



City of Montrose  
PO Box 25  
311 Buffalo Avenue South  
Montrose, MN 55363

763-575-7422  
763-675-3032 FAX  
800-627-3529 TDD  
www.Montrose-MN.com

## *Welcome to the City of Montrose!*

For your convenience, we have included information on utilities, schools, recycling, Pennies for Parks, and direct billing in this packet. If you need additional information, please feel free to contact the City Offices.

In order to establish an accurate utility account in your name, please complete page two of the form enclosed and return to the City Offices.

The City is on a monthly billing cycle. The following rates are the current rates:

Water	\$5.00 per month base charge plus \$5.00 per 1,000 gallons used
City Sewer	\$3.85 per month base charge plus \$4.60 per 1,000 gallons used
WWTP	\$6.05 per month base charge plus \$5.05 per 1,000 gallons used

City Sewer usage is based on your water usage. WWTP is the wastewater plant.

Recycling	\$2.00 per month whether service is used or not. • Pickup is every other Tuesday.
Storm Water	\$3.00 per month.

<u>Garbage Cart Size</u>	<u>Monthly Rate (Plus Tax)</u>
30 Gallon	\$12.00
60 Gallon	\$16.00
90 Gallon	\$20.00

Garbage is picked-up on Tuesdays. All garbage must be in your container and bagged. \$3.00 stickers may be purchased at the City Offices for occasional extra garbage. New recycling and garbage carts are delivered on Wednesdays.

Utility billing is done on the 25<sup>th</sup> of each month and mailed by the end of the month. Payments not received by the 20<sup>th</sup> of the next month will be assessed a 5% late charge.

On the 21<sup>st</sup> a Past Due Notice will be sent and you will have 7 days to pay before a "24 Hour Disconnect Notice" is hung. There is a \$10.00 charge to hang this disconnect notice. If your account is not paid within the 24 hours, you're water service will be disconnected. There is a \$100.00 disconnect/reconnect charge. The late portion of your bill along with all service fees and charges must be paid in full before your water will be turned back on.



**Please return this page to:**

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Our office hours are 7:00 am to 4:30 pm Monday through Thursday and 7:00 am to 11:00 am on Fridays. There is a drop box available for your convenience, if the office is closed.

NAME: \_\_\_\_\_ MOVE IN DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

ADDRESS: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

IS THERE A SECOND WATER METER INSTALLED FOR OUTSIDE WATERING?  Yes  No

GARBAGE CART SIZE REQUESTED:  30 Gallons  60 Gallons  90 Gallons

RECYCLE CART (YELLOW LID) REQUESTED?  Yes  No

PLEASE CHECK ALL THAT APPLY:  Renting  Buying  New Home Construction  Existing Home

E-MAIL ADDRESS: \_\_\_\_\_

Would you like to receive the City's quarterly newsletter by e-mail?  Yes  No

*The information regarding race, color, or national origin designation, is requested in order to assure the Federal Government that the City of Montrose complies with Federal Laws prohibiting discrimination on the basis of race, color, or national origin. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your request for services or to discriminate against you in any way. However, if you choose not to furnish this information, we are required to note your race and national origin on the basis of visual observation or surname.*

Please check the appropriate information in both columns.

**Racial Category**

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White or Caucasian

**Ethnic Categories**

- Hispanic or Latino
- Not Hispanic or Latino



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**For your convenience, we have included contact information for the following services in Montrose:**

<b>Telephone</b>	Lakedale Telephone	763-675-3400	
<b>Electric</b>	Xcel Energy	800-895-4999	
	Wright Hennepin Electric	800-943-2667	<i>Forest Creek Only</i>
<b>Gas</b>	Xcel Energy	800-895-4999	
<b>Cable TV</b>	Comcast	763-675-3373	
	Lakedale	763-675-3400	
<b>Water/Sewer</b>	City of Montrose	763-575-7467	
<b>Garbage</b>	City of Montrose	763-575-7467	
<b>Post Office</b>	Montrose Station	763-675-3237	



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## Does your child need to be registered for school?



**If you have school age children, please notify the school as soon as possible. The school district requires this information in order to plan bus routes, classrooms, etc.**

Montrose School District · (763) 675-3135  
Montrose Elementary School · (763) 682-8345

100 2nd St S  
Montrose, MN 55363

Buffalo Hanover Montrose Schools Online at <http://www.bhmschools.org>



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## Garbage and Recycling Information

The City of Montrose contracts with Waste Management for garbage and recycling pickup. The Public Works Department at City Hall is your contact for issues concerning pickup, cart size, etc.

**RECYCLING:** No sorting is required. All recycling should be placed into your cart with the yellow lid.

**PAPER:** Includes newspaper, cardboard, magazines, catalogs, direct mail advertising, books, file folders, notebooks, envelopes, colored paper, plain paper, clean paper bags, phone books. Please flatten all cardboard boxes and tape or tie together.

**METAL & GLASS & PLASTIC:** Includes metal cans, glass bottles, jars, plastic bottles. Rinse metal food cans and aluminum cans. Rinse and remove caps from glass and plastic containers prior to depositing in cart. Plastic bags cannot be recycled thru this service.

**NOT RECYCLABLE:** TV guides, readers digest, string, paper towels, napkins, cups, coffee filters, tea bags, waxed paper or waxed anything such as milk cartons, drinking boxes, frozen food boxes, candy and gum wrappers, cellophane, tin foil, carbon paper, wallpaper, photos, slides, and transparencies. Aerosol cans, paint cans, light bulbs, pens, window panes, mirrors, pottery, ceramics, motor oil, gas containers, disposable razors, needles, toys, dishes, glasses, plastic wrap, foam cups, foam packaging, plastic food containers, and cardboard milk containers.

**COMPOST SITE:** The City of Montrose has a compost site located at the wastewater plant. The site is for grass clippings, brush, or leaves. No tree stumps or sod. The site is open during business hours and on Saturdays from 8:00 am to Noon. By State Statute, it is unlawful to mix yard waste with your trash.

**ROLL-OFF AND BULKY ITEM PICKUP:** Contact Waste Management at 800-450-9378 to schedule a container delivery for large amounts of construction materials or other items. Waste Management should also be contacted if you have bulky items that need to be disposed of properly.

10 yard and 20 yard containers – Should be used for small to medium size projects.

30 yard and 40 yard containers – Should be used for large projects with bulky items.



# SINGLE SORT RECYCLING CHECKLIST

YES	NO
✓ Business Envelopes	⊘ Auto / Mirror or Tinted Glass
✓ Business Forms	⊘ Blueprints / Overhead Transparencies
✓ Cardboard (Flattened)	⊘ Carbon Paper
✓ Cereal / Detergent / Shoe Boxes	⊘ Carpeting
✓ Computer / Copy / Fax / Typing Paper	⊘ Clothing
✓ Newspaper	⊘ Hazardous Waste or Containers
✓ Magazines	⊘ Crystal Materials
✓ Junk Mail	⊘ Beverage Glasses
✓ Ledger / Scratch Paper	⊘ Disposable Diapers
✓ Manila Envelopes	⊘ Foil Type Containers
✓ Newspaper	⊘ Light Bulbs
✓ Sticky Notes	⊘ Metal or Steel Objects such as nails, wire, hangers, or case strapping
✓ Aluminum / Steel / Tin Cans	⊘ Paper Towels / Napkins / Facial Tissue
✓ Beer / Wine / Liquor Bottles	⊘ Pet-Soiled Paper
✓ Food Jars	⊘ Photography or Photographic Paper
✓ Glass Jars	⊘ Pyrex and other heat-resistant ovenware
✓ Milk / Juice Containers	⊘ Rubber Type Materials such as latex
✓ Ketchup Bottles	⊘ Self-Adhesive Labels
✓ Narrow Neck Plastic Bottles	⊘ Styrofoam Products
✓ Pie Tins	⊘ Toys
✓ Soda Bottles	⊘ Wax Coated Products



## IMPORTANT

- ✓ Rinse food from containers
- ✓ Break down all large items to maximize space
- ✓ No trash, hazardous waste or food items
- ✓ Do Not block or place obstacles in front of recycling container



## HELP US RAISE “PENNIES FOR PARKS”



### What is “Pennies for Parks”?

Pennies for Parks was established as a way to raise money for park development. All residents have the opportunity to “round” up their monthly utility bill. Help beautify your city and make Montrose a great place to live by contributing to your local community parks!

### How does the program work?

The optional program rounds up your monthly utility bill to the next whole dollar. For example, if your bill is \$37.40 it would be rounded up to \$38.00. The .60 cents would be donated to park development. Each participating household would contribute less than \$12.00 per year.

If the average per year contributed was \$7.20 with 500 households participating, it would generate \$3,600 for our parks!! Enjoy new swing sets, paved trails, park benches, and more!!

### How can I help raise money for parks?

You can participate in the “Pennies for Parks” program by checking **YES** in the box below and returning it to the City of Montrose or send an e-mail to Drew at [Utilities@montrose-mn.com](mailto:Utilities@montrose-mn.com).

Remember, this is an **optional** program. If you decide not to participate at this time but change your mind in the future, you can sign up at any time!!

Detach and Return

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**YES**, I want to participate in the program.

No, I do not wish to participate at this time.

Please return this form to the City of Montrose or reply via e-mail. Thank you in advance for your participation.

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_



## AUTHORIZATION FOR DIRECT PAYMENT

We are pleased to offer you a Direct Payment Plan service. Now you can have your payment made automatically from your checking or savings account.

The Direct Payment Plan is dependable, flexible, convenient, and easy! To take advantage of this service, please complete the authorization and return the bottom portion to Montrose City Hall.

### How the Direct Payment Plan Works

You authorize regularly scheduled payments to be made from your checking or savings account. Then, just sit back and relax! Your payments will be made automatically on the specified day. And your proof of payment will appear with your bank statement.

The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. If the amount of your payment changes, we will notify you at least 10 days before your scheduled payment is processed.

### Benefits of the Direct Payment Plan

- ✓ Saves Time!
- ✓ Fewer Checks to Write!
- ✓ Convenient!
- ✓ No Late Payments!
- ✓ Maintain Good Credit!
- ✓ Saves Postage!
- ✓ Easy to Sign-Up!
- ✓ Easy to Cancel!
- ✓ No Late Charges!
- ✓ Works with Checking or Savings!

### RETAIN FOR YOUR RECORDS

On \_\_\_\_\_, I authorized CITY OF MONTROSE at 311 BUFFALO AVE SOUTH to initiate electronic entries to  
(DATE)  
my checking/savings account and have agreed to the terms listed on the authorization. I understand that I may revoke my authorization with CITY OF MONTROSE at any time by writing to the address above. Payment Date: 20<sup>TH</sup> OF EACH MONTH

### DETACH AND SUBMIT

I authorize the CITY OF MONTROSE to initiate entries to my checking/savings account. This authority will remain in effect until I notify you in writing to cancel. I understand that notification must be made with enough notice as to afford the company a reasonable opportunity to act. I understand that I can stop payment of any entry by notifying my financial institution 3 days before my account is scheduled to be charged.

NAME OF FINANCIAL INSTITUTION	BRANCH
CITY	STATE
SIGNATURE	DATE
NAME (PLEASE PRINT)	
ADDRESS (PLEASE PRINT)	
Account No. _____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
FINANCIAL INSTITUTION ROUTING NUMBER _____	

(Between these symbols | : | on the bottom left of your check)

**PLEASE INCLUDE A VOIDED CHECK.**