



## CITY COUNCIL AGENDA REGULAR MEETING

**Monday, April 10, 2023  
7:00 P.M.**

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

Montrose Community Center  
200 Center Avenue South  
Montrose, Minnesota 55363

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. INVOCATION**

A. Pastor Ryan Clark – St. John’s Lutheran Church

**4. PLEDGE OF ALLEGIANCE**

**5. APPROVAL OF AGENDA**

**6. APPROVAL OF CONSENT AGENDA**

A. Minutes

1. March 13, 2023 Regular City Council Meeting – prepared by J. Bonniwell
2. March 27, 2023 City Council Workshop Meeting – prepared by J. Bonniwell

B. Accounts Payable

1. City, April 10, 2023 – prepared by M. Sommerfeld
2. Fire Department, April 10, 2023 – prepared by M. Sommerfeld

C. Monthly Utility Adjustments, March 2023 – prepared by C. Gerard

D. Resolution 2023-06 – Accepting Donations

E. Approve Elected Officials Rules and Procedures and Code of Conduct

F. Meeting Changes:

1. Authorize the Regular City Council Meeting, scheduled for Monday, May 8, 2023 at 7:00 p.m. to be cancelled.
2. Authorize the Planning and Zoning Meeting, scheduled for Wednesday, May 10, 2023 at 7:00 p.m. be cancelled and rescheduled for Wednesday, May 24, 2023 if necessary
3. Authorize the scheduling of a Special City Council Meeting for Monday, May 22, 2023 at 7:00 p.m.

G. Authorize City Hall to close between 12:00 p.m. – 1:00 p.m. the week of May 8-11 (Monday – Thursday) for lunch due to staff shortage this week.

H. Authorize City Hall to close on July 3, 2023 – Employees to use PTO for that day

7. **2022 AUDIT REPORT – ABDO** – See April 10, 2023 City Council Workshop Packet for Audit Report Information

A. ABDO Audit Report

8. **WRIGHT COUNTY SHERIFF'S OFFICE**

A. February, 2023 Monthly Report and Hours Report

9. **PUBLIC HEARING – WASTE WATER TREATMENT FACILITY**

A. Wastewater Treatment Facility Plan – available on the City Website

B. Resolution 2023-07 – *A Resolution Receiving and Accepting the Facility Plan*

10. **REQUEST FOR COUNCIL ACTION**

A. Dawn Clark – 111 Hill Street

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

A. City Council

1. Monthly Activity Report

B. Montrose Fire Department

1. March, 2023 Activity Report
2. Accept Resignation of Diane Holman Effective 03/20/2023 – Diane Served for 3 years, 3 months, and 1 day
3. Authorize submittal of 2024 MN DNR Volunteer Fire Assistance Grants – 50/50 Matching Grant up to \$5,000 (\$2,500 city share)

C. City Engineer

1. Pavement Management Plan Recommendations
2. Assessments for 2021 Road Improvement Project

**D. Park and Recreation**

1. March 9, 2023 Park and Recreation Meeting Minutes

**E. Public Works**

1. Compost Site Hiring for 2023
2. Seasonal Help Hiring for 2023
3. Lawn Mower Bids

**12. OLD BUSINESS**

- A. No Old Business

**13. NEW BUSINESS**

- A. Open Forum Form Change Approval

**14. OPEN FORUM****15. UPCOMING MEETINGS**

- A. Planning and Zoning Meeting with Public Hearing to Consider Allowing Chickens – Wednesday, April 12, 2023 at 7:00 p.m. at the Montrose Community Center
- B. Park and Recreation Meeting – Thursday, April 13, 2023 at 6:30 p.m. in the Montrose City Hall Conference Room
- C. Economic Development Authority Meeting – Tuesday, April 18, 2023 at 12:00 p.m. in the Montrose City Hall Conference Room
- D. Regular City Council Meeting – CANCELLED
- E. Planning and Zoning Meeting – RESCHEDULED for Wednesday, May 24, 2023 at 7:00 p.m. at the Montrose Community Center
- F. Special City Council Meeting – Monday, May 22, 2023 at 7:00 p.m. at the Montrose Community Center

**16. ACKNOWLEDGEMENTS****17. ADJOURNMENT**

City of Montrose  
 Regular City Council Meeting  
 Montrose Community Center  
 200 Center Avenue South  
 Monday, March 13, 2023  
 7:00 P.M.

# **1. CALL TO ORDER**

Pursuant to call and notice the Montrose City Council met in Regular Session on Monday, March 13, 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 Nicole Andreoff

Staff Present: Ms. Jessica Bonniwell, City Administrator  
 Mr. Dan Remer, Public Works Director  
 Mr. Michael Sommerfeld, City Clerk/Treasurer

# **3. INVOCATION**

A. Ms. Therese Marszalek, MA Div. from Buffalo Covenant Church 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 Solarz motioned to approve the March 13, 2023 City Council Agenda as presented. Council Member Paradeise seconded the motion. Motion carried 5-0.**

# **6. APPROVAL OF THE CONSENT AGENDA**

A. Minutes

1. Accepted the minutes of the February 13, 2023 Regular City Council Meeting

B. Accounts Payable

1. Approved the March 13, 2023 Accounts Payable for the City of Montrose  
 2. Approved the March 13, 2023 Accounts Payable for the Montrose Fire Department



- C. Approved the Monthly Utility Adjustments for February 2023
- D. Resolution 2023-04 – Transfer of Funds
  - 1. Resolution 2023-04 – *A Resolution Approving the Transfer of Funds for the 2020 Pavement Improvement Project*
- E. Approve Annual Donation of \$100.00 to the Year 2023 Buffalo High School's All-Night Graduation Party

**Council Member Andreoff motioned to approve the March 13, 2023 Consent Agenda as presented. Council Member Solarz seconded the motion. Motion carried 5-0**

## **7. WRIGHT COUNTY SHERIFF'S OFFICE**

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

Nobody was present from Wright County Sheriff's Office. Mayor Moynagh asked if Lieutenant Wirkkula would be available to discuss the Wright County Annual Report. Ms. Bonniwell stated that yes, she has spoken to Lieutenant Wirkkula and he is willing to come to a workshop or meeting, whichever his schedule allows, and she will follow up with him about a meeting date.

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

### **A. City Council**

- 1. Monthly Activity Report

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

### **B. Montrose Fire Department**

- 1. February, 2023 Activity Report

Fire Chief Triplett stated it was a busy month at the Fire Department with 30 total calls for service. Fire Chief Triplett stated that the new generator has been installed and was paid for by American Rescue Plan Funds. Fire Chief Triplett once again acknowledged Fire Fighter Bauernschmitt for his years of service and all the attendees, raffle ticket buyers and other supporters of their annual dinner.

- 2. 2022 Annual Report from the Fire Department

Fire Chief Triplett gave a brief overview of the 2022 Fire Department Annual Report and asked for any questions.

**Mayor Moynagh motioned to accept the 2022 Annual Fire Department Report. Council Member Solarz seconded the motion. Motion carried 5-0.**

### **C. Economic Development Authority**

- 1. February 21, 2023 Economic Development Authority Meeting Minutes

Council Member Paradeise summarized the February 21, 2023 Economic Development Authority

## Meeting Minutes.

Council Member Otto pointed out that technically there was no quorum at this meeting since being present via Zoom does not count unless it is posted and the remote location is open to the public. Ms. Bonniwell stated she would alter the minutes to reflect that no quorum was present.

### D. Planning and Zoning

#### 1. Discussion on Creating Ordinance to Allow Chickens in the City of Montrose

Mayor Moynagh stated that he would like to see Planning and Zoning once again discuss allowing chickens within the city. Council Member Otto stated that she has discussed with members of Planning and Zoning and they do not want to bring the chicken discussion up once again and have another public hearing since nobody was in attendance for the last time they held a public hearing about this topic. Council Member Solarz stated that being the liaison for Planning and Zoning, he has seen first-hand that no residents attend the public hearings to voice their opinions regarding allowing chickens in the city. Council Member Solarz would agree to bringing this topic to Planning and Zoning once more to see if anyone comes in support or opposition to this topic. Council Member Paradeise agreed with Council Member Solarz that he would like to see if anyone comes in support of allowing chickens, otherwise the council can consider this matter settled. Council Member Otto asked who would be doing code enforcement to ensure compliance with an ordinance allowing chickens. Ms. Bonniwell stated that the Chair from Planning and Zoning would like a motion from City Council to direct them to have another public hearing on this matter since Planning and Zoning is against discussing this topic.

**Mayor Moynagh motioned to direct the Planning and Zoning Commission to have a Public Hearing on allowing chickens in the City of Montrose. Council Member Andreoff seconded the motion. Motion carried 3-2 with Council Members Solarz and Otto voting against the motion.**

### E. Park and Recreation

#### 1. February 9, 2023 Park and Recreation Meeting Minutes

Mr. Duane Isle summarized the February 9, 2023 Park and Recreation Meeting Minutes. Mr. Isle stated that the Commission is still working on the Park and Trail Plan and has a list of items and need to sit down and determine priority of items being added to the Park and Trail Plan. Mr. Isle stated that Park and Recreation will be hosting an Easter Egg Hunt on April 8<sup>th</sup> at 10:00 a.m. Mr. Isle stated that Park and Recreation is considering changing their meeting time once again to a different day and time. Council Member Otto reminded them that if they change the meeting date, they have to change their bylaws and to try to avoid changing meeting dates to keep things consistent and transparent.

### F. Public Works

#### 1. Irrigation/2<sup>nd</sup> Water Meters

1. Ordinance 2023-02 – *An Ordinance Amending Section 32.03 of the Montrose City Code Relating to Water Meters*
2. Resolution 2023-05 – *A Resolution Authorizing Summary Publication of Ordinance 2023-02: An Ordinance Amending Section 32.03 of the Montrose City Code Relating to Water Meters*

Discussion was had regarding irrigation/2<sup>nd</sup> water meters in town. Mr. Remer stated that the staff is currently working on a Wellhead Protection Plan in partnership with MN

Rural Water and the DNR. Mr. Remer stated that as part of the plan, the partnership entities have recommended that the city stop selling irrigation/2<sup>nd</sup> water meters in order to discourage excess watering in order to preserve the aquifer. Mr. Remer stated that people that currently have 2<sup>nd</sup> water meters will be allowed to keep them for irrigation purposes and the city would not make those residents remove the 2<sup>nd</sup> meter. Mayor Moynagh and Council Member Otto commented that this is something residents should be warned about so they have a chance to buy meters if they want to before the moratorium on 2<sup>nd</sup> water meters begins. Mayor Moynagh stated that he would rather wait until this is a requirement that is passed down from a state agency so that the decision to stop selling irrigation meters come from them and not Council. Council Member Solarz stated he has talked to at least one other city regarding this issue and the city he spoke with stated they actually encourage purchasing the irrigation water meter. Council Member Otto stated she has also spoke with a couple cities including Buffalo and Waverly, both of which encourage irrigation meters or give a grace period to new development so they can get sod established. Mr. Remer reiterated that he was not directed to do this and it was just a suggestion at this point, but would like to get ahead of laws and requirements coming down the line from the state agencies. Ms. Bonniwell suggested that staff can try to educate residents over the spring and summer and bring this issue up again in the fall or winter to pass the ordinance to stop selling 2<sup>nd</sup> water meters. Council was agreeable to this suggestion.

No action was taken on the Ordinance or Resolution and may be brought up again in the future or when required by state agencies.

## 9. OLD BUSINESS

### A. Extend Deadline for Preserve Request for Proposal

Ms. Bonniwell stated that there has not yet been much interest in the Preserve and would like to see the deadline extended. Mayor Moynagh stated that the RFP should be extended for 90 days until July 5<sup>th</sup> as that is the first business day in July for the city.

**Mayor Moynagh motioned to approve an extension of the Preserve Request for Proposal until July 5, 2023. Council Member Solarz seconded the motion. Motion carried 5-0.**

## 10. NEW BUSINESS

### A. Schedule Workshop for City Council

Ms. Bonniwell stated that since Mr. Sommerfeld will be out of the office the week of March 27<sup>th</sup>, they will need to pick another meeting date to start discussing a Capital Improvement Plan (CIP). Ms. Bonniwell stated that she has discussed the Wright County Annual Report with Lieutenant Wirkkula and he is willing to come to a meeting or workshop if Council is interested. Mayor Moynagh stated he would like Lieutenant Wirkkula to come to a meeting or workshop to discuss the annual report as well. The Council agreed to have a workshop on April 17<sup>th</sup> at 4:00 p.m. at City Hall and keep the workshop that was scheduled for March 27<sup>th</sup> at 4:00 p.m. to discuss other items.

### B. Elected Officials Rules and Procedures and Code of Conduct

Brief discussion was had regarding the proposed Code of Conduct. Council Member Otto asked about the media statements by Council Members and asked if that should be handled by emergency management. Emergency Manager Triplett stated that he would only take the lead on items that are related to emergency management or disaster response, otherwise the Mayor would be the official spokesperson for the city if needed. Mayor Moynagh and Council Member Solarz stated they had looked into other cities

and they too have a similar code of conduct on file in order to hold council accountable for their actions and ensure everyone is treated the same. Mayor Moynagh stated that one of the things this code of conduct does is limit the meeting time to not go past 10:00 p.m. and any meeting going up to that time will be continued on another day. Council Member Otto suggested going over this code of conduct at one of the upcoming workshops and the rest of Council agreed.

#### C. Community Center HVAC Quotes

Mr. Sommerfeld stated that there were three quotes included in the packet for Council consideration and discussed the differences with each quote as well as prices.

**Council Member Otto motioned to approve Option 2 under the Nace Heating and Cooling Inc. quote for \$8,584.60. Mayor Moynagh seconded the motion. Motion carried 5-0.**

#### D. Clean-Up Day

1. Two Free Items Discussion
2. Item Pick-up Fee Discussion

Ms. Bonniwell stated that the Deputy Clerk that runs clean-up day would like direction on if the city will again be allowing two free items for clean-up day, as well as if the price will remain the same for item pick-up. Ms. Bonniwell stated that staff has budgeted for the two free items once again this year so Council could allow that. Ms. Bonniwell stated that the current pick-up charge is \$5 per item and asked if that should be raised. City Council suggested raising the rate to \$10 for each item, or an audience member suggested \$10 for one item and \$15 for two items. Discussion was also had regarding the location of Clean-Up Day for this year as staff is planning to have the event at City Hall, but Council is concerned about the asphalt on the parking lot being newer and they do not want it to get ruined. Mr. Remer stated that is the only choice for this year when we consider traffic issues, mud/rain, and new pavement. Mr. Remer stated that it worked well near Carver Field last year but with the new road, sidewalk, curb, and gutter there will not be space for dumpsters and traffic to go through there.

**Mayor Moynagh motioned to approve allowing two free items per household for clean-up day and the pick-up fee will be \$10 for one item and \$15 for two items. Council Member Solarz seconded the motion. Motion carried 5-0.**

### 11. WRIGHT COUNTY PUBLIC HEALTH

#### A. Wright County Public Health – Radon Information

Mr. Gavin Woodland, a Wright County Representative, discussed Wright County Radon programs and general Radon information to encourage residents to test their homes for Radon.

### 12. OPEN FORUM

#### A. No Open Forum Requests

### 13. UPCOMING MEETINGS

#### A. Economic Development Authority Meeting – CANCELLED

#### B. City Council Workshop – Monday, March 27, 2023 at 4:00 p.m. in the Montrose City Hall Conference Room

- C. Regular City Council Meeting – Monday, April 10, 2023 at 7:00 p.m. at the Montrose Community Center
- D. Planning and Zoning Meeting – Wednesday, April 12, 2023 at 7:00 p.m. at the Montrose Community Center
- E. Park and Recreation Meeting – Thursday, April 13, 2023 at 6:30 p.m. in the Montrose City Hall Conference Room
- F. City Council Workshop – Monday, April 17, 2023 at 7:00 p.m. in the Montrose City Hall Conference Room

#### 14. ACKNOWLEDGEMENTS

Council Member Otto acknowledged the volunteers that helped with the Celebrate Montrose Fish Fry. Council Member Otto also acknowledged the Celebrate Montrose group for officially becoming a 501(c)(3) organization.

Mayor Moynagh acknowledged the staff and public works for all their hard work dealing with the snow this winter. Mayor Moynagh also acknowledged Avery Hausladen for her time as student liaison on City Council.

Council Member Solarz acknowledged Mr. Sommerfeld and staff for their hard work to get the audit complete and public works for their tireless hard work.

#### 15. ADJOURNMENT

**Council Member Solarz motioned to adjourn the Regular City Council Meeting at 8:39 p.m. Council Member Paradeise seconded the motion. Motion carried 5-0.**

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Robert W. Moynagh, III  
Mayor  
City of Montrose

ATTEST:

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Jessica Bonniwell  
City Administrator  
City of Montrose

City of Montrose  
 City Council Workshop  
 Montrose City Hall  
 311 Buffalo Avenue South  
 Monday, March 27, 2023  
 4:00 P.M.

## 1. CALL TO ORDER

**Pursuant** to call and notice the Montrose City Council met for a City Council Workshop on Monday, March 27, 2023 at 4:00 p.m.

Mayor Moynagh called the Workshop to order at 4:00 p.m.

## 2. PRESENT AT THE MEETING

Present: Mayor Robert Moynagh III  
 Council Member Sam Solarz  
 Council Member Nicole Andreoff  
 Council Member Michelle Otto  
 Council Member David Paradeise

Staff Present: Jessica Bonniwell – City Administrator  
 Dan Remer – Public Works Director  
 Jared Voge – City Engineer  
 Jennifer Selchow – City Engineer

## 3. BUSINESS

### a. Water Report Review

The City Engineers presented the Water Report regarding possible regionalization with the City of Waverly. Ms. Selchow stated that this report is a supplement to the report City Council received in 2022 regarding beginning plans for a water treatment facility. Ms. Selchow stated that the water demand projection for the city is 1.3 million gallons per day by 2045, and that the City of Montrose currently does have the capacity to handle this as well as a partnership with the City of Waverly. Ms. Selchow stated there would have to be a lot of discussion and forming agreements with the City of Waverly to determine which city would primarily run the facility, what type of plant to build, how billing would work and many other questions that would not be able to be answered at this time. Ms. Selchow stated that there are three possible locations for a water treatment facility including in Montrose near the current newest wellhouse off of 3<sup>rd</sup> St N, a location between the two towns, and a location in Waverly. Ms. Selchow stated that based on location, Waverly would not have as much capacity as the City of Montrose and would need to drill another well to keep up with capacity demands if the plant was built in Waverly. Mayor Moynagh stated he thinks that regionalization would be the best option to try and share some of the costs of building and running the facility. City Council agreed that they believe discussion should continue regarding regionalization if Waverly is agreeable to it and a joint meeting can be scheduled in the near future.

### a. State Bonding Bill Discussion

Mr. Remer asked if both cities would apply for financing and Mr. Voge stated that it would depend on how the joint commission is set up and which city will be having the plant built on their property. Mr. Voge stated that typically in this type of situation, one city will bear the burden of the debt. Mr. Voge stated they have already submitted this project for PFA funding as well. Mr. Voge did state if the cities both want to try to go for the state bonding bill, a unified voice might help sway decisionmakers in favor of the funding the water treatment facility.

**b. Code of Conduct Discussion**

Brief discussion was held regarding the proposed code of conduct. Council Member Otto proposed going through the document section-by-section to ensure council agrees on everything in the document. Council Member Otto suggested adding that this document would apply also to any appointed official and would then apply to commission members as well. Limited comments were heard regarding anything on the document and Council agreed to place on the consent agenda for the April 10<sup>th</sup> meeting with minor edits to the document before it goes in the packet.

**c. Compost Site Automation Discussion**

Mr. Remer stated that he would like official direction from City Council if he is going to look into automating the compost site with a card reader or other method of gaining access to the site. Mr. Remer stated he has been asked to "look into this" but his next step would be to start getting estimates of the work that will need to be done with an electronic arm, concrete work, fence work, etc. Mr. Remer stated that he would like to move on and hire someone since that is the only time people do not participate in illegal dumping. Mr. Remer stated that even with a secured or restricted entrance, people will still dump items that are not allowed and pieces of wood that are too big. Having a person present at the site helps to deter almost all of that behavior from residents. Mr. Remer stated that if the Council wants to, they are welcome to open the site 24/7 again and then just have to pay to get items hauled out of the site when illegal dumping occurs. The City Council agreed to hire someone for the season and Mr. Remer will have this item on the agenda for the April 10<sup>th</sup> meeting.

**d. Open Forum Discussion**

Council Member Otto stated that she requested this item be added to the agenda in order to have discussion since this was something that had changed since she was last on Council. Council Member Otto stated that she has been approached by residents that want to speak about items that are on agendas, but by having open forum at the end of the meeting, all decisions have been made before residents have an opportunity to speak on the matter. Mayor Moynagh stated that this was the recommendation made by the League of MN Cities trainer that came to do a training session with the Council in 2021. Mayor Moynagh stated that he had recently seen this question come up on a city leader discussion forum and many cities have stopped allowing public comment at all due to the violent environment it can create. Mayor Moynagh stated that he does not want to move it to the beginning of the meeting in case a resident tries to hold the meeting hostage, which has happened in the recent past at meetings. Ms. Bonniwell suggested adding a statement to the open forum form that states if a resident has a comment about a current agenda item, they will be asked to comment when that item comes up instead of having to wait until the end of the meeting after decisions have been made. Ms. Bonniwell stated that Council and staff can review open forum requests at the beginning of the meeting to see if any of the topics are on the current agenda. City Council was agreeable to this suggestion.

**4. ADJOURNMENT**

**Mayor Moynagh adjourned the City Council Workshop at 5:11 p.m.**

ATTEST:

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Robert Moynagh III  
Mayor  
City of Montrose

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Jessica Bonniwell  
City Administrator  
City of Montrose

# ACCOUNTS PAYABLE LIST

April 10, 2023

Payroll	03/21/23 Payroll	15951.23
Payroll	04/04/23 Payroll	15777.09
Payroll	04/04/23 Council Payroll	3278.42
IRS-Federal Tax Payment	03/21/23 FED/FICA Tax	5512.83
IRS-Federal Tax Payment	04/04/23 FED/FICA Tax	5948.41
MN Dept. of Revenue	03/21/23 State Withholding	1070.41
MN Dept. of Revenue	04/04/23 State Withholding	1051.48
PERA	03/21/23 Payroll	3216.16
PERA	04/04/23 Payroll	3178.13
*Ameritas Life Ins.	Employee Optical Ins.	49.40
MN Dept. of Revenue	March Sales Tax	70.00
Payment Service Network	Mar. PSN/ACH Fees	1536.38
*AFSCME #65	March Union Dues	120.40
Aramark	Uniforms/Floor Mats	420.90
Aspen Equipment	PW Veh. Maint./Parts	8.19
Badger Meter	Mar. Hosting	25756.50
*Bolton & Menk	Engineering Services	11912.00
Cardmember Services	Park & Rec. Event Candy	397.19
Cardmember Services	LMC Training	20.00
Cardmember Services	PW Bldg. Maint. Lights	624.83
Cardmember Services	MN DNR Water Permits	737.78
*Citizens State Bank	Mar. H.S.A. Deposit	750.00
*Colonial Life Ins.	Apr. Employee Ins.	19.56
Core & Main	Street Maint. Mats.	2154.00
Delta Dental	April Dental Insurance	497.17
Farm-Rite Equipment	Bobcat Repair/Parts	1199.96
Global Industrial	Wellhouse 2 Room Heater	1097.44
Grainger	WW Standby Pump Maint.	61.39
Hawkins	Water Treatment Chemicals	90.00
Hillyard	CH,CC,Shop Cleaning Supp.	893.02
*Kennedy & Graven	Legal Fees	850.00
Klein Heating & Cooling	WW Furnace Maint./Repair	200.00
*IUOE Local #49	March Union Dues	175.00
Lincoln Nat'l Life Ins.	April Life Ins.	173.21
Little Falls Machine, Inc.	Plow Truck Parts/Maint.	725.18
*Madison Nat'l Life	Apr. Disability Ins.	316.82
Marco Tech.	Printer Maint.	61.23
Menards	Comm. Ctr. Bldg. Maint.	616.89
Menards	City Hall Bldg. Maint.	775.19
Menards	PW,WW Tools & Supplies	167.11



**April 10, 2023**

**Page 2**

Metering & Tech. Solutions	Water Meters	231.00
Mid-American Rsch. Chem.	Sewer Chemical	1496.75
Midwest Machinery Co.	Veh. Parts	5.09
Milhausen Auto Repair	WW Vehicle Maint.	65.00
MN Pollution Control	MPCA Annual Permit	1450.00
MVTL Laboratories	Water & WWTP Testing	567.89
Paumen Computer Services	Monthly IT/Backup & Support	903.95
Paumen Computer Services	Dell Server and Support	5786.00
Paumen Computer Services	Training	70.00
Pitney Bowes	Postage Meter Rental	180.00
Purchase Power	Postage Refill	445.17
Russell Security	City Hall Bldg. Maint.	305.00
*Solarz, Sam	Travel Exp. - Training	150.26
Steiner Auto Parts	PW Vehicle Maint. Supp.	270.32
Trick My Truck	Plow Truck Repair	533.98
Varner Mobile Services	Plow Truck Repair	236.50
Wakesun	Electrical Services	1621.97
Windstream	Telephone Service	131.30
Wright Co. Finance Dept.	March Patrol Svcs.	26386.46
Wright-Hennepin Co-op	Electrical Services	286.75
Xcel Energy	Electric/Gas Charges	9097.45
Xylem Water Solutions	WW Bldg. Maint.	576.15
	<b>ACCOUNTS PAYABLE SUBTOTAL</b>	<b>158257.89</b>

Abdo	Audit & Accounting Services	11000.00
Adam's Pest Control	CH Pest Control	88.58
Aramark	Uniforms/Floor Mats	134.30
*Bolton & Menk	Engineering Services	18973.50
Comcast	Internet Service	543.40
Evoqua Water Technologies	UV System Maint.	839.60
Gopher State One Call	Water/Sewer Locates	9.45
Hawkins	WW Treatment Chemicals	11080.43
Hawkins	Water Treatment Chemicals	4459.29
Hillyard	CC Cleaning Supp.	429.20
Herald Journal	Job Postings	750.50
IUOE Local #49 CPF	Mar. HRA	1000.00
IUOE Local #49 FBF	May Health, Dental	7100.00
Jenson, Marie	March CH/CC Cleaning	535.00
LMC Ins. Trust	Workers Comp. Ins.	3467.00
Menards	Comm. Ctr. Bldg. Maint.	21.01
Midwest Machinery Co.	Tractor Parts	1024.62

**April 10, 2023**

**Page 3**

MN Computer Systems	Copier Maint. Agreement	307.87
MN Dept. of Labor & Ind.	Build Permit Surcharges	10.50
MN Pollution Control	MPCA Certification	23.00
MVTL Labs	WWTP Testing	584.65
Nace Heating & Cooling	Comm. Ctr. AC, Furnace	8584.60
*NW Assoc. Consultants	Planners Services	1130.98
Nuso (NEC Cloud Comm.)	Telephone Service	185.60
Quality Flow Systems	WWTP Lift Repair	1078.50
US Internet	Email Hosting	149.25
US Post Office	Annual PO Box	80.00
Verizon	Cellphone & Tablet Svc.	473.10
Wakesun	Electrical Services	7104.37
Walmart	Office Supplies	48.20
Walmart	Park & Rec. Event Candy	192.32
*Wright Co. Journal Press	Job Notices	1565.75
*Wright Co. Journal Press	Public Hearing Notices	67.06
	<b>TOTAL ACCOUNTS PAYABLE</b>	<b>241299.52</b>

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**MOYNAGH**

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**BONNIWELL**

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**OTTO**

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**ANDREOFF**

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**SOLARZ**

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**PARADEISE**

**\* Appendix**

Payments received to offset checks written

Payroll Deduction	IUOE #49 Union Dues	175.00
Payroll Deduction	April EE Ins.	19.56
Payroll Deduction	March H.S.A. Deposit	650.00
Payroll Deduction	Apr. Optical Ins.	49.40
Payroll Deduction	AFSCME #65 Union Dues	120.40
Payroll Deduction	Apr. Disability Ins.	316.82
Travel Expense	Solarz, Sam	150.26

# FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

**April 10, 2023**

Fire Department Payroll	02/07/23 Supplement Payroll	3665.00
IRS-Federal Tax Payment	02/07/23 Supp. FED/FICA Tax	68.08
Fire Department Payroll	03/21/23 Supplement Payroll	892.50
IRS-Federal Tax Payment	03/21/23 Supp. FED/FICA Tax	136.56

<b>ACCOUNTS PAYABLE SUBTOTAL</b>	<b>4762.14</b>
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ANCOM Communications	Batteries	851.00
BCA	Background Checks	30.00
Comcast	Internet Service	97.85
Customized Fire Rescue Trg.	Live Burn Training	1800.00
Menards	Tools/Equip.	238.85
Performance Plus	Annual Physical	198.00
Verizon	FD iPad	40.01

<b>TOTAL ACCOUNTS PAYABLE</b>	<b>8017.85</b>
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**MOYNAGH**

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**BONNIWELL**

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**OTTO**

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**ANDREOFF**

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**SOLARZ**

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**PARADEISE**

**CITY OF MONTROSE**  
**Monthly Adjustments**

4-3-2023  
CG

Account	Tran Type	Charge Name	Charge Type	Amount	Date
01-00005024-00-	Adjustment	WWTP	Service	(\$0.86)	3/30/2023
01-00005024-00-	Adjustment	Storm Water	Service	(\$0.39)	3/30/2023
01-00005024-00-	Adjustment	Sewer Collection	Service	(\$0.81)	3/30/2023
01-00005024-00-	Adjustment	Combo Water	Service	(\$0.96)	3/30/2023
01-00001605-00-	Adjustment	NSF	Service	(\$30.00)	3/15/2023
01-00001032-02-	Adjustment	Storm Water	Service	(\$0.38)	3/8/2023
01-00001032-02-	Adjustment	WWTP	Service	(\$0.77)	3/8/2023
01-00001032-02-	Adjustment	Sewer Collection	Service	(\$0.72)	3/8/2023
01-00001032-02-	Adjustment	R Water	Service	(\$0.86)	3/8/2023
01-00015114-00-	Adjustment	Storm Water	Service	(\$0.39)	3/6/2023
01-00015114-00-	Adjustment	WWTP	Service	(\$0.76)	3/6/2023
01-00015114-00-	Adjustment	Sewer Collection	Service	(\$0.70)	3/6/2023
01-00015114-00-	Adjustment	R Water	Service	(\$0.84)	3/6/2023
00-00002660-03-	Adjustment		UR	(\$55.03)	3/2/2023
				(\$93.47)	

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

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

**RESOLUTION ACCEPTING DONATIONS**

**RESOLUTION 2023-06**

**WHEREAS**, the City of Montrose is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

**WHEREAS**, the following persons and entities have offered to contribute the cash amounts set forth to the city in 2023:

<u>Name of Donor</u>	<u>Amount</u>
Grace Place Collaborative	\$1,835.00

**WHEREAS**, the City Council finds it appropriate to accept the donations offered.

**NOW THEREFORE, BE IT RESOLVED**; that the donations listed above are accepted and shall be used to purchase park improvement materials to benefit the citizens of Montrose as allowed by law.

Adopted this 10<sup>th</sup> day of April, 2023 by the City Council of the City of Montrose.

**Signed:** \_\_\_\_\_  
Robert W. Moynagh III, Mayor

**Attest:** \_\_\_\_\_  
Michael Sommerfeld, City Clerk-Treasurer



# Elected Officials

## Rules and Procedures and Code of Conduct

### April 2023

*Reviewed and Approved March 13, 2023*

## TABLE OF CONTENTS

	PAGE
<b>PREAMBLE</b>	
Preamble .....	1
Statement of Values .....	2-3
 <b>1. OVERVIEW OF ROLES AND RESPONSIBILITIES</b>	
1.1 Mayor .....	3
1.2 Acting Mayor .....	3
1.3 All Council Members .....	3
1.4 The Mayor and All Council Members.....	3-4
 <b>2. RULES OF PROCEDURES</b>	
2.1 Regular Meetings .....	4
2.2 Special Meetings .....	4
2.3 Emergency Meetings .....	4
2.4 Executive Sessions .....	5
2.5 Cancellation of Meetings .....	5
2.6 Meeting Minutes.....	5
2.7 Cablecast/Webcast Meetings .....	5
2.8 Audio- taped Meetings .....	5
2.9 Meeting Attendance .....	5
2.10 Break .....	5
2.11 Adjournment .....	5
 <b>3. AGENDAS</b>	
3.1 Deadline for Agenda Items .....	6
3.2 Approval of Agenda .....	6
3.3 Consent Agenda .....	6

**4. PUBLIC INPUT**

4.1	Restrictions .....	6
4.2	Public Hearings .....	7
4.3	Addressing the Council .....	7

**5. COUNCIL PROCEDURES/PROTOCOL**

5.1	Motions .....	7
5.2	Voting Procedures .....	7

**6. CODE OF CONDUCT AND ETHICS**

6.1	Council Conduct with One Another .....	8
6.1.1	Public Meetings .....	8-9
6.1.2	In Private Encounters .....	9
6.2	Council Conduct with City Staff .....	9-11
6.3	Council Conduct with the Public .....	11
6.3.1	In Public Meetings .....	11-12
6.3.2	In Unofficial Settings .....	12
6.4	Council Conduct with the Media .....	13
6.5	Council Conduct with Other Public Agencies .....	13
6.6	Council Conduct with Boards and Commissions .....	14

**7. CODE OF ETHICS**

7.1	Open Meeting Law .....	14 - 15
7.2	Gift Law .....	15
7.3	Conflict of Interest .....	15

**8. ACCOUNTABILITY/CONSEQUENCES**

8.1	Potential Action for Failing to Comply .....	16
8.2	Council Members' Behavior and Conduct .....	16-18

**9. GLOSSARY OF TERMS**

9.1	Glossary of terms .....	18 - 19
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## CITY OF MONTROSE, MN ELECTED OFFICIALS RULES OF PROCEDURES AND CODE OF CONDUCT

(Adopted at City Council Meeting of April 10, 2023)

### ***Preamble:***

*The Montrose, MN community is entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity. The effective functioning of democratic government requires that:*

- *Public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;*
- *Public officials be independent, impartial, and fair in their judgment and actions;*
- *Public office be used for the public good, not for personal gain; and*
- *Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.*

*It is essential to the proper administration and operation of the City of Montrose that the City Council be independent and impartial, that elective office with the City of Montrose not be used for personal benefit, and that the public have confidence in the integrity of the city. In recognition of these goals, the City has adopted this Code of Conduct and Rules of Procedures, which is applicable to all members of the City Council, including when acting in the capacity of EDA Commission Members.*

*The purpose of this Code is to establish standards of ethical conduct applicable to the City Council Members, including the Mayor, in the discharge of their duties. It prescribes essential restrictions against conflict of interest and other conduct not consistent with good practices while not creating unnecessary barriers to public service.*

*It is required that all Council Members comply with the law and all other applicable rules and regulations governing the conduct of public officials. The standards in this Code shall not preclude other standards required by law.*



### The Council's Statement of Values:

- *Honesty and Integrity:* Honesty and integrity are the cornerstones for building trust, mutual respect and teamwork. Honesty and integrity include maintaining the highest ethical standards, communicating with complete candor and openness, listening, and really hearing each other, and a willingness to change our position on an issue if the facts warrant.
- *Respect:* Each person is an individual. Despite differences we may have on issues, we will strive to demonstrate respect and a caring attitude toward each other.
- *Teamwork:* We believe that teamwork is important to our success as an organization. Teamwork requires participation by all to reach consensus on issues, whenever possible. We will work together to achieve win/win solutions that serve the entire community.
- *Information:* We value information that is correct, complete and timely. This is essential for making decisions that are sound and wise. The Council expects staff to be diligent in assuring that its information needs are reasonably met.
- *It's Okay to Disagree:* While we will strive to reach consensus on issues, we also recognize that we operate in a political environment. At times, our disagreements will only be resolved by voting. To disagree on an issue does not imply dislike for the individual. We believe in being tough on issues, but not on people. Once an issue is resolved, we will move on without grudges or malice.
- *Best for the City:* Ultimately, the interest of each Council and staff member is to do what is best for the City of Montrose. This includes assuring open accessible government, fiscal responsibility, a spirit of professionalism, excellence in service, and visionary community leadership. We each take pride in our community.
- *Trust:* The Council and staff of the City of Montrose are committed to working together within the context of these values. To assure they become a real force in guiding our behavior, we will prominently display them and regularly remind ourselves and each other of their existence. We believe this will be a powerful factor in building the bonds of trust among us.

Behaviors we need to model to ensure we are an effective and efficient governing body				
<i>Listening to understand and being openminded</i>	<i>Respecting, appreciating, and valuing each other</i>	<i>Being prepared and accountable</i>	<i>Being transparent and honest</i>	<i>Willingness to work with others</i>

<ul style="list-style-type: none"> <li>•Listen more, talk less</li> <li>•Seek to gain understanding</li> <li>•Be openminded for change</li> <li>•Listen to understand</li> <li>•Flexible and open to others</li> </ul>	<ul style="list-style-type: none"> <li>•Respect each other and differences</li> <li>•Respect and value each other</li> <li>•Always show appreciation</li> <li>•Respect each other</li> </ul>	<ul style="list-style-type: none"> <li>•Be prepared for meetings</li> <li>• Be accountable to our constituents and each other</li> <li>•Be aware of your strengths and weaknesses</li> </ul>	<ul style="list-style-type: none"> <li>•Tell the truth</li> <li>•Be honest and transparent</li> </ul>	<ul style="list-style-type: none"> <li>•Be willing to work with others</li> </ul>
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## 1. OVERVIEW OF ROLES AND RESPONSIBILITIES

*Other resources that are helpful in defining the roles and responsibilities of elected officials can be found in state law, and Montrose City Code.*

### 1.1 Mayor

- Elected “at-large” for a 4-year term.
- Recognized as head of the City Government for all ceremonial purposes
- Presides over meetings of the City Council
- Has the same speaking and voting rights as any other member
- Executes and authenticates legal instruments requiring signature
- Strives to lead the Council into an effective, cohesive working team

### 1.2 Acting Mayor

- Appointed by the Mayor and approved by the council at the first meeting of the year
- Performs the duties of the mayor if the Mayor is absent, disabled, or otherwise unable to participate in a matter or is the subject of a complaint under this code

### 1.3 All Council Members

All members of the City Council, including the Mayor and Acting Mayor, have equal votes. No Council Member has more power than any other Council Member, and all should be treated with equal respect.

### 1.4 The Mayor and All Council Members

- Refer to one another formally during public meetings as “Mayor (last name)”/ “Council Member (last name) or Mr/Ms (last name)”

- Honor efforts by the Mayor to efficiently manage the meeting and to focus discussion on current agenda items
- Treat all staff as professionals
- Treat members of the public politely and respectfully
- When a conflict of interest arises, the Council member shall abstain from the vote and be available for comment from the podium only
- Council Members are encouraged to give support for the majority position once votes have been taken
- Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
- Prepare in advance of meetings, including contacting staff with any questions in order to be familiar with issues on the agenda
- Represents the City at ceremonial functions
- Be respectful of people's time; stay focused and act efficiently during public meetings
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Montrose government
- Demonstrate honesty and integrity in every action and statement
- Participate in scheduled activities
- Strives to lead the Council into an effective, cohesive working team

## 2. RULES OF PROCEDURES

- 2.1 Regular Meetings:** Shall be held at 7:00 p.m. on the second Monday of each month in the Community Center at 200 Center Ave S Montrose, Minnesota. No meeting shall be held on a State or Federal holiday but shall be held at the same hour on the next succeeding day that is not a holiday.
- 2.2 Special Meetings:** The Mayor or any two (2) members of the Council may call Special meetings. Three days written notice is required. Notice shall include specific purpose of the meeting in addition to the time, date and location of meeting.
- 2.3 Emergency Meetings:** Emergency meetings may be called by the Mayor or any three (3) members of the Council due to circumstances that, in the judgment of the public body, require immediate consideration. At least four (4) hours' notice (either in writing or by telephone) is required.
- 2.4 Executive Sessions:** Executive Sessions are closed meetings and may be called only for those reasons specified in state law. State Statute requires that the Council pass a motion at a public meeting announcing their intention to go into a closed meeting, the subject matter to be discussed and the time and place of the executive session. Executive sessions will be taped when required by State law.

When the executive session is complete, the Council shall return to the public meeting and summarize the action taken at the executive session. Council Members are to maintain confidentiality relating to any non-public discussion items.

**2.5 Cancellation of Meetings:** Meetings may be cancelled by the Mayor or, in the Mayor's absence, by the Acting Mayor due to insufficient agenda items, lack of a quorum, inclement weather and/or other similar reasons. Council Members must be notified in writing or by telephone at least four (4) hours in advance whenever possible.

**2.6 Meeting Minutes:** Minutes of all meetings (except Executive Sessions) shall be kept by the City Administrator and shall represent an official record of the Council proceedings. Minutes shall be submitted to the Council for approval and to the Mayor for signature. Lack of such approval or signature shall not invalidate the minutes as official records.

**2.7 Webcast Meetings:** To the extent possible, all regular meetings and special Council meetings shall be video recorded and posted online within 48 hours of the meetings conclusion. Videos will be retained by the City Administrator for at least one year and be available to the public for viewing.

**2.8 Audio-taped Meetings:** Closed Sessions dealing with labor negotiation discussions will be audio taped; those tapes will be retained for two years after the contracts are signed.

**2.9 Meeting Attendance:** Council Members are expected to attend all meetings. However, when unable to attend a meeting, Council Members should notify either the Mayor or the City Administrator. The Mayor shall announce the Council Member's absence.

**2.10 Break:** The Council may recess to a ten-minute break at 9 p.m.

**2.11 Adjournment:** Unless otherwise agreed to by at least a majority of the Council, all meetings of the Council shall be adjourned by 10:00 p.m. The Mayor should manage the meeting to conform to the adjournment time.

### 3. AGENDAS

The Agenda shall be prepared by the City Administrator and shall contain the order of business of each meeting. It shall be delivered to Council Members City Hall mailboxes each Friday

preceding the Monday meeting to which it pertains. Agenda items will be scheduled to meet the differing needs of those in attendance. The agenda and all supporting public material shall also be made available to the general public by 11am on the Friday preceding a Council meeting and at the Council Meetings.

**3.1 Deadline for Agenda Items:** Generally, items to be considered should be submitted to the City Administrators office by noon on the Wednesday preceding the meeting. The City Administrator may choose not to schedule items for a particular meeting when, in his/her opinion, other business to be considered at that meeting will likely consume the available time. Any two Council Members may request that the city administrator place an item on an upcoming meeting agenda, but must provide supporting information with their request.

**3.2 Approval of Agenda:** The Mayor, Council Members or staff may propose additions, deletions or changes to the agenda. A majority vote of the Council is required to approve the agenda as proposed/amended. Any changes after the agenda has been formally approved shall require a two-thirds (2/3) vote of the Council.

**3.3 Consent Agenda:** Routine and non-controversial items shall be placed on the Consent Agenda which will be approved by one blanket motion. Any Council Member may request that items be withdrawn for separate consideration. If a Council Member has a question on a Consent Agenda item, they are to ask staff ahead of time, rather than having it pulled off for discussion during the meeting.

## 4. PUBLIC INPUT

Council Members recognize that public input is an essential component in the decision-making process. Members further acknowledge the necessity of ensuring that persons who wish to speak be afforded an orderly opportunity to do so. Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Council Members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

**4.1 Restrictions:** Questions and comments from the public during a council meeting shall be limited to the subject under consideration. Depending on the length of the agenda and the number of persons wanting to participate, the Mayor may limit the time available for public comment and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers. No persons shall enter into any discussion without being recognized by the Mayor. After a motion has been made or after a public hearing has been closed, no person shall address the Council without first securing permission from the Mayor.

**4.2 Public Hearings:** After a presentation by staff, the applicant shall have the right to speak first. Speakers representing either pro or con points of view will be allowed to follow. The Mayor will determine how much time will be allowed for each speaker (generally 3 to 5 minutes) and ask speakers to line up to speak. Council Members will not express opinions during the public hearing portion of the meeting except to ask pertinent questions of the speaker or staff. Council Members should refrain from arguing or debating with the public and should always show respect for different points of view. The Mayor has the responsibility to run an efficient public meeting and has the discretion to modify the public hearing process in order to make the meeting run smoothly. The Mayor or Council shall notify the speaker when the allotted time has expired to accommodate others wishing to speak.

**4.3 Addressing the Council:** Any member of the public desiring to address the Council on a particular item shall complete a "Request for Council Action" and present it to the Administrator. The Mayor will call on the individual when that agenda item is discussed. The individual will be given 10 minutes to speak, and an additional 5 minutes for questions from the Council and City staff.

## **5. COUNCIL PROCEDURES/PROTOCOL**

Councils are composed of individuals with a wide variety of backgrounds, personalities, values opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as the Council may "agree to disagree" on contentious issues. It is expected that there will be support for the majority position once votes have been taken. Roberts Rules of Order will be followed. The City Attorney will act as Parliamentarian.

**5.1 Motions:** Motions are a formal method of bringing business before the Council and for stating propositions on which the Council will move to make a decision. All motions require a second and a motion shall not be withdrawn by a mover without the consent of the person seconding it. No debate/discussion shall take place without a motion being placed on the floor.

**5.2 Voting Procedures:** Unless abstaining, every Council member shall vote. Failure to vote shall be recorded as a yes vote except in situations where a roll call vote has been requested. Tie votes shall be lost motions when all Council Members are present. If a tie vote results at a time when less than all members of the Council are present, the matter shall automatically be continued to the agenda of the next regular meeting unless otherwise ordered by the Council.

## 6. CODE OF CONDUCT AND ETHICS

### 6.1 Council Conduct with One Another

*Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Council may "agree to disagree" on contentious issues.*

#### 6.1.1 In Public Meetings

- A. **Practice civility, professionalism and decorum in discussions and debate.** Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not, however, allow Council Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Council Members should conduct themselves in a professional manner at all times, including listening actively during Council meetings.
- B. **Honor the role of the Mayor or Acting Mayor in maintaining order.** It is the responsibility of the Mayor to keep the comments of Council Members on track during public meetings. Council Members should honor efforts by the Mayor to focus discussion on current agenda items. If there is disagreement about the agenda or the Mayor's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.
- C. **Avoid comments that personally attack other Council Members.** If a Council Member is personally attacked by the comments of another Council Member, the offended Council Member should make notes of the actual words used and may call for a "point of order" to challenge the other Council Member to justify or apologize for the language used. The Mayor will maintain control of this discussion.
- D. **Demonstrate effective problem-solving approaches.** Council Members have a responsibility to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.
- E. **Be punctual and keep comments relative to topics discussed.** Council Members have made a commitment to attend meetings and partake in discussions. Therefore, it is important that Council Members be punctual and that meetings start on time. It

is equally important that discussions on issues be relative to the topic at hand to allow adequate time to fully discuss scheduled issues.

- F. **Endorsement of Candidates.** Council Members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention endorsements during Council meetings or other official City meetings or functions.
- G. **Council Decisions.** Once a majority decision of the governing body has been made, respect that official position and defend it if needed, even if you personally disagreed.

#### 6.1.2 In Private Encounters

- A. **Continue respectful behavior in private.** The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.
- B. **Be aware of the insecurity of written notes, voicemail messages, social media and email.** Technology allows words written or said without much forethought to be distributed wide and far. How would you feel if this voicemail message was played on a speaker phone in a full office? What would happen if this email message was forwarded to others? Written notes, social media postings, voicemail messages and email should be treated as potentially "public" communication.
- C. **Even private conversations can have a public presence.** Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.
- D. **Make no personal comments about other Council Members.** It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions.

#### 6.2 Council Conduct with City Staff

*Governance of a City relies on the cooperative efforts of elected officials, who set policy and City staff, who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.*



- A. **Treat all staff as professionals.** Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments toward staff is not acceptable.
- B. **Limit contact to specific City staff.** Questions of City staff and/or requests for additional background information should be directed to the City Administrator or City Attorney unless otherwise directed by the City Administrator. The City Administrator should be copied on any requests.
- C. **Council direction to staff.** In accordance with Charter Section 2.10, individual Council Members cannot give direction to city staff either publicly or privately. The Council as a body may provide staff direction on matters that come before the Council.

Requests for follow-up or directions to staff should be made only through the City Administrator or the City Attorney when appropriate. When in doubt about what staff contact is appropriate, Council Members should ask the City Administrator for direction. Materials supplied to a Council Member in response to a request for information of interest to all Council Members will be made available to the entire Council so that all have equal access to the information.

- D. **Do not disrupt City staff from their jobs.** Except in extraordinary circumstances, Council Members should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions.
- E. **Never publicly criticize an individual employee.** Council should never express concerns about the performance of a city employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Administrator through private correspondence or conversation.
- F. **Do not get involved in administrative functions.** Council Members must not attempt to influence City staff on the making of employment or personnel decisions, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.
- G. **Do not attend City staff meetings without permission from staff.** Even if the Council Member does not say anything, the Council Member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

- H. **Limit requests for staff support.** Requests for additional staff support – even in high priority or emergency situations – should be made to the City Administrator who is responsible for allocating City resources in order to maintain a professional, well-run City government.
- I. **Do not solicit political support from staff.** Council Members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff.
- J. **Council and Commission agendas.** Staff’s responsibility is to provide Council Members the information needed for informed decision-making. Every effort should be made to ask staff questions regarding Council and commission agendas before the meeting.
- K. **Don’t speak ill of other Council Members to staff.** Staff has the responsibility to treat all Council Members equally. It puts staff in a compromising position when one Council Member criticizes other Council Members to staff.
- L. **Don’t spring surprises on Council Members or City staff, especially at formal meetings.**

### 6.3 Council Conduct With The Public

#### 6.3.1 In Public Meetings

*Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Council Members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.*

- A. **Be fair and equitable in allocating public hearing time to individual speakers.** The Mayor will determine and announce limits on speakers at the start of the public hearing process and ensuring those with Montrose addresses have an opportunity to speak. Generally, each speaker will be allocated three minutes with applicants or their designated representatives may be allowed more time. If many speakers are anticipated, the Mayor may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the Council requests additional clarification later in the process. After the close of the public

hearing, no more public testimony will be accepted unless agreed upon by the Council.

- B. **Ask for clarification, but avoid debate and argument with the public.** Only the Mayor – not individual Council Members – can interrupt a speaker during a presentation. However, a Council Member can ask the Mayor for a point of order if the speaker is off the topic or exhibiting behavior or language the Council Member finds disturbing.

If speakers become flustered or defensive by Council questions, it is the responsibility of the Mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Council Members to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council Members' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

- C. **No personal attacks of any kind, under any circumstance.** Council Members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.
- D. **Follow parliamentary procedure in conducting public meetings.** The City Attorney serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the Mayor, subject to the appeal of the full Council.

### 6.3.2 In Unofficial Settings

- A. **Make no promises on behalf of the Council.** Council Members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (fix a pothole, plow a specific street, plant new flowers in the median, etc.).
- B. **Make no personal comments about other Council Members.** It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions.
- C. **Council Members are constantly being observed by the community every day that they serve in office.** Their behaviors and comments serve as models for proper conduct

in the City of Montrose. Honesty and respect for the dignity of each individual should be reflected in every word, communication, (whether in social media or otherwise), and action taken by Council Members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

#### **6.4 Council Conduct with the Media**

*Council Members may be contacted by the media for background and quotes.*

- A. **The Mayor is the official spokesperson for the representative on City position.** The Mayor is the designated representative of the Council to present and speak on the official City position. If an individual Council Member is contacted by the media, the Council Member should be clear about whether their comments represent the official City position or a personal viewpoint.
- B. **Choose words carefully and cautiously.** Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.
- C. **The best advice for dealing with the media is to never go "off the record."**
- D. **Inform the City Administrator.** If contacted by the media, the City Administrator should be informed. When possible, the City Administrator should be consulted before communicating to the media.

#### **6.5 Council Conduct with Other Public Agencies**

**Be clear about representing the City or personal interests.** If a Council Member appears before another governmental agency or organization to give a statement on an issue, the Council Member must clearly state:

- 1) If his or her statement reflects personal opinion or is the official stance of the city;
- 2) Whether this is the majority or minority opinion of the Council. Even if the Council Member is representing his or her own personal opinions, remember that this still may reflect upon the City as an organization.

If the Council Member is representing the City, the Council Member must support and advocate the official City position on an issue, not a personal viewpoint.

## 6.6 Council Conduct with Commissions

The City has established several Commissions as a means of gathering more community input. Residents who serve on Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

- A. **If attending a Commission meeting in the role as liaison.** "Liaison" means non-voting member of a commission who shall speak on behalf of the Council (or staff) as a whole, not as an individual, thus providing a communication link between the commission and Council (or staff).
- B. **Limit contact with Commission Members.** It is inappropriate for a Council Member to contact a Commission member to lobby on behalf of an individual, business, or developer. Council Members may contact members of the Commission and staff liaison in order to clarify a position taken by the Commission.
- C. **Remember that Commissions serve the community, not individual Council Members.** The City Council appoints individuals to serve on Commissions, and it is the responsibility of Commissions to follow policy established by the Council. But Commission members do not report to individual Council Members, nor should Council Members feel they have the power or right to threaten Commission members with removal if they disagree about an issue.
- D. **Be respectful of diverse opinions.** A primary role of Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council Members must be fair and respectful of all residents serving on Commissions.

## 7. CODE OF ETHICS

### 7.1 Open Meeting Law

- A. State law requires that, with certain exceptions, meetings of the City Council be open to the public. A meeting is a gathering of a majority of City Council Members at which City business is discussed. It is not necessary that action be taken for a gathering to constitute a "meeting."
- B. A meeting does not include chance, social gatherings as long as public business is not discussed.

- C. A majority of Council Members should not communicate with each other by phone, email, in-person, or otherwise, to discuss City business.
- D. Use of social media does not violate the open meeting law as long as the social media use is accessible to all Members of the public.

*See Minnesota Statutes, Chapter 13D for further information regarding the Open Meeting Law.*

## **7.2 Gift Law**

A City Council Member cannot accept a gift from someone who has an interest in any matter involving the City. A “gift” includes money, property, services, a loan, forgiveness of a loan, or a promise of future employment. A “gift” does not include:

- A. campaign contributions;
- B. items costing less than \$5;
- C. items given to members of a group, the majority of whose members are not local officials;
- D. gifts given by family members; or
- E. food or beverages given at a reception, meal or meeting at which a Council Member is making a speech or answering questions as part of a program.

*See Minnesota Statutes, Section 471.895 and City Charter, Section 14.04(A) for further information regarding the Gift Law.*

## **7.3 Conflict of interest**

- A. City Council Members cannot have a personal financial interest in a sale, lease, or contract with the City.
- B. City Council Members cannot participate in matters in which the Council Member’s own personal interest, financial or otherwise, is so distinct from the public interest that the Council Member cannot be expected to fairly represent the public’s interest when voting on the matter.

*See Minnesota Statutes, Sections 471.87-.88 and City Charter, Section 14.04(A) for further information regarding conflicts of interest.*

## **8. ACCOUNTABILITY/CONSEQUENCES**

### **8.1 A potential action for failing to comply with this code of conduct may include the following:**

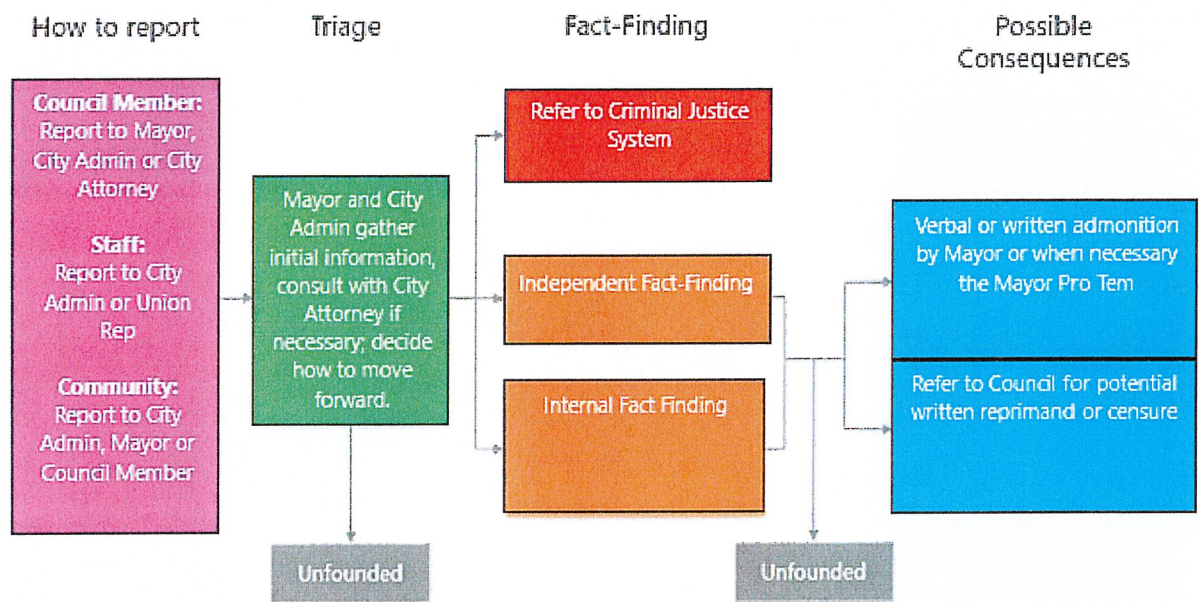
1. **Admonition.** An admonition shall be verbal or written statement made by the Mayor to the Council Member.
2. **Reprimand.** A reprimand shall be administered to the Council Member by letter. The letter shall be approved by the City Council and shall be signed by the Mayor, or by the Acting Mayor if the Mayor position is vacant, or if the matter involves the Mayor.
3. **Censure.** A censure shall be administered pursuant to a formal resolution adopted by the Council.

### **8.2 Council Members' Behavior and Conduct**

- A. City Council Members who violate the code of this conduct are subject to admonition, reprimand, or censure. Any violations that potentially constitute criminal conduct shall be handled by the criminal justice system.
- B. Factors that will be considered in determining the appropriate consequence include but are not limited to the following: seriousness of the violation and number of preceding violations.
- C. Procedures for reporting:
  1. A member of the Montrose City Council may report a potential code of conduct violation by a member of the City Council by bringing the matter to the attention of the Mayor, City Administrator, or City Attorney.
  2. A Montrose staff member may report a potential code of conduct violation by a member of the City Council by bringing the matter to the attention of the City Administrator.
  3. If the potential violation involves the Mayor, it should be brought to the attention of the Acting Mayor, City Administrator or City Attorney.

4. A community member may report potential code of conduct violations by a member of the City Council to the Mayor, City Administrator or any member of the City Council.
- D. Upon receipt of a complaint, the following diagram highlights the process that will be used:

### Reporting and Addressing Possible Code of Conduct Violations



- E. For inappropriate statements or conduct by Council Members occurring during a Council meeting, a verbal correction by the Mayor will normally be the first step to address the matter either during or outside of the Council meeting. Further incidents may be addressed by subsequent verbal corrections accompanied by use of the gavel. Repeated incidents can give rise to the Mayor not recognizing the offending Council Member to speak. A Council Member can request that the Mayor take any of these actions against an offending Council Member if the Mayor has not done so on his/her own.



- F. If the Mayor and/or Acting Mayor are unable to be involved in reviewing the code of conduct complaint for any reason, the matter will be reviewed by the next most senior member of the Council that is not involved in the complaint.

## **Postlude**

It all comes down to respect.

Respect for one another as individuals.  
 Respect for the validity of different opinions.  
 Respect for the democratic process.  
 Respect for the community that we serve.

## **9. GLOSSARY OF TERMS**

### **9.1 Glossary**

<b>Admonition</b>	An act or action of admonishing; authoritative counsel or warning
<b>Attitude</b>	The manner in which one shows one's dispositions, opinions, and feelings
<b>Behavior</b>	External appearance or action; manner of behaving; carriage of oneself civility Politeness, consideration, courtesy
<b>Censure</b>	Express severe disapproval of (someone or something), typically in a formal statement
<b>Civility</b>	Formal politeness and courtesy in behavior and speech
<b>Conduct</b>	The way one acts; personal behavior
<b>Courtesy</b>	Politeness connected with kindness
<b>Decorum</b>	Suitable; proper; good taste in behavior
<b>Manners</b>	A way of acting; a style, method, or form; the way in which things are done
<b>Point of order</b>	An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration

<b>Point of personal privilege</b>	A challenge to a speaker to defend or apologize for comments that a fellow Council member considers offensive
<b>Propriety</b>	Conforming to acceptable standards of behavior
<b>Protocol</b>	The courtesies that are established as proper and correct
<b>Reprimand</b>	Express sharp disapproval or criticism of (someone) because of their behavior or actions.
<b>Respect</b>	The act of conducting one's behavior in a courteous manner.



## 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 April 3, 2023

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
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### 911 Abandoned; Disorderly Total: 1

03/03/23 00:16	911 Abandoned;	2023017880	Domestic Disturbance	WP23004972	911
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### 911 Hang-up Total: 6

03/07/23 07:19	911 Hang-up	2023019317			911
03/13/23 17:42	911 Hang-up	2023021208			911
03/19/23 12:14	911 Hang-up	2023022888			911
03/23/23 18:42	911 Hang-up	2023024074			911
03/24/23 21:18	911 Hang-up	2023024454			911
03/31/23 13:50	911 Hang-up	2023026285			911

### 911 Open Line Total: 7

03/01/23 23:07	911 Open Line	2023017531			911
03/10/23 09:06	911 Open Line	2023020172			911
03/12/23 21:36	911 Open Line	2023020989			911
03/15/23 14:08	911 Open Line	2023021718			911
03/25/23 12:16	911 Open Line	2023024590			911
03/28/23 16:18	911 Open Line	2023025544			911
03/31/23 16:39	911 Open Line	2023026330			911

### Agency Assist Total: 1

03/16/23 17:13	Agency Assist	2023022073	Agency Assist	WP23006134	Phone
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### Animal Total: 2

03/28/23 23:11	Animal	2023025629	Animal	WP23007112	Phone
03/29/23 06:48	Animal	2023025658	Animal	WP23007119	911

### Animal - Barking Dog Total: 2

03/10/23 01:01	Animal - Barking Dog	2023020095	Animal - Barking Dog	WP23005574	911
03/30/23 21:09	Animal - Barking Dog	2023026135	Animal - Barking Dog	WP23007269	Phone

### Animal - Bites - Attacks Total: 1

03/05/23 17:20	Animal - Bites - Attacks	2023018866	Animal - Bites - Attacks	WP23005217	Phone
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### Assault Total: 1

03/03/23 12:39	Assault	2023018025	Assault	WP23005009	911
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### Check Welfare Total: 4

03/12/23 16:50	Check Welfare	2023020909	Check Welfare	WP23005798	Phone
03/16/23 18:34	Check Welfare	2023022091			Phone
03/27/23 10:19	Check Welfare	2023025174	Check Welfare	WP23006975	Phone
03/28/23 16:45	Check Welfare	2023025551	Check Welfare	WP23007087	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>Citizen Aid Total: 1</b>					
03/17/23 18:34	Citizen Aid	2023022401	Citizen Aid	WP23006242	Phone
<b>Civil Complaint Total: 9</b>					
03/01/23 15:53	Civil Complaint	2023017409	Civil Complaint	WP23004841	Phone
03/04/23 13:10	Civil Complaint	2023018406	Civil Complaint	WP23005110	Phone
03/11/23 05:58	Civil Complaint	2023020485	Civil Complaint	WP23005680	Phone
03/12/23 19:19	Civil Complaint	2023020956	Civil Complaint	WP23005811	Phone
03/13/23 12:23	Civil Complaint	2023021107	Civil Complaint	WP23005853	Phone
03/27/23 20:55	Civil Complaint	2023025358	Civil Complaint	WP23007035	Phone
03/28/23 18:04	Civil Complaint	2023025569	Civil Complaint	WP23007090	Phone
03/29/23 08:41	Civil Complaint	2023025683	Civil Complaint	WP23007128	Phone
03/31/23 12:43	Civil Complaint	2023026266	Civil Complaint	WP23007312	Phone
<b>Civil Process Total: 10</b>					
03/02/23 09:31	Civil Process	2023017617			Officer
03/07/23 11:51	Civil Process	2023019381			Officer
03/08/23 10:45	Civil Process	2023019654			Officer
03/15/23 08:45	Civil Process	2023021626			Officer
03/23/23 14:56	Civil Process	2023024002			Officer
03/23/23 15:11	Civil Process	2023024006			Officer
03/23/23 15:21	Civil Process	2023024011			Officer
03/24/23 15:14	Civil Process	2023024318			Officer
03/24/23 15:25	Civil Process	2023024323			Officer
03/28/23 09:01	Civil Process	2023025438			Officer
<b>Commercial General Alarm Total: 1</b>					
03/02/23 04:54	Commercial General	2023017576			Phone
<b>Court Order Violation Total: 1</b>					
03/13/23 11:44	Court Order Violation	2023021095	Court Order Violation	WP23005851	Phone
<b>Criminal Damage to Property Total: 2</b>					
03/18/23 21:11	Criminal Damage to	2023022757	Criminal Damage to Property	WP23006324	Phone
03/29/23 14:50	Criminal Damage to	2023025778	Criminal Damage to Property	WP23007155	Phone
<b>Domestic Disturbance Total: 3</b>					
03/09/23 22:07	Domestic Disturbance	2023020071	Domestic Disturbance	WP23005567	Phone
03/14/23 13:11	Domestic Disturbance	2023021415	Check Welfare	WP23005944	Phone
03/16/23 12:20	Domestic Disturbance	2023021997	Domestic Disturbance	WP23006107	911
<b>Drug Court Home Visit Total: 3</b>					
03/03/23 18:55	Drug Court Home Visit	2023018167			
03/04/23 17:50	Drug Court Home Visit	2023018533			
03/12/23 13:45	Drug Court Home Visit	2023020855			
<b>Fire - Structure Total: 1</b>					
03/01/23 21:15	Fire - Structure	2023017493	Fire - Structure	WP23004872	911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>Fire - Vehicle Total: 1</b>					
03/10/23 19:22	Fire - Vehicle	2023020370	Fire - Vehicle	WP23005660	911
<b>Fraud - Forgery Total: 3</b>					
03/08/23 10:05	Fraud - Forgery	2023019646	Fraud - Forgery	WP23005421	Phone
03/20/23 09:59	Fraud - Forgery	2023023097	Fraud - Forgery	WP23006392	Phone
03/27/23 16:28	Fraud - Forgery	2023025295	Fraud - Forgery	WP23007019	911
<b>Harassment Total: 1</b>					
03/22/23 14:54	Harassment	2023023721	Harassment	WP23006579	
<b>Harassment; Indecent Exposure Total: 1</b>					
03/11/23 22:38	Harassment; Indecent	2023020723	Harassment	WP23005742	911
<b>Info Total: 1</b>					
03/18/23 07:50	Info	2023022559			Phone
<b>Juvenile - Complaint Total: 2</b>					
03/24/23 05:50	Juvenile - Complaint	2023024180	Suspicious - Person - Vehicle	WP23006724	Phone
03/27/23 12:21	Juvenile - Complaint	2023025209	Juvenile - Complaint	WP23006988	Phone
<b>Lift Assist Total: 2</b>					
03/25/23 22:30	Lift Assist	2023024766			911
03/26/23 03:18	Lift Assist	2023024826			911
<b>Lock Out - Lock In Total: 1</b>					
03/23/23 08:51	Lock Out - Lock In	2023023893	Lock Out - Lock In	WP23006627	Phone
<b>Medical - Abdominal Pain Total: 3</b>					
03/03/23 21:00	Medical - Abdominal	2023018225			911
03/12/23 17:45	Medical - Abdominal	2023020932			911
03/18/23 16:21	Medical - Abdominal	2023022661			911
<b>Medical - Back Pain Total: 1</b>					
03/01/23 17:17	Medical - Back Pain	2023017435			911
<b>Medical - Bleeding - Lacerations Total: 1</b>					
03/26/23 17:12	Medical - Bleeding -	2023025009			911
<b>Medical - Breathing Problems Total: 2</b>					
03/01/23 12:29	Medical - Breathing	2023017351			911
03/05/23 12:32	Medical - Breathing	2023018793			911
<b>Medical - Fall Under 6 Feet Total: 1</b>					
03/26/23 00:08	Medical - Fall Under 6	2023024798			911
<b>Medical - Overdose - Poisoning Total: 1</b>					
03/08/23 18:03	Medical - Overdose -	2023019753			911
<b>Medical - Psychiatric - Behavioral Total: 1</b>					
03/20/23 11:24	Medical - Psychiatric -	2023023123	Medical - Psychiatric -	WP23006399	911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>Medical - Seizure Total: 3</b>					
03/06/23 08:43	Medical - Seizure	2023019038			911
03/06/23 21:24	Medical - Seizure	2023019247			911
03/09/23 17:40	Medical - Seizure	2023020020			911
<b>Medical - Sick Total: 3</b>					
03/19/23 21:21	Medical - Sick	2023022989			911
03/24/23 01:38	Medical - Sick	2023024168			911
03/26/23 12:59	Medical - Sick	2023024918			911
<b>Medical - Stroke Total: 1</b>					
03/07/23 15:37	Medical - Stroke	2023019459			911
<b>Medical - Unconscious - Fainting Total: 1</b>					
03/07/23 20:14	Medical - Unconscious -	2023019557	Medical - Unconscious -	WP23005405	911
<b>Missing Person; UAV Total: 1</b>					
03/27/23 16:23	Missing Person; UAV	2023025294	Juvenile - Runaway	WP23007016	Phone
<b>Motorist Aid Total: 2</b>					
03/21/23 15:49	Motorist Aid	2023023474			
03/29/23 21:37	Motorist Aid	2023025868			Phone
<b>MVA - No Injuries Total: 1</b>					
03/29/23 14:24	MVA - No Injuries	2023025767	MVA - No Injuries	WP23007151	
<b>Parking Total: 3</b>					
03/03/23 17:57	Parking	2023018142	Parking	WP23005051	
03/08/23 11:31	Parking	2023019668	Parking	WP23005427	
03/22/23 22:42	Parking	2023023845	Parking	WP23006618	
<b>Probation Check Total: 1</b>					
03/01/23 16:03	Probation Check	2023017411			Officer
<b>Residential Medical Alarm Total: 2</b>					
03/14/23 06:19	Residential Medical	2023021303			Phone
03/14/23 11:52	Residential Medical	2023021389			Phone
<b>SIA City Council - City Hall Total: 1</b>					
03/13/23 17:59	SIA City Council - City	2023021217			Officer
<b>SIA Other Total: 1</b>					
03/23/23 23:40	SIA Other	2023024151			
<b>SIA School Check Total: 2</b>					
03/23/23 07:47	SIA School Check	2023023881			
03/30/23 07:39	SIA School Check	2023025917			
<b>Sign - Signal Repair Total: 1</b>					
03/21/23 06:19	Sign - Signal Repair	2023023344			Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
<b>Snowbird Total: 5</b>					
03/12/23 01:04	Snowbird	2023020753	Snowbird	WP23005752	
03/12/23 01:09	Snowbird	2023020754	Snowbird	WP23005753	
03/12/23 01:16	Snowbird	2023020759	Snowbird	WP23005755	
03/12/23 01:21	Snowbird	2023020761	Snowbird	WP23005756	
03/12/23 01:27	Snowbird	2023020763	Snowbird	WP23005757	
<b>Surveillance Total: 2</b>					
03/17/23 10:04	Surveillance	2023022250			
03/17/23 22:58	Surveillance	2023022498			
<b>Suspicious - Circumstances Total: 1</b>					
03/18/23 06:31	Suspicious -	2023022550	Suspicious - Circumstances	WP23006276	Phone
<b>Theft - Shoplifting Total: 2</b>					
03/26/23 13:11	Theft - Shoplifting	2023024922	Theft - Shoplifting	WP23006906	Phone
03/30/23 05:01	Theft - Shoplifting	2023025906	Theft - Shoplifting	WP23007194	Phone
<b>Threats Total: 1</b>					
03/06/23 15:16	Threats	2023019160	Threats	WP23005295	Phone
<b>Traffic - Complaint Total: 2</b>					
03/14/23 18:57	Traffic - Complaint	2023021514	Traffic - Complaint	WP23005974	911
03/20/23 16:51	Traffic - Complaint	2023023232	Traffic - Complaint	WP23006437	911
<b>Traffic Stop Total: 38</b>					
03/01/23 22:22	Traffic Stop	2023017517			Officer
03/02/23 02:12	Traffic Stop	2023017561	Traffic Stop	WP23004883	Officer
03/02/23 22:25	Traffic Stop	2023017858			Officer
03/02/23 22:43	Traffic Stop	2023017861			Officer
03/02/23 23:35	Traffic Stop	2023017870			Officer
03/05/23 00:25	Traffic Stop	2023018676			Officer
03/05/23 00:33	Traffic Stop	2023018679			Officer
03/06/23 18:41	Traffic Stop	2023019214			Officer
03/07/23 11:36	Traffic Stop	2023019377			Officer
03/08/23 06:48	Traffic Stop	2023019619			Officer
03/09/23 03:31	Traffic Stop	2023019858			Officer
03/10/23 15:03	Traffic Stop	2023020280			Officer
03/10/23 22:46	Traffic Stop	2023020424			Officer
03/11/23 01:52	Traffic Stop	2023020467			Officer
03/12/23 21:46	Traffic Stop	2023020991			Officer
03/13/23 22:46	Traffic Stop	2023021275			Officer
03/13/23 23:08	Traffic Stop	2023021282			Officer
03/15/23 09:43	Traffic Stop	2023021647			Officer
03/15/23 09:50	Traffic Stop	2023021649			Officer
03/15/23 22:58	Traffic Stop	2023021868			Officer
03/16/23 00:23	Traffic Stop	2023021883			Officer
03/18/23 06:46	Traffic Stop	2023022551	Traffic Stop	WP23006277	Officer
03/18/23 21:06	Traffic Stop	2023022754			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
03/19/23 23:38	Traffic Stop	2023023013			Officer
03/20/23 23:11	Traffic Stop	2023023313			Officer
03/21/23 00:14	Traffic Stop	2023023321			Officer
03/21/23 01:20	Traffic Stop	2023023326			Officer
03/21/23 03:20	Traffic Stop	2023023336			Officer
03/21/23 23:56	Traffic Stop	2023023582			Officer
03/23/23 19:15	Traffic Stop	2023024087			Officer
03/24/23 21:38	Traffic Stop	2023024461			Officer
03/25/23 22:19	Traffic Stop	2023024759			Officer
03/25/23 23:07	Traffic Stop	2023024780			Officer
03/26/23 11:42	Traffic Stop	2023024885			Officer
03/26/23 22:31	Traffic Stop	2023025099			Officer
03/28/23 00:22	Traffic Stop	2023025389			Officer
03/29/23 19:31	Traffic Stop	2023025838			Officer
03/29/23 22:41	Traffic Stop	2023025879			Officer

### Unwanted Person Total: 1

03/03/23 20:09	Unwanted Person	2023018201	Domestic Disturbance	WP23005060	911
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### Warrant - Arrest Total: 1

03/25/23 12:37	Warrant - Arrest	2023024596	Warrant - Arrest	WP23006833	Officer
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**Total Records: 154**



## Montrose/Waverly Patrol Hour Summary

<b>Hours Purchased Per Contract:</b>	<b>5,840.00</b>
<b>Starting Hours (beginning of month):</b>	<b>4,892.50</b>
<b>M-T-D (detailed below):</b>	<b>500.00</b>
<b>Balance going forward (to next month):</b>	<b>4,392.50</b>
<b>Y-T-D:</b>	<b>1,447.50</b>

\*\* Estimated Hours not verified by final monthly payroll

Shift Start		Shift Stop		Schedule	Position	Time Type	Regular Hours
Date	Shift Start Time	Shift Stop Date	Time				
1-Mar-23	10:00	1-Mar-23	16:00	Montrose/Waverly (16)	4620 Sheriff Gener.		6.00
1-Mar-23	16:00	2-Mar-23	2:00	Montrose/Waverly (16)	4630 Sheriff Gener.		10.00
2-Mar-23	10:00	2-Mar-23	16:00	Montrose/Waverly (16)	4620 Sheriff Gener.		6.00
2-Mar-23	16:00	3-Mar-23	2:00	Montrose/Waverly (16)	4630 Sheriff Gener.		10.00
3-Mar-23	10:00	3-Mar-23	16:00	Montrose/Waverly (16)	4620 Sheriff Gener.		6.00
3-Mar-23	14:00	4-Mar-23	2:00	Montrose/Waverly (16)	4630 Sheriff Gener.		12.00
4-Mar-23	10:00	4-Mar-23	18:00	Montrose/Waverly (16)	4620 Sheriff Gener.		8.00
4-Mar-23	18:00	5-Mar-23	2:00	Montrose/Waverly (16)	4630 Sheriff Gener.		8.00
5-Mar-23	10:00	5-Mar-23	18:00	Montrose/Waverly (16)	4620 Sheriff Gener.		8.00
5-Mar-23	18:00	6-Mar-23	2:00	Montrose/Waverly (16)	4630 Sheriff Gener.		8.00
6-Mar-23	10:00	6-Mar-23	18:00	Montrose/Waverly (16)	4620 Sheriff Gener.		8.00
6-Mar-23	18:00	7-Mar-23	2:00	Montrose/Waverly (16)	4630 Sheriff Gener.		8.00
7-Mar-23	10:00	7-Mar-23	18:00	Montrose/Waverly (16)	4620 Sheriff Gener.		8.00
7-Mar-23	18:00	8-Mar-23	2:00	Montrose/Waverly (16)	4630 Sheriff Gener.		8.00
8-Mar-23	10:00	8-Mar-23	18:00	Montrose/Waverly (16)	4620 Sheriff Gener.		8.00
8-Mar-23	18:00	9-Mar-23	2:00	Montrose/Waverly (16)	4630 Sheriff Gener.		8.00
9-Mar-23	10:00	9-Mar-23	18:00	Montrose/Waverly (16)	4620 Sheriff Gener.		8.00
9-Mar-23	18:00	10-Mar-23	2:00	Montrose/Waverly (16)	4630 Sheriff Gener.		8.00
10-Mar-23	10:00	10-Mar-23	18:00	Montrose/Waverly (16)	4620 Sheriff Gener.		8.00
10-Mar-23	18:00	11-Mar-23	2:00	Montrose/Waverly (16)	4630 Sheriff Gener.		8.00
11-Mar-23	10:00	11-Mar-23	18:00	Montrose/Waverly (16)	4620 Sheriff Gener.		8.00
11-Mar-23	18:00	12-Mar-23	3:00	Montrose/Waverly (16)	4630 Sheriff Gener.		8.00
12-Mar-23	10:00	12-Mar-23	18:00	Montrose/Waverly (16)	4620 Sheriff Gener.		8.00
12-Mar-23	20:00	13-Mar-23	4:00	Montrose/Waverly (16)	4630 Sheriff Gener.		8.00
13-Mar-23	10:00	13-Mar-23	16:00	Montrose/Waverly (16)	4620 Sheriff Gener.		6.00
13-Mar-23	16:00	14-Mar-23	2:00	Montrose/Waverly (16)	4630 Sheriff Gener.		10.00
14-Mar-23	10:00	14-Mar-23	16:00	Montrose/Waverly (16)	4620 Sheriff Gener.		6.00
14-Mar-23	16:00	15-Mar-23	2:00	Montrose/Waverly (16)	4630 Sheriff Gener.		10.00
15-Mar-23	6:00	15-Mar-23	16:00	Montrose/Waverly (16)	4620 Sheriff Gener.		10.00
15-Mar-23	20:00	16-Mar-23	1:00	Montrose/Waverly (16)	4630 Sheriff Gener.		5.00
16-Mar-23	6:00	16-Mar-23	16:00	Montrose/Waverly (16)	4620 Sheriff Gener.		10.00
16-Mar-23	20:00	17-Mar-23	2:00	Montrose/Waverly (16)	4630 Sheriff Gener.		6.00

17-Mar-23	10:00	17-Mar-23	18:00 Montrose/Waverly (16)	4620 Sheriff Gener.	8.00
17-Mar-23	18:00	18-Mar-23	2:00 Montrose/Waverly (16)	4630 Sheriff Gener.	8.00
18-Mar-23	10:00	18-Mar-23	18:00 Montrose/Waverly (16)	4620 Sheriff Gener.	8.00
18-Mar-23	18:00	19-Mar-23	2:00 Montrose/Waverly (16)	4630 Sheriff Gener.	8.00
19-Mar-23	10:00	19-Mar-23	18:00 Montrose/Waverly (16)	4620 Sheriff Gener.	8.00
19-Mar-23	18:00	20-Mar-23	2:00 Montrose/Waverly (16)	4630 Sheriff Gener.	8.00
20-Mar-23	10:00	20-Mar-23	18:00 Montrose/Waverly (16)	4620 Sheriff Gener.	8.00
20-Mar-23	18:00	21-Mar-23	2:00 Montrose/Waverly (16)	4630 Sheriff Gener.	8.00
21-Mar-23	10:00	21-Mar-23	18:00 Montrose/Waverly (16)	4620 Sheriff Gener.	8.00
21-Mar-23	18:00	22-Mar-23	2:00 Montrose/Waverly (16)	4630 Sheriff Gener.	8.00
22-Mar-23	10:00	22-Mar-23	18:00 Montrose/Waverly (16)	4620 Sheriff Gener.	8.00
22-Mar-23	18:00	23-Mar-23	2:00 Montrose/Waverly (16)	4630 Sheriff Gener.	8.00
23-Mar-23	10:00	23-Mar-23	18:00 Montrose/Waverly (16)	4620 Sheriff Gener.	8.00
23-Mar-23	18:00	24-Mar-23	2:00 Montrose/Waverly (16)	4630 Sheriff Gener.	8.00
24-Mar-23	10:00	24-Mar-23	18:00 Montrose/Waverly (16)	4620 Sheriff Gener.	8.00
24-Mar-23	18:00	25-Mar-23	2:00 Montrose/Waverly (16)	4630 Sheriff Gener.	8.00
25-Mar-23	10:00	25-Mar-23	18:00 Montrose/Waverly (16)	4620 Sheriff Gener.	8.00
25-Mar-23	18:00	26-Mar-23	2:00 Montrose/Waverly (16)	4630 Sheriff Gener.	8.00
26-Mar-23	10:00	26-Mar-23	18:00 Montrose/Waverly (16)	4620 Sheriff Gener.	8.00
26-Mar-23	18:00	27-Mar-23	2:00 Montrose/Waverly (16)	4630 Sheriff Gener.	8.00
27-Mar-23	10:00	27-Mar-23	16:00 Montrose/Waverly (16)	4620 Sheriff Gener.	6.00
27-Mar-23	16:00	28-Mar-23	2:00 Montrose/Waverly (16)	4630 Sheriff Gener.	10.00
28-Mar-23	10:00	28-Mar-23	16:00 Montrose/Waverly (16)	4620 Sheriff Gener.	6.00
28-Mar-23	14:00	29-Mar-23	0:00 Montrose/Waverly (16)	4630 Sheriff Gener.	10.00
29-Mar-23	10:00	29-Mar-23	16:00 Montrose/Waverly (16)	4620 Sheriff Gener.	6.00
29-Mar-23	16:00	30-Mar-23	2:00 Montrose/Waverly (16)	4630 Sheriff Gener.	10.00
30-Mar-23	6:00	30-Mar-23	9:00 Montrose/Waverly (16)	4610 Sheriff Gener.	3.00
30-Mar-23	10:00	30-Mar-23	16:00 Montrose/Waverly (16)	4620 Sheriff Gener.	6.00
30-Mar-23	16:00	31-Mar-23	2:00 Montrose/Waverly (16)	4630 Sheriff Gener.	10.00
31-Mar-23	10:00	31-Mar-23	18:00 Montrose/Waverly (16)	4620 Sheriff Gener.	8.00
31-Mar-23	18:00	1-Apr-23	2:00 Montrose/Waverly (16)	4630 Sheriff Gener.	8.00

<b>TOTAL:</b>	<b>500.00</b>
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2040 Highway 12 East  
Willmar, MN 56201-5818

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Fax: (320) 231-9710  
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## MEMORANDUM

Date: April 4, 2023  
To: Honorable Mayor Moynagh and Members of the City Council  
City of Montrose, Minnesota  
From:  Jared Voge, P.E.  
City Engineer  
Subject: WWTF Facility Plan  
City of Montrose  
Project No.: OW1.127810

At the June 13, 2022 City Council meeting, council authorized the preparation of a Facility Plan for the city's wastewater treatment plant. At the February 13, 2023 City Council meeting, council called for a hearing regarding the city's Facility Plan to be held at the April 10, 2023 City Council meeting. The Facility Plan is required to qualify for funding through the MPCA and Public Facilities Authority (PFA).

We recommend after the Public Hearing has been closed, council adopt the enclosed Resolution Receiving and Accepting the Facility Plan.

If you have any questions, please call.

Enc.

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

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

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 in the Council Chambers of Montrose in said City on the 10<sup>th</sup> day of April 2023, at 7:00 o'clock p.m.

The following members were present: \_\_\_\_\_ and the following were absent: \_\_\_\_\_. Member \_\_\_\_\_ introduced the following resolution and moved its adoption.

**RESOLUTION NO. 2023-07  
RESOLUTION RECEIVING AND ACCEPTING THE FACILITY PLAN**

WHEREAS, a Facility Plan meeting the requirements of MN Administrative Rules 7077.0272 FACILITIES PLAN FOR WASTEWATER TREATMENT SYSTEMS has been prepared by Bolton & Menk, Inc, and

AND WHEREAS, the improvement options considered in the Facility Plan include improvements to the existing facility, the construction of a new mechanical plant, and regionalization.

AND WHEREAS, this report was received by Council on April 10, 2023, and

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

1. The Council accepts the report and directs its submittal to the to the MN Pollution Control Agency.

Adopted by the council this 10th day of April, 2023.

Attest:

\_\_\_\_\_  
Robert W. Moynagh, III  
Mayor

\_\_\_\_\_  
Michael Sommerfeld  
City Clerk

STATE OF MINNESOTA  
CITY OF MONTROSE  
COUNTY OF WRIGHT

I, the undersigned, being the duly qualified and acting Clerk of the City of Montrose, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes Receiving and Accepting the Facility Plan.

WITNESS my hand and the seal of said City this 10th day of April, 2023.

---

Michael Sommerfeld  
City Clerk

(SEAL)



## REQUEST FOR COUNCIL ACTION

Submittal deadline is Tuesday prior to the council meeting

MEETING DATE April 10, 2023

NAME: DAWN CHARK

ADDRESS: 111 Hill St. Montrose MA 01956

Please write a brief paragraph listing the item you wish to present to the council:

IT HAS RECENTLY BEEN BROUGHT TO OUR ATTENTION THAT A COMPLAINT REGARDING MY STATE LICENSED & APPROVED FOOD TRAILER (PEP ISLAND) HAS BEEN SUBMITTED TO THE CITY OF MONTROSE. NEITHER THE DETAILS OR EXACT NATURE OF THE COMPLAINT ARE YET KNOWN BY US. IN LIGHT OF THIS I WOULD LIKE TO FORMALLY REQUEST SUFFICIENT SPEAKING TIME AT THE ABOVE LISTED CITY COUNCIL MEETING TO RESPECTFULLY ADDRESS ANY AND ALL COMPLAINTS AND OR CONCERNS REGARDING THE PEP ISLAND FOOD TRAILER.

**Council Action:** Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_ To: \_\_\_\_\_



## Monthly Activity Report Montrose Fire Department

Prepared and Presented by  
Kevin Triplett – Fire Chief



**Period: 03/01/2023 thru 03/31/2023 (MARCH)**

### **CALLS**

Total Calls: 30

# of Calls MARCH 2022 = 21

EMS Calls: 25

2022 vs 2023 (2023 = +9)

Other Calls:

- 03/27 - #23090 – Assist WCSO – missing person – Montrose City
- 03/26 - #23087 – Mutual Aid to Waverly FD – CO Alarm – Waverly City
- 03/16 - #23079 – Motor Veh Accident w/ injuries – Marysville Twsp
- 03/10 - #23073 – Vehicle Fire – Montrose City
- 03/01 - #23064 – Possible structure fire – nothing found – Montrose City

Total calls to Date 2023 – 091

2022 vs 2023 ( 2023 = + 6)

Total calls this time in 2022 - 085

### **Call Districts**

Montrose City: 25

Franklin Township: 2

Marysville Township: 2

Woodland Township: 0

Other: 1 (Waverly City)

### **TRAINING:**

- 03/07/2023 – Staff Meeting/Truck Maintenance
- 03/14/2023 – Forcible Entry prop – CFRT
- 03/18/2023 – Live House Burn (230 3<sup>rd</sup> St S)

### **Other Activities, Special Mention, Etc.**

- 03/06/2023 – Meet with Russell's Security – Emergency Mgt (Triplett)
- 03/06/2023 – Alex Air in to preform Air Compressor annual maintenance
- 03/13/2023 – City Council Meeting
- 03/20/2023 – Meet w/ Ancom Radio RE radios/pagers
- 03/20/2023 – Diane Holman resigns from Fire Department
- 03/21/2023 – Officers meet with and interview two prospective new hires

### **SPECIAL INFO**

- Diane Holman Resigned from the Montrose Fire Department effective 03/20/2023 serving 3 years, 3 months and 1 day

### **Acknowledgments**

- Diane Holman for her 3 year, 3 months and 1 day of service to the Montrose Fire Department
- Customized Fire Rescue Training (CFRT) and their live burn instructors for assistance with the live training burn on 03/18/23
- Firefighter Joey Theis for completing and passing Fire Instructor 1 course and certifications




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Willmar, MN 56201-5818

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

## MEMORANDUM

Date: April 6, 2023  
To: Honorable Mayor Moynagh  
Members of the City Council  
From:  Jared Voge, P.E.  
City Engineer  
Subject: Pavement Management Plan Recommendations  
Montrose, Minnesota  
Project No.: W13.120514

At the August 10, 2020 City Council meeting, the city's Pavement Management Plan (PMP) was reviewed with council. The PMP identifies recommended improvements and timelines associated with them.

Staff has reviewed the PMP and recommends that the next improvement project consist of Clementa Avenue, Hogan Dr. and Hogan Circle, Hill Street, Garner Circle, and Garfield Avenue North. These streets are identified in the PMP for 2023 and 2026. Please see the enclosed figures.

If council desires to proceed with an improvement project in 2023, we recommend that council pass a motion authorizing the preparation of plans and specifications for Clementa Avenue, Hogan Dr. and Hogan Circle, Hill Street, Garner Circle, and Garfield Avenue North.

If you have any questions, please call.

JAV/kp

enc.

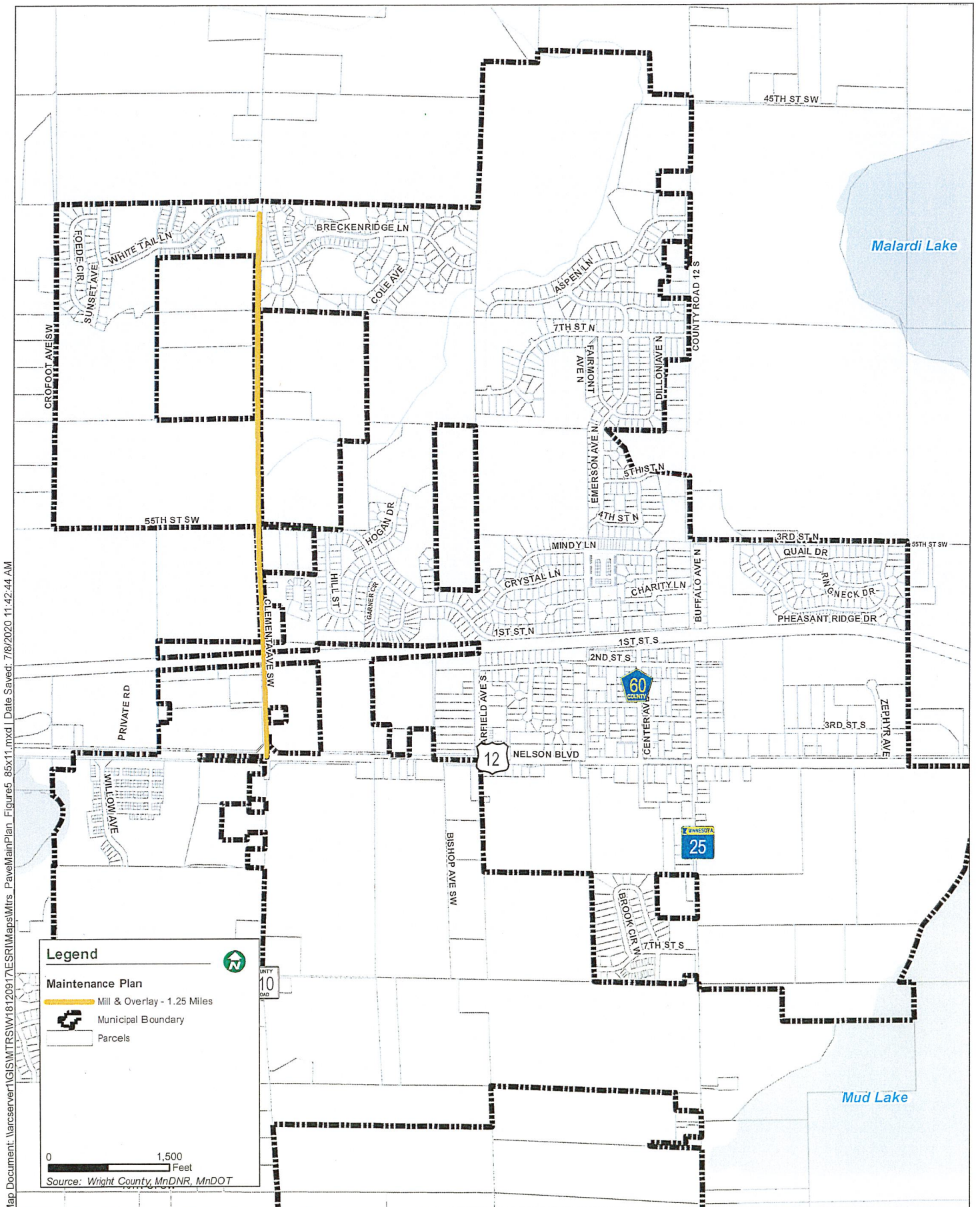




# Pavement Maintenance Plan

City of Montrose, Minnesota

Figure 5: 2023  
July 2020



Map Document: \arcserver\GIS\MTFRSW18120917\ESRIMaps\Mrs. PavementPlan\_Figure5\_85x11.mxd | Date Saved: 7/8/2020 11:42:44 AM

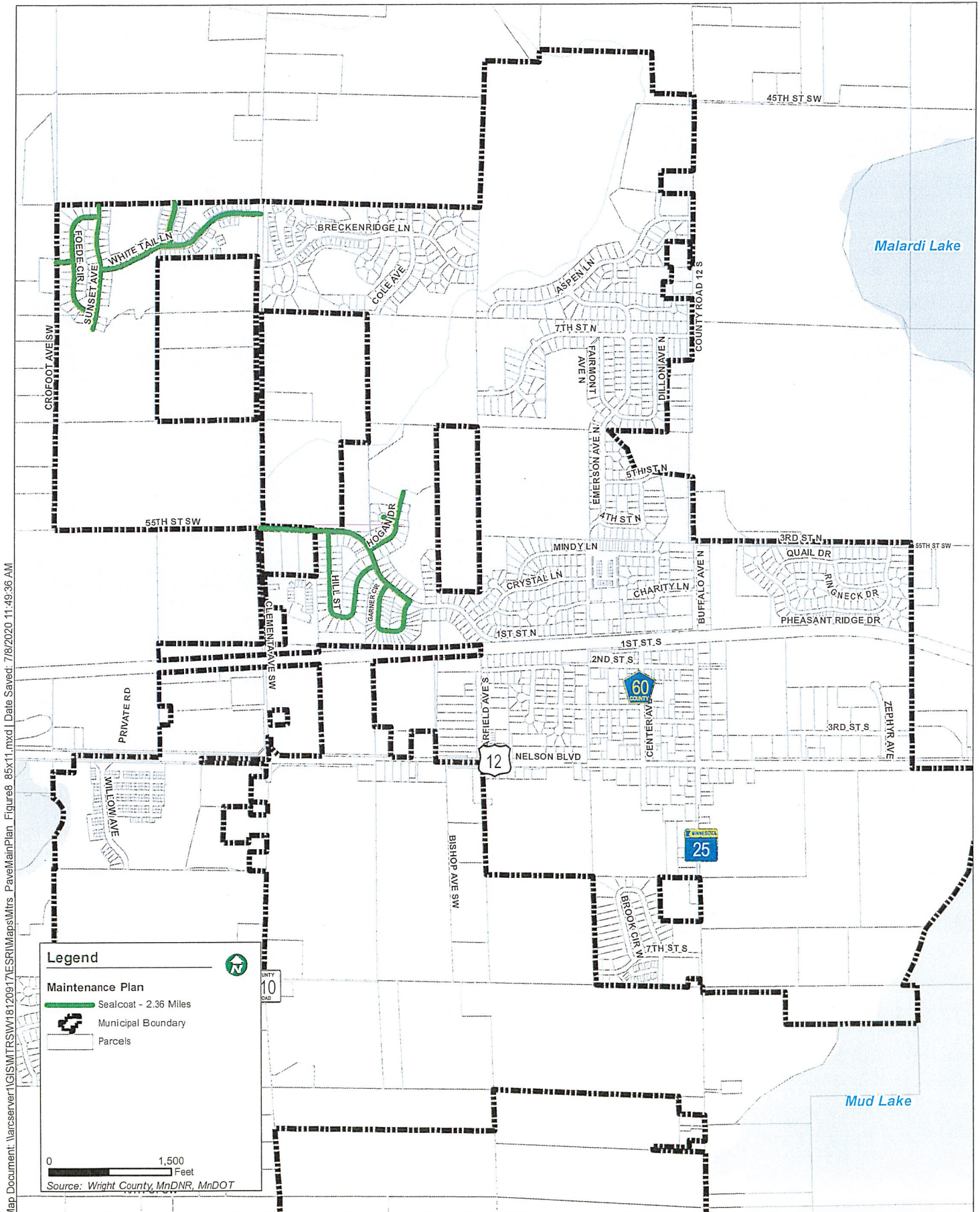




# Pavement Maintenance Plan

City of Montrose, Minnesota

Figure 8: 2026  
July 2020






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## MEMORANDUM

**Date:** April 6, 2023  
**To:** Honorable Mayor Moynagh  
Members of the City Council  
**From:**  Jared Voge, P.E.  
City Engineer  
**Subject:** 2021 Downtown Improvement Project  
Montrose, Minnesota  
Project No.: W13.120514

The Downtown Improvement Project began with council adoption of a resolution authorizing the preparation of a Preliminary Engineering Report at the 3/9/2020 council meeting. The subsequent council actions and project meetings are listed below:

6/8/2020 – Resolution calling public hearing on improvement  
6/29/2020 – Open house  
7/13/2020 – Public hearing, Resolution authorizing preparation of plans and specifications  
8/10/2020 – Council reviewed Pavement Management Plan  
10/12/2020 – Resolution ordering preparation of report – Phase II  
11/4/2020 – Open house Phase II  
11/9/2020 – Public hearing, Resolution authorizing preparation of plans and specifications Phase II  
6/14/2021 – Resolution approving plans and specifications and ordering advertisement for bids Phase I  
8/9/2021 – Resolution accepting bids and awarding contract Phase I  
2/14/2022 – Resolution approving plans and specifications and ordering advertisement for bid Phase II  
4/11/2022 – Resolution accepting bids and awarding contract Phase II

All actions taken by council with respect to the improvements were followed in accordance with MN Statute Chapter 429 requirements. This allows for a portion of the costs associated with the improvements to be assessed to the benefiting property owners. Initial discussions regarding the assessments were to reduce the impact on the general levy and associated water and sewer funds. During the public hearings held for both Phase I and Phase II, residents voiced their opposition to assessments. Council discussed that the decision regarding assessing benefiting property owners for the Downtown Improvements Phase I and Phase II would set the direction for future street and utility improvement projects, and the associated financial impacts to the levy and sewer and water funds.

To date, council has not taken action regarding assessments for the Downtown Improvements Project Phase I and Phase II. Staff is seeking direction from council as to whether staff should move the assessment process forward and prepare the appropriate assessment hearing documents.

JAV/kp

**City of Montrose  
Park & Recreation Commission**

Minutes  
March 9th, 2023

Pursuant to call and notice the Park & Recreation Commission met on March 9th, 2023 at 6:30 p.m. at the Montrose Community Center.

**1. CALL TO ORDER**

The meeting was called or order at by Commissioner Isle @ 6:30 pm.

**2. ROLL CALL**

Present were Commission Members Duane Isle, Toby Nelson, Eddie Kolasa and Josh Swanson. Also present were Deputy Clerk Cristy Gerard and City Council Member Michelle Otto. Missing were Commission member Kayla McCluskey and City Council Liaison Nicole Andreoff.

**3. APPROVAL OF MEETING AGENDA**

A motion by Commission member Kolasa was made to modify the agenda to exclude Seeding/Planting options for Regional Park (Eric Mattson from WSWC) The motion was seconded by Commission member Swanson.

A motion was made by Commission member Kolasa to approve the meeting agenda. The motion was seconded by Commission member Swanson. Motion carried 4-0.

**4. APPROVAL OF FEB 9<sup>TH</sup> MEETING MINUTES**

Commission member Nelson made a motion to approve the February 9th meeting minutes. The motion was seconded by Commission member Kolasa and carried 4-0.

**5. TREASURY REPORT**

No changes to report. Balance is \$4000.

**6. OLD BUSINESS**

a. **Park & Trail Plan**

The Commission tabled reviewing the original project survey from Bolton & Menk for The Regional Park until the April meeting

b. **Grant Updