



CITY COUNCIL AGENDA REGULAR MEETING

**Monday, April 8, 2024
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. No Invocation 4/8/24

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA

6. APPROVAL OF CONSENT AGENDA

A. Minutes

1. March 11, 2024 City Council Meeting Minutes – prepared by J. Bonniwell

B. Accounts Payable

1. Accounts Payable Summary – Prepared by J. Bonniwell
2. March 12, 2024 Accounts Payable Report – Prepared by J. Heinz
3. March 25, 2024 Accounts Payable Report – Prepared by J. Heinz
4. April 8, 2024 Accounts Payable Report – Prepared by J. Heinz

C. Monthly Utility Adjustments for March, 2024

7. WRIGHT COUNTY SHERIFF'S OFFICE

- A. March, 2024 Monthly Report and Hours Report

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

- A. City Council

- 1. Monthly Activity Report

- B. Montrose Fire Department

- 1. March 2024 Activity Report
 - 2. 2023 Annual Fire Department Report
 - 3. Accept Hiring of Tristan Arioso, Effective 03/18/2024
 - 4. Accept Hiring of Skyler Chaffins, Effective, 04/02/2024

- C. Economic Development Authority

- 1. March 19, 2024 Economic Development Authority Meeting Minutes

- D. Parks and Recreation

- 1. February 27, 2024 Park and Recreation Meeting Minutes

- E. City Engineer

- 1. Montrose-Waverly Wastewater Treatment Facility Improvements Project Update Memo
 - 2. Wastewater Treatment Facility Plan Amendment
 - 3. 200 Crystal Lane Drainage Improvement - Quotes
 - 4. Updates

- F. Public Works

- 1. Twins Grant Update
 - 2. Quote for Pressure Washer
 - 3. Updates and Questions

9. OLD BUSINESS

- A. No Old Business

10. NEW BUSINESS

- A. Celebrate Montrose

- B. Predevelopment Agreement for Wastewater Regionalization

- C. Resolution 2024-08 - *A Resolution Requesting Continued Funding for the Wright County Economic Development Partnership*

- D. Resolution 2024-09 – *A Resolution in Opposition to State Flag Redesign*

- E. Fee Schedule 2024 – Water Meter Rate Update

- 1. Ordinance 2024-02 – *An Ordinance Setting Various Development and Administrative Fees*

2. Resolution 2024-10 - *A Resolution Authorizing Summary Publication of Ordinance 2024-02: An Ordinance Setting Various Development and Administrative Fees*

11. **OPEN FORUM**

12. **UPCOMING MEETINGS**

- A. RESCHEDULED Park and Recreation Meeting – Tuesday, April 9, 2024 at 5:30 p.m. in the Montrose City Hall Conference Room
- B. Planning and Zoning Meeting with Public Hearing – Wednesday, April 10, 2024 at 7:00 p.m. at the Montrose Community Center
- C. Economic Development Authority Meeting – Tuesday, April 16, 2024 at 12:00 p.m. in the Montrose City Hall Conference Room
- D. City Council Workshop – Monday, April 29, 2024 at 4:00 p.m. in the Montrose City Hall Conference Room
- E. Regular City Council Meeting – Monday, May 13, 2024 at 7:00 p.m. at the Montrose Community Center

13. **ACKNOWLEDGEMENTS / RECOGNITION / ANNOUNCEMENTS**

14. **ADJOURNMENT**

City of Montrose
 Regular City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, March 11, 2024
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, March 11, 2024 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 Michelle Otto
 Council Member Toby Nelson

Absent: Council Member Sam Solarz

Staff Present: Ms. Jessica Bonniwell, City Administrator
 Mr. Dan Remer, Public Works Director
 Ms. Jackie Heinz, City Clerk/Treasurer
 Ms. Libby Kantner, City Attorney
 Mr. Spencer Johnson, 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 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 February 12, 2024 Regular City Council Meeting
2. Accepted the minutes of the February 26, 2024 Special City Council Meeting

B. Accounts Payable

1. Approved the Accounts Payable Summary Report
2. Approved the February 23, 2024 Accounts Payable Report
3. Approved the February 23, 2024 EDA Accounts Payable Report
4. Approved the March 11, 2024 Accounts Payable Report
5. Approved the March 11, 2024 EDA Accounts Payable Report

C. Approved Monthly Utility Adjustments for February, 2024

Council Member Nelson motioned to approve the March 11, 2024 Consent Agenda as presented. Council Member Paradeise seconded the motion. Motion carried 4-0.

7. WRIGHT COUNTY UPDATE

A. Wright County Commissioner Mike Kaczmarek

Wright County Commissioner Mike Kaczmarek gave an update for Wright County for 2024. Commissioner Kaczmarek stated that the commission meeting dates and times will be the same for 2024. Commissioner Kaczmarek stated that there is a purchase agreement for the old government center in the works, and the County is saving around \$10,000 per month on utilities by not using the building. Commissioner Kaczmarek stated that there are multiple topics that Wright County is pushing back against for new state laws and other items including the new flag design, taking local control away for zoning and residential density testing, some tax issues and being required to have a seven-person board for Counties with populations over 100,000. Commissioner Kaczmarek stated that if the Council as a whole or if individual constituents would like to contact their local legislative representatives and voice their opinion, they are looking for input on these topics.

8. WRIGHT COUNTY SHERIFF'S OFFICE

A. February, 2024 Monthly Report presented in packet.

Deputy Brown gave a brief update that February was a bit busier with nearly 300 calls for service and a D.U.I.

9. PUBLIC HEARING

A. Public Hearing to Consider the Modification of Municipal Development District No. 4, the Adoption of the Modified Development Program Relating thereto, the Establishment of Tax Increment Financing District No. 4-2 therein, and the Adoption of a Tax Increment Financing Plan Relating thereto

1. TIF Plan – Draft
2. TIF Agreement with Developer
3. Resolution 2024-06 – *A Resolution Approving the Modification of Municipal Development District No. 4, the Approval of the Modified Development Program Related thereto, the Establishment of Tax Increment Financing District No. 4-2 therein, and the Adoption of the Tax Increment Financing Plan Relating thereto*

Mayor Moynagh motioned to close the City Council Meeting and open the Public Hearing at 7:12 p.m. Council Member Paradeise seconded the motion. Motion carried 4-0.

Mr. Shannon Sweeney stated that the purpose of the public hearing tonight was to discuss the establishment of a Tax Increment Financing District No. 4-2. Mr. Sweeney stated that at the recommendation of the Economic Development Authority, on January 9, 2024, the City Council

called for this public hearing in order to receive public comment on the creation of the Tax Increment Financing District 4-2, which is proposed to be a TIF Housing District and would provide a subsidy for qualified development within The Preserve of Montrose Plat. Mr. Sweeney stated that as part of the process for creating a new TIF District, on February 14, 2024, the Planning and Zoning Commission approved a resolution making the following findings: *The proposed development of the project area as described in the modified Municipal Development Program and Tax Increment Financing Plan are generally consistent with the City's development plan and zoning ordinances, will serve to complement the City's plans for creation of development opportunities in the City, and will serve to promote the City's development objectives.*

Mr. Sweeney stated that a draft tax increment financing plan for TIF District 4-2 has been provided to Wright County and the BHM School District along with notification of the public hearing. A copy of the draft TIF plan was included in the meeting packet for consideration. Mr. Sweeney stated that based on the terms discussed with the Economic Development Authority and the Developer, a Contract for Private Development has been drafted by Ron Batty of Kennedy & Graven which has been circulated to the developer. Mr. Sweeney stated a copy of that agreement was also included in the packet for consideration for approval and contains specific terms and conditions for the provision of tax increment financing assistance.

Mr. Sweeney stated that JP Land, LLC is requesting pay-as-you-go tax increment financing assistance which is the reimbursement of new property taxes captured within the tax increment district for a term of up to 24-years. Mr. Sweeney stated that property taxes would be paid by the new homeowners within the project area in the same manner as all taxable property owners in the community which are collected by Wright County. Mr. Sweeney stated that Wright County then separates out that portion of the property taxes collected that are tax increments and include new city, county, and some school district property taxes that are generated within the boundaries of the tax increment financing district by new development. Mr. Sweeney stated that those taxes are then distributed separately to the City and are not part of the general tax levy. Mr. Sweeney stated that in a housing tax increment financing district, increments can only be captured from those housing units that meet specific income thresholds. Mr. Sweeney stated that for owner-occupied housing that threshold is that 95% of the units must be initially occupied by persons whose median gross income is no greater than 100% of the median gross income for the county or State (whichever is greater) for a family of two or fewer. Mr. Sweeney stated that for a family of three or more, that threshold is increased to 115% of median gross income and that the developer will be required to certify to the City that the first occupant of each unit meets that requirement. Mr. Sweeney stated that in the event that a unit is sold to an unqualified first occupant, that unit would be removed from the TIF District, tax increment would not be captured, and the developer would not receive tax increments from that unit.

Mr. Sweeney stated that tax increments would be reimbursed to JP Land, LLC if all conditions within the agreement have been satisfied including the income requirements outlined previously. Mr. Sweeney stated that under the proposed terms of the agreement, the reimbursement of tax increments would start on August 1, 2027 with first half tax collections that year. Mr. Sweeney stated that the reimbursement amount would be captured at \$2,053,043 of project costs documented and incurred, and would discontinue after February 1, 2051, whichever occurs first. Mr. Sweeney stated that JP Land, LLC is required to substantially complete the construction of the Phase 1 project including 36-housing units by December 31, 2026.

Mr. Sweeney stated that if a property owner within the TIF District fails to pay property taxes, or a home is sold to an unqualified first occupant, or if no new homes are built within the TIF District, tax increments will not be collected by the county or be distributed to the city. Mr. Sweeney stated that in that instance, the city has no obligation to make a reimbursement of tax increment to the developer. The city's only obligation in a pay-as-you-go contract is to reimburse

a negotiated portion of the tax increments collected by the county and distributed to the city during the subsidy term. Mr. Sweeney stated that JP Land, LLC has indicated that they are considering a build out of the project in three phases in the following manner: Phase 1 – Spring of 2024 which includes 36 lots; Phase 2 – Spring of 2027 which includes 69 lots; and Phase 3 – Spring of 2031 which includes 69 lots.

Mr. Sweeney stated that the tax increment financing plan has been drafted taking all phases of the project into consideration but does not obligate the City to assist with future phases. Mr. Sweeney stated that the proposed subsidy is only tied to the first phase of the development, which is 36-units. Mr. Sweeney stated that if additional subsidy is required for the subsequent phases, it will require City Council action to either modify the existing agreement, or negotiate a new agreement for the remaining phases. Mr. Sweeney stated that in order to achieve the level of reimbursement requested it is projected that JP Land, LLC would need to construct at least 12-units per year assuming that tax rates remain the same or move higher and valuations of individual units average \$284,307 for the duration of the subsidy term.

Mr. Sweeney stated that he is open to questions from the City Council or the public and if Council is agreeable to the establishment of the TIF District, there is an accompanying Resolution 2024-06 to approve the TIF Plan and District establishment, and they would also be asked to approve the TIF Agreement with the Developer.

Mayor Moynagh asked for questions and public comment three times.

Mayor Moynagh motioned to close the Public Hearing and open the City Council Meeting at 7:20 p.m. Council Member Paradeise seconded the motion. Motion carried 4-0.

Mayor Moynagh asked the City Council if they had any questions or comments on the Resolution to approve the TIF Plan and establishment of the TIF District, or on the TIF Agreement with the Developer.

Council Member Otto motioned to approve Resolution 2024-06 - *A Resolution Approving the Modification of Municipal Development District No. 4, the Approval of the Modified Development Program Related thereto, the Establishment of Tax Increment Financing District No. 4-2 therein, and the Adoption of the Tax Increment Financing Plan Relating thereto.* Council Member Paradeise seconded the motion. Motion carried 4-0.

Mayor Moynagh motioned to approve the TIF Agreement with the Developer. Council Member Paradeise seconded the motion. Motion carried 4-0.

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

A. City Council

1. Monthly Activity Report

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

B. Montrose Fire Department

1. February, 2024 Activity Report

Fire Chief Triplett stated he did not have any updates and asked if there were questions.

C. Planning and Zoning

1. February 14, 2024 Economic Development Authority Meeting Minutes

Commission Chair Smallwood summarized the minutes from the February 14, 2024 Planning and Zoning Commission Meeting. Mr. Smallwood stated that the Commission is recommending approval of the Conditional Use Permit for SJB Masonry, with the consideration of the Planner and Engineer Comments.

2. SJB Masonry Conditional User Permit and Replat/Final Plat

1. Planner and Engineer Reports
2. Planning and Zoning Recommendation
3. Conditional Use Permit Performance Agreement – Draft
4. Resolution 2024-07 – *A Resolution of the City Council of the City of Montrose Approving a Final Plat and Conditional Use Permit for Outdoor Storage and Surfacing Alternatives in the Outdoor Storage Area in the Montrose Business Park, Outlots B and D*

Ms. Bonniwell stated that the applicant is seeking approval for a final plat and two Conditional Use Permits (CUPs) related to an outdoor storage facility with a gravel surface. This project would be located near the existing Xcel Energy building off of Clementa Ave SW. The zoning district in question is zoned I-1 for Light Industrial which allows contractor yards. Ms. Bonniwell stated that the first Conditional Use Permit request is for outdoor storage which is only allowed by conditional use permit in that zoning district. Ms. Bonniwell stated that the second conditional use permit request is for allowing a gravel surface for the outdoor storage area instead of having to pave the surface. The applicant stated that since they would be driving large equipment and trucks on the surface, that a paved surface would easily be destroyed and thus is requesting the gravel surface approval. Ms. Bonniwell stated that Mr. Grittmann noted in his report that the building itself complies with the requirements of the code. Ms. Bonniwell continued and stated that one concern that was brought forward by a member of the Planning Commission is the height of a proposed dry storage silo to be located on the property. Ms. Bonniwell stated that the proposed height of the silo is 55', and the maximum occupied building height allowed in the zoning district is 45'. Ms. Bonniwell stated that however, as Mr. Grittmann pointed out at the Planning Commission Meeting, both the I-1 and I-2 zoning districts have exceptions for electrical and mechanical equipment height, so the 55' would be allowed in either district without additional permitting. Ms. Bonniwell stated that it is important to note that the silo itself is not an aspect of the CUP and would be allowed on the site regardless of the CUP requests. Ms. Bonniwell stated that the majority of the planning commission concluded that the silo would not be considered to have a negative visual impact anymore than an agricultural silo or the city's water tower, as was brought up by one of the commissioners.

Ms. Bonniwell stated that Mr. Grittmann does recommend approval of the CUP requests and the final plat as long as all requirements set forth from the planner and engineer are followed by the applicant and that the applicant enters into an agreement with the city regarding the Conditional Use Permits. Ms. Bonniwell stated that the Planning and Zoning Commission unanimously voted to approve the CUP requests and the final plat, contingent on the comments from the planner and engineering staff.

Ms. Bonniwell stated that the engineer was present if there were any other questions regarding their report, and that the applicant was also in attendance if there were any questions for him.

Mr. Bunn approached the podium and asked if there were any questions from City Council regarding his proposed business and associated requests for Conditional Use Permit. Council Member Otto asked what his plans are for the building and site. Mr. Bunn stated that part of the proposed building would be a shop for his concrete business and the rest of the space to be potentially rented out until his business expands at some point in the future. Council Member Otto asked if he would be creating any jobs by bringing his existing business to Montrose. Mr. Bunn stated that some of his current employees do live in Montrose, but that he would not be creating any “new” jobs, at least initially, or until there is turnover or business expansion. Council Member Paradeise stated that he did not think the silo height is an issue that needs to be discussed.

Council Member Paradeise motioned to approve Resolution 2024-07 – *A Resolution of the City Council of the City of Montrose Approving a Final Plat and Conditional Use Permit for Outdoor Storage and Surfacing Alternatives in the Outdoor Storage Area in the Montrose Business Park, Outlots B and D.* Council Member Otto seconded the motion. Motion carried 4-0.

D. Parks and Recreation

1. February 6, 2024 Park and Recreation Meeting Minutes

Mr. Swanson summarized the February 6, 2024 Park and Recreation Meeting Minutes. Mr. Swanson stated that he met with a representative from the Montrose Elementary School as they are requesting the city to partner with them to install new playground equipment, which Park and Recreation are considering and will see how much support the school is looking for. Mr. Swanson stated that he received a quote to professionally finish the Park and Trail plan, but that it was over \$4,000.00 so they will keep looking to find a lower quote, or the commission members will complete the task themselves. Mr. Swanson stated that the commission is also working on updating the Park Brochure for the city with current information and new photos. Mr. Swanson stated that Park and Recreation will be partnering with Wright County this summer to bring an archery program to town for children to participate in. Mr. Swanson stated that the commission has also completed a survey for recreational programming and will be taking a look at the ideas gathered to see what can be feasibly done in the city. Mr. Swanson also reminded everyone that Park and Recreation will be having a “Lawns to Legumes” event on April 20th to present information regarding increasing habitat for at-risk pollinators and discuss other gardening resources.

E. City Engineer

1. Updates

No updates.

F. Public Works

1. Updates and Questions

Mr. Remer stated that he recently met with Mayor Moynagh, Council Member Otto and Parks and Recreation Commission Member Kolasa at Carver Field with contractors to discuss planned improvements for the field and will be moving forward with those items this spring and summer, weather allowing. Council Member Otto asked if the City should update Community Education regarding whether or not the field would be available to them this summer for youth sports. Mr.

Remer stated that the field will not be available for Community Education this summer and they have been updated and will welcome the new field next year.

Mayor Moynagh asked Mr. Remer if the same individuals that worked for the city in 2023 will be coming back for seasonal work in 2024. Mr. Remer stated that he spoke with both of them about two weeks prior to the meeting and that they have both committed to coming back so far.

11. OLD BUSINESS

A. Preserve Second Amendment to the Purchase Agreement – Date Extension

Ms. Bonniwell stated that this date extension request goes along with the TIF process, and the city and developer need a bit more time to work through final approvals for the site plans and this would extend the date to May 31, 2024.

Mayor Moynagh motioned to approve the Preserve Second Amendment to the Purchase Agreement for a date extension to May 31, 2024. Council Member Otto seconded the motion. Motion carried 4-0.

12. NEW BUSINESS

A. Quick Signs of Willmar Quote for Digital Sign – To be Paid for with ARPA Funds

Ms. Bonniwell stated that staff has been looking into installing a digital sign for some time and that there is a quote from Quick Signs of Willmar for \$62,143.00 included in the packet for consideration for approval. Ms. Bonniwell stated that, as previously discussed, this will be paid for out of the ARPA Funds.

Mayor Moynagh motioned to approve the Quick Signs of Willmar quote for \$62,143.00 to be paid for with ARPA Funds. Council Member Otto seconded the motion. Motion carried 4-0.

B. Six J's Construction Quote for Floor Replacement at Montrose Community Center – To be Paid for with ARPA Funds

Ms. Bonniwell stated that staff collected a few quotes for the community center floor, which were all within dollars of each other and staff is recommending going with Six J's Construction quote for \$50,911.00. Ms. Bonniwell stated that the floor will be an epoxy floor with a urethane topcoat that is warrantied for 15 years and would also be paid for with ARPA Funds.

Council Member Otto motioned to approve the quote for Six J's Construction for a new floor for the Community Center in the amount of \$50,911.00 to be paid for with ARPA Funds. Council Member Paradise seconded the motion. Motion carried 4-0.

C. Parking Lot and Sidewalk Repair Quotes for Montrose Community Center – To be Paid for with ARPA Funds – Jordan Concrete Construction (Concrete Repairs) and Mid-Minnesota Hot Mix (Parking Lot Repairs)

Ms. Bonniwell stated that this repair for exterior concrete and asphalt repairs are also for the Community Center to be paid for with ARPA Funds. Ms. Bonniwell stated that there is a concrete quote from Jordan Concrete Construction for \$16,700.00, and a quote from Mid-Minnesota Hot Mix for the asphalt work in the amount of \$4,635.00. Ms. Bonniwell stated these quotes were included in the packet for consideration for approval.

Council Member Paradise motioned to approve the quotes for Jordan Concrete for \$16,700.00 and from Mid-Minnesota Hot Mix for \$4,635.00 to be paid for with ARPA Funds. Mayor Moynagh

seconded the motion. Motion carried 4-0.

D. Clean-Up Day Discussion

Ms. Bonniwell stated that with clean-up day approaching, staff was wondering if Council will again be approving two free items per household. Mayor Moynagh asked if these costs were budgeted for, and Ms. Bonniwell stated that yes, funds are allocated each year to pay for clean-up day, including the two free items.

Council Member Otto motioned to approve Two Free Items for the City Wide Clean-Up Day for 2024. Council Member Nelson seconded the motion. Motion carried 4-0.

E. ABDO Financial Services Assistance – Contract Renewal

Ms. Bonniwell stated that the contract the city had for ABDO Financial assistance has expired and will need to be renewed if Council would like to have that service available for Ms. Heinz for her first full year on staff.

Council Member Nelson motioned to approve the Contract Renewal for ABDO Financial Services. Council Member Paradeise seconded the motion. Motion carried 4-0.

F. Discussion Regarding Wright County Joint Powers Agreement Draft for Cannabis Enforcement and Regulation

Ms. Bonniwell stated that Council Members requested this item be on the agenda for discussion and that Ms. Kantner was present from Kennedy and Graven to help answer any questions. Mayor Moynagh stated that he reached out to the County Attorney's office last week and had all of his questions answered satisfactorily. Mayor Moynagh stated that the County is basing this Joint Powers Agreement (JPA) on how they currently enforce the laws and statutes surrounding tobacco. Mayor Moynagh stated that it sounded like the County was going to allow one cannabis retail business per city in the County. Ms. Bonniwell stated that this JPA would be an addition to the existing Law Enforcement Contract the city has with Wright County. Mayor Moynagh stated that the city does not have the resources to do cannabis enforcement and recommended signing on with the JPA once the County has a final version. Ms. Kantner stated that there is a lot of information that is still pending with regards to the cannabis laws and regulations that the Office of Cannabis Management (OCM) is working on, so there is no rush at this time to sign the JPA and the city should wait until the OCM makes final determinations so the contract can be updated to the current information. Ms. Kantner stated that in the case of tobacco if the city does not enforce the laws for tobacco, the County is required to enforce on the city or township's behalf. However, Ms. Kantner stated, the same will not be true for cannabis and an agreement like the proposed JPA will be necessary in order for the City to consent to the County doing the enforcement and licensing. Ms. Bonniwell stated that Wright County is currently looking for any input or proposed changes to the JPA before it is finalized. Council Member Otto stated that she has no proposed changes and agrees that Wright County should handle licensing and enforcement of cannabis. Mayor Moynagh stated that, after all of his questions were answered, he is in agreement with the JPA and does not have any comments for changes. Council Member Paradeise stated that he does not have an issue with the proposed JPA and is in agreement as well. Council Member Otto asked if the city is going to pass anything regarding public smoking. Mayor Moynagh stated that the County already passed an ordinance about public smoking that applies to the city, so the city shouldn't need to pass a separate ordinance stating the same thing. Ms. Bonniwell stated that no motion is needed on this item at this time, but the JPA will be coming back for consideration for approval in the future.

13. OPEN FORUM

- A. No Open Forum Requests

14. UPCOMING MEETINGS

- A. Planning and Zoning Meeting – Wednesday, March 13, 2024 at 7:00 p.m. at the Montrose Community Center – CANCELLED
- B. Economic Development Authority Meeting – Tuesday, March 19, 2024 at 12:00 p.m. in the Montrose City Hall Conference Room
- C. Park and Recreation Meeting – Tuesday, April 2, 2024 at 5:30 p.m. in the Montrose City Hall Conference Room
- D. Regular City Council Meeting – Monday, April 8, 2024 at 7:00 p.m. at the Montrose Community Center
- E. City Council Workshop – Monday, April 29, 2024 at 4:00 p.m. in the Montrose City Hall Conference Room

15. ACKNOWLEDGEMENTS / RECOGNITION / ANNOUNCEMENTS

Council Member Nelson acknowledged Kim Niska for her work with Grace Place and the free meals and food drops and her hard work throughout the community.

Council Member Otto acknowledged Celebrate Montrose for their Fish Fry event.

Mayor Moynagh announced a reminder that the City-Wide Clean-Up Day will be on Saturday, May 4, 2024 from 8:00 a.m. – 12:00 p.m.

16. ADJOURNMENT

Council Member Otto motioned to adjourn the Regular City Council Meeting at 8:01 p.m. Council Member Paradeise seconded the motion. Motion carried 4-0.

