:36 | Traffic Stop | 2023086171 | Traffic Stop | BP23009585 | Officer |
| 09/22/23 15:26 | Traffic Stop | 2023086673 | Traffic Stop | WP23024623 | Officer |
| 09/23/23 01:11 | Traffic Stop | 2023086867 | | | Officer |
| 09/24/23 12:17 | Traffic Stop | 2023087228 | | | Officer |
| 09/24/23 23:55 | Traffic Stop | 2023087398 | | | Officer |
| 09/25/23 13:11 | Traffic Stop | 2023087516 | | | Officer |
| 09/27/23 12:38 | Traffic Stop | 2023088103 | Traffic Stop | WP23025103 | Officer |
| 09/27/23 15:31 | Traffic Stop | 2023088160 | Traffic Stop | WP23025117 | Officer |
| 09/27/23 15:45 | Traffic Stop | 2023088172 | DUI | WP23025129 | Officer |
| 09/28/23 15:11 | Traffic Stop | 2023088464 | | | Officer |
| 09/28/23 19:31 | Traffic Stop | 2023088537 | | | Officer |
| 09/28/23 22:08 | Traffic Stop | 2023088592 | | | Officer |
| 09/29/23 00:05 | Traffic Stop | 2023088621 | | | Officer |
| 09/30/23 02:09 | Traffic Stop | 2023089021 | | | Officer |
| 09/30/23 03:20 | Traffic Stop | 2023089028 | | | Officer |
| 09/30/23 07:44 | Traffic Stop | 2023089053 | | | Officer |

Trespass Total: 6

| | | | | | |
|----------------|----------|------------|-----------------|------------|-----|
| 09/02/23 22:02 | Trespass | 2023079919 | Unwanted Person | WP23022566 | 911 |
|----------------|----------|------------|-----------------|------------|-----|

| Incident Start Date/Time | Initial Call | CFS # | Final Incident | Case Number | How Reported |
|--------------------------|--------------|------------|-------------------------------|-------------|--------------|
| 09/09/23 14:26 | Trespass | 2023082194 | Trespass | WP23023239 | 911 |
| 09/19/23 00:50 | Trespass | 2023085411 | Trespass | WP23024215 | 911 |
| 09/23/23 11:26 | Trespass | 2023086945 | Suspicious - Person - Vehicle | WP23024705 | Phone |
| 09/26/23 15:59 | Trespass | 2023087837 | Trespass | WP23025017 | 911 |
| 09/28/23 10:25 | Trespass | 2023088378 | Trespass | WP23025183 | |

Unwanted Person Total: 6

| | | | | | |
|----------------|-----------------|------------|-----------------|------------|-------|
| 09/02/23 13:26 | Unwanted Person | 2023079735 | Unwanted Person | WP23022500 | 911 |
| 09/03/23 07:05 | Unwanted Person | 2023080027 | Unwanted Person | WP23022594 | Phone |
| 09/03/23 09:44 | Unwanted Person | 2023080048 | Unwanted Person | WP23022601 | 911 |
| 09/07/23 23:18 | Unwanted Person | 2023081675 | Unwanted Person | WP23023086 | 911 |
| 09/15/23 10:45 | Unwanted Person | 2023084153 | Unwanted Person | WP23023822 | Phone |
| 09/16/23 20:52 | Unwanted Person | 2023084737 | Unwanted Person | WP23023995 | Phone |

Warrant - Attempt Total: 1

| | | | | | |
|----------------|-------------------|------------|--|--|--|
| 09/01/23 21:02 | Warrant - Attempt | 2023079509 | | | |
|----------------|-------------------|------------|--|--|--|

Total Records: 231

Montrose/Waverly Patrol Hour Summary

| | | |
|---|-----------------|--|
| Hours Purchased Per Contract: | 5,840.00 | |
| | | |
| Starting Hours (beginning of month): | 1,957.75 | |
| M-T-D (detailed below): | 491.25 | ** Estimated Hours not verified by final monthly payroll |
| Balance going forward (to next month): | 1,466.50 | |
| | | |
| Y-T-D: | 4,373.50 | |

Shift Start

| Date | Shift Start Time | Shift Stop Date | Shift Stop Time | Schedule | Position | Time Type | Regular Hours |
|-----------|------------------|-----------------|-----------------|-----------------|----------------------|-----------|---------------|
| 1-Sep-23 | 18:00 | 2-Sep-23 | 2:00 | Montrose/Wave | 4630 Sheriff General | | 8 |
| 1-Sep-23 | 10:00 | 1-Sep-23 | 18:00 | Montrose/Wave | 4620 Sheriff General | | 8 |
| 2-Sep-23 | 18:00 | 3-Sep-23 | 2:00 | Montrose/Wave | 4630 Sheriff General | | 8 |
| 2-Sep-23 | 10:00 | 2-Sep-23 | 18:00 | Montrose/Wave | 4620 Sheriff General | | 8 |
| 3-Sep-23 | 18:00 | 4-Sep-23 | 2:00 | Montrose/Wave | 4630 Sheriff General | | 8 |
| 3-Sep-23 | 10:00 | 3-Sep-23 | 18:00 | Montrose/Wave | 4620 Sheriff General | | 8 |
| 3-Sep-23 | 18:00 | 3-Sep-23 | 21:00 | Extra Hours: Mo | 4610 EOS Premium | | 3 |
| 4-Sep-23 | 18:00 | 5-Sep-23 | 2:00 | Montrose/Wave | 4630 Sheriff General | | 8 |
| 4-Sep-23 | 10:00 | 4-Sep-23 | 18:00 | Montrose/Wave | 4620 Sheriff General | | 8 |
| 5-Sep-23 | 18:00 | 6-Sep-23 | 2:00 | Montrose/Wave | 4630 Sheriff General | | 8 |
| 5-Sep-23 | 10:00 | 5-Sep-23 | 18:00 | Montrose/Wave | 4620 Sheriff General | | 8 |
| 6-Sep-23 | 18:00 | 7-Sep-23 | 2:00 | Montrose/Wave | 4630 Sheriff General | | 8 |
| 6-Sep-23 | 10:00 | 6-Sep-23 | 18:00 | Montrose/Wave | 4620 Sheriff General | | 8 |
| 7-Sep-23 | 18:00 | 8-Sep-23 | 2:00 | Montrose/Wave | 4630 Sheriff General | | 8 |
| 7-Sep-23 | 10:00 | 7-Sep-23 | 18:00 | Montrose/Wave | 4620 Sheriff General | | 8 |
| 7-Sep-23 | 18:00 | 7-Sep-23 | 19:00 | Extra Hours: Mo | 4610 EOS Premium | | 1 |
| 8-Sep-23 | 18:00 | 9-Sep-23 | 2:00 | Montrose/Wave | 4630 Sheriff General | | 8 |
| 8-Sep-23 | 20:00 | 8-Sep-23 | 21:00 | Extra Hours: Mo | 4620 EOS Premium | | 1 |
| 8-Sep-23 | 10:00 | 8-Sep-23 | 18:00 | Montrose/Wave | 4620 Sheriff General | | 8 |
| 9-Sep-23 | 18:00 | 10-Sep-23 | 2:00 | Montrose/Wave | 4630 Sheriff General | | 8 |
| 9-Sep-23 | 10:00 | 9-Sep-23 | 18:00 | Montrose/Wave | 4620 Sheriff General | | 8 |
| 10-Sep-23 | 18:00 | 11-Sep-23 | 2:00 | Montrose/Wave | 4630 Sheriff General | | 8 |
| 10-Sep-23 | 10:00 | 10-Sep-23 | 18:00 | Montrose/Wave | 4620 Sheriff General | | 8 |
| 11-Sep-23 | 16:00 | 12-Sep-23 | 2:00 | Montrose/Wave | 4630 Sheriff General | | 10 |
| 11-Sep-23 | 10:00 | 11-Sep-23 | 16:00 | Montrose/Wave | 4620 Sheriff General | | 6 |
| 12-Sep-23 | 16:00 | 13-Sep-23 | 2:00 | Montrose/Wave | 4630 Sheriff General | | 10 |
| 12-Sep-23 | 10:00 | 12-Sep-23 | 16:00 | Montrose/Wave | 4620 Sheriff General | | 6 |
| 13-Sep-23 | 16:00 | 14-Sep-23 | 2:00 | Montrose/Wave | 4630 Sheriff General | | 10 |
| 13-Sep-23 | 10:00 | 13-Sep-23 | 16:00 | Montrose/Wave | 4620 Sheriff General | | 6 |
| 14-Sep-23 | 16:00 | 15-Sep-23 | 2:00 | Montrose/Wave | 4630 Sheriff General | | 10 |
| 14-Sep-23 | 10:00 | 14-Sep-23 | 16:00 | Montrose/Wave | 4620 Sheriff General | | 6 |
| 15-Sep-23 | 10:00 | 15-Sep-23 | 18:00 | Montrose/Wave | 4620 Sheriff General | | 8 |

| | | | | | |
|-----------|-------|-----------|-----------------------|---------------------|------|
| 15-Sep-23 | 18:00 | 15-Sep-23 | 22:00 Montrose/Wave | 4630 Sheriff Genera | 4 |
| 15-Sep-23 | 22:00 | 16-Sep-23 | 2:00 Montrose/Wave | 4630 Sheriff Genera | 4 |
| 16-Sep-23 | 10:00 | 16-Sep-23 | 18:00 Montrose/Wave | 4620 Sheriff Genera | 8 |
| 16-Sep-23 | 18:00 | 17-Sep-23 | 2:00 Montrose/Wave | 4630 Sheriff Genera | 8 |
| 17-Sep-23 | 10:00 | 17-Sep-23 | 18:00 Montrose/Wave | 4620 Sheriff Genera | 8 |
| 17-Sep-23 | 18:00 | 18-Sep-23 | 2:00 Montrose/Wave | 4630 Sheriff Genera | 8 |
| 18-Sep-23 | 18:00 | 19-Sep-23 | 2:00 Montrose/Wave | 4630 Sheriff Genera | 8 |
| 18-Sep-23 | 10:00 | 18-Sep-23 | 18:00 Montrose/Wave | 4620 Sheriff Genera | 8 |
| 19-Sep-23 | 18:00 | 20-Sep-23 | 2:00 Montrose/Wave | 4630 Sheriff Genera | 8 |
| 19-Sep-23 | 20:00 | 19-Sep-23 | 21:00 Extra Hours: Mo | 4620 EOS Premium | 1 |
| 19-Sep-23 | 10:00 | 19-Sep-23 | 18:00 Montrose/Wave | 4620 Sheriff Genera | 8 |
| 20-Sep-23 | 10:00 | 20-Sep-23 | 18:00 Montrose/Wave | 4620 Sheriff Genera | 8 |
| 20-Sep-23 | 18:00 | 20-Sep-23 | 20:00 Montrose/Wave | 4630 Sheriff Genera | 2 |
| 20-Sep-23 | 20:00 | 21-Sep-23 | 2:00 Montrose/Wave | 4630 Sheriff Genera | 6 |
| 21-Sep-23 | 10:00 | 21-Sep-23 | 18:00 Montrose/Wave | 4620 Sheriff Genera | 8 |
| 21-Sep-23 | 18:00 | 21-Sep-23 | 19:00 Extra Hours: Mo | 4610 EOS Premium | 1 |
| 21-Sep-23 | 18:00 | 21-Sep-23 | 20:00 Montrose/Wave | 4630 Sheriff Genera | 2 |
| 21-Sep-23 | 20:00 | 22-Sep-23 | 2:00 Montrose/Wave | 4630 Sheriff Genera | 6 |
| 22-Sep-23 | 18:00 | 23-Sep-23 | 2:00 Montrose/Wave | 4630 Sheriff Genera | 8 |
| 22-Sep-23 | 10:00 | 22-Sep-23 | 18:00 Montrose/Wave | 4620 Sheriff Genera | 8 |
| 23-Sep-23 | 18:00 | 24-Sep-23 | 2:00 Montrose/Wave | 4630 Sheriff Genera | 8 |
| 23-Sep-23 | 10:00 | 23-Sep-23 | 18:00 Montrose/Wave | 4620 Sheriff Genera | 8 |
| 24-Sep-23 | 2:00 | 24-Sep-23 | 3:45 Extra Hours: Mo | 4630 Sheriff Genera | 1.75 |
| 24-Sep-23 | 18:00 | 25-Sep-23 | 2:00 Montrose/Wave | 4630 Sheriff Genera | 8 |
| 24-Sep-23 | 10:00 | 24-Sep-23 | 18:00 Montrose/Wave | 4620 Sheriff Genera | 8 |
| 25-Sep-23 | 16:00 | 26-Sep-23 | 2:00 Montrose/Wave | 4630 Sheriff Genera | 10 |
| 25-Sep-23 | 10:00 | 25-Sep-23 | 16:00 Montrose/Wave | 4620 Sheriff Genera | 6 |
| 26-Sep-23 | 16:00 | 27-Sep-23 | 2:00 Montrose/Wave | 4630 Sheriff Genera | 10 |
| 26-Sep-23 | 10:00 | 26-Sep-23 | 16:00 Montrose/Wave | 4620 Sheriff Genera | 6 |
| 27-Sep-23 | 16:00 | 28-Sep-23 | 2:00 Montrose/Wave | 4630 Sheriff Genera | 10 |
| 27-Sep-23 | 10:00 | 27-Sep-23 | 18:30 Montrose/Wave | 4620 Sheriff Genera | 8.5 |
| 28-Sep-23 | 16:00 | 29-Sep-23 | 2:00 Montrose/Wave | 4630 Sheriff Genera | 10 |
| 28-Sep-23 | 10:00 | 28-Sep-23 | 16:00 Montrose/Wave | 4620 Sheriff Genera | 6 |
| 29-Sep-23 | 10:00 | 29-Sep-23 | 18:00 Montrose/Wave | 4620 Sheriff Genera | 8 |
| 29-Sep-23 | 18:00 | 30-Sep-23 | 2:00 Montrose/Wave | 4630 Sheriff Genera | 8 |
| 30-Sep-23 | 10:00 | 30-Sep-23 | 16:00 Montrose/Wave | 4620 Sheriff Genera | 6 |
| 30-Sep-23 | 16:00 | 1-Oct-23 | 2:00 Montrose/Wave | 4630 Sheriff Genera | 10 |

TOTAL: 491.25



Monthly Activity Report Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief



Period: 09/01/2023 thru 09/30/2023 (SEPTEMBER)

CALLS

Total Calls: 37

of Calls SEPTEMBER 2022 = 24
2022 vs 2023 (2023 = +13)

EMS Calls: 27

Other Calls:

- 09/29 - #23267 – Powerline Down – Franklin Township
- 09/29 - #23266 – Powerline Down – Marysville Township
- 09/28 - #23264 – Commercial Fire Alarm – Montrose City
- 09/19 - #23256 – Motor Vehicle Accident – Marysville Township
- 09/16 - #23252 – Brush Fire – Montrose City
- 09/15 - #23248 – Mutual aid to Watertown FD – Structure Fire – Franklin Twsp
- 09/11 - #23242 – Brush Fire – Montrose City
- 09/10 - #23241 – Motor Vehicle Accident – Montrose City
- 09/02 - #23234 – Residential Fire Alarm – Montrose City
- 09/01 - #23232 – Vehicle/Structure Fire (Loss = \$10,000) – Woodland Township

Total calls to Date 2023 – 268

2022 vs 2023 (2023 = +28)

Total calls this time in 2022 - 240

Call Districts

Montrose City: 22

Franklin Township: 3

Marysville Township: 6

Woodland Township: 6

Other: 0

TRAINING:

- 09/05/2023 – Staff Meeting/Truck Maintenance
- 09/12/2023 – Scene Command – CFRT
- 09/19/2023 – SCBA Confidence Trailer - CFRT

Other Activities, Special Mention, Etc.

- 09/09/2023 – Motorcycle ride traffic control
- 09/11/2023 – 09/11 Remembrance 7AM-7PM
- 09/11/2023 – City Council Meeting
- 09/24/2023 – Assist Wavery FD w/ house burn (Tenders)
- 09/27/2023 – Pump Testing E-11& E12
- 09/29/2023 – Michael Sommerfeld (Reserve Firefighter) resigned from Fire Dept
- 09/30/2023 – Montrose Fall Festival / Fire Dept Open House 1PM-4PM

SPECIAL INFO

- EMERGENCY MANAGEMENT – Security System/Project is substantially underway. Cameras are up and operational and Door system has been upgraded and working.

Acknowledgments

- Michael Marketon – recognized by the MN DNR for 35 years of service a local area fire warden (Letter received on Sept 20, 2023 from the DNR)
- O'Brothers Wine & Spirits – Allowing us to use their lot during 09/11 remembrance
- Delano FD, Watertown FD & Waverly FD for mutual aid assist on 09/01/2023 for vehicle/structure fire in Woodland Township
- Justin Emery – Provided us food for our meeting night
- All those individuals and entities that came out to support us during 09/11/2023
- Michael Sommerfeld for his service on the Montrose Fire Department. He served as a reserve Firefighter for 1 yea, 3 weeks and 2 days

City of Montrose
 Economic Development Authority Meeting
 311 Buffalo Avenue South
 Montrose, MN 55363
 Tuesday, September 19, 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, September 19, 2023 at 12:00 p.m.

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

2. ROLL CALL

Present: EDA President David Paradeise
 EDA Member Matt Smith
 EDA Member Sonya Tourville – arrived at 12:06

Staff Present: Ms. Jessica Bonniwell, City Administrator

Absent: Mayor Kirby Moynagh

3. APPROVAL OF AGENDA

No Quorum was present at the beginning of the meeting – no motion made on this item.

4. APPROVAL OF MINUTES

July 18, 2023 Economic Development Authority Meeting Minutes

No Quorum was present at the beginning of the meeting – no motion made on this item.

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

No Quorum was present at the beginning of the meeting – no motion made on this item.

6. OLD BUSINESS

A. New Member Recruitment

Discussion was held regarding recruiting new members and brainstorming how to get another business member involved with EDA. Ms. Bonniwell stated that Mayor Moynagh had contacted Untiedt's to see if they would be interested and the contact there told him to contact the new restaurant/meat store once they are up and running and they might be interested.

B. Update on Information for Child Care/First Children's Finance

Ms. Bonniwell stated that there will be a ad going out with the Fall 2023 Newsletter, which comes out at the

beginning of October, with information about a meeting on October 30, 2023 with the City Council at the Montrose Community Center. Ms. Bonniwell stated that this would be an informational meeting and will help gauge the interest from the community on the childcare topic. Ms. Bonniwell stated that she would send the flyer out to the EDA for them to get to any contacts they may think are interested in attending or becoming part of the task force required in order to get assistance from First Children's Finance. EDA Member Tourville asked if this would be something the city could work with the school on to get the information out to the public and try to generate interest. Ms. Bonniwell stated she would contact the school to see what that would require.

7. NEW BUSINESS

A. Commercial Project Discussion with Mr. Steve Bunn

Ms. Bonniwell introduced Mr. Steve Bunn whom had contacted the city in order to address the EDA for potential assistance in moving their business to Montrose. Mr. Bunn stated that the business is a concrete masonry business that he is planning to build a pole building in the industrial area near where Xcel Energy is located that would be around 12,000 square feet, plus around 3,200 square feet for office space. Mr. Bunn stated that Watertown, where he is currently leasing a space for his business, would waive SAC/WAC fees if he decided to build there. Mr. Bunn asked if there was anything Montrose could do to assist him financially with moving his business. Ms. Bonniwell stated that there is a revolving loan fund, but should would have to look into the requirements for approval for those type of funds. Ms. Bonniwell asked if the business would be bringing any benefits to the city such as job creation or retail. Mr. Bunn stated that he does have employees, but is looking to expand and could possibly create jobs in the future, but would not have any retail opportunities at this shop location. Mr. Bunn also asked about TIF eligibility and Ms. Bonniwell stated that she would have to again look into eligibility for this as TIF has strict requirements. Ms. Bonniwell stated that she would help Mr. Bunn get in contact with the Wright County EDA to see if there was anything they could help with or get him in contact with resources for assistance, such as the Initiative Foundation.

B. Preserve TIF Discussion with Mr. Shannon Sweeney

Ms. Bonniwell stated that Mr. Sweeney was unable to attend the meeting, but is planning to attend in October.

8. NEXT MEETING

A. Tuesday, October 17, 2023 at 12:00 p.m. in the Montrose City Hall Conference Room

9. ADJOURNMENT

EDA President Paradeise adjourned the meeting at 12:21 p.m.

ATTEST:

Council Member David Paradeise
President
City of Montrose Economic Development Authority

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.

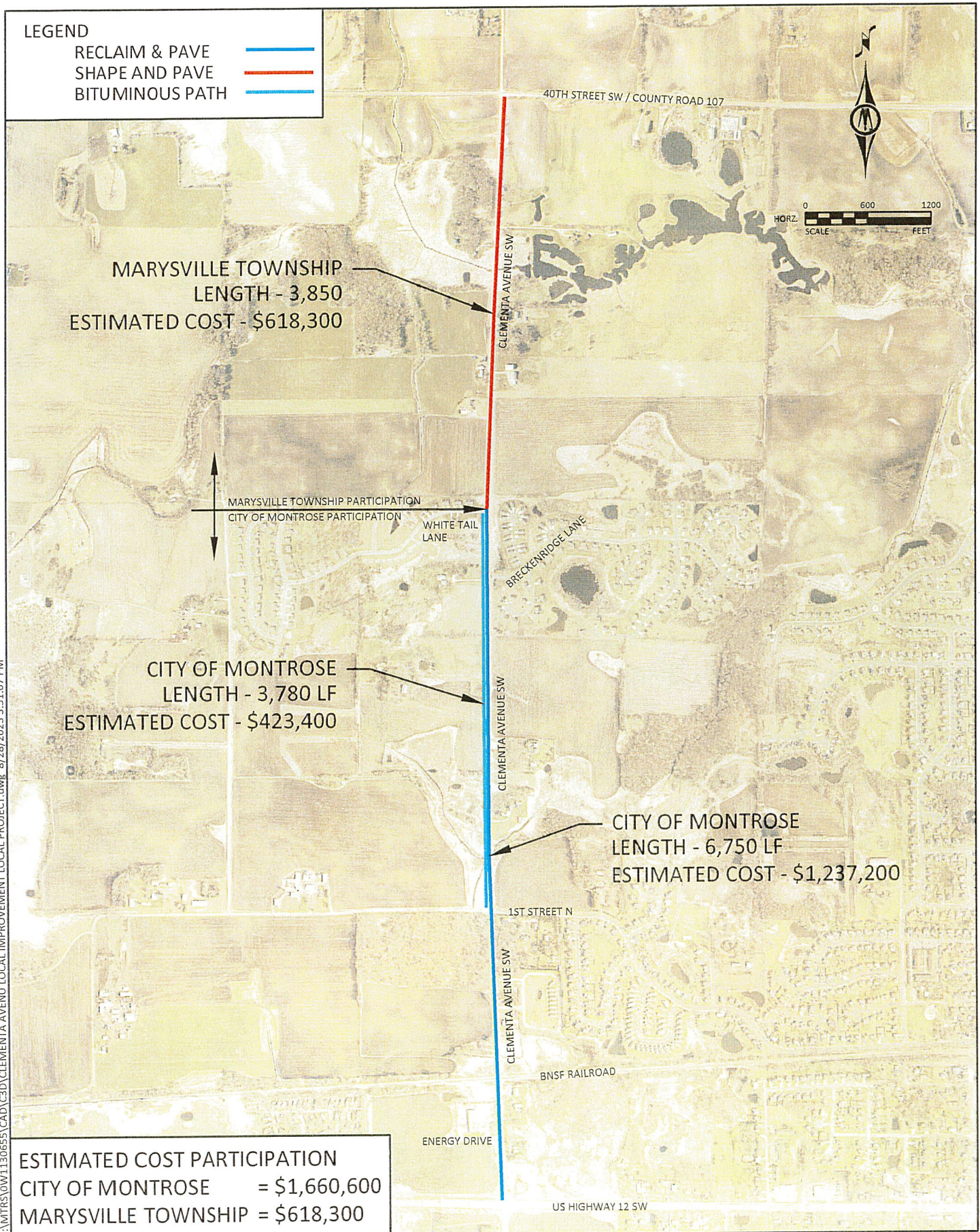
JAV/kp

Clementa Avenue Local Road Improvement Project

City of Montrose

Location Figure

August 2023





Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

October 5, 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. 1 for the above referenced project. The Pay Application is for work that was completed through September 29, 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

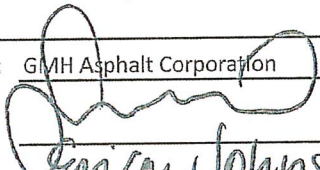
Enclosure


Contractor's Application for Payment

| | |
|---|---|
| Owner: <u>City of Monroe</u> | Owner's Project No.: _____ |
| Engineer: <u>Bolton & Menk, Inc.</u> | Engineer's Project No.: <u>OW1.130655</u> |
| Contractor: <u>GMH Asphalt Corporation</u> | Agency's Project No.: _____ |
| Project: <u>2023 Street Improvement Project</u> | |
| Contract: <u>2023 Street Improvement Project</u> | |
| Application No.: <u>1</u> | Application Date: <u>10/4/2023</u> |
| Application Period: From <u>9/13/2023</u> to <u>9/29/2023</u> | |

| | |
|--|---------------|
| 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) | \$ 164,594.90 |
| 5. Retainage | |
| a. 5% X \$ 164,594.90 Work Completed | \$ 8,229.75 |
| b. X \$ - Stored Materials | \$ - |
| c. Total Retainage (Line 5.a + Line 5.b) | \$ 8,229.75 |
| 6. Amount eligible to date (Line 4 - Line 5.c) | \$ 156,365.15 |
| 7. Less previous payments | |
| 8. Amount due this application | \$ 156,365.15 |
| 9. Balance to finish, including retainage (Line 3 - Line 4) | \$ 297,910.35 |

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> | Date: <u>10-5-2023</u> |
| Name: <u>Erica Johnson</u> | Title: <u>Controller</u> |

| | |
|--|---|
| Recommended by Engineer By: <u></u> Name: <u>Spencer Johnson, P.E.</u> Title: <u>Project Manager</u> Date: <u>10/05/2023</u> | Approved by Owner By: _____ Name: _____ Title: _____ Date: _____ |
|--|---|

Progress Estimate - Unit Price Work

Contractor's Application for Payment

| | | | |
|-------------|---------------------------------|-------------------------|------------|
| Owner: | City of Monroe | Owner's Project No.: | |
| Engineer: | Boston & Menk, Inc. | Engineer's Project No.: | OW1.130655 |
| Contractor: | GMH Asphalt Corporation | Agency's Project No.: | |
| Project: | 2023 Street Improvement Project | | |
| Contract: | 2023 Street Improvement Project | | |

| Application No.: | 1 | Application Period: | From | 09/13/23 | to | 09/29/23 | Application Date: | 10/04/23 | | | | | |
|--------------------------|--|---------------------|----------------------|-----------------|--------------------------------|----------------------------|-------------------------|---|--|--|--|--------------------------------|--------------------------------|
| A | B | C | D | E | F | F1 | F2 | G | H | I | J | K | L |
| Bid Item No. | Description | Item Quantity | Contract Information | | Value of Bid Item (C X E) (\$) | Previous Estimate | | Work Completed | | Materials Currently Stored (not in G) (\$) | Work Completed and Materials Stored to Date (H + I) (\$) | % of Value of Item (J / F) (%) | Balance to Finish (F - J) (\$) |
| | | | Units | Unit Price (\$) | | Quantity Previous Estimate | Value Previous Estimate | Estimated Quantity Incorporated in the Work | Value of Work Completed to Date (E X G) (\$) | | | | |
| Original Contract | | | | | | | | | | | | | |
| 1 | MOBILIZATION | 1.00 | LUMP SUM | 35,000.00 | 35,000.00 | - | - | 0.35 | 12,250.00 | - | 12,250.00 | 35% | 22,750.00 |
| 2 | REMOVE CURB AND GUTTER | 1,105.00 | LIN FT | 8.50 | 9,392.50 | - | - | 968.00 | 8,228.00 | - | 8,228.00 | 88% | 1,164.50 |
| 3 | REMOVE CONCRETE WALK | 165.00 | SQ YD | 10.30 | 1,699.50 | - | - | 165.00 | 1,699.50 | - | 1,699.50 | 100% | - |
| 4 | REMOVE CONCRETE DRIVEWAY PAVEMENT | 175.00 | SQ YD | 20.60 | 3,605.00 | - | - | 120.00 | 2,472.00 | - | 2,472.00 | 69% | 1,133.00 |
| 5 | MILL BITUMINOUS SURFACE (1.5") | 16,370.00 | SQ YD | 1.50 | 24,555.00 | - | - | 16,117.00 | 24,175.50 | - | 24,175.50 | 98% | 379.50 |
| 6 | BITUMINOUS STREET PATCH | 865.00 | SQ YD | 40.50 | 35,032.50 | - | - | 214.00 | 8,667.00 | - | 8,667.00 | 25% | 26,365.50 |
| 7 | TYPE SP 9.5 WEARING COURSE MIX (2.8) | 2,035.00 | TON | 89.05 | 181,216.75 | - | - | - | - | - | - | - | 181,216.75 |
| 8 | 5" CONCRETE WALK | 1,480.00 | SQ FT | 12.10 | 17,908.00 | - | - | 1,143.00 | 13,830.30 | - | 13,830.30 | 77% | 4,077.70 |
| 9 | 6" CONCRETE WALK (PEDESTRIAN RAMPS) | 325.00 | SQ FT | 23.10 | 7,507.50 | - | - | 609.00 | 14,067.90 | - | 14,067.90 | 187% | (6,560.40) |
| 10 | 6" CONCRETE DRIVEWAY PAVEMENT | 175.00 | SQ YD | 144.10 | 25,217.50 | - | - | 104.00 | 14,986.40 | - | 14,986.40 | 59% | 10,231.10 |
| 11 | CONCRETE CURB & GUTTER DESIGN B618 | 570.00 | LIN FT | 46.00 | 26,220.00 | - | - | 358.00 | 16,468.00 | - | 16,468.00 | 63% | 9,752.00 |
| 12 | CONCRETE CURB & GUTTER DESIGN D418 | 535.00 | LIN FT | 46.00 | 24,610.00 | - | - | 610.00 | 28,060.00 | - | 28,060.00 | 114% | (3,450.00) |
| 13 | TRUNCATED DOMES | 54.00 | SQ FT | 116.00 | 6,264.00 | - | - | 74.00 | 8,584.00 | - | 8,584.00 | 137% | (2,320.00) |
| 14 | SALVAGE AND REINSTALL CASTING (MANHOLE) | 23.00 | EACH | 1,182.00 | 27,186.00 | - | - | - | - | - | - | - | 27,186.00 |
| 15 | SALVAGE AND REINSTALL CASTING (CATCH BASIN) | 12.00 | EACH | 552.00 | 6,624.00 | - | - | 12.00 | 6,624.00 | - | 6,624.00 | 100% | - |
| 16 | INTERIOR LINING OF CATCH BASIN RINGS | 14.00 | EACH | 791.00 | 11,074.00 | - | - | - | - | - | - | - | 11,074.00 |
| 17 | FURNISH & INSTALL FRAME AND RING CASTING (CATCH BASIN) | 2.00 | EACH | 1,081.00 | 2,162.00 | - | - | 2.00 | 2,162.00 | - | 2,162.00 | 100% | - |
| 18 | ADJUST VALVE BOX | 8.00 | EACH | 800.00 | 6,400.00 | - | - | - | - | - | - | - | 6,400.00 |
| 19 | REPAIR VALVE BOX | 1.00 | EACH | 2,000.00 | 2,000.00 | - | - | - | - | - | - | - | 2,000.00 |
| 20 | TRAFFIC CONTROL | 1.00 | LUMP SUM | 2,638.00 | 2,638.00 | - | - | 0.35 | 923.30 | - | 923.30 | 35% | 1,714.70 |
| 21 | INLET PROTECTION | 14.00 | EACH | 127.00 | 1,778.00 | - | - | 11.00 | 1,397.00 | - | 1,397.00 | 79% | 381.00 |
| 22 | COMMON TOPSOIL BORROW (LV) | 50.00 | CU YD | 48.55 | 2,427.50 | - | - | - | - | - | - | - | 2,427.50 |
| 23 | TURF ESTABLISHMENT, HYDRAULIC MATRIX | 375.00 | SQ YD | 5.30 | 1,987.50 | - | - | - | - | - | - | - | 1,987.50 |
| Original Contract Totals | | | | | \$ | 462,505.25 | \$ | - | \$ | 164,594.90 | \$ | - | \$ 297,910.35 |

**City of Montrose
Park & Recreation Commission**

Minutes
September 5, 2023

Pursuant to call and notice the Park & Recreation Commission met on September 5, 2023 at 6:00 p.m. at Montrose City Hall.

1. CALL TO ORDER

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

2. ROLL CALL

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

3. APPROVAL OF MEETING AGENDA

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

4. TREASURY REPORT

A motion was made by Commissioner Kolasa to approve the treasury report. The motion was seconded by Commissioner Niska. Motion carried 5-0.

5. OLD BUSINESS

a. Park & Trail Plan

i. Carver Field

After some discussion a motion was made by Commissioner Kolasa that the P&R commission recommend that funds originally earmarked for Rolling Meadows Regional Park be re-allocated to upgrades to be made at Carver Field. The motion was seconded by Commissioner McCluskey and carried 5-0.

I was also recommended by the commission that an official maintenance plan be put in to place by the City for routine maintenance at Carver Field once upgrades are completed.

ii. Final Copy of Park & Trail Plan

Deputy Clerk Gerard has been working on the final copy of the plan. Commissioner McCluskey has the updated park information and will forward on to DC Gerard to compile.

iii. Bolton & Menk

The City has requested the required updates from the city engineers for the Park & Trail plan.

b. Lions Benches

The Commission scheduled a special meeting on September 12th, 22023 at 6:00 pm to visit locations for six (6) new benches that the Lions Club has donated and are ready to be installed.

There were four (4) city benches that were proposed to be replaced with new Lions Club benches. A motion was made by Commissioner McCluskey to remove and replace the four benches in question and order new commemorative plaques to replace those that were engraved on the old benches. The motion was seconded by Commissioner Kolasa and carried 5-0.

c. **Park Signs**

The commission reviewed photos of the new signs that were installed at the disc golf course.

d. **Fall Festival**

The commission discussed more details for planning of the Fall Festival. The vendors, activities and music have been arranged. Advertising has begun. The commissioners made a plan to distribute flyers to each home in town and split the areas accordingly. The commission will discuss further at the special meeting set for September 12th.

6. **NEW BUSINESS**

a. **Lions Club Donation**

The Lions Club has donated \$500 for the Fall Festival.

b. **2024 Budget**

Commission Head Nelson will propose to the City Council that \$8,000 be allocated to the Park & Recreation Committee for 2024.

7. **NEXT MEETING**

The next regular meeting will be held Tuesday, October 3rd, 2023 at 6:00 pm at City Hall.

8. **ADJOURN**

Commissioner Swanson motioned to adjourn the meeting at 7:04 pm, Commissioner McCluskey seconded the motion. Motion carried 4-0-1 with Commissioner Kolasa abstaining because he had to leave the meeting early.

Kimberly Niska
523 2nd Street S.
Montrose, MN 55363
Kimberly.j.niska@hotmail.com
612-599-2229
09/14/2023

City of Montrose
Attn: Cristy Gerard
311 Buffalo Avenue S
Montrose, MN 55363

Dear Cristy,

I am writing to formally submit my resignation from the position of Commissioner with the Park and Recreation Board, effective 09/30/2023. This decision has not been made lightly, and it comes after much consideration.

This decision is not a reflection of any dissatisfaction with the commission or its members, but rather a personal choice aligned with my current situation and future long-term goals.

I would like to express my gratitude to you and the entire commission for the support and camaraderie I have experienced in my short time on the board. While my time with the board was short, I have learned quite a bit and have had the privilege of working alongside some truly exceptional individuals.

Please consider this letter as my formal notice of resignation. I am confident that the Park and Recreation board will continue to thrive and make valuable contributions to our community. If there are any exit procedures or paperwork that I need to complete, please do not hesitate to inform me, and I will ensure everything is in order.

I look forward to maintaining the relationships that I have started to build during my time on Park and Rec. While I may not be on the board, I am very much a part of the community and hope that our paths may cross again soon.

Thank you once again for the opportunity to serve as a Commissioner for the Park and Recreation Board. I wish you and the commission all the best in your future endeavors.

Sincerely,

Kimberly J. Niska

Toby Nelson
504 5th Street N.
Montrose, MN 55363

Dear Park and Recreation Committee members,

I am writing to formally announce my resignation from Montrose Park and Recreation Committee effective 10/03/23. I have enjoyed my time with every member of this committee and have the utmost faith that with these members we have built the foundation for this committee to be successful in the future.

While the timing of this resignation is not ideal it is necessary with my upcoming appointment to Montrose City Council. I look forward to working with this committee on not only filling the empty seats we currently have but also with the initiatives this group will bring forward in the future.

In the short time we have been together we have accomplished many amazing things. While I will miss working with this group on shaping the parks in our community I feel I can make a bigger difference working with the members of the city council to help set this community up for future growth and success.

I appreciate every member of this committee and the city staff that are crucial to the success of this community. I look forward to continuing and expanding our relationships in my new role and hope that you will reach out if you have anything that you think I can help with.

Sincerely,

Toby A. Nelson