



CITY COUNCIL AGENDA REGULAR MEETING

**Monday, January 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. Pastor Cathy Jones – House of Grace

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA

6. APPROVAL OF CONSENT AGENDA

A. Minutes

1. December 11, 2023 City Council Workshop Minutes – prepared by J. Bonniwell
2. December 11, 2023 City Council Meeting Minutes – prepared by J. Bonniwell

B. Accounts Payable

1. Accounts Payable Summary – Prepared by J. Bonniwell
2. December 19, 2023 Accounts Payable Report – Prepared by J. Heinz
3. December 29, 2023 EDA Accounts Payable Report - Prepared by J. Heinz
4. January 8, 2024 Accounts Payable Report – Prepared by J. Heinz

C. Monthly Utility Adjustments for December, 2023

D. Public Works Department – Wage Increase Memo

E. Performance Reviews – City Administrator, Public Works Director, City Clerk/Treasurer and Deputy Clerk

1. Upon a satisfactory Performance Review for City Administrator, Ms. Jessica Bonniwell, approve a salary increase of five percent (5%) in accordance with the City Administrator Employment Contract.
2. Upon a satisfactory Performance Review for Public Works Director, Mr. Daniel Remer, approve a salary increase of two percent (2%) plus the Cost-of-Living Adjustment (COLA) of two-point-five percent (2.5%) in accordance with the American Federation of State, County and Municipal Employees (AFSCME) Council 65, Union Contract.
3. Upon a satisfactory Performance Review for City Clerk/Treasurer, Ms. Jaclyn Heinz, approve a salary increase of two percent (2%) plus the Cost-of-Living Adjustment (COLA) of two-point-five percent (2.5%) in accordance with the American Federation of State, County and Municipal Employees (AFSCME) Council 65, Union Contract.
4. Upon a satisfactory Performance Review for Deputy Clerk, Ms. Cristy Gerard, approve a salary increase of three and one-half percent for merit (3.5%), plus the six percent (6%) COLA wage increase in accordance with the International Union of Operating Engineers, Local No. 49 Union Contract.

F. Donate City-owned Plastic Easter Eggs to Celebrate Montrose

G. ABDO Engagement Letter for Audit Services for Fiscal Year 2023 Business

7. WRIGHT COUNTY SHERIFF'S OFFICE

A. December, 2023 Monthly Report and Hours Report

8. CAPITAL IMPROVEMENT PLAN

A. ABDO Capital Improvement Plan/Long-Term Plan

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

A. City Council

1. Monthly Activity Report

B. Montrose Fire Department

1. December, 2023 Activity Report
2. Acknowledge 2023 Officers and New 2024 Officers
3. Approve New Fire Fighter Application
4. Accept Hiring of Joseph Florek and Katherine Mika to the Montrose Fire Department Effective 12/5/2023

C. Personnel Committee

1. Updated Job Descriptions for Approval: Administrative Assistant, Deputy Clerk, Deputy Treasurer

2. Approval for Cristy Gerard to move to Deputy Treasurer position

D. Economic Development Authority

1. December 19, 2023 Economic Development Authority Meeting Minutes
2. David Drown Associates Municipal Advisor Engagement Letter for Approval
3. First Amendment to Preserve Purchase Agreement - Extension Request
4. Resolution 2024-01 – *A Resolution Calling for a Public Hearing on 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*

E. Parks and Recreation

1. December 5, 2023 Park and Recreation Meeting Minutes

F. City Engineer

1. DNR Local Trail Connections Program Funding
 1. Resolution 2024-02 – *A Resolution Supporting the Pursuit of DNR Local Trail Connections Program Funding for the Clementa Avenue Trail*
2. WWTP Commission Update and Discussion
3. Updates

G. Public Works

1. Lead and Copper Survey
2. Twins Grant – Approval to Apply
3. Updates and/or Questions

10. OLD BUSINESS

A. No Old Business

11. NEW BUSINESS

A. Fee Schedule 2024

1. Ordinance 2024-01 – *An Ordinance Setting Various Development and Administrative Fees*
2. Resolution 2024-03 – *A Resolution Authorizing Summary Publication of Ordinance 2024-01: An Ordinance Setting Various Development and Administrative Fees*

B. Mayoral Appointments 2024

1. Resolution 2024-04 – *A Resolution Amending the Mayoral Appointments for the Year 2024*

C. Banyon Proposal for Direct ACH Payments to Vendors

D. Proclamation – Montrose School Choice Week

12. OPEN FORUM

13. UPCOMING MEETINGS

- A. Park and Recreation Meeting – RESCHEDULED to Tuesday, January 9, 2024 at 5:30 p.m. in the Montrose City Hall Conference Room

- B. Planning and Zoning Meeting – Wednesday, January 10, 2024 at 7:00 p.m. at the Montrose Community Center
- C. Economic Development Authority Meeting – Tuesday, January 16, 2024 at 12:00 p.m. in the Montrose City Hall Conference Room
- D. City Council Workshop – Monday, January 29, 2024 at 4:00 p.m. in the Montrose City Hall Conference Room
- E. Regular City Council Meeting – Monday, February 12, 2024 at 7:00 p.m. at the Montrose Community Center

14. **ACKNOWLEDGEMENTS / RECOGNITION / ANNOUNCEMENTS**

15. **ADJOURNMENT**

City of Montrose
 City Council Workshop
 Montrose Community Center
 200 Center Avenue South
 Monday, December 11, 2023
 6:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met for a City Council Workshop on Monday, December 11, 2023 at 6:00 p.m.

Mayor Moynagh called the Workshop to order at 6:00 p.m.

2. PRESENT AT THE MEETING

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

Staff Present: Jessica Bonniwell – City Administrator
 Dan Remer – Public Works Director
 Jaclyn Heinz – City Clerk/Treasurer

3. BUSINESS

a. 2024 Final Budget and Levy Discussion

Ms. Bonniwell summarized the 2024 proposed final budget and levy stating that the levy being considered is \$1,842,431.00 which is a 4.5% increase or \$79,574.00 over 2023. Ms. Bonniwell stated that the estimated tax capacity for 2024 is \$4,175,964.00 compared to \$3,681,203.00 for 2023, or approximately a 13.44% increase. With the estimated increase in tax capacity, the tax rate will decrease by approximately 3.77%, equating to a 44.12% tax rate for the city for 2024. Council Member Otto asked if the increase in administration costs includes the new administrative assistant. Ms. Bonniwell stated that the increase in administration is to hire a new administrative employee, the Wright County Sheriff's 2024 contract costs are increasing by \$67,662.00 per year, and there will also be debt coming due in 2024 for the 2021 street reconstruction project. Ms. Bonniwell asked if the council had any questions or comments regarding the 2024 proposed final budget and levy. Ms. Bonniwell stated that the CIP that is pending approval is also increasing in order to plan future projects.

4. ADJOURNMENT

Mayor Moynagh adjourned the City Council Workshop at 6:07 p.m.

ATTEST:

Robert Moynagh III
 Mayor
 City of Montrose

Jessica Bonniwell
 City Administrator
 City of Montrose

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

1. CALL TO ORDER

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, December 11, 2023 at 7:00 p.m.

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

2. ROLL CALL

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

Staff Present: Ms. Jessica Bonniwell, City Administrator
 Mr. Dan Remer, Public Works Director
 Ms. Jackie Heinz, City Clerk/Treasurer
 Ms. Cristy Gerard, Deputy Clerk
 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 Paradeise motioned to approve the agenda with the addition of items 10.F.3. Resignation of Mr. Ryan Ross, Effective December 11, 2023 and 10.F.4. Approval to Hire for Maintenance Worker I for the December 11, 2023 City Council Meeting. Council Member Solarz seconded the motion. Motion carried 5-0.

6. APPROVAL OF THE CONSENT AGENDA

A. Minutes

1. Accepted the minutes of the November 13, 2023 Regular City Council Meeting
2. Accepted the minutes of the November 30, 2023 Special City Council Meeting
3. Accepted the minutes of the December 4, 2023 Special City Council Meeting

B. Accounts Payable

1. Approved the November Accounts Payable Summary
2. Approved the November 20, 2023 Accounts Payable Report
3. Approved the November 21, 2023 Accounts Payable Report
4. Approved the December 11, 2023 Accounts Payable Report

C. Approved Monthly Utility Adjustments for November, 2023

D. Approved Resolution 2023-39 – *A Resolution Designating the 2024 Election Polling Location for the City of Montrose*

E. Approved Staff to Begin Hiring Process and Advertise for Administrative Assistant as of January 1, 2024

Council Member Paradeise motioned to approve the December 11, 2023 Consent Agenda as presented. Council Member Solarz seconded the motion. Motion carried 5-0.

7. TRUTH-IN-TAXATION PUBLIC HEARING

A. Resolution 2023-40 – *A Resolution Authorizing the Year 2024 Final Property Tax Levy and Budget*

Mayor Moynagh motioned to close the City Council Meeting and open the Truth-in-Taxation Public Hearing at 7:05 p.m. Council Member Nelson seconded the motion. Motion carried 5-0.

Ms. Heinz stated that the 2024 levy for the City of Montrose that is being considered is \$1,842,431.00. Ms. Heinz stated that this is a 4.5% increase or \$79,574.00 over 2023. Ms. Heinz stated that the estimated tax capacity for 2024 is \$4,175,964.00 compared to \$3,681,203.00 for 2023, or approximately a 13.44% increase. With the estimated increase in the tax capacity, the tax rate will decrease by approximately 3.77% for a total tax rate of 44.12%. Mayor Moynagh asked three times if Council or anyone from the public had any questions or comments for the proposed 2024 tax levy for the city. No questions or comments from Council or members of the public were received.

Mayor Moynagh motioned to close the Public Hearing and re-open the City Council Meeting at 7:08 p.m. Council Member Solarz seconded the motion. Motion carried 5-0.

Council Member Otto motioned to approve Resolution 2023-40 – *A Resolution Authorizing the Year 2024 Final Property Tax Levy and Budget*. Mayor Moynagh seconded the motion. Motion carried 5-0.

8. WRIGHT COUNTY SHERIFF'S OFFICE

A. November, 2023 Monthly Report presented in packet.

The Wright County Deputy informed Council that the un-housed person has moved on to another area and hopefully no further issues with that will arise. The Deputy stated that there is nothing else of note, but that the department is busy with calls.

9. REQUEST FOR COUNCIL ACTION

A. Mr. Justin Emery – 601 Nelson Boulevard: J.K. Emery Properties, Inc.

Mr. Emery was not present at the meeting.

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. November, 2023 Activity Report

Fire Chief Triplett asked if there were any questions regarding his monthly activity report.

- 2. Accept Resignation of Evan Kako from the Montrose Fire Department, Effective 11/17/2023 – Evan Served with the Montrose Fire Department for 6 months, 1 week, and 2 days**

Mayor Moynagh motioned to accept the resignation of Mr. Evan Kako from the Montrose Fire Department, Effective 11/17/2023. Council Member Paradeise seconded the motion. Motion carried 5-0.

Fire Chief Triplett asked the City Council to approve an open burn for the compost site once there are a few inches of snow on the ground and Christmas trees have been collected.

Council Member Otto motioned to approve burning of the brush pile at the compost site. Council Member Solarz seconded the motion. Motion carried 5-0.

C. Personnel Committee

- 1. International Union of Operating Engineers, Local No. 49 Agreement – January 1, 2024 – December 31, 2026**

Ms. Bonniwell stated that the newly proposed Local No. 49 Contract was negotiated by Mayor Moynagh, Council Member Solarz and the Union. Council Member Otto asked for details of what is changing with the contract. Moynagh outlined the changes as follows: remove AFL-CIO language from contract; add Deputy Clerk and Deputy Treasurer positions from MOU; On-call pay increased to \$45 per day and \$75 for holidays; adjust vacation schedule to give 80 hours for service up to 3 years, 120 hours for service from 4-8 years, 160 hours for service from 9-13 years, and 200 hours for anything over 14 years; add language regarding Employee Safe and Sick Leave new state law; insurance contribution from employee of 5%; incorporate Juneteenth as holiday and add additional floating holiday; increase clothing and boot allowance to \$250 respectively; changes to the wage scales for positions in the union, and an increase wages by 6% COLA and up to 3.5% merit annually. Council Member Otto asked how the negotiating team came up with a 6% COLA when the Social Security increase for COLA is only around 3.2%. Mayor Moynagh commented that the Social Security COLA is set by the Federal Government and isn't comparable. Council Member Otto asked about the additional floating holiday and was that a day when the whole staff takes off together, or can they each pick a day at random. Mayor Moynagh stated they could use the additional floating holiday like the other one and individually pick a day to take off for the holiday day. Council Member Otto stated that she thinks there should have been more preparation made for the negotiations so that council members besides the Mayor and

Council Member Solarz could have had some input on the negotiations. Council Member Otto stated that this contract was brought to Council a week ago and had already been initially approved by the negotiating committee as well as the union members, so it is too late to go back and renegotiate any of the parts that council members may not agree with. Council Member Otto stated that with a potential 9.5% pay increase each year, and the other AFSCME Union to consider, council should have had more say in the increase and other terms in the contract. Council Member Otto stated that the goal for the two unions and non-union person is to keep things even and fair across the board and the current AFSCME wage increase is 4.5% and the City Administrator wage increase is 5% and the higher proposed wage increase for the Local No. 49 contract is not fair to the rest of staff and should be a bit more equal. Council Member Nelson stated that the market has changed drastically since the last time both contracts were negotiated. Mayor Moynagh stated that AFSCME will have the opportunity to negotiate their contract in 2024. Council Member Paradise stated that he agreed with Council Member Otto in that there should have been meetings with council before the negotiations so that council could go through the contract and state what their goals for negotiation would have been before the contract was tentatively agreed to.

Mayor Moynagh motioned to approve the International Union of Operating Engineers, Local No. 49 Agreement, effective January 1, 2024 to December 31, 2026. Council Member Solarz seconded the motion. Motion carried 4-1 with Council Member Otto voting against the motion.

D. Parks and Recreation

1. October 3, 2023 Park and Recreation Meeting Minutes
2. November 9, 2023 Park and Recreation Meeting Minutes

Mr. Swanson summarized the events from the prior Park and Recreation meetings.

3. Halloween Decorating Contest Awards

Mr. Swanson handed out the awards for the annual Halloween Decorating Contest to the following homes in Montrose: First Place – 311 Center Avenue South, Second Place – 723 7th Street North, and Third Place – 823 Emerson Avenue.

4. Parks and Recreation Bylaws – Proposed Changes

Mr. Swanson discussed the proposed language changes for the Park and Recreation Bylaws as follows: remove language regarding hosting events and add recreational programming; and to restrict comments to those designated commission members, the first appointed City Council Liaison and city staff members – anyone else attending meetings will be considered residents and will be recognized by the commission before being given the opportunity to speak.

Council Member Otto motioned to approve the proposed changes to the Park and Recreation Bylaws. Council Member Nelson seconded the motion. Motion carried 5-0.

5. Community Garden Rules Update for Review

Mr. Swanson stated that the commission has been looking at changing some of the Community Garden rules as follows: allowing weed barriers such as plastic and cardboard, as long as the material is secured; and allowing alternative mulches such as straw, wood chips and corn litter. Discussion was held regarding these topics and Council Member Otto stated that she disagreed

that cardboard should be allowed since people allow it to decompose and blow around. Mr. Swanson stated that cardboard would only be allowed if it was in good condition and staked down. Council Member Paradeise asked who would be responsible for removing the plastic and/or cardboard from a plot if the person abandons their garden. Mr. Swanson stated that it would fall to Public Works to clean up any abandoned plots and the city would keep their deposit. Further discussion was had about how the people that rent the gardens do not clean out their plots or keep them compliant with the rules throughout the season. Council Member Paradeise stated that maybe we shouldn't have the gardens available if people cannot be responsible for cleaning out their plots and respecting the area and other gardeners.

Mayor Moynagh motioned to approve the Community Garden Rules. Council Member Solarz seconded the motion.

Mayor Moynagh asked Council Member Otto if she disagreed that there should be no weed barriers. Council Member Otto stated that she has a problem with the cardboard that is not staked down blows around the park and makes the park look terrible. Mayor Moynagh asked Mr. Swanson if it is good or bad to leave plastic or other barriers at the gardens throughout the years. Mr. Swanson stated that if the plastic or fabric is staked down it should be okay to leave there in order to continue to deter weeds and be less maintenance for those using the plot. Council Member Nelson stated that it would actually be more detrimental to the material whether plastic or fabric to require it to be removed each year. Mayor Moynagh stated that he would like to see the allowance to use cardboard removed since it will break down with moisture unlike the plastic or fabric weed barriers. Council Member Solarz stated that he would like to see something added as far as securing the weed barriers with stakes or other means, but not rocks, to ensure they don't blow around or become detached from the garden.

Mayor Moynagh amended his motion to approve the Community Garden Rules with the change that cardboard will need to be removed annually and any plastic must be staked down. Council Member Solarz seconded the motion. Motion carried 3-2 with Council Members Paradeise and Otto voting against the motion.

E. City Engineer

1. 2021 Downtown Improvement Project Phase II – Final Pay Application No. 9 and Change Order No. 2

Mr. Johnson stated that the 2021 Downtown Improvement project is considered complete for Phase II and they have submitted a final pay application to close out the project and release any retention amounts. Mr. Johnson stated that the final pay application request is for \$220,674.37 and will effectively close out the project. Council asked if there were any unresolved issues with residents or other items they should consider before approving this final pay application. Mr. Johnson stated that most of the issues have been substantially resolved and that the contractor will be coming back to fix a section of sidewalk that is a tripping hazard from shifting movement, but that is scheduled for spring of 2024 and is guaranteed to be completed.

Mayor Moynagh motioned to approve the Final Pay Application for Northdale Construction in the amount of \$220,674.37. Council Member Solarz seconded the motion. Motion carried 5-0.

2. Highway 12 Lighting Improvement Options

Mr. Johnson stated that the design process is currently underway for the Highway 12 Improvement Project and a decision needs to be made regarding the 25 light poles along Highway 12. MnDOT will contribute 25% of the cost of standard lighting, and any amount beyond standard lighting would be the responsibility of the city. Mr. Johnson stated that the MnDOT standard lighting would replace the existing lights with new poles and have LED lights installed at a cost of \$6,250.00 per light/pole. Mr. Johnson stated that if the council wanted to change to decorative lighting or have receptacles and other pole accessories, the cost per light would increase to \$7,500.00 - \$11,000.00, depending on which style and accessories were chosen. Mr. Johnson stated the entire cost of the project for MnDOT Standard Lighting would be \$281,250.00 without receptacles and accessories and \$381,250.00 with receptacles and accessories. Mr. Johnson stated that the cost of the project for decorative lighting would be between \$312,500.00 - \$400,000.00 for poles with no accessories or receptacles, and between \$412,500.00 - \$500,000.00 for poles with accessories and receptacles. Discussion was held amongst council on whether or not spending an extra \$100,000.00 for receptacles would be a good use of city money. Council Member Otto stated that she would like to see the lights have the receptacles and accessories to hold flags, lights and banners. Council Member Nelson asked about the extra cost to add receptacles to the poles in order to display Christmas/Holiday lights and have accessories and questioned whether this addition was worth an extra \$100,000 added to the project cost. Mr. Remer stated that the electrical cabinets that are along Hwy 12 will also need to be replaced as part of this project which will add to the cost and this project will include all new wiring for the lights. Mr. Remer stated that anytime you have to bore for wires the cost is very high. Mayor Moynagh asked if council would like to see decorative poles or standard poles and there was a consensus on using the standard poles as the extra cost is not worth having decorative lights.

Council Member Paradeise motioned to approve Standard MnDOT Lighting with no receptacles for a cost of \$6,250.00 each. Council Member Nelson seconded the motion. Motion carried 4-1 with Council Member Otto voting against the motion.

3. Montrose-Waverly Wastewater Treatment Facility Improvement Project Update

Mr. Johnson gave an update on the Wastewater Treatment Facility Improvement Project. Mr. Johnson stated that the commission is currently working on the plant design process and visited wastewater facilities in Litchfield and Annandale/Maple Lake/Howard Lake.

4. Updates

Mr. Johnson stated that the Northridge 6th addition has completed construction for 2023 and all underground utilities have been installed. LGI will continue construction in the Spring of 2024.

F. Public Works

1. Wastewater Treatment Facility Operational Award

Mr. Remer stated that the City of Montrose has won another Facility Operational Award for the operation of the Wastewater Treatment Facility.

2. Speed Sign Report and Update

Mr. Remer stated that the speed sign will be taken down for the winter season, but that of the

places it was stationed over the past couple of months, Clementa Ave SW is seeing the most speeders with the top speed recognized at over 65 mph.

3. Resignation of Mr. Ryan Ross from Public Works, effective December 11, 2023

Council Member Solarz motioned to accept the resignation of Mr. Ryan Ross, effective December 11, 2023. Council Member Paradeise seconded the motion. Motion carried 5-0.

4. Hiring for Maintenance Worker I

Mr. Remer stated that with the departure of Mr. Ryan Ross, Public Works will need to hire another Maintenance Worker I with Council approval. Mr. Remer stated it may also work to hire a seasonal plow driver and complete hiring for full time in the spring. Mayor Moynagh asked if Mr. Remer thought the department could get through the winter with just an on-call plow driver. Mr. Remer stated that he thinks they could make it until spring without hiring a full-time person, but would prefer to hire a full-time person right away.

Mayor Moynagh motioned to approve hiring for a Maintenance Worker I. Council Member Paradeise seconded the motion. Motion carried 5-0.

5. Updates and Questions

No updates or questions.

11. OLD BUSINESS

A. City Donations Follow-Up

Ms. Bonniwell stated that there were questions on donations received by the city in 2023, and those were as follows: \$1,835 from DAYHA/Grace Place Collaborative for wood chips at the park, \$1,500 from DAYHA/Grace Place Collaborative for installing a swing set, \$2,000 from Bolton and Menk for the Fall Event, and \$500 from the Lions for the Fall Event. Council Member Solarz asked about another amount that was not listed and Ms. Bonniwell stated that there was one check received that was sent back to Grace Place because there was no approved project for the money that was being received. Council Member Otto stated that the check had been for improvements at the concession stand at Carver Field. Council Member Solarz asked why the city received the check since usually the city has to apply for funds to be disbursed from DAYHA/Grace Place Collaborative. Council Member Nelson stated that Park and Rec had not discussed any project to update the concession stand and the money should not have been requested. Council Member Solarz asked Council Member Otto if she applied for the money on behalf of the city and park and recreation. Council Member Otto stated that Council Member Nelson was probably correct that park and rec had not discussed this recently, or within the last couple of years, but that the concession stand needs to be upgraded and had been discussed in the past and has been part of the Capital Improvement Plan.

12. NEW BUSINESS

A. Community Center Fee and Use Discussion

Ms. Bonniwell stated that staff would like to start a discussion regarding the community center rental fees because there are some costly repairs and maintenance that need to be completed for the building and the community center is currently not supporting itself with rental revenue and a lot of days are allocated to non-profit groups for free. Ms. Bonniwell stated staff would like to see some changes with making the community center available with no restrictions to the community groups that do not pay to use it by

either charging a fee for cleaning, or charging them for the use after a certain number of free days allocated to each group per month or per year. Ms. Bonniwell stated that Ms. Gerard has looked into other cities and how they handle non-profit groups. Ms. Gerard stated that most cities give no discount or free days to non-profit groups, or if they do give a discount or allow free use, it is *very* limited and most of the time those groups pay full price for use of community buildings. Ms. Gerard stated that of the communities she looked at, only one offered a free day of use one time per year to their local Lions group. Council Member Otto asked which groups would have to pay moving forward and would there be any groups that could use it for free. Ms. Bonniwell stated that the Lions and Fire Department would be able to continue to use the community center for free for their business meetings. Ms. Bonniwell stated that the Fire Department would then pay for the rental if they are doing fundraising or having a Relief Association event. Council Member Paradeise stated that he is fine with no fees for those groups, but is not okay with the community center being used as a storage facility for the groups that use it for free and with people not cleaning up after themselves. Mayor Moynagh asked if the city currently holds a damage deposit for any of these groups and Ms. Bonniwell stated that currently there is no deposit required for the non-profit groups. Mayor Moynagh stated that it would make sense to hold a damage deposit in case any of the groups cause damage and then there would be funds to help pay for repairs. Ms. Bonniwell stated that some of the groups have already caused some damage. Ms. Gerard stated that she did an audit of the 2023 rentals and stated that there were 35 paid rentals and 63 unpaid/free rentals of the community center. Ms. Gerard stated that the community groups are causing about double the amount of the wear and tear on the community center that paid rentals are causing and the city has no way to recoup those losses. Council Member Paradeise asked how many times after each of those 63 times it was rented by a community group did the staff have the cleaning service come in to clean up after the groups. Ms. Gerard stated that it is cleaned after each time a community group uses the space. Council Member Paradeise stated that the city is also losing a lot of money with that cost. Council Member Otto stated that charging some of these groups would be a huge detriment to these groups that are trying to provide free food and services for the community. Ms. Gerard stated that since Covid, there is a requirement to clean the public building using a professional cleaning service in order to clean and sanitize the space. Council Member Otto stated that more than 2,400 families participated in the FEED program for free food over the past year and ultimately it is the taxpayers that will have to pay for the upkeep and maintenance of the facility, but that it is not fair to charge these groups that are trying to provide a benefit to the residents of the community. Ms. Bonniwell asked Council Member Otto if she thought it would be fair to ask these groups for a damage deposit and Council Member Otto stated that yes she thinks that would be appropriate.

A resident, Greg Youmans – 335 Garfield Ave S – asked to speak on this issue as he is involved in some of the community groups that use the facility for free. Mr. Youmans asked if the requirement to have a professional cleaning service do the cleaning after events is still in place, or if the groups could clean up after themselves. Mr. Youmans also asked that if a certificate of liability is going to be required for rental if that could be kept on file and not have to be turned in each time and staff said yes it could be on file as long as there are no changes and it is still valid. Mr. Youmans asked if the groups would need special approval for free use of the community center, or how the council will be handling this issue.

Another resident, Kim Niska – 523 2nd St S – asked to speak on this issue and stated that Grace Place has some cooking equipment in two of the cupboards that are locked at the community center and asked if those could be kept there. Ms. Bonniwell stated that there should be no food items, spices or other things that are perishable or may attract rodents, be kept in the community center. Ms. Niska stated that any sort of fee would be a hardship on the groups that serve meals and do food drops for free for the community.

Council Member Solarz stated that he agreed that the groups could clean up after themselves and if they don't, the fee for cleaning would come out of a damage deposit collected annually for non-profit groups. Council Member Solarz asked if the Covid cleaning requirements are still in place and Ms. Bonniwell stated that staff would have to look into this since it was brought up originally by the former City Clerk. Mayor Moynagh stated that he thinks there should be some damage deposit collected from these groups so that the city is able to pay for cleaning or any other repairs that may be caused by groups either doing damage to the community center or not cleaning up after their event. Mayor Moynagh asked if staff had

recommendation for new fees for the community center. Ms. Bonniwell stated that staff did not yet have a recommendation and would like to see what council would propose.

Ms. Bonniwell stated that this conversation is a good start for this topic and that city council will have to have a workshop to dive a bit deeper into this issue and the questions that were brought up by the community group representatives and decide what they want to do going forward. Council Member Otto asked for a breakdown of which groups are using the community center and how often. Mayor Moynagh stated he would like to see a breakdown of which groups are using and how often and discuss a limit to the number of free days. Council Member Otto also brought up recreational programming and that park and recreation will be trying to come up with recreational programming in lieu of community events and would possibly need to use the community center for those programs.

B. Resolution 2023-41 – *A Resolution Increasing the Montrose Water Access Charge*

Ms. Bonniwell stated that the next few resolutions are to raise the utility access and water rates. Ms. Bonniwell stated that the Water Access Charge and Sewer Access Charge are increased by \$100 each year and that the water tier and system rates will need to increase due to the debt coming due for the 2021 Downtown Improvement Project. Ms. Bonniwell stated that since no assessments were made, the water base rate will be increasing to \$12.00 per month and the tier rate will be increasing by \$0.25 per thousand gallons for the tier pricing.

Council Member Otto motioned to approve Resolution 2023-41 – *A Resolution Increasing the Montrose Water Access Charge*. Mayor Moynagh seconded the motion. Motion carried 5-0.

C. Resolution 2023-42 – *A Resolution Increasing the Montrose Sewer Access Charge*

Mayor Moynagh motioned to approve Resolution 2023-42 – *A Resolution Increasing the Montrose Sewer Access Charge*. Council Member Solarz seconded the motion. Motion carried 5-0.

D. Resolution 2023-43 – *A Resolution Increasing the Montrose Water System Monthly and Tier Rates*

Mayor Moynagh motioned to approve Resolution 2023-43 – *A Resolution Increasing the Montrose Water System Monthly and Tier Rates*. Council Member Nelson seconded the motion. Motion carried 5-0.

13. OPEN FORUM

A. Greg Youmans – 335 Garfield Avenue South

Mr. Youmans stated that Park and Recreation is no longer doing the egg hunt for the city and is requesting that the empty eggs be donated to Celebrate Montrose so they can put on the event going forward. Council agreed that this will be placed on the January 2024 agenda in order to take a vote.

14. UPCOMING MEETINGS

- A. Economic Development Authority Meeting – Tuesday, December 19, 2023 at 12:00 p.m. in the Montrose City Hall Conference Room**
- B. Park and Recreation Meeting – Tuesday, January 2, 2024 at 6:00 p.m. in the Montrose City Hall Conference Room**
- C. Regular City Council Meeting – Monday, January 8, 2024 at 7:00 p.m. at the Montrose Community Center**

D. Planning and Zoning Meeting – Wednesday, January 10, 2024 at 7:00 p.m. at the Montrose Community Center

15. ACKNOWLEDGEMENTS / RECOGNITION / ANNOUNCEMENTS

Council Member Otto acknowledged Grace Place for the FEED program which has served over 2,400 families in the area. Council Member Otto also acknowledged the Community Meals program through Grace place, which has served more than 1,200 meals to community members. Council Member Otto acknowledged the Friday Food Drop for serving over 2,272 families. Council Member Otto acknowledged Celebrate Montrose for the successful Breakfast with Santa Event, Public Works for decorating the park with lights and thanked Council Members Moynagh, Paradeise and Solarz for donating trees to give away to community families.

Mayor Moynagh announced that the Fire Relief Dinner will be held on February 3, 2024. Mayor Moynagh acknowledged Mr. Evan Kako for his service on the Fire Department. Mayor Moynagh acknowledged public works and staff and new City Clerk Jackie Heinz for the new version of Accounts Payable.

Council Members Solarz and Otto welcomed new City Clerk/Treasurer Jackie Heinz.

16. ADJOURNMENT

Council Member Solarz motioned to adjourn the Regular City Council Meeting at 9:06 p.m. Council Member Nelson seconded the motion. Motion carried 5-0.

Kirby Moynagh
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

Accounts Payable Summary
January 8, 2024 City Council Meeting

Claims:	\$968,174.13
Payroll:	\$96,672.92
Payroll Taxes:	\$30,464.59
Other Claims:	\$8,169.54
	=====
Total Expenditures:	\$1,103,481.18

MOYNAGH

BONNIWELL

OTTO

NELSON

SOLARZ

PARADEISE

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Payments Batch 12-19-2023 Claims \$87,184.71

Refer	22 AMAZON CAPITAL SERVICES	-			
Cash Payment	E 220-42220-215 Shop Supplies	Drying Towels			\$50.97
Invoice	1FV4-J9G3-3KR 12/11/2023				
Transaction Date	12/14/2023	General Checking	10100	Total	\$50.97
Refer	25 CARLSON CONSTRUCTION	-			
Cash Payment	E 101-41940-401 Rep/Maint Buildings & G	230 3rd Street South; Removal of Foundation and Debris from House Which Fire Dept. Burned Down			\$4,000.00
Invoice	12/10/2023				
Transaction Date	12/14/2023	General Checking	10100	Total	\$4,000.00
Refer	32 CINTAS	-			
Cash Payment	E 101-43100-214 Uniforms	Week of 12/11/2023 Uniforms			\$19.99
Invoice	4176643810 12/11/2023				
Cash Payment	E 601-49350-214 Uniforms	Week of 12/11/2023 Uniforms			\$19.99
Invoice	4176643810 12/11/2023				
Cash Payment	E 602-49350-214 Uniforms	Week of 12/11/2023 Uniforms			\$19.99
Invoice	4176643810 12/11/2023				
Cash Payment	E 605-49350-214 Uniforms	Week of 12/11/2023 Uniforms			\$19.99
Invoice	4176643810 12/11/2023				
Cash Payment	E 101-41940-401 Rep/Maint Buildings & G	Week of 12/11/2023 Rugs			\$19.00
Invoice	4176643810 12/11/2023				
Cash Payment	E 290-41940-401 Rep/Maint Buildings & G	Week of 12/11/2023 Rugs			\$11.00
Invoice	4176643810 12/11/2023				
Cash Payment	E 605-49350-401 Rep/Maint Buildings & G	Week of 12/11/2023 Rugs			\$11.00
Invoice	4176643810 12/11/2023				
Cash Payment	E 101-43100-214 Uniforms	Week of 12/18/2023 Uniforms			\$19.99
Invoice	4177373032 12/18/2023				
Cash Payment	E 601-49350-214 Uniforms	Week of 12/18/2023 Uniforms			\$19.99
Invoice	4177373032 12/18/2023				
Cash Payment	E 602-49350-214 Uniforms	Week of 12/18/2023 Uniforms			\$19.99
Invoice	4177373032 12/18/2023				
Cash Payment	E 605-49350-214 Uniforms	Week of 12/18/2023 Uniforms			\$19.99
Invoice	4177373032 12/18/2023				
Cash Payment	E 101-41940-401 Rep/Maint Buildings & G	Week of 12/18/2023 Rugs			\$19.00
Invoice	4177373032 12/18/2023				
Cash Payment	E 290-41940-401 Rep/Maint Buildings & G	Week of 12/18/2023 Rugs			\$11.00
Invoice	4177373032 12/18/2023				
Cash Payment	E 605-49350-401 Rep/Maint Buildings & G	Week of 12/18/2023 Rugs			\$11.00
Invoice	4177373032 12/18/2023				
Transaction Date	12/18/2023	General Checking	10100	Total	\$241.92
Refer	40 COMCAST	-			
Cash Payment	E 605-49350-321 Telephone	Internet			\$109.85
Invoice	12/1/2023				
Transaction Date	12/18/2023	General Checking	10100	Total	\$109.85
Refer	33 DELTA DENTAL PLAN OF MN	-			
Cash Payment	E 101-41510-133 Employer Paid Dental	J. Bonniwell: January 2024 Dental			\$51.04
Invoice	CNS0001423997 1/1/2024				
Cash Payment	E 101-41510-133 Employer Paid Dental	J. Heinz: January 2024 Dental			\$51.04
Invoice	CNS0001423997 1/1/2024				

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Cash Payment	E 101-41510-133	Employer Paid Dental	D. Boelter: January 2024 Dental	\$102.09
Invoice	CNS0001423997	1/1/2024		
Cash Payment	E 601-41510-133	Employer Paid Dental	D. Remer: January 2024 Dental	\$48.83
Invoice	CNS0001423997	1/1/2024		
Cash Payment	E 602-41510-133	Employer Paid Dental	D. Remer: January 2024 Dental	\$48.84
Invoice	CNS0001423997	1/1/2024		
Cash Payment	E 605-41510-133	Employer Paid Dental	D. Remer: January 2024 Dental	\$48.83
Invoice	CNS0001423997	1/1/2024		
Cash Payment	E 101-41510-133	Employer Paid Dental	J. Heinz: December 2023 Dental	\$51.04
Invoice	CNS0001423997	1/1/2024		
Cash Payment	E 101-41510-133	Employer Paid Dental	J. Heinz: November 2023 Dental	\$51.04
Invoice	CNS0001423997	1/1/2024		
Cash Payment	E 101-41510-133	Employer Paid Dental	W. Manson: January 2024 Dental	\$51.04
Invoice	CNS0001423997	1/1/2024		
Transaction Date	12/18/2023	General Checking	10100	Total \$503.79
Refer	31	ELAN FINANCIAL SERVICES		
Cash Payment	E 101-41510-433	Dues and Subscriptions	Adobe Acrobat Pro 11/3/2023 - 12/2/2023	\$21.46
Invoice	2594242457	11/3/2023		
Cash Payment	E 101-41510-433	Dues and Subscriptions	J. Bonniwell: Adobe Acrobat Pro 11/7/2023 - 12/6/2023	\$21.46
Invoice	2597558662	11/7/2023		
Cash Payment	E 101-41510-433	Dues and Subscriptions	J. Bonniwell: Adobe Photoshop 11/7/2023 - 12/6/2023	\$37.03
Invoice	2597558663	11/7/2023		
Cash Payment	E 601-49350-322	Postage	Water Sample Postage	\$9.35
Invoice		11/15/2023		
Cash Payment	E 101-43100-208	Training and Instruction	R. Henry: Analysis of Changes 2023 NEC Course	\$49.00
Invoice	120145202393	11/30/2023		
Cash Payment	E 101-41510-433	Dues and Subscriptions	J. Heinz: Adobe Acrobat Pro 12/7/2023 - 1/6/2024	\$21.46
Invoice	2623686066	12/7/2023		
Cash Payment	E 220-42220-433	Dues and Subscriptions	K. Triplett: Microsoft 365 Personal Subscription 12/1/2023 - 11/30/2024	\$75.15
Invoice				
Transaction Date	12/18/2023	General Checking	10100	Total \$234.91
Refer	18	FirePenny Firefighter Equipment		
Cash Payment	E 220-42220-222	Vehicle repair/mtce	E11: New Auto Eject	\$258.95
Invoice	66368			
Transaction Date	12/14/2023	General Checking	10100	Total \$258.95
Refer	39	FRAUMANN, ROGER		
Cash Payment	E 101-41910-100	Wages and Salaries (G	2023 Planning & Zoning Meetings - Qty 6	\$150.00
Invoice				
Transaction Date	12/18/2023	General Checking	10100	Total \$150.00
Refer	44	GRAINGER		
Cash Payment	E 230-45100-240	Small Tools and Minor E	Electric Tape 100 FT x 2" Wide - Qty 2	\$121.94
Invoice	9926187973	12/6/2023		
Transaction Date	12/18/2023	General Checking	10100	Total \$121.94
Refer	35	H&L MESABI		
Cash Payment	E 101-43100-540	Heavy Machinery	2019 Western Star: Cover Blade, Plow Bolts and Nuts	\$374.80
Invoice	12821	12/11/2023		

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Transaction Date	12/18/2023	General Checking	10100	Total	\$374.80
Refer	48 HAWKINS, INC.				
Cash Payment	E 605-49350-216 Chemicals and Chem Pr	Ferric Chloride 35% Solution - 2,397.8779 Gallons			\$9,620.00
Invoice 6644359	12/13/2023				
Cash Payment	E 601-49350-216 Chemicals and Chem Pr	150 lb. Chlorine Cylinder - Qty 4			\$40.00
Invoice 6646481	12/15/2023				
Transaction Date	12/18/2023	General Checking	10100	Total	\$9,660.00
Refer	36 HEALTH PARTNERS				
Cash Payment	G 101-10506 Health Ins.	J. Bonniwell: January 2024 Medical			\$548.98
Invoice 757165538778	12/9/2023				
Cash Payment	G 101-10506 Health Ins.	D. Remer: January 2024 Medical			\$1,906.82
Invoice 757165538778	12/9/2023				
Cash Payment	G 101-10506 Health Ins.	J. Heinz: January 2024 Medical			\$620.28
Invoice 757165538778	12/9/2023				
Cash Payment	G 101-10506 Health Ins.	J. Heinz: December 2023 Medical			\$620.28
Invoice 757165538778	12/9/2023				
Cash Payment	G 101-10506 Health Ins.	J. Heinz: November 2023 Medical			\$590.87
Invoice 757165538778	12/9/2023				
Cash Payment	G 101-10506 Health Ins.	D. Boelter: January 2024 Medical			\$1,234.13
Invoice 757165538778	12/9/2023				
Transaction Date	12/18/2023	General Checking	10100	Total	\$5,521.36
Refer	41 IUOE LOCAL #49				
Cash Payment	G 101-10509 Union Dues	R. Eischens: December 2023 Union Dues			\$35.00
Invoice	12/1/2023				
Cash Payment	G 101-10509 Union Dues	C. Gerard: December 2023 Union Dues			\$35.00
Invoice	12/1/2023				
Cash Payment	G 101-10509 Union Dues	R. Henry: December 2023 Union Dues			\$35.00
Invoice	12/1/2023				
Cash Payment	G 101-10509 Union Dues	J. Kurkosky: December 2023 Union Dues			\$35.00
Invoice	12/1/2023				
Cash Payment	G 101-10509 Union Dues	B. Mickolich: December 2023 Union Dues			\$35.00
Invoice	12/1/2023				
Cash Payment	G 101-10509 Union Dues	R. Ross: December 2023 Union Dues			\$35.00
Invoice	12/1/2023				
Transaction Date	12/18/2023	General Checking	10100	Total	\$210.00
Refer	37 JENSON, MARIE				
Cash Payment	E 101-41940-310 Cleaning Service	City Hall: November 2023 Cleaning			\$250.00
Invoice					
Cash Payment	E 290-41940-310 Cleaning Service	Community Center: November 2023 Cleaning			\$210.00
Invoice					
Transaction Date	12/18/2023	General Checking	10100	Total	\$460.00
Refer	27 KENNEDY & GRAVEN, CHARTER				
Cash Payment	G 700-21717 Preserve of Montrose	Preserve Development: September 2023			\$1,828.00
Invoice 177359	10/18/2023				
Cash Payment	E 101-41600-304 Legal Fees	General Legal Services: September 2023			\$382.50
Invoice 177359	10/18/2023				
Cash Payment	E 101-41600-304 Legal Fees	PFAS Settlement: September 2023			\$414.00
Invoice 177359	10/18/2023				
Cash Payment	G 700-21717 Preserve of Montrose	Preserve Development: November 2023			\$1,302.50
Invoice 178507	12/7/2023				

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Cash Payment	E 605-41600-304 Legal Fees	Wastewater Treatment Plant: November 2023	\$1,691.42
Invoice 178507	12/7/2023	Project 101001	
Cash Payment	E 101-41610-304 Legal Fees	Labor Matters: November 2023	\$1,409.84
Invoice 178507	12/7/2023		
Cash Payment	E 101-41610-304 Legal Fees	General Legal Services: November 2023	\$1,130.50
Invoice 178507	12/7/2023		
Cash Payment	E 101-41610-304 Legal Fees	PFAS Settlement: November 2023	\$1,296.00
Invoice 178507	12/7/2023		
Transaction Date	12/18/2023	General Checking 10100	Total \$9,454.76
Refer	52 MACQUEEN EMERGENCY		
Cash Payment	E 220-42220-580 Other Equipment	2 Sets of Turn-Out Gear	\$7,516.50
Invoice P23382	12/18/2023		
Transaction Date	12/19/2023	General Checking 10100	Total \$7,516.50
Refer	19 MENARDS		
Cash Payment	E 220-42220-215 Shop Supplies	Bottled Water	\$69.60
Invoice 98023	12/4/2023		
Cash Payment	E 101-43100-215 Shop Supplies	60" Pivoting Broom & Ice Scraper, 60" Threaded Wood Tool Handle, Stackable Bins, AA Batteries, Brake Fluid	\$70.92
Invoice 98257	12/7/2023		
Cash Payment	E 290-41940-221 Equipment repair/mtce	Vinyl Cement Patch, Hepa Dust Cartridge	\$34.78
Invoice 98257	12/7/2023		
Cash Payment	E 605-49350-240 Small Tools and Minor E	Light Switch Toggles	\$12.98
Invoice 98257	12/7/2023		
Transaction Date	12/14/2023	General Checking 10100	Total \$188.28
Refer	38 METRO WEST INSPECTION SERVI		
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-55 @ 318 Mindy Lane	\$75.00
Invoice 3940	11/29/2023		
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-106 @ 525 Nelson Blvd.	\$68.68
Invoice 3940	11/29/2023		
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-107 @ 525 Nelson Blvd.	\$152.03
Invoice 3940	11/29/2023		
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-131 @ 311 3rd Street South	\$37.50
Invoice 3940	11/29/2023		
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-159 @ 707 Brook Circle	\$37.50
Invoice 3940	11/29/2023		
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-168 @ 501 2nd Street South	\$37.50
Invoice 3940	11/29/2023		
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-170 @ 323 Mindy Lane	\$37.50
Invoice 3940	11/29/2023		
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-187 @ 216 Quail Drive	\$37.50
Invoice 3940	11/29/2023		
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-191 @ 225 Quail Drive	\$37.50
Invoice 3940	11/29/2023		
Cash Payment	G 201-20322 Inspection Fees Pay 2022	Pmt 22-69 @ 400 Center Avenue, 40	\$149.53
Invoice 3940	11/29/2023		
Cash Payment	G 201-20322 Inspection Fees Pay 2022	Pmt 22-89 @ 300 3rd Street North	\$400.78
Invoice 3940	11/29/2023		
Cash Payment	G 201-20322 Inspection Fees Pay 2022	Pmt 22-126 @ 1001 Christ of Court	\$91.78
Invoice 3940	11/29/2023		
Cash Payment	G 201-20322 Inspection Fees Pay 2022	Pmt 22-161 @ 409 4th Street North	\$91.78
Invoice 3940	11/29/2023		

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Transaction Date	12/18/2023	General Checking	10100	Total	\$1,254.58
Refer	47 MILHAUSEN AUTO REPAIR				
Cash Payment	E 605-49350-222 Vehicle repair/mtce	2017 Chevy Silverado 1500: 4 New Tires, Mount & Balance (With \$1,000 Shop Credit)			\$157.58
Invoice	005117 12/14/2023				
Cash Payment	E 601-49350-222 Vehicle repair/mtce	2017 Chevy Silverado 1500: 4 New Tires, Mount & Balance (With \$1,000 Shop Credit)			\$157.58
Invoice	005117 12/14/2023				
Cash Payment	E 220-42220-222 Vehicle repair/mtce	U11: Oil Change & Rotate Tires			\$100.00
Invoice	005095 12/12/2023				
Transaction Date	12/18/2023	General Checking	10100	Total	\$415.16
Refer	51 MUNICIPAL EMERGENCY SERVIC				
Cash Payment	E 220-42220-240 Small Tools and Minor E	Elkhart Nozzles - Qty 5			\$4,714.70
Invoice	SO1803140 11/13/2023				
Transaction Date	12/19/2023	General Checking	10100	Total	\$4,714.70
Refer	46 MVTL LABORATORIES, INC.				
Cash Payment	E 605-49350-316 Testing Service	11/29/2023 Wastewater Testing			\$155.21
Invoice	1229234 11/30/2023				
Cash Payment	E 605-49350-316 Testing Service	12/6/2023 Wastewater Testing			\$155.21
Invoice	1230357 12/8/2023				
Cash Payment	E 601-49350-316 Testing Service	12/8/2023 Water Testing			\$84.48
Invoice	1230966 12/12/2023				
Cash Payment	E 605-49350-316 Testing Service	12/15/2023 Wastewater Testing			\$250.25
Invoice	1231731 12/18/2023				
Transaction Date	12/18/2023	General Checking	10100	Total	\$645.15
Refer	50 Neiberger, Catherine				
Cash Payment	E 101-41910-100 Wages and Salaries (G	2023 Planning & Zoning Meetings - Qty 6			\$150.00
Invoice					
Transaction Date	12/19/2023	General Checking	10100	Total	\$150.00
Refer	34 QUILL CORPORATION				
Cash Payment	E 101-41510-200 Office Supplies (GENER	Daily Desk File A-Z			\$36.99
Invoice	35942921 12/5/2023				
Cash Payment	E 101-41510-200 Office Supplies (GENER	Gel Pens, Wireless Mouse			\$34.28
Invoice	35959763 12/5/2023				
Transaction Date	12/18/2023	General Checking	10100	Total	\$71.27
Refer	45 SMALLWOOD, CHARLES				
Cash Payment	E 101-41910-100 Wages and Salaries (G	2023 Planning & Zoning Meetings - Qty 6			\$150.00
Invoice					
Cash Payment	E 101-41910-100 Wages and Salaries (G	2023 City Council Meetings for Planning & Zoning - Qty 3			\$75.00
Invoice					
Transaction Date	12/18/2023	General Checking	10100	Total	\$225.00
Refer	21 STREICHERS				
Cash Payment	E 220-42220-214 Uniforms	D. Paradise: Badge			\$65.00
Invoice	I1669318 12/6/2023				
Cash Payment	E 220-42220-214 Uniforms	R. Henry Jr: Badge			\$65.00
Invoice	I1669318 12/6/2023				
Cash Payment	E 220-42220-214 Uniforms	Assistant Chief: Badge			\$75.00
Invoice	I1669318 12/6/2023				
Transaction Date	12/14/2023	General Checking	10100	Total	\$205.00

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Refer	30 SUNSHARE LLC	-		
Cash Payment	E 601-49350-381 Electric Utilities	Solar Panel System: 10/1/2023 - 10/31/2023 Production Period		\$269.69
Invoice	904726738 11/29/2023			
Cash Payment	E 101-41940-381 Electric Utilities	Community Solar Subscription: 10/1/2023 - 10/31/2023		\$200.34
Invoice	904726571 11/29/2023			
Cash Payment	E 101-43100-381 Electric Utilities	Community Solar Subscription: 10/1/2023 - 10/31/2023		\$361.93
Invoice	904726571 11/29/2023			
Cash Payment	E 220-42220-381 Electric Utilities	Community Solar Subscription: 10/1/2023 - 10/31/2023		\$147.76
Invoice	904726571 11/29/2023			
Cash Payment	E 230-45100-381 Electric Utilities	Community Solar Subscription: 10/1/2023 - 10/31/2023		\$136.73
Invoice	904726571 11/29/2023			
Cash Payment	E 290-41940-381 Electric Utilities	Community Solar Subscription: 10/1/2023 - 10/31/2023		\$180.60
Invoice	904726571 11/29/2023			
Cash Payment	E 601-49350-381 Electric Utilities	Community Solar Subscription: 10/1/2023 - 10/31/2023		\$1,027.59
Invoice	904726571 11/29/2023			
Cash Payment	E 602-49350-381 Electric Utilities	Community Solar Subscription: 10/1/2023 - 10/31/2023		\$350.45
Invoice	904726571 11/29/2023			
Cash Payment	E 605-49350-381 Electric Utilities	Community Solar Subscription: 10/1/2023 - 10/31/2023		\$4,772.37
Invoice	904726571 11/29/2023			
Transaction Date	12/18/2023	General Checking 10100	Total	\$7,447.46
Refer	43 THEIN WELL CO	-		
Cash Payment	E 601-49350-309 Maintenance Contracts	2023 Annual Inspection of Pumps & Wells		\$430.00
Invoice	8781 12/13/2023			
Transaction Date	12/18/2023	General Checking 10100	Total	\$430.00
Refer	28 WINDSTREAM	-		
Cash Payment	E 101-41510-321 Telephone	Phone Service 12/1 - 12/31/2023		\$69.00
Invoice	12/5/2023			
Cash Payment	E 601-49350-321 Telephone	Phone Service 12/1 - 12/31/2023		\$24.44
Invoice	12/5/2023			
Cash Payment	E 602-49350-321 Telephone	Phone Service 12/1 - 12/31/2023		\$24.43
Invoice	12/5/2023			
Cash Payment	E 605-49350-321 Telephone	Phone Service 12/1 - 12/31/2023		\$24.44
Invoice	12/5/2023			
Transaction Date	12/18/2023	General Checking 10100	Total	\$142.31
Refer	42 WRIGHT CTY FINANCE DEPT.	-		
Cash Payment	G 101-20800 Due to Other Governments	Patrol Fines - November 2023		\$503.27
Invoice	200011924			
Cash Payment	E 101-42110-311 Police Contract	Patrol Services - December 2023		\$26,386.46
Invoice	200011936			
Transaction Date	12/18/2023	General Checking 10100	Total	\$26,889.73
Refer	26 WRIGHT-HENNEPIN CO-OP	-		
Cash Payment	E 101-43100-381 Electric Utilities	Account #15016201901		\$326.70
Invoice	35030964886 12/6/2023			

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Transaction Date	12/18/2023	General Checking	10100	Total	\$326.70
Refer	29 XCEL ENERGY				
Cash Payment	E 601-49350-381 Electric Utilities	Water Tower, 117 Garfield Avenue South & 300 3rd Street: 10/30/2023 - 11/30/2023			\$799.41
Invoice 855701138	12/5/2023				
Cash Payment	E 602-49350-381 Electric Utilities	1001 Arapahoe Lane, 391 Zephyr Avenue & 428 1st Street North: 10/30/2023 - 11/30/2023			\$88.48
Invoice 855701138	12/5/2023				
Cash Payment	E 230-45100-381 Electric Utilities	City Park. Park Shelter, Ball Park, Shelter House: 10/31/2023 - 11/30/2023			\$54.28
Invoice 855696182	12/5/2023				
Cash Payment	E 230-45100-383 Gas Utilities	Skating Rink: 10/30/2023 - 12/1/2023			\$28.00
Invoice 855696182	12/5/2023				
Cash Payment	E 101-43100-381 Electric Utilities	260 Center Avenue South: 10/30/2023 - 11/30/2023			\$25.29
Invoice 855418416	12/1/2023				
Cash Payment	E 605-49350-383 Gas Utilities	800 Buffalo Avenue South: 10/30/2023 - 12/1/2023			\$245.79
Invoice 855362271	12/1/2023				
Cash Payment	E 101-41940-381 Electric Utilities	City Hall: 10/30/2023 - 11/30/2023			-\$81.17
Invoice 855311462	12/1/2023				
Cash Payment	E 101-41940-383 Gas Utilities	City Hall: 10/30/2023 - 11/30/2023			\$157.45
Invoice 855311462	12/1/2023				
Cash Payment	E 101-43100-381 Electric Utilities	Public Works: 10/30/2023 - 11/30/2023			-\$12.65
Invoice 855311462	12/1/2023				
Cash Payment	E 101-43100-383 Gas Utilities	Public Works: 10/30/2023 - 11/30/2023			\$212.13
Invoice 855311462	12/1/2023				
Cash Payment	E 220-42220-381 Electric Utilities	Fire Department: 10/30/2023 - 11/30/2023			\$148.33
Invoice 855311462	12/1/2023				
Cash Payment	E 220-42220-383 Gas Utilities	Fire Department: 10/30/2023 - 11/30/2023			\$415.48
Invoice 855311462	12/1/2023				
Cash Payment	E 230-45100-381 Electric Utilities	390 Zephyr Avenue Unit Sign: 10/30/2023 - 11/30/2023			\$17.53
Invoice 855311462	12/1/2023				
Cash Payment	E 290-41940-381 Electric Utilities	Community Center: 10/30/2023 - 11/30/2023			\$110.09
Invoice 855311462	12/1/2023				
Cash Payment	E 290-41940-383 Gas Utilities	Community Center: 10/30/2023 - 11/30/2023			\$165.25
Invoice 855311462	12/1/2023				
Cash Payment	E 101-43100-381 Electric Utilities	Street Lighting: 10/30/2023 - 11/29/2023			\$2,835.93
Invoice 855705826	12/5/2023				
Transaction Date	12/18/2023	General Checking	10100	Total	\$5,209.62

CITY OF MONTROSE

Payments

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Current Period: December 2023

Fund Summary

	10100 General Checking	
101 GENERAL FUND		\$47,226.55
201 BUILDING INSPECTOR FEES		\$1,254.58
220 FIRE DEPARTMENT		\$13,702.44
230 PARK AND RECREATION		\$358.48
290 COMMUNITY CENTER		\$722.72
601 WATER FUND		\$2,931.35
602 SANITARY SEWER FUND		\$552.18
605 WASTEWATER PLANT		\$17,305.91
700 DEVELOPERS ESCROW		\$3,130.50
		<hr/>
		\$87,184.71

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$87,184.71
Total	<hr/>
	\$87,184.71

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*Check Summary Register©

Batch: 12-19-2023 Claims

Name	Check Date	Check Amt	
10100 General Checking			
36084	AMAZON CAPITAL SERVICES	12/19/2023	\$50.97 Drying Towels
36085	CARLSON CONSTRUCTION	12/19/2023	\$4,000.00 230 3rd Street South: Removal of Foundation a
36086	CINTAS	12/19/2023	\$241.92 Week of 12/11/2023 Uniforms
36087	COMCAST	12/19/2023	\$109.85 Internet
36088	DELTA DENTAL PLAN OF MN	12/19/2023	\$503.79 J. Bonniwell: January 2024 Dental
36089	ELAN FINANCIAL SERVICES	12/19/2023	\$234.91 Adobe Acrobat Pro 11/3/2023 - 12/2/2023
36090	FirePenny Firefighter Equipmen	12/19/2023	\$258.95 E11: New Auto Eject
36091	FRAUMANN, ROGER	12/19/2023	\$150.00 2023 Planning & Zoning Meetings - Qty 6
36092	GRAINGER	12/19/2023	\$121.94 Electric Tape 100 FT x 2" Wide - Qty 2
36093	H&L MESABI	12/19/2023	\$374.80 2019 Western Star: Cover Blade, Plow Bolts a
36094	HAWKINS, INC.	12/19/2023	\$9,660.00 Ferric Chloride 35% Solution - 2,397.8779 Gall
36095	HEALTH PARTNERS	12/19/2023	\$5,521.36 J. Bonniwell: January 2024 Medical
36096	IUOE LOCAL #49	12/19/2023	\$210.00 R. Eischens: December 2023 Union Dues
36097	JENSON, MARIE	12/19/2023	\$460.00 City Hall: November 2023 Cleaning
36098	KENNEDY & GRAVEN, CHARTER	12/19/2023	\$9,454.76 Preserve Development: September 2023
36099	MACQUEEN EMERGENCY	12/19/2023	\$7,516.50 2 Sets of Turn-Out Gear
36100	MENARDS	12/19/2023	\$188.28 Bottled Water
36101	METRO WEST INSPECTION SER	12/19/2023	\$1,254.58 Pmt 23-55 @ 318 Mindy Lane
36102	MILHAUSEN AUTO REPAIR	12/19/2023	\$415.16 2017 Chevy Silverado 1500: 4 New Tires, Mou
36103	MUNICIPAL EMERGENCY SVCS	12/19/2023	\$4,714.70 Elkhart Nozzles - Qty 5
36104	MVTL LABORATORIES, INC.	12/19/2023	\$645.15 11/29/2023 Wastewater Testing
36105	Neiberger, Catherine	12/19/2023	\$150.00 2023 Planning & Zoning Meetings - Qty 6
36106	QUILL CORPORATION	12/19/2023	\$71.27 Daily Desk File A-Z
36107	SMALLWOOD, CHARLES	12/19/2023	\$225.00 2023 Planning & Zoning Meetings - Qty 6
36108	STREICHES, INC.	12/19/2023	\$205.00 D. Paradeise: Badge
36109	SunShare LLC	12/19/2023	\$7,447.46 Solar Panel System: 10/1/2023 - 10/31/2023 Pr
36110	THEIN WELL CO	12/19/2023	\$430.00 2023 Annual Inspection of Pumps & Wells
36111	WINDSTREAM	12/19/2023	\$142.31 Phone Service 12/1 - 12/31/2023
36112	WRIGHT CTY FINANCE DEPT.	12/19/2023	\$26,889.73 Patrol Fines - November 2023
36113	WRIGHT-HENNEPIN CO-OP	12/19/2023	\$326.70 Account #15016201901
36114	Xcel Energy	12/19/2023	\$5,209.62 City Hall: 10/30/2023 - 11/30/2023
Total Checks			\$87,184.71

FILTER: ((([Act Year]='2023' and [period] in (12))) and (Source in ('12-19-2023 Claims')))

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Payments

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Current Period: December 2023

Payments Batch 12-29-23 Claims

\$43,869.27

Refer	44 ADAMS PEST CONTROL, INC.	-			
Cash Payment	E 101-41940-401 Rep/Maint Buildings & G	12/15/2023 Pest Control			\$88.58
Invoice	3760820	12/15/2023			
Transaction Date	12/28/2023	General Checking	10100	Total	\$88.58
Refer	42 BOLTON & MENK INC	-			
Cash Payment	E 506-43100-303 Engineering Fees	2023 Street Improvement Project: Grant Application			\$5,692.00
Invoice	0326757	12/15/2023			
Cash Payment	E 601-49350-303 Engineering Fees	Highway 12 Watermain Replacement			\$143.00
Invoice	0326758	12/15/2023	Project 101002		
Transaction Date	12/28/2023	General Checking	10100	Total	\$5,835.00
Refer	49 COLONIAL LIFE	-			
Cash Payment	G 101-10510 Employee Insurance	D. Remer: Accident Insurance			\$19.56
Invoice	46361061214565	12/14/2023			
Transaction Date	12/28/2023	General Checking	10100	Total	\$19.56
Refer	41 HSA-CITIZENS STATE BANK	-			
Cash Payment	G 101-10506 Health Ins.	J. Bonniwell: December 2023 HSA			\$150.00
Invoice					
Cash Payment	G 101-10506 Health Ins.	D. Remer: December 2023 HSA			\$400.00
Invoice					
Transaction Date	12/28/2023	General Checking	10100	Total	\$550.00
Refer	38 KEY GOVT FINANCE, INC	-			
Cash Payment	E 401-41940-550 Motor Vehicles	2019 Western Star 4700 Dump Truck - Pymt 4 of 7			\$29,955.67
Invoice	5004891	12/11/2023			
Transaction Date	12/28/2023	General Checking	10100	Total	\$29,955.67
Refer	37 LINCOLN NATL LIFE INS CO	-			
Cash Payment	E 101-41510-134 Employer Paid Life	Life Insurance - January 2024			\$71.19
Invoice	4641273692	12/9/2023			
Cash Payment	E 601-41510-134 Employer Paid Life	Life Insurance - January 2024			\$51.65
Invoice	4641273692	12/9/2023			
Cash Payment	E 602-41510-134 Employer Paid Life	Life Insurance - Janaury 2024			\$51.65
Invoice	4641273692	12/9/2023			
Cash Payment	E 605-41510-134 Employer Paid Life	Life Insurance - January 2024			\$18.25
Invoice	4641273692	12/9/2023			
Transaction Date	12/28/2023	General Checking	10100	Total	\$192.74
Refer	45 MADISON NATIONAL LIFE	-			
Cash Payment	G 101-10507 LTD & STD	LTD & STD - January 2024			\$482.38
Invoice	1598152				
Transaction Date	12/28/2023	General Checking	10100	Total	\$482.38
Refer	43 MARCO, INC.	-			
Cash Payment	E 101-41510-309 Maintenance Contracts	Contract Base Rate Charge for 12/21/2023 - 1/20/2024			\$60.36
Invoice	INV11971136	12/18/2023			
Transaction Date	12/28/2023	General Checking	10100	Total	\$60.36
Refer	48 MCFOA	-			
Cash Payment	E 101-41510-208 Training and Instruction	J. Bonniwell: MCFOA Certificate			\$70.00
Invoice					

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Payments

Current Period: December 2023

Transaction Date	12/28/2023	General Checking	10100	Total	\$70.00
Refer	40 MVTL LABORATORIES, INC.				
Cash Payment	E 605-49350-316 Testing Service	12/20/2023 Mercury Testing			\$323.23
Invoice	1232567 12/21/2023				
Cash Payment	E 605-49350-316 Testing Service	12/20/2023 Wastewater Testing			\$155.21
Invoice	1232571 12/21/2023				
Cash Payment	E 605-49350-316 Testing Service	12/21/2023 Salty Discharge Testing			\$175.23
Invoice	1232761 12/22/2023				
Transaction Date	12/28/2023	General Checking	10100	Total	\$653.67
Refer	46 PAUMEN COMPUTER SERVICES				
Cash Payment	E 101-41510-208 Training and Instruction	Updated Know Be 4 Users, Created December Know Be 4 Training Campaign			\$105.00
Invoice	16082 12/16/2023				
Cash Payment	E 101-41510-309 Maintenance Contracts	Offsite Replication of Quest Rapid Recovery Server - Monthly Service for January 2024			\$195.00
Invoice	16082 12/16/2023				
Cash Payment	E 101-41510-309 Maintenance Contracts	Microsoft 365 Business Standard - Mid-Term Upgrade from Basic to Standard, Annual Commitment 11/4/2023 - 4/6/2024, Total Standard Now 3, Total Basic Now 10			\$54.06
Invoice	16082 12/16/2023				
Cash Payment	E 101-41510-309 Maintenance Contracts	11/7/2023 Remote Service: Give Jessica Permissions to Wendy's Folder			\$40.00
Invoice	16082 12/16/2023				
Cash Payment	E 101-41510-309 Maintenance Contracts	11/29/2023 On Site Service: Scheduled Maintenance			\$490.00
Invoice	16082 12/16/2023				
Transaction Date	12/28/2023	General Checking	10100	Total	\$884.06
Refer	39 PURCHASE POWER				
Cash Payment	E 101-41510-322 Postage	Postage Refill			\$507.50
Invoice	12/1/2023				
Cash Payment	E 101-41910-322 Postage	Postage Refill			\$304.50
Invoice	12/1/2023				
Cash Payment	E 601-49350-322 Postage	Postage Refill			\$406.00
Invoice	12/1/2023				
Cash Payment	E 602-49350-322 Postage	Postage Refill			\$406.00
Invoice	12/1/2023				
Cash Payment	E 605-49350-322 Postage	Postage Refill			\$406.00
Invoice	12/1/2023				
Transaction Date	12/28/2023	General Checking	10100	Total	\$2,030.00
Refer	47 TOURVILLE, SONYA				
Cash Payment	E 275-46500-100 Wages and Salaries (G	2023 EDA Meetings - Qty 6			\$150.00
Invoice					
Transaction Date	12/28/2023	EDA Cash	10150	Total	\$150.00
Refer	50 VERIZON WIRELESS				
Cash Payment	E 101-41510-321 Telephone	Cell Phones 12/24/2023 - 1/23/2024			\$100.08
Invoice	9952484361 12/23/2023				
Cash Payment	E 101-43100-321 Telephone	Cell Phones 12/24/2023 - 1/23/2024			\$93.40
Invoice	9952484361 12/23/2023				
Cash Payment	E 220-42220-321 Telephone	Cell Phones 12/24/2023 - 1/23/2024			\$40.01
Invoice	9952484361 12/23/2023				

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Current Period: December 2023

Cash Payment	E 230-45100-321 Telephone	Cell Phones 12/24/2023 - 1/23/2024	\$50.04
Invoice	9952484361 12/23/2023		
Cash Payment	E 601-49350-321 Telephone	Cell Phones 12/24/2023 - 1/23/2024	\$93.39
Invoice	9952484361 12/23/2023		
Cash Payment	E 602-49350-321 Telephone	Cell Phones 12/24/2023 - 1/23/2024	\$93.39
Invoice	9952484361 12/23/2023		
Cash Payment	E 605-49350-321 Telephone	Cell Phones 12/24/2023 - 1/23/2024	\$50.04
Invoice	9952484361 12/23/2023		
Transaction Date	12/28/2023	General Checking 10100	Total \$520.35
Refer	36 WRIGHT COUNTY HIGHWAY DEPT		
Cash Payment	E 101-43100-224 Street Maint Materials	October 2023 Road Salt - 21.4 Ton	\$2,376.90
Invoice	2535 12/19/2023		
Transaction Date	12/28/2023	General Checking 10100	Total \$2,376.90

Fund Summary

	10100 General Checking	
101 GENERAL FUND	\$5,608.51	
220 FIRE DEPARTMENT	\$40.01	
230 PARK AND RECREATION	\$50.04	
401 GENERAL CAPITAL PROJECTS	\$29,955.67	
506 2023 STREET IMPROVEMENT	\$5,692.00	
601 WATER FUND	\$694.04	
602 SANITARY SEWER FUND	\$551.04	
605 WASTEWATER PLANT	\$1,127.96	
	\$43,719.27	
	10150 EDA Cash	
275 ECONOMIC DEVELOPMENT AUTHORITY	\$150.00	
	\$150.00	

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$43,869.27
Total	\$43,869.27

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***Check Summary Register©**

Batch: 12-29-23 Claims

Name		Check Date	Check Amt	
10100 General Checking				
36120	ADAMS PEST CONTROL-MAIN	12/28/2023	\$88.58	12/15/2023 Pest Control
36121	BOLTON & MENK INC	12/28/2023	\$5,835.00	2023 Street Improvement Project: Grant Applic
36122	COLONIAL LIFE	12/28/2023	\$19.56	D. Remer: Accident Insurance
36123	CITIZENS STATE BANK-HSA	12/28/2023	\$550.00	J. Bonniwell: December 2023 HSA
36124	KEY GOVT FINANCE, INC	12/28/2023	\$29,955.67	2019 Western Star 4700 Dump Truck - Pymt 4
36125	LINCOLN NATL LIFE INS CO	12/28/2023	\$192.74	Life Insurance - January 2024
36126	MADISON NATIONAL LIFE	12/28/2023	\$482.38	LTD & STD - January 2024
36127	MARCO TECH LLC	12/28/2023	\$60.36	Contract Base Rate Charge for 12/21/2023 - 1/
36128	MCFOA	12/28/2023	\$70.00	J. Bonniwell: MCFOA Certificate
36129	MVTL LABORATORIES, INC.	12/28/2023	\$653.67	12/20/2023 Mercury Testing
36130	PAUMEN COMPUTER SERVICES	12/28/2023	\$884.06	Updated Know Be 4 Users, Created December
36131	PURCHASE POWER	12/28/2023	\$2,030.00	Postage Refill
36132	VERIZON WIRELESS	12/28/2023	\$520.35	Cell Phones 12/24/2023 - 1/23/2024
36133	WRIGHT COUNTY HIGHWAY DE	12/28/2023	\$2,376.90	Ovtobor 2023 Road Salt - 21.4 Ton
Total Checks			\$43,719.27	
10150 EDA Cash				
1100	TOURVILLE, SONYA	12/28/2023	\$150.00	2023 EDA Meetings - Qty 6
Total Checks			\$150.00	

FILTER: (([Act Year]='2023' and [period] in (12))) and (Source in ('12-29-23 Claims'))

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Payments

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Current Period: December 2023

Payments Batch 12-31-23 PAY1**\$118,653.20**

Refer	59 ANCOM COMMUNICATIONS				
Cash Payment	E 220-42220-323	Communication	Minitor VI VHF 1 CH Pager Package with Maintenance Plan - Qty 5		\$2,435.00
Invoice	118050	11/1/2023			
Cash Payment	E 220-42220-323	Communication	Minitor VI Battery - Qty 20, Volume Knobs - Qty 5, Channel Knobs - Qty 5		\$470.00
Invoice	118061	11/1/2023			
Transaction Date	1/4/2024	General Checking	10100	Total	\$2,905.00
Refer	75 BADGER METER, INC.				
Cash Payment	E 601-49350-309	Maintenance Contracts	December 2023 Metering & Technology		\$202.44
Invoice	80146016	12/28/2023			
Transaction Date	1/4/2024	General Checking	10100	Total	\$202.44
Refer	62 BOLTON & MENK INC				
Cash Payment	E 507-43100-303	Engineering Fees	2021 Downtown Improvement Project: November 2023		\$1,244.50
Invoice	0327136	12/20/2023			
Cash Payment	E 101-41910-303	Engineering Fees	General Engineering: November 2023		\$562.50
Invoice	0327139	12/20/2023			
Cash Payment	E 235-45100-303	Engineering Fees	Herzon Property: November 2023		\$1,343.00
Invoice	0327139	12/20/2023			
Cash Payment	G 700-21703	Northridge	Northridge 6th Development: November 2023		\$17,373.00
Invoice	0327142	12/20/2023			
Cash Payment	G 700-21717	Preserve of Montrose	Preserve of Montrose: November 2023		\$502.50
Invoice	0327144	12/20/2023			
Cash Payment	E 235-45100-303	Engineering Fees	Regional Park: November 2023		\$201.00
Invoice	0327146	12/20/2023			
Cash Payment	E 101-41910-303	Engineering Fees	Highway 12 Surfacing and Lighting		\$12,474.00
Invoice	0327147	12/20/2023	Project 101002		
Transaction Date	1/4/2024	General Checking	10100	Total	\$33,700.50
Refer	64 CENTRAL PENSION FUND IUOE 49				
Cash Payment	G 101-10506	Health Ins.	R. Eischens: December 2023 HRA		\$200.00
Invoice					
Cash Payment	G 101-10506	Health Ins.	B. Mickolich: December 2023 HRA		\$200.00
Invoice					
Cash Payment	G 101-10506	Health Ins.	J. Kurkosky: December 2023 HRA		\$200.00
Invoice					
Cash Payment	G 101-10506	Health Ins.	C. Gerard: December 2023 HRA		\$200.00
Invoice					
Cash Payment	G 101-10506	Health Ins.	R. Henry Jr: December 2023 HRA		\$200.00
Invoice					
Transaction Date	1/4/2024	General Checking	10100	Total	\$1,000.00
Refer	70 CINTAS				
Cash Payment	E 101-43100-214	Uniforms	Week of 12/26/2023 Uniforms		\$16.66
Invoice	4178155526	12/26/2023			
Cash Payment	E 601-49350-214	Uniforms	Week of 12/26/2023 Uniforms		\$16.66
Invoice	4178155526	12/26/2023			
Cash Payment	E 602-49350-214	Uniforms	Week of 12/26/2023 Uniforms		\$16.66
Invoice	4178155526	12/26/2023			
Cash Payment	E 605-49350-214	Uniforms	Week of 12/26/2023 Uniforms		\$16.67
Invoice	4178155526	12/26/2023			

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Payments

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Current Period: December 2023

Cash Payment	E 101-41940-401	Rep/Maint Buildings & G	Week of 12/26/2023 Rugs		\$19.00
Invoice	4178155526	12/26/2023			
Cash Payment	E 290-41940-401	Rep/Maint Buildings & G	Week of 12/26/2023 Rugs		\$11.00
Invoice	4178155526	12/26/2023			
Cash Payment	E 605-49350-401	Rep/Maint Buildings & G	Week of 12/26/2023 Rugs		\$11.00
Invoice	4178155526	12/26/2023			
Transaction Date	1/4/2024	General Checking	10100	Total	\$107.65
Refer	61	CR ELECTRIC, INC.			
Cash Payment	E 101-43100-228	Electrical Repairs	10/8/2023: Checked Stoplight at Highway 12 and 25, Ordered Parts		\$230.00
Invoice	13448	12/21/2023			
Cash Payment	E 101-43100-228	Electrical Repairs	11/5/2023: Replaced Left Turn Green Arrow for Westbound 12, Replaced Walk / Don't Walk on NW Corner - Was Wrong Size		\$626.86
Invoice	13448	12/21/2023			
Transaction Date	1/4/2024	General Checking	10100	Total	\$856.86
Refer	74	Crane Engineering			
Cash Payment	E 605-49350-227	System repair & mainte	West Clarifier Rebuild		\$70,000.00
Invoice	450465-00	12/29/2023			
Cash Payment	E 605-49350-227	System repair & mainte	Fabricate New Torque Tube Stabilizing Sleeve		\$2,748.00
Invoice	450465-00	12/29/2023			
Cash Payment	E 605-49350-227	System repair & mainte	Freight		\$1,050.00
Invoice	450465-00	12/29/2023			
Transaction Date	1/4/2024	General Checking	10100	Total	\$73,798.00
Refer	73	GOPHER STATE ONE-CALL INC			
Cash Payment	E 601-49350-317	Utility Contractual Servic	16 Locate Tickets		\$10.80
Invoice	3120609	12/31/2023			
Cash Payment	E 602-49350-317	Utility Contractual Servic	16 Locate Tickets		\$10.80
Invoice	3120609	12/31/2023			
Transaction Date	1/4/2024	General Checking	10100	Total	\$21.60
Refer	67	GRITTMAN CONSULTING			
Cash Payment	E 101-41910-302	Planner Fees	General Planning & Zoning: December 2023		\$491.60
Invoice					
Cash Payment	G 700-21000	Miscellaneous Escrows	Steve Bunn / 5340 15th Avenue LLC - CUP & Final Plat: December 2023		\$859.10
Invoice			Project 101003		
Transaction Date	1/4/2024	General Checking	10100	Total	\$1,350.70
Refer	68	HERALD JOURNAL PUBLISHING, I			
Cash Payment	E 101-41510-340	Advertising	Maintenance Worker I Ad - 12/22/2023		\$185.85
Invoice					
Cash Payment	E 101-41510-340	Advertising	Maintenance Worker I Ad - 12/29/2023		\$149.85
Invoice					
Transaction Date	1/4/2024	General Checking	10100	Total	\$335.70
Refer	66	JENSON, MARIE			
Cash Payment	E 101-41940-310	Cleaning Service	City Hall: December 2023 Cleaning		\$250.00
Invoice					
Cash Payment	E 290-41940-310	Cleaning Service	Community Center: December 2023 Cleaning		\$420.00
Invoice					
Transaction Date	1/4/2024	General Checking	10100	Total	\$670.00
Refer	77	MENARDS			

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Payments

Current Period: December 2023

Cash Payment	E 101-41940-401 Rep/Maint Buildings & G	48" T8 4000K Light Bulbs			\$119.94
Invoice 99057	12/21/2023				
Cash Payment	E 605-49350-200 Office Supplies (GENER	Paper Towels			\$12.99
Invoice 99057	12/21/2023				
Cash Payment	E 101-43100-240 Small Tools and Minor E	96" 75W T12 Light Bulbs, 9 Bin Parts Organizer, Metal Cutting Wheels, Triple Adapters, Reciprocating Saw Blades			\$180.18
Invoice 99057	12/21/2023				
Transaction Date	1/4/2024	General Checking	10100	Total	\$313.11
Refer	65 METRO WEST INSPECTION SERVI				
Cash Payment	G 201-20322 Inspection Fees Pay 2022	Pmt 22-05 @ 1031 Whitetail Lane			\$103.31
Invoice 3978	12/27/2023				
Cash Payment	G 201-20322 Inspection Fees Pay 2022	Pmt 22-35 @ 1114 Natallie Avenue			\$103.33
Invoice 3978	12/27/2023				
Cash Payment	G 201-20322 Inspection Fees Pay 2022	Pmt 22-37 @ 1116 Natallie Avenue			\$103.33
Invoice 3978	12/27/2023				
Cash Payment	G 201-20322 Inspection Fees Pay 2022	Pmt 22-39 @ 111 Hill Street			\$265.03
Invoice 3978	12/27/2023				
Cash Payment	G 201-20322 Inspection Fees Pay 2022	Pmt 22-40 @ 1033 Whitetail Lane			\$103.31
Invoice 3978	12/27/2023				
Cash Payment	G 201-20322 Inspection Fees Pay 2022	Pmt 22-148 - Cancel @ 132 Hill Street			\$159.98
Invoice 3978	12/27/2023				
Cash Payment	G 201-20322 Inspection Fees Pay 2022	Pmt 22-153 @ 115 Sheri Lane			\$37.50
Invoice 3978	12/27/2023				
Cash Payment	G 201-20322 Inspection Fees Pay 2022	Pmt 22-156 @ 330 3rd Street			\$80.23
Invoice 3978	12/27/2023				
Cash Payment	G 201-20322 Inspection Fees Pay 2022	Pmt 22-159 @ 610 Dillon Avenue North			\$37.50
Invoice 3978	12/27/2023				
Cash Payment	G 201-20322 Inspection Fees Pay 2022	Pmt 22-167 @ 1007 Christof Court			\$76.43
Invoice 3978	12/27/2023				
Cash Payment	G 201-20322 Inspection Fees Pay 2022	Pmt 22-169 @ 201 Crystal Lane			\$37.50
Invoice 3978	12/27/2023				
Cash Payment	G 201-20322 Inspection Fees Pay 2022	Pmt 22-170 @ 200 Crystal Lane			\$37.50
Invoice 3978	12/27/2023				
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-48 @ 100 2nd Street			\$54.62
Invoice 3978	12/27/2023				
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-122 @ 420 Dillon Avenue			\$37.50
Invoice 3978	12/27/2023				
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-141 @ 133 Crystal Circle			\$37.50
Invoice 3978	12/27/2023				
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-148 @ 608 6th Street North			\$37.50
Invoice 3978	12/27/2023				
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-168 @ 311 Mindy Lane			\$37.50
Invoice 3978	12/27/2023				
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-186 @ 314 Mindy Lane			\$37.50
Invoice 3978	12/27/2023				
Cash Payment	G 201-20323 Inspection Fees Pay 2023	Pmt 23-200 @ 425 Emerson Avenue			\$37.50
Invoice 3978	12/27/2023				
Transaction Date	1/4/2024	General Checking	10100	Total	\$1,424.57
Refer	72 MILHAUSEN AUTO REPAIR				
Cash Payment	E 101-43100-221 Equipment repair/mtce	2019 Ford F150: Oil Change, Rotate Tires			\$100.00
Invoice 5205	12/28/2023				

CITY OF MONTROSE

Payments

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Current Period: December 2023

Transaction Date	1/4/2024	General Checking	10100	Total	\$100.00
Refer	76 MVTL LABORATORIES, INC.	-			
Cash Payment	E 605-49350-316 Testing Service	12/26/2023 Wastewater Testing			\$155.21
Invoice					
Transaction Date	1/4/2024	General Checking	10100	Total	\$155.21
Refer	71 STEINER AUTO PARTS	-			
Cash Payment	E 101-43100-221 Equipment repair/mtce	2019 Ford F350: Wiper Blades, Air Filter			\$67.80
Invoice 271666	12/28/2023				
Transaction Date	1/4/2024	General Checking	10100	Total	\$67.80
Refer	60 VARNER MOBILE SERVICES	-			
Cash Payment	E 101-43100-222 Vehicle repair/mtce	2019 Western Plow Truck: Inspect Check Engine Light, Ordered & Replaced Def Tank Header Assembly			\$1,164.39
Invoice 10072	12/21/2023				
Transaction Date	1/4/2024	General Checking	10100	Total	\$1,164.39
Refer	63 WAL-MART COMMUNITY	-			
Cash Payment	E 101-41510-200 Office Supplies (GENER	Paper Plates, Sponges, Trash Bags, Kleenex, Clorox, Toilet Paper, Heater			\$131.49
Invoice	12/1/2023				
Transaction Date	1/4/2024	General Checking	10100	Total	\$131.49
Refer	69 WRIGHT COUNTY JOURNAL PRES	-			
Cash Payment	E 101-41510-340 Advertising	Maintenance Worker I Ad - Press 12/21/2023			\$24.99
Invoice 8126705	12/21/2023				
Cash Payment	E 101-41510-340 Advertising	Maintenance Worker I Ad - Press 12/21/2023			\$24.99
Invoice 8126705	12/28/2023				
Cash Payment	E 101-41510-340 Advertising	Maintenance Worker I Ad - Full 12/24/2023			\$169.19
Invoice 8126706	12/24/2023				
Cash Payment	E 101-41510-340 Advertising	Maintenance Worker I Ad - Full 12/31/2023			\$169.19
Invoice 8126706	12/31/2023				
Cash Payment	E 101-41510-340 Advertising	Discount			-\$40.18
Invoice					
Transaction Date	1/4/2024	General Checking	10100	Total	\$348.18

Fund Summary

10100 General Checking

101 GENERAL FUND	\$18,118.30
201 BUILDING INSPECTOR FEES	\$1,424.57
220 FIRE DEPARTMENT	\$2,905.00
235 PARK & REC DEVELOPMENT	\$1,544.00
290 COMMUNITY CENTER	\$431.00
507 DOWNTOWN IMPROV	\$1,244.50
601 WATER FUND	\$229.90
602 SANITARY SEWER FUND	\$27.46
605 WASTEWATER PLANT	\$73,993.87
700 DEVELOPERS ESCROW	\$18,734.60
	<hr/>
	\$118,653.20

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$118,653.20
Total	<hr/>
	\$118,653.20

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*Check Summary Register©

Batch: 12-31-23 PAY1

	Name	Check Date	Check Amt	
10100	General Checking			
36134	ANCOM COMMUNICATIONS	1/8/2024	\$2,905.00	Minitor VI VHF 1 CH Pager Package with Maint
36135	BADGER METER, INC.	1/8/2024	\$202.44	December 2023 Metering & Technology
36136	BOLTON & MENK INC	1/8/2024	\$33,700.50	2021 Downtown Improvement Project: Novemb
36137	CENTRAL PENSION FUND IUOE	1/8/2024	\$1,000.00	R. Eischens: December 2023 HRA
36138	CINTAS	1/8/2024	\$107.65	Week of 12/26/2023 Uniforms
36139	CR ELECTRIC, INC.	1/8/2024	\$856.86	10/8/2023: Checked Stoplight at Highway 12 a
36140	Crane Engineering	1/8/2024	\$73,798.00	West Clarifier Rebuild
36141	GOPHER STATE ONE-CALL	1/8/2024	\$21.60	16 Locate Tickets
36142	GRITTMAN CONSULTING	1/8/2024	\$1,350.70	General Planning & Zoning: December 2023
36143	HERALD JOURNAL PUBLISHING	1/8/2024	\$335.70	Maintenance Worker I Ad - 12/22/2023
36144	JENSON, MARIE	1/8/2024	\$670.00	City Hall: December 2023 Cleaning
36145	MENARDS	1/8/2024	\$313.11	48" T8 4000K Light Bulbs
36146	METRO WEST INSPECTION SER	1/8/2024	\$1,424.57	Pmt 22-05 @ 1031 Whitetail Lane
36147	MILHAUSEN AUTO REPAIR	1/8/2024	\$100.00	2019 Ford F150: Oil Change, Rotate Tires
36148	MVTL LABORATORIES, INC.	1/8/2024	\$155.21	12/26/2023 Wastewater Testing
36149	STEINER AUTO PARTS	1/8/2024	\$67.80	2019 Ford F350: Wiper Blades, Air Filter
36150	VARNER MOBILE SERVICES	1/8/2024	\$1,164.39	2019 Western Plow Truck: Inspect Check Engi
36151	Capital One	1/8/2024	\$131.49	Paper Plates, Sponges, Trash Bags, Kleenex,
36152	WRIGHT COUNTY JOURNAL PR	1/8/2024	\$348.18	Maintenance Worker I Ad - Press 12/21/2023
Total Checks			\$118,653.20	

FILTER: ((([Act Year]='2023' and [period] in (12)))) and (Source in ('12-31-23 PAY1'))

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Payments

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Current Period: January 2024

Payments Batch 1-8-2024 Claims

\$718,466.95

Refer	82 CINTAS	-		
Cash Payment	E 101-43100-214 Uniforms	Week of 1/2/2024 Uniforms		\$16.67
Invoice	4178746699 1/2/2024			
Cash Payment	E 601-49350-214 Uniforms	Week of 1/2/2024 Uniforms		\$16.66
Invoice	4178746699 1/2/2024			
Cash Payment	E 602-49350-214 Uniforms	Week of 1/2/2024 Uniforms		\$16.66
Invoice	4178746699 1/2/2024			
Cash Payment	E 605-49350-214 Uniforms	Week of 1/2/2024 Uniforms		\$16.66
Invoice	4178746699 1/2/2024			
Cash Payment	E 101-41940-401 Rep/Maint Buildings & G	Week of 1/2/2024 Rugs		\$19.00
Invoice	4178746699 1/2/2024			
Cash Payment	E 290-41940-401 Rep/Maint Buildings & G	Week of 1/2/2024 Rugs		\$11.00
Invoice	4178746699 1/2/2024			
Cash Payment	E 605-49350-401 Rep/Maint Buildings & G	Week of 1/2/2024 Rugs		\$11.00
Invoice	4178746699 1/2/2024			
Transaction Date	1/4/2024	General Checking 10100	Total	\$107.65
Refer	85 COMCAST	-		
Cash Payment	E 220-42220-321 Telephone	Fire Dept: Internet January 2024		\$97.85
Invoice	12/24/2023			
Cash Payment	E 290-41940-321 Telephone	Comm. Cntr: Internet January 2024		\$104.85
Invoice	12/24/2023			
Cash Payment	E 101-41510-321 Telephone	City Hall: Cable & Internet January 2024		\$74.61
Invoice	12/24/2023			
Cash Payment	E 601-49350-321 Telephone	City Hall: Cable & Internet January 2024		\$74.62
Invoice	12/24/2023			
Cash Payment	E 602-49350-321 Telephone	City Hall: Cable & Internet January 2024		\$74.62
Invoice	12/24/2023			
Cash Payment	E 101-43100-321 Telephone	Public Works: Cable & Internet January 2024		\$34.95
Invoice	12/24/2023			
Cash Payment	E 601-49350-321 Telephone	Public Works: Cable & Internet January 2024		\$34.95
Invoice	12/24/2023			
Cash Payment	E 602-49350-321 Telephone	Public Works: Cable & Internet January 2024		\$34.95
Invoice	12/24/2023			
Transaction Date	1/4/2024	General Checking 10100	Total	\$531.40
Refer	78 DVS RENEWAL	-		
Cash Payment	E 230-45100-499 Miscellaneous	2000 Alum: 2/29/2024 - 2/28/2026 Tabs		\$20.25
Invoice				
Cash Payment	E 605-49350-435 License/Renewals	1998 Volv VVN: 2/29/2024 - 2/28/2026 Tabs		\$20.25
Invoice				
Cash Payment	E 605-49350-435 License/Renewals	2018 Ford F150: 2/29/2024 - 2/28/2026 Tabs		\$20.25
Invoice				
Cash Payment	E 602-49350-435 License/Renewals	2001 Sewer Trailer: 2/29/2024 - 2/28/2026 Tabs		\$20.25
Invoice				
Cash Payment	E 602-49350-435 License/Renewals	1997 Chevy GM4: 2/29/2024 - 2/28/2026 Tabs		\$20.25
Invoice				
Cash Payment	E 601-49350-435 License/Renewals	2005 Chevy Silverado: 2/29/2024 - 2/28/2026 Tabs		\$20.25
Invoice				

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Payments

Current Period: January 2024

Cash Payment	E 101-43100-435	License/Renewals	2015 Towmaster Trailer: 2/29/2024 - 2/28/2026 Tabs	\$20.25
Invoice				
Cash Payment	E 101-43100-435	License/Renewals	2006 Sterling: 2/29/2024 - 2/28/2026 Tabs	\$20.25
Invoice				
Cash Payment	E 101-43100-435	License/Renewals	2019 Western Star: 2/29/2024 - 2/28/2026 Tabs	\$20.25
Invoice				
Cash Payment	E 101-43100-435	License/Renewals	2019 Ford F350: 2/29/2024 - 2/28/2026 Tabs	\$20.25
Invoice				
Cash Payment	E 101-43100-435	License/Renewals	2024 Wester Star: 2/29/2024 - 2/28/2026 Tabs	\$20.25
Invoice				
Cash Payment	E 601-49350-435	License/Renewals	2017 Chevy Silverado: 2/29/2024 - 2/28/2026 Tabs	\$10.00
Invoice				
Cash Payment	E 605-49350-435	License/Renewals	2017 Chevy Silverado: 2/29/2024 - 2/28/2026 Tabs	\$10.25
Invoice				
Cash Payment	E 601-49350-435	License/Renewals	2024 Chevy Silverado: 2/29/2024 - 2/28/2026 Tabs	\$10.00
Invoice				
Cash Payment	E 605-49350-435	License/Renewals	2024 Chevy Silverado: 2/29/2024 - 2/28/2026 Tabs	\$10.25
Invoice				
Cash Payment	E 101-43100-435	License/Renewals	2024 Chevy Silverado: 2/29/2024 - 2/28/2026 Tabs	\$20.25
Invoice				
Transaction Date	1/4/2024	General Checking	10100	Total \$283.50
Refer	83 IUOE LOCAL #49			
Cash Payment	G 101-10506	Health Ins.	R. Eischens: February 2024 Medical & Dental	\$1,420.00
Invoice				
Cash Payment	G 101-10506	Health Ins.	C. Gerard: February 2024 Medical & Dental	\$1,420.00
Invoice				
Cash Payment	G 101-10506	Health Ins.	R. Henry Jr: February 2024 Medical & Dental	\$1,420.00
Invoice				
Cash Payment	G 101-10506	Health Ins.	J. Kurkosky: February 2024 Medical & Dental	\$1,420.00
Invoice				
Cash Payment	G 101-10506	Health Ins.	B. Mickolichuk: February 2024 Medical & Dental	\$1,420.00
Invoice				
Transaction Date	1/4/2024	General Checking	10100	Total \$7,100.00
Refer	87 MINNESOTA STATE FIRE CHIEFS			
Cash Payment	E 220-42220-433	Dues and Subscriptions	2024 Membership Renewal	\$340.00
Invoice	7161	12/19/2023		
Transaction Date	1/4/2024	General Checking	10100	Total \$340.00
Refer	81 MN DEPARTMENT OF PUBLIC SAF			
Cash Payment	E 601-49350-433	Dues and Subscriptions	Water Plant #3: MN Hazardous Materials Incident Response Act Fee & Hazardous Chemical Inventory Fee	\$100.00
Invoice	M-134194	1/2/2024		
Cash Payment	E 601-49350-433	Dues and Subscriptions	Water Plant #2: MN Hazardous Materials Incident Repsonse Act Fee & Hazardous Chemical Inventory Fee	\$100.00
Invoice	M-134189	1/2/2024		
Transaction Date	1/4/2024	General Checking	10100	Total \$200.00

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Payments

Current Period: January 2024

Refer	84 NUSO, LLC				
Cash Payment	E 101-41510-321 Telephone	Telephone Service 1/1 - 1/31/2024			\$26.78
Invoice	130835384				
Cash Payment	E 101-43100-321 Telephone	Telephone Service 1/1 - 1/31/2024			\$26.77
Invoice	130835384				
Cash Payment	E 220-42220-321 Telephone	Telephone Service 1/1 - 1/31/2024			\$26.77
Invoice	130835384				
Cash Payment	E 290-41940-321 Telephone	Telephone Service 1/1 - 1/31/2024			\$26.77
Invoice	130835384				
Cash Payment	E 601-49350-321 Telephone	Telephone Service 1/1 - 1/31/2024			\$26.77
Invoice	130835384				
Cash Payment	E 602-49350-321 Telephone	Telephone Service 1/1 - 1/31/2024			\$26.77
Invoice	130835384				
Cash Payment	E 605-49350-321 Telephone	Telephone Service 1/1 - 1/31/2024			\$26.77
Invoice	130835384				
Transaction Date	1/4/2024	General Checking	10100	Total	\$187.40
Refer	86 U.S. BANK ST. PAUL				
Cash Payment	E 313-47000-603 Short-Term Debt Princip	MN GO Crossover Ref Bond - Series 2012B - Principal Payment			\$95,000.00
Invoice	2462532 12/11/2023				
Cash Payment	E 313-47000-613 Short-Term Debt Interes	MN GO Crossover Ref Bond - Series 2012B - Interest Payment			\$4,075.00
Invoice	2462532 12/11/2023				
Cash Payment	E 314-47000-603 Short-Term Debt Princip	MN GO Crossover Ref Bond - Series 2012B - Principal Payment			\$95,000.00
Invoice	2462532 12/11/2023				
Cash Payment	E 314-47000-613 Short-Term Debt Interes	MN GO Crossover Ref Bond - Series 2012B - Interest Payment			\$4,075.00
Invoice	2462532 12/11/2023				
Cash Payment	E 305-47000-603 Short-Term Debt Princip	MN GO Bond - Series 2021A - Principal Payment			\$240,000.00
Invoice	2462532 12/11/2023				
Cash Payment	E 305-47000-613 Short-Term Debt Interes	MN GO Bond - Series 2021A - Interest Payment			\$61,650.00
Invoice	2462532 12/11/2023				
Cash Payment	E 601-49350-603 Short-Term Debt Princip	MN GO Bond - Series 2021A - Principal Payment			\$80,000.00
Invoice	2462532 12/11/2023				
Cash Payment	E 601-49350-613 Short-Term Debt Interes	MN GO Bond - Series 2021A - Interest Payment			\$20,900.00
Invoice	2462532 12/11/2023				
Cash Payment	E 602-49350-603 Short-Term Debt Princip	MN GO Bond - Series 2021A - Principal Payment			\$45,000.00
Invoice	2462532 12/11/2023				
Cash Payment	E 602-49350-613 Short-Term Debt Interes	MN GO Bond - Series 2021A - Interest Payment			\$11,750.00
Invoice	2462532 12/11/2023				
Cash Payment	E 604-49350-603 Short-Term Debt Princip	MN GO Bond - Series 2021A - Principal Payment			\$40,000.00
Invoice	2462532 12/11/2023				
Cash Payment	E 604-49350-613 Short-Term Debt Interes	MN GO Bond - Series 2021A - Interest Payment			\$10,550.00
Invoice	2462532 12/11/2023				
Transaction Date	1/4/2024	General Checking	10100	Total	\$708,000.00
Refer	80 U.S. BANK				
Cash Payment	E 313-47000-620 Fiscal Agent s Fees	MN GO Crossover Ref Bonds 2012B - Agent Fees			\$275.00
Invoice	7161391 12/22/2023				

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Payments

Current Period: January 2024

Cash Payment	E 314-47000-620	Fiscal Agent s Fees	MN GO Crossover Ref Bonds 2012B - Agent Fees	\$275.00
Invoice	7161391	12/22/2023		
Transaction Date	1/4/2024	General Checking	10100	Total \$550.00
Refer	88	VOLUNTEER FIREFIGHTERS BENE		
Cash Payment	E 220-42220-134	Employer Paid Life	2024 Firefighter Life Insurance	\$200.00
Invoice				
Transaction Date	1/4/2024	General Checking	10100	Total \$200.00
Refer	79	WRIGHT COUNTY EDP		
Cash Payment	E 275-46500-433	Dues and Subscriptions	2024 Dues	\$967.00
Invoice	10209	12/14/2023		
Transaction Date	1/4/2024	EDA Cash	10150	Total \$967.00

Fund Summary

	10100 General Checking	
101 GENERAL FUND		\$7,420.28
220 FIRE DEPARTMENT		\$664.62
230 PARK AND RECREATION		\$20.25
290 COMMUNITY CENTER		\$142.62
305 DEBT SERVICE DOWNTOWN IMP		\$301,650.00
313 DEBT SERVICE-CLEMENTA AVE		\$99,350.00
314 DEBT SERVICE-WATERMAIN EXT		\$99,350.00
601 WATER FUND		\$101,293.25
602 SANITARY SEWER FUND		\$56,943.50
604 STORM WATER FUND		\$50,550.00
605 WASTEWATER PLANT		\$115.43
		\$717,499.95
	10150 EDA Cash	
275 ECONOMIC DEVELOPMENT AUTHORITY		\$967.00
		\$967.00

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$718,466.95
Total	\$718,466.95

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***Check Summary Register©**

Batch: 1-8-2024 Claims

	Name	Check Date	Check Amt	
10100	General Checking			
36172	CINTAS	1/5/2024	\$107.65	Week of 1/2/2024 Uniforms
36173	COMCAST	1/5/2024	\$531.40	Public Works: Cable & Internet January 2024
36174	DVS RENEWAL	1/5/2024	\$283.50	2018 Ford F150: 2/29/2024 - 2/28/2026 Tabs
36175	IUOE LOCAL #49	1/5/2024	\$7,100.00	R. Eischens: February 2024 Medical & Dental
36176	MSFCA	1/5/2024	\$340.00	2024 Membership Renewal
36177	MN DEPARTMENT OF PUBLIC S	1/5/2024	\$200.00	Water Plant #3: MN Hazardous Materials Incid
36178	Nuso, LLC	1/5/2024	\$187.40	Telephone Service 1/1 - 1/31/2024
36179	U.S. BANK	1/5/2024	\$550.00	MN GO Crossover Ref Bonds 2012B - Agent F
36180	U.S. BANK ST. PAUL	1/5/2024	\$708,000.00	MN GO Bond - Series 2021A - Principal Paym
36181	VOLUNTEER FIREFIGHTERS BE	1/5/2024	\$200.00	2024 Firefighter Life Insurance
	Total Checks		\$717,499.95	
10150	EDA Cash			
1101	WRIGHT COUNTY EDP	1/8/2024	\$967.00	2024 Dues
	Total Checks		\$967.00	

FILTER: (([Act Year]='2024' and [period] in (1))) and (Source in ('1-8-2024 Claims'))

CITY OF MONTROSE
Monthly Adjustments

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Account	Tran Type	Charge Name	Charge Type	Amount	Date
02-00001216-00-	Adjustment	Water-Comm	Service	(\$0.36)	12/11/2023
02-00001240-00-	Adjustment	Sewer-Comm	Service	(\$0.51)	12/28/2023
02-00001240-00-	Adjustment	Storm Water	Service	(\$2.38)	12/28/2023
02-00001240-00-	Adjustment	WWTP-Comm	Service	(\$0.05)	12/28/2023
02-00001240-00-	Adjustment	Water-Comm	Service	(\$0.10)	12/28/2023
01-00001022-00-	Adjustment	R Water	Service	(\$0.88)	12/28/2023
01-00001022-00-	Adjustment	Sewer Collection	Service	(\$0.73)	12/28/2023
01-00001022-00-	Adjustment	WWTP	Service	(\$0.79)	12/28/2023
01-00001022-00-	Adjustment	Storm Water	Service	(\$0.39)	12/28/2023
00-00002506-00-	Adjustment		UR	(\$55.88)	12/4/2023
00-00005134-01-	Adjustment		UR	(\$330.91)	12/4/2023
00-00001554-00-	Adjustment		UR	(\$88.10)	12/4/2023
00-00005080-00-	Adjustment		UR	(\$90.16)	12/4/2023
00-00002660-03-	Adjustment		UR	(\$110.06)	12/4/2023
02-00001240-00-	Adjustment	Water-Comm	Service	(\$1.24)	12/28/2023
02-00001213-00-	Adjustment	WWTP-Comm	Service	(\$0.33)	12/11/2023
01-00002539-00-	Adjustment		UR	\$1,429.05	12/12/2023
02-00001081-01-	Adjustment	Water-Comm	Service	(\$0.36)	12/11/2023
02-00001081-01-	Adjustment	Storm Water	Service	(\$1.16)	12/11/2023
02-00001081-01-	Adjustment	WWTP-Comm	Service	(\$4.25)	12/11/2023
02-00001081-01-	Adjustment	Sewer-Comm	Service	(\$4.09)	12/11/2023
01-00001879-02-	Adjustment	R Water	Service	(\$77.19)	12/4/2023
02-00001213-00-	Adjustment	Storm Water	Service	(\$1.16)	12/11/2023
01-00001879-02-	Adjustment	Sewer Collection	Service	(\$75.17)	12/4/2023
02-00001213-00-	Adjustment	Sewer-Comm	Service	(\$0.25)	12/11/2023
02-00001213-00-	Adjustment	Water-Comm	Service	(\$0.35)	12/11/2023
02-00001216-00-	Adjustment	Storm Water	Service	(\$1.19)	12/11/2023
02-00001216-00-	Adjustment	WWTP-Comm	Service	(\$0.35)	12/11/2023
02-00001216-00-	Adjustment	Sewer-Comm	Service	(\$0.28)	12/11/2023
01-00001550-00-	Adjustment		UR	\$646.51	12/12/2023
02-00001081-01-	Adjustment	Water-Comm	Service	(\$4.81)	12/11/2023
				<u>\$1,222.08</u>	

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

Public Works Department Salary January 1, 2024

Ryan Eischens, (Operator 1) is not at his top wage, Ryan will get 6% COLA wage increase and 3.5% because he had a successful annual performance review (per IUOE 49 contract). Ryan's current rate will go from \$29.96/hr. to \$32.81/hr.

Roy Henry Jr, (Maintenance Worker 3) is not at his top wage, Roy will get 6% COLA wage increase and 3.5% because he had a successful annual performance review (per IUOE 49 contract). Roy's current rate will go from \$32.10/hr. to \$35.15/hr.

John Kurkosky, (Maintenance Worker 2) is not at his top wage, in fact needs to be brought to the newly established minimum for his job title (\$30.00 hr.) John will then get 6% COLA wage increase and 3.5% because he had a successful annual performance review (per IUOE 49 contract). John's current rate will go from \$27.82/hr. to \$32.85/hr.

Brent Mickolichuk, (Operator 1) is not at his top wage, Brent will get 6% COLA wage increase and 3.5% because he had a successful annual performance review (per IUOE 49 contract). Ryan's current rate will go from \$29.50/hr. to \$32.30/hr.



December 13, 2023

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

We are pleased to confirm our understanding of the services we are to provide the City of Montrose (the City) for the year ended December 31, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the City as of and for the year ended December 31, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

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

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

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

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- Introductory Section

Edina Office

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

Mankato Office

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

Scottsdale Office

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

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



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

- Management Override of Controls
- Improper Revenue Recognition
- Limited Segregation of Duties

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

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

Audit Procedures - Internal Control

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

Audit Procedures - Compliance

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



Other Services

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

We may advise management about appropriate accounting principles and their application, and we may assist you in the assembly of your financial statements. However, management has the final responsibility for the selection and application of accounting policies and the fair presentation of financial statements that reflect the nature and operations of the City. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

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

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



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

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

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

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

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

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

Engagement Administration, Fees, and Other

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

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



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

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

Andrew K. Berg, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit in February, 2024, and to issue our reports no later than June 30, 2024.

Our fee for these services will be as follows:

Audit	\$	35,700
2023 Office of the State Auditor's Reporting Form		<u>900</u>
Total	\$	<u>36,600</u>
American Rescue Plan Act Compliance Testing (if applicable)	\$	1,000
SBITA's GASB 96 Implementation (<i>if applicable</i>)	\$	2,000

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

The newest standard that will have an effect on the City that is effective for this year's financial statement is GASB's Accounting Standards number 96 - Accounting for subscription-based information technology arrangements (SBITA). This new standard is effective for fiscal years starting after June 15, 2022. Given this new standard will have an effect on your financial statements, there will be additional time spent to adopt this standard in year one. We will assist management with the implementation of this standard and anticipate that our non-recurring implementation fee for these procedures will not exceed the total shown above. In addition, Abdo has partnered with an accounting software known as "LeaseCrunch" to assist in the implementation of the new standard and to be utilized on an ongoing basis to ensure you are in compliance with the new standard post-implementation. The cost of this service is a discounted price of \$78 per SBITA that is in the "LeaseCrunch" system and is billed directly to Abdo from LeaseCrunch on an annual basis. Abdo will bill you the same amount charged from LeaseCrunch based on the number of SBITA's in your account. Abdo plans to utilize this software as part of our procedures and Abdo can either enter information into the system for you to review or we can give you access to the system to input your own data for which we will review and ensure it is correct. We will discuss this with you as part of our planning procedures.

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



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

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

The City acknowledges and agrees that Abdo's (the Contractor) workforce, including employees assigned to staff the engagement provided for under this Agreement, constitutes an important and vital aspect of Contractor's business. In recognition of the foregoing and the harm that Contractor will suffer in the event of the loss of one or more of its employees, the City agrees that during the Term of this Agreement and for a period of six (6) months following the termination of this Agreement for any reason (the "Restrictive Time Period") the City shall not, directly or indirectly, on behalf of itself or any person, firm, corporation, association or other entity, (a) recruit, solicit, or assist anyone else in the recruitment or solicitation of, any of Contractor's employees to terminate their employment with Contractor and to become employed by or otherwise engaged with or by the City in any capacity independent of Contractor; (b) hire or engage any Contractor employee; or (c) otherwise encourage or induce any of Contractor's employees to terminate their employment with Contractor (collectively the "Contractor Employee Restrictive Covenant").

Notwithstanding the foregoing, Contractor may (but shall not be obligated to) consent to the City's recruitment, solicitation, employment or other engagement of a Contractor employee otherwise prohibited by this paragraph provided that (a) the City discloses to Contractor in writing its desire to recruit, solicit, employ or otherwise engage the Contractor employee independent of Contractor before engaging with the Contractor employee regarding any such potential relationship; (b) the City agrees to pay Contractor a Restrictive Covenant Exception Fee (as hereafter defined) in the event the Contractor employee becomes employed by or otherwise engaged with the City independent of Contractor; and (c) Contractor provides written consent to the City to engage with the Contractor employee regarding any such relationship. For purposes of this Agreement, the Restrictive Covenant Exception Fee shall be the greater of: (i) 200% of the annual contracted cost of Contractor's services under this Agreement in addition to the annual contracted cost paid or due Contractor hereunder; or (ii) 200% of the fees paid or due Contractor for services provided under this Agreement during the twelve (12) month period immediately prior to the termination of this Agreement or, in the event the Agreement has not been terminated, during the twelve (12) month period immediately prior to Contractor's provision of written consent to the City to engage in the recruitment, solicitation, employment or other engagement of a Contractor employee otherwise prohibited by this paragraph.



In the event Contractor is unwilling to consent to the City's recruitment, solicitation, employment or other engagement of a Contractor employee otherwise prohibited by this paragraph and/or agree on the City's payment of a Restrictive Covenant Exception Fee, then the Contractor Employee Restrictive Covenant shall remain in full force and effect. If the City breaches or threatens to breach the Contractor Employee Restrictive Covenant, Contractor shall be entitled to injunctive and other equitable relief from a court of competent jurisdiction restraining the City's breach of said covenant in addition to such other remedies as may be available to Contractor in law and equity, as the City as the recovery from the City of Contractor's reasonable attorneys' fees and costs incurred in any such legal action. The City also acknowledges, understands, and agrees that although the harm Contractor will suffer as a result of the City's breach of the Contractor Employee Restrictive Covenant cannot be or is very difficult to accurately estimate, the sum which is the greater of (i) 200% of the average annual fees paid by the City to Contractor for services under this Agreement during the three-year period preceding the breach, or (b) 200% of the employee's average annual compensation during the three-year period preceding the breach represents and constitutes a reasonable estimation of the damages to Contractor caused by the City's breach (the "Liquidated Damages Amount"). Therefore, at its sole election, Contractor may elect to enforce and compel the City's compliance with the Contractor Employee Restrictive Covenant or to seek an award from the City of the Liquidated Damages Amount, together with the reasonable attorneys' fees and costs incurred by Contractor in connection with any legal action to obtain such relief.

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

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

We will utilize a portal which is a collaborative, virtual workspace in a protected, online environment. The portal permits real-time collaboration across geographic boundaries and time zones and allows us and you to share data, engagement information, knowledge, and deliverables in a protected environment. In order to use the portal, you may be required by the provider of the portal to execute a client portal agreement and agree to be bound by the terms, conditions, and limitations of such agreement. You agree that we have no responsibility for the activities of the portal and agree to indemnify and hold us harmless with respect to any and all claims arising from your misuse of the portal.

We are not a host for any of your information. You are responsible for maintaining your own copy of this information. We do not provide back-up services for any of your data or records, including information we provide to you. Portals are utilized solely as a method of transferring data and are not intended for the storage of your information. Information on a portal may be deleted by us.

If you decide to transmit your confidential information to us in a manner other than a secure portal, you accept responsibility for any and all unauthorized access to your confidential information. If you request that we transmit confidential information to you in a manner other than a secure portal, you agree that we are not responsible for any liability, including but not limited to, (a) any loss or damage of any nature, whether direct or indirect, that may arise as a result of our sending confidential information in a manner other than a secure portal, and (b) any damages arising as a result of any virus being passed on or with, or arising from any alteration of, any email message.



State, federal and foreign regulators may request access to or copies of certain workpapers pursuant to applicable legal or regulatory requirements. Requests also may arise with respect to peer review, an ethics investigation, the sale of your organization, or the sale of our accounting practice. If requested, access to such workpapers will be provided under the supervision of firm personnel. Regulators may request copies of selected workpapers to distribute the copies or information contained therein to others, including other governmental agencies.

If we receive a request for copies of selected workpapers, provided that we are not prohibited from doing so by applicable laws or regulations, we agree to inform you of such request as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit the disclosure of information. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

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

Assisting you with your compliance with the Corporate Transparency Act ("CTA"), including beneficial ownership information ("BOI") reporting, is not within the scope of this engagement. You have sole responsibility for your compliance with the CTA, including its BOI reporting requirements and the collection of relevant ownership information. We shall have no liability resulting from your failure to comply with CTA. Information regarding the BOI reporting requirements can be found at <https://www.fincen.gov/boi>. Consider consulting with legal counsel if you have questions regarding the applicability of the CTA's reporting requirements and issues surrounding the collection of relevant ownership information.

Reporting

We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the Management, Honorable Mayor and City Council of the City. We cannot provide assurance that an unmodified opinion will be rendered. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express opinions or issue reports, or we may withdraw from this engagement. You agree to include our audit report in any document containing financial statements that indicate that such financial statements have been audited by us and, prior to inclusion of our audit report, to ask our permission to do so.

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



December 13, 2023
Page 10

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

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

Sincerely,



Abdo

RESPONSE:

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

By: _____

Title: _____



BradyMartz

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

November 10, 2020

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

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

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

Firm's Responsibility

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

Peer Reviewer's Responsibility

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

Required Selections and Considerations

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

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

Opinion

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



Brady Martz and Associates, P.C.



Wright County Sheriff's Office

Sheriff Sean Deringer

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



Montrose Monthly Report 2023

Printed on January 2, 2024

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
911 Abandoned Total: 2					
12/04/23 13:46	911 Abandoned	2023110362			911
12/07/23 02:46	911 Abandoned	2023111141			911
911 Open Line Total: 3					
12/01/23 11:17	911 Open Line	2023109277			911
12/05/23 23:19	911 Open Line	2023110822			911
12/14/23 11:55	911 Open Line	2023113336			911
Abandoned Vehicle Total: 1					
12/04/23 13:27	Abandoned Vehicle	2023110354	Parking	WP23031699	Phone
Agency Assist Total: 2					
12/06/23 16:06	Agency Assist	2023111015			Phone
12/19/23 21:40	Agency Assist	2023114997	Warrant - Arrest	WP23033059	Phone
Animal Total: 2					
12/20/23 17:56	Animal	2023115231			911
12/24/23 09:53	Animal	2023116384			Phone
Animal - Bites - Attacks Total: 1					
12/25/23 11:12	Animal - Bites - Attacks	2023116590	Animal - Bites - Attacks	WP23033567	911
Burglary; Medical - Psychiatric - Behavioral Total: 1					
12/07/23 14:20	Burglary; Medical -	2023111293	Medical - Psychiatric -	WP23031991	911
Check Welfare Total: 13					
12/01/23 11:53	Check Welfare	2023109298	Check Welfare	WP23031432	Phone
12/05/23 06:31	Check Welfare	2023110584	Check Welfare	WP23031788	Phone
12/07/23 14:09	Check Welfare	2023111288	Check Welfare	WP23031990	Phone
12/07/23 15:10	Check Welfare	2023111317	Check Welfare	WP23031999	Phone
12/08/23 09:01	Check Welfare	2023111504	Check Welfare	WP23032048	Phone
12/12/23 23:19	Check Welfare	2023112917	Check Welfare	WP23032425	911
12/14/23 15:38	Check Welfare	2023113421	Check Welfare	WP23032591	Phone
12/16/23 11:45	Check Welfare	2023113939	Check Welfare	WP23032743	Phone
12/17/23 20:42	Check Welfare	2023114379	Check Welfare	WP23032863	Phone
12/19/23 07:04	Check Welfare	2023114754	Check Welfare	WP23032960	Phone
12/28/23 16:31	Check Welfare	2023117386	Check Welfare	WP23033806	Phone
12/31/23 01:28	Check Welfare	2023118147	Check Welfare	WP23034025	911
12/31/23 19:44	Check Welfare	2023118313	Check Welfare	WP23034082	Phone
Check Welfare; Medical - Psychiatric - Behavioral Total: 1					
12/01/23 22:28	Check Welfare; Medical	2023109488	Check Welfare	WP23031481	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Citizen Aid Total: 2					
12/15/23 22:07	Citizen Aid	2023113829	Citizen Aid	WP23032713	911
12/21/23 12:39	Citizen Aid	2023115439	Citizen Aid	WP23033229	
Civil Complaint Total: 6					
12/07/23 11:41	Civil Complaint	2023111238	Civil Complaint	WP23031977	Phone
12/08/23 16:36	Civil Complaint	2023111652	Civil Complaint	WP23032096	Phone
12/09/23 08:28	Civil Complaint	2023111897			911
12/10/23 12:24	Civil Complaint	2023112255	Civil Complaint	WP23032234	Phone
12/14/23 13:40	Civil Complaint	2023113372	Civil Complaint	WP23032576	Phone
12/26/23 19:01	Civil Complaint	2023116905	Civil Complaint	WP23033667	Phone
Civil Process Total: 16					
12/01/23 08:39	Civil Process	2023109239			Officer
12/01/23 13:39	Civil Process	2023109329			Officer
12/05/23 09:14	Civil Process	2023110611			Officer
12/05/23 09:18	Civil Process	2023110612			Officer
12/05/23 09:31	Civil Process	2023110615			Officer
12/05/23 09:35	Civil Process	2023110616			Officer
12/05/23 15:50	Civil Process	2023110734			Officer
12/05/23 16:54	Civil Process	2023110750			Officer
12/06/23 11:52	Civil Process	2023110929			Officer
12/12/23 16:04	Civil Process	2023112820			Officer
12/13/23 10:27	Civil Process	2023112998			Officer
12/13/23 12:36	Civil Process	2023113026			Officer
12/14/23 14:49	Civil Process	2023113400			Officer
12/18/23 14:00	Civil Process	2023114573			Officer
12/18/23 14:06	Civil Process	2023114576			Officer
12/27/23 10:52	Civil Process	2023117024			Officer
Commercial General Alarm Total: 1					
12/24/23 22:09	Commercial General	2023116529			Phone
Compliance Check - Tobacco Total: 1					
12/01/23 14:30	Compliance Check -	2023109346			
Court Order Violation Total: 2					
12/09/23 16:09	Court Order Violation	2023112024	Civil Complaint	WP23032186	Phone
12/09/23 22:42	Court Order Violation	2023112118	Court Order Violation	WP23032213	911
Disabled Vehicle Total: 3					
12/08/23 19:26	Disabled Vehicle	2023111722			911
12/17/23 13:23	Disabled Vehicle	2023114262			Phone
12/20/23 06:49	Disabled Vehicle	2023115053			Phone
Disorderly Total: 2					
12/03/23 20:53	Disorderly	2023110132	Disorderly	WP23031643	911
12/08/23 20:41	Disorderly	2023111754	Domestic Disturbance	WP23032115	911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Domestic Disturbance Total: 3					
12/02/23 15:33	Domestic Disturbance	2023109687	Domestic Disturbance	WP23031531	911
12/02/23 15:55	Domestic Disturbance	2023109696	Domestic Disturbance	WP23031534	911
12/12/23 07:19	Domestic Disturbance	2023112708	Domestic Disturbance	WP23032353	911
Dumping Total: 2					
12/07/23 08:54	Dumping	2023111192	Dumping	WP23031963	
12/28/23 16:16	Dumping	2023117379	Dumping	WP23033803	
Fire - CO Alarm Total: 1					
12/04/23 14:40	Fire - CO Alarm	2023110388	Fire - CO Alarm	WP23031714	
Harassment Total: 1					
12/29/23 22:43	Harassment	2023117835	Harassment	WP23033942	911
Lift Assist Total: 1					
12/15/23 09:36	Lift Assist	2023113608			
Lost - Found Property Total: 1					
12/02/23 10:21	Lost - Found Property	2023109612	Lost - Found Property	WP23031504	
Medical - Bleeding - Lacerations Total: 1					
12/30/23 14:47	Medical - Bleeding -	2023117985			911
Medical - Breathing Problems Total: 1					
12/06/23 19:37	Medical - Breathing	2023111077			911
Medical - Chest Pain Total: 4					
12/08/23 01:18	Medical - Chest Pain	2023111458			911
12/17/23 11:57	Medical - Chest Pain	2023114244			911
12/19/23 17:40	Medical - Chest Pain	2023114936			911
12/25/23 21:07	Medical - Chest Pain	2023116689			911
Medical - Fall Under 6 Feet Total: 3					
12/01/23 18:45	Medical - Fall Under 6	2023109426			911
12/07/23 09:50	Medical - Fall Under 6	2023111207			911
12/15/23 11:47	Medical - Fall Under 6	2023113650			911
Medical - Heart Problems Total: 1					
12/21/23 22:11	Medical - Heart	2023115618			911
Medical - Psychiatric - Behavioral Total: 2					
12/20/23 11:11	Medical - Psychiatric -	2023115109	CSC Sex Offense	WP23033097	911
12/23/23 22:05	Medical - Psychiatric -	2023116269	Medical - Psychiatric -	WP23033471	911
Medical - Seizure Total: 2					
12/17/23 10:20	Medical - Seizure	2023114230			911
12/19/23 10:45	Medical - Seizure	2023114809			911
Medical - Sick Total: 8					
12/05/23 00:57	Medical - Sick	2023110540	Medical - Sick	WP23031776	911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
12/05/23 11:28	Medical - Sick	2023110661	Medical - Sick	WP23031808	911
12/08/23 10:51	Medical - Sick	2023111541			911
12/13/23 21:39	Medical - Sick	2023113192			911
12/17/23 09:34	Medical - Sick	2023114220			911
12/21/23 19:35	Medical - Sick	2023115576			911
12/26/23 03:55	Medical - Sick	2023116729			911
12/26/23 17:28	Medical - Sick	2023116879	Medical - Sick	WP23033660	911

MVA - Car Deer Total: 2

12/02/23 17:57	MVA - Car Deer	2023109746	MVA - Car Deer	WP23031542	911
12/23/23 23:07	MVA - Car Deer	2023116301			Phone

MVA - Hit & Run Total: 1

12/16/23 08:15	MVA - Hit & Run	2023113893	MVA - Hit & Run	WP23032730	911
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MVA - Injuries Total: 1

12/22/23 17:32	MVA - Injuries	2023115853	MVA - Injuries	WP23033357	
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Noise Total: 5

12/02/23 23:40	Noise	2023109863	Noise	WP23031575	
12/06/23 12:19	Noise	2023110937	Noise	WP23031878	
12/08/23 22:23	Noise	2023111799	Noise	WP23032121	911
12/13/23 19:48	Noise	2023113167	Noise	WP23032518	911
12/19/23 19:55	Noise	2023114976	Noise	WP23033049	Phone

Off-Road Vehicle Complaint Total: 1

12/08/23 16:59	Off-Road Vehicle	2023111667	Off-Road Vehicle Complaint	WP23032107	Phone
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Ordinance Violation Total: 3

12/15/23 20:45	Ordinance Violation	2023113809	Ordinance Violation	WP23032706	
12/21/23 10:39	Ordinance Violation	2023115409	Ordinance Violation	WP23033215	
12/30/23 20:18	Ordinance Violation	2023118085	Ordinance Violation	WP23034002	

POR Check Total: 6

12/22/23 09:58	POR Check	2023115705			Officer
12/22/23 10:06	POR Check	2023115709			Officer
12/22/23 10:16	POR Check	2023115715			Officer
12/22/23 10:26	POR Check	2023115720			Officer
12/27/23 14:01	POR Check	2023117073			Officer
12/28/23 12:58	POR Check	2023117298			Officer

Residential Fire Alarm; Dispatch - CAD - Addressing Problems Total: 1

12/15/23 06:45	Residential Fire Alarm;	2023113585			Phone
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Residential Medical Alarm Total: 1

12/09/23 22:51	Residential Medical	2023112121			911
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SIA Business Walk Through Total: 8

12/05/23 17:11	SIA Business Walk	2023110753			
12/08/23 16:38	SIA Business Walk	2023111653			

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
12/10/23 11:29	SIA Business Walk	2023112246			
12/13/23 13:30	SIA Business Walk	2023113046			
12/13/23 20:37	SIA Business Walk	2023113176			
12/14/23 10:24	SIA Business Walk	2023113305			
12/28/23 12:34	SIA Business Walk	2023117278			
12/28/23 12:37	SIA Business Walk	2023117283			

SIA City Council - City Hall Total: 1

12/11/23 17:59	SIA City Council - City	2023112606			Officer
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SIA Other Total: 1

12/13/23 18:26	SIA Other	2023113147			
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SIA School Check Total: 1

12/13/23 13:00	SIA School Check	2023113034			
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SIA Winter Parking Warning Total: 16

12/04/23 01:12	SIA Winter Parking	2023110191			
12/04/23 01:22	SIA Winter Parking	2023110192			
12/04/23 01:26	SIA Winter Parking	2023110193			
12/04/23 01:34	SIA Winter Parking	2023110195			
12/06/23 01:08	SIA Winter Parking	2023110829			
12/06/23 01:14	SIA Winter Parking	2023110831			
12/06/23 01:20	SIA Winter Parking	2023110833			
12/06/23 01:23	SIA Winter Parking	2023110834			
12/06/23 01:27	SIA Winter Parking	2023110835			
12/07/23 01:22	SIA Winter Parking	2023111130			
12/07/23 01:31	SIA Winter Parking	2023111132			
12/07/23 01:39	SIA Winter Parking	2023111134			
12/07/23 01:44	SIA Winter Parking	2023111135			
12/07/23 01:50	SIA Winter Parking	2023111138			
12/18/23 01:56	SIA Winter Parking	2023114430			
12/18/23 02:19	SIA Winter Parking	2023114435			

Snowbird Total: 5

12/05/23 01:49	Snowbird	2023110542	Snowbird	WP23031777	
12/05/23 01:58	Snowbird	2023110544	Snowbird	WP23031778	
12/31/23 01:05	Snowbird	2023118140	Snowbird	WP23034019	
12/31/23 01:11	Snowbird	2023118141	Snowbird	WP23034020	
12/31/23 01:16	Snowbird	2023118142	Snowbird	WP23034021	

Stoparm Violation Total: 1

12/13/23 10:55	Stoparm Violation	2023113001	Stoparm Violation	WP23032461	Other
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Surveillance Total: 1

12/11/23 15:26	Surveillance	2023112558			
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Suspicious - Circumstances Total: 2

12/15/23 21:35	Suspicious -	2023113822	Suspicious - Circumstances	WP23032710	911
12/29/23 07:12	Suspicious -	2023117566	Suspicious - Circumstances	WSRO23033865	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Suspicious - Item Total: 1					
12/12/23 15:06	Suspicious - Item	2023112807	Suspicious - Item	WP23032395	Phone
Suspicious - Person - Vehicle Total: 4					
12/02/23 03:44	Suspicious - Person -	2023109556	Suspicious - Person - Vehicle	WP23031489	Phone
12/12/23 10:52	Suspicious - Person -	2023112757	Suspicious - Person - Vehicle	WP23032372	911
12/27/23 18:25	Suspicious - Person -	2023117146	Suspicious - Person - Vehicle	WP23033736	911
12/28/23 15:51	Suspicious - Person -	2023117371	Suspicious - Person - Vehicle	WP23033801	Phone
Theft - Identity Theft Total: 1					
12/26/23 14:16	Theft - Identity Theft	2023116822	Theft - Identity Theft	WP23033636	Phone
Traffic - Complaint Total: 9					
12/01/23 18:51	Traffic - Complaint	2023109427	Traffic - Complaint	WP23031468	911
12/01/23 18:55	Traffic - Complaint	2023109430	Traffic - Complaint	WP23031469	911
12/05/23 16:03	Traffic - Complaint	2023110738	Traffic - Complaint	WP23031827	Phone
12/05/23 18:51	Traffic - Complaint	2023110776	Traffic - Complaint	WP23031834	Phone
12/13/23 16:43	Traffic - Complaint	2023113121	Traffic - Complaint	WP23032501	911
12/23/23 22:40	Traffic - Complaint	2023116288	Traffic - Complaint	WP23033475	911
12/28/23 17:52	Traffic - Complaint	2023117418	Traffic - Complaint	WP23033822	Phone
12/29/23 07:35	Traffic - Complaint	2023117572	Traffic - Complaint	WP23033866	911
12/31/23 12:45	Traffic - Complaint	2023118208	Traffic - Complaint	WP23034048	911
Traffic Stop Total: 60					
12/01/23 20:38	Traffic Stop	2023109459			Officer
12/01/23 21:48	Traffic Stop	2023109474			Officer
12/01/23 22:06	Traffic Stop	2023109481			Officer
12/02/23 04:00	Traffic Stop	2023109564			Officer
12/02/23 09:46	Traffic Stop	2023109603	Traffic Stop	WP23031501	Officer
12/02/23 15:53	Traffic Stop	2023109695			Officer
12/02/23 16:44	Traffic Stop	2023109711			Officer
12/02/23 18:44	Traffic Stop	2023109771	Traffic Stop	WP23031549	Officer
12/02/23 20:01	Traffic Stop	2023109794	Traffic Stop	WP23031555	Officer
12/02/23 23:24	Traffic Stop	2023109860			Officer
12/03/23 00:00	Traffic Stop	2023109868			Officer
12/03/23 10:31	Traffic Stop	2023109941			Officer
12/03/23 10:40	Traffic Stop	2023109944			Officer
12/04/23 10:07	Traffic Stop	2023110306	Traffic Stop	WP23031683	Officer
12/04/23 13:45	Traffic Stop	2023110361	Traffic Stop	WP23031703	Officer
12/04/23 16:42	Traffic Stop	2023110437	Traffic Stop	WP23031735	Officer
12/06/23 16:07	Traffic Stop	2023111016			Officer
12/06/23 20:07	Traffic Stop	2023111084			Officer
12/07/23 13:40	Traffic Stop	2023111271	Traffic Stop	WP23031988	
12/07/23 20:28	Traffic Stop	2023111411			Officer
12/08/23 19:41	Traffic Stop	2023111726			Officer
12/08/23 20:57	Traffic Stop	2023111764			Officer
12/09/23 13:31	Traffic Stop	2023111978			Officer
12/09/23 13:41	Traffic Stop	2023111980			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
12/09/23 14:02	Traffic Stop	2023111983			Officer
12/09/23 22:11	Traffic Stop	2023112111			Officer
12/09/23 23:17	Traffic Stop	2023112123			Officer
12/10/23 14:11	Traffic Stop	2023112269			Officer
12/11/23 02:24	Traffic Stop	2023112408			Officer
12/11/23 16:32	Traffic Stop	2023112580			Officer
12/11/23 23:46	Traffic Stop	2023112673			Officer
12/12/23 23:16	Traffic Stop	2023112916	Traffic Stop	WP23032424	Officer
12/14/23 18:28	Traffic Stop	2023113490			Officer
12/15/23 09:10	Traffic Stop	2023113602			Officer
12/15/23 20:37	Traffic Stop	2023113805			Officer
12/16/23 23:43	Traffic Stop	2023114162			Officer
12/17/23 00:33	Traffic Stop	2023114173			Officer
12/17/23 21:12	Traffic Stop	2023114388			Officer
12/17/23 21:22	Traffic Stop	2023114389			Officer
12/18/23 22:00	Traffic Stop	2023114709			Officer
12/19/23 02:09	Traffic Stop	2023114727			Officer
12/20/23 23:26	Traffic Stop	2023115319			Officer
12/21/23 03:17	Traffic Stop	2023115336			Officer
12/21/23 15:50	Traffic Stop	2023115486	Traffic Stop	BP23012995	Officer
12/21/23 16:15	Traffic Stop	2023115497			Officer
12/21/23 20:25	Traffic Stop	2023115595			Officer
12/22/23 02:34	Traffic Stop	2023115652			Officer
12/22/23 22:50	Traffic Stop	2023115948			Officer
12/22/23 23:11	Traffic Stop	2023115951	Traffic Stop	WP23033389	Officer
12/23/23 17:18	Traffic Stop	2023116161			Officer
12/23/23 23:27	Traffic Stop	2023116307	Traffic Stop	WP23033480	Officer
12/23/23 23:43	Traffic Stop	2023116313			Officer
12/23/23 23:45	Traffic Stop	2023116314			Officer
12/26/23 12:56	Traffic Stop	2023116809	Traffic Stop	WP23033628	Officer
12/27/23 13:03	Traffic Stop	2023117056			Officer
12/27/23 21:45	Traffic Stop	2023117204			Officer
12/28/23 21:35	Traffic Stop	2023117488			Officer
12/29/23 21:00	Traffic Stop	2023117790			Officer
12/29/23 21:10	Traffic Stop	2023117794			Officer
12/29/23 22:11	Traffic Stop	2023117821	Traffic Stop	WP23033938	Officer

Trespass Total: 3

12/20/23 11:14	Trespass	2023115110	Trespass	BP23012959	Phone
12/23/23 08:50	Trespass	2023116014	Trespass	WP23033406	Phone
12/29/23 20:26	Trespass	2023117783	Trespass	WP23033931	Phone

Unwanted Person Total: 2

12/14/23 08:34	Unwanted Person	2023113278	Unwanted Person	WP23032540	Phone
12/14/23 17:22	Unwanted Person	2023113460	Unwanted Person	WP23032601	Phone

Unwanted Person; Civil Complaint Total: 1

12/14/23 17:45	Unwanted Person; Civil	2023113473	Unwanted Person	WP23032605	911
----------------	------------------------	------------	-----------------	------------	-----

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
--------------------------	--------------	-------	----------------	-------------	--------------

Warrant - Arrest Total: 2

12/07/23 20:49	Warrant - Arrest	2023111420	Warrant - Arrest	WP23032025	
12/17/23 16:07	Warrant - Arrest	2023114305	Warrant - Arrest	WP23032844	Officer

Warrant - Attempt Total: 6

12/01/23 21:14	Warrant - Attempt	2023109467			Officer
12/07/23 20:37	Warrant - Attempt	2023111416			
12/07/23 21:07	Warrant - Attempt	2023111423			
12/12/23 15:47	Warrant - Attempt	2023112816	Warrant - Arrest	WP23032398	
12/15/23 19:15	Warrant - Attempt	2023113782			
12/29/23 19:11	Warrant - Attempt	2023117763			

Total Records: 236

Montrose/Waverly Patrol Hour Summary

Hours Purchased Per Contract:	5,840.00	
Starting Hours (beginning of month):	480.25	
M-T-D (detailed below):	498.75	** Estimated Hours not verified by final payroll
YE Differential	(18.50)	
Y-T-D:	5,858.50	

Shift Start

Date	Shift Start Time	Shift Stop Date	Shift Stop Time	Schedule	Position	Time Type	Regular Hours
1-Dec-23	10:00	1-Dec-23	18:00	Montrose/Waverly (4620 Sheriff Gener		8
1-Dec-23	18:00	2-Dec-23	2:00	Montrose/Waverly (4630 Sheriff Gener		8
2-Dec-23	18:00	3-Dec-23	2:00	Montrose/Waverly (4630 Sheriff Gener		8
2-Dec-23	10:00	2-Dec-23	18:00	Montrose/Waverly (4620 Sheriff Gener		8
3-Dec-23	2:00	3-Dec-23	3:00	Extra Hours: Montrc	4630 EOS Premium		1
3-Dec-23	18:00	4-Dec-23	2:00	Montrose/Waverly (4630 Sheriff Gener		8
3-Dec-23	10:00	3-Dec-23	18:00	Montrose/Waverly (4620 Sheriff Gener		8
4-Dec-23	16:00	5-Dec-23	2:00	Montrose/Waverly (4630 Sheriff Gener		10
4-Dec-23	10:00	4-Dec-23	16:00	Montrose/Waverly (4620 Sheriff Gener		6
5-Dec-23	16:00	6-Dec-23	2:00	Montrose/Waverly (4630 Sheriff Gener		10
5-Dec-23	10:00	5-Dec-23	16:00	Montrose/Waverly (4620 Sheriff Gener		6
6-Dec-23	16:00	7-Dec-23	2:00	Montrose/Waverly (4630 Sheriff Gener		10
6-Dec-23	8:00	6-Dec-23	14:00	Montrose/Waverly (4620 Sheriff Gener		6
7-Dec-23	16:00	8-Dec-23	2:00	Montrose/Waverly (4630 Sheriff Gener		10
7-Dec-23	10:00	7-Dec-23	16:00	Montrose/Waverly (4620 Sheriff Gener		6
8-Dec-23	18:00	9-Dec-23	2:00	Montrose/Waverly (4630 Sheriff Gener		8
8-Dec-23	10:00	8-Dec-23	18:00	Montrose/Waverly (4620 Sheriff Gener		8
8-Dec-23	18:00	8-Dec-23	19:45	Extra Hours: Montrc	4610 EOS Premium		1.75
9-Dec-23	18:00	10-Dec-23	2:00	Montrose/Waverly (4630 Sheriff Gener		8
9-Dec-23	10:00	9-Dec-23	18:00	Montrose/Waverly (4620 Sheriff Gener		8
10-Dec-23	18:00	11-Dec-23	2:00	Montrose/Waverly (4630 Sheriff Gener		8
10-Dec-23	10:00	10-Dec-23	18:00	Montrose/Waverly (4620 Sheriff Gener		8
11-Dec-23	18:00	12-Dec-23	2:00	Montrose/Waverly (4630 Sheriff Gener		8
11-Dec-23	10:00	11-Dec-23	18:00	Montrose/Waverly (4620 Sheriff Gener		8
12-Dec-23	18:00	13-Dec-23	2:00	Montrose/Waverly (4630 Sheriff Gener		8
12-Dec-23	10:00	12-Dec-23	18:00	Montrose/Waverly (4620 Sheriff Gener		8
13-Dec-23	18:00	14-Dec-23	2:00	Montrose/Waverly (4630 Sheriff Gener		8
13-Dec-23	10:00	13-Dec-23	18:00	Montrose/Waverly (4620 Sheriff Gener		8
14-Dec-23	18:00	15-Dec-23	2:00	Montrose/Waverly (4630 Sheriff Gener		8
14-Dec-23	10:00	14-Dec-23	18:00	Montrose/Waverly (4620 Sheriff Gener		8
15-Dec-23	18:00	16-Dec-23	2:00	Montrose/Waverly (4630 Sheriff Gener		8
15-Dec-23	10:00	15-Dec-23	18:00	Montrose/Waverly (4620 Sheriff Gener		8

16-Dec-23	18:00	17-Dec-23	2:00 Montrose/Waverly (4630 Sheriff Genera	8
16-Dec-23	10:00	16-Dec-23	18:00 Montrose/Waverly (4620 Sheriff Genera	8
17-Dec-23	18:00	18-Dec-23	2:00 Montrose/Waverly (4630 Sheriff Genera	8
17-Dec-23	10:00	17-Dec-23	18:00 Montrose/Waverly (4620 Sheriff Genera	8
18-Dec-23	16:00	19-Dec-23	2:00 Montrose/Waverly (4630 Sheriff Genera	10
18-Dec-23	12:00	18-Dec-23	16:00 Montrose/Waverly (4620 Sheriff Genera	4
18-Dec-23	10:00	18-Dec-23	12:00 Montrose/Waverly (4620 Sheriff Genera	2
19-Dec-23	16:00	20-Dec-23	2:00 Montrose/Waverly (4630 Sheriff Genera	10
19-Dec-23	10:00	19-Dec-23	16:00 Montrose/Waverly (4620 Sheriff Genera	6
20-Dec-23	16:00	21-Dec-23	2:00 Montrose/Waverly (4630 Sheriff Genera	10
20-Dec-23	10:00	20-Dec-23	16:00 Montrose/Waverly (4620 Sheriff Genera	6
21-Dec-23	16:00	22-Dec-23	2:00 Montrose/Waverly (4630 Sheriff Genera	10
21-Dec-23	10:00	21-Dec-23	16:00 Montrose/Waverly (4620 Sheriff Genera	6
22-Dec-23	18:00	23-Dec-23	2:00 Montrose/Waverly (4630 Sheriff Genera	8
22-Dec-23	10:00	22-Dec-23	18:00 Montrose/Waverly (4620 Sheriff Genera	8
23-Dec-23	18:00	24-Dec-23	2:00 Montrose/Waverly (4630 Sheriff Genera	8
23-Dec-23	10:00	23-Dec-23	18:00 Montrose/Waverly (4620 Sheriff Genera	8
24-Dec-23	18:00	25-Dec-23	2:00 Montrose/Waverly (4630 Sheriff Genera	8
24-Dec-23	10:00	24-Dec-23	18:00 Montrose/Waverly (4620 Sheriff Genera	8
25-Dec-23	18:00	26-Dec-23	2:00 Montrose/Waverly (4630 Sheriff Genera	8
25-Dec-23	10:00	25-Dec-23	18:00 Montrose/Waverly (4620 Sheriff Genera	8
26-Dec-23	18:00	27-Dec-23	2:00 Montrose/Waverly (4630 Sheriff Genera	8
26-Dec-23	10:00	26-Dec-23	18:00 Montrose/Waverly (4620 Sheriff Genera	8
27-Dec-23	18:00	28-Dec-23	2:00 Montrose/Waverly (4630 Sheriff Genera	8
27-Dec-23	10:00	27-Dec-23	18:00 Montrose/Waverly (4620 Sheriff Genera	8
28-Dec-23	18:00	29-Dec-23	2:00 Montrose/Waverly (4630 Sheriff Genera	8
28-Dec-23	10:00	28-Dec-23	18:00 Montrose/Waverly (4620 Sheriff Genera	8
29-Dec-23	18:00	30-Dec-23	2:00 Montrose/Waverly (4630 Sheriff Genera	8
29-Dec-23	10:00	29-Dec-23	18:00 Montrose/Waverly (4620 Sheriff Genera	8
30-Dec-23	18:00	31-Dec-23	2:00 Montrose/Waverly (4630 Sheriff Genera	8
30-Dec-23	10:00	30-Dec-23	18:00 Montrose/Waverly (4620 Sheriff Genera	8
31-Dec-23	18:00	1-Jan-24	2:00 Montrose/Waverly (4630 Sheriff Genera	8
31-Dec-23	10:00	31-Dec-23	18:00 Montrose/Waverly (4620 Sheriff Genera	8

TOTAL: 498.75

CITY OF MONTROSE, MINNESOTA
LONG TERM PLAN
Prepared on November 2, 2023

Prepared by Abdo Financial Solutions, LLC.

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City of Montrose, Minnesota
Long Term Plan
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COMPILATION DISCLOSURE

Honorable Mayor and City Council
City of Montrose
311 Buffalo Ave S.
Montrose, Minnesota 55363

We have compiled the accompanying forecasted long-term plan that includes property tax, tax rate, fund balance and debt projections based on input from the City Council and City staff. This projection incorporates estimates through December 31, 2033. This forecast was compiled in accordance with attestation standards established by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of forecast information that is the representation of management and does not include evaluation of the support for the assumptions underlying the forecast. We have not examined the forecast and, accordingly, do not express an opinion or any other form of assurance on the accompanying statements or assumptions. Furthermore, there will usually be differences between the forecasted and actual results because events and circumstances frequently do not occur as expected, and those differences may be material. We have no responsibility to update this report for events and circumstances occurring after the date of this report.

Sincerely,

Abdo Financial Solutions, LLC

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INTRODUCTORY SECTION

CITY OF MONTROSE, MINNESOTA LONG TERM PLAN

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AbdoSolutions.com

November 2, 2023

Honorable Mayor and City Council
City of Montrose
311 Buffalo Ave S.
Montrose, Minnesota 55363

Introduction

As discussed in prior communications to the City Council, we have been preparing a long-term plan for the City that is intended to give a big picture view of the status now and five years from now. We have measured and projected operations, capital and debt for the City based on assumptions made by management. The City's assumptions made are as follows:

Assumptions

The following assumptions have been used to calculate the projections in this report:

Capital improvement cost inflation	1.00%
Interest earnings	1.00%
General Fund levy growth	3.00%
Debt Service Fund levy (percentage of next year's debt service)	105.00%
Governmental fund revenue growth	2.00%
Governmental fund expenditure growth	3.00%
Governmental funds debt term	20
Governmental funds debt interest rate	3.00%
Enterprise fund revenue growth	7.00%
Enterprise fund expense growth	5.00%
Enterprise debt term	20
Enterprise debt interest rate	2.00%
Tax capacity growth	3.00%
Fiscal disparities growth	1.00%
Population growth	1.00%
Median home value	\$ 271,000
Median home value growth	0.50%

Assumptions with Future Action

- A General Fund levy increase of 3% was modeled to represent typical cost increases to the City. The fund balance for the General Fund is expected to remain healthy, even considering the following transfers for capital purchases/projects:
 - \$62,000 of ARPA funds transferred to the Capital Project Fund 401 for new employee/council laptops and tablets as well as a lighted message board sign and back-up generator for City Hall from 2023-2024. Note that other future use of remaining ARPA funds is still being determined.
 - \$1,425,000 transferred to the Public Works Fleet and Public Works Equipment Fleet for the General Fund allocation of cost of new vehicles.
- Two new capital project funds have been modeled, **Public Works Fleet Fund 408** and **Public Works Equipment Fleet Fund 409** to aggregate capital expenditures for public works equipment and vehicles that are utilized by multiple funds. This has been done to more accurately anticipate when new vehicles and equipment will need to be purchased and properly allocate funds for those purchases. These funds have been modeled with transfers in from a combination of the General Fund, Parks and Recreation Fund 230, Water Fund 601, Sanitary Sewer Fund 602, and Wastewater Fund 605 based on estimated cost allocation for the anticipated assets.
- A new capital project fund has been modeled, **2023 Street Improvements Fund 506** to model all upcoming street improvement projects. These projects include the Highway 12 Streetscape Project, the Country View Estates/1st Street Improvements project, Breckenridge Lane to Emerson Ave Street Connection, Mill and Overlay for 1st Street North, and various street reconstruction plans. These projects will be funded by a transfer in of the remaining cash in Downtown Improvement Fund 507 of \$1.6 million, as well as proposed new debt for the remaining large projects.
- The **Fire Fund 220** is scheduled to have operating transfers out each year of \$100,000 to the **Fire Capital Projects Fund 402** for anticipated capital projects.
- The **Parks and Recreation Fund 230 and 235**, has been modeled to show transfers out into the Public Works Fleet Fund 408 and Public Works Equipment Fleet Fund 409 based on estimated use of equipment. This comes out to an average transfer out of \$23,400 each year of the projection for vehicle and equipment replacements.
- Three new debt service funds have been modeled to accommodate larger projects that will require bond proceeds. These include the following:
 - For street improvement projects, a new debt service fund has been modeled for the **1st Street North Improvements/County View Improvement** projects. These projects are expected to begin in 2025 and 2028 and cost \$1,000,000 and \$3,500,000, respectively.
 - A new debt service fund has been modeled for the **New Community Center project**. This project is expected to begin in 2027 and cost \$3,000,000.
 - A new debt service fund has been modeled for the **Retrofit of Existing Fire Barn** project. This project is expected to begin in 2028 and cost \$3,500,000.
- The **Capital Improvement Fund 401** is modeled to receive transfers in from the General Fund for \$42,000 of ARPA funds as mentioned previously. Additionally, the model also takes into consideration a new Community Center projected to begin in 2027 with a cost of \$3,000,000 that will be funded with bond proceeds and
- The **Fire Capital Fund 402** is projected to receive operating transfers in from the Fire Fund 220 of \$100,000 each year to help fund projects. Additionally, the retrofit of the existing fire barn project is modeled to be funded with debt proceeds of \$3,500,000.



Assumptions with Future Action (Continued)

- The **AUAR Fund 501** has no upcoming projects. The costs associated with this fund are expected to be recouped through future development revenues.
- The **Water Fund 601** has been modeled to consider the construction of a new water treatment plant, expected to begin in 2030 for \$30,000,000. This project will also require an estimated two FTEs for around \$50,000 year, if costs are split with Waverly and adjusted for cost-of-living increases. The project is expected to be funded by PFA low interest bond proceeds, resulting in debt payments through 2050 of around \$2 million. An initial 200% increase in wastewater rates followed by annual increases of 7% would be required to maintain positive cash flow at the end of this plan.
- The **Sanitary Sewer Fund 602** has only one expected project for the installation of stationary back up generators at First Street for \$40,000 in 2023. The fund is expected to have a steady increase in receipts from customers and positive cash flow for the fund.
- The **Wastewater Treatment Fund 605** has been modeled to consider the construction of a new wastewater treatment plant, expected to begin in 2025 for \$30,000,000. This project will also require an estimated 6-8 FTEs for around \$175,000 each year, if costs are split with Waverly and adjusted for cost of living increases. The project is expected to be funded by PFA low interest bond proceeds, resulting in debt payments through 2045 of around \$2 million. An initial 180% increase in wastewater rates followed by annual increases of 7% would be required to maintain positive cash flow at the end of this plan.

Key Highlights

- At December 31, 2022 the General fund had a 221.63 percent operating reserve. The Minnesota Office of the State Auditor defines an adequate reserve as 35 - 50 percent of the General fund expenditures. The projected General Fund balance remains well above that range throughout the life of this Plan. We anticipate the General fund levy will grow by an average of 3.00 percent to maintain the desired reserve level.
- The total cash position of the City is projected to increase from \$13,462,165 to \$20,206,831 over the duration of this plan.
- The tax levy is projected to increase from \$1,491,245 to \$2,713,795 over the duration of this plan. This is a result of the General Fund levy increasing, on average 3.00 percent per year, as well as property taxes being levied for capital projects in the Fire Capital Improvement Fund 402 and the 2023 Street Improvement Fund 506. The tax rate is anticipated to decrease from 51.72% (certified) to 67.99%, resulting in a \$533.08 increase in tax on the median value home.
- Total new debt proposed in this plan totals \$72 million, made up of the following:
 - \$3,000,000 for new community center in **General Capital Projects Fund 401**
 - \$3,500,000 for retrofitted fire barn in **Fire Capital Projects Fund 402**
 - \$4,500,000 for street improvements in **2023 Street Improvement Fund 506**
 - \$30,800,000 for new water treatment plant in **Water Fund 601**
 - \$30,200,000 for new waste water treatment plant in **Waste Water Fund 605**



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FINANCIAL SECTION

CITY OF MONTROSE, MINNESOTA
LONG TERM PLAN

City of Montrose, Minnesota
Schedule of Property Taxes Levied and Tax Rates
For the Years Ended December 31, 2022 (Actual) and 2023 to 2033 (Estimated)

		2022	2023	2024
		Actual	Estimated	Estimated
		Amounts	Amounts	Amounts
Property Taxes Levied for General Purposes				
101	General	\$ 618,295	\$ 635,892	\$ 654,969
202	Small Cities	-	-	-
220	Fire	-	-	-
230/235	Park and Recreation	152,475	177,475	181,025
275/285	Economic Development Authority	50,000	13,500	13,770
290	Community Center	30,150	37,360	38,107
Subtotal		850,920	864,227	887,870
Property Taxes Levied for Capital				
401	General Capital Projects	99,324	101,310	103,337
507	Downtown Improvement	-	-	-
501	AUAR	-	-	-
515	2020 Street Improvements	-	-	-
402	Fire Capital Improvement Fund	-	-	-
408	Public Works Fleet	-	-	-
409	Public Works Engineering Fleet	-	-	-
506	2023 Street Improvements	-	-	-
Subtotal		99,324	101,310	103,337
Property Taxes Levied for Debt Service				
303	Montrose Meadows	120,000	59,969	60,599
305	Downtown	200,000	378,945	379,103
307	CSAH 12 Wells/Lift	109,000	-	-
308	Buffalo Avenue	-	-	-
313	Clementa Avenue	71,244	107,363	110,565
314	2012B Bonds - Enterprise	40,757	107,258	105,263
XXX	New Debt Service Fund - New Community Center	-	-	-
XXX	New Debt Service Fund - Fire Capital Projects	-	-	-
XXX	New Debt Service Fund - 2023 Street Improvement Projects	-	-	-
Subtotal		541,001	653,534	655,529
Property Taxes Levied for Future Staffing				
101	General	-	-	-
Total Taxes Levied		1,491,245	1,619,071	1,646,736
Less: Value of Market Value Levies		-	-	-
Less: Distribution from fiscal disparities		-	-	-
City Net Levy		\$ 1,491,245	\$ 1,619,071	\$ 1,646,736
Tax Capacity				
Personal and Real Estate		\$ 2,883,369	\$ 2,969,870	\$ 3,058,966
Estimated New Growth		-	-	-
Less: Contribution to fiscal disparities		-	-	-
Less: Tax Increment		-	-	-
Adjusted net tax capacity		\$ 2,883,369	\$ 2,969,870	\$ 3,058,966

2025	2026	2027	2028	2029	2030	2031	2032	2033
Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
\$ 674,618	\$ 694,856	\$ 715,702	\$ 737,173	\$ 759,288	\$ 782,067	\$ 805,529	\$ 829,695	\$ 854,586
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
184,645	188,338	192,105	195,947	199,866	203,863	207,940	212,099	216,341
14,045	14,326	14,613	14,905	15,203	15,507	15,817	16,134	16,456
38,869	39,647	40,440	41,248	42,073	42,915	43,773	44,649	45,542
912,178	937,167	962,859	989,273	1,016,431	1,044,352	1,073,060	1,102,576	1,132,925
105,403	107,511	109,662	111,855	114,092	116,374	118,701	121,075	123,497
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
100,000	102,000	104,040	106,121	108,243	110,408	112,616	114,869	117,166
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
305,403	309,511	313,702	317,976	322,335	326,782	331,318	335,944	340,663
-	-	-	-	-	-	-	-	-
379,155	379,103	378,945	375,900	375,060	376,793	376,005	380,310	379,208
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
108,413	106,155	-	-	-	-	-	-	-
108,413	106,155	-	-	-	-	-	-	-
-	-	-	252,000	252,000	247,275	242,550	237,825	233,100
-	-	-	-	294,000	294,000	288,488	282,975	277,463
84,000	84,000	82,425	80,850	373,275	371,700	364,613	357,525	350,438
679,980	675,413	461,370	708,750	1,294,335	1,289,768	1,271,655	1,258,635	1,240,208
-	-	-	-	-	-	-	-	-
1,897,561	1,922,091	1,737,931	2,015,999	2,633,101	2,660,902	2,676,032	2,697,155	2,713,795
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
\$ 1,897,561	\$ 1,922,091	\$ 1,737,931	\$ 2,015,999	\$ 2,633,101	\$ 2,660,902	\$ 2,676,032	\$ 2,697,155	\$ 2,713,795
\$ 3,150,735	\$ 3,245,257	\$ 3,342,615	\$ 3,442,893	\$ 3,546,180	\$ 3,652,566	\$ 3,762,143	\$ 3,875,007	\$ 3,991,257
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
\$ 3,150,735	\$ 3,245,257	\$ 3,342,615	\$ 3,442,893	\$ 3,546,180	\$ 3,652,566	\$ 3,762,143	\$ 3,875,007	\$ 3,991,257

City of Montrose, Minnesota
Schedule of Property Taxes Levied and Tax Rates (Continued)
For the Years Ended December 31, 2022 (Actual) and 2023 to 2033 (Estimated)


























	2022	2023	2024
	Actual	Estimated	Estimated
	Amounts	Amounts	Amounts
Tax Rates			
General	29.51%	29.10%	29.03%
Proposed levies for staffing	0.00%	0.00%	0.00%
Proposed capital levies	3.44%	3.41%	3.38%
Scheduled debt levies	18.76%	22.01%	21.43%
Proposed debt levies	0.00%	0.00%	0.00%
Total City Levy Tax Rate	51.72%	54.52%	53.83%
Total EDA Tax Rate	0.00%	0.00%	0.00%
Population	3,841	3,879	3,918
Taxes per Capita	\$ 388.24	\$ 417.35	\$ 420.28
Median Home Value (Jan 2)	\$ 271,000	\$ 272,355	\$ 273,717
Median Home Taxes (from city)	\$ 1,335.38	\$ 1,415.25	\$ 1,405.58
% change from prior year \$'s		6%	-1%
Tax Levy (\$)			
General	\$ 618,295	\$ 635,892	\$ 654,969
Special Revenue	232,625	228,335	232,902
Existing Debt	541,001	653,534	655,529
Proposed Debt	-	-	-
Proposed Capital	99,324	101,310	103,337
Tax Levy (%)			
General	41%	39%	40%
Special Revenue	16%	14%	14%
Existing Debt	36%	40%	40%
Proposed Debt	0%	0%	0%
Proposed Capital	7%	6%	6%
General Fund Percentage Change in Levy (%)		3%	3%

2025	2026	2027	2028	2029	2030	2031	2032	2033
Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
28.95%	28.88%	28.81%	28.73%	28.66%	28.59%	28.52%	28.45%	28.39%
0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
9.69%	9.54%	9.38%	9.24%	9.09%	8.95%	8.81%	8.67%	8.54%
18.92%	18.22%	11.34%	10.92%	10.58%	10.32%	9.99%	9.81%	9.50%
2.67%	2.59%	2.47%	9.67%	25.92%	25.00%	23.81%	22.67%	21.57%
60.23%	59.23%	51.99%	58.56%	74.25%	72.85%	71.13%	69.60%	67.99%
0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
3,957	3,997	4,037	4,077	4,118	4,159	4,201	4,243	4,285
\$ 479.50	\$ 480.89	\$ 430.51	\$ 494.44	\$ 639.40	\$ 639.75	\$ 637.02	\$ 635.69	\$ 633.28
\$ 275,085	\$ 276,461	\$ 277,843	\$ 279,232	\$ 280,628	\$ 282,032	\$ 283,442	\$ 284,859	\$ 286,283
\$ 1,581.53	\$ 1,564.20	\$ 1,380.94	\$ 1,564.01	\$ 1,994.40	\$ 1,968.41	\$ 1,932.62	\$ 1,902.27	\$ 1,868.46
13%	-1%	-12%	13%	28%	-1%	-2%	-2%	-2%
\$ 674,618	\$ 694,856	\$ 715,702	\$ 737,173	\$ 759,288	\$ 782,067	\$ 805,529	\$ 829,695	\$ 854,586
237,560	242,311	247,157	252,100	257,142	262,285	267,531	272,881	278,339
595,980	591,413	378,945	375,900	375,060	376,793	376,005	380,310	379,208
-	-	-	252,000	252,000	247,275	242,550	237,825	233,100
105,403	107,511	109,662	111,855	114,092	116,374	118,701	121,075	123,497
36%	36%	41%	37%	29%	29%	30%	31%	31%
13%	13%	14%	13%	10%	10%	10%	10%	10%
31%	31%	22%	19%	14%	14%	14%	14%	14%
0%	0%	0%	13%	10%	9%	9%	9%	9%
6%	6%	6%	6%	4%	4%	4%	4%	5%
3%	3%	3%	3%	3%	3%	3%	3%	3%

City of Montrose, Minnesota
Schedule of Annual Fund Cash Balances
For the Years Ended December 31, 2022 (Actual) and 2023 to 2033 (Estimated)

		2022	2023	2024
		Actual	Estimated	Estimated
		Amounts	Amounts	Amounts
GOVERNMENT-TYPE				
General Operations				
101	General	\$ 2,175,513	\$ 2,123,101	\$ 2,392,330
Special Revenue				
202	Small Cities	8,883	8,883	8,883
220	Fire	1,413,566	1,471,216	1,530,219
230/235	Park and Recreation	679,114	762,588	811,731
275/285	Economic Development Authority	513,516	516,696	520,016
290	Community Center	96,407	108,490	120,512
Subtotal		2,711,486	2,867,873	2,991,362
Debt Service				
303	Montrose Meadows	102,579	105,226	108,867
305	Downtown	87,597	156,392	174,595
313	Clementa Avenue	378,089	383,448	393,952
314	2012B Bonds - Enterprise	1,072		
XXX	New Debt Service Fund - New Community Center	-	-	-
XXX	New Debt Service Fund - Fire Capital Projects	-	-	-
XXX	New Debt Service Fund - 2023 Street Improvement Projects	-	-	-
Subtotal		569,337	645,065	677,413
Capital Projects				
401	General Capital Projects	1,491,640	1,650,617	1,625,460
507	Downtown Improvement	1,599,116	-	-
501	AUAR	(267,076)	(264,961)	(262,729)
515	2020 Street Improvements	-	-	-
402	Fire Capital Improvement Fund	-	100,000	(29,000)
408	Public Works Fleet	-	-	-
409	Public Works Engineering Fleet	-	-	-
506	2023 Street Improvements	-	1,199,116	927,116
Subtotal		2,823,680	2,684,772	2,260,847
Total - Governmental-type Funds		8,280,016	8,320,811	8,321,952
BUSINESS-TYPE				
Enterprise Funds				
601	Water	1,645,214	1,520,527	995,214
602	Sanitary Sewer	1,787,294	1,918,701	2,091,470
604	Storm Water	493,051	479,272	459,551
605	Wastewater Treatment	1,256,590	1,509,031	1,776,586
Total - Business-type Funds		5,182,149	5,427,530	5,322,822
Grand Total		\$ 13,462,165	\$ 13,748,341	\$ 13,644,773

* Cash balance is anticipated to grow based on market rates.

2025 Estimated Amounts	2026 Estimated Amounts	2027 Estimated Amounts	2028 Estimated Amounts	2029 Estimated Amounts	2030 Estimated Amounts	2031 Estimated Amounts	2032 Estimated Amounts	2033 Estimated Amounts	Trend
\$ 2,386,633	\$ 2,676,958	\$ 2,825,768	\$ 3,184,542	\$ 3,440,772	\$ 3,810,470	\$ 3,890,163	\$ 4,272,895	\$ 4,706,229	
8,883	8,883	8,883	8,883	8,883	8,883	8,883	8,883	8,883	
1,590,547	1,652,168	1,715,050	1,779,158	1,844,453	1,910,896	1,978,441	2,047,045	2,116,656	
890,497	908,315	992,111	1,051,310	1,111,330	1,170,589	1,245,498	1,281,967	1,353,899	
523,479	527,084	530,835	534,732	538,777	542,971	547,316	551,813	556,464	
132,462	144,331	156,105	167,775	179,327	190,748	202,026	213,145	224,092	
3,145,868	3,240,781	3,402,985	3,541,858	3,682,770	3,824,087	3,982,165	4,102,853	4,259,994	
51,314	51,314	51,314	51,314	51,314	51,314	51,314	51,314	51,314	
192,700	210,702	228,597	243,597	260,657	280,250	297,405	319,615	336,622	
399,297	404,479	305,702	305,702	305,702	305,702	305,702	305,702	305,702	
-	-	-	-	-	-	-	-	-	
-	-	-	12,000	24,120	36,136	48,048	59,853	71,552	
-	-	-	-	14,000	28,140	42,159	56,055	69,829	
4,000	8,040	12,045	16,016	33,951	51,991	69,873	87,597	105,160	
647,310	674,535	597,658	628,629	689,744	753,532	814,500	880,136	940,178	
1,192,118	1,304,300	1,300,005	1,419,860	1,540,901	1,617,684	1,735,562	1,866,743	2,008,907	
-	-	-	-	-	-	-	-	-	
(260,377)	(257,902)	(255,301)	(252,570)	(249,706)	(246,705)	(243,565)	(240,281)	(236,850)	
-	-	-	-	-	-	-	-	-	
170,710	374,417	562,201	(326,056)	(121,073)	(11,876)	200,622	337,496	208,037	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
484,116	353,116	166,116	434,116	534,116	27,116	127,116	227,116	327,116	
1,586,567	1,773,931	1,773,022	1,275,350	1,704,238	1,386,218	1,819,734	2,191,074	2,307,210	
7,766,377	8,366,205	8,599,433	8,630,378	9,517,524	9,774,308	10,506,562	11,446,957	12,213,611	
								3,933,595	
952,451	858,196	794,330	716,000	698,004	2,288,131	1,650,586	1,197,167	949,269	
2,296,744	2,486,648	2,737,967	3,019,849	3,324,791	3,674,380	4,063,653	4,494,290	4,932,645	
444,233	428,740	418,478	413,883	415,874	425,416	437,664	457,767	486,362	
1,864,879	1,151,126	577,589	215,397	48,148	96,337	379,782	892,687	1,624,944	
5,558,305	4,924,710	4,528,364	4,365,129	4,486,817	6,484,263	6,531,686	7,041,910	7,993,220	
\$ 13,324,682	\$ 13,290,915	\$ 13,127,797	\$ 12,995,507	\$ 14,004,341	\$ 16,258,571	\$ 17,038,248	\$ 18,488,867	\$ 20,206,831	

Trend Indicator



Adequate for reserve levels
Adequate as of prior year but balances decrease, watch
Below targeted reserve levels and should have a plan to address
The fund has events in the future that need addressing now

City of Montrose, Minnesota
Outstanding Debt Schedule
For the Years Ended December 31, 2022 (Actual) and 2023 to 2033 (Estimated)

Fund Issue	Original Issue	Issue Date	Maturity Date	Interest Rate	2022	2023	2024
					Estimated Balance	Estimated Balance	Estimated Balance
GOVERNMENT-TYPE							
<i>General Obligation Bonds</i>							
303 G.O Street Reconstruction Bonds, 2017A	\$ 366,000	10/10/2017	2/1/2025	2.5 %	\$ 166,000	\$ 112,000	\$ 57,000
305 G.O Street Reconstruction Bonds, 2021A	5,810,000	9/12/2021	2/1/2042	2-4	5,810,000	5,625,000	5,385,000
307 GO Refunding Bonds, Series 2010A	1,975,000	9/15/2010	2/1/2022	2-3.05	-	-	-
313 G.O. Crossover Refunding Bonds, 2012B (Total \$2,040K)	1,035,000	12/1/2012	2/1/2027	1-2	490,000	395,000	300,000
Total G.O. Bonds	9,186,000				6,466,000	6,132,000	5,742,000
POTENTIAL NEW DEBT							
<i>General Obligation Bonds</i>							
XXX New Debt Service Fund - New Community Center	3,000,000				-	-	-
XXX New Debt Service Fund - Fire Capital Projects	3,500,000				-	-	-
XXX New Debt Service Fund - 2023 Street Improvement Projects	4,500,000				-	-	1,000,000
Total Potential General Obligation Bonds	11,000,000				-	-	-
Total Government-type	20,186,000				6,466,000	6,132,000	5,742,000
BUSINESS-TYPE							
<i>General Obligation Revenue Bonds</i>							
601 GO Revenue Bond, Series 2010 (PFA)	415,044	1/11/2010	8/20/2029	1.62 %	165,001	143,001	120,001
601 GO Revenue Bond, Series 2019 (PFA)	1,377,092	10/23/2019	8/20/2039	1	1,151,121	1,084,121	1,016,121
601 G.O. Crossover Refunding Bonds, 2012B (Total \$2,040K)	1,005,000	12/1/2012	2/1/2027	1.00-2.00	480,000	390,000	295,000
601 GO Bonds Series 2021A	1,970,000	9/14/2021	2/1/2042	2.00-4.00	1,970,000	1,905,000	1,825,000
602 GO Bonds Series 2021A	1,110,000	9/14/2021	2/1/2042	2.00-4.00	1,110,000	1,075,000	1,030,000
604 GO Bonds Series 2021A	995,000	9/14/2021	2/1/2042	2.00-4.00	995,000	965,000	925,000
605 GO Revenue Bond, Series 2002 (PFA)	4,209,000	10/17/2002	8/20/2022	2.74	-	-	-
605 GO Revenue Bond, Series 2003 (PFA)	1,566,000	3/3/2003	8/20/2022	2.74	-	-	-
Total G.O. Revenue Bonds	12,647,136				5,871,122	5,562,122	5,211,122
POTENTIAL NEW DEBT							
<i>General Obligation Revenue Bonds</i>							
601 Water	30,800,000				-	-	-
602 Sanitary Sewer	-				-	-	-
604 Storm Water	-				-	-	-
605 Wastewater Treatment	30,200,000				-	-	-
603 Refuse	-				-	-	-
Total Potential General Obligation Revenue Bonds	61,000,000				-	-	-
Total Business-type	73,647,136				5,871,122	5,562,122	5,211,122
Total All Funds	\$ 93,833,136				\$ 12,337,122	\$ 11,694,122	\$ 10,953,122
Population					3,841	3,879	3,918
Debt Per Capita - total					\$ 3,211.96	\$ 3,014.41	\$ 2,795.44

2025	2026	2027	2028	2029	2030	2031	2032	2033
Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5,140,000	4,890,000	4,635,000	4,375,000	4,110,000	3,835,000	3,550,000	3,260,000	2,960,000
-	-	-	-	-	-	-	-	-
200,000	100,000	-	-	-	-	-	-	-
5,340,000	4,990,000	4,635,000	4,375,000	4,110,000	3,835,000	3,550,000	3,260,000	2,960,000
-	-	3,000,000	3,000,000	2,850,000	2,700,000	2,550,000	2,400,000	2,250,000
-	-	-	3,500,000	3,500,000	3,325,000	3,150,000	2,975,000	2,800,000
1,000,000	950,000	900,000	4,350,000	4,300,000	4,075,000	3,850,000	3,625,000	3,400,000
-	-	3,000,000	3,000,000	2,850,000	2,700,000	2,550,000	2,400,000	2,250,000
5,340,000	4,990,000	7,635,000	7,375,000	6,960,000	6,535,000	6,100,000	5,660,000	5,210,000
97,001	73,001	49,001	25,001	-	-	-	-	-
947,121	877,121	807,121	736,121	664,121	592,121	519,121	445,121	370,121
200,000	100,000	-	-	-	-	-	-	-
1,745,000	1,660,000	1,575,000	1,485,000	1,395,000	1,300,000	1,205,000	1,105,000	1,005,000
985,000	935,000	885,000	835,000	785,000	735,000	680,000	625,000	570,000
885,000	840,000	795,000	750,000	705,000	660,000	610,000	560,000	510,000
-	-	-	-	-	-	-	-	-
4,859,122	4,485,122	4,111,122	3,831,122	3,549,121	3,287,121	3,014,121	2,735,121	2,455,121
800,000	800,000	760,000	720,000	680,000	30,640,000	30,600,000	29,060,000	27,520,000
-	-	-	-	-	-	-	-	-
30,200,000	30,200,000	28,690,000	27,180,000	25,670,000	24,160,000	22,650,000	21,140,000	19,630,000
31,000,000	31,000,000	29,450,000	27,900,000	26,350,000	54,800,000	53,250,000	50,200,000	47,150,000
35,859,122	35,485,122	33,561,122	31,731,122	29,899,121	58,087,121	56,264,121	52,935,121	49,605,121
\$ 41,199,122	\$ 40,475,122	\$ 41,196,122	\$ 39,106,122	\$ 36,859,121	\$ 64,622,121	\$ 62,364,121	\$ 58,595,121	\$ 54,815,121
3,957	3,997	4,037	4,077	4,118	4,159	4,201	4,243	4,285
\$ 10,410.69	\$ 10,126.48	\$ 10,204.82	\$ 9,591.18	\$ 8,950.58	\$ 15,536.96	\$ 14,845.61	\$ 13,810.31	\$ 12,791.48

City of Montrose, Minnesota
Transfer Schedule
For the Years Ended December 31, 2022 (Actual) and 2023 to 2033 (Estimated)

Fund	2022	2023	2024
Transfers In			
101 General	\$ 8,500	\$ 8,500	\$ 8,500
202 Small Cities	-	-	-
220 Fire	-	-	-
230/235 Park and Recreation	-	-	-
275/285 Economic Development Authority	-	-	-
290 Community Center	-	-	-
303 Montrose Meadows	952	-	-
305 Downtown	-	-	-
307 CSAH 12 Wells/Lift	134,716	-	-
308 Buffalo Avenue	-	-	-
313 Clementa Avenue	-	-	-
314 2012B Bonds - Enterprise	-	-	-
401 General Capital Projects	225,363	50,000	12,000
402 Fire Capital Improvement Fund	-	100,000	100,000
408 Public Works Fleet	-	-	75,000
409 Public Works Engineering Fleet	-	300,000	30,000
506 2023 Street Improvements	-	1,599,116	-
507 Downtown Improvement	-	-	-
501 AUAR	-	-	-
515 2020 Street Improvements	68,816	-	-
601 Water	-	-	-
602 Sanitary Sewer	-	-	-
604 Storm Water	-	-	-
605 Wastewater Treatment	18,605	-	-
603 Refuse	-	-	-
Total Transfers In	456,952	2,057,616	225,500
Transfers Out			
101 General	\$ (68,816)	\$ (350,000)	\$ (40,500)
202 Small Cities	-	-	-
220 Fire	(2,500)	(102,500)	(102,500)
230/235 Park and Recreation	-	-	(36,000)
275/285 Economic Development Authority	(6,000)	(6,000)	(6,000)
290 Community Center	-	-	-
303 Montrose Meadows	-	-	-
305 Downtown	-	-	-
307 CSAH 12 Wells/Lift	-	-	-
308 Buffalo Avenue	(135,668)	-	-
313 Clementa Avenue	-	-	-
314 2012B Bonds - Enterprise	-	-	-
401 General Capital Projects	-	-	-
402 Fire Capital Improvement Fund	-	-	-
408 Public Works Fleet	-	-	-
409 Public Works Engineering Fleet	-	-	-
506 2023 Street Improvements	-	-	-
507 Downtown Improvement	-	(1,599,116)	-
501 AUAR	-	-	-
515 2020 Street Improvements	-	-	-
601 Water	-	-	(15,000)
602 Sanitary Sewer	(18,605)	-	(10,500)
604 Storm Water	-	-	-
605 Wastewater Treatment	-	-	(15,000)
603 Refuse	(225,363)	-	-
Total Transfers Out	(456,952)	(2,057,616)	(225,500)
Net Transfers	\$ -	\$ -	\$ -

City of Montrose, Minnesota
Capital Improvement Plan - General Capital Projects Fund 401
Schedule of Planned Capital Outlay 2023 to 2033

Department	Year to Replace	Item	Cost	2023	2024
				Estimated Amounts	Estimated Amounts
P.W. Parks	2030	Construct a new concession stand at Carver Field	\$ 50,000	\$ -	\$ -
P.W. Parks	P&T Plan	Determine and Establish Walking Trail in Northridge Park	5,000	-	-
P.W. Parks	P&T Plan	Determine and Establish Walking Trail in Northridge Park	5,000	-	-
Parks	P&T Plan	Regional Park Park Shelter	350,000	-	-
P.W. Parks	P&T Plan	Determine and Establish Walking Trail from Emerson Ave. North to Thoreson Park	5,000	-	-
P.W. Parks	P&T Plan	Construct a Restroom facility for Veterans Park	50,000	-	-
P.W. Parks	P&T Plan	Determine and Establish Walking Trail from Thoreson Park to Lent Park	5,000	-	-
P.W. Parks	P&T Plan	Determine and Establish Walking Trail in Thoreson Park	5,000	-	-
P.W. Parks	2027	Community / Recreational Center	3,000,000	-	-
E/M	2023	Back up Generator for Emergency Operations Center (City Hall)	20,000	20,000	-
Admin.	2023	Lighted Message Board Sign	30,000	30,000	-
P.W. Engineering	2024	Trunk Highway 12 Left Turn Lanes/Arapahoe Lane Extension	1,610,000	-	1,610,000
Council	2024	Council Tablets	5,000	-	5,000
P.W. Utility	2025	Add square footage to PW shed.	200,000	-	-
E/M	2027	Relocation/Addition of Outdoor Warning Siren	10,000	-	-
	2027	Gargantuan Salt Shed	100,000	-	-
Admin. I.T.	2023	Sonicwall renewals for CH, FD, PW, WWand Quest Rapid Recovery	7,250	7,250	-
Admin. I.T.	2026	Sonicwall renewals for CH, FD, PW, WWand Quest Rapid Recovery	7,250	-	-
Admin. I.T.	2029	Sonicwall renewals for CH, FD, PW, WWand Quest Rapid Recovery	7,250	-	-
Admin. I.T.	2032	Sonicwall renewals for CH, FD, PW, WWand Quest Rapid Recovery	7,250	-	-
Admin. I.T.	2024	New Production Server (7-yr Warranty) Rotate production server to backup	12,000	-	12,000
Admin. I.T.	2027	New Production Server (7-yr Warranty) rotate with previous production server to become backup	12,000	-	-
Admin. I.T.	2031	New Production Server (7-yr Warranty) rotate with previous production server to become backup	12,000	-	-
Admin. I.T.	2034	New Production Server (7-yr Warranty) rotate with previous production server to become backup	12,000	-	-
Admin. I.T.	2024	2 New Desktops (Dep Clerk/Las Fische) 2 laptop docking stations (City Admin/City Clerk)	7,000	-	7,000
Admin. I.T.	2024	2 New Laptops (City Admin/City Clerk)	5,000	-	5,000
Admin. I.T.	2025	2 New Desktops (PW Dir, WWTP)	5,000	-	-
Admin. I.T.	2028	2 New Desktops (Dep Clerk/Las Fische)	5,000	-	-
Admin. I.T.	2027	2 New Laptops (City Admin/City Clerk)	5,000	-	-
Admin. I.T.	2030	2 New Desktops (PW Dir, WWTP)	5,000	-	-
Admin. I.T.	2031	2 New Laptops (City Admin/City Clerk)	5,000	-	-
	2024	Carver Field (Fence and Field)	140,000	-	140,000
P.W. Utility	2025	Overlay parking area at the public works shop at the WWTP	50,000	-	-
P.W. Utility	2025	SCADA System Update (Water, WWTP)	300,000	-	-
				<u>\$ 57,250</u>	<u>\$ 1,779,000</u>

2025	2026	2027	2028	2029	2030	2031	2032	2033
Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	3,000,000	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
200,000	-	-	-	-	-	-	-	-
-	-	10,000	-	-	-	-	-	-
-	-	100,000	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	7,250	-	-	7,250	-	-	-	-
-	-	-	-	-	-	-	7,250	-
-	-	-	-	-	-	-	-	-
-	-	12,000	-	-	-	-	-	-
-	-	-	-	-	-	12,000	-	-
-	-	-	-	-	-	-	-	-
5,000	-	-	-	-	-	-	-	-
-	-	-	5,000	-	-	-	-	-
-	-	5,000	-	-	-	-	-	-
-	-	-	-	-	5,000	-	-	-
-	-	-	-	-	-	5,000	-	-
50,000	-	-	-	-	-	-	-	-
300,000	-	-	-	-	-	-	-	-
\$ 555,000	\$ 7,250	\$ 3,127,000	\$ 5,000	\$ 7,250	\$ 55,000	\$ 17,000	\$ 7,250	\$ -

City of Montrose, Minnesota
Capital Improvement Plan - General Capital Projects Fund 401
Schedule of Projected Revenue, Expenditures and Debt

Capital Project Fund Projected Activity			
	2022 Actual	2023 Estimated	2024 Estimated
Revenues			
Property taxes	\$ 99,324	\$ 101,310	\$ 103,337
Interest on investments	7,758	14,916	16,506
Intergovernmental revenue	250,000	50,000	1,622,000
Miscellaneous	-	-	-
Total Revenues	357,082	166,227	1,741,843
Expenditures			
Capital outlay	40,556	57,250	1,779,000
Total Expenditures	40,556	57,250	1,779,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	316,526	108,977	(37,157)
Other Financing Sources (Uses)			
Transfers in	225,363	50,000	12,000
Transfer out	-	-	-
Bond proceeds	-	-	-
Sale of Fixed Asset	-	-	-
Total Other Financing Sources	225,363	50,000	12,000
Net Change in Fund Balances	541,889	158,977	(25,157)
Cash Balances January 1	949,751	1,491,640	1,650,617
Cash Balances, December 31	\$ 1,491,640	\$ 1,650,617	\$ 1,625,460
Debt Service Fund Related Activity			
	2023 Estimated	2024 Estimated	
Beginning Balance	\$ -	\$ -	
Revenue			
Property taxes	-	-	
Interest	-	-	
Total Revenue	-	-	
Expenditures			
Principle	-	-	
Interest	-	-	
Total Expenditures	-	-	
Ending Balance	\$ -	\$ -	

Capital Project Fund Projected Activity								
2025 Estimated	2026 Estimated	2027 Estimated	2028 Estimated	2029 Estimated	2030 Estimated	2031 Estimated	2032 Estimated	2033 Estimated
\$ 105,403	\$ 107,511	\$ 109,662	\$ 111,855	\$ 114,092	\$ 116,374	\$ 118,701	\$ 121,075	\$ 123,497
16,255	11,921	13,043	13,000	14,199	15,409	16,177	17,356	18,667
-	-	-	-	-	-	-	-	-
121,658	119,433	122,705	124,855	128,291	131,783	134,878	138,431	142,164
555,000	7,250	3,127,000	5,000	7,250	55,000	17,000	7,250	-
555,000	7,250	3,127,000	5,000	7,250	55,000	17,000	7,250	-
(433,342)	112,183	(3,004,295)	119,855	121,041	76,783	117,878	131,181	142,164
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	3,000,000	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	3,000,000	-	-	-	-	-	-
(433,342)	112,183	(4,295)	119,855	121,041	76,783	117,878	131,181	142,164
1,625,460	1,192,118	1,304,300	1,300,005	1,419,860	1,540,901	1,617,684	1,735,562	1,866,743
\$ 1,192,118	\$ 1,304,300	\$ 1,300,005	\$ 1,419,860	\$ 1,540,901	\$ 1,617,684	\$ 1,735,562	\$ 1,866,743	\$ 2,008,907
Debt Service Fund Related Activity								
2025 Estimated	2026 Estimated	2027 Estimated	2028 Estimated	2029 Estimated	2030 Estimated	2031 Estimated	2032 Estimated	2033 Estimated
\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 24,120	\$ 36,136	\$ 48,048	\$ 59,853
-	-	-	252,000	252,000	247,275	242,550	237,825	233,100
-	-	-	-	120	241	361	480	599
-	-	-	252,000	252,120	247,516	242,911	238,305	233,699
-	-	-	150,000	150,000	150,000	150,000	150,000	150,000
-	-	-	90,000	90,000	85,500	81,000	76,500	72,000
-	-	-	240,000	240,000	235,500	231,000	226,500	222,000
\$ -	\$ -	\$ -	\$ 12,000	\$ 24,120	\$ 36,136	\$ 48,048	\$ 59,853	\$ 71,552

City of Montrose, Minnesota
Capital Improvement Plan - Fire Capital Improvement Fund Fund 402
Schedule of Planned Capital Outlay 2023 to 2033

Department	Year to Replace	Item	Cost	2023	2024
				Estimated Amounts	Estimated Amounts
Fire	2024	Paint Fire Station	\$ 30,000	\$ -	\$ 30,000
Fire	2027	New Fire Department Pagers	20,000	-	-
Fire Fleet	2028	Replace Fire Department Engine # 11	1,000,000	-	-
Fire	2028	New Fire Department Extrication Equipment	100,000	-	-
Fire	2030	Fire Department Roof Replacement	100,000	-	-
Fire Fleet	2033	Replace Fire Department Rescue # 11	350,000	-	-
Fire	2040	Cascade System for Fire Station	65,000	-	-
Fire	2028	Fire Station (Retrofit Existing Fire Barn and Community Center)	3,500,000	-	-
Fire Fleet	2037	Replace Fire Department Tender # 12	425,000	-	-
Fire Fleet	2032	Replace Fire Department Utility # 11	80,000	-	-
Fire Fleet	2040	Replace Fire Department Grass # 11	100,000	-	-
Fire Fleet	2042	Replace Fire Department Engine # 12	1,500,000	-	-
Fire Fleet	2049	Replace Fire Department Tender # 11	500,000	-	-
Fire Fleet	2051	Replace Fire Department Grass # 13 UTV	50,000	-	-
Fire	2024	Replace Fire Department SCBA's	200,000	-	200,000
				<u>\$ -</u>	<u>\$ 230,000</u>

City of Montrose, Minnesota
Capital Improvement Plan - Fire Capital Improvement Fund Fund 402
Schedule of Projected Revenue, Expenditures and Debt

Capital Project Fund Projected Activity			
	2022 Actual	2023 Estimated	2024 Estimated
Revenues			
Property taxes	\$ -	\$ -	\$ -
Interest on investments	-	-	1,000
Intergovernmental revenue	-	-	-
Miscellaneous	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>1,000</u>
Expenditures			
Capital outlay	-	-	230,000
Total Expenditures	<u>-</u>	<u>-</u>	<u>230,000</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>-</u>	<u>-</u>	<u>(229,000)</u>
Other Financing Sources (Uses)			
Transfers in	-	100,000	100,000
Transfer out	-	-	-
Bond proceeds	-	-	-
Sale of Fixed Asset	-	-	-
Total Other Financing Sources	<u>-</u>	<u>100,000</u>	<u>100,000</u>
Net Change in Fund Balances	<u>-</u>	<u>100,000</u>	<u>(129,000)</u>
Cash Balances January 1	<u>-</u>	<u>-</u>	<u>100,000</u>
Cash Balances, December 31	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ (29,000)</u>

Debt Service Fund Related Activity			
	2023 Estimated	2024 Estimated	
Beginning Balance	\$ -	\$ -	
Revenue			
Property taxes	-	-	
Interest	-	-	
Total Revenue	<u>-</u>	<u>-</u>	
Expenditures			
Principle	-	-	
Interest	-	-	
Total Expenditures	<u>-</u>	<u>-</u>	
Ending Balance	<u>\$ -</u>	<u>\$ -</u>	

2025	2026	2027	2028	2029	2030	2031	2032	2033
Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	20,000	-	-	-	-	-	-
-	-	-	1,000,000	-	-	-	-	-
-	-	-	100,000	-	-	-	-	-
-	-	-	-	-	100,000	-	-	-
-	-	-	-	-	-	-	-	350,000
-	-	-	-	-	-	-	-	-
-	-	-	3,500,000	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	80,000	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
\$ -	\$ -	\$ 20,000	\$ 4,600,000	\$ -	\$ 100,000	\$ -	\$ 80,000	\$ 350,000

Capital Project Fund Projected Activity

2025 Estimated	2026 Estimated	2027 Estimated	2028 Estimated	2029 Estimated	2030 Estimated	2031 Estimated	2032 Estimated	2033 Estimated
\$ 100,000 (290)	\$ 102,000 1,707	\$ 104,040 3,744	\$ 106,121 5,622	\$ 108,243 (3,261)	\$ 110,408 (1,211)	\$ 112,616 (119)	\$ 114,869 2,006	\$ 117,166 3,375
-	-	-	-	-	-	-	-	-
99,710	103,707	107,784	111,743	104,983	109,197	112,497	116,875	120,541
-	-	20,000	4,600,000	-	100,000	-	80,000	350,000
-	-	20,000	4,600,000	-	100,000	-	80,000	350,000
99,710	103,707	87,784	(4,488,257)	104,983	9,197	112,497	36,875	(229,459)
100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
-	-	-	-	-	-	-	-	-
-	-	-	3,500,000	-	-	-	-	-
100,000	100,000	100,000	3,600,000	100,000	100,000	100,000	100,000	100,000
199,710	203,707	187,784	(888,257)	204,983	109,197	212,497	136,875	(129,459)
(29,000)	170,710	374,417	562,201	(326,056)	(121,073)	(11,876)	200,622	337,496
\$ 170,710	\$ 374,417	\$ 562,201	\$ (326,056)	\$ (121,073)	\$ (11,876)	\$ 200,622	\$ 337,496	\$ 208,037

Debt Service Fund Related Activity

2025 Estimated	2026 Estimated	2027 Estimated	2028 Estimated	2029 Estimated	2030 Estimated	2031 Estimated	2032 Estimated	2033 Estimated
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ 28,140	\$ 42,159	\$ 56,055
-	-	-	-	294,000	294,000	288,488	282,975	277,463
-	-	-	-	-	140	281	422	561
-	-	-	-	294,000	294,140	288,769	283,397	278,023
-	-	-	-	175,000	175,000	175,000	175,000	175,000
-	-	-	-	105,000	105,000	99,750	94,500	89,250
-	-	-	-	280,000	280,000	274,750	269,500	264,250
\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ 28,140	\$ 42,159	\$ 56,055	\$ 69,829

City of Montrose, Minnesota
Capital Improvement Plan - Public Works Fleet Fund 408
Schedule of Planned Capital Outlay 2023 to 2033

Department	Year to Replace	Item	Cost	2023	2024
				Estimated Amounts	Estimated Amounts
P.W. Fleet	2024	Replace 2001 Chevy HD 3500 Flatbed Truck with a 1-ton Dumpbed Truck	\$ 75,000	\$ -	\$ 75,000
P.W. Fleet	2025	Replace 2004 Chevy. Colorado 4 door pickup truck	40,000	-	-
P.W. Fleet	2026	Replace 2005 Chevy Silverado pickup truck	50,000	-	-
P.W. Fleet	2027	Replace 2017 Chevy Silverado pickup truck	50,000	-	-
P.W. Fleet	2028	Replace 2018 F-150 pickup truck	50,000	-	-
P.W. Fleet	2029	Replace 2019 F-350 pickup truck	70,000	-	-
P.W. Fleet	2030	Replace 2024 Vehicle Purchased (offset by trade-in value)	75,000	-	-
P.W. Fleet	2031	Replace 2025 Vehicle Purchased (offset by trade-in value)	40,000	-	-
P.W. Fleet	2032	Replace 2026 Vehicle Purchased (offset by trade-in value)	50,000	-	-
P.W. Fleet	2033	Replace 2027 Vehicle Purchased (offset by trade-in value)	50,000	-	-
P.W. Fleet	2034	Replace 2028 Vehicle Purchased (offset by trade-in value)	50,000	-	-
P.W. Fleet	2035	Replace 2029 Vehicle Purchased (offset by trade-in value)	70,000	-	-
				<u>\$ -</u>	<u>\$ 75,000</u>

City of Montrose, Minnesota
Capital Improvement Plan - Public Works Fleet Fund 408
Schedule of Projected Revenue, Expenditures and Debt

Capital Project Fund Projected Activity			
	2022 Actual	2023 Estimated	2024 Estimated
Revenues			
Property taxes	\$ -	\$ -	\$ -
Interest on investments	-	-	-
Intergovernmental revenue	-	-	-
Miscellaneous	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures			
Capital outlay	-	-	75,000
Total Expenditures	<u>-</u>	<u>-</u>	<u>75,000</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>-</u>	<u>-</u>	<u>(75,000)</u>
Other Financing Sources (Uses)			
Transfers in	-	-	75,000
Transfer out	-	-	-
Bond proceeds	-	-	-
Sale of Fixed Asset	-	-	-
Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>75,000</u>
Net Change in Fund Balances	<u>-</u>	<u>-</u>	<u>-</u>
Cash Balances January 1	<u>-</u>	<u>-</u>	<u>-</u>
Cash Balances, December 31	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

2025	2026	2027	2028	2029	2030	2031	2032	2033
Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40,000	-	-	-	-	-	-	-	-
-	50,000	-	-	-	-	-	-	-
-	-	50,000	-	-	-	-	-	-
-	-	-	50,000	-	-	-	-	-
-	-	-	-	70,000	-	-	-	-
-	-	-	-	-	75,000	-	-	-
-	-	-	-	-	-	40,000	-	-
-	-	-	-	-	-	-	50,000	-
-	-	-	-	-	-	-	-	50,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
\$ 40,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 70,000	\$ 75,000	\$ 40,000	\$ 50,000	\$ 50,000

Capital Project Fund Projected Activity								
2025	2026	2027	2028	2029	2030	2031	2032	2033
Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
40,000	50,000	50,000	50,000	70,000	75,000	40,000	50,000	50,000
40,000	50,000	50,000	50,000	70,000	75,000	40,000	50,000	50,000
(40,000)	(50,000)	(50,000)	(50,000)	(70,000)	(75,000)	(40,000)	(50,000)	(50,000)
40,000	50,000	50,000	50,000	70,000	75,000	40,000	50,000	50,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
40,000	50,000	50,000	50,000	70,000	75,000	40,000	50,000	50,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Montrose, Minnesota
Capital Improvement Plan - Public Works Engineering Fleet Fund 409
Schedule of Planned Capital Outlay 2023 to 2033

Department	Year to Replace	Item	Cost	2023	2024
				Estimated Amounts	Estimated Amounts
P.W. Equip Fleet	2023	Replace 2002 Tandem Axel Sterling Plow Truck	\$ 300,000	\$ 300,000	\$ -
P.W. Equip Fleet	2024	Replace Utiltiy Tractor Snowblower 2018	15,000	-	15,000
P.W. Equip Fleet	2024	Replace Bobcat Snowblower 2020	15,000	-	15,000
P.W. Equip Fleet	2025	Replace 2006 Single Axle Sterling Plow Truck	300,000	-	-
P.W. Equip Fleet	2026	Replace Sewer Jetter 2000	35,000	-	-
P.W. Equip Fleet	2026	Replace 2021 Zero turn John Deere Mower	35,000	-	-
P.W. Equip Fleet	2026	Replace 2021 Zero turn John Deere Mower	35,000	-	-
P.W. Equip Fleet	2026	Replace 2015 S-650 Bobcat Skid Steer Loader	10,000	-	-
P.W. Equip Fleet	2027	Replace Elgen Street Sweeper (bought used)	200,000	-	-
P.W. Equip Fleet	2028	Replace 2023 1580 Front Deck John Deere Mower	40,000	-	-
P.W. Equip Fleet	2029	Replace John Deere 544 K Wheel Loader	120,000	-	-
P.W. Equip Fleet	2031	Replace 2019 Single Axle Western Star Plow Truck	300,000	-	-
P.W. Equip Fleet	2032	Replace 2021 3046R John Deere Utility Tractor	60,000	-	-
P.W. Equip Fleet	2033	Replace 1997 Chevy Crane Truck	70,000	-	-
				<u>\$ 300,000</u>	<u>\$ 30,000</u>

City of Montrose, Minnesota
Capital Improvement Plan - Public Works Engineering Fleet Fund 409
Schedule of Projected Revenue, Expenditures and Debt

Capital Project Fund Projected Activity			
	2022 Actual	2023 Estimated	2024 Estimated
Revenues			
Property taxes	\$ -	\$ -	\$ -
Interest on investments	-	-	-
Intergovernmental revenue	-	-	-
Miscellaneous	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures			
Capital outlay	-	300,000	30,000
Total Expenditures	<u>-</u>	<u>300,000</u>	<u>30,000</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>-</u>	<u>(300,000)</u>	<u>(30,000)</u>
Other Financing Sources (Uses)			
Transfers in	-	300,000	30,000
Transfer out	-	-	-
Bond proceeds	-	-	-
Sale of Fixed Asset	-	-	-
Total Other Financing Sources	<u>-</u>	<u>300,000</u>	<u>30,000</u>
Net Change in Fund Balances	<u>-</u>	<u>-</u>	<u>-</u>
Cash Balances January 1	<u>-</u>	<u>-</u>	<u>-</u>
Cash Balances, December 31	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

2025	2026	2027	2028	2029	2030	2031	2032	2033
Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
300,000	-	-	-	-	-	-	-	-
-	35,000	-	-	-	-	-	-	-
-	35,000	-	-	-	-	-	-	-
-	35,000	-	-	-	-	-	-	-
-	10,000	-	-	-	-	-	-	-
-	-	200,000	-	-	-	-	-	-
-	-	-	40,000	-	-	-	-	-
-	-	-	-	120,000	-	-	-	-
-	-	-	-	-	-	300,000	-	-
-	-	-	-	-	-	-	60,000	-
-	-	-	-	-	-	-	-	70,000
\$ 300,000	\$ 115,000	\$ 200,000	\$ 40,000	\$ 120,000	\$ -	\$ 300,000	\$ 60,000	\$ 70,000

Capital Project Fund Projected Activity

2025	2026	2027	2028	2029	2030	2031	2032	2033
Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
300,000	115,000	200,000	40,000	120,000	-	300,000	60,000	70,000
300,000	115,000	200,000	40,000	120,000	-	300,000	60,000	70,000
(300,000)	(115,000)	(200,000)	(40,000)	(120,000)	-	(300,000)	(60,000)	(70,000)
300,000	115,000	200,000	40,000	120,000	-	300,000	60,000	70,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
300,000	115,000	200,000	40,000	120,000	-	300,000	60,000	70,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Montrose, Minnesota
Capital Improvement Plan - 2023 Street Improvements Fund 506
Schedule of Planned Capital Outlay 2023 to 2033

Department	Year to Replace	Item	Cost	2023	2024
				Estimated Amounts	Estimated Amounts
P.W. Engineering	2024	Hwy 12 Streetscape Project	\$ 1,000,000	\$ -	\$ 1,000,000
P.W. Engineering	2028	Country View Estates /1st Street North Improvements	2,700,000	-	-
P.W. Engineering	2030	Breckenridge Lane to Emerson Ave Street Connection	607,000	-	-
P.W. Engineering	2026	Street Reconstruction Plan - Area 5 (Aspen)	231,000	-	-
P.W. Engineering	2027	Street Reconstruction Plan - Area 6 (Charity, 5th St N, 4th St N)	287,000	-	-
P.W. Engineering	2024	Street Reconstruction Plan - Area 3 (Quail, Ringneck, Zephyr)	272,000	-	272,000
P.W. Engineering	2028	Street Reconstruction Plan - Area 7 (Burton, Breckenridge, Wyatt, Cole, Dozer)	632,000	-	-
P.W. Engineering	2023	Mill and Overlay 1st Street North	400,000	400,000	-
P.W. Engineering	2025	Street Reconstruction Plan - Area 4 (Clementa)	543,000	-	-
				<u>\$ 400,000</u>	<u>\$ 1,272,000</u>

City of Montrose, Minnesota
Capital Improvement Plan - 2023 Street Improvements Fund 506
Schedule of Projected Revenue, Expenditures and Debt

Capital Project Fund Projected Activity			
	2022 Actual	2023 Estimated	2024 Estimated
Revenues			
Property taxes	\$ -	\$ -	\$ -
Interest on investments	-	-	-
Intergovernmental revenue	-	-	-
Miscellaneous	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures			
Capital outlay	-	400,000	1,272,000
Total Expenditures	<u>-</u>	<u>400,000</u>	<u>1,272,000</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>-</u>	<u>(400,000)</u>	<u>(1,272,000)</u>
Other Financing Sources (Uses)			
Transfers in	-	1,599,116	-
Transfer out	-	-	-
Bond proceeds	-	-	1,000,000
Sale of Fixed Asset	-	-	-
Total Other Financing Sources	<u>-</u>	<u>1,599,116</u>	<u>1,000,000</u>
Net Change in Fund Balances	<u>-</u>	<u>1,199,116</u>	<u>(272,000)</u>
Cash Balances January 1	<u>-</u>	<u>-</u>	<u>1,199,116</u>
Cash Balances, December 31	<u>\$ -</u>	<u>\$ 1,199,116</u>	<u>\$ 927,116</u>

Debt Service Fund Related Activity			
	2023 Estimated	2024 Estimated	
Beginning Balance	\$ -	\$ -	
Revenue			
Property taxes	-	-	
Interest	-	-	
Total Revenue	<u>-</u>	<u>-</u>	
Expenditures			
Principle	-	-	
Interest	-	-	
Total Expenditures	<u>-</u>	<u>-</u>	
Ending Balance	<u>\$ -</u>	<u>\$ -</u>	

2025	2026	2027	2028	2029	2030	2031	2032	2033
Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	2,700,000	-	-	-	-	-
-	-	-	-	-	607,000	-	-	-
-	231,000	-	-	-	-	-	-	-
-	-	287,000	-	-	-	-	-	-
-	-	-	632,000	-	-	-	-	-
-	-	-	-	-	-	-	-	-
543,000	-	-	-	-	-	-	-	-
\$ 543,000	\$ 231,000	\$ 287,000	\$ 3,332,000	\$ -	\$ 607,000	\$ -	\$ -	\$ -

Capital Project Fund Projected Activity

2025	2026	2027	2028	2029	2030	2031	2032	2033
Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
543,000	231,000	287,000	3,332,000	-	607,000	-	-	-
543,000	231,000	287,000	3,332,000	-	607,000	-	-	-
(443,000)	(131,000)	(187,000)	(3,232,000)	100,000	(507,000)	100,000	100,000	100,000
-	-	-	-	-	-	-	-	-
-	-	-	3,500,000	-	-	-	-	-
-	-	-	3,500,000	-	-	-	-	-
(443,000)	(131,000)	(187,000)	268,000	100,000	(507,000)	100,000	100,000	100,000
927,116	484,116	353,116	166,116	434,116	534,116	27,116	127,116	227,116
\$ 484,116	\$ 353,116	\$ 166,116	\$ 434,116	\$ 534,116	\$ 27,116	\$ 127,116	\$ 227,116	\$ 327,116

Debt Service Fund Related Activity

2025	2026	2027	2028	2029	2030	2031	2032	2033
Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
\$ -	\$ 4,000	\$ 8,040	\$ 12,045	\$ 16,016	\$ 33,951	\$ 51,991	\$ 69,873	\$ 87,597
84,000	84,000	82,425	80,850	373,275	371,700	364,613	357,525	350,438
-	40	80	120	160	340	520	699	876
84,000	84,040	82,505	80,970	373,435	372,040	365,132	358,224	351,313
50,000	50,000	50,000	50,000	225,000	225,000	225,000	225,000	225,000
30,000	30,000	28,500	27,000	130,500	129,000	122,250	115,500	108,750
80,000	80,000	78,500	77,000	355,500	354,000	347,250	340,500	333,750
\$ 4,000	\$ 8,040	\$ 12,045	\$ 16,016	\$ 33,951	\$ 51,991	\$ 69,873	\$ 87,597	\$ 105,160

City of Montrose, Minnesota
Capital Improvement Plan - Water Fund 601
Schedule of Planned Capital Outlay 2023 to 2033

Department	Year to Replace	Item	Cost	2023	2024
				Estimated Amounts	Estimated Amounts
P.W. Utility	2023	New stand pipe, check valve, and well pump on well #4	\$ 15,000	\$ 15,000	\$ -
P.W. Utility	2023	New stand pipe, check valve, and well pump on well #5	15,000	15,000	-
P.W. Engineering	2025	Option C: Water Tower #1	800,000	-	-
P.W. Utility	2024	Highway 12 Watermain Replacement	500,000	-	500,000
P.W. Utility	2023	Install stationary back up generator at Lemmerman Lift Station	40,000	40,000	-
P.W. Utility	2023	Install stationary back up generator at Lemmerman Lift Station	40,000	40,000	-
P.W. Engineering	2030	Construct new water treatment plant	30,000,000	-	-
				<u>\$ 110,000</u>	<u>\$ 500,000</u>

City of Montrose, Minnesota
Capital Improvement Plan - Water Fund 601
Statement of Cash Flows

Enterprise Fund Projected Activity			
	2022 Actual	2023 Estimated	2024 Estimated
Cash Flows from Operating Activities			
Receipts from customers and users	\$ 572,976	\$ 613,084	\$ 656,000
Payments to suppliers and employees	(413,092)	(433,747)	(455,434)
Net Cash Provided (Used) by Operating Activities	<u>159,884</u>	<u>179,338</u>	<u>200,566</u>
Cash Flows from Noncapital Financing Activities			
Transfers in	-	-	-
Transfers out	-	-	(15,000)
Net Cash Provided (Used) by Noncapital Financing Activities	<u>-</u>	<u>-</u>	<u>(15,000)</u>
Cash Flows from Capital and Related Financing Activities			
Acquisition of capital assets	(1,651,535)	(110,000)	(500,000)
Intergovernmental revenue			
Capital Contributions Received	89,164	-	-
Bond proceeds	-	-	-
New principal and interest paid on debt	-	-	-
Property taxes	40,757		
Existing principal on debt	(179,000)	(154,000)	(171,000)
Existing interest on debt	(58,840)	(57,560)	(55,084)
Net Cash Provided (Used) by Capital and Related Financing Activities	<u>(1,759,454)</u>	<u>(321,560)</u>	<u>(726,084)</u>
Cash Flows From Investing Activities			
Investment earnings	19,075	16,463	15,205
Net Increase (Decrease) in Cash and Cash Equivalents	<u>(1,580,495)</u>	<u>(125,759)</u>	<u>(525,312)</u>
Cash and Cash Equivalents, January 1	<u>3,226,781</u>	<u>1,646,286</u>	<u>1,520,527</u>
Cash and Cash Equivalents, December 31	<u>\$ 1,646,286</u>	<u>\$ 1,520,527</u>	<u>\$ 995,214</u>

2025	2026	2027	2028	2029	2030	2031	2032	2033
Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-	-	-	-
800,000	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	30,000,000	-	-	-
\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000,000	\$ -	\$ -	\$ -

Enterprise Fund Projected Activity								
2025	2026	2027	2028	2029	2030	2031	2032	2033
Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
\$ 701,920	\$ 751,055	\$ 803,628	\$ 859,882	\$ 920,074	\$ 2,530,204	\$ 2,707,318	\$ 2,896,831	\$ 3,099,609
(528,206)	(554,616)	(582,347)	(611,464)	(642,037)	(674,139)	(707,846)	(743,238)	(780,400)
173,715	196,439	221,282	248,418	278,037	1,856,065	1,999,472	2,153,592	2,319,209
-	-	-	-	-	-	-	-	-
(2,000)	(7,500)	(5,000)	(44,000)	(15,500)	(11,250)	(2,000)	(8,500)	(12,000)
(2,000)	(7,500)	(5,000)	(44,000)	(15,500)	(11,250)	(2,000)	(8,500)	(12,000)
(800,000)	-	-	-	-	(30,000,000)	-	-	-
-	-	-	-	-	-	-	-	-
800,000	-	-	-	-	30,000,000	-	-	-
-	(64,000)	(62,800)	(61,600)	(60,400)	(59,200)	(2,458,000)	(2,411,800)	(2,365,600)
(172,000)	(179,000)	(179,000)	(185,000)	(187,001)	(167,000)	(168,000)	(174,000)	(175,000)
(52,430)	(49,718)	(46,930)	(44,092)	(40,292)	(35,468)	(31,898)	(29,218)	(26,478)
(224,430)	(292,718)	(288,730)	(290,692)	(287,693)	(261,668)	(2,657,898)	(2,615,018)	(2,567,078)
9,952	9,525	8,582	7,943	7,160	6,980	22,881	16,506	11,972
(42,763)	(94,255)	(63,866)	(78,330)	(17,996)	1,590,127	(637,544)	(453,420)	(247,898)
995,214	952,451	858,196	794,330	716,000	698,004	2,288,131	1,650,586	1,197,167
\$ 952,451	\$ 858,196	\$ 794,330	\$ 716,000	\$ 698,004	\$ 2,288,131	\$ 1,650,586	\$ 1,197,167	\$ 949,269

City of Montrose, Minnesota
Capital Improvement Plan - Sanitary Sewer Fund 602
Schedule of Planned Capital Outlay 2023 to 2033

Department	Year to Replace	Item	Cost	2023	2024
				Estimated Amounts	Estimated Amounts
P.W. Utility	2023	Install stationary back up generator at First Street Lift Station	\$ 40,000	\$ 40,000	\$ -
				<u>\$ 40,000</u>	<u>\$ -</u>

City of Montrose, Minnesota
Capital Improvement Plan - Sanitary Sewer Fund 602
Statement of Cash Flows

Enterprise Fund Projected Activity				2022	2023	2024
				Actual	Estimated	Estimated
Cash Flows from Operating Activities						
Receipts from customers and users				\$ 426,628	\$ 456,492	\$ 488,446
Payments to suppliers and employees				(232,484)	(244,108)	(256,314)
Net Cash Provided (Used) by Operating Activities				<u>194,144</u>	<u>212,384</u>	<u>232,133</u>
Cash Flows from Noncapital Financing Activities						
Transfers in				-	-	-
Transfers out				(18,605)	-	(10,500)
Net Cash Provided (Used) by Noncapital Financing Activities				<u>(18,605)</u>	<u>-</u>	<u>(10,500)</u>
Cash Flows from Capital and Related Financing Activities						
Acquisition of capital assets				(924,860)	(40,000)	-
Intergovernmental revenue						
Capital Contributions Received				50,240	-	-
Property taxes received				-	-	-
New principal and Interest paid on debt				-	-	-
Existing principal on debt					(35,000)	(45,000)
Existing interest on debt				(21,309)	(23,850)	(23,050)
Net Cash Provided (Used) by Capital and Related Financing Activities				<u>(895,929)</u>	<u>(98,850)</u>	<u>(68,050)</u>
Cash Flows From Investing Activities						
Investment earnings				15,984	17,873	19,187
Net Increase (Decrease) in Cash and Cash Equivalents				<u>(704,406)</u>	<u>131,407</u>	<u>172,770</u>
Cash and Cash Equivalents, January 1				<u>2,491,700</u>	<u>1,787,294</u>	<u>1,918,701</u>
Cash and Cash Equivalents, December 31				<u>\$ 1,787,294</u>	<u>\$ 1,918,701</u>	<u>\$ 2,091,470</u>

2025 Estimated Amounts	2026 Estimated Amounts	2027 Estimated Amounts	2028 Estimated Amounts	2029 Estimated Amounts	2030 Estimated Amounts	2031 Estimated Amounts	2032 Estimated Amounts	2033 Estimated Amounts
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Enterprise Fund Projected Activity

2025 Estimated	2026 Estimated	2027 Estimated	2028 Estimated	2029 Estimated	2030 Estimated	2031 Estimated	2032 Estimated	2033 Estimated
\$ 522,638	\$ 559,222	\$ 598,368	\$ 640,254	\$ 685,071	\$ 733,026	\$ 784,338	\$ 839,242	\$ 897,989
(269,129)	(282,586)	(296,715)	(311,551)	(327,128)	(343,485)	(360,659)	(378,692)	(397,627)
253,508	276,637	301,653	328,703	357,943	389,542	423,679	460,550	500,362
-	-	-	-	-	-	-	-	-
(2,000)	(38,500)	(5,000)	(5,000)	(15,500)	(7,500)	(2,000)	(2,500)	(40,000)
(2,000)	(38,500)	(5,000)	(5,000)	(15,500)	(7,500)	(2,000)	(2,500)	(40,000)
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
(45,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(55,000)	(55,000)	(55,000)
(22,150)	(21,200)	(20,200)	(19,200)	(17,700)	(15,700)	(14,150)	(13,050)	(11,950)
(67,150)	(71,200)	(70,200)	(69,200)	(67,700)	(65,700)	(69,150)	(68,050)	(66,950)
20,915	22,967	24,866	27,380	30,198	33,248	36,744	40,637	44,943
205,273	189,904	251,319	281,882	304,941	349,589	389,273	430,636	438,355
2,091,470	2,296,744	2,486,648	2,737,967	3,019,849	3,324,791	3,674,380	4,063,653	4,494,290
\$ 2,296,744	\$ 2,486,648	\$ 2,737,967	\$ 3,019,849	\$ 3,324,791	\$ 3,674,380	\$ 4,063,653	\$ 4,494,290	\$ 4,932,645

City of Montrose, Minnesota
Capital Improvement Plan - Storm Water Fund 604
Schedule of Planned Capital Outlay 2023 to 2033

Department	Year to Replace	Item	Cost	2023	2024
				Estimated Amounts	Estimated Amounts
			\$ -	\$ -	\$ -
				\$ -	\$ -

City of Montrose, Minnesota
Capital Improvement Plan - Storm Water Fund 604
Statement of Cash Flows

Enterprise Fund Projected Activity			
	2022 Actual	2023 Estimated	2024 Estimated
Cash Flows from Operating Activities			
Receipts from customers and users	\$ 86,944	\$ 93,030	\$ 99,542
Payments to suppliers and employees	(57,466)	(60,339)	(63,356)
Net Cash Provided (Used) by Operating Activities	<u>29,478</u>	<u>32,691</u>	<u>36,186</u>
Cash Flows from Noncapital Financing Activities			
Transfers in	-	-	-
Transfers out	-	-	-
Net Cash Provided (Used) by Noncapital Financing Activities	<u>-</u>	<u>-</u>	<u>-</u>
Cash Flows from Capital and Related Financing Activities			
Acquisition of capital assets	(825,767)	-	-
Capital Contributions Received	-	-	-
Property taxes received	-	-	-
New principal and Interest paid on debt	-	-	-
Existing principal on debt	-	(30,000)	(40,000)
Existing interest on debt	(19,108)	(21,400)	(20,700)
Net Cash Provided (Used) by Capital and Related Financing Activities	<u>(844,875)</u>	<u>(51,400)</u>	<u>(60,700)</u>
Cash Flows From Investing Activities			
Investment earnings	<u>7,994</u>	<u>4,931</u>	<u>4,793</u>
Net Increase (Decrease) in Cash and Cash Equivalents	<u>(807,403)</u>	<u>(13,779)</u>	<u>(19,721)</u>
Cash and Cash Equivalents, January 1	<u>1,300,454</u>	<u>493,051</u>	<u>479,272</u>
Cash and Cash Equivalents, December 31	<u>\$ 493,051</u>	<u>\$ 479,272</u>	<u>\$ 459,551</u>

2025	2026	2027	2028	2029	2030	2031	2032	2033
Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Enterprise Fund Projected Activity

2025	2026	2027	2028	2029	2030	2031	2032	2033
Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
\$ 106,510	\$ 113,966	\$ 121,943	\$ 130,479	\$ 139,613	\$ 149,386	\$ 159,843	\$ 171,032	\$ 183,004
(66,524)	(69,850)	(73,343)	(77,010)	(80,860)	(84,903)	(89,149)	(93,606)	(98,286)
39,986	44,116	48,601	53,470	58,753	64,483	70,694	77,426	84,718
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
(40,000)	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)	(50,000)	(50,000)	(50,000)
(19,900)	(19,050)	(18,150)	(17,250)	(15,900)	(14,100)	(12,700)	(11,700)	(10,700)
(59,900)	(64,050)	(63,150)	(62,250)	(60,900)	(59,100)	(62,700)	(61,700)	(60,700)
4,596	4,442	4,287	4,185	4,139	4,159	4,254	4,377	4,578
(15,318)	(15,492)	(10,262)	(4,596)	1,991	9,541	12,249	20,103	28,596
459,551	444,233	428,740	418,478	413,883	415,874	425,416	437,664	457,767
\$ 444,233	\$ 428,740	\$ 418,478	\$ 413,883	\$ 415,874	\$ 425,416	\$ 437,664	\$ 457,767	\$ 486,362

City of Montrose, Minnesota
Capital Improvement Plan - Wastewater Treatment Fund 605
Schedule of Planned Capital Outlay 2023 to 2033

Department	Year to Replace	Item	Cost	2023	2024
				Estimated Amounts	Estimated Amounts
P.W. Engineering	2025	Option B: Water Treatment Plant	\$ -	\$ -	\$ -
P.W. Utility	2025	SCADA System Update (Only with construction of new facility)	100,000	-	-
P.W. Utility	2025	Replace U.V. Light disinfection sytem at Wastewater Treatment Plant	100,000	-	-
P.W. Utility	2025	Overlay parking area at the public works shop at the WWTP	50,000	-	-
P.W. Engineering	2025	Construct new wastewater treatment plant with Waverly	30,000,000	-	-
				<u>\$ -</u>	<u>\$ -</u>

City of Montrose, Minnesota
Capital Improvement Plan - Wastewater Treatment Fund 605
Statement of Cash Flows

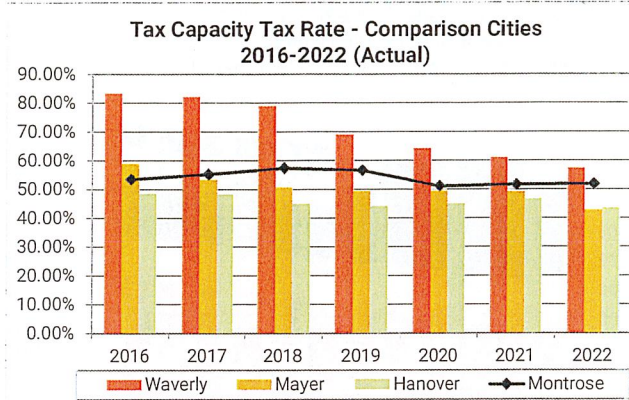
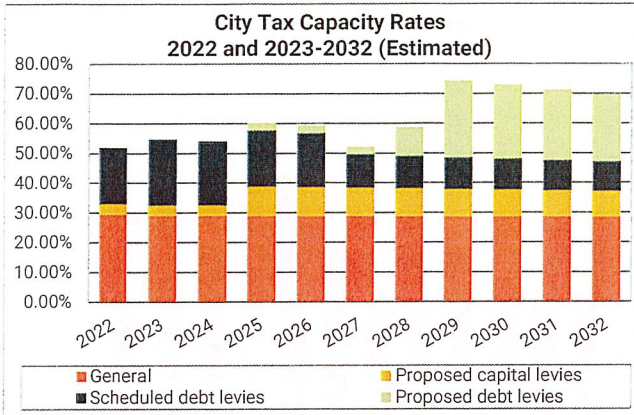
Enterprise Fund Projected Activity			
	2022 Actual	2023 Estimated	2024 Estimated
Cash Flows from Operating Activities			
Receipts from customers and users	\$ 728,812	\$ 779,829	\$ 834,417
Payments to suppliers and employees	(514,242)	(539,954)	(566,952)
Net Cash Provided (Used) by Operating Activities	<u>214,570</u>	<u>239,875</u>	<u>267,465</u>
Cash Flows from Noncapital Financing Activities			
Transfers in	18,605	-	-
Transfers out	-	-	(15,000)
Net Cash Provided (Used) by Noncapital Financing Activities	<u>18,605</u>	<u>-</u>	<u>(15,000)</u>
Cash Flows from Capital and Related Financing Activities			
Acquisition of capital assets	(388,000)	-	-
Intergovernmental revenue	-	-	-
Capital Contributions Received	27,387	-	-
Bond Proceeds	-	-	-
New principal and Interest paid on debt	-	-	-
Receipts on notes receivable	39,314	-	-
Existing principal on debt	-	-	-
Existing interest on debt	(10,631)	-	-
Net Cash Provided (Used) by Capital and Related Financing Activities	<u>(331,930)</u>	<u>-</u>	<u>-</u>
Cash Flows From Investing Activities			
Investment earnings	7,750	12,566	15,090
Net Increase (Decrease) in Cash and Cash Equivalents	<u>(91,005)</u>	<u>252,441</u>	<u>267,555</u>
Cash and Cash Equivalents, January 1	<u>1,347,595</u>	<u>1,256,590</u>	<u>1,509,031</u>
Cash and Cash Equivalents, December 31	<u>\$ 1,256,590</u>	<u>\$ 1,509,031</u>	<u>\$ 1,776,586</u>

2025	2026	2027	2028	2029	2030	2031	2032	2033
Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100,000	-	-	-	-	-	-	-	-
100,000	-	-	-	-	-	-	-	-
50,000	-	-	-	-	-	-	-	-
30,000,000	-	-	-	-	-	-	-	-
\$ 30,250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Enterprise Fund Projected Activity

2025	2026	2027	2028	2029	2030	2031	2032	2033
Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
\$ 892,826	\$ 2,499,913	\$ 2,674,907	\$ 2,862,150	\$ 3,062,501	\$ 3,276,876	\$ 3,506,257	\$ 3,751,695	\$ 4,014,314
(770,299)	(808,814)	(849,255)	(891,718)	(936,304)	(983,119)	(1,032,275)	(1,083,889)	(1,138,083)
122,527	1,691,099	1,825,652	1,970,432	2,126,197	2,293,757	2,473,982	2,667,807	2,876,231
-	-	-	-	-	-	-	-	-
(2,000)	(7,500)	(40,000)	(13,000)	(15,500)	(11,250)	(2,000)	(14,500)	(54,000)
(2,000)	(7,500)	(40,000)	(13,000)	(15,500)	(11,250)	(2,000)	(14,500)	(54,000)
(30,250,000)	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
30,200,000	-	-	-	-	-	-	-	-
-	(2,416,000)	(2,370,700)	(2,325,400)	(2,280,100)	(2,234,800)	(2,189,500)	(2,144,200)	(2,098,900)
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
(50,000)	(2,416,000)	(2,370,700)	(2,325,400)	(2,280,100)	(2,234,800)	(2,189,500)	(2,144,200)	(2,098,900)
17,766	18,649	11,511	5,776	2,154	481	963	3,798	8,927
88,293	(713,753)	(573,537)	(362,192)	(167,249)	48,188	283,446	512,904	732,258
1,776,586	1,864,879	1,151,126	577,589	215,397	48,148	96,337	379,782	892,687
\$ 1,864,879	\$ 1,151,126	\$ 577,589	\$ 215,397	\$ 48,148	\$ 96,337	\$ 379,782	\$ 892,687	\$ 1,624,944

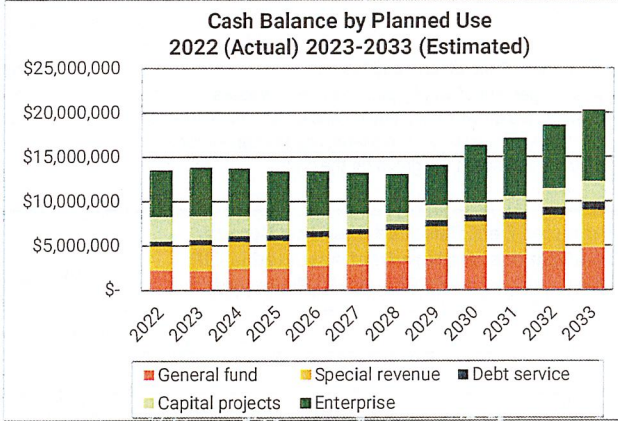
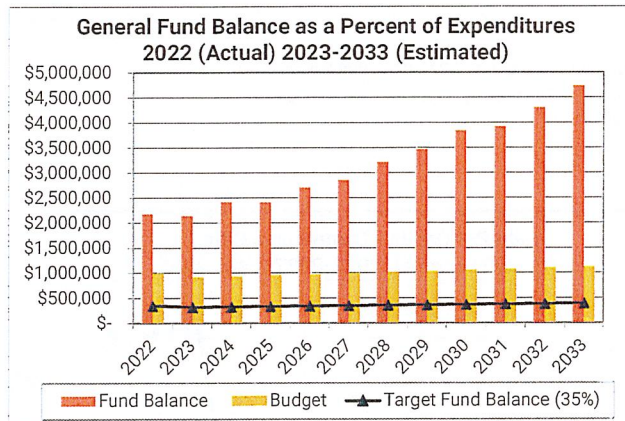
Tax Rates



Tax Rates:

Tax rates are a function of the levy and total tax base. The city tax rate is computed by dividing the city levy by the taxable tax capacity. Future tax rates are based on the assumption of 3% growth in tax capacity (see Assumptions). Comparable communities are provided for reference.

General Fund Operations and All Funds Cash Balances



General Fund Balance as a Percent of Revenue:

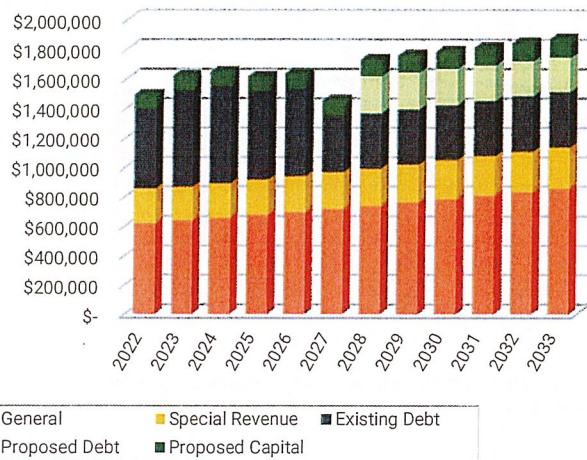
The General fund fund balance should be maintained at a level to provide for adequate working capital reserves. The MN State Auditor recommends a 35-50% reserve. As the expenditure budget grows, the required reserve should increase accordingly. The City can build to this target by adding to contingency each year. This can be accomplished by reducing expenditures and maintaining the same level of revenue or increasing tax levy.

Cash Balance by Planned Use (000's):

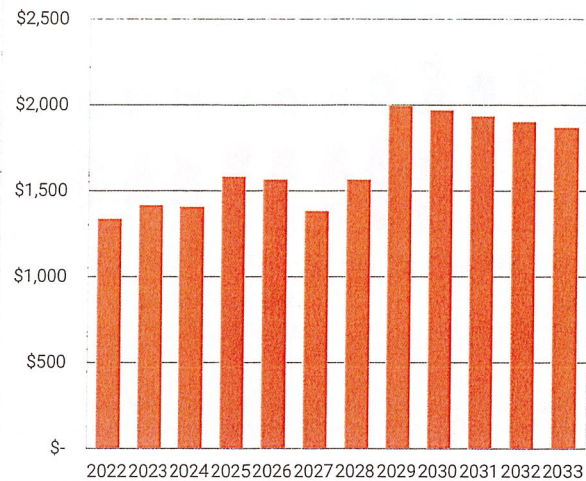
The balances represented in this graph are categorized by the planned use and/or limitations determined by statute.

Property Taxes by Type

Property Taxes - General Levy, EDA,
Debt Service and Capital
2022 (Actual) and 2023-2033 (Estimated)



Projected City Tax Impact
2022-2033 (Estimated)



Percent of Property Taxes - General Levy and Bonds

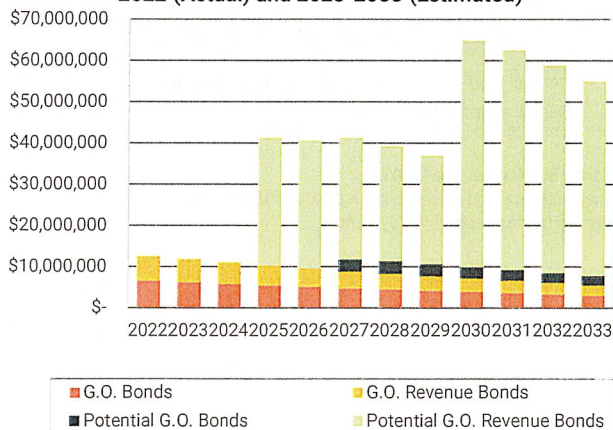
This graph highlights the percent of levy by planned use. Increases in the levy are primarily attributed to the growth in scheduled and proposed debt levies as well as growth in the City's General levy. The overall city tax burden for a \$246,000 house in 2022 is shown in the graph on the right.

Projected City Tax Impact - 2022 \$246,000 Home

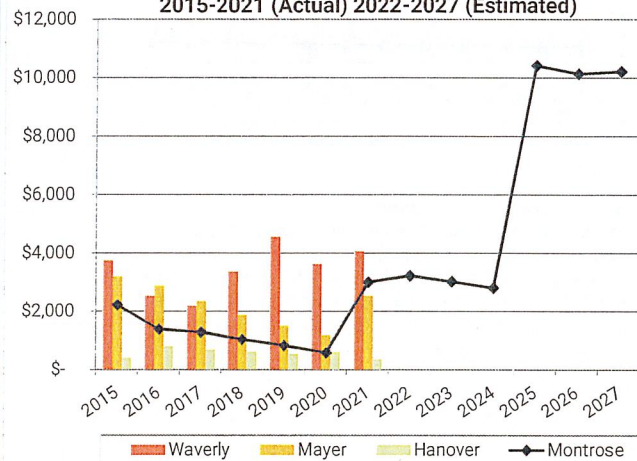
The overall property tax levy for an average valued house is highlighted above.

Debt

Projected Debt Balances Based on Current
Amortizations and New Debt Assumed in CIP
2022 (Actual) and 2023-2033 (Estimated)



Debt Per Capita - Comparison Cities
2015-2021 (Actual) 2022-2027 (Estimated)



Debt Balances

Future projected in the plan includes issuance of bonds in 2025 for the construction of a new waste water treatment plant as well as other, smaller capital projects. These contemplated projects will result in an increase to the amount of debt outstanding over the life of the Plan.



Monthly Activity Report Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief



Period: 12/01/2023 thru 12/31/2023 (DECEMBER)

CALLS

Total Calls: 42

of Calls DECEMBER 2022 = 28

EMS Calls: 35

2022 vs 2023 (2023 = + 14)

Other Calls:

- 12/25 - #23376 – CO Alarm – High Reading – ventilate – Marysville Twsp
- 12/22 - #23374 – MVA – Veh vs Ped – Marysville Twsp
- 12/19 - #23368 – MVA no injuries – Woodland Twsp
- 12/16 - #23360 – Fire – Controlled Burn – Marysville Twsp
- 12/15 - #23359 – Possible Structure Fire–Aid to Buffalo FD–Canc–Rockford Twsp
- 12/15 - #23359 – Fire Alarm – Cancelled – Montrose
- 12/04 - #23343 – CO Alarm – Investigated/Assisted - Montrose

Total calls to Date 2023 – 382

2022 vs 2023 (2023 = +35)

Total calls this time in 2022 - 347

Call Districts

Montrose City: 25

Franklin Township: 3

Marysville Township: 8

Woodland Township: 5

Other: 1 (Mutual Aid to Buffalo FD in Rockford Twsp)

TRAINING:

- 12/02/2023 – MFRA Calendar Hand Out – Driving/Maps/Service area
- 12/05/2023 – Staff Meeting/Truck Maintenance
- 12/12/2023 – Alternative fuel vehicle emergencies (CFRT)
- 12/19/2023 – New SCBA In Service Training & FIT testing (MacQueen Emergency)

Other Activities, Special Mention, Etc.

12/11/2023 – City Council Meeting

12/26/2023 – 2 Valves replaced on E-11 (pass side LDH & rear LDH discharges)

SPECIAL INFO

- New SCBA's ordered and have been delivered – hoping to put them into service in the first part of 2024

Acknowledgments

- Tom Marketon for his time spent serving as Assistant Fire Chief with the Montrose Fire Department – Tom will be continuing as a Firefighter with the Department
- Mike Marketon – for his time spent serving as a Captain with the Montrose Fire Department – Mike will be continuing as a Firefighter with the Department
- 2024 Officer Group – Congratulations on the selected individuals who have been appointed as officers with the Montrose Fire Department effective 01/01/2024 – Assistant Chief – Kelly Stoll
- Captain – Cory DeWitte, Joseph Von Thoma, Joey Theis
- Lieutenant – Eddie Andreoff



Date Received:

Received By:

When Application is completed, please drop off at the Fire Station on any Tuesday between 4PM and 9PM or drop off at City Hall

Montrose Fire Department Application

Position: Volunteer/paid-on-call Firefighter

NAME:	Last Name		First Name		Middle Name
Address	Street Address				
	City		State	Zip	
Primary Phone Number	() _____ - _____				
E-mail address					
Have you lived at your current for over 1 year <input type="checkbox"/> YES <input type="checkbox"/> NO					
Are you a US Citizen <input type="checkbox"/> YES <input type="checkbox"/> NO					
Are you at least 21 years of age <input type="checkbox"/> YES <input type="checkbox"/> NO					
Have you graduated from High School or obtained a GED <input type="checkbox"/> YES <input type="checkbox"/> NO					
<u>Current employer</u>					
<u>How long have you been employed by your current employer?</u>					
<u>Are you able to leave work in the event of an emergency</u> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown					
<u>What time/day(s) do you normally work</u>					
S M T W T F S Start: End:					
<u>Do you have any Firefighter or Medical Experience or training?</u>					
<input type="checkbox"/> YES <input type="checkbox"/> NO					
<u>If Yes to above – please describe:</u>					
<u>Has anyone in your family ever served in the Fire/EMS Service(s)</u> <input type="checkbox"/> YES <input type="checkbox"/> No					
<u>Are you able to physically perform Firefighting duties?</u> <input type="checkbox"/> YES <input type="checkbox"/> No					
Have you discussed your decision to join the Montrose Fire Department with your family? <input type="checkbox"/> YES <input type="checkbox"/> NO					
<u>Have you served in the US Military</u> <input type="checkbox"/> YES <input type="checkbox"/> NO					
<u>Do you wish to claim Veterans Preference?</u> <input type="checkbox"/> YES <input type="checkbox"/> NO					
If Yes, please attach documentation (DD214) Establishing your right to claim a preference					

References		<u>Please provide up to 2 references (at least 1 business & 1 professional)</u>
Reference 1	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Name</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Relation to you/your work</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Phone Number</div>
Reference 2	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Name</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Relation to you/your work</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Phone Number</div>
<p>Do you consent to having a criminal and background check and driver's license check completed by the City of Montrose/Montrose Fire Department? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Do you agree to allow the Montrose Fire Department and/or its representatives to contact your references and or current employer? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>		
<p><u>Please provide any additional information Below</u> (or attach additional sheets as necessary):</p> <div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div>		
<p>Do you affirm that everything submitted and contained within this application is true and accurate to the best of your ability? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <hr style="border-top: 1px dashed black;"/> <p>I agree and understand that any false statements or omission of information contacted in this application or any supplemental materials I submit may disqualify me from further consideration for employment or result in immediate dismissal if discovered at a later date.</p> <hr style="border-top: 1px dashed black;"/> <p>I release all parties from any and all liability and claims for damage whatsoever that may result therefrom.</p>		
<div style="border-bottom: 1px solid black; width: 100%; height: 30px;"></div>		<div style="border-bottom: 1px solid black; width: 100%; height: 30px;"></div>
Applicant Signature		Date
<p>How did you hear about the Montrose Fire Department Hiring?</p> <p><input type="checkbox"/> Facebook/Instagram <input type="checkbox"/> Signs <input type="checkbox"/> Handouts <input type="checkbox"/> Other: _____</p>		

City of Montrose
Tennesen Warning Form

It is the City of Montrose's responsibility to inform potential employees of their privacy rights. Please carefully read the Tennesen Warning provided below. Sign and Date the form and return it with you application. Your signature indicates that you have received information regarding your rights as they pertain to the MN Government Data Practices Act.

In accordance with the MN Government Data Practices Act, the City of Montrose is required to inform you of your rights as they relate to private information collected from you. Private data is information that is available to you, but not to the public; the personal information we collect about you is private. Minnesota State Statute 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment at the City of Montrose. All data collected is considered private except for the following:

1. Your veteran's Status
2. Relevant test scores
3. Your job history
4. Your education and training
5. Your work availability

Your name is considered to be private information; however, if you are selected to be interviewed as a finalist, your name becomes public information.

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel policies, rules and regulations of the City of Montrose and Montrose Fire Department. Failure to provide the information contained within this application could mean that your application for employment might not be considered.

Private data is available only to you, to appropriate city and fire department employees, and others as provided by state and federal laws who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data furnished in this application for employment that is not designated in this notice as private data.

The information you give about yourself is needed to identify you and to assist the City of Montrose in determining your suitability for the position for which you are applying (volunteer/paid-on call Firefighter).

I have read and understand the information given above regarding the Minnesota Data Practices Act.

Applicant Signature	Date

CITY OF MONTROSE JOB DESCRIPTION

POSITION: DEPUTY CLERK

DEPARTMENT: ADMINISTRATION

POINT RANGE: 233-252

QUALIFICATIONS

Must have two (2) year Business Degree or a minimum of one (1) year experience in administration with strong secretarial skills, bookkeeping skills, computer experience, communication skills, able to work independently and be bondable. Valid driver's license.

Reports To: City Administrator, and City Clerk/Treasurer

Works With: City Administrator, City Clerk/Treasurer, Public Works Director, Deputy Clerk, City Council, City Auditors, City Attorney, City Planner and City Engineer.

Supervises: N/A

Responsibilities

- 1) ANNUAL ASSESSMENTS – Serves as backup to Deputy Treasurer
 - A. Prepares notices for delinquent utilities and unpaid charges.
 - B. Prepares resolutions and delinquent accounts reports for City Council approval.
 - C. Prepares reports to Wright County.
- 2) COMMUNITY CENTER – Serves as backup to Deputy Treasurer
 - A. Oversees operation of the Community Center.
 - B. Handles all rentals and contracts.
- 3) ACCOUNTS RECEIVABLES – Serves as backup to City Clerk/Treasurer
 - A. Assists City Clerk-Treasurer with recording Accounts Receivables in receipt book.
 - B. Processes daily utility receipts and run tape for Deputy Clerk.
 - B. Enforcement via Wright County of liquor violations.
 - C. Advise all new applicants regarding liquor licensing.
- 4) ELECTIONS
 - A. Serves as election judge
 - B. Participates in primary and general election

- 5) EMERGENCY MANAGEMENT
 - A. Member of the Emergency Management Committee.
- 6) DEVELOPMENT
 - A. Maintains all City escrow deposits.
 - B. Landscape inspections.
- 7) RETENTION SCHEDULE MANAGEMENT
 - A. Assist City Clerk-Treasurer with record retention.
- 8) INSURANCE – Assists City Clerk-Treasurer with following duties:
 - A. Administers City medical, dental and disability insurance plans.
 - B. Annual financial review with Underwriters for Municipal Insurance renewal.
- 9) ADMINISTRATIVE ASSISTANT TO MONTROSE FIRE DEPARTMENT
 - A. Coordinates and prepares monthly accounts payable for the Montrose Fire Department.
 - B. Prepares annual fire assessment and remits to Wright County.
- 10) CITY COUNCIL
 - A. Attends all required City meetings.
 - B. Prepares any necessary reports or updates as needed.
- 11) OTHER ADMINISTRATIVE DUTIES
 - A. Assists with Reception duties including building permits, receipt of payments, and etcetera.
 - B. Opens mail and distributes accordingly.
 - C. Serves as a backup to Utility Billing.
 - D. Serves as a backup to the complete duties and responsibilities as directed by the City Administrator.
- 12) PLANNING AND ZONING COMMISSION
 - A. Attends required meetings.
 - B. Oversees and ensures the preparation and maintenance of all documents related to the Planning and Zoning Commission, including notice publication, minutes, agendas, publishing, distribution, maintenance documents and other documents for Commission functions.
 - C. Interprets the Zoning Ordinance with regard to development, residents and etcetera.
 - D. Works with the City Planner to review and update the Zoning Ordinance and Comprehensive Plan.
 - E. Works with key staff and consultants for project management, long range planning, development and execution of Capital Improvement Plan and Comprehensive Plan.
 - F. Manages Alternative Urban Areawide Review (AUAR) Policy and oversight.

13) ORDINANCE ENFORCEMENT

- A. Monitors residential properties around the City for zoning or City Code violations.
- B. Writes letters to residents who are not in compliance and does follow-up to ensure residents have complied as requested and continue to be maintain compliance.

XXI. ANY OTHER DUTIES/RESPONSIBILITIES IN THE DAY-TO-DAY OPERATION OF THE CITY AS REQUESTED

- A. Participate in cross training to other City employees when directed.

Approved by the Montrose City Council January 8, 2024

I accept the job duties and responsibilities of the Deputy Clerk.

Employee Signature: _____ Date: _____

CITY OF MONTROSE JOB DESCRIPTION

POSITION: DEPUTY TREASURER
COMMUNITY CENTER MANAGER

DEPARTMENT: ADMINISTRATION

POINT RANGE: 233-252

QUALIFICATIONS

Must have two (2) year Business Degree or a minimum of one (1) year experience in administration with strong secretarial skills, bookkeeping skills, computer experience, communication skills, able to work independently and be bondable. Valid driver's license.

Reports To: City Clerk/Treasurer

Works With: City Administrator, City Clerk/Treasurer, Public Works Director, Deputy Clerk, City Council, City Auditors, City Attorney, City Planner and City Engineer.

Supervises: N/A

Responsibilities

1) UTILITIES

- A. Performs daily entries into utility billing program
- B. Inputs all meter reading entries into utility billing program
- C. New customer setup of utility accounts including creating account numbers for each property and assigning water meters to new addresses
- D. Conducts customer change requests on utility accounts
- E. Conducts and organizes move-in/move-out requests for utility accounts
- F. Receipting of all utility payments
- G. Prepares Past Due and Disconnection notices for utility accounts and tracks payment progress on spreadsheet
- H. Instructs Public Works to disconnect/reconnect delinquent water service accounts
- I. Prepares monthly billing for utility accounts
- J. Process NSF checks
- K. Annual reporting for DNR

2) ANNUAL ASSESSMENTS

- A. Prepares notices for delinquent utilities and unpaid charges
- B. Prepares resolutions and delinquent accounts reports for City Council approval

C. Prepares reports for Wright County

3) COMMUNITY CENTER

- A. Oversees operation of the Community Center
- B. Handles all rentals and contracts

4) FINANCES – Assists and serves as backup to City Clerk/Treasurer with following duties:

- A. Codes and enters all accounts payable requests and runs checks
- B. Maintains all accounts payable files
- C. Enters all data each month for monthly bank reconciliations
- D. Reconciles and balances all accounts each month
- E. Prepares and enters journal entries
- F. Prepares quarterly report for City Council
- G. Cross train Deputy Clerk and Administrative Assistant on finance duties

5) TAXES

- A. Completes monthly sales tax statements

6) LIQUOR & THC LICENSING

- A. Prepare and notify businesses of annual liquor and THC licensing requirements
- B. Enforcement via Wright County of liquor and THC violations
- C. Advise all new applicants regarding THC and liquor licensing requirements

7) ELECTIONS

- A. Backup to Head Election Judge
- B. Publishes notices for primary and general elections
- C. Selects election judges for City Council approval
- D. Oversees primary and general elections

8) NEW DEVELOPMENTS

- A. Find PID number for all final platted lots and blocks from Wright County Beacon
- B. Enter PID number on each building permit for assessor
- C. Create and maintain new property files for each new home

9) MAP ADDRESSING

- A. Provides addressing for new construction of houses and commercial property
- B. Completes all mapping reports

10) PAYROLL

- A. Provides backup for payroll duties when City Clerk/Treasurer is not available
- B. Enter all payroll information into accounting software and ensure information is accurate
- C. Transfer all tax and PERA information to online sites for time sensitive payments for taxes and PERA amounts
- D. Organizes all payroll paperwork for distribution to employees and management approval

11) PARK AND RECREATION

- A. Attends all meetings
- B. Prepares meeting minutes to be included with City Council packet for monthly meetings
- C. Prepares meeting agendas and packets for commission members
- D. Purchases supplies, contest trophies and other items for recreational programming and contests

12) COMMUNITY GARDEN

- A. Processes all Community Garden applications
- B. Tracks all deposit money to be kept or returned at end of season
- C. Assigns and tracks which plots have been rented
- D. Collects fees and ensures application is complete and signed

13) PUBLIC WORKS

- A. Completes any correspondence, filing, phone calls, and mailings for Public Works
- B. Works with Public Works Department regarding meter readings and meter replacements
- C. Completes grading escrow forms to track grading money paid and forwards grading certificates to engineer for final approval and release of escrow
- D. Small utility permit invoicing
- E. Bulk water invoicing
- F. Invoice snow removal don't by Public Works for MnDOT
- G. Invoice residents for property maintenance for snow or grass/weeds removal if resident fails to do so within allowable timeframe
- H. Notify Xcel, Wright Hennepin or CR Electric when streetlights need repair or replacement

Approved by the Montrose City Council January 8, 2024

I accept the job duties and responsibilities of the Deputy Treasurer.

Employee Signature: _____ Date: _____

CITY OF MONTROSE JOB DESCRIPTION

Position Title: Administrative Assistant

Department: Administration

Immediate Supervisor: City Administrator

Point Range: 162-181

Classification: Full-Time, Non-Exempt

Primary Objective:

Under the general direction of the City Clerk-Treasurer, this position will provide support services for the City. This position assists the administration department primarily, with assistance to the Public Works Department as needed. The position is responsible for establishing office routines and procedures, and requires efficient scheduling and organization. The position encounters and processes confidential information. The person must have the ability to work with City Council, various commissions, department heads and general public with diplomacy, courtesy and efficiency.

Essential Functions:

- 1) ADMINISTRATION
 - A. Answer phone calls – main operator line at City Hall
 - B. Take credit card payments by phone and cash, check and credit card payments in person.
 - C. Updates and maintains the postage machine, adds postage and relays supply ordering information to the City Clerk/Treasurer.
 - D. Serves as backup for Deputy Clerk/Treasurer for Utility Billing
- 2) BUILDING PERMITS
 - A. Issues over-the-counter building permits for fixed fee items
 - B. Collects permits from residents and notifies them once approved by building inspector of fee for permit
 - C. Collects and processes payment for permits
 - D. Maintains building permit report file in Excel
 - E. Prepares monthly and quarterly building permit reports for the state
 - F. Scans permit information to resident property files in Laserfiche

3) FENCE PERMITS

- A. Assists residents or contractors with filling out a fence permit and drawing out fence on site survey
- B. Works with resident and Building Inspector to get fence permit approved
- C. Assign permit number and collect fee and scan permit into property file

4) ADMINISTRATIVE PERMITS

- A. Assist resident or business owner with filling out administrative permit for type of permit requested: Administrative business, Food Truck, Peddler/Solicitor Permits, Parking Pad, 2nd Water Meter, or Right-of-Way permits
- B. Collect appropriate fees for permits
- C. Forward completed permit application to appropriate person for review and consideration for approval
- D. Assign permit number and scan into property file

5) ANIMAL LICENSING

- A. Maintain all records and receipts of all licensed animals
- B. Publish license renewal notices in the newsletter, website and on utility bills
- C. Order new tags when expiration is upcoming and maintain current supply

6) LASERFICHE

- A. Completes and maintains scanning of items for resident's property files
- B. Completes all maintenance and any Laserfiche IT issues with OPG-3
- C. Organizes city files and scan for document retention
- D. Works with City Clerk/Treasurer on document retention processes and schedules
- E. Completes any other scanning to assist department heads and supervisors

7) ANNUAL ASSESSMENTS / ASSESSMENT SEARCHES

- A. Responsible for assessment search requests
- B. Research all assessment information regarding each request from realtors, title companies regarding assessed utilities, code violations, and past due utilities on homes that are being sold or are bank owned
- C. Prepare assessment list of all unpaid utilities with current owner's account information and PID number for year-end tax assessment for City Council approval

8) FACEBOOK, YOUTUBE and WEBSITE

- A. Administers all Facebook activity and shares or posts items as necessary
- B. Communicates urgent messages to residents via Facebook and website
- C. Uploads all city meeting videos to YouTube and uploads videos onto the website

- D. Completes all website updates including posting meeting notices, agendas, calendar updates, packets and videos for all departments

9) NEWSLETTER

- A. Email contacts for newsletter information
- B. Search and create newsletter items
- C. Create and layout newsletter for publication
- D. Publish and distribute newsletters
- E. Follow up with each organization for future events
- F. Send updated address list to publisher each quarter
- G. Creates flyers for Park and Recreation and other city business as needed

10) ELECTIONS

- A. Completes training for election judge at Wright County
- B. Assists with pre-election day set up and testing
- C. Assists with administration of elections on election days

11) CITY CLEAN UP DAY

- A. Set up time and date with all participating recycling vendors
- B. Publicize the date in newsletter, newspaper, and City Website and Facebook pages
- C. Organize the site with the garbage company for dumpster placements
- D. Prepares pricelist, resident amnesty tracking sheets, and customer receipts
- E. Prepares the cleanup day recycling report for Wright County

12) ASSIST CITY ADMINISTRATOR

- A. Assist with code enforcement
- B. Assist with the preparation of letters and other written materials
- C. Assist with communication between departments as needed
- D. Assist with research, investigation, and document recovery on a wide range of municipal operations
- E. Assist with preparation of public notices, including posting, publishing and mailing
- F. Provide additional support as needed and directed
- G. Filing and preservation of all city documents

Required Knowledge, Skills, and Abilities:

- Ability to communicate effectively, both orally and in writing.
- Ability to effectively interact with supervisor, employees, and City Council.
- Ability to plan, coordinate, direct, and review related work activities.
- Ability to accurately type on a keyboard at a minimum of 40 words per minute.

- Ability to operate office equipment, fax, copier, dictation, ectara,
- Ability to manage and complete projects and meet deadlines.
- Knowledge of spreadsheets, word processing and database software and ability to use on a daily basis.
- Ability to obtain knowledge of public information laws and regulations.
- Ability to obtain knowledge of laws, rules, and regulations applicable to City government.

Minimum Qualifications:

- High School Diploma plus vocational training with additional training and/or education in Administrative or General Business Practices.
- Three years' experience in administrative operations.
- Personal computer experience, including Microsoft Office applications.

Desired Qualifications:

- Advanced degree in Administrative and Office skills.
- Three years' experience in municipal operations.
- Experience with information technology systems.

Approved by the Montrose City Council on January 8, 2024.

I accept the job duties and responsibilities of the Administrative Assistant.

Employee Signature: _____ Date: _____

Meeting Date: January 8, 2024

Submitted By: Jessica Bonniwell
City Administrator



City Council Request

Subject: Lateral Employee Position Transfer

BACKGROUND:

With an Administrative Assistant coming onto the team, staff has adjusted job descriptions accordingly. Ms. Cristy Gerard is requesting to be moved to the title of Deputy Treasurer in order to expand her knowledge and exposure to different job duties within the city. This would be a lateral move with no salary changes besides her annual raise per the Local No. 49 Contract.

FINANCIAL/BUDGET:

No impact to the budget since this is a lateral move and both Deputy Clerk and Deputy Treasurer have the same pay scale.

RECOMMENDATION:

To approve Ms. Gerard moving to the Deputy Treasurer role.

City of Montrose
 Economic Development Authority Meeting
 311 Buffalo Avenue South
 Montrose, MN 55363
 Tuesday, December 19, 2023
 12:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose Economic Development Authority (EDA) met in Regular Session on Tuesday, December 19, 2023 at 12:00 p.m.

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

2. ROLL CALL

Present: EDA President David Paradeise
 Mayor/EDA Member Kirby Moynagh
 EDA Member Sonya Tourville

Staff Present: Ms. Jessica Bonniwell, City Administrator
 Ms. Jackie Heinz, City Clerk/Treasurer

Absent: EDA Member Matt Smith

3. APPROVAL OF AGENDA

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

4. APPROVAL OF MINUTES

A. October 17, 2023 Economic Development Authority Meeting Minutes

EDA Member Tourville motioned to approve the October 17, 2023 Economic Development Authority Meeting Minutes. EDA Member Moynagh seconded the motion. Motion carried 3-0.

5. TREASURER'S REPORT

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

Ms. Bonniwell gave an update on the EDA Funds.

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

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

6. OLD BUSINESS

A. New Members Discussion

EDA President Paradeise stated that Matt Smith would no longer be attending meetings as he is no longer working at Carpentry Contractors. EDA Member Moynagh stated that he would contact Carpentry Contractors to see if anyone else would be available to serve on the EDA. EDA Member Moynagh asked if other members thought someone from the bank would be available. EDA Member Tourville stated that she could ask, but also knows they have other commitments with the Chamber of Commerce. EDA President Paradeise asked who could join EDA and if it has to be a business owner, or if it could be a business person that lives in the community. Mr. Sweeney stated that he has the old resolution enabling the formation of the EDA, and that

should state if there are any restrictions on membership to local business owners or managers. A resident, Gabby Stroad, in attendance at the meeting stated she may be interested in joining if there are not restrictions to owning or managing a physical business in Montrose.

7. NEW BUSINESS

A. Preserve TIF Request

Mr. Sweeney stated that a TIF application has been received for the Preserve project from JP Brooks. Ms. Bonniwell stated that Mr. Ron Batty from Kennedy and Graven was present via Zoom as he has been working with Mr. Shannon Sweeney to draw up a TIF agreement between the city and the developer. Mr. Sweeney stated that the developer is requesting TIF in order to keep the price point for their properties around the \$250,000 mark. The developer is asking for \$8,091,000 total assistance with a Pay As You Go plan, which would be around \$46,500 per unit to be developed over a period of 26 years. Mr. Sweeney stated that 26 years is a long time to keep a TIF district active and would be up to the EDA and Council on whether or not they would be willing to agree to these terms. Mr. Sweeney stated the developer is proposing multiple phases to be completed over the term of the project and said the city would need to decide if they want to approve the entire project at this time, or just the initial phase. EDA Member Moynagh asked about the typical length of a TIF district and Mr. Sweeney told him it is typical to have around 15 years for a TIF district. Mr. Sweeney suggested that the first phase be approved through this current process, but because of the current high costs of construction and financing interest that the TIF district be created for the entire project, but only approve the financial subsidy for the first phase in case the project becomes delayed for future phases. EDA President Paradeise stated that he would agree with the first phase subsidy, so the city is not starting a clock for the developer to finish the project regardless of any changing economic conditions in the future. The first phase would include 36 lots to begin in Spring of 2024. The developer is asking for some upfront reimbursement costs since they will not see any profits or benefits from building this development until it is complete, or nearly complete. Mr. Sweeney stated that it makes sense they would be asking for some of these funds up front and would ask that they provide a breakdown of those costs (infrastructure, utilities, etc.). The developer, Josh, stated they are very motivated to get it completed and will lose money in the beginning, but by the end should be able to earn a profit on the development. The developer, Art, stated that they have already spent at least \$25,000 in utility testing of the old infrastructure that is in place from a previous attempt at developing the property. Mr. Sweeney stated that by creating the entire TIF district now and allowing phases would save the developer from having subsequent public hearings to create a second or third TIF district for the development, and would just be a new agreement or amendment that council would have to approve for future phases. EDA Member Moynagh stated that he is probably okay with creating the TIF district, but would like to see the reimbursement request upfront to make sure everyone is in agreement with the terms and line items for reimbursement.

Mr. Sweeney stated that he would recommend the TIF district be created by the City Council and that would be initiated by a resolution calling for a public hearing. Mr. Sweeney stated that a resolution will also be prepared for the January 8, 2024 City Council Meeting which would call for the public hearing as long as the council is in agreement on the amount requested by the developer. Mr. Sweeney stated that the public hearing will need to be held with a 60-day notification period in order to notify the county and school district which would put the hearing around the March 11, 2024 City Council Meeting. Mr. Sweeney stated that during the meeting in which the resolution is approved to call for a hearing, the City Council would have a final number from the developer on the upfront reimbursement so the council could see how long it would take the TIF district to pay off that amount per an amortization schedule. The developer was present at the meeting and stated they would have an extension amendment request prepared for the January 8, 2024 City Council Meeting. Mr. Sweeney stated that they would hope to bring a term sheet to EDA for the January 16, 2024 meeting for EDA to look at the request for upfront costs and the TIF project as a whole. Mr. Sweeney stated that the EDA will be asked to make a recommendation on whether or not to create a TIF district at the January 16, 2024 EDA meeting. Mr. Sweeney stated that during that 60-day period, the city attorney and himself will be working with the city and the developer to come up with a subsidy agreement and a TIF plan for City Council to consider for approval. The developer, Art, stated that the developer agreement due diligence period expires before that time and that they would be looking to request an extension at this time in order to go through the TIF process.

B. Other

Ms. Jolene Foss was present from the Wright County Economic Development Partnership and updated the EDA on the activities of the partnership. Ms. Foss stated they are working with 17 new businesses to try to help them get started up in Wright County – some are requesting revolving loan funds but do not qualify based on type of business. Ms. Foss stated that their goal at the partnership is to keep people living and working in Wright County. Ms. Foss stated the partnership has two new partners with Cargill and Ridgewater College. The Workforce Pathways have requested the WCEDP present education information to the nine school districts in the county to discuss the existing businesses and job opportunities in Wright County.

EDA Member Tourville asked for follow up regarding the childcare meeting that was held on October 30, 2023 to gauge interest in forming a core team to work with First Children's Finance. Ms. Bonniwell stated that only three people attended that meeting. EDA Member Tourville stated that would not be enough to form a core team. Council Member Paradeise stated that the EDA could continue working and getting information out in order to create interest to get the initiative started.

8. **NEXT MEETING**

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

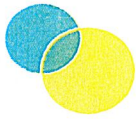
9. **ADJOURNMENT**

EDA Member Moynagh motioned to adjourn the Economic Development Authority Meeting at 12:44 p.m. EDA Member Tourville seconded the motion. Motion carried 3-0.

Council Member David Paradeise
President
City of Montrose Economic Development Authority

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose


DDA

David Drown Associates, Inc.
Public Finance Advisors

Cologne Office:
10555 Orchard Road
Cologne, MN 55322
Phone: (952) 356-2992
Email: shannon@daviddrown.com

January 3, 2024

ENGAGEMENT LETTER

City of Montrose
Attn: Jessica Bonniwell, City Administrator
PO Box 25
Montrose, MN 55363

RE: Municipal Advisor Regulations

Honorable Mayor, Council Members and Administrator Bonniwell:

I am writing this letter as required under the Municipal Advisor rules of the Municipal Securities Rulemaking Board (the "MSRB") and the Securities and Exchange Commission (the "SEC.") As a registered municipal advisor working with you, we are required to provide a written description of our advisory relationship and to make certain other disclosures.

Our Role as Municipal Advisor

As your municipal advisor, we are held to the very highest standard of loyalty and care with an **explicit fiduciary duty** to act in your best interests. This means several important things:

- We have a duty to exercise due care in performing municipal advisory activities.
- We have a duty of loyalty, requiring us to act in your best interest without regard to our own financial or other interests.
- We must have the knowledge and expertise needed to provide you with informed advice.
- We have a duty to understand your City's specific situation and to follow your directions, so our advice is suitable for you.
- We are required to make reasonable inquiries and investigations as to the facts supporting our recommendations and work products.
- We have a duty to discuss with you material risks, benefits, and alternatives we considered when determining what might serve your interests best.

Disclosure of Conflicts of Interest

A municipal advisor may not legally provide advice if certain **unmanageable conflicts** exist, such as providing financial advice and then purchasing related securities or engaging in kickback arrangements. Other *potential, yet manageable* conflicts of interest must be disclosed to you in writing, with sufficient detail and explanations of how we intend to manage or mitigate each conflict. There are several potential conflicts of interest that may apply to our engagement with you:

Compensation. All forms of compensation are viewed to represent a potential conflict of interest by the MSRB. Our Standard Fee Schedule incorporates several forms of compensation:

- **Fixed Fee.** This form of compensation represents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the financial advisor may suffer a loss. Thus, the advisor may recommend less time-consuming alternatives or fail to do a full analysis of alternatives.
- **Fee Based upon Principal Amount.** This form of compensation presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the

securities issue for the purpose of increasing the advisor's compensation.

- **Hourly Fee.** An hourly fee form of compensation presents a potential conflict of interest if the client and advisor do not agree on a reasonable maximum amount at the outset of each engagement, because the advisor does not have a financial incentive to recommend alternatives that would result in fewer hours worked.
- **Contingent Fee.** This form of compensation presents a potential conflict of interest because the advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the client. When facts or circumstances arise that could cause the financing to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances.

Our plan to mitigate conflicts of interest regarding compensation is to assure our standard fees reasonably reflect the expected costs of standard services, and to avoid a transaction-based relationship with our clients such that compensation on any one transaction is of secondary importance to maintaining a long-term relationship.

Executive Search Services. David Drown Associates, Inc. provides executive search services to units of government in Minnesota. In situations where an administrator was hired through our recruitment efforts and/or recommendations, we may be in a position to unduly influence that administrator's financial judgments or future decisions.

We have mitigated this conflict by instituting procedures which require review and approval by another senior level advisor of all written recommendations.

MN Rural Water Association. David Drown Associates, Inc. serves as the financial advisor to MRWA's MIDI, MICRO and Interim Funding Programs. In that capacity, we process loan requests and serve as municipal advisor to borrowers seeking to utilize these funding programs. This relationship with MRWA represents a potential conflict of interest in that we have an incentive to recommend the use of these funding programs and to exclude due consideration of other options or alternatives.

We have mitigated this conflict of interest by agreement with MRWA that we will not process loans where other financing mechanisms are clearly superior, and we maintain internal procedures that explicitly include a review of other funding options before acting upon a loan request.

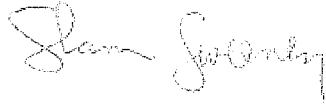
Scope of Service & Compensation

It is our intention for this Letter of Engagement to evidence a general, long-term relationship with you, as opposed to a relationship that is specific to only one transaction. We provide you a full range of customary financial advisory services without exclusion or limitation, and will honor our fiduciary duties to you in all aspects of our work. In cases where either of us wishes to the limit the scope of our engagement – for example, where you have already reached a decision on a particular financing, or where we lack availability or expertise in a specific area – we will address this limitation by supplemental, written communication to you.

All compensation will be based upon the rates shown on the attached Standard Fee Schedule. David Drown Associates, Inc. hereby certifies we are a registered municipal advisor in good standing, with no associations or affiliations that will reasonably affect our independent judgment in evaluating proposals or advice you may receive from us or from other entities.

I would be happy to discuss any aspect of this letter and MSRB rules with you at your convenience.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Shannon Sweeney".

Shannon Sweeney
David Drown Associates, Inc.

Acknowledgement

The undersigned hereby acknowledges receipt of this disclosure and that the governing board has been given the opportunity to raise questions and discuss the foregoing matters with the advisor.

Montrose, Minnesota

City Administrator

STANDARD FEE SCHEDULE

January 1, 2024

General Obligation Bond Issues:

<u>Principal Amount</u>	<u>Fiscal Fee</u>
0 to \$250,000	7,500
\$250,000 to \$500,000	10,000
\$501,000 to 1,000,000	13,000
\$1,000,000 to 2,000,000	16,000
\$2 to \$3 million	19,000
\$3 to \$4 million	22,000
\$4 to \$5 million	25,000
\$5 to \$10 million	30,000
\$10 to \$15 million	35,000
Over \$15 million	35,000 plus \$750 per million

Fees are for a single G.O. bond issue. Fees for multiple issues sold concurrently are based on combined principal amount plus \$2,000 per additional issue. Client is responsible for other costs of issuance including but not limited to bond counsel, pay agent, rating agency, underwriter's fee, certificate fees and out-of-pocket expenses.

Revenue and Lease-Purchase Financings:

Revenue bonds or lease-purchase transactions are generally charged 125% of above rates.

Tax Increment Finance/Tax Abatement Projects/TIF Reporting:

Standard fee to research, draft, process, and certify a TIF plan is \$5,500. Fees for redevelopment districts are generally \$1,000 to \$2,500 higher, depending upon the numbers of parcels involved. Basic fee to negotiate the terms of a development agreement is \$1,500. Annual TIF report fee is \$1,000 plus \$500 for each TIF District. Standard fee to process a Tax Abatement project is \$3,500. The client shall be responsible for out of pocket expenses and expenses of other professionals, such as bond counsel and building inspection.

Continuing Disclosure:

Full Disclosure: Annual fee is \$1,500 per year for each class of issues (G.O. bonds are one class) plus \$300 for each bond issue within that class up to an annual maximum of \$3,000 per class. The annual fee is waived if the Client has a recent Official Statement containing required information. Client is responsible for costs of a county auditor certificate, if required.

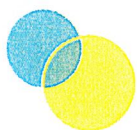
"Limited" Disclosure and/or Significant Event Reporting: Annual fee of \$300 per issue capped at \$750 for the filing of Audited Financial Statements with MSRB/EMMA.

Hourly Service Rates:

	<u>Hourly Rate</u>
Principal	\$200
Senior Advisor	150
Associate	100
Clerical	50

Expenses:

Actual cost, except mileage is billed at Federal Mileage Rate



DDA

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 Phone: (952) 356-2992
shannon@daviddrown.com

January 3, 2024

City of Montrose
 Attn: Jessica Bonniwell
 P.O. Box 25
 Montrose, MN 55363

RE: Tax Increment Financing Request – JP Brooks, Inc. – Preserve of Montrose

Dear Administrator Bonniwell:

We have had a number of discussions regarding tax increment financing assistance with representatives of JP Brooks, Inc. (Developer) for the Preserve of Montrose Project. A subsidy application has been submitted with supporting documentation regarding the proposed request. The EDA discussed the tax increment request with the Developer at its most recent meeting and has recommended that the City Council proceed with the process for implementing a tax increment financing district.

JP Brooks is requesting pay-as-you-go tax increment financing assistance which is the reimbursement of new property taxes captured within a tax increment district for a term of up to 26-years (for housing projects). 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 (based on valuation) which are collected by Wright County. Wright County then separates out that portion of the property taxes collected that are tax increments which include new city, county, and some school district property taxes that are generated within the boundaries of the tax increment financing district. Those taxes are distributed separately to the City and are not part of the general tax levy.

If a property owner within the TIF District fails to pay property taxes, sells units to non-income qualifying homeowners, or no new homes are built within the TIF District, tax increments will not be collected by the county or be distributed to the city. In that instance the city has no obligation to make a reimbursement of property tax to the developer. The city's only obligation in a pay-as-you-go contract is to reimburse a negotiated percentage of the tax increments collected by the county and distributed to the city during the subsidy term.

State Statute requires that 95% of the units constructed in an owner-occupied housing TIF District meet specific income guidelines. In 2023 those guidelines were that first occupants had to be below \$124,900 for a family of two or fewer, and below \$143,635 for a family of three or more. Those requirements are modified annually and only apply to the first occupant of each unit. If a home is sold to a non-income qualified purchaser that is the first occupant, the City can remove that parcel from the TIF District which would reduce the TIF revenue and the potential subsidy to the Developer.

JP Brooks has indicated that they are considering a build out 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
Phase 3 – Spring of 2031 which includes 69 lots

JP Brooks initially requested a subsidy for all phases of the project (174 units), but during more recent discussions agreed with the initial negotiation of a subsidy for only the Phase 1 project of 36 lots. The Developer's current goal is to sell new units for \$250,000 and without TIF assistance, those units will need to be sold at a purchase price of closer to \$290,000 which they believe will not be readily accepted by the market. As project costs will be incurred implementing the Phase 1 project that apply to other phases, and as the Developer will not immediately be reimbursed for project expenses (a pay-as-you-go TIF agreement provides for the reimbursement over time), the Developer has requested the reimbursement of all but \$2,000 of the annual increment for a term of 24-years in an amount of up to \$2,053,043.

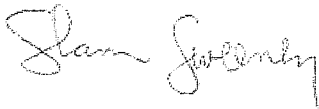
To achieve the level of reimbursement requested the Developer will need to construct at least 12-units per year in the initial 3-years to generate sufficient tax increment to provide net revenues that achieve that level of reimbursement. This assumes that tax rates remain the same or move higher and valuations of individual units average \$284,307 for the duration of the subsidy term. I have attached a tax increment projection providing an estimate of the increment to be generated over the full-term of the TIF District utilizing these assumptions.

If the City Council determines that it is appropriate to proceed with the creation of a tax increment financing district, a resolution has been prepared calling for a public hearing to be held on March 11, 2024, at approximately 7 p.m. Following the public hearing it is anticipated that the Council would be considering a resolution providing for the adoption of the tax increment financing district and authorizing the execution of a financial assistance agreement for the proposed project.

Please contact me if I can be of any assistance in answering questions regarding the information provided.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Shannon Sweeney".

Shannon Sweeney, Associate
David Drown Associates, Inc.

City of Montrose
TIF District No. _____

Tax Increment Projections

Valuations & Projected Increases

Original Values	Market	Tax Capacity
	528,000	6,600
Increased Value: Owner-Occupied/Unit (12-units per year - 36 total units)	284,307	2,633

Tax Rate Assumptions:

	2023 Tax Rate
City of Montrose	47.934%
Wright County	37.823%
School District	21.523%
Other	0.000%
	<u>107.280%</u>

Projected Tax Increment

Payable Year	Original Tax Capacity	Projected Tax Capacity	Net Captured Tax Capacity	Less Fiscal Disparities	Retained Net Captured Tax Capacity	Projected Tax Rate*	Gross Tax Increment	Adjustments			TOTAL NET REVENUES
								0.00% Admin. Retainage	0.36% State Auditor's Deduction		
2024	6,600	6,600	-	-	-	104.28%	-	-	-	-	-
2025	6,600	6,600	-	-	-	104.28%	-	-	-	94	23,977
2026	6,600	31,601	25,001	-	25,001	104.28%	26,071	2,000	-	212	56,813
2027	6,600	63,203	56,603	-	56,603	104.28%	59,025	2,000	-	331	89,648
2028	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2029	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2030	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2031	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2032	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2033	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2034	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2035	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2036	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2037	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2038	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2039	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2040	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2041	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2042	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2043	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2044	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2045	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2046	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2047	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2048	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2049	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2050	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
2051	6,600	94,804	88,204	-	88,204	104.28%	91,979	2,000	-	331	89,648
							<u>2,292,592</u>	<u>52,000</u>	<u>8,253</u>		<u>2,232,339</u>
											<u>2,053,043 (24-years)</u>

FIRST AMENDMENT TO PURCHASE AGREEMENT

THIS FIRST AMENDMENT TO PURCHASE AGREEMENT (“First Amendment”), is made and entered into by and between the City of Montrose, a Minnesota municipal corporation (herein referred to as “Seller”) and JPB Land, LLC, a Minnesota limited liability company (herein referred to as “Buyer”) (Seller and Buyer are collectively referred to herein as “Parties”), and is effective as of the date of the last signature on the signature page hereof.

RECITALS

A. The Parties entered into that certain Purchase Agreement (“Purchase Agreement”) on October 31, 2023 for the sale of real property, consisting of land legally described in Exhibit A of the Purchase Agreement, in Wright County, Minnesota.

B. The Parties desire to amend the Purchase Agreement, and set forth their respective rights and obligations regarding the Purchase Agreement in this First Amendment.

NOW, THEREFORE, in consideration of the mutual agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

AGREEMENTS

1. **Section 7. Buyer’s Conditions to Closing.** In the first sentence of Section 7 of the Purchase Agreement, the words identifying the Contingency Date as “on or before the date which is ninety (90) days after the Effective Date of this Agreement” are hereby deleted and replaced with “**by April 30, 2024,**”.

2. **Full Force and Effect.** Except as modified herein, the original terms of the Purchase Agreement shall remain in full force and effect.

3. **Counterparts.** This First Amendment may be executed in two (2) or more counterparts on facsimile or pdf each of which will be deemed an original and each such duly executed counterpart shall be of the same validity, force and effect as the original but all of which together shall constitute but one and the same instrument.

4. **Recitals.** All recitals in the preamble to this First Amendment are incorporated herein by reference and made a part of this First Amendment.

5. **Capitalized Terms.** Capitalized terms used in this First Amendment shall have the same meaning as such terms have in the Purchase Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused these presents to be made as of the day and year set forth below.

SELLER:

City of Montrose,
a Minnesota municipal corporation

By: _____
Kirby Moynagh
Its: Mayor

Dated: _____

By: _____
Jessica Bonniwell
Its: City Administrator

BUYER:

JPB Land, LLC,
a Minnesota limited liability company

By: Josh Pomerleau
Josh Pomerleau
Its: Chief Manager

Dated: 12/20/2023

**EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY OF
MONTROSE, MINNESOTA**

HELD: January 8, 2024

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Montrose, Wright County, Minnesota, was duly held at the Montrose Community Center on Monday, the 8th day of January, 2024, at 7 p.m. for the purpose, in part, of calling a public hearing on the proposed modification of Municipal Development District No. 4 and the establishment of Tax Increment Financing District No. 4-2 therein.

The following Councilmembers were present:

And the following were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. 2024-01

**CALLING PUBLIC HEARING ON 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**

BE IT RESOLVED by the City Council (the "Council") of the City of Montrose, Minnesota (the "City"), as follows:

1. Public Hearing. This Council shall meet on Monday, March 11, 2024, at approximately 7 p.m. to hold a public hearing on the following matters: (a) the proposed modification of Municipal Development District No. 4, (b) the proposed approval of the modified Development Program related thereto, (c) the proposed establishment of Tax Increment Financing District No. 4-2 therein, and (d) the proposed adoption of the Tax Increment Financing Plan relating thereto, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 to 469.134 and 469.174 to 469.1794, inclusive, as amended (the "Act").

2. Notice of Hearing. Filing of Program and Plan. The City Administrator is hereby authorized to cause a notice of the hearing, substantially in the form attached hereto as Exhibit A, to be published as required by the Act and to place a copy of the proposed modified Development Program and Tax Increment Financing Plan on file in City Administrator's Office at City Hall and to make such copies available for inspection by the public.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
 CITY OF MONTROSE) SS.
 COUNTY OF WRIGHT)

I, the undersigned, being the duly qualified and acting Administrator of the City of Montrose, Minnesota, DO HEREBY CERTIFY that the attached resolution is a true and correct copy of an extract of minutes of a meeting of the City Council of the City of Montrose, Minnesota duly called and held, as such minutes relate to the calling of a public hearing on the modification of Municipal Development District No. 4 and the establishment of Tax Increment financing District No. 4-2 therein, as proposed to be adopted.

 City Administrator

 Date

EXHIBIT A

**CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA****NOTICE OF PUBLIC HEARING**

ON 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

NOTICE IS HEREBY GIVEN that the City Council (the "Council") of the City of Montrose, Wright County, Minnesota, will hold a public hearing on Monday, March 11, 2024, at 7 p.m., at the Montrose Community Center, 200 Center Avenue South, in the City of Montrose, Minnesota, relating to the (a) the proposed modification of Municipal Development District No. 4, (b) the proposed approval of the modified Development Program related thereto, (c) the proposed establishment of Tax Increment Financing District No. 4-2 therein, and (d) the proposed adoption of the Tax Increment Financing Plan relating thereto, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 to 469.134 and 469.174 to 469.1794, inclusive, as amended (the "Act"). Copies of the Development Program and Tax Increment Financing Plan as proposed to be modified and adopted will be on file and available for public inspection at the office of the City Administrator at City Hall.

The property included in Tax Increment Financing District No. 4-2 is described in the Tax Increment Financing Plan on file in the office of the City Administrator. A map of the proposed Tax Increment Financing District is set forth below:

(INSERT MAP of Tax Increment Financing District)

All interested persons may appear at the hearing and present their view orally or in writing.

BY ORDER OF THE CITY COUNCIL

/s/ Jessica Bonniwell,
City Administrator

**City of Montrose
Park & Recreation Commission**

Minutes
December 5th, 2023

Pursuant to call and notice the Park & Recreation Commission held their regular monthly meeting on December 5th, 2023 at 5:30 p.m. at Montrose City Hall.

1. CALL TO ORDER

The meeting was called or order at 5:30pm by Commission Chairperson Swanson.

2. ROLL CALL

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

3. APPROVAL OF MEETING AGENDA

A motion was made by Commissioner Kolasa to approve the meeting agenda. The motion was seconded by Commissioner McCluskey. Motion carried 3-0.

4. APPROVAL OF NOVEMBER MEETING MINUTES

A motion was made by Commissioner McCluskey to approve the November meeting minutes. The motion was seconded by Commissioner Kolasa. Motion carried 3-0.

5. TREASURY REPORT

The commission reviewed the treasury report and Commissioner Kolasa made a motion to approve the report. The motion as seconded by Commissioner McCluskey. Motion carried 3-0.

6. OLD BUSINESS

a. Update on Park & Trail Plan Outsourcing

Commissioners Swanson and McCluskey met with Buffalo and Wright county city officials since the previous meeting to discuss option for updating the Montrose Park and Trail Plan. They were given some ideas for cost effective options. Commission Head Swanson will send out letters to some local companies and possibly schools to get quotes for updating and compiling the new plan document. Once we have some quotes the P&R Commission plans to request funds from the City in order to get the plan finalized.

b. Update on Bingo @ Grace Place

Commissioner Swanson attended the Grace Place bingo night and reported that there was a good turn-out. He attempted some recruiting for new P&R members. There is another event on December 21st.

7. NEW BUSINESS

a. Paperless Meetings

It was suggested by Commission Head Swanson that the Commission consider moving to a paperless format for future meetings. It was decided that Commission Secretary

McCluskey would work on figuring out how to take minutes paper-lessly and that a test run of the paperless meetings would be carried out at the April 2024 meeting.

b. Park Signs for Forest Creek Park

It was brought up that the Forest Creek Park is missing signage that may help residents and other park users find the park. After discussion it was decided that two signs should be placed to indicate the park's location. One at the neighborhood entrance on Clementa and Breckenridge and one at the intersection of Cole and Breckenridge.

c. Garden Rules Update

The Commission decided after deliberation that the garden rules should be updated once again (in response to renter requests). A final copy of the Community Garden Rules will be finalized for the next meeting. The motion to make the changes to the rules was made by Commissioner Kolasa and seconded by Commissioner McCluskey. Motion carried 3-0.

d. By-laws Update

Further discussion was had regarding proposed changes to the P&R Commission By-Laws. The Commission added some verbiage and changed some that was proposed. A final copy of the updated by-laws will be brought to the next meeting. The motion to make the changes to the by-laws was made by Commissioner Kolasa and seconded by Commissioner McCluskey. Motion carried 3-0.

e. Holiday Decorations

Commissioner McCluskey has created the graphics to let residents know there will be a holiday lights contest and that they will be the ones to vote on the winner. Commissioners Swanson and McCluskey have planned to compile the list of eligible homes early the week of December 11th and Commissioner McCluskey will create the map and poll to be posted on the City's Facebook page.

f. Youth Garden Program

Commissioner Swanson has proposed the idea of a youth program aimed at matching young people with older residents to help with gardening projects. The Commission further discussed the idea and ways it could be expanded beyond just garden help. The Commission will continue to build on this idea in hopes of implementing such a program in 2024.

g. Wright County Parks Update

*Discussed with old business 6a.

h. Review P&T Letter

*Discussed with old business 6a.

i. Lent Park Vandalism

It was brought to the attention of the Commission that there was some graffiti at Lent Park. It was decided to request that Public Works clean up the graffiti.

j. **Adopt Mission Statement**

Commission Head Swanson proposed an official Mission Statement for the Park & Recreation Commission. The Commission agreed with the proposed mission statement.

“Fostering a vibrant community: cultivating a sense of belonging, joy and mental well-being through thoughtfully designed parks and recreational programs. We create spaces where residents of all ages can immerse themselves in the natural beauty of Montrose, promoting an active lifestyle, outdoor activities, and shared experiences.

8. **NEXT MEETING**

The next regular meeting will be held Tuesday, January 2nd, 2024 at 5:30 pm at City Hall.

9. **ADJOURN**

Commissioner Kolasa motioned to adjourn the meeting at 6:42 pm, Commissioner Swanson seconded the motion. Motion carried 3-0.



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: December 28, 2023
To: Honorable Mayor Moynagh
Members of the City Council
City of Montrose, Minnesota
From: Jared Voge, P.E.
City Engineer
Subject: Clementa Avenue
DNR Local Trail Connections Program Funding
City of Montrose, Minnesota
BMI Project No.: OW1.130655

The Minnesota Department of Natural Resources is currently soliciting applications for a Local Trail Connections program. Applications must be submitted on or before March 29, 2024. The maximum grant award is \$250,000 with a 25% local (non-state) match required. Projects with awarded funds must be complete by June 30, 2026.

Staff identified the proposed Clementa Avenue trail between 1st Street N. and White Tail Lane as a potential project for this grant opportunity. This trail is part of the Clementa Avenue project submitted for Local Road Improvement Program (LRIP) funding. If a DNR Local Trail Connections grant is awarded, it would help offset the City's share of the project cost not covered by the LRIP funds.

If the City Council would like to proceed with a DNR Local Trail Connections grant application, I would recommend approval of the attached City Council resolution.

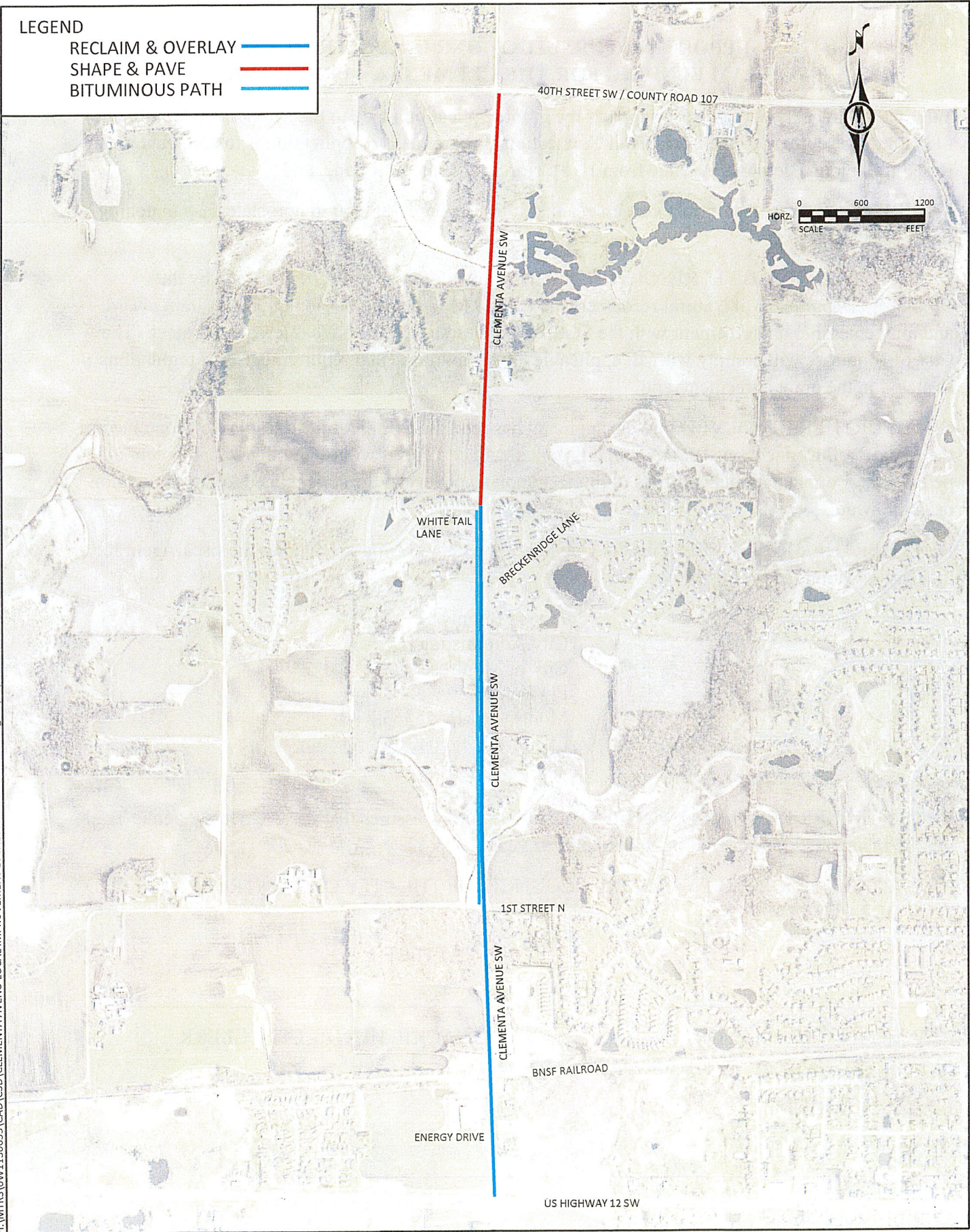
Please feel free to contact me if you have any questions.

JAV/kp

Clementa Avenue DNR Local Trail Connections Program Grant Application

City of Montrose

December 2023



H:\MTRS\OW1130655\CAD\C3D\CLEMENTA AVENUE LOCAL IMPROVEMENT LOCAL PROJECT - REVISED.dwg 12/29/2023 8:43:25 AM

**City of Montrose
Wright County, Minnesota**

Resolution No. 2024-02

**RESOLUTION SUPPORTING PURSUIT OF DNR LOCAL TRAIL CONNECTIONS
PROGRAM FUNDING FOR THE CLEMENTA AVENUE TRAIL**

WHEREAS the City of Montrose supports the grant application made to the Minnesota Department of Natural Resources for the Local Trail Connections Program. The application is to construct a paved trail along Clementa Avenue from 1st St. North to White Tail Lane, and

WHEREAS the City of Montrose recognizes that it has secured \$85,000 in non-state cash matching funds for this project.

NOW, THEREFORE, BE IT RESOLVED, if the City of Montrose is awarded a grant by the Minnesota Department of Natural resources, the City of Montrose agrees to accept the grant award and may enter into an agreement with the State of Minnesota for the above referenced project. The City of Montrose will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Local Trail Connections Program Grant Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the state related to the application or grant award.

BE IT FURTHER RESOLVED, the City Council of the City of Montrose names the fiscal agent for the City of Montrose for this project as:

Jessica Bonniwell
City Administrator
City of Montrose
PO Box 25
Montrose, MN 55363
jbonniwell@montrose-mn.com;
763-575-7425

BE IT FURTHER RESOLVED, the City of Montrose hereby assures that the Clementa Avenue Trail will be maintained for a period of no less than 20 years.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MONTROSE THIS 8th
DAY OF JANUARY, 2024.

ATTEST:

KIRBY MOYNAGH – MAYOR

JACKIE HEINZ - CITY CLERK

STATE OF MINNESOTA
COUNTY OF WRIGHT



The EPA in conjunction with The Minnesota Department of Health is requiring The City of Montrose to perform a water line assessment of every property within the City limits.

The guidelines listed below will help the city in determining the information needed to identify the type and size of your service lines:

- Provide the City of Montrose with a clear picture of the service line coming out of the floor to the valve prior to the water meter.

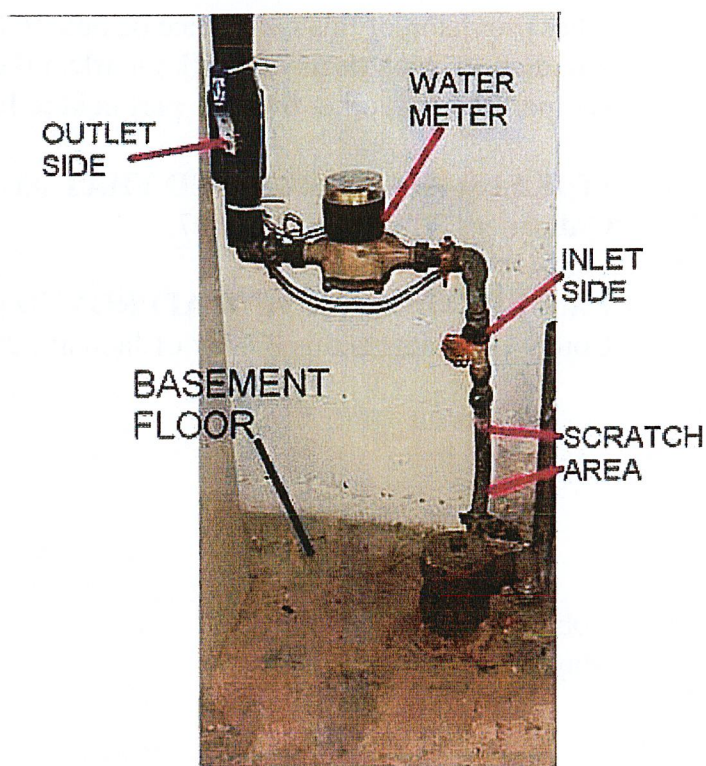
- If the service water line has paint, insulation, corrosion, etc., please scrape or remove such items for clear identification of the service line material (Lead, Copper, Galvanized or Plastic) prior to taking the picture.

- If material of the service line looks gray or dark gray, please use a magnet on the service line cleaned surface. If magnet sticks to service line, please show this in your picture.

- When submitting your picture, please include your name, phone # and the physical address of which the information above is provided.

- Please submit pictures to: City Hall or email to wwtp@montrose-mn.com

- The City of Montrose and the Department of Health thank you in advance for your cooperation and participation in this matter. If we do not receive this information from you by March 31st, 2024, your property will require an in-person inspection by The City Public Works Department.



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

ORDINANCE 2024-01

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

THE CITY COUNCIL OF THE CITY OF MONTROSE ORDAINS the following development and administrative related fees are hereby established in the City of Montrose, as indicated on the attached Exhibit A, effective January 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, Ordinances 2023-01 & 2023-07.

PASSED, ADOPTED AND APPROVED by the Montrose City Council, Wright County, Minnesota this 8th day of January, 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
<u>Administrative Permits</u>	
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	\$375.00
Water Rate	Base
*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
*Per 1000 gallon Rate	\$5.30
WWTP Rate	Base
*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 (Proof of Training for liquor sales required)	\$500.00
*3rd violation over a 3-year period (Loss of license for 1 monthl proof of training in liquor sales required)	\$1,000.00
*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
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**CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA**

RESOLUTION NO. 2024-03

A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 2024-01: AN ORDINANCE SETTING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES

WHEREAS, The City Council of the City of Montrose has determined the publication of the title and a summary of "Ordinance 2024-01 AN ORDINANCE SETTING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES", finding a summary publication would clearly inform the public of the intent and effect of the Ordinance; and

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

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

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Montrose, Minnesota that the title and summary of "Ordinance 2024-01 AN ORDINANCE SETTING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES" be published with notice that a printed copy of Ordinance 2024-01 is available in its entirety for inspection by any person during regular office hours at the City Offices.

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

"On January 8, 2024 the Montrose City Council approved the reading of Ordinance 2024-01 "AN ORDINANCE SETTING VARIOUS DEVELOPMENT AND ADMINISTRATIVE FEES".

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

Ordinance 2024-01 shall be in full force and effect from and after the date of its passage (January 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 January, 2024.

Robert W. Moynagh, III
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

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

RESOLUTION NO. 2024-04

A RESOLUTION AMENDING THE MAYORAL APPOINTMENTS FOR THE YEAR 2024

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

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

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

Kirby Moynagh
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose



PROPOSAL

Date: 01/02/24
Expires: 04/02/24



For: CITY OF MONTROSE
JACKIE
311 Buffalo Avenue
MONTROSE MN 55363-0025

Phone: 763-575-7422
Fax: 763-675-3032
Email: jheinz@montrose-mn.com

Banyon Contact	Title	Email/Phone	Comment	Invoice #
Deb Shand	Support	sales@banyon.com		

Description	Amount
Fund Accounting ACH Module	\$995.00
Fund Acctg ACH Module Annual Support	\$195.00
	Sub-total \$1,190.00
	Tax \$0.00
	Total \$1,190.00

*If having on-site training, please include travel expenses if
your site is over 400 miles round trip from home office training center.

Banyon Data Systems, Inc. hereby proposes to provide the above stated product and service in accordance with the above specifications. All Product and service are guaranteed as specified. No returns will be accepted after 90 days from signed proposal date. If software is returned before 90 days then a restocking fee of 20% will be charged on software only. Training will not be refunded if already completed and annual support will be only be prorated if fully paid and within 90 days from date on the proposal.

I accept this proposal from Banyon Data Systems: _____

Acceptance Date: _____ Title/Position: _____

Banyon Authorized Signature: Deb Shand



PROCLAMATION

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

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

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

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

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

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

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

NOW, THEREFORE, the Montrose City Council does hereby recognize January 22, 2024 through January 28, 2024 as Montrose School Choice Week, and call this observance to the attention of all of our citizens.

Robert W. Moynagh III
Mayor

ATTEST:

Jessica Bonniwell
City Administrator