ATTEST:

Kirby Moynagh
Mayor
City of Montrose

Jessica Bonniwell
City Administrator
City of Montrose

Accounts Payable Summary
April 8, 2024 City Council Meeting

Claims:	\$459,097.26
Payroll:	\$44,467.95
Payroll Taxes:	\$16,573.68
Other Claims:	\$9,341.83
	=====
Total Expenditures:	\$529,480.72

MOYNAGH

BONNIWELL

OTTO

NELSON

SOLARZ

PARADEISE

CITY OF MONTROSE

Payments

03/12/24 4:15 PM
Page 1

Current Period: March 2024

Payment Batch 3-12-2024 PAY \$2,950.00

Refer	100059 IUOE LOCAL #49	Ck# 036344 3/13/2024	
Cash Payment	G 101-10506 Health Ins.	J. Ramthun: April 2024 Medical & Dental	\$1,475.00
Invoice			
Cash Payment	G 101-10506 Health Ins.	A. Burau: April 2024 Medical & Dental	\$1,475.00
Invoice			
Transaction Date	3/12/2024	General Checking 10100	Total \$2,950.00

Fund Summary

	10100 General Checking
101 GENERAL FUND	\$2,950.00
	<hr/> \$2,950.00

Pre-Written Checks	\$2,950.00
Checks to be Generated by the Computer	\$0.00
Total	<hr/> \$2,950.00

CITY OF MONTROSE

03/12/24 4:13 PM
Page 1

*Check Summary Register©
Batch: 3-12-2024 PAY

Name		Check Date	Check Amt	
10100	General Checking			
36344	IUOE LOCAL #49	3/13/2024	\$2,950.00	J. Ramthun: April 2024 Medical & Dental
Total Checks			\$2,950.00	

CITY OF MONTROSE

Payments

03/25/24 1:06 PM

Page 1

Current Period: March 2024

Payments Batch 3-25-2024 Claims**\$294,688.87**

Refer	100043 AFSCME COUNCIL 65	-			
Cash Payment	G 101-10509 Union Dues	D. Remer: March 2024 Union Dues		\$60.20	
Invoice					
Cash Payment	G 101-10509 Union Dues	J. Heinz: March 2024 Union Dues		\$60.20	
Invoice					
Cash Payment	G 101-10509 Union Dues	D. Remer: April 2024 Union Dues		\$60.20	
Invoice					
Cash Payment	G 101-10509 Union Dues	J. Heinz: April 2024 Union Dues		\$60.20	
Invoice					
Transaction Date	3/25/2024	General Checking	10100	Total	\$240.80
Refer	100060 BOLTON & MENK INC	-			
Cash Payment	G 700-21000 Miscellaneous Escrows	Steve Bunn / 5340 15th Avenue LLC - CUP & Final Plat: January 2024		\$1,480.50	
Invoice	0330920 2/28/2024	Project 101003			
Cash Payment	E 101-41910-303 Engineering Fees	Highway 12 Surfacing and Lighting: January 2024		\$9,531.50	
Invoice	0330921 2/28/2024	Project 101002			
Cash Payment	E 605-49350-303 Engineering Fees	Wastewater Treatment Plant - Civil Design & Management: 1/20/2024 - 2/16/2024		\$36,280.00	
Invoice	0331753 2/29/2024	Project 101001			
Cash Payment	E 605-49350-303 Engineering Fees	Wastewater Treatment Plant - Environmental Design & Management: 1/20/2024 - 2/16/2024		\$103,920.00	
Invoice	0331753 2/29/2024	Project 101001			
Cash Payment	E 506-43100-303 Engineering Fees	Montrose / Clementa Avenue Improvement: January 2024		\$24,582.00	
Invoice	0330917 2/28/2024	Project 101006			
Cash Payment	E 506-43100-303 Engineering Fees	2021 Downtown Improvement Project: January 2024		\$312.00	
Invoice	0330916 2/28/2024				
Transaction Date	3/25/2024	General Checking	10100	Total	\$176,106.00
Refer	100027 BOUND TREE MEDICAL LLC	-			
Cash Payment	E 220-42220-334 Medical Supplies	Argyle Levin Stomach Tubes		\$19.12	
Invoice	85267606 3/1/2024				
Transaction Date	3/25/2024	General Checking	10100	Total	\$19.12
Refer	100041 Carrow, William	-			
Cash Payment	G 601-99999 Undistributed Receipts	Overpayment on Acct. #00-00006046-01-5 @ 1101 Sunset Avenue		\$200.00	
Invoice					
Transaction Date	3/25/2024	General Checking	10100	Total	\$200.00
Refer	100028 Chucks Stump Grinding	-			
Cash Payment	E 230-45100-401 Rep/Maint Buildings & G	Carver Field: Stump Grind 6 Stumps and Haul Away		\$1,100.00	
Invoice	3/18/2024				
Transaction Date	3/25/2024	General Checking	10100	Total	\$1,100.00
Refer	100031 C/INTAS	-			
Cash Payment	E 101-43100-214 Uniforms	Week of 3/13/2024 Uniforms		\$19.32	
Invoice	4186305275 3/13/2024				
Cash Payment	E 601-49350-214 Uniforms	Week of 3/13/2024 Uniforms		\$19.32	
Invoice	4186305275 3/13/2024				

CITY OF MONTROSE

Payments

03/25/24 1:06 PM

Page 2

Current Period: March 2024

Cash Payment	E 602-49350-214	Uniforms	Week of 3/13/2024	Uniforms	\$19.32
Invoice	4186305275	3/13/2024			
Cash Payment	E 605-49350-214	Uniforms	Week of 3/13/2024	Uniforms	\$19.33
Invoice	4186305275	3/13/2024			
Cash Payment	E 101-41940-401	Rep/Maint Buildings & G	Week of 3/13/2024	Rugs	\$19.00
Invoice	4186305275	3/13/2024			
Cash Payment	E 290-41940-401	Rep/Maint Buildings & G	Week of 3/13/2024	Rugs	\$11.00
Invoice	4186305275	3/13/2024			
Cash Payment	E 605-49350-401	Rep/Maint Buildings & G	Week of 3/13/2024	Rugs	\$11.00
Invoice	4186305275	3/13/2024			
Transaction Date	3/25/2024	General Checking	10100	Total	\$118.29
Refer	100036	DELTA DENTAL PLAN OF MN			
Cash Payment	E 101-41510-133	Employer Paid Dental	W. Manson: April 2024	Dental	\$51.04
Invoice	RIS0005591920	4/1/2024			
Cash Payment	E 101-41510-133	Employer Paid Dental	J. Bonniwell: April 2024	Dental	\$51.04
Invoice	RIS0005591919	4/1/2024			
Cash Payment	E 101-41510-133	Employer Paid Dental	J. Heinz: April 2024	Dental	\$51.04
Invoice	RIS0005591919	4/1/2024			
Cash Payment	E 101-41510-133	Employer Paid Dental	D. Boelter: April 2024	Dental	\$102.09
Invoice	RIS0005591919	4/1/2024			
Cash Payment	E 601-41510-133	Employer Paid Dental	D. Remer: April 2024	Dental	\$48.84
Invoice	RIS0005591919	4/1/2024			
Cash Payment	E 602-41510-133	Employer Paid Dental	D. Remer: April 2024	Dental	\$48.83
Invoice	RIS0005591919	4/1/2024			
Cash Payment	E 605-41510-133	Employer Paid Dental	D. Remer: April 2024	Dental	\$48.83
Invoice	RIS0005591919	4/1/2024			
Transaction Date	3/25/2024	General Checking	10100	Total	\$401.71
Refer	100030	EARL F ANDERSON			
Cash Payment	E 230-45100-221	Equipment repair/mtce	Veterans Park: Swing Set Parts		\$782.25
Invoice	0135606-IN	3/13/2024			
Transaction Date	3/25/2024	General Checking	10100	Total	\$782.25
Refer	100058	ELAN FINANCIAL SERVICES			
Cash Payment	E 601-49350-208	Training and Instruction	D. Remer: MN Rural Water Association Conference		\$137.50
Invoice		2/6/2024			
Cash Payment	E 605-49350-208	Training and Instruction	D. Remer: MN Rural Water Association Conference		\$137.50
Invoice		2/6/2024			
Cash Payment	E 601-49350-208	Training and Instruction	B. Micholichuk: MN Rural Water Association Conference		\$137.50
Invoice		2/6/2024			
Cash Payment	E 605-49350-208	Training and Instruction	B. Micholichuk: MN Rural Water Association Conference		\$137.50
Invoice		2/6/2024			
Cash Payment	E 101-43100-575	Computer Equipment	HDMI to VGA Cable		\$33.23
Invoice	2268233	2/14/2024			
Cash Payment	E 101-41510-433	Dues and Subscriptions	J. Bonniwell: Adobe Acrobat Pro 2/3/2024 - 3/2/2024		\$21.46
Invoice	2672725539	2/3/2024			
Cash Payment	E 101-41510-433	Dues and Subscriptions	J. Bonniwell: Adobe Acrobat Pro 2/7/2024 - 3/6/2024		\$21.46
Invoice	2676097630	2/7/2024			

CITY OF MONTROSE

03/25/24 1:06 PM

Page 3

Payments

Current Period: March 2024

Cash Payment	E 101-41510-433	Dues and Subscriptions	J. Bonniwell: Adobe Photoshop 2/7/2024 - 3/6/2024	\$37.03
Invoice	2676097631	2/7/2024		
Cash Payment	E 101-41510-200	Office Supplies (GENER	Paper Organizer, File Sorter, 3 Ring Binders, Pens, Trays, Corner Printer Stand x 2	\$182.46
Invoice		2/8/2024		
Cash Payment	E 101-41910-200	Office Supplies (GENER	Paper Organizer, File Sorter, 3 Ring Binders, Pens, Trays, Corner Printer Stand x 2	\$36.48
Invoice		2/8/2024		
Cash Payment	E 220-42220-200	Office Supplies (GENER	Paper Organizer, File Sorter, 3 Ring Binders, Pens, Trays, Corner Printer Stand x 2	\$72.97
Invoice		2/8/2024		
Cash Payment	E 601-49350-200	Office Supplies (GENER	Paper Organizer, File Sorter, 3 Ring Binders, Pens, Trays, Corner Printer Stand x 2	\$18.25
Invoice		2/8/2024		
Cash Payment	E 602-49350-200	Office Supplies (GENER	Paper Organzier, File Sorter, 3 Ring Binders, Pens, Trays, Corner Printer Stand x 2	\$18.25
Invoice		2/8/2024		
Cash Payment	E 604-49350-200	Office Supplies (GENER	Paper Organizer, File Sorter, 3 Ring Binders, Pens, Trays, Corner Printer Stand x 2	\$18.25
Invoice		2/8/2024		
Cash Payment	E 605-49350-200	Office Supplies (GENER	Paper Organizer, File Sorter, 3 Ring Binders, Pens, Trays, Corner Printer Stand x 2	\$18.25
Invoice		2/8/2024		
Cash Payment	E 101-41510-499	Miscellaneous	Food for Wright County Meeting Hosted at Community Center	\$45.71
Invoice		2/15/2024		
Cash Payment	E 101-41510-433	Dues and Subscriptions	J. Heinz: Adobe Acrobat Pro 2/15/2024 - 3/14/2024	\$21.46
Invoice	2683148847	2/15/2024		
Cash Payment	E 101-41110-331	Travel Expenses	M. Otto: Lodging at Arrowwood Resort 2/23 - 2/24/2024	\$164.64
Invoice		1/10/2024		
Cash Payment	E 101-41510-433	Dues and Subscriptions	J. Bonniwell: Adobe Acrobat Pro 3/3/2024 - 4/2/2024	\$21.46
Invoice	2699636136	3/3/2024		
Transaction Date	3/25/2024	General Checking	10100	Total \$1,281.36
Refer	100055 HAWKINS, INC.			
Cash Payment	E 605-49350-216	Chemicals and Chem Pr	Ferric Chloride 35% Solution - 2,389.0362 Gallons	\$8,584.04
Invoice	6707832	3/11/2024		
Cash Payment	E 601-49350-216	Chemicals and Chem Pr	150 lb. Chlorine Cylinder - Qty 6	\$60.00
Invoice	6708996	3/14/2024		
Transaction Date	3/25/2024	General Checking	10100	Total \$8,644.04
Refer	100044 HEALTH PARTNERS			
Cash Payment	G 101-10506	Health Ins.	J. Bonniwell: April 2024 Medical	\$548.98
Invoice	757160361070	3/9/2024		
Cash Payment	G 101-10506	Health Ins.	J. Heinz: April 2024 Medical	\$620.28
Invoice	757160361070	3/9/2024		
Cash Payment	G 101-10506	Health Ins.	D. Remer: April 2024 Medical	\$1,906.82
Invoice	757160361070	3/9/2024		
Cash Payment	G 101-10506	Health Ins.	D. Boelter: April 2024 Medical	\$1,234.13
Invoice	757160361070	3/9/2024		
Transaction Date	3/25/2024	General Checking	10100	Total \$4,310.21

CITY OF MONTROSE

Payments

03/25/24 1:06 PM

Page 4

Current Period: March 2024

Refer	100039	HENRY, ROY JR.	-		
Cash Payment	E 101-43100-214	Uniforms	Clothing Allowance - Boots		\$62.50
Invoice					
Cash Payment	E 601-49350-214	Uniforms	Clothing Allowance - Boots		\$62.50
Invoice					
Cash Payment	E 602-49350-214	Uniforms	Clothing Allowance - Boots		\$62.50
Invoice					
Cash Payment	E 605-49350-214	Uniforms	Clothing Allowance - Boots		\$62.50
Invoice					
Transaction Date	3/25/2024	General Checking	10100	Total	\$250.00
Refer	100061	LGI HOMES, INC	-		
Cash Payment	G 700-21700	Landscape Escrow	Landscape Escrow Release: Pmt 21-57 @ 1113 Natalie Avenue		\$1,500.00
Invoice					
Cash Payment	G 700-21700	Landscape Escrow	Landscape Escrow Release: Pmt 21-56 @ 1115 Natalie Avenue		\$1,500.00
Invoice					
Transaction Date	3/25/2024	General Checking	10100	Total	\$3,000.00
Refer	100047	LINCOLN NATL LIFE INS CO	-		
Cash Payment	E 101-41510-134	Employer Paid Life	Life Insurance - April 2024		\$51.66
Invoice					
Cash Payment	E 601-41510-134	Employer Paid Life	Life Insurance - April 2024		\$51.65
Invoice					
Cash Payment	E 602-41510-134	Employer Paid Life	Life Insurance - April 2024		\$51.65
Invoice					
Cash Payment	E 605-41510-134	Employer Paid Life	Life Insurance - April 2024		\$18.25
Invoice					
Transaction Date	3/25/2024	General Checking	10100	Total	\$173.21
Refer	100026	M&M EXPRESS SALES & SERVICE	-		
Cash Payment	E 220-42220-222	Vehicle repair/mtce	T11 & T12: Oil Filters for Pumps		\$20.98
Invoice	491790	3/12/2024			
Transaction Date	3/25/2024	General Checking	10100	Total	\$20.98
Refer	100056	MENARDS	-		
Cash Payment	E 290-41940-401	Rep/Maint Buildings & G	Wall Guard, Purdy Marathon, Flat Socket		\$21.64
Invoice	3272	3/7/2024			
Transaction Date	3/25/2024	General Checking	10100	Total	\$21.64
Refer	100029	METERING & TECHNOLOGY SOLU	Ck# 100025E 3/25/2024		
Cash Payment	E 601-49350-218	Water Meters	5/8" x 3/4" Water Meters - Qty 12		\$2,258.86
Invoice	INV4590	3/6/2024			
Cash Payment	E 601-49350-218	Water Meters	Returned 3/4" M25 Low Lead Bronze Bare Meter - Qty 2 and Oiron Wall Box - Qty 3		-\$112.86
Invoice	CM1112	3/4/2024			
Cash Payment	E 601-49350-218	Water Meters	2" Stainless Steel E-Series Meters - Qty 3, Orion LTE-M/C CellularWall Mounts - Qty 3, 2" Elliptical Low Lead Bronze Flange Set - Qty 3		\$3,955.74
Invoice	INV4664	3/13/2024			
Transaction Date	3/25/2024	General Checking	10100	Total	\$6,101.74
Refer	100033	MID-AMERICAN RESEARCH CHEM	-		
Cash Payment	E 101-43100-215	Shop Supplies	Black Nitrile Gloves - Large and XL		\$44.00
Invoice	0813771-IN	3/8/2024			

CITY OF MONTROSE

Payments

03/25/24 1:06 PM

Page 5

Current Period: March 2024

Cash Payment	E 101-43100-221	Equipment repair/mtce	Rust Eliminator, Break-A-Way Penetrating Oil, Write Off Vandalism Remover, Silicone Spray	\$360.50
Invoice	0813771-IN	3/8/2024		
Cash Payment	E 230-45100-221	Equipment repair/mtce	Rust Eliminator, Break-A-Way Penetrating Oil, Write Off Vandelsim Remover, Silicone Spray	\$360.50
Invoice	0813771-IN	3/8/2024		
Transaction Date	3/25/2024	General Checking	10100	Total \$765.00
Refer	100053	MIDWEST MACHINERY CO.	-	
Cash Payment	E 230-45100-221	Equipment repair/mtce	Zero Turn Lawn Mowers: Side Discharge Flaps, Blades, Fuel Filters, Anti-Scalp Wheels	\$638.80
Invoice	9945508	3/7/2024		
Transaction Date	3/25/2024	General Checking	10100	Total \$638.80
Refer	100052	MILHAUSEN AUTO REPAIR	-	
Cash Payment	E 601-49350-222	Vehicle repair/mtce	2017 Chevy 1500: Oil Change & Balance 4 Tires	\$60.00
Invoice	5721	3/7/2024		
Cash Payment	E 605-49350-222	Vehicle repair/mtce	2017 Chevy 1500: Oil Change & Balance 4 Tires	\$60.00
Invoice	5721	3/7/2024		
Transaction Date	3/25/2024	General Checking	10100	Total \$120.00
Refer	100051	MVTL LABORATORIES, INC.	-	
Cash Payment	E 601-49350-316	Testing Service	3/8/2024 Water Testing - Coliform	\$90.00
Invoice	1243029	3/12/2024		
Cash Payment	E 605-49350-316	Testing Service	3/12/2024 Wastewater Testing	\$160.46
Invoice	1243460	3/14/2024		
Transaction Date	3/25/2024	General Checking	10100	Total \$250.46
Refer	100040	Nordstrom, Gary	-	
Cash Payment	G 601-99999	Undistributed Receipts	Overpayment on Acct #00-00006000-00-4 @ 6201 Clementa Avenue SW	\$47.43
Invoice				
Transaction Date	3/25/2024	General Checking	10100	Total \$47.43
Refer	100025	PERFORMANCE PLUS LLC	-	
Cash Payment	E 220-42220-305	Physicals	T. Arioso, Preplacement Medical Exam	\$208.00
Invoice	124002	3/12/2024		
Transaction Date	3/25/2024	General Checking	10100	Total \$208.00
Refer	100038	Quick Signs of Willmar	-	
Cash Payment	G 101-22200	Deferred Revenues	Half Down on 69" x 113" Double Sided Daktronics Digital Sign, 48" x 113" Double Sided LED Lighted Cabinet Sign with Graphics & Steel Posts	\$31,071.50
Invoice	181723	3/12/2024		
Transaction Date	3/25/2024	General Checking	10100	Total \$31,071.50
Refer	100059	QUILL CORPORATION	-	
Cash Payment	E 101-41510-200	Office Supplies (GENER	Black and Tri-Color Ink, Notary Stamp, Copy Stamp, Hanging File Folders	\$211.86
Invoice	37429784	2/27/2024		
Cash Payment	E 101-41910-200	Office Supplies (GENER	Black and Tri-Color Ink, Notary Stamp, Copy Stamp, Hanging File Folders	\$42.37
Invoice	37429784	2/27/2024		
Cash Payment	E 220-42220-200	Office Supplies (GENER	Black and Tri-Color Ink, Notary Stamp, Copy Stamp, Hanging File Folders	\$84.74
Invoice	37429784	2/27/2024		

CITY OF MONTROSE

Payments

03/25/24 1:06 PM

Page 6

Current Period: March 2024

Cash Payment	E 601-49350-200	Office Supplies (GENER	Black and Tri-Color Ink, Notary Stamp, Copy Stamp, Hanging File Folders	\$21.19
Invoice	37429784	2/27/2024		
Cash Payment	E 602-49350-200	Office Supplies (GENER	Black and Tri-Color Ink, Notary Stamp, Copy Stamp, Hanging File Folders	\$21.19
Invoice	37429784	2/27/2024		
Cash Payment	E 604-49350-200	Office Supplies (GENER	Black and Tri-Color Ink, Notary Stamp, Copy Stamp, Hanging File Folders	\$21.19
Invoice	37429784	2/27/2024		
Cash Payment	E 605-49350-200	Office Supplies (GENER	Black and Tri-Color Ink, Notary Stamp, Copy Stamp, Hanging File Folders	\$21.18
Invoice	37429784	2/27/2024		
Transaction Date	3/25/2024	General Checking	10100	Total \$423.72
Refer	100054	RDO EQUIPMENT CO	-	
Cash Payment	E 101-43100-540	Heavy Machinery	Loader: Hydraulic Hose Repair	\$778.93
Invoice	W6725101	3/13/2024		
Transaction Date	3/25/2024	General Checking	10100	Total \$778.93
Refer	100048	REPUBLIC SERVICES	-	
Cash Payment	E 101-41510-309	Maintenance Contracts	2/8/2024 On Call Document Shredding	\$85.00
Invoice	0894-006596303	2/29/2024		
Transaction Date	3/25/2024	General Checking	10100	Total \$85.00
Refer	100035	Six Js Construction, Inc.	-	
Cash Payment	G 101-22200	Deferred Revenues	Community Center: Down Payment to Remove Old Coating, Complete Necessary Repairs and Install New Floor	\$12,727.75
Invoice				
Transaction Date	3/25/2024	General Checking	10100	Total \$12,727.75
Refer	100062	STEINER AUTO PARTS	-	
Cash Payment	E 101-43100-540	Heavy Machinery	Western Star: Mud Flap	\$10.99
Invoice	274695	3/19/2024		
Transaction Date	3/25/2024	General Checking	10100	Total \$10.99
Refer	100045	SUNSHARE LLC	-	
Cash Payment	E 101-41940-381	Electric Utilities	Community Solar Subscription: 1/1/2024 - 1/31/2024	\$65.29
Invoice	904918525	2/28/2024		
Cash Payment	E 101-43100-381	Electric Utilities	Community Solar Subscription: 1/1/2024 - 1/31/2024	\$117.94
Invoice	904918525	2/28/2024		
Cash Payment	E 220-42220-381	Electric Utilities	Community Solar Subscription: 1/1/2024 - 1/31/2024	\$48.15
Invoice	904918525	2/28/2024		
Cash Payment	E 230-45100-381	Electric Utilities	Community Solar Subscription: 1/1/2024 - 1/31/2024	\$44.56
Invoice	904918525	2/28/2024		
Cash Payment	E 290-41940-381	Electric Utilities	Community Solar Subscription: 1/1/2024 - 1/31/2024	\$58.86
Invoice	904918525	2/28/2024		
Cash Payment	E 601-49350-381	Electric Utilities	Community Solar Subscription: 1/1/2024 - 1/31/2024	\$334.87
Invoice	904918525	2/28/2024		
Cash Payment	E 602-49350-381	Electric Utilities	Community Solar Subscription: 1/1/2024 - 1/31/2024	\$114.21
Invoice	904918525	2/28/2024		

CITY OF MONTROSE

03/25/24 1:06 PM

Page 7

Payments

Current Period: March 2024

Cash Payment	E 605-49350-381	Electric Utilities	Community Solar Subscription: 1/1/2024 - 1/31/2024		\$1,546.75
Invoice	904918525	2/28/2024			
Cash Payment	E 601-49350-381	Electric Utilities	Solar Panel System: 1/1/2024 - 1/31/2024		\$87.89
Invoice	904918691	2/28/2024			
Transaction Date	3/25/2024	General Checking	10100	Total	\$2,418.52
Refer	100042	The McAlpin Team			
Cash Payment	G 601-99999	Undistributed Receipts	Overpayment on Acct #00-00005868-03-6 @ 1034 White Tail Lane		\$43.75
Invoice					
Transaction Date	3/25/2024	General Checking	10100	Total	\$43.75
Refer	100057	Uline	Ck# 100030E 3/25/2024		
Cash Payment	E 101-43100-240	Small Tools and Minor E	Flammable Storage Cabinet		\$425.28
Invoice	175165608	3/4/2024			
Cash Payment	E 601-49350-240	Small Tools and Minor E	Flammable Storage Cabinet		\$425.25
Invoice	175165608	3/4/2024			
Cash Payment	E 602-49350-240	Small Tools and Minor E	Flammable Storage Cabinet		\$425.25
Invoice	175165608	3/4/2024			
Cash Payment	E 604-49350-240	Small Tools and Minor E	Flammable Storage Cabinet		\$425.25
Invoice	175165608	3/4/2024			
Cash Payment	E 605-49350-240	Small Tools and Minor E	Flammable Storage Cabinet		\$425.25
Invoice	175165608	3/4/2024			
Transaction Date	3/25/2024	General Checking	10100	Total	\$2,126.28
Refer	100032	USA BLUE BOOK			
Cash Payment	E 601-49350-221	Equipment repair/mtce	Wells #4 & #5: Fluoride Pump Rebuild Kits - Qty 2		\$394.96
Invoice	INV00288741	2/27/2024			
Transaction Date	3/25/2024	General Checking	10100	Total	\$394.96
Refer	100034	Vessco	Ck# 100026E 3/25/2024		
Cash Payment	E 601-49350-221	Equipment repair/mtce	CL2 Injector Parts		\$48.95
Invoice	093571	3/15/2024			
Transaction Date	3/25/2024	General Checking	10100	Total	\$48.95
Refer	100049	WINDSTREAM			
Cash Payment	E 601-49350-321	Telephone	Phone Service 3/1/2024 - 3/31/2024		\$24.40
Invoice					
Cash Payment	E 602-49350-321	Telephone	Phone Service 3/1/2024 - 3/31/2024		\$24.40
Invoice					
Cash Payment	E 605-49350-321	Telephone	Phone Service 3/1/2024 - 3/31/2024		\$24.40
Invoice					
Cash Payment	E 101-41510-321	Telephone	Phone Service 3/1/2024 - 3/31/2024		\$68.92
Invoice					
Transaction Date	3/25/2024	General Checking	10100	Total	\$142.12
Refer	100046	WRIGHT CTY FINANCE DEPT.			
Cash Payment	G 101-20800	Due to Other Governments	Patrol Fines - February 2024		\$967.12
Invoice	200013620	3/5/2024			
Cash Payment	E 101-42110-311	Police Contract	Patrol Contract - March 2024		\$32,025.00
Invoice	200013633	3/5/2024			
Transaction Date	3/25/2024	General Checking	10100	Total	\$32,992.12
Refer	100037	WRIGHT-HENNEPIN CO-OP	Ck# 100027E 3/25/2024		

CITY OF MONTROSE

03/25/24 1:06 PM

Page 8

Payments

Current Period: March 2024

Cash Payment	E 101-43100-381 Electric Utilities	Account #15016201901 Electric	\$342.21
Invoice	35031172244	3/6/2024	
Transaction Date	3/25/2024	General Checking 10100	Total \$342.21
Refer	100050 XCEL ENERGY	Ck# 100029E 3/25/2024	
Cash Payment	E 230-45100-381 Electric Utilities	51-6793587-3: City Park, Ball Park, Shelter House, Auto Protective Light 2/1/2024 - 3/5/2024	\$157.40
Invoice	867630848	3/5/2024	
Cash Payment	E 230-45100-383 Gas Utilities	51-6793587-3: Skating Rink 2/1/2024 - 3/5/2024	\$32.18
Invoice	867630848	3/5/2024	
Cash Payment	E 601-49350-381 Electric Utilities	51-6793596-4: Water Tower, 117 Garfield Avenue South & 300 3rd Street 2/1/2024 - 3/4/2024	\$1,942.02
Invoice	867634437	3/5/2024	
Cash Payment	E 602-49350-381 Electric Utilities	51-6793596-4: 1001 Arapahoe Lane, 391 Zephyr Avenue & 428 1st Street North 1/31/2024 - 3/3/2024	-\$459.53
Invoice	867634437	3/5/2024	
Cash Payment	E 101-43100-381 Electric Utilities	51-6793590-8: Street Lighting 2/1/2024 - 3/4/2024	\$3,218.79
Invoice	867630299	3/5/2024	
Cash Payment	E 605-49350-383 Gas Utilities	51-0010598826-6: 800 Buffalo Avenue South 2/1/2024 - 3/5/2024	\$306.63
Invoice	867659657	3/5/2024	
Cash Payment	E 101-41940-381 Electric Utilities	51-6795388-4: City Hall 2/1/2024 - 3/4/2024	-\$63.76
Invoice	868228950	3/8/2024	
Cash Payment	E 101-41940-383 Gas Utilities	51-6793588-4: City Hall 2/1/2024 - 3/4/2024	\$40.76
Invoice	868228950	3/8/2024	
Cash Payment	E 101-43100-381 Electric Utilities	51-6793588-4: Public Works 2/1/2024 - 3/4/2024	-\$20.68
Invoice	868023799	3/7/2024	
Cash Payment	E 101-43100-383 Gas Utilities	51-6793588-4: Public Works 2/1/2024 - 3/4/2024	\$461.62
Invoice	868023799	3/7/2024	
Cash Payment	E 220-42220-381 Electric Utilities	51-6793588-4: Fire Department 2/1/2024 - 3/4/2024	\$5.20
Invoice	867837651	3/6/2024	
Cash Payment	E 220-42220-383 Gas Utilities	51-6793588-4: Fire Department 2/1/2024 - 3/4/2024	\$542.95
Invoice	867837651	3/6/2024	
Cash Payment	E 230-45100-381 Electric Utilities	51-6793588-4: 390 Zephyr Avenue Unit Sign 2/1/2024 - 3/4/2024	-\$5.70
Invoice	867834651	3/6/2024	
Cash Payment	E 290-41940-381 Electric Utilities	51-6793588-4: Community Center 2/1/2024 - 3/4/2024	-\$63.70
Invoice	867837651	3/6/2024	
Cash Payment	E 290-41940-383 Gas Utilities	51-6793588-4: Community Center 2/1/2024 - 3/4/2024	\$179.70
Invoice	867837651	3/6/2024	
Cash Payment	E 101-43100-381 Electric Utilities	51-0014182319-5: 206 Center Avenue South 2/1/2024 - 3/4/2024	\$7.15
Invoice	867722403	3/5/2024	
Transaction Date	3/25/2024	General Checking 10100	Total \$6,281.03

CITY OF MONTROSE

Payments

03/25/24 1:06 PM

Page 9

Current Period: March 2024

Fund Summary

10100 General Checking

101 GENERAL FUND	\$98,064.13
220 FIRE DEPARTMENT	\$1,002.11
230 PARK AND RECREATION	\$3,109.99
290 COMMUNITY CENTER	\$207.50
506 2023 STREET IMPROVEMENT	\$24,894.00
601 WATER FUND	\$10,358.01
602 SANITARY SEWER FUND	\$326.07
604 STORM WATER FUND	\$464.69
605 WASTEWATER PLANT	\$151,781.87
700 DEVELOPERS ESCROW	\$4,480.50
	<hr/>
	\$294,688.87

Pre-Written Checks	\$14,900.21
Checks to be Generated by the Computer	\$279,788.66
Total	<hr/>
	\$294,688.87

CITY OF MONTROSE

03/25/24 1:31 PM

Page 1

***Check Summary Register©**

Batch: 3-25-2024 Claims

	Name	Check Date	Check Amt	
10100	General Checking			
36345	AFSCME COUNCIL 65	3/25/2024	\$240.80	D. Remer: March 2024 Union Dues
36346	BOLTON & MENK INC	3/25/2024	\$176,106.00	Steve Bunn / 5340 15th Avenue LLC - CUP &
36347	BOUND TREE MEDICAL, LLC	3/25/2024	\$19.12	Argyle Levin Stomach Tubes
36348	Carrow, William	3/25/2024	\$200.00	Overpayment on Acct. #00-00006046-01-5 @
36349	Chucks Stump Grinding	3/25/2024	\$1,100.00	Carver Field: Stump Grind 6 Stumps and Haul
36350	CINTAS	3/25/2024	\$118.29	Week of 3/13/2024 Uniforms
36351	DELTA DENTAL PLAN OF MN	3/25/2024	\$401.71	W. Manson: April 2024 Dental
36352	EARL F ANDERSON	3/25/2024	\$782.25	Veterans Park: Swing Set Parts
36353	ELAN FINANCIAL SERVICES	3/25/2024	\$1,281.36	Paper Organizer, File Sorter, 3 Ring Binders, P
36354	HAWKINS, INC.	3/25/2024	\$8,644.04	Ferric Chloride 35% Solution - 2,389.0362 Gall
36355	HEALTH PARTNERS	3/25/2024	\$4,310.21	J. Bonniwell: April 2024 Medical
36356	HENRY, ROY JR.	3/25/2024	\$250.00	Clothing Allowance - Boots
36357	LGI HOMES, INC	3/25/2024	\$3,000.00	Landscape Escrow Release: Pmt 21-57 @ 111
36358	LINCOLN NATL LIFE INS CO	3/25/2024	\$173.21	Life Insurance - April 2024
36359	M&M EXPRESS SALES & SERVIC	3/25/2024	\$20.98	T11 & T12: Oil Filters for Pumps
36360	MENARDS	3/25/2024	\$21.64	Wall Guard, Purdy Marathon, Flat Socket
36361	MID-AMERICAN RESEARCH CHE	3/25/2024	\$765.00	Black Nitrile Gloves - Large and XL
36362	MIDWEST MACHINERY CO.	3/25/2024	\$638.80	Zero Turn Lawn Mowers: Side Discharge Flaps
36363	MILHAUSEN AUTO REPAIR	3/25/2024	\$120.00	2017 Chevy 1500: Oil Change & Balance 4 Tir
36364	MVTL LABORATORIES, INC.	3/25/2024	\$250.46	3/8/2024 Water Testing - Coliform
36365	Nordstrom, Gary	3/25/2024	\$47.43	Overpayment on Acct #00-00006000-00-4 @ 6
36366	PERFORMANCE PLUS LLC	3/25/2024	\$208.00	T. Arioso, Preplacement Medical Exam
36367	Quick Signs of Willmar	3/25/2024	\$31,071.50	Half Down on 69" x 113" Double Sided Daktron
36368	QUILL CORPORATION	3/25/2024	\$423.72	Black and Tri-Color Ink, Notary Stamp, Copy St
36369	RDO EQUIPMENT CO	3/25/2024	\$778.93	Loader: Hydraulic Hose Repair
36370	REPUBLIC SERVICES	3/25/2024	\$85.00	2/8/2024 On Call Document Shredding
36371	Six Js Construction, Inc.	3/25/2024	\$12,727.75	Community Center: Down Payment to Remove
36372	STEINER AUTO PARTS	3/25/2024	\$10.99	Western Star: Mud Flap
36373	SunShare LLC	3/25/2024	\$2,418.52	Community Solar Subscription: 1/1/2024 - 1/31
36374	The McAlpin Team	3/25/2024	\$43.75	Overpayment on Acct #00-00005868-03-6 @ 1
36375	USA BLUE BOOK	3/25/2024	\$394.96	Wells #4 & #5: Fluoride Pump Rebuild Kits - Qt
36376	WINDSTREAM	3/25/2024	\$142.12	Phone Service 3/1/2024 - 3/31/2024
36377	WRIGHT CTY FINANCE DEPT.	3/25/2024	\$32,992.12	Patrol Contract - March 2024
100025e	METERING & TECHNOLOGY SOL	3/25/2024	\$6,101.74	5/8" x 3/4" Water Meters - Qty 12
100026e	Vessco	3/25/2024	\$48.95	CL2 Injector Parts
100027e	WRIGHT-HENNEPIN CO-OP	3/25/2024	\$342.21	Account #15016201901 Electric
100029e	Xcel Energy	3/25/2024	\$6,281.03	51-6793587-3: City Park, Ball Park, Shelter Ho
100030e	Uline	3/25/2024	\$2,126.28	Flammable Storage Cabinet
Total Checks			\$294,688.87	

CITY OF MONTROSE

04/03/24 10:52 AM

Page 1

Payments

Current Period: April 2024

Payments Batch 4-8-2024 Claims

\$161,458.39

Refer	100055 ADAMS PEST CONTROL, INC.	Ck# 100041E 4/8/2024		
Cash Payment	E 101-41940-401 Rep/Maint Buildings & G	3/21/2024 Pest Control		\$82.50
Invoice	3876340	3/21/2024		
Transaction Date	4/2/2024	General Checking	10100	Total \$82.50
Refer	100071 ALL STATE TRAFFIC CONTROL, IN	Ck# 100047E 4/8/2024		
Cash Payment	E 101-43100-226 Street Signs	3/20/2024: 2" x 2" x 12' Square Tubes - Qty 25		\$3,000.00
Invoice	032024CoM	3/25/2024		
Cash Payment	E 101-43100-226 Street Signs	3/22/2024: 18" x 2.5" Omni - Qty 8		\$608.00
Invoice	032524CoM	3/25/2024		
Cash Payment	E 101-43100-226 Street Signs	3/22/2024: 2.25" x 2.25" x 3' Square Tubes - Qty 32		\$1,600.00
Invoice	032524CoM	3/25/2024		
Transaction Date	4/3/2024	General Checking	10100	Total \$5,208.00
Refer	100047 BADGER METER, INC.	-		
Cash Payment	E 601-49350-218 Water Meters	March 2024 Metering & Technology		\$201.54
Invoice	80154071	3/28/2024		
Transaction Date	4/2/2024	General Checking	10100	Total \$201.54
Refer	100075 Bigirimana, Jackson	-		
Cash Payment	G 601-99999 Undistributed Receipts	Overpayment on Acct. #00-00002560-01-4 @ 614 Dillon Avenue North - Final		\$2.78
Invoice				
Transaction Date	4/3/2024	General Checking	10100	Total \$2.78
Refer	100067 BOLTON & MENK INC	-		
Cash Payment	E 605-49350-303 Engineering Fees	Wastewater Treatment Plant - Civil Design & Management: 10/14/2023 - 11/10/2023		\$18,140.00
Invoice	0326368	11/30/2023	Project 101001	
Cash Payment	E 605-49350-303 Engineering Fees	Wastewater Treatment Plant - Env. Design & Management: 10/14/2023 - 11/10/2023		\$86,600.00
Invoice	0326368	11/30/2023	Project 101001	
Transaction Date	4/2/2024	General Checking	10100	Total \$104,740.00
Refer	100070 BONNIWELL, JESSICA	Ck# 100046E 4/8/2024		
Cash Payment	E 101-41510-331 Travel Expenses	Wright County Commissioner Meeting in Buffalo on 3/18/2024		\$16.76
Invoice				
Cash Payment	E 101-41510-331 Travel Expenses	MCFOA Conference in St. Cloud from 3/20/2024 - 3/22/2024		\$57.74
Invoice				
Transaction Date	4/2/2024	General Checking	10100	Total \$74.50
Refer	100046 CENTRA SOTA COOP - LITTLE FAL	-		
Cash Payment	E 101-43100-212 Gas & Oil	Bulk Diesel		\$804.96
Invoice	6314851	3/21/2024		
Cash Payment	E 230-45100-212 Gas & Oil	Bulk Diesel		\$402.48
Invoice	6314851	3/21/2024		
Cash Payment	E 602-49350-212 Gas & Oil	Bulk Diesel		\$67.08
Invoice	6314851	3/21/2024		
Cash Payment	E 605-49350-212 Gas & Oil	Bulk Diesel		\$67.08
Invoice	6314851	3/21/2024		
Transaction Date	4/2/2024	General Checking	10100	Total \$1,341.60
Refer	100054 CENTRAL PENSION FUND IUOE 49	-		

CITY OF MONTROSE

Payments

04/03/24 10:52 AM

Page 2

Current Period: April 2024

Cash Payment	G 101-10506 Health Ins.	R. Eischens: March 2024 HRA	\$200.00
Invoice			
Cash Payment	G 101-10506 Health Ins.	C. Gerard: March 2024 HRA	\$200.00
Invoice			
Cash Payment	G 101-10506 Health Ins.	R. Henry Jr: March 2024 HRA	\$200.00
Invoice			
Cash Payment	G 101-10506 Health Ins.	J. Kurkosky: March 2024 HRA	\$200.00
Invoice			
Cash Payment	G 101-10506 Health Ins.	B. Mickolichuk: March 2024 HRA	\$200.00
Invoice			
Transaction Date	4/2/2024	General Checking 10100	Total \$1,000.00
Refer	100037 C/INTAS	Ck# 100045E 4/8/2024	
Cash Payment	E 101-43100-214 Uniforms	Week of 3/20/2024 Uniforms	\$19.33
Invoice	4187025137 3/20/2024		
Cash Payment	E 601-49350-214 Uniforms	Week of 3/20/2024 Uniforms	\$19.32
Invoice	4187025137 3/20/2024		
Cash Payment	E 602-49350-214 Uniforms	Week of 3/20/2024 Uniforms	\$19.32
Invoice	4187025137 3/20/2024		
Cash Payment	E 605-49350-214 Uniforms	Week of 3/20/2024 Uniforms	\$19.32
Invoice	4187025137 3/20/2024		
Cash Payment	E 101-41940-401 Rep/Maint Buildings & G	Week of 3/20/2024 Rugs	\$19.00
Invoice	4187025137 3/20/2024		
Cash Payment	E 290-41940-401 Rep/Maint Buildings & G	Week of 3/20/2024 Rugs	\$11.00
Invoice	4187025137 3/20/2024		
Cash Payment	E 605-49350-401 Rep/Maint Buildings & G	Week of 3/20/2024 Rugs	\$11.00
Invoice	4187025137 3/20/2024		
Cash Payment	E 101-43100-214 Uniforms	Week of 3/27/2024 Uniforms	\$31.02
Invoice	4187752645 3/27/2024		
Cash Payment	E 601-49350-214 Uniforms	Week of 3/27/2024 Uniforms	\$31.02
Invoice	4187752645 3/27/2024		
Cash Payment	E 602-49350-214 Uniforms	Week of 3/27/2024 Uniforms	\$31.02
Invoice	4187752645 3/27/2024		
Cash Payment	E 605-49350-214 Uniforms	Week of 3/27/2024 Uniforms	\$31.02
Invoice	4187752645 3/27/2024		
Cash Payment	E 101-41940-401 Rep/Maint Buildings & G	Week of 3/27/2024 Rugs	\$19.00
Invoice	4187752645 3/27/2024		
Cash Payment	E 290-41940-401 Rep/Maint Buildings & G	Week of 3/27/2024 Rugs	\$11.00
Invoice	4187752645 3/27/2024		
Cash Payment	E 605-49350-401 Rep/Maint Buildings & G	Week of 3/27/2024 Rugs	\$11.00
Invoice	4187752645 3/27/2024		
Cash Payment	E 101-41940-401 Rep/Maint Buildings & G	Week of 2/21/2024 Rugs	-\$15.30
Invoice	4184138041C 2/21/2024		
Cash Payment	E 290-41940-401 Rep/Maint Buildings & G	Week of 2/21/2024 Rugs	-\$8.86
Invoice	4184138041C 2/21/2024		
Cash Payment	E 605-49350-401 Rep/Maint Buildings & G	Week of 2/21/2024 Rugs	-\$8.86
Invoice	4184138041C 2/21/2024		
Transaction Date	4/2/2024	General Checking 10100	Total \$250.35
Refer	100059 CITY OF DASSEL		
Cash Payment	E 101-41510-209 Safety Training	2024 Highway 12 Regional Safety Group Training	\$326.70
Invoice	2024-012 3/20/2023		

CITY OF MONTROSE

04/03/24 10:52 AM

Page 3

Payments

Current Period: April 2024

Cash Payment	E 101-43100-209	Safety Training	2024 Highway 12 Regional Safety Group Training	\$326.70
Invoice	2024-012	3/20/2023		
Cash Payment	E 601-49350-209	Safety Training	2024 Highway 12 Regional Safety Group Training	\$326.70
Invoice	2024-012	3/20/2023		
Cash Payment	E 602-49350-209	Safety Training	2024 Highway 12 Regional Safety Group Training	\$326.70
Invoice	2024-012	3/20/2023		
Cash Payment	E 605-49350-209	Safety Training	2024 Highway 12 Regional Safety Group Training	\$326.70
Invoice	2024-012	3/20/2023		
Transaction Date	4/2/2024	General Checking	10100	Total \$1,633.50
Refer	100058	COLONIAL LIFE	-	
Cash Payment	G 101-10510	Employee Insurance	D. Remer: Accident Insurance	\$19.56
Invoice	46361060307411	3/7/2024		
Transaction Date	4/2/2024	General Checking	10100	Total \$19.56
Refer	100052	COMCAST	-	
Cash Payment	E 101-41510-321	Telephone	City Hall: Cable & Internet April 2024	\$74.54
Invoice		3/24/2024		
Cash Payment	E 601-49350-321	Telephone	City Hall: Cable & Internet April 2024	\$74.54
Invoice		3/24/2024		
Cash Payment	E 602-49350-321	Telephone	City Hall: Cable & Internet April 2024	\$74.54
Invoice		3/24/2024		
Cash Payment	E 101-43100-321	Telephone	Public Works: Cable & Internet April 2024	\$34.95
Invoice		3/24/2024		
Cash Payment	E 601-49350-321	Telephone	Public Works: Cable & Internet April 2024	\$34.95
Invoice		3/24/2024		
Cash Payment	E 602-49350-321	Telephone	Public Works: Cable & Internet April 2024	\$34.95
Invoice		3/24/2024		
Cash Payment	E 220-42220-321	Telephone	Fire Dept: Internet April 2024	\$97.85
Invoice		3/24/2024		
Cash Payment	E 290-41940-321	Telephone	Comm. Center: Internet April 2024	\$104.85
Invoice		3/24/2024		
Transaction Date	4/2/2024	General Checking	10100	Total \$531.17
Refer	100063	DAVID DROWN ASSOCIATES INC.	-	
Cash Payment	G 700-21717	Preserve of Montrose	Preserve of Montrose: Creation of TIF District #4-2	\$5,834.00
Invoice	00005819	3/25/2024		
Transaction Date	4/2/2024	General Checking	10100	Total \$5,834.00
Refer	100072	Evenson, Alex	-	
Cash Payment	G 601-99999	Undistributed Receipts	Overpayment on Acct #00-00003014-03-3 @ 711 Brook Circle West - Final	\$309.06
Invoice				
Transaction Date	4/3/2024	General Checking	10100	Total \$309.06
Refer	100068	GERARD, CRISTY	Ck# 100044E 4/8/2024	
Cash Payment	E 101-41510-331	Travel Expenses	Mileage Reimbursement: Safety Training	\$10.72
Invoice				
Cash Payment	E 101-41510-331	Travel Expenses	Mileage Reimbursement: Election Training	\$14.74
Invoice				

CITY OF MONTROSE

04/03/24 10:52 AM

Page 4

Payments

Current Period: April 2024

Cash Payment	E 101-41510-331	Travel Expenses	Mileage Reimbursement: Drop off PNP Election Supplies on 3/5/2024	\$7.50
Invoice				
Transaction Date	4/2/2024	General Checking	10100	Total \$32.96
Refer	100056	GOPHER STATE ONE-CALL INC	Ck# 100042E 4/8/2024	
Cash Payment	E 601-49350-317	Utility Contractual Serv	28 Locate Tickets	\$18.22
Invoice 4030610 3/31/2024				
Cash Payment	E 602-49350-317	Utility Contractual Serv	28 Locate Tickets	\$18.23
Invoice 4030610 3/31/2024				
Transaction Date	4/2/2024	General Checking	10100	Total \$36.45
Refer	100048	GRITTMAN CONSULTING	-	
Cash Payment	E 101-41910-302	Planner Fees	General Planning & Zoning: March 2024	\$755.60
Invoice 4/1/2024				
Cash Payment	G 700-21000	Miscellaneous Escrows	Steve Bunn / 5340 15th Avenue LLW - CUP & Final Plat: March 2024	\$468.00
Invoice 4/1/2024 Project 101003				
Transaction Date	4/2/2024	General Checking	10100	Total \$1,223.60
Refer	100073	Holenko, Michael	-	
Cash Payment	G 601-99999	Undistributed Receipts	Overpayment on Acct. #01-00001981-00-8 @ 108 Hill Street - Final	\$112.79
Invoice				
Transaction Date	4/3/2024	General Checking	10100	Total \$112.79
Refer	100051	IUOE LOCAL #49	-	
Cash Payment	G 101-10506	Health Ins.	A. Burau: May 2024 Medical & Dental	\$1,475.00
Invoice				
Cash Payment	G 101-10506	Health Ins.	R. Eischens: May 2024 Medical & Dental	\$1,475.00
Invoice				
Cash Payment	G 101-10506	Health Ins.	C. Gerard: May 2024 Medical & Dental	\$1,475.00
Invoice				
Cash Payment	G 101-10506	Health Ins.	R. Henry Jr: May 2024 Medical & Dental	\$1,475.00
Invoice				
Cash Payment	G 101-10506	Health Ins.	J. Kurkosky: May 2024 Medical & Dental	\$1,475.00
Invoice				
Cash Payment	G 101-10506	Health Ins.	B. Mickolichuk: May 2024 Medical & Dental	\$1,475.00
Invoice				
Cash Payment	G 101-10506	Health Ins.	J. Ramthun: May 2024 Medical & Dental	\$1,475.00
Invoice				
Transaction Date	4/2/2024	General Checking	10100	Total \$10,325.00
Refer	100053	JENSON, MARIE	-	
Cash Payment	E 101-41940-310	Cleaning Service	City Hall: March 2024 Cleaning	\$250.00
Invoice				
Cash Payment	E 290-41940-310	Cleaning Service	Community Center: March 2024 Cleaning	\$150.00
Invoice				
Transaction Date	4/2/2024	General Checking	10100	Total \$400.00
Refer	100064	KENNEDY & GRAVEN, CHARTERE	-	
Cash Payment	E 101-41600-304	Legal Fees	General Legal Services: February 2024	\$850.00
Invoice 180353 3/18/2024				
Cash Payment	E 101-41600-304	Legal Fees	Cannabis Act Matters: February 2024	\$36.00
Invoice 180353 3/18/2024				
Cash Payment	G 700-21717	Preserve of Montrose	Preserve of Montrose: February 2024	\$1,737.50
Invoice 180353 3/18/2024				

CITY OF MONTROSE

04/03/24 10:52 AM

Page 5

Payments

Current Period: April 2024

Cash Payment	G 700-21717	Preserve of Montrose	Preserve of Montrose TIF Matters: February 2024	\$5,087.50
Invoice	180353	3/18/2024		
Cash Payment	E 101-41600-304	Legal Fees	PFAS Settlement Matters: February 2024	\$90.00
Invoice	180353	3/18/2024		
Cash Payment	E 605-41600-304	Legal Fees	Wastewater Treatment Plant: February 2024	\$1,728.94
Invoice	180353	3/18/2024	Project 101001	
Transaction Date	4/2/2024	General Checking	10100	Total \$9,529.94
Refer	100044	MACQUEEN EQUIPMENT	Ck# 100040E 4/8/2024	
Cash Payment	E 101-43100-540	Heavy Machinery	Street Sweeper: Nozzles	\$119.13
Invoice	P56302	3/12/2024		
Cash Payment	E 220-42220-580	Other Equipment	New Helmets for New Offices - Qty 4	\$1,467.89
Invoice	P27653	3/26/2024		
Transaction Date	4/2/2024	General Checking	10100	Total \$1,587.02
Refer	100062	MADISON NATIONAL LIFE	-	
Cash Payment	G 101-10507	LTD & STD	LTD & STD - April 2024	\$459.43
Invoice	1615738	4/1/2024		
Transaction Date	4/2/2024	General Checking	10100	Total \$459.43
Refer	100076	Mann, Connor	-	
Cash Payment	G 601-99999	Undistributed Receipts	Overpayment on Acct. #00-00004140-01-8 @ 828 Emerson Avenue North - Final	\$43.75
Invoice				
Transaction Date	4/3/2024	General Checking	10100	Total \$43.75
Refer	100065	MARCO, INC.	Ck# 100043E 4/8/2024	
Cash Payment	E 101-41510-309	Maintenance Contracts	HP: Contract Base Rate Charge for 3/21/2024 - 4/20/2024	\$58.90
Invoice	INV12296161	3/18/2024		
Transaction Date	4/2/2024	General Checking	10100	Total \$58.90
Refer	100074	Matouseka, Tessa	-	
Cash Payment	G 601-99999	Undistributed Receipts	Overpayment on Acct. #00-00002576-00-0 @ 615 Dillon Avenue North - Final	\$77.73
Invoice				
Transaction Date	4/3/2024	General Checking	10100	Total \$77.73
Refer	100040	MENARDS	-	
Cash Payment	E 290-41940-401	Rep/Maint Buildings & G	Community Center: Paint, FrogTape, Tray Liners, Light Bulbs	\$360.89
Invoice	3690	3/14/2024		
Cash Payment	E 290-41940-401	Rep/Maint Buildings & G	Community CenterL Paint, Light Bulbs, Wall Clock, Batteries, Shimming Tool, Purdy	\$512.49
Invoice	4110	3/21/2024		
Cash Payment	E 101-41940-401	Rep/Maint Buildings & G	City Hall: Softener Salt	\$27.96
Invoice	4112	3/21/2024		
Cash Payment	E 290-41940-401	Rep/Maint Buildings & G	Community Center: Softener Salt	\$27.96
Invoice	4112	3/21/2024		
Transaction Date	4/2/2024	General Checking	10100	Total \$929.30
Refer	100041	METERING & TECHNOLOGY SOLU	Ck# 100038E 4/8/2024	
Cash Payment	G 601-14100	Inventory of Material/Supply	Orion LTE-M/C Cellular Water Meters - Qty 24	\$4,104.34
Invoice	INV4770	3/22/2024		
Cash Payment	G 601-14100	Inventory of Material/Supply	Orion LTE-M/C Cellular Water Meters - Qty 12	\$2,061.10
Invoice	INV4771	3/22/2024		

CITY OF MONTROSE

Payments

04/03/24 10:52 AM

Page 6

Current Period: April 2024

Transaction Date	4/2/2024	General Checking	10100	Total	\$6,165.44
Refer	100043 MIDWEST MACHINERY CO.	-			
Cash Payment	E 101-43100-540 Heavy Machinery	John Deere Tractor: Front 3 Point			\$3,169.31
Invoice	9949245	3/12/2024			
Transaction Date	4/2/2024	General Checking	10100	Total	\$3,169.31
Refer	100078 MILHAUSEN AUTO REPAIR	-			
Cash Payment	E 605-49350-212 Gas & Oil	2024 Chevrolet Silverado 1500: Oil Change			\$65.00
Invoice	005883	4/2/2024			
Transaction Date	4/3/2024	General Checking	10100	Total	\$65.00
Refer	100069 Minnesota Exteriors	-			
Cash Payment	R 101-32210 Building Permits	Refund of Pmt 24-27 @ 832 Emerson Avenue North - Duplicate Permit - Original Pmt #23-255			\$37.50
Invoice					
Cash Payment	G 201-20324 Inspection Fees Pay 2024	Refund of Pmt 24-27 @ 832 Emerson Avenue North - Duplicate Permit - Original Pmt #23-255			\$37.50
Invoice					
Cash Payment	R 101-32212 State Surcharge Fee	Refund of Pmt 24-27 @ 832 Emerson Avenue North - Duplicate Permit - Original Pmt #23-255			\$1.00
Invoice					
Transaction Date	4/2/2024	General Checking	10100	Total	\$76.00
Refer	100042 MVT LABORATORIES, INC.	Ck# 100039E 4/8/2024			
Cash Payment	E 605-49350-316 Testing Service	3/20/2024 Wastewater Testing			\$285.56
Invoice	1244552	3/22/2024			
Cash Payment	E 605-49350-316 Testing Service	3/26/2024 Wastewater Testing			\$160.46
Invoice	1245447	3/28/2024			
Cash Payment	E 605-49350-316 Testing Service	3/28/2024 Salty Discharge			\$184.50
Invoice	1245764	4/1/2024			
Transaction Date	4/2/2024	General Checking	10100	Total	\$630.52
Refer	100079 NUSO, LLC	-			
Cash Payment	E 101-41510-321 Telephone	Telephone Service 4/1 - 4/30/2024			\$26.19
Invoice	130868835				
Cash Payment	E 101-43100-321 Telephone	Telephone Service 4/1 - 4/30/2024			\$26.19
Invoice	130868835				
Cash Payment	E 220-42220-321 Telephone	Telephone Service 4/1 - 4/30/2024			\$26.19
Invoice	130868835				
Cash Payment	E 290-41940-321 Telephone	Telephone Service 4/1 - 4/30/2024			\$26.19
Invoice	130868835				
Cash Payment	E 601-49350-321 Telephone	Telephone Service 4/1 - 4/30/2024			\$26.19
Invoice	130868835				
Cash Payment	E 602-49350-321 Telephone	Telephone Service 4/1 - 4/30/2024			\$26.19
Invoice	130868835				
Cash Payment	E 605-49350-321 Telephone	Telephone Service 4/1 - 4/30/2024			\$26.19
Invoice	130868835				
Transaction Date	4/3/2024	General Checking	10100	Total	\$183.33
Refer	100061 PAUMEN COMPUTER SERVICES	-			
Cash Payment	E 101-41510-309 Maintenance Contracts	Offsite Replication of Quest Rapid Recovery Server: April 2024			\$195.00
Invoice	16312	3/16/2024			
Cash Payment	E 101-41510-309 Maintenance Contracts	Microsoft 365 Business Standard Annual Commitment 3/3/2024 - 4/6/2024 - Qty 4			\$13.29
Invoice	16312	3/16/2024			

CITY OF MONTROSE

04/03/24 10:52 AM

Page 7

Payments

Current Period: April 2024

Cash Payment	E 101-41510-309	Maintenance Contracts	E-Mail Threat Protection 3/3/2024 - 4/6/2024 - Qty 14		\$4.50
Invoice 16312	3/16/2024				
Cash Payment	E 101-41510-309	Maintenance Contracts	Replace Computers with Notebook Computers - Qty 2 - Ticket #21030		\$840.00
Invoice 16312	3/16/2024				
Cash Payment	E 101-41510-309	Maintenance Contracts	Installed Banyon & Updated - Ticket #20822		\$280.00
Invoice 16312	3/16/2024				
Cash Payment	E 101-41510-309	Maintenance Contracts	Scheduled Maintenance - Ticket #21034		\$735.00
Invoice 16312	3/16/2024				
Cash Payment	E 101-41510-309	Maintenance Contracts	14' CAT5e Black Patch Cord		\$10.95
Invoice 16312	3/16/2024				
Cash Payment	E 101-41510-309	Maintenance Contracts	Wrong Authenticator Being Used - Ticket #20860		\$40.00
Invoice 16312	3/16/2024				
Cash Payment	E 101-41510-309	Maintenance Contracts	Create SSL VPN for Jackie - Ticket #21043		\$120.00
Invoice 16312	3/16/2024				
Cash Payment	E 101-41510-309	Maintenance Contracts	Added Login Script to Amy's Profile - Ticket #20830		\$40.00
Invoice 16312	3/16/2024				
Transaction Date	4/2/2024	General Checking	10100	Total	\$2,278.74
Refer	100049 POSTMASTER				
Cash Payment	E 101-41510-433	Dues and Subscriptions	Annual Fee for PO Box		\$84.00
Invoice					
Transaction Date	4/2/2024	General Checking	10100	Total	\$84.00
Refer	100077 Rinsem, Chris or Megan				
Cash Payment	G 601-99999	Undistributed Receipts	Overpayment on Acct. #01-00002035-00-3 @ 305 Hogan Circle - Final		\$36.28
Invoice					
Transaction Date	4/3/2024	General Checking	10100	Total	\$36.28
Refer	100060 ST. LOUIS MRO, INC.				
Cash Payment	E 101-43100-433	Dues and Subscriptions	J. Ramthun: Drug Screen Collection on 2/8/2024		\$25.00
Invoice 61129	3/7/2024				
Transaction Date	4/2/2024	General Checking	10100	Total	\$25.00
Refer	100045 STEINER AUTO PARTS				
Cash Payment	E 101-43100-222	Vehicle repair/mtce	Western Star: Wipers and Def Fluid		\$73.96
Invoice 275057	3/28/2024				
Cash Payment	E 101-43100-222	Vehicle repair/mtce	Snowblower: Key Way		\$4.99
Invoice 275057	3/28/2024				
Transaction Date	4/2/2024	General Checking	10100	Total	\$78.95
Refer	100038 USA BLUE BOOK		Ck# 100037E 4/8/2024		
Cash Payment	E 601-49350-221	Equipment repair/mtce	Wells #4 & #5: 5 Function Valve 3/8" 100 PSI - Qty 3		\$420.03
Invoice INV00296194	3/5/2024				
Cash Payment	E 601-49350-221	Equipment repair/mtce	Wells #4 & #5: KOPkit - Qty 1		\$186.58
Invoice INV00302485	3/12/2024				
Cash Payment	E 601-49350-221	Equipment repair/mtce	Hydrant Oil & Grease		\$854.99
Invoice INV00309490	3/19/2024				
Transaction Date	4/2/2024	General Checking	10100	Total	\$1,461.60
Refer	100066 VERIZON WIRELESS				

CITY OF MONTROSE

04/03/24 10:52 AM

Page 8

Payments

Current Period: April 2024

Cash Payment	E 101-41510-321 Telephone	Cell Phones 3/24/2024 - 4/23/2024	\$100.10
Invoice	9959900471 3/23/2024		
Cash Payment	E 101-43100-321 Telephone	Cell Phones 3/24/2024 - 4/23/2024	\$93.40
Invoice	9959900471 3/23/2024		
Cash Payment	E 220-42220-321 Telephone	Cell Phones 3/24/2024 - 4/23/2024	\$40.01
Invoice	9959900471 3/23/2024		
Cash Payment	E 230-45100-321 Telephone	Cell Phones 3/24/2024 - 4/23/2024	\$50.05
Invoice	9959900471 3/23/2024		
Cash Payment	E 601-49350-321 Telephone	Cell Phones 3/24/2024 - 4/23/2024	\$93.41
Invoice	9959900471 3/23/2024		
Cash Payment	E 602-49350-321 Telephone	Cell Phones 3/24/2024 - 4/23/2024	\$93.41
Invoice	9959900471 3/23/2024		
Cash Payment	E 605-49350-321 Telephone	Cell Phones 3/24/2024 - 4/23/2024	\$50.05
Invoice	9959900471 3/23/2024		
Transaction Date	4/2/2024	General Checking 10100	Total \$520.43
Refer	100057 WAL-MART COMMUNITY		
Cash Payment	E 101-41510-200 Office Supplies (GENER	Personal Heaters - Qty 3, Hand Soap, Cutlery, Plates	\$59.94
Invoice	3/7/2024		
Cash Payment	E 101-41910-200 Office Supplies (GENER	Personal Heaters - Qty 3, Hand Soap, Cutlery, Plates	\$11.99
Invoice	3/7/2024		
Cash Payment	E 220-42220-200 Office Supplies (GENER	Personal Heaters - Qty 3, Hand Soap, Cutlery, Plates	\$23.97
Invoice	3/7/2024		
Cash Payment	E 601-49350-200 Office Supplies (GENER	Personal Heaters - Qty 3, Hand Soap, Cutlery, Plates	\$6.00
Invoice	3/7/2024		
Cash Payment	E 602-49350-200 Office Supplies (GENER	Personal Heaters - Qty 3, Hand Soap, Cutlery, Plates	\$5.99
Invoice	3/7/2024		
Cash Payment	E 604-49350-200 Office Supplies (GENER	Personal Heaters - Qty 3, Hand Soap, Cutlery, Plates	\$5.99
Invoice	3/7/2024		
Cash Payment	E 605-49350-200 Office Supplies (GENER	Personal Heaters - Qty 3, Hand Soap, Cutlery, Plates	\$5.99
Invoice	3/7/2024		
Transaction Date	4/2/2024	General Checking 10100	Total \$119.87
Refer	100050 WRIGHT COUNTY JOURNAL PRES		
Cash Payment	E 101-41910-351 Legal Notices Publishing	Public Hearing Notice: Floodplain Regulations	\$33.75
Invoice	8037249 3/28/2024		
Cash Payment	E 101-41510-351 Legal Notices Publishing	Assessment Notice	\$39.38
Invoice	8037191 3/21/2024		
Transaction Date	4/2/2024	General Checking 10100	Total \$73.13
Refer	100039 XYLEM WATER SOLUTIONS USA I		
Cash Payment	E 605-49350-221 Equipment repair/mtce	Wastewater Dept: Wipers - Qty 16	\$445.36
Invoice	3556D16690 3/20/2024		
Transaction Date	4/2/2024	General Checking 10100	Total \$445.36

CITY OF MONTROSE
Payments

04/03/24 10:52 AM
Page 9

Current Period: April 2024

Fund Summary

	10100 General Checking	
101 GENERAL FUND		\$27,095.88
201 BUILDING INSPECTOR FEES		\$37.50
220 FIRE DEPARTMENT		\$1,655.91
230 PARK AND RECREATION		\$452.53
290 COMMUNITY CENTER		\$1,195.52
601 WATER FUND		\$9,041.32
602 SANITARY SEWER FUND		\$697.43
604 STORM WATER FUND		\$5.99
605 WASTEWATER PLANT		\$108,149.31
700 DEVELOPERS ESCROW		\$13,127.00
		<hr/>
		\$161,458.39

Pre-Written Checks	\$15,588.24
Checks to be Generated by the Computer	\$145,870.15
	<hr/>
Total	\$161,458.39

CITY OF MONTROSE

04/03/24 11:00 AM

Page 1

*Check Summary Register©

Batch: 4-8-2024 Claims

Name	Check Date	Check Amt	
10100 General Checking			
36378	BADGER METER, INC.	4/8/2024	\$201.54 March 2024 Metering & Technology
36379	Bigirimana, Jackson	4/8/2024	\$2.78 Overpayment on Acct. #00-00002560-01-4 @
36380	BOLTON & MENK INC	4/8/2024	\$104,740.00 Wastewater Treatment Plant - Civil Design & M
36381	CENTRA SOTA COOP - LITTLE F	4/8/2024	\$1,341.60 Bulk Diesel
36382	CENTRAL PENSION FUND IUOE	4/8/2024	\$1,000.00 R. Eischens: March 2024 HRA
36383	CITY OF DASSEL	4/8/2024	\$1,633.50 2024 Highway 12 Regional Safety Group Traini
36384	COLONIAL LIFE	4/8/2024	\$19.56 D. Remer: Accident Insurance
36385	COMCAST	4/8/2024	\$531.17 City Hall: Cable & Internet April 2024
36386	DAVID DROWN ASSOCIATES IN	4/8/2024	\$5,834.00 Preserve of Montrose: Creation of TIF District #
36387	Evenson, Alex	4/8/2024	\$309.06 Overpayment on Acct #00-00003014-03-3 @ 7
36388	GRITTMAN CONSULTING	4/8/2024	\$1,223.60 General Planning & Zoning: March 2024
36389	Holenko, Michael	4/8/2024	\$112.79 Overpayment on Acct. #01-00001981-00-8 @
36390	IUOE LOCAL #49	4/8/2024	\$10,325.00 A. Burau: May 2024 Medical & Dental
36391	JENSON, MARIE	4/8/2024	\$400.00 City Hall: March 2024 Cleaning
36392	KENNEDY & GRAVEN, CHARTER	4/8/2024	\$9,529.94 PFAS Settlement Matters: February 2024
36393	MADISON NATIONAL LIFE	4/8/2024	\$459.43 LTD & STD - April 2024
36394	Mann, Connor	4/8/2024	\$43.75 Overpayment on Acct. #00-00004140-01-8 @
36395	Matouseka, Tessa	4/8/2024	\$77.73 Overpayment on Acct. #00-00002576-00-0 @
36396	MENARDS	4/8/2024	\$929.30 Community Center: Paint, FrogTape, Tray Line
36397	MIDWEST MACHINERY CO.	4/8/2024	\$3,169.31 John Deere Tractor: Front 3 Point
36398	MILHAUSEN AUTO REPAIR	4/8/2024	\$65.00 2024 Chevrolet Silverado 1500: Oil Change
36399	Minnesota Exteriors	4/8/2024	\$76.00 Refund of Pmt 24-27 @ 832 Emerson Avenue
36400	Nuso, LLC	4/8/2024	\$183.33 Telephone Service 4/1 - 4/30/2024
36401	PAUMEN COMPUTER SERVICES	4/8/2024	\$2,278.74 Offsite Replication of Quest Rapid Recovery S
36402	U.S. POSTAL SERVICE	4/8/2024	\$84.00 Annual Fee for PO Box
36403	Rinsem, Chris or Megan	4/8/2024	\$36.28 Overpayment on Acct. #01-00002035-00-3 @
36404	ST. LOUIS MRO, INC.	4/8/2024	\$25.00 J. Ramthun: Drug Screen Collection on 2/8/202
36405	STEINER AUTO PARTS	4/8/2024	\$78.95 Western Star: Wipers and Def Fluid
36406	VERIZON WIRELESS	4/8/2024	\$520.43 Cell Phones 3/24/2024 - 4/23/2024
36407	Capital One	4/8/2024	\$119.87 Personal Heaters - Qty 3, Hand Soap, Cutlery,
36408	WRIGHT COUNTY JOURNAL PR	4/8/2024	\$73.13 Public Hearing Notice: Floodplain Regulations
36409	XYLEM WATER SOLUTIONS USA	4/8/2024	\$445.36 Wastewater Dept: Wipers - Qty 16
100037e	USA BLUE BOOK	4/8/2024	\$1,461.60 Wells #4 & #5: 5 Function Valve 3/8" 100 PSI -
100038e	METERING & TECHNOLOGY SOL	4/8/2024	\$6,165.44 Orion LTE-M/C Cellular Water Meters - Qty 24
100039e	MVTL LABORATORIES, INC.	4/8/2024	\$630.52 3/20/2024 Wastewater Testing
100040e	MACQUEEN EQUIPMENT	4/8/2024	\$1,587.02 Street Sweeper: Nozzles
100041e	ADAMS PEST CONTROL-MAIN	4/8/2024	\$82.50 3/21/2024 Pest Control
100042e	GOPHER STATE ONE-CALL	4/8/2024	\$36.45 28 Locate Tickets
100043e	MARCO TECH LLC	4/8/2024	\$58.90 HP: Contract Base Rate Charge for 3/21/2024
100044e	GERARD, CRISTY	4/8/2024	\$32.96 Mileage Reimbursement: Safety Training
100045e	CINTAS	4/8/2024	\$250.35 Week of 3/20/2024 Uniforms
100046e	BONNIWELL, JESSICA	4/8/2024	\$74.50 Wright County Commissioner Meeting in Buffal
100047e	ALL STATE TRAFFIC CONTROL, I	4/8/2024	\$5,208.00 3/20/2024: 2" x 2" x 12' Square Tubes - Qty 25
Total Checks			\$161,458.39

April 3rd 2024
CG

CITY OF MONTROSE
Monthly Adjustments

04/03/24 9:32 AM
Page 1

Account	Tran Type	Charge Name	Charge Type	Amount	Date
00-00006000-00-	Adjustment		UR	(\$47.43)	3/1/2024
01-00001192-00-	Adjustment	R Water	Service	(\$1.23)	3/26/2024
02-00001157-00-	Adjustment	Water-Comm	Service	(\$5.20)	3/4/2024
01-00001697-00-	Adjustment	Storm Water	Service	(\$0.39)	3/1/2024
01-00001697-00-	Adjustment	WWTP	Service	(\$1.41)	3/1/2024
01-00001697-00-	Adjustment	Sewer Collection	Service	(\$1.38)	3/1/2024
01-00001697-00-	Adjustment	R Water	Service	(\$1.97)	3/1/2024
02-00001157-00-	Adjustment	WWTP-Comm	Service	(\$4.63)	3/4/2024
00-00006046-01-	Adjustment		UR	(\$200.00)	3/1/2024
02-00001157-00-	Adjustment	Storm Water	Service	(\$1.16)	3/4/2024
01-00001214-00-	Adjustment	Storm Water	Service	(\$4.20)	3/26/2024
01-00001214-00-	Adjustment	WWTP	Service	(\$79.18)	3/26/2024
01-00001214-00-	Adjustment	Sewer Collection	Service	(\$81.51)	3/26/2024
01-00001214-00-	Adjustment	R Water	Service	(\$92.51)	3/26/2024
01-00001192-00-	Adjustment	Storm Water	Service	(\$0.39)	3/26/2024
01-00001192-00-	Adjustment	WWTP	Service	(\$0.81)	3/26/2024
01-00001192-00-	Adjustment	Sewer Collection	Service	(\$0.76)	3/26/2024
00-00005868-03-	Adjustment		UR	(\$40.00)	3/1/2024
01-00001214-00-	Adjustment	WWTP	Service	(\$2,619.98)	3/19/2024 - Meter type Corrected
00-00002035-02-	Adjustment		UR	(\$36.28)	3/29/2024
00-00001929-04-	Adjustment		UR	(\$90.72)	3/29/2024
00-00003014-03-	Adjustment		UR	(\$309.06)	3/29/2024
00-00002576-00-	Adjustment		UR	(\$77.73)	3/29/2024
00-00002560-01-	Adjustment		UR	(\$2.78)	3/29/2024
00-00004140-01-	Adjustment		UR	(\$43.75)	3/29/2024
02-00001157-00-	Adjustment	Sewer-Comm	Service	(\$4.39)	3/4/2024
01-00001214-00-	Adjustment	Storm Water	Service	(\$7.75)	3/19/2024
00-00001981-02-	Adjustment		UR	(\$112.79)	3/29/2024
01-00001214-00-	Adjustment	Sewer Collection	Service	(\$2,747.83)	3/19/2024 > Meter type Corrected
01-00001214-00-	Adjustment	R Water	Service	(\$3,918.24)	3/19/2024
01-00001879-02-	Adjustment	Storm Water	Service	(\$1.20)	3/19/2024
01-00001879-02-	Adjustment	Annual State Wa	Service	(\$0.04)	3/19/2024
01-00001879-02-	Adjustment	WWTP	Service	(\$3.49)	3/19/2024
01-00001879-02-	Adjustment	Sewer Collection	Service	(\$3.35)	3/19/2024
01-00001879-02-	Adjustment	R Water	Service	(\$4.11)	3/19/2024
00-00005094-02-	Adjustment		UR	(\$31.16)	3/29/2024
				<u>\$10,578.81</u>	

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



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 2024

Printed on April 1, 2024

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
911 Abandoned Total: 1					
03/16/24 14:47	911 Abandoned	2024022911			911
911 Hang-up Total: 1					
03/26/24 00:24	911 Hang-up	2024025776			911
911 Open Line Total: 2					
03/16/24 08:00	911 Open Line	2024022801			911
03/23/24 02:30	911 Open Line	2024024986			911
911 Text Total: 1					
03/17/24 06:43	911 Text	2024023169			Text
911 Text; Drugs Total: 1					
03/14/24 18:26	911 Text; Drugs	2024022231			Text
Agency Assist Total: 2					
03/08/24 16:12	Agency Assist	2024020352	Agency Assist	WP24006385	Phone
03/26/24 11:27	Agency Assist	2024025867	Check Welfare	WP24008082	Phone
Animal Total: 3					
03/01/24 18:41	Animal	2024018232	Animal	WP24005710	911
03/12/24 15:32	Animal	2024021563	Animal	WP24006744	Phone
03/20/24 14:47	Animal	2024024098			911
Animal - Abuse Total: 1					
03/02/24 20:22	Animal - Abuse	2024018596	Animal - Abuse	WP24005821	911
Check Welfare Total: 9					
03/05/24 09:01	Check Welfare	2024019302	Check Welfare	WP24006033	Phone
03/13/24 21:40	Check Welfare	2024021966	Domestic Disturbance	WP24006868	Phone
03/14/24 16:57	Check Welfare	2024022201	Check Welfare	WP24006943	Phone
03/15/24 14:00	Check Welfare	2024022504	Check Welfare	WP24007039	Phone
03/20/24 21:04	Check Welfare	2024024224	Check Welfare	WP24007586	911
03/21/24 21:12	Check Welfare	2024024548	Check Welfare	WP24007687	911
03/22/24 04:01	Check Welfare	2024024637			911
03/26/24 09:39	Check Welfare	2024025840			911
03/28/24 21:17	Check Welfare	2024026567	Check Welfare	WP24008291	Phone
Citizen Aid Total: 8					
03/01/24 22:40	Citizen Aid	2024018344	Suspicious - Person - Vehicle	WP24005741	911
03/05/24 16:02	Citizen Aid	2024019443	Citizen Aid	WP24006074	Officer
03/14/24 23:06	Citizen Aid	2024022309	Citizen Aid	WP24006980	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
03/16/24 20:50	Citizen Aid	2024023046	Citizen Aid	WP24007218	Phone
03/17/24 10:40	Citizen Aid	2024023196	Citizen Aid	WP24007251	Phone
03/19/24 00:40	Citizen Aid	2024023647	Citizen Aid	WP24007391	Phone
03/28/24 16:29	Citizen Aid	2024026484	Citizen Aid	WP24008266	Phone
03/28/24 20:21	Citizen Aid	2024026556	Civil Child Custody	WP24008287	911

Civil Complaint Total: 9

03/04/24 13:12	Civil Complaint	2024019071	Theft	WP24005963	Phone
03/08/24 09:46	Civil Complaint	2024020237	Civil Complaint	WP24006325	Phone
03/10/24 10:58	Civil Complaint	2024020891	Civil Complaint	WP24006517	Phone
03/14/24 09:19	Civil Complaint	2024022048	Civil Complaint	WP24006894	Phone
03/15/24 12:12	Civil Complaint	2024022463	Civil Complaint	WP24007026	Phone
03/15/24 15:47	Civil Complaint	2024022546	Civil Complaint	WP24007055	Phone
03/17/24 13:23	Civil Complaint	2024023229	Civil Complaint	WP24007262	911
03/29/24 19:15	Civil Complaint	2024026869	Civil Complaint	WP24008386	911
03/31/24 21:30	Civil Complaint	2024027478	Civil Complaint	WP24008550	911

Civil Process Total: 4

03/06/24 14:50	Civil Process	2024019711			Officer
03/08/24 11:22	Civil Process	2024020262			Officer
03/20/24 12:55	Civil Process	2024024067			Officer
03/27/24 15:39	Civil Process	2024026167			Officer

Commercial General Alarm Total: 1

03/03/24 06:00	Commercial General	2024018706			Phone
----------------	--------------------	------------	--	--	-------

Court Order Violation Total: 4

03/06/24 08:12	Court Order Violation	2024019602	Suspicious - Person - Vehicle	WP24006121	Phone
03/16/24 19:48	Court Order Violation	2024023013	Court Order Violation	WP24007211	Phone
03/25/24 16:07	Court Order Violation	2024025677	Medical - Psychiatric -	WP24008033	Phone
03/29/24 16:17	Court Order Violation	2024026805	Court Order Violation	WP24008368	Phone

Court Order Violation; Civil Complaint Total: 1

03/20/24 13:08	Court Order Violation;	2024024069	Court Order Violation	WP24007532	911
----------------	------------------------	------------	-----------------------	------------	-----

Domestic Disturbance Total: 7

03/01/24 17:41	Domestic Disturbance	2024018214	Domestic Disturbance	WP24005702	911
03/01/24 19:07	Domestic Disturbance	2024018246	Domestic Disturbance	WP24005712	911
03/07/24 16:51	Domestic Disturbance	2024020077	Domestic Disturbance	WP24006280	Phone
03/15/24 22:26	Domestic Disturbance	2024022712	Domestic Disturbance	WP24007118	Phone
03/19/24 12:56	Domestic Disturbance	2024023774	Domestic Disturbance	WP24007435	Phone
03/25/24 13:44	Domestic Disturbance	2024025638	Domestic Disturbance	WP24008022	911
03/25/24 22:03	Domestic Disturbance	2024025758	Medical - Psychiatric -	WP24008057	Phone

Domestic Disturbance; Medical - Psychiatric - Behavioral Total: 1

03/23/24 13:48	Domestic Disturbance;	2024025086	Domestic Disturbance	WP24007839	Phone
----------------	-----------------------	------------	----------------------	------------	-------

Drug Court Home Visit Total: 1

03/01/24 12:50	Drug Court Home Visit	2024018105	Drug Court Home Visit	WP24005667	
----------------	-----------------------	------------	-----------------------	------------	--

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Fire - CO Alarm Total: 1					
03/31/24 11:42	Fire - CO Alarm	2024027354	Fire - CO Alarm	WP24008510	911
Fire - Other Total: 1					
03/28/24 14:42	Fire - Other	2024026451	Fire - Other	WP24008253	911
Found Body Total: 1					
03/30/24 05:32	Found Body	2024026999	Death Investigation -	WP24008424	911
Fraud - Internet Total: 1					
03/04/24 17:01	Fraud - Internet	2024019154	Fraud - Internet	WP24006002	Phone
Harassment Total: 4					
03/05/24 15:09	Harassment	2024019426	Harassment	WP24006070	911
03/08/24 11:12	Harassment	2024020259	Civil Complaint	WP24006332	911
03/19/24 18:17	Harassment	2024023864	Harassment	WP24007470	Phone
03/20/24 14:13	Harassment	2024024085	Harassment	WP24007538	Phone
Info; 911 Text Total: 1					
03/13/24 23:20	Info; 911 Text	2024021982			Text
Intoxicated Person Total: 2					
03/16/24 19:41	Intoxicated Person	2024023009	Warrant - Arrest	WP24007209	911
03/24/24 01:50	Intoxicated Person	2024025265	DUI	WP24007904	Phone
Juvenile - Complaint Total: 3					
03/09/24 22:53	Juvenile - Complaint	2024020806	Juvenile - Complaint	WP24006493	Phone
03/11/24 17:32	Juvenile - Complaint	2024021300	Juvenile - Complaint	WP24006657	Phone
03/14/24 09:33	Juvenile - Complaint	2024022052	Juvenile - Complaint	WP24006896	Phone
Juvenile - Runaway Total: 1					
03/23/24 16:45	Juvenile - Runaway	2024025131	Juvenile - Complaint	WP24007856	911
Medical - Abdominal Pain Total: 1					
03/01/24 21:29	Medical - Abdominal	2024018318			911
Medical - Breathing Problems Total: 1					
03/30/24 17:22	Medical - Breathing	2024027159			911
Medical - Fall Under 6 Feet Total: 1					
03/27/24 11:10	Medical - Fall Under 6	2024026093			Phone
Medical - Overdose - Poisoning Total: 1					
03/25/24 16:37	Medical - Overdose -	2024025686	Medical - Overdose - Poisoning	WP24008062	911
Medical - Psychiatric - Behavioral Total: 3					
03/01/24 13:27	Medical - Psychiatric -	2024018117	Medical - Psychiatric -	WP24005672	911
03/12/24 20:57	Medical - Psychiatric -	2024021663	Medical - Psychiatric -	WP24006775	Phone
03/24/24 18:14	Medical - Psychiatric -	2024025393	Medical - Psychiatric -	WP24007950	911
Medical - Seizure Total: 1					
03/27/24 23:38	Medical - Seizure	2024026292			911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Medical - Sick Total: 2					
03/15/24 23:09	Medical - Sick	2024022733			911
03/20/24 00:04	Medical - Sick	2024023946			911
Medical - Stroke Total: 1					
03/27/24 19:55	Medical - Stroke	2024026245			911
Medical - Unconscious - Fainting Total: 1					
03/28/24 15:26	Medical - Unconscious -	2024026468			911
Motorist Aid Total: 2					
03/07/24 19:54	Motorist Aid	2024020132			Phone
03/25/24 08:05	Motorist Aid	2024025559			Phone
MVA - Hit & Run Total: 1					
03/26/24 11:15	MVA - Hit & Run	2024025862	MVA - Hit & Run	WP24008078	911
MVA - Injuries Total: 1					
03/25/24 17:43	MVA - Injuries	2024025699	Agency Assist	WP24008039	911
MVA - No Injuries Total: 2					
03/15/24 16:07	MVA - No Injuries	2024022553	MVA - No Injuries	WP24007060	
03/22/24 03:17	MVA - No Injuries	2024024622	MVA - No Injuries	WP24007705	
Neighborhood Dispute Total: 1					
03/14/24 06:22	Neighborhood Dispute	2024022019	Neighborhood Dispute	WP24006880	
Neighborhood Dispute; Noise Total: 1					
03/15/24 01:26	Neighborhood Dispute;	2024022338	Neighborhood Dispute	WP24006988	911
Phone Call Total: 1					
03/20/24 15:25	Phone Call	2024024110			Other
Probation Check Total: 2					
03/15/24 10:03	Probation Check	2024022419			Officer
03/20/24 16:23	Probation Check	2024024139			Officer
Repossession Total: 1					
03/19/24 18:16	Repossession	2024023863			
Search Warrant Total: 1					
03/08/24 09:31	Search Warrant	2024020232	Search Warrant	WSIU24006323	
SIA Area Watch Total: 4					
03/08/24 07:37	SIA Area Watch	2024020216			
03/14/24 22:55	SIA Area Watch	2024022302			
03/21/24 01:49	SIA Area Watch	2024024270			
03/29/24 22:04	SIA Area Watch	2024026931	Pursuit	WP24008404	
SIA Business Walk Through Total: 5					
03/06/24 09:46	SIA Business Walk	2024019625	Parking	WP24006133	

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
03/13/24 10:18	SIA Business Walk	2024021781			
03/15/24 10:06	SIA Business Walk	2024022420			
03/20/24 10:56	SIA Business Walk	2024024028			
03/27/24 11:08	SIA Business Walk	2024026089			

SIA City Council - City Hall Total: 1

03/11/24 17:59	SIA City Council - City	2024021310			Officer
----------------	-------------------------	------------	--	--	---------

SIA Other Total: 2

03/16/24 00:58	SIA Other	2024022760			
03/26/24 11:51	SIA Other	2024025870			Officer

Surveillance Total: 1

03/28/24 15:48	Surveillance	2024026477			
----------------	--------------	------------	--	--	--

Suspicious - Circumstances Total: 3

03/04/24 08:23	Suspicious -	2024018991	Suspicious - Circumstances	WP24005924	Phone
03/21/24 19:06	Suspicious -	2024024511	Suspicious - Circumstances	WP24007676	911
03/24/24 15:52	Suspicious -	2024025362	Suspicious - Circumstances	WP24007939	911

Suspicious - Person - Vehicle Total: 7

03/01/24 01:32	Suspicious - Person -	2024017964	Drugs	WP24005625	911
03/01/24 23:14	Suspicious - Person -	2024018351	Suspicious - Person - Vehicle	WP24005744	911
03/02/24 00:16	Suspicious - Person -	2024018366	Suspicious - Person - Vehicle	WP24005749	911
03/03/24 13:54	Suspicious - Person -	2024018793	Suspicious - Person - Vehicle	WP24005868	Phone
03/06/24 14:08	Suspicious - Person -	2024019692	Suspicious - Person - Vehicle	WP24006148	Phone
03/07/24 09:23	Suspicious - Person -	2024019939	Suspicious - Person - Vehicle	WP24006223	Phone
03/14/24 19:20	Suspicious - Person -	2024022248	Suspicious - Person - Vehicle	WP24006960	Phone

Traffic - Complaint Total: 7

03/03/24 12:10	Traffic - Complaint	2024018769	Traffic - Complaint	WP24005859	Phone
03/12/24 13:32	Traffic - Complaint	2024021531	Traffic - Complaint	WP24006731	Phone
03/20/24 20:20	Traffic - Complaint	2024024214	Traffic - Complaint	WP24007584	911
03/20/24 22:14	Traffic - Complaint	2024024238	Traffic - Complaint	WP24007592	Phone
03/21/24 11:44	Traffic - Complaint	2024024390	Traffic - Complaint	WP24007631	911
03/28/24 14:52	Traffic - Complaint	2024026457	Traffic - Complaint	WP24008259	Phone
03/29/24 20:17	Traffic - Complaint	2024026898	Traffic - Complaint	WP24008393	911

Traffic Stop Total: 80

03/01/24 00:37	Traffic Stop	2024017955	DUI	WP24005622	Officer
03/01/24 14:19	Traffic Stop	2024018135			Officer
03/01/24 16:19	Traffic Stop	2024018185			Officer
03/01/24 23:34	Traffic Stop	2024018355			Officer
03/02/24 12:33	Traffic Stop	2024018458			Officer
03/02/24 23:27	Traffic Stop	2024018651			Officer
03/03/24 01:23	Traffic Stop	2024018680			Officer
03/03/24 15:30	Traffic Stop	2024018822			Officer
03/03/24 15:36	Traffic Stop	2024018826	Traffic Stop	WP24005878	Officer
03/03/24 21:16	Traffic Stop	2024018919			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
03/03/24 21:34	Traffic Stop	2024018926	Traffic Stop	WP24005912	Officer
03/04/24 01:00	Traffic Stop	2024018958			Officer
03/05/24 21:56	Traffic Stop	2024019544			Officer
03/06/24 13:28	Traffic Stop	2024019681			Officer
03/06/24 15:14	Traffic Stop	2024019725			Officer
03/06/24 22:38	Traffic Stop	2024019864			Officer
03/07/24 19:36	Traffic Stop	2024020125			Officer
03/07/24 19:50	Traffic Stop	2024020131			Officer
03/08/24 23:01	Traffic Stop	2024020510			Officer
03/09/24 11:14	Traffic Stop	2024020609			Officer
03/09/24 11:27	Traffic Stop	2024020611			Officer
03/09/24 11:47	Traffic Stop	2024020618	Traffic Stop	WP24006452	Officer
03/09/24 13:06	Traffic Stop	2024020628			Officer
03/09/24 19:56	Traffic Stop	2024020747			Officer
03/11/24 18:35	Traffic Stop	2024021329			Officer
03/12/24 00:15	Traffic Stop	2024021406	Traffic Stop	WP24006689	Officer
03/12/24 23:07	Traffic Stop	2024021685			Officer
03/13/24 13:41	Traffic Stop	2024021824			Officer
03/13/24 20:09	Traffic Stop	2024021942			Officer
03/13/24 20:23	Traffic Stop	2024021949			Officer
03/14/24 08:22	Traffic Stop	2024022036	Traffic Stop	BP24002687	Officer
03/14/24 10:50	Traffic Stop	2024022081	Traffic Stop	WP24006905	Officer
03/14/24 22:07	Traffic Stop	2024022290	Traffic Stop	WP24006976	Officer
03/14/24 22:33	Traffic Stop	2024022296			Officer
03/14/24 23:36	Traffic Stop	2024022316			Officer
03/15/24 15:41	Traffic Stop	2024022545			Officer
03/15/24 19:03	Traffic Stop	2024022611			Officer
03/15/24 19:56	Traffic Stop	2024022635	Traffic Stop	WP24007096	Officer
03/15/24 20:47	Traffic Stop	2024022661			Officer
03/15/24 20:51	Traffic Stop	2024022665			Officer
03/15/24 22:16	Traffic Stop	2024022706			Officer
03/15/24 22:17	Traffic Stop	2024022708			Officer
03/15/24 22:57	Traffic Stop	2024022727			Officer
03/15/24 23:02	Traffic Stop	2024022730			Officer
03/15/24 23:59	Traffic Stop	2024022746			Officer
03/16/24 00:48	Traffic Stop	2024022756			Officer
03/16/24 00:50	Traffic Stop	2024022757			Officer
03/16/24 18:13	Traffic Stop	2024022976	Traffic Stop	WP24007201	Officer
03/16/24 22:59	Traffic Stop	2024023102	Court Order Violation	WP24007230	Officer
03/17/24 00:56	Traffic Stop	2024023142			Officer
03/17/24 11:24	Traffic Stop	2024023204			Officer
03/17/24 12:28	Traffic Stop	2024023214	Traffic Stop	WP24007256	Officer
03/18/24 21:28	Traffic Stop	2024023621	Traffic Stop	WP24007386	Officer
03/18/24 22:05	Traffic Stop	2024023630			Officer
03/19/24 16:19	Traffic Stop	2024023833			Officer
03/19/24 16:45	Traffic Stop	2024023841			Officer
03/20/24 11:48	Traffic Stop	2024024048	Warrant - Arrest	WP24007524	Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
03/20/24 21:33	Traffic Stop	2024024233	Traffic Stop	WP24007589	Officer
03/21/24 02:57	Traffic Stop	2024024287	Traffic Stop	WP24007597	Officer
03/22/24 16:40	Traffic Stop	2024024810			Officer
03/22/24 20:13	Traffic Stop	2024024894			Officer
03/22/24 20:52	Traffic Stop	2024024913			Officer
03/22/24 21:12	Traffic Stop	2024024922			Officer
03/23/24 15:18	Traffic Stop	2024025108			Officer
03/23/24 21:39	Traffic Stop	2024025210			Officer
03/23/24 22:27	Traffic Stop	2024025227			Officer
03/23/24 23:46	Traffic Stop	2024025240			Officer
03/23/24 23:59	Traffic Stop	2024025246			Officer
03/24/24 00:04	Traffic Stop	2024025248	Traffic Stop	WP24007898	Officer
03/24/24 17:37	Traffic Stop	2024025384	Traffic Stop	WP24007949	Officer
03/24/24 19:31	Traffic Stop	2024025415			Officer
03/27/24 16:26	Traffic Stop	2024026179			Officer
03/27/24 17:58	Traffic Stop	2024026211			Officer
03/28/24 14:37	Traffic Stop	2024026449	DUI	WP24008258	Officer
03/28/24 17:19	Traffic Stop	2024026503			Officer
03/28/24 17:46	Traffic Stop	2024026509			Officer
03/28/24 19:18	Traffic Stop	2024026535			Officer
03/29/24 18:34	Traffic Stop	2024026855			Officer
03/30/24 01:05	Traffic Stop	2024026978			Officer
03/30/24 19:56	Traffic Stop	2024027209			Officer

Unwanted Person Total: 4

03/06/24 10:54	Unwanted Person	2024019642	Unwanted Person	WP24006136	Phone
03/10/24 12:42	Unwanted Person	2024020912	Unwanted Person	WP24006524	911
03/13/24 10:41	Unwanted Person	2024021789	Unwanted Person	WP24006809	911
03/26/24 13:19	Unwanted Person	2024025890	Unwanted Person	WP24008083	911

Warrant - Attempt Total: 1

03/01/24 17:25	Warrant - Attempt	2024018210	Warrant - Arrest	WP24005705	
----------------	-------------------	------------	------------------	------------	--

Total Records: 212

Montrose/Waverly Patrol Hour Summary

Hours Purchased Per Contract:	5,856.00	
Starting Hours (beginning of month):	4,927.50	
M-T-D (detailed below):	509.00	** Estimated Hours not verified by final monthly payroll
Balance going forward (to next month):	4,418.50	
Y-T-D:	1,437.50	

Shift Start		Shift Stop		Schedule	Position	Time Type	Regular Hours
Date	Shift Start Time	Shift Stop Date	Time				
1-Mar-24	14:00	1-Mar-24	18:00	Montrose/Waverly (16)	4620 Sheriff General		4
1-Mar-24	10:00	1-Mar-24	14:00	Montrose/Waverly (16)	4620 Sheriff General		4
1-Mar-24	18:00	2-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff General		8
1-Mar-24	18:00	1-Mar-24	18:30	Extra Hours: Montrose/Waverly (16)	4640 EOS Premium		0.5
2-Mar-24	10:00	2-Mar-24	18:00	Montrose/Waverly (16)	4620 Sheriff General		8
2-Mar-24	18:00	3-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff General		8
3-Mar-24	10:00	3-Mar-24	14:00	Montrose/Waverly (16)	4620 Sheriff General		4
3-Mar-24	14:00	3-Mar-24	16:00	Montrose/Waverly (16)	4620 Sheriff General		2
3-Mar-24	18:00	4-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff General		8
3-Mar-24	8:00	3-Mar-24	10:00	Montrose/Waverly (16)	4620 Sheriff General		2
4-Mar-24	10:00	4-Mar-24	14:00	Montrose/Waverly (16)	4620 Sheriff General		4
4-Mar-24	16:00	5-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff General		10
4-Mar-24	14:00	4-Mar-24	16:00	Montrose/Waverly (16)	4630 Sheriff General		2
5-Mar-24	10:00	5-Mar-24	14:00	Montrose/Waverly (16)	4620 Sheriff General		4
5-Mar-24	14:00	6-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff General		12
6-Mar-24	10:00	6-Mar-24	18:00	Montrose/Waverly (16)	4620 Sheriff General		8
6-Mar-24	18:00	7-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff General		8
7-Mar-24	10:00	7-Mar-24	18:00	Montrose/Waverly (16)	4620 Sheriff General		8
7-Mar-24	18:00	8-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff General		8
8-Mar-24	10:00	8-Mar-24	14:00	Montrose/Waverly (16)	4620 Sheriff General		4
8-Mar-24	14:00	9-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff General		12
9-Mar-24	8:00	9-Mar-24	16:00	Montrose/Waverly (16)	4620 Sheriff General		8
9-Mar-24	2:00	9-Mar-24	6:00	Extra Hours: Montrose/Waverly (16)	4630 EOS Premium		4
9-Mar-24	18:00	10-Mar-24	3:00	Montrose/Waverly (16)	4630 Sheriff General		8
10-Mar-24	10:00	10-Mar-24	14:00	Montrose/Waverly (16)	4620 Sheriff General		4
10-Mar-24	3:00	10-Mar-24	4:00	Extra Hours: Montrose/Waverly (16)	4630 EOS Premium		1
10-Mar-24	14:00	11-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff General		12
11-Mar-24	10:00	11-Mar-24	16:00	Montrose/Waverly (16)	4620 Sheriff General		6
11-Mar-24	16:00	12-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff General		10
12-Mar-24	10:00	12-Mar-24	16:00	Montrose/Waverly (16)	4620 Sheriff General		6
12-Mar-24	16:00	13-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff General		10
12-Mar-24	20:00	12-Mar-24	22:00	Extra Hours: Montrose/Waverly (16)	4630 EOS Premium		2

13-Mar-24	10:00	13-Mar-24	16:00	Montrose/Waverly (16)	4620 Sheriff Genera	6
13-Mar-24	16:00	14-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff Genera	10
14-Mar-24	10:00	14-Mar-24	16:00	Montrose/Waverly (16)	4620 Sheriff Genera	6
14-Mar-24	16:00	15-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff Genera	10
15-Mar-24	10:00	15-Mar-24	18:00	Montrose/Waverly (16)	4620 Sheriff Genera	8
15-Mar-24	18:00	16-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff Genera	8
16-Mar-24	10:00	16-Mar-24	18:00	Montrose/Waverly (16)	4620 Sheriff Genera	8
16-Mar-24	18:00	17-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff Genera	8
17-Mar-24	10:00	17-Mar-24	18:00	Montrose/Waverly (16)	4620 Sheriff Genera	8
17-Mar-24	18:00	18-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff Genera	8
18-Mar-24	10:00	18-Mar-24	14:00	Montrose/Waverly (16)	4620 Sheriff Genera	4
18-Mar-24	14:00	19-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff Genera	12
19-Mar-24	10:00	19-Mar-24	14:00	Montrose/Waverly (16)	4620 Sheriff Genera	4
19-Mar-24	14:00	20-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff Genera	12
20-Mar-24	10:00	20-Mar-24	18:00	Montrose/Waverly (16)	4620 Sheriff Genera	8
20-Mar-24	18:00	20-Mar-24	19:15	Extra Hours: Montrose/W	4610 EOS Premium	1.25
20-Mar-24	18:00	21-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff Genera	8
21-Mar-24	10:00	21-Mar-24	18:00	Montrose/Waverly (16)	4620 Sheriff Genera	8
21-Mar-24	18:00	21-Mar-24	18:30	Extra Hours: Montrose/W	4610 EOS Premium	0.5
21-Mar-24	18:00	22-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff Genera	8
22-Mar-24	10:00	22-Mar-24	14:00	Montrose/Waverly (16)	4620 Sheriff Genera	4
22-Mar-24	14:00	23-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff Genera	12
23-Mar-24	10:00	23-Mar-24	14:00	Montrose/Waverly (16)	4620 Sheriff Genera	4
23-Mar-24	14:00	24-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff Genera	12
24-Mar-24	10:00	24-Mar-24	14:00	Montrose/Waverly (16)	4620 Sheriff Genera	4
24-Mar-24	2:00	24-Mar-24	4:30	Extra Hours: Montrose/W	4630 EOS Premium	2.5
24-Mar-24	14:00	25-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff Genera	12
25-Mar-24	10:00	25-Mar-24	16:00	Montrose/Waverly (16)	4620 Sheriff Genera	6
25-Mar-24	16:00	26-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff Genera	10
26-Mar-24	10:00	26-Mar-24	16:00	Montrose/Waverly (16)	4620 Sheriff Genera	6
26-Mar-24	2:15	26-Mar-24	3:30	Extra Hours: Montrose/W	4630 EOS Premium	1.25
26-Mar-24	16:00	27-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff Genera	10
27-Mar-24	10:00	27-Mar-24	16:00	Montrose/Waverly (16)	4620 Sheriff Genera	6
27-Mar-24	16:00	28-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff Genera	10
28-Mar-24	10:00	28-Mar-24	16:00	Montrose/Waverly (16)	4620 Sheriff Genera	6
28-Mar-24	16:00	29-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff Genera	10
29-Mar-24	10:00	29-Mar-24	18:00	Montrose/Waverly (16)	4620 Sheriff Genera	8
29-Mar-24	18:00	30-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff Genera	8
30-Mar-24	10:00	30-Mar-24	18:00	Montrose/Waverly (16)	4620 Sheriff Genera	8
30-Mar-24	18:00	31-Mar-24	2:00	Montrose/Waverly (16)	4630 Sheriff Genera	8
31-Mar-24	10:00	31-Mar-24	18:00	Montrose/Waverly (16)	4620 Sheriff Genera	8
31-Mar-24	18:00	1-Apr-24	2:00	Montrose/Waverly (16)	4630 Sheriff Genera	8

TOTAL: 509.00



Monthly Activity Report Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief



Period: 03/01/2024 thru 03/31/2024 (MARCH)

CALLS

Total Calls: 23

of Calls MARCH 2023 = 30

EMS Calls: 19

2023 vs 2024 (2024 = - 7)

Other Calls:

03/31 - #24068 – CO Alarm/Investigation – Montrose

03/28 - #24064 – Appliance Fire – Montrose

03/25 - #24059 – Motor Vehicle Accident – Montrose

03/17 - #24055 – Mutual Aid to Waverly FD – Structure Fire – Marysville Twsp

Total calls to Date 2024 – 068

2023 vs 2024 (2024 = - 23)

Total calls this time in 2023 - 091

Call Districts

Montrose City: 12

Franklin Township: 6

Marysville Township: 4

Woodland Township: 1

Other: 0

TRAINING:

03/05/2024 – Staff Meeting

03/12/2024 – Truck Maintenance

03/19/2024 – Medical Training & Grass trucks/Grass Fires & back boarding

Other Activities, Special Mention, Etc.

03/11/2024 – City Council Meeting

03/18/2024 – New hire, Tristan Arioso officially starts with FD

03/26/2024 – David Paradeise meets with local Girl Scout Troop at FD

SPECIAL INFO

Acknowledgments

MONTROSE FIRE DEPARTMENT

2023 ANNUAL REPORT





MISSION STATEMENT

The Montrose Fire Department is dedicated to protecting life and property within the boundaries of its coverage area. The department will assist citizens and provide medical and fire services to the best of our ability.

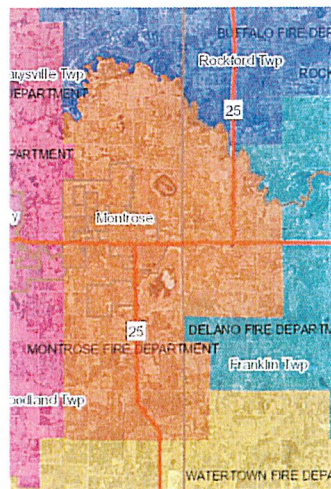
FIRE PROTECTION COVERAGE

The Montrose Fire Department protects the city of Montrose and portions of Franklin, Marysville, and Woodland Townships. Our coverage area is approximately 45 square miles and protect a population of approximately 6,000 people.

The department also responds to assist other departments with incidents upon their requests. Our common mutual aid partners are surrounding community fire departments (Waverly, Delano, Watertown, and Buffalo).

The Service area of the Montrose Fire Department officially covers the following:

- 100 % of the City of Montrose
- 11 % of Franklin Township
- 19% of Marysville Township
- 30.25 % of Woodland Township





March 2023

2023 has come to a close and we now begin to look forward to another great year at the Montrose Fire Department in 2024. 2023 was met with many challenges and also many success stories. A record breaking year for calls in 2023 was experienced with a total of 382 calls for service for the Montrose Fire Department.

2024 Marks the beginning of my 10th year at Fire Chief of the Montrose Fire Department. It is a privilege to lead this department and the dedicated members of the Department. I strive to work alongside all firefighters, city staff and mutual aid partners at all times. I pride myself in being professional and leading forward and into the future.

2023 had many challenges, including our continued issue of firefighter recruitment and retention. Recruitment continues to be an issue for all fire volunteer Fire Departments, including the Montrose Fire Department. We continue to try and reach out to perspective members and also are looking at ways to speed up our hiring process to avoid significant waiting periods. We are also looking at various ways to retain the firefighters we have on our roster through different pay and benefit ideas and initiatives.

In 2023 we celebrated the retirement of Firefighter Wilber "Willie" Bauernschmitt after he retired with 51 years of service to the Montrose Fire Department. Willie will be greatly missed by all.

Goals for 2024 include getting our new officers acclimated to their new positions as well as doing an overhaul on our policies and standard operating guidelines. We also hope to continue to hire additional firefighters throughout the year. We have implemented a new training schedule in hopes of getting firefighters out of the station earlier on our training nights, and throughout the first few months this has been a big success for the most part.

If anyone has any questions, concerns, or comments, I encourage them to contact me directly. All contact information can be found on page 3 of this report. Generally, someone is always at the fire station on Tuesdays in the evening from 6PM until around 10PM. The public and visitors are also always welcome to stop by and visit the station whenever we are here. I truly believe this is the citizens department, and we as firefighters have the privilege of serving the citizens.

As I have done so in previous years, I would like to thank the firefighters that serve with me in the Montrose Fire Department for their service and dedication to the community, department, and fire service. I would also like to thank my family and friends for the support they continue to provide me as I continue my service as the Montrose Fire Chief.

Respectfully Submitted,

Kevin S. Triplett

Kevin S. Triplett – Fire Chief



**MAILING ADDRESS:**

Montrose Fire Department
P.O. Box 25
Montrose, MN 55363

SHIPPING ADDRESS:

Montrose Fire Department
311 Buffalo Ave S
Montrose, MN 55363

STATION ADDRESS:

Montrose Fire Department
260 2nd St S
Montrose, MN 55363

ISO RATINGS

In City of Montrose - 4
In Townships where contracted - 6

FIRE STATION PHONE NUMBER: 763-575-7480

[Voicemail checked daily]

EMERGENCY PHONE NUMBER: 911**NON-EMERGENCY PHONE NUMBER: 763-682-7600**

Connects to Wright County Sheriff's Office Communication Center who has the capabilities of paging fire department personnel.

CITY HALL MAIN PHONE NUMBER: 763-575-7422**E-MAIL ADDRESS:** montrosefd@gmail.com**WEBSITE:** www.montrose-mn.com/departments/fire-department**FACEBOOK:** https://www.facebook.com/MontroseVolunteerFireDepartment/?ref=br_rs

PLEASE LIKE US ON FACEBOOK!!

All information contained within this report is using figures during the 2023 calendar year



PERSONNEL

As of 01/01/2024, MFD has a total of 20 active firefighters. In totality, years of total service is approximately **235 years and 6 months**

OF OUR 20 FIREFIGHTERS:

- 15 Emergency First Responders
- 1 EMT-B
- 1 Registered Nurse
- 14 State Certified Firefighter 2
- 4 State Certified Officer 1
- 8 State Certified Instructor 1
- 5 State Certified Fire Apparatus Operators
- 1 BCA Fire Investigator
- 1 Licensed Firefighters

(Some of the more senior members of the department went through their respective training prior to state certification being an option. All regular training is to the Firefighter 2 level.)

2023 FIREFIGHTERS RESIGNATION/RETIREMENT

- Justin Phillips – Resigned 01/01/2023 with a total of 11 years, 7 months and 1 day of Service to the Montrose Fire Department
- Willie Bauernschmitt – Retired 02/07/2023 with a total of 51 years and 1 day of service to the Montrose Fire Department
- Diane Holman – Resigned 03/20/2023 with a total of 3 years, 1 month and 1 day of service to the Montrose Fire Department
- Dustin Falk – Resigned 06/06/2023 with a total of 1 month, 2 weeks and 5 days of service to the Montrose Fire Department
- Michael Sommerfeld – Resigned 09/29/2023 with a total of 1 year, 3 weeks and 2 days of service to the Montrose Fire Department as a Reserve Firefighter
- Evan Kako – Resigned 11/17/2023 with a total of 6 months, 1 week and 2 days of service to the Montrose Fire Department

NEW FIREFIGHTERS IN 2023

- 2 new firefighters were hired (Dustin Falk & Evan Kako) who after a short time of service with the Montrose Fire Department needed to resign due to unforeseen circumstances
- Nicholas Mondragon joined the Montrose Fire Department effective 02/03/2023
- Joseph Florek & Katherine Mika joined the Montrose Fire Department with an effective start date of 12/05/2023



Active Firefighter Roster (As of 12/31/2023)

NAME	YEARS OF SERVICE (as of 12/31/2023)
Mike Marketon - Captain	39 Years, 6 Months
Steven Mortensen	30 Years, 11 Months
Allen Mortensen	26 Years, 1 Month (37 Months LOA)
Kevin Triplett – Fire Chief	20 Years, 7 Months
Thomas Marketon -Assit Fire Chief	20 Years
Keith Johnson	19 Years, 5 Months (16 Months LOA)
Roy (Co-Co) Henry Jr.	19 Years, 5 Months (131 Month LOA)
Kelly Stoll – Captain	12 Years, 7 Months
Cory DeWitte	11 Years, 4 Months
Joseph Von Thoma	9 Years, 2 Months
Eddie Andreoff	5 Years, 9 Months
Joel Grave	5 Years, 1 Month
Joey Theis	4 Years, 1 Month
Zack Walters	4 Years, 1 Month
Cade Stuntebeck	3 Year, 1 Month
David Paradeise	2 Year, 2 Months
Jennifer Brenny	1 Year, 3 Months
Nicholas Mondragon	11 Months
Joseph Florek	1 Month
Katherine Mika	1 Month



APPARATUS

		Mileage 01/2023	Mileage 01/2024	Total Mileage (2023)	2022 Mileage	Total Pump Hours	
						2022	2023
UTILITY 11	2011 Chevrolet Suburban	16918	17904	986	1584		
ENGINE 11	2001 Freightliner	18683	19123	440	259	355	365
ENGINE 12	2014 Spartan	10445	11248	803	943	145	160
RESCUE 11	2006 Sterling	8174	8400	226	194		
TENDER 11	2021 Freightliner	1240	1614	374	396		
TENDER 12	2009 Freightliner	6060	6265	205	100		
GRASS 11	2012 Ford Super Duty	16270	19030	2760	1553		
GRASS 12	1986 Chevrolet 1 Ton	21577	21600	23	25		
GRASS 13	2023 Can Am Defender	0	12	12	0		

Utility 11

- 2011 Chevrolet Suburban
- Can carry up to 5 firefighters
- Utilized for minor medical calls
- Medical Supplies/AED
- Fire Investigation equipment
- Used to go to regional/county meetings/events



Engine 11

- Built by Central States Fire Apparatus
- 2000 Freightliner Chassis
- 1000 Gallon Water Tank
- 1500 GPM Darley Pump
- 20 Gallon Foam Tank
- Thermal Imaging Camera
- Carries 4 firefighters in full suppression gear, driver, and front seat officer
- over 3,200 feet of hose (800' 5" | 900' 2 1/2" | 1515' 1 1/2")



Engine 12

- Built by CustomFire Apparatus
- 2014 Spartan Chassis
- 1500 GPM Waterous Pump
- 1000 Gallon Water Tank
- over 3,100 feet of hose (600' 5" | 1000' 2 1/2" | 1530' 1 1/2")
- Light Tower
- Thermal imaging Camera
- 20 Gallon Foam Tank
- Extrication Tools (Jaws-of-Life)
- Carries 4 firefighters in full suppression gear, driver, and front seat officer



Rescue 11

- Built by Central States Fire Apparatus (Rosenbauer)
- Heavy Rescue walk in body
- 4 Gas monitor
- Extrication Tools
- Rescue & medical equipment & AED
- 2006 Sterling Chassis
- Seating for 8 Firefighters (6 with SCBA)



Tender 11 (Took Delivery 01/2021)

- Built by Midwest Fire Equipment
- 2021 Freightliner Chassis
- 2000 Gallon Tank
- 2100 Gallon folding water tank
- 400 GPM Waterous pump
- Hose reel w/ 200' of 3/4" hose
- Storage for additional rolled hose, tools & equipment



Tender 12 (Previously known as Tender 11)

- Built by Midwest Fire Equipment
- 2009 Freightliner Chassis
- 2000 Gallon Tank
- 2100 Gallon folding water tank
- 400 GPM Waterous pump
- 200' of 1 1/2" pre-connect hose
- 250 feet of rolled hose (100' 4" | 50' 3" | 50' 1 1/2")





Apparatus Continued

Grass 11

- Built by Montrose Fire Department/Kirivada Fire/E.A.T.I.
- 2012 Ford F350 Pickup Truck
- 200 Gallon removable skid unit (Water pump/tank/hoses)
- 12 HP Honda Pump – 300 GPM Water pump
- Skid unit removed during winter & Truck used as a plain pickup
- Used to go to regional/county/state events/trainings



Grass 12

- Vehicle acquired from MN DNR through Federal Excess Property Program (FEPP)
- 1986 Chevrolet 1-ton pickup
- Acquired and outfitted as a Grass/Wildland Firefighting truck in 1995
- 225 Gallon Water Tank
- High Pressure Warner Pump/Hoses

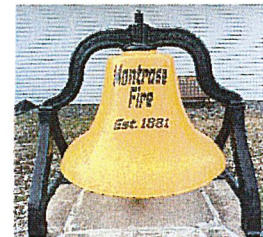
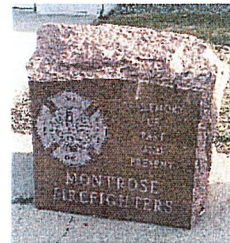


Grass 13

- 2023 Can-Am Defender 1000
- Purchased 04/2023 through HexCo Motor Sports – Oshkosh, WI
- Purchased by the Montrose Firefighters Relief Association and donated to the Montrose Fire Department
- 75 Gallon Water Tank
- 8.5 HP Ultra High Pressure water pump (1500psi | 7.4GPM)



A SPECIAL THANK YOU TO ALL OUR FIREFIGHTERS WHO PERFORM COUNTLESS HOURS OF MAINTENANCE ON OUR TRUCKS & EQUIPMENT SAVING THE CITY & DEPARTMENT THOUSANDS OF DOLLARS EACH YEAR.



STATION INFORMATION

- Built 1994/1995
- 7200 square foot
- 1 Drive-thru Apparatus Bay
- 4 Back-in Apparatus Bays
- Office Space (Shared by Officers, Relief Association, Internal Dispatch)
- Work Area (SCBA Filling, Storage, Workbench)
- Storage for 30 sets of turnout gear
- Gear washing extractor
- Gear Dryer





TRAINING

Training is an important part of any fire department. The Montrose Fire Department strives to have its personnel trained in the most up to date methods of fire suppression and emergency medical care. Training ensures we are ready 24 hours a day, 7 days per week, 365 days per year. Our firefighters dedicate much time to training, making sure they are proficient in the use of department equipment and apparatus. Firefighters take training seriously and commit to learning and preforming the newest and updated ways of working in the Fire Service

We continue to utilize our own instructors that are a part of the Fire Department. This allows for growth of individuals and also for cost effective training within our walls. Our training was coordinated by Assistant Chief Marketon who does a fantastic job of mixing up new training with basic fundamentals on an ongoing basis. The Captains lead the trainings and teach much of the information during out in house trainings. Without the dedication and commitment of the Officer group to training we would not be as good as we currently are. We also utilize out side sources for training including a lot of training through Customized Fire & Rescue Training (CFRT). In 2023, 2 Firefighters completed their Firefighter 1 & 2 training. 4 Firefighters completed Fire Apparatus Operator.

3 Officers (Chief Triplett, Assistant Chief Marketon & Captain Stoll) attended the 2023 MN State Fire Chiefs Conference in October 2023 in Duluth.

In March of 2023 we were able to practice in a live burn setting utilizing the house that the City had purchased near City Hall. This unique opportunity allows firefighters to train in real fire conditions and these houses and training opportunities have become hard to come by.

INTERESTING TRAININGS IN 2023

- Forcible Entry
- Alternative fuel vehicles training
- Walk Through of CCC
- SCBA Confidence trailer
- Automotive Extrication
- Aerial Training with Delano FD
- EMR Refresher
- SCBA Fit Testing
- Apparatus driving
- Live House Burn

In 2023, the firefighters of the Montrose Fire Department took part in a total of **1,757.15 man hours** of training during scheduled training events normally held on Tuesday nights.

Total man hours listed above does not generally include hours at conferences, or outside trainings. It only includes our regularly scheduled trainings (first 3 Tuesdays of each month)



03-2023 – Forcible Entry Training



10-2023 – Search & Rescue Training at abandoned house



06/2023 – Automobile Extrication Training



FIRE PREVENTION & COMMUNITY EVENTS

Fire Prevention and assisting the community in non-emergency events is an important part of the overall mission of any fire department. We reach out to members and groups of our communities to assist in making sure they are safe and prepared for various forms of emergencies and provide support for various functions.

2023 we continued to scale back our involvement in community events but remain dedicated to Fire Prevention through education and information sharing. Social media has been a huge avenue that we are continuing to grow and explore to get various fire prevention and emergency preparedness information out to those that we serve. If you have not "liked" us on Facebook we would encourage you to do so. Scaling back is mainly due to our limited staff resources and increased call volume.

Fire prevention with students from the Montrose Elementary School continues to this day and we enjoy the ability to meet with and discuss fire safety and prevention with students. Students in 1st and 4th grade come down to tour the Fire Department and Firefighters bring trucks up to the school during recess to reach out to the other students at the school.

In 2023 we took part in the below community/fire department events, not related to calls or trainings. We did many other events and helped other organizations, but below are the highlights.

- Remembering 9/11 – in front of O'Brothers (Sep 2023)
- Montrose Night to Unite (Aug 2023)
- Fire Prevention week activities with Montrose Elementary School (Oct 2023)
- Montrose Firefighters Relief Association Annual Prim Rib dinner/gun raffle (Feb 2023)
- Many parades for neighboring community events and celebrations



2023 NFPA Fire Prevention Week Theme "Cooking Safety starts with YOU. Pay attention to fire prevention"



Sept 11 Remembrance



08/2023 – National Night to unite – Firefighters got into neighborhoods to show off our trucks and equipment



EMERGENCY MANAGEMENT

The Montrose Fire Department provides Emergency Management oversight to the City of Montrose and Townships which we provide service to. Our main point of contact during a large-scale event is the Wright County Sheriff's Office, who has 2 full time employees dedicated solely to Emergency Management. Emergency Management is able to assist in providing various resources throughout a large-scale event.

The Fire Chief is the Emergency Management Director and is responsible for making sure the city is prepared for various emergencies which may arise. The Fire Department Officers and firefighters also play a key role in ensuring we are prepared for various large-scale events.

Throughout 2023 we continued to monitor road work within the City of Montrose and analyze the impact for emergency response. The City of Montrose and the staff have been a huge resource for communication and assistance through all the road work in 2022 and 2023 that has had a significant impact on emergency response and emergency management.

In 2022 the City of Montrose authorized the purchase and installation of a new standby generator at the Montrose Community Center/Fire Department. This generator was installed in February 2023 and has been an asset already during several minor power outages the City Experienced in 2023. The Community Center functions as a backup emergency operations center and backup power is essential in running the backup center and also powering the Fire Station so personnel and apparatus can appropriately respond during power outages.

The Montrose Fire Department and City of Montrose continue to prepare and plan for additional large-scale events that may affect the City of Montrose and its citizens. Examples of these events include; flooding, tornados, railway emergencies, large scale event planning, and anything else that could cause a serious impact to the City and its infrastructure.

BUDGET

Our budget procedure changed in 2023, mainly due to changes at Wright County. We no longer work on a special assessment budget, but are instead now part of the Cities overall budget. This is a new and welcomed budget process so far. In 2023 we continued to charge our Townships \$150 per parcel for fire protection coverage. This will be reevaluated in 2024 to capture more of the correct costs associated with providing fire protection services to our surrounding townships. A large portion of our budget goes to personal costs. A second large portion of our budget goes into our Capitol improvement budget (AKA "Savings Account") which will be utilized for larger purchases in the years ahead.

In 2023 the City of Montrose agreed to raise the pay rate for firefighters. Previously we were at \$10 per call and \$10 per meeting/training. In 2023 the pay rate increased to \$12.50 per call and \$15 per meeting/training

In 2023 we applied for various grants and were awarded one through the Central MN EMS Region for medical supplies and one through Compeer Financial for the purchase of 5 new nozzles for fire suppression.

LOOKING TO THE FUTURE

- New Officers in 2024 allow opportunity for growth amongst several department members
- Getting our newly acquired SCBA's purchased in 11/2023 through a financing program into service and personnel trained on the new SCBA's
- Firefighter recruitment will be a major priority in 2024 – We would like to see our number between 25-30 and have been sitting below 25 for several years now. Many firefighters are looking at new and interesting ways to attract new people to join our department.



PENSION

The Montrose Fire Department provides a pension for firefighters and the total pension is held through the MN Statewide Volunteer Firefighters Pension administered by The Public Employees Retirement Association (PERA). Firefighter's pension level is set by the City of Montrose and the current level for 2023 is \$5000 per year of service. Firefighters become vested at 5 years and can receive 40% of what they are owed once they turn the age of 50. The vesting level goes up by 4% for each year of service until a firefighter hits 20 years at which time they are 100% vested. As of 02/13/2023 our pension account held with PERA totaled \$1,470,062.04. We are required to be 100% funded in this account at all times. \$30,000 from the Fire Department budget is sent to PERA yearly to contribute to the pension fund and the City of Montrose contributes an additional \$12,000 yearly. We also receive investment income and our Fire State Aid dollars are submitted directly to PERA to support our pension as required by State Law.

SPECIAL MENTION / INFORMATION

In February 2023, Willie Bauernschmitt officially retired from the Montrose Fire Department with 51 years of service to the Montrose Fire Department.

2023 was an overall busy year and we broke our annual response record with a total of 382 calls for service. Our previous record was in 2022 with a total of 347 calls for service.

We only experienced 1 Structure fire in 2023 with a significant loss (\$112,500). This is in large part due to our fire prevention efforts and the hard work of the citizens in general of Montrose and the surrounding communities. We have been called early and often to several incidents that we were able to mitigate and prevent significant loss or damage to whatever might have been involved safely and quickly.

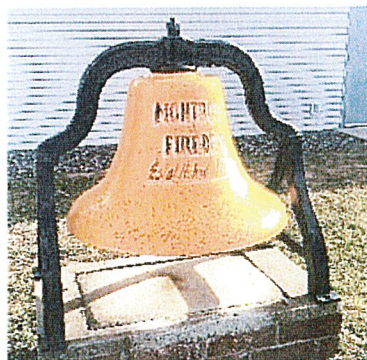
We redid our office space in 2023. Desks, cabinets, chairs, file cabinets were all obtained from the old Wright County Government Center in 2022. Everything was installed and back to operational status in 2023. Some new paint, new carpeting, and a lot of organizing has been a huge thing for use. We are now maximizing our space in our office and most of the time it is actually clean and organized.

The 2023 Firefighter of the year award was awarded to Fire Fighter Allen Mortensen for his constant dedication to the Montrose Fire Department year after year.

The 2023 top responders (made 60% or more of all calls for service) were; Michael Marketon, Kelly Stoll, Joseph Von Thoma, and David Paradeise.

The Montrose Firefighters Relief Association (MFRA) paid to refurbish our old bell which is placed outside our station.

The Montrose Firefighters Relief Association (MFRA) purchased our new side-by-side grass rig (Grass 13) and donated it to the Montrose Fire Department. A \$42,020.62 donation in equipment. This money is from fundraising efforts of the MFRA and had \$0 impact on our budget.





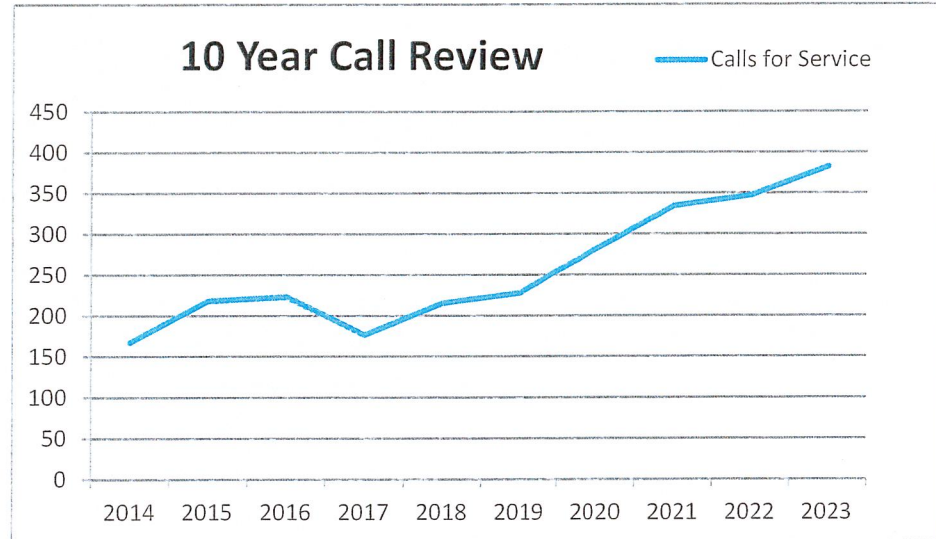
CALL ANALYSIS

[Call Analysis includes all calls for service both in and outside the city of Montrose]

2023 Total Calls for Service: 382

Year Comparison of
Calls:

2023: 382
2022: 347
2021: 334
2020: 281
2019: 228
2018: 215
2017: 176
2016: 233
2015: 218
2014: 167



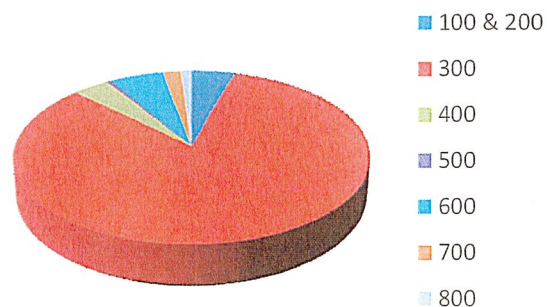
2023 TYPE OF CALL ANALYSIS

Type of Calls

- Series 100 – Fires (Includes buildings, vehicles, etc.)
- Series 200 – Overpressure Rupture, Explosion, Overheat (No Fire)
- Series 300 – Rescue (Includes EMS Calls, motor vehicle accidents, etc.)
- Series 400 – Hazardous Condition (Odor/Electrical/Chemical, etc.)
- Series 500 – Service Call (Animal in distress, odor, person in distress, etc.)
- Series 600 – Good Intent Call (Canceled en-route, controlled burning, etc.)
- Series 700 – False Alarm/False Call (False Alarm, scares, etc.)
- Series 800 – Severe Weather/Natural Disasters

SERIES	# OF ALARMS	% OF TOTAL
100 & 200	17	4.5%
300	316	82.7%
400	14	3.7%
500	2	0.5%
600	22	5.8%
700	7	1.8%
800	4	1.0%

of Alarms





2023 Average response time (Page to on scene)

7 minutes 20 seconds

This is our overall response time to all incidents (Fire, EMS, MVA, etc.)

2023 Property/Content Loss:

2023 - \$153,500

2022 - \$11,000

2021 - \$882,183

2020 - \$170,500

2019 - \$153,500

2023 Injuries

0 Injury to civilians

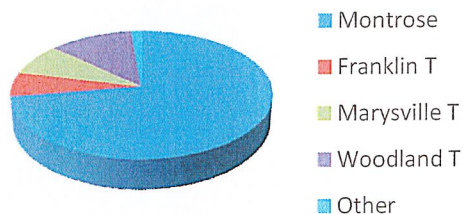
0 Injury to Firefighters

2023 Breakdown of District Responses

(Each area we serve is assigned a district (Montrose City, Franklin Township, etc.)

District	# of Alarms	% of total
City of Montrose	270	70.68%
Franklin Township	23	6.02%
Marysville Township	39	10.21%
Woodland Township	45	11.78%
Other (Mutual Aid)	5	1.31%
TOTAL:	382	

of Alarms per district



2023 Breakdown Time/Day of Week

Day of Week						
SUN	MON	TUE	WED	THUR	FRI	SAT
52	58	55	52	37	68	60

Time of Day					
12A-4A	4A-8A	8A-12P	12P-4P	4P-8P	8P-12A
37	36	66	70	96	77

2023 Average Turnout per incident

8.25 (382 Total Calls | 3151 Responses)

2022 = 9.67 (347 total calls | 3355 Responses)

2023 Call Hours – 2248.7 Hours (-397.8 from 2022)

2022 Call Hours – 2646.5 Man Hours

2023 Mutual Aid

Given 13 times

Buffalo FD – 1 Incident

Watertown FD – 3 Incidents

Waverly FD – 9 Incident

Received on 4 Incidents

Waverly FD – 4 Incident

Watertown FD – 1 Incident

Delano FD – 1 Incident

Interesting/Significant Calls for Service

- 07/04/2023 – Structure Fire (Garage) Charity Ln – Montrose – Loss = \$112,500
- 09/01/2023 – Vehicle/Garage Fire – Woodland Township – minimal loss
- 12/22/2023 – Motor Vehicle vs Pedestrian Accident – US Highway 12 – significant, but non-fatal injuries
- Throughout 2023 – 11 Motor Vehicle Accidents with injuries throughout our protection area
- Changed our response protocols for Sever weather emergencies – firefighters remain at their homes and monitor the storm unless called for a specific call for service during the weather event



2023 Firefighter of the year Allen Mortensen – Chief Kevin Triplett presenting the award



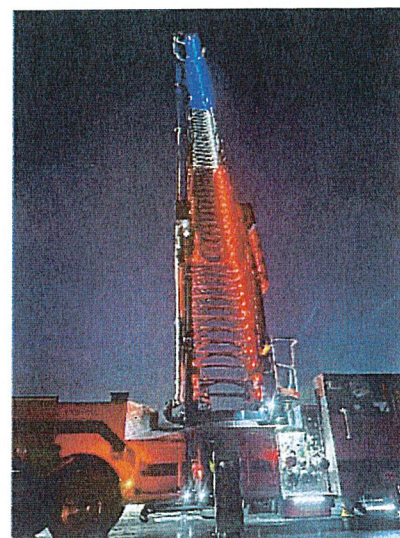
Willie Bauernschmitt being presented his retirement plaque by Chief Kevin Triplett after 51 years of service



After his retirement, Willie Bauernschmitt stopped by and we celebrated his retirement as a Fire Department

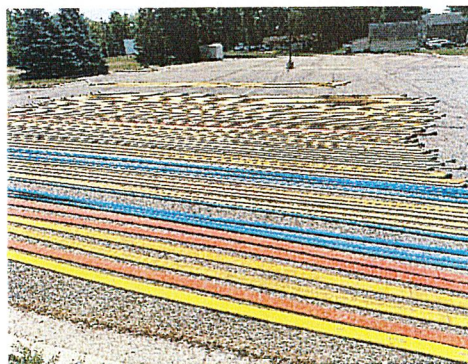


Assisting our partners is very important – Here Fire Chief Kevin Triplett, is spraying water on a fire in Watertown's service area that we assisted them with.



Training with our partners is important! In 2023, we had the opportunity to train with Delano Fire Department in the operation of their Aerial truck

Driving a fire truck is no joke! We train and practice our driving skills regularly so we can safely respond to emergencies.



Each year we test every hose we have – to the right you see why – we want to make sure our hoses are in operational condition at all times, sometimes they fail



Live fire training is vital to training a fire department. When we have the opportunity to burn an actual structure and practice our skills, it is priceless. The City acquired this structure a couple of years ago and in 2023 we burnt it down after training our interior fire attack skills



Compeer Financial grant award



New SCBA's purchased in 2023, into service Jan 2024

City of Montrose
 Economic Development Authority Meeting
 311 Buffalo Avenue South
 Montrose, MN 55363
 Tuesday, March 19, 2024
 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, March 19, 2024 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 Sonya Tourville
 EDA Member Gabby Stroad

Staff Present: Ms. Jessica Bonniwell, City Administrator
 Ms. Jackie Heinz, City Clerk/Treasurer
 Mr. Shannon Sweeney, Financial Advisor

Absent: Mayor/EDA Member Kirby Moynagh

3. APPROVAL OF AGENDA

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

4. APPROVAL OF MINUTES

A. January 16, 2024 Economic Development Authority Meeting Minutes

EDA Member Tourville motioned to approve the January 16, 2024 Economic Development Authority Meeting Minutes. EDA Member Stroad seconded the motion. Motion carried 3-0.

5. TREASURER'S REPORT

A. Economic Development Authority Fund = \$257,277.77

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

Ms. Bonniwell gave an update on the EDA funds as outlined above.

6. OLD BUSINESS

A. No Old Business

7. NEW BUSINESS

A. Business Subsidy Policy

Mr. Sweeney presented a sample business subsidy policy for the EDA to consider for recommendation to City Council. Mr. Sweeney stated that a business subsidy policy is necessary in order to assist businesses with any type of funding requests. Mr. Sweeney stated that specifically anything \$25,000 - \$150,000 is considered financial assistance, and anything over \$150,000 is considered a business subsidy and would require a policy and stated that having a policy is a best practice for a city. Mr. Sweeney went over different sections of the sample policy to give the EDA a good idea of what they would be looking at as far as terms and qualifying conditions for a subsidy policy. EDA Member Strood asked if there were other examples the EDA could look at and Mr. Sweeney stated that he would gather a couple of real examples used by neighboring cities and distribute to the EDA for review and consideration. Mr. Sweeney stated that the policy should cover items such as what is the public purpose, who would qualify and what the subsidy can be used for such as job creation, providing needed services in the city, waiving certain types of fees, installing infrastructure and the creation of a TIF district.

Mr. Sweeney stated that the City's authority to grant Business Subsidies is governed by the limitations established in Minnesota Statutes 116J.993 through 116J.995. Mr. Sweeney stated that business subsidies may include grants by state or local government agencies, contributions of personal property, real property, infrastructure, a loan provided at interest rates below those commercially available to the recipient of the subsidy, any reduction or deferral of any tax or any fee, tax increment and tax abatement, any guarantee of any payment under any loan, lease, or other obligation, or any preferential use of government facilities given to a business.

Mr. Sweeney discussed the possibility of adding a "But-For" provision which would call for analyzing projects in order to determine if the project would not be feasible "but for" the City assistance. Mr. Sweeney stated that this would be in an instance that the city and developer are aware that the project would not be able to move forward without financial assistance, but that the project would also provide the city with some other benefit such as job creation or tax base. EDA Member Paradise suggested adding language around the "But-For" provision which would detail items that may be excluded or limited in the policy and approval process. Mr. Sweeney stated that in order to get a business subsidy policy approved, it will have to go through a public hearing and be final approved by the City Council. Mr. Sweeney asked the EDA members to review the sample policy and other samples he will send over and reply to him with any comments or changes to a proposed policy so that EDA can look at a draft at the April 16, 2024 EDA Meeting to possibly be ready to go to City Council for a public hearing at the May 13, 2024 City Council Meeting. Mr. Sweeney stated that he would need any comments to be included in a draft policy to be submitted to him by April 5th for the April 16th EDA Meeting.

B. Business Subsidy Request from SJB Masonry

Mr. Sweeney stated that a Business Subsidy Request was received from SJB Masonry for their proposed new facility to be constructed along Energy Drive in Montrose. Mr. Sweeney stated that SJB Masonry is intending to spend approximately \$4.2 million to construct a new 27,840 square foot facility that will house the SJB Masonry business and provide additional space for company growth. Mr. Sweeney stated that approximately 12,000 square feet of the facility would

be initially leased out for other purposes to other business owners. Mr. Sweeney stated that the applicant has requested tax abatement assistance for a term of 18-years, which is the City's share of the local property tax for the parcel(s) where the facility will be located. Mr. Sweeney stated that by statute, a local unit of government can provide an economic development tax abatement for a duration of 15-years, which can be extended to 20-years if a similar request is turned down by other unit of government (School or County). Mr. Sweeney stated that he does not typically see abatements provided for this duration for new projects unless they involve redevelopment or significant levels of job creation.

Mr. Sweeney stated that more information was just submitted from SJB Masonry including an estimated market value from the County Assessor and an estimated amount of the SAC/WAC charges that would be incurred by the proposed project. Mr. Sweeney stated that the estimated SAC/WAC amounts are \$26,400 and the preliminary market value supplied by the County will be \$3,775,000 once the facility is complete.

EDA Member Paradeise stated that the proposed application from SJB Masonry would likely not get approval for the terms and amount Mr. Bunn is currently asking for. EDA Member Paradeise stated that he would like to discuss the request with the applicant at the next meeting in order to try to negotiate different terms, understand what the applicant is asking for in terms of reimbursement, and what benefits the business will bring to the city besides tax base.

C. Updates

8. NEXT MEETING

A. Tuesday, April 16, 2024, at 12:00 p.m. in the Montrose City Hall Conference Room

9. ADJOURNMENT

EDA Member Tourville motioned to adjourn the Economic Development Authority Meeting at 12:50 p.m. EDA Member Stroad seconded the motion. Motion carried 3-0.

ATTEST:

Council Member David Paradeise
President
City of Montrose Economic Development Authority

Jessica Bonniwell
City Administrator
City of Montrose

**City of Montrose
Park & Recreation Commission**

Minutes
February 27th, 2024

Pursuant to call and notice the Park & Recreation Commission held their regular monthly meeting on February 27th, 2024, at 6:00 p.m. at Montrose City Hall.

1. CALL TO ORDER

The meeting was called or order at 6:00pm by Commission Chairperson Swanson.

2. ROLL CALL

Present were Commission Members Josh Swanson, Eddie Kolasa and Kayla McCluskey and Valerie Parker. City Council Liaison Toby Nelson, second Liaison Michelle Otto and Deputy Treasurer Cristy Gerard were also in attendance.

3. APPROVAL OF MEETING AGENDA

Commissioner Kolasa made a motion to add Valerie's Oath of Office to the agenda. Commissioner McCluskey seconded the motion. Motion carried 3-0. Afterwards Commissioner McCluskey made a motion to approve the new agenda and seconded by commissioner Kolasa. Motion carries 4-0.

4. APPROVAL OF JANUARY MEETING MINUTES

Commissioner Kolasa made a motion to approve the February meeting minutes. Commissioner Parker seconded the motion. Motion carried 4-0.

5. TREASURY REPORT

Commissioner Kolasa made a motion to approve the treasury report and seconded by Commission member Swanson. Motion carried 4-0.

6. OLD BUSINESS

a. Update on Park & Trail Plan

Josh is in discussion with 2 different companies to provide quotes to prepare the updated Park & Trail plan. We will have quotes at the next meeting.

b. Volunteer Program Update:

Commission member Swanson created a volunteer program application. He will add the verbiage to include assisting Park and rec with game nights or activities. Commission member Swanson made the motion to approve the Volunteer Program plan. Commissioner McCluskey seconded the motion. Motion carries 4-0.

c. Twins Grant and Carver Field Update: We still have not heard back on the Twins Grant but expect to have by the April meeting. There is a meeting on March 11th at 10a with the three companies that are working on the field this summer. Dan will have an update for us at the April meeting.

7. NEW BUSINESS

a. Meeting Date & Time: There have been a lot of changes to the meeting date and time. The commission has agreed that Tuesdays at 5:30p work best for everyone.

- b. **BHMS:** Tony is the Montrose Elementary School Principal and joined the meeting to discuss the city or the Park and Recreation Commissions interest in donating time and or money to add some ADA equipment to their playground. We discussed the bond that the school recently received as well as shared some contact information for Landscape Structures. Commission member Swanson will bring it up to the City Council to see where their level of interest is. Deputy Treasurer Gerard will also check with LMC to see what rules there are around fundraising for other entities.
- c. **PARTNERING W/THE LIONS** The Park and Recreation Commission discussed reaching out to The Lions to see if there are things, we can partner with them on. Deputy Treasurer Gerard will reach out to one of their members to see if there is a meeting where she and Commission member Swanson could attend and introduce themselves.
- d. **BROCHURE UPDATE** Commission member Swanson made the recommendation to request that residents submit their favorite park photos for the new brochure. We will work to put something in the newsletter or Facebook to inform the resident.
- e. **ARCHERY PROGRAM/WRIGHT COUNTY** Carson with Wright County Parks and Recreation is interested in having one of their recreational programs at a park in Montrose this Spring and Summer. Deputy Treasurer Gerard will reach out to her and accept the offer as well as post the signup information on the City Facebook page.

SURVEY for P&R ACTIVITIES Commission member McCluskey will work on creating a summer survey similar to the holiday survey she created on Facebook.

8. NEXT MEETING

The next meeting will be held on April 2nd at 5:30p.

9. ADJOURN

Commissioner Swanson motioned to adjourn the meeting at 6:58 pm, Commissioner McCluskey seconded the motion. Motion carried 4-0.



Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: March 11, 2024

To: Montrose Council Members
311 Buffalo Ave S
Montrose, MN 55363

Waverly Council Members
502 Atlantic Ave
Waverly, MN 55390

From: Jennifer Selchow, P.E.

RE: Montrose-Waverly Wastewater Treatment Facility Improvements Project
Cities of Montrose and Waverly
Project No.: OM2.132371

Bolton & Menk, Inc. appreciates the opportunity to serve the City of Montrose and the City of Waverly for your wastewater improvements project. We will use this monthly memorandum to update the councils on the project progress.

In the month of February, the councils decided to put the design of the Montrose-Waverly Wastewater Treatment Facility on hold and pursue regionalization with the Annandale-Maple Lake-Howard Lake Wastewater Commission (AMHWC). This was approved by both Montrose and Waverly councils and the regionalization request was sent to the commission for consideration. Commission representatives provided information regarding estimated buy-in costs and the calculation methodology.

Regionalization requires that the Montrose-Waverly Facility Plan previously submitted be revised and re-submitted in March 2025. The facility plan content is dependent on limits, flows, and loadings for the expansions at the AMHWC. AMHWC will also need to submit a facility plan for the expansion in March 2025.

AMHWC will begin construction on a filter project this spring. To regionalize, Montrose and Waverly must construct a lift station and forcemain to Howard Lake, where the wastewater will be pumped to the commission facility. AMHWC expansion must be completed prior to Montrose and Waverly connecting. Below is an estimated schedule for the projects.

AMHWC Regionalization Schedule	
Regionalization Discussion	January 2024 – April 2024
Commission Facility Plan Authorization	April 2024
Montrose-Waverly Facility Plan Amendment Authorization	April 2024
Montrose-Waverly Public Hearing, AMHWC Public Hearing	February 2025
Submit Facility Plans and Funding Letters	March 2025
Design	March 2025 – March 2026
Submit Plans and Specs	March 2026
MPCA Plan Review	March 2026 – June 2026
Project Bid*	June 2026
Construction*	Fall 2026 - 2028

*Project Bid is pending funding availability



Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

VIA EMAIL

March 11, 2024

Mayor Connie Holmes
City of Waverly, Minnesota
502 Atlantic Ave.
Waverly, MN 55390

Mayor Kirby Moynagh
City of Montrose, Minnesota
311 Buffalo Ave. S.
Montrose, MN 55363

RE: Wastewater Treatment Facility Plan Amendment
Summary of Professional Engineering Services
Cities of Montrose and Waverly

Dear Mayors:

Montrose and Waverly have expressed interest in joining the Annandale-Maple Lake-Howard Lake Wastewater Commission (AMHWC) and treating wastewater at the commission's existing facility. It is necessary to investigate the forcemain options for Montrose and Waverly to the AMHWC WWTP through a facility plan. A facility plan for the treatment works is also necessary and has been proposed to AMHWC. The Montrose and Waverly conveyance facility plan and AMHWC treatment works facility plan will be complimentary to each other. The AMHWC facility plan will be an appendix to the Montrose and Waverly facility plan. The Montrose and Waverly facility will be an appendix to the AMHWC facility plan.

PROJECT DESCRIPTION

Montrose and Waverly have requested inclusion in the AMHWC. The existing facility operates at approximately 1.0 MGD during the wet season and is designed for 1.184 MGD. The current combined average daily flow for Montrose and Waverly is approximately 0.355 MGD. Recent population work has been done for all five communities and will be used to develop current and future design flows and loadings.

Forcemain routing and lift station operation needs to be reviewed to convey the wastewater to the treatment works. This facility plan is limited to the future conveyance system and abandonment of the existing Montrose Waverly facilities.

March 11, 2024

Page 2

SCOPE OF WORK

1.0 Meetings

- 1.1 *Kickoff Meeting:* A project kickoff meeting will be held with city staff and member communities. The purpose of the kickoff meeting is to introduce team members and identify, discuss, and gather information necessary for the preparation of the report. Bolton & Menk, Inc. will present to the city a summary of population work NAC has conducted in recent years. Input from each member will be considered as the next phase of the report is undertaken.
- 1.2 Bolton & Menk, Inc. will attend a meeting with the cities to review the completed report and discuss recommendations with staff.
- 1.3 Bolton & Menk, Inc. will attend a public hearing for presentation of the Facility Plan to residents as required by MPCA.

2.0 Report

- 2.1 Our team will prepare a Facility Plan to will comply with all MPCA requirements for Facility Plans including:
 - 2.1.1 *Planning Period and Design Criteria:* A design year of 2045 will be considered for the facility plan and work previously performed regarding community populations will be utilized to develop the combined flows.
 - 2.1.2 An evaluation of the existing system and any deficiencies, including the 3 main lift stations. The Montrose lift station at the existing WWTF and two from Waverly to Montrose.
 - 2.1.3 Submit a request to MPCA to reassign TMDL values from the Montrose Waverly facility to the regional treatment works.
 - 2.1.4 Investigate forcemain routing and lift station operation options.
 - 2.1.5 Determine scope of wetland delineation.
 - 2.1.6 Determine scope of cultural resources investigation.
 - 2.1.7 Provide estimated operational and construction costs.
 - 2.1.8 Provide discussion on financing alternatives.
 - 2.1.9 Provide environmental review worksheet to MPCA.
 - 2.1.10 Assist the city in submitting the report to MPCA for CWRf financing and any grant opportunities through the Minnesota Public Facilities Authority (Point Source Implementation Grant).

3.0 Fees

- 3.1 The estimated fees, to be billed hourly for the facility plan, permit application, environmental review, and MPCA coordination, are \$48,100 and include approximately 250 hours of anticipated time to complete the work.

March 11, 2024

Page 3

4.0 Exclusions

4.1 Archaeological and State Historical Preservation Office (SHPO) compliance work will be necessary in conjunction with the proposed project if State funding is pursued. Additional scope and fees will be proposed to the cities when a final project is recommended, and the limits of this work are known.

4.2 Field wetland delineation work.

5.0 Schedule

5.1 Our team would propose the following schedule for this work:


April 2024	Initiate facility plan
May 2024	Develop forcemain routes and pumping descriptions
Fall 2024	Develop draft report
Winter 2024	Review report
January / February 2025	Finalize report
February 2025	Public hearing
March 1, 2025	Submit facility plan and funding letters
July 2025	PSIG (grant application)

This schedule is laid out to match reasonable MPCA coordination and meet funding schedules.

Thank you again for using Bolton & Menk, Inc. for your engineering needs. Please feel free to contact us if you have any questions or if you require any additional information.

Sincerely,

Bolton & Menk, Inc.



Jennifer Selchow, P.E.

Principal Engineer

cc: Jared Voge, P.E., Bolton & Menk, Inc.
Shelia Krohse, P.E., Bolton & Menk, Inc.
File



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: April 3, 2024
To: Jessica Bonniwell
City Administrator
City of Montrose, Minnesota
From: *SJ* Spencer Johnson, P.E.
Project Manager
Subject: 200 Crystal Lane Drainage Improvement - Quotes
City of Montrose
Project No.: W13.120188

The City Council requested quotes be obtained for drainage improvements at 200 Crystal Lane. Staff requested quotes from three contractors. One quote was received for the improvements. The quote received was submitted by Stone's Edge Landscaping Inc., of Montrose, in the amount of \$10,670.00. We have reviewed the quote and have found it to be acceptable.

Part of the improvement requires that a streetlight be relocated. The streetlight is owned by Xcel Energy and cannot be relocated by a private contractor. Staff are working with Xcel Energy to relocate the light. There will likely be additional costs required for the relocation.

If Council desires to move forward with the improvements, we recommend Staff send a signed letter to Stone's Edge Landscaping awarding them the project.

If you have any questions, please call.

QUOTE SCHEDULE

200 CRYSTAL LANE DRAINAGE
CITY OF MONTROSE, MN
BMI PROJECT NO. W13.120188

ONLY ONE QUOTE SCHEDULE from each QUOTER shall be considered for the project. When more than one QUOTE SCHEDULE from an individual QUOTER is received only the last submittal meeting the quoting requirements shall be considered and all other copies shall be left unopened.

QUOTER agrees to perform all of the work described in the CONTRACT DOCUMENTS for the following unit prices:

NOTE: QUOTES shall include sales tax and all applicable taxes and fees.

QUOTER must fill in unit prices in numerals, make extension for each item, and total.

CY (LV) = Cubic Yards, Loose Volume

CY (CV) = Cubic Yards, Compacted Volume (Measured in Place)

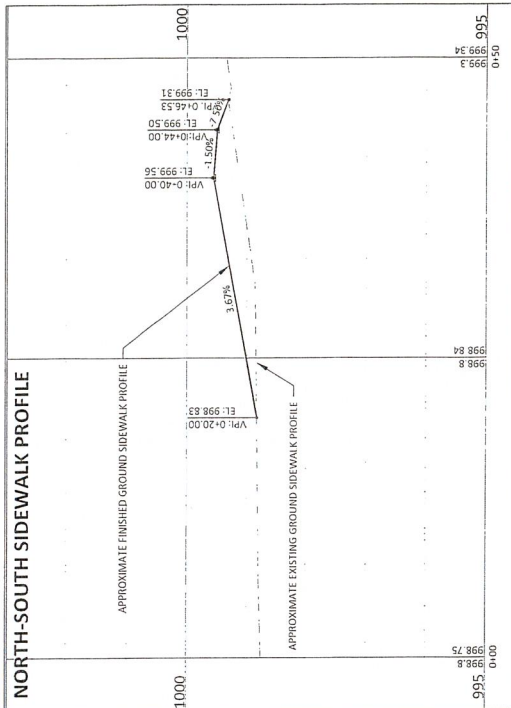
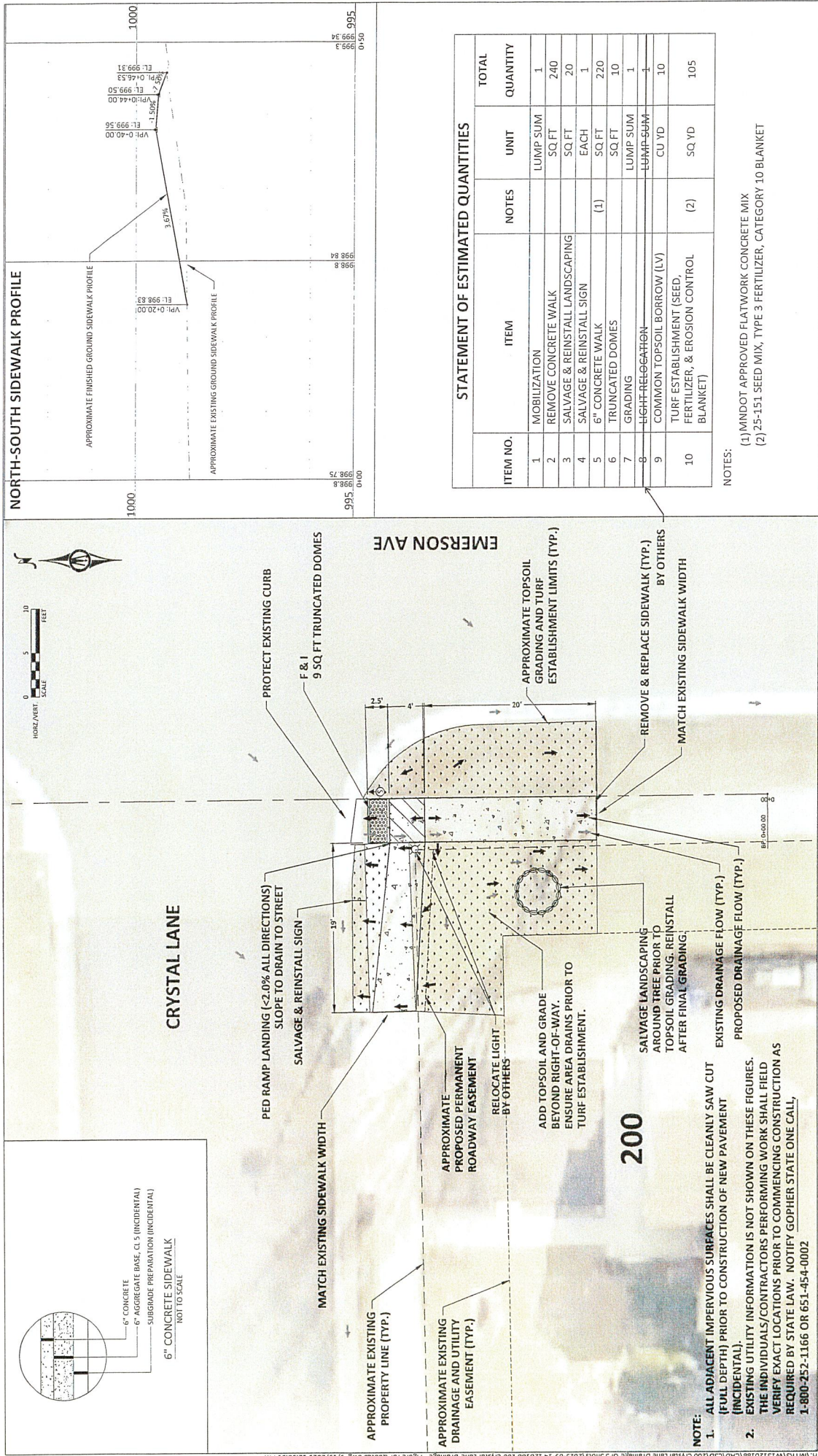
(P)=Planned Quantity Basis of Measurement

ITEM NO.	ITEM	NOTES	APPROX. QUANT.	UNIT	UNIT PRICE	AMOUNT
CONCRETE REPLACEMENT & GRADING IMPROVEMENTS						
1	MOBILIZATION		1	LUMP SUM	<u>\$750.00</u>	<u>\$750.00</u>
2	REMOVE CONCRETE WALK		240	SQ. FT	<u>\$3.50</u>	<u>\$840.00</u>
3	SALVAGE & REINSTALL LANDSCAPING		20	SQ. FT	<u>\$20.00</u>	<u>\$400.00</u>
4	SALVAGE & REINSTALL SIGN		1	EACH	<u>\$150.00</u>	<u>\$150.00</u>
5	6" CONCRETE WALK	(1)	220	SQ. FT	<u>\$22.00</u>	<u>\$4840.00</u>
6	TRUNCATED DOMES		10	SQ. FT	<u>\$150.00</u>	<u>\$1500.00</u>
7	GRADING		1	LUMP SUM	<u>\$600.00</u>	<u>\$600.00</u>
8	LIGHT RELOCATION		1	LUMP SUM	<u>BY OTHERS</u>	<u>BY OTHERS</u>
9	COMMON TOPSOIL BORROW (LV)		10	CU YD	<u>\$75.00</u>	<u>\$750.00</u>
10	TURF ESTABLISHMENT (SEED, FERTILIZER, & EROSION CONTROL BLANKET	(2)	105	SQ YD	<u>\$8.00</u>	<u>\$840.00</u>
TOTAL:						<u>\$ 10,670.00</u>

NOTES:

(1) MNDOT APPROVED FLATWORK CONCRETE MIX

(2) 25-151 SEED MIX, TYPE 3 FERTILIZER, CATEGORY 10 BLANKET



ITEM NO.	ITEM	NOTES	UNIT	QUANTITY	TOTAL
1	MOBILIZATION		LUMP SUM	1	
2	REMOVE CONCRETE WALK		SQ FT	240	
3	SALVAGE & REINSTALL LANDSCAPING		SQ FT	20	
4	SALVAGE & REINSTALL SIGN		EACH	1	
5	6" CONCRETE WALK	(1)	SQ FT	220	
6	TRUNCATED DOMES		SQ FT	10	
7	GRADING		LUMP SUM	1	
8	LIGHT-RELOCATION		LUMP SUM	1	
9	COMMON TOPSOIL BORROW (LV)		CU YD	10	
10	TURF ESTABLISHMENT (SEED, FERTILIZER, & EROSION CONTROL BLANKET)	(2)	SQ YD	105	

NOTES:

(1) MNDOT APPROVED FLATWORK CONCRETE MIX

(2) 25-151 SEED MIX, TYPE 3 FERTILIZER, CATEGORY 10 BLANKET



Dedicated to solving your cleaning
problems since 1976

3810 West Broadway
Robbinsdale, MN 55422
www.americanpressureinc.com
Phone: 763-521-4442
Fax: 763-521-4447
Prepared by: Eric Duske
Cell: 763-228-6585

QUOTE

DATE 2/7/2024

CUSTOMER

City of Montrose
Dan Remer
311 Buffalo Ave S
Montrose, MN 55363
763-575-7422
dremer@montrose-mn.com

No Charge Onsite
Demonstrations Available!

DESCRIPTION	AMOUNT
Alkota 5301AEUL NG 8 GPM @ 3000 PSI Belt Driven Tri-Plex Pump 10hp motor, 1 phase 208/230v, 50 amps Auto Shutdown timer standard Dimensions 69" L x 30.5" W x 65" H UL-1776 Safety Certified	1 11,395.00
Spring Retractable reel with 100ft hose	1 1,600.00
Includes stacking and power venter	
Price does not include tax	
Price does not include: Utilities to power unit by other, electrical to power unit water and gas to be plumbed to within 5 ft	
Subtotal	12,995.00

TERMS AND CONDITIONS

1. Payment will be due prior to delivery of service and goods unless customer has approved open account
 2. Please email back the signed price quote
- Customer Acceptance (sign below):

x _____
Print Name:

TOTAL \$ 12,995.00

Need Financing?
Calculate your
payments here!

Thank You For Your Business!

PRE-DEVELOPMENT AGREEMENT

This Pre-Development Agreement ("Agreement") is entered into as of [Date], by and between the Annandale Maple Lake Howard Lake Wastewater Commission (hereafter, "Commission"), and the City of Montrose, and the City of Waverly.

Background

The Commission is an established entity responsible for wastewater management in its respective jurisdiction. The Cities of Montrose and Waverly are interested in joining the Commission and have agreed to undertake due diligence to assess the feasibility and implications of such a decision.

This Agreement is intended to formalize the terms and conditions associated with the due diligence necessary for the Cities of Montrose and Waverly to determine whether joining the Commission is feasible. This Agreement is not intended to make the Cities of Montrose and Waverly members of the Commission, and the parties understand that a subsequent Final Joint Powers Agreement would be required to accomplish that objective.

Agreement

1. **Purpose:** The purpose of this Agreement is to stipulate the terms and conditions associated with the due diligence necessary for the Cities of Montrose and Waverly to join the Commission.
2. **Commission Board Agreement:** The Commission board has agreed in concept for the Cities of Montrose and Waverly to join the Commission as full voting members, subject to the completion of due diligence and the negotiation of a final Joint Powers Agreement.
3. **Due Diligence and Application of Costs:** The Cities of Montrose and Waverly shall be responsible for expenses anticipated for due diligence, including consultant expenses for engineering, financial advising, and legal services, and incidental expenses, as outlined in Attachment A. City staff time shall be exempt from these expenses.

The Cities of Montrose and Waverly shall each cover the cost of updating their own facility plans. Notwithstanding paragraph 3 above, the Commission shall cover the cost of updating its own facility plan, provided, however, that in the event the Cities of Montrose and Waverly do not join the Commission, the Cities of Montrose and Waverly shall be responsible for the costs outlined in paragraph 3 above that have been incurred by the Commission and shall reimburse the Commission for such costs within 30 days of transmission of an invoice by the Commission. In the event the Cities of Montrose and Waverly do join the Commission, the Commission shall credit the costs outlined in paragraph 3 above that have been incurred by the Cities of Montrose and Waverly towards the buy-in amount to be paid by the cities of Montrose and Waverly if the project proceeds.

4. **Expectations for Due Diligence:** All parties to this agreement, including each entity's staff and consultants, shall engage in timely and transparent communication and correspondence and be permitted and encouraged to exchange ideas, information, materials, plans and specifications, necessary for due diligence. Data deemed confidential in nature is excluded.

- 5. Expense Reporting and Updates:** The Cities of Montrose and Waverly shall monthly provide to the Commission electronic copies and verification of expenses paid to update their facility plan. The Commission, in turn, shall monthly provide Montrose and Waverly electronic copies and verification of expenses paid to update the Commission's facility plan.
- 6. Term and Termination:** This Agreement shall commence on the date first written above and shall continue until the later of: 1) the completion of the due diligence process, or 2) the adoption of a revised joint powers agreement between all member parties, or 3) December 31, 2029.

In the event that the Cities of Montrose and Waverly are unable to obtain a financing package necessary to join the Commission, this Agreement may be terminated by the Commission, the City of Montrose or the City of Waverly upon written notice to the other parties.

Upon termination, the parties shall have no further obligations under this Agreement, except to make payments due under this Agreement for work performed as authorized under this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first above written.

Annandale Maple Lake Howard Lake Wastewater Commission

By: _____

Chair

By: _____

Secretary

City of Montrose

By: _____

Mayor

By: _____

Clerk

City of Waverly

By: _____

Mayor

By: _____

Clerk

ATTACHMENT A



1960 Premier Drive
Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

VIA EMAIL

March 11, 2024

Kelly Hinnenkamp, Commission Administrator
AMHWC
PO Box K
Annandale, MN 55302-1113

RE: Wastewater Treatment Facility Plan
Summary of Professional Engineering Services
AMHWC

Dear Ms. Hinnenkamp:

Montrose and Waverly have expressed interest in joining the AMHWC and treating wastewater at the commission's existing facility. It is necessary to investigate the options and system needs through a Facility Plan to determine the needed infrastructure and permitting to approve this project. It is also recommended growth for the existing commission members is considered in conjunction with this request.

PROJECT DESCRIPTION

Montrose and Waverly have requested inclusion in the AMHWC. The existing facility operates at approximately 1.0 MGD during the wet season and is designed for 1.184 MGD. The combined flow for Montrose and Waverly is approximately 0.6 MGD. The combined flow from the five communities exceeds the design capacity of the existing facility.

A facility plan is necessary to determine the next best step for the Commission. The process includes the members of the commission developing growth projections, including industrial components. Recent population work has been done for all five communities and will be used to develop current and future design flows and loadings.

Design flows are submitted to the MPCA for consideration and development of preliminary effluent limits. The combination of existing facilities, proposed flows, and the required effluent quality will help plan the necessary improvements to allow all five communities to utilize the regional treatment works. The facility plan identifies options and implications such as capital cost, operational cost, and biosolids handling requirements.

Kelly Hinnenkamp
AMHWC
March 11, 2024
Page 2

SCOPE OF WORK

1.0 Meetings

- 1.1 *Kickoff Meeting:* A project kickoff meeting will be held with Commission staff and member communities. The purpose of the kickoff meeting is to introduce team members and identify, discuss, and gather information necessary for the preparation of the report. Bolton & Menk, Inc. will present to the Commission a summary of population work Bolton & Menk has conducted in recent years. Input from each member will be considered as the next phase of the report is undertaken.
- 1.2 Bolton & Menk, Inc. will attend a meeting with the Commission to review the completed report and discuss recommendations with staff.
- 1.3 Bolton & Menk, Inc. will attend a public hearing for presentation of the Facility Plan to residents as required by MPCA.

2.0 Report

- 2.1 Our team will prepare a Facility Plan to will comply with all MPCA requirements for Facility Plans including:
 - 2.1.1 *Planning Period and Design Criteria:* A design year of 2045 will be considered for the facility plan and work previously performed regarding community populations will be utilized to develop the combined flows.
 - 2.1.2 An evaluation of the existing system and any deficiencies, including the lift stations.
 - 2.1.3 Submit a request to MPCA for limits associated with the anticipated expanded discharge from the regional facility.
 - 2.1.4 Coordinate and draft NPDES permit modification with the proposed effluent flows to be discharged to the North Fork of the Crow River.
 - 2.1.5 Coordinate and draft an Antidegradation Report for the North Fork of the Crow River with the anticipated effluent flows.
 - 2.1.6 Provide estimated operational and construction costs.
 - 2.1.7 Provide discussion on financing alternatives.
 - 2.1.8 Provide environmental review worksheet to MPCA.
 - 2.1.9 Assist commission in submitting the report to MPCA for CWRP financing and any grant opportunities through the Minnesota Public Facilities Authority (Point Source Implementation Grant).

Kelly Hinnenkamp
 AMHWC
 March 11, 2024
 Page 3

3.0 Fees

- 3.1 The estimated fees, to be billed hourly for the facility plan, antidegradation report, permit application, environmental review, and MPCA coordination, are \$273,400 and include approximately 1,600 hours of anticipated time to complete the work.

4.0 Exclusions

- 4.1 Archaeological and State Historical Preservation Office (SHPO) compliance work will be necessary in conjunction with the proposed project if State funding is pursued. Additional scope and fees will be proposed to the commission when a final project is recommended, and the limits of this work are known.

5.0 Schedule

- 5.1 Our team would propose the following schedule for this work:

April 2024	Initiate Facility Plan
May 2024	Request Preliminary Effluent Limits from the MPCA
Fall 2024	Develop draft report
Winter 2024	Review report with Commission
January / February 2025	Finalize report
February 2025	Public hearing
March 1, 2025	Submit Facility Plan and funding letters
July 2025	PSIG (grant application)

This schedule is laid out to match reasonable MPCA coordination and meet funding schedules.

Thank you again for using Bolton & Menk, Inc. for your engineering needs. Please feel free to contact us if you have any questions or if you require any additional information.

Sincerely,
Bolton & Menk, Inc.



Paul Saffert, P.E.
 Principal Engineer

cc: Jared Voge, P.E., Bolton & Menk, Inc.
 File

**CITY OF MONTROSE
WRIGHT COUNTY, MINNESOTA
CITY RESOLUTION NO. 2024-08**

**RESOLUTION REQUESTING CONTINUED FUNDING FOR THE
WRIGHT COUNTY ECONOMIC DEVELOPMENT PARTNERSHIP**

WHEREAS, the Wright County Economic Development Partnership (the “Partnership”) is a non-profit agency with over 30 years of service to Wright County, its communities, and its businesses; and,

WHEREAS, the Partnership brings together resources and contributions from many sectors of the County – businesses, communities, non-profits, utility providers, Chambers of Commerce, school districts, townships, cities, and County government itself – around the purpose of creating employment opportunities and enhancing overall economic vitality; and,

WHEREAS, the Partnership fulfills its mission by providing technical and financial assistance to businesses in Wright County and those looking to locate to Wright County. The Partnership also provides economic development assistance to the cities and townships; and,

WHEREAS, a significant value provided by the Partnership is the powerful, partnership-orientated approach of all its activities. The collaborative nature of networking opportunities, information sharing, and problem solving provide direct and indirect impacts on the vitality of our County; and,

WHEREAS, investing in the Partnership provides the opportunity to expand employment opportunities and increase the tax base, which has economic benefits for the entire County; and,

WHEREAS, a failure by Wright County to continue its funding for the Partnership would have significant consequences on the ability of the organization to continue meeting its purpose and providing its services in Wright County.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MONTROSE that the City of Montrose requests that the Wright County Board of Directors approve the 2024 funding request from the Wright County Economic Development Partnership in order to support its ongoing collaborative efforts to assist businesses, cities, townships, and the County in creating employment opportunities and enhancing overall economic vitality.

Adopted by the City Council of the City of Montrose this 8th day of April, 2024.

[Signature page to follow]

CITY OF MONTROSE

Approved:

Kirby Moynagh, Mayor

ATTEST:

Jackie Heinz, City Clerk

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

**RESOLUTION NO. 2024 - 09
RESOLUTION IN OPPOSITION TO STATE FLAG REDESIGN**

WHEREAS, the 2023 Legislature created a State Emblems Redesign Commission in the Laws of Minnesota, Chapter 62, Article 2, Section 118 whose purpose was to redesign the official state flag and state seal, and

WHEREAS, the Redesign Commission was charged with bringing recommendations on the redesign to the Legislature by no later than January 1, 2024, and

WHEREAS, the official state flag is not only a symbol of our state, but also of our history and currently the official state flag contains historical information on our farming background, Native American heritage, and the co-existence that is part of the rich history of our state, and

WHEREAS, the public reaction to the proposed design has been overwhelmingly negative, and

WHEREAS, making this change does not advance the public interest of fiscal responsibility. There will be a substantial public cost associated with changing every deputy badge, flags in courtrooms, county board rooms, and city halls across the state, that will be passed on to the local entities to pay for, and

WHEREAS, the City of Montrose, MN, does not accept the new designed flag of the State of Minnesota.

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

Adopted by the council this 8th day of April, 2024

ATTEST:

Kirby Moynagh, Mayor

Jackie Heinz, City Clerk

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

ORDINANCE 2024-02

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

THE CITY COUNCIL OF THE CITY OF MONTROSE ORDAINS the following development and administrative related fees are hereby established in the City of Montrose, as indicated on the attached Exhibit A, effective April 8, 2024.

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

IT IS FURTHER ORDAINED THAT this Ordinance supersedes, in all aspects, Ordinance 2024-01.

PASSED, ADOPTED AND APPROVED by the Montrose City Council, Wright County, Minnesota this 8th day of April, 2024.

BY:

Robert W. Moynagh, III
Mayor

ATTEST:

Jaclyn Heinz
City Clerk/Treasurer

Exhibit A

CITY OF MONTROSE

2024 FEE SCHEDULE

Administrative

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

Administrative Permits

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

Utility

Sewer Access Charge	\$5,800.00
Water Access Charge	\$3,000.00
Water Disconnect/Reconnect Charge	\$50.00
24-Hour Disconnection Hang Tag	\$25.00
Snow Bird Water Shut Off Request	\$25.00
Meter Testing Fee	\$62.00
Meter Repair Fine - if not fixed	\$50.00
in 30 days, plus \$1.00 per day	
Water Meter Purchase	\$410.00
Water Rate Base	\$12.00
*Tier 1: 0-5999 gallons (per 1000 gals)	\$6.25
*Tier 2: 6000-11999 gallons (per 1000 gals)	\$6.88
*Tier 3: over 11999 gallons (per 1000 gals)	\$7.57
*Outside City Limits (per 1000 gals)	\$10.00
Bulk Water Users (0-2000 gals)	\$22.00
*Over 2000 gallons (per 1000 gals)	\$10.00
Sewer Rate Base	\$4.50
*Per 1000 gallon Rate	\$5.30
WWTP Rate Base	\$6.05
*Per 1000 gallon Rate	\$5.05
Non-Metered Sewer Service	
*Based on 12,000 gals at Rate Plus Base	
Storm Water Fee	\$7.75
Late Payment Fee (utilities - % of balance)	5%
Meter back plate replacement	\$10.00
Meter Inspection Fee	\$25.00
<u>Fire Department</u>	
Emergency Calls	\$300.00
Accident Reports	\$50.00
Major Incident Fee - 1st 6 Hours (per vehicle)	\$300.00
*Over 6 Hours (per hour fee)	
*Per Firefighter on scene or standby	\$7.00
Fire Inspections Fees - under 2,000 sq ft	\$100.00
*2,000 - 5,000 square feet	\$200.00
*over 5,000 square feet	\$300.00
<u>Community Center (No Charge for Nonprofit Use)</u>	
Friday & Saturday Rental	\$400.00
Friday OR Saturday Rental	\$300.00
Sunday - Thursday Rental (up to 5 hours)	\$125.00
*Each additional hour over 5	\$25.00
Damage Deposit (Cash or Money Order)	\$300.00
Funerals	\$50.00

Exhibit A

Trunk Area Charge

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

Ord Amendmt (exc. Zoning)

\$500.00

Fence Permit

\$75.00

Sump Pump Permit

\$50.00

Administrative Fines (Per Day)

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

Development Fees

Annexation	100% costs
*Unimproved Land (per acre)	\$250.00
*Improved land (whichever is greater)	
**\$300 or 5 x taxes collected by the Township on the property in the year of annexation	
Administrative Fees (% of construction c	1%
Legal Fees (% of construction costs)	1%
AUAR Fee (per acre)	\$500.00
<u>Building Permit City Fees</u>	
Landscape Escrow	\$1,500.00
Erosion Control Fee	\$125.00
Assessor Fee	\$50.00

Liquor & Cannabinoid Licenses

On-Sale	\$4,000.00
Off-Sale	\$200.00
Sunday	\$200.00
Club	\$100.00
Special 3-Day On-Sale	\$25.00
Wine/Strong Beer	\$700.00
3.2 Liquor/Beer - On-Sale	\$100.00
*Off-Sale or Temporary	\$5.00
Set-Up License	\$300.00
Violations - 1st violation over a 3-year period	\$200.00
*2nd violation over a 3-year period	\$500.00
(Proof of Training for liquor sales required)	
*3rd violation over a 3-year period	\$1,000.00
(Loss of license for 1 monthl proof of training in liquor sales required)	
*4th violation over a 3-yr period	LICENSE REVOCATION
Edible Cannabinoid Products License	\$50.00

Planning & Zoning

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

Type I Applications

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

Type II Applications

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

Exhibit A

Engineer Review Fee

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

Parking Pad Permit (RV/Vehicle)

Engineer Review of Permit	\$50.00
---------------------------	---------

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

RESOLUTION NO. 2024-10

A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 2024-02: AN ORDINANCE SETTING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES

WHEREAS, The City Council of the City of Montrose has determined the publication of the title and a summary of “Ordinance 2024-02 AN ORDINANCE SETTING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES”, finding a summary publication would clearly inform the public of the intent and effect of the Ordinance; and

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

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

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Montrose, Minnesota that the title and summary of “Ordinance 2024-02 AN ORDINANCE SETTING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES” be published with notice that a printed copy of Ordinance 2024-02 is available in its entirety for inspection by any person during regular office hours at the City Offices.

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

"On April 8, 2024 the Montrose City Council approved the reading of Ordinance 2024-02 “AN ORDINANCE SETTING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES”.

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

Ordinance 2024-02 shall be in full force and effect from and after the date of its passage (April 8, 2024) and this summary publication according to law.”

The motion for the adoption of the foregoing Resolution was duly made by:

And the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted this 8th day of April, 2024.

Robert W. Moynagh, III
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose