



## AGENDA

# SPECIAL CITY COUNCIL MEETING

Monday, December 28, 2020  
4:00 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.

**\* \* ZOOM Meeting \* \***

**Join Zoom Meeting At:**

**<https://us04web.zoom.us/j/75797971200?pwd=Sy9neVFyYXJvVThuYXZKNm44RTJRUT09>**

Meeting ID: **757 9797 1200**

Passcode: **nE5C36**

1. CALL TO ORDER
2. ROLL CALL
3. BUSINESS
  - A. Update on Community Center Audio Visual Upgrades
  - B. Information on ZOOM Meetings
  - C. Montrose Fire Department – Employee Recognition Policy
    - i. Discuss Proposed Montrose Fire Department Employee Recognition Policy
    - ii. Discuss Year 2020 Fire Department Employee Recognition Pay
  - D. Administrative Assistant Resignation – Effective January 3, 2021
4. OTHER
5. ADJOURNMENT

**CITY OF MONTROSE  
EMPLOYEE RECOGNITION PROGRAM  
FIRE DEPARTMENT**

**Purpose**

The City of Montrose recognizes that its Fire Department employees respond to a wide array of emergencies including; but not limited to, fires, accidents, medical emergencies, illness and disease. The magnitude and severity of these emergencies varies widely and can be complicated by various and unforeseen circumstances. The City values its Fire Department employees and wishes to retain their valuable services. Therefore, to recognize Fire Department employees whose service in responding to emergencies goes above and beyond the normal call of duty the City adopts this employee recognition program.

**Program**

Pursuant to Minnesota Stated Statutes Section 15.46, the City Council may authorize an annual recognition award not to exceed \$500 per Fire Department employee to recognize Fire Department employees whose service goes above and beyond the normal call of duty.

In determining the amount of the award, the Council shall consider for the prior year:

- Performance of duties when responding to emergencies.
- Circumstances that differ from the normal call of duty.
- Unforeseen circumstances that complicate responding to emergencies.
- The magnitude and severity of the emergencies to which Fire Department employees respond.
- The number of emergencies to which Fire Department employees respond.

Dated: December 28, 2020

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Michelle Otto  
Mayor

Attest:

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Deborah Boelter  
City Clerk-Treasurer

December 21, 2020

Dear Deb,

Please accept this letter as my formal resignation from my Administrative Assistant position with the City of Montrose.

My last day of employment will be January 3, 2021. If you wish to further discuss my reasons for my departure, please let me know and I will be happy to meet with you and the Personnel Committee.

I have also contacted my Union Representative Chris Chantry and notified him of my departure as well.

Sincerely,



Heidi Dahlin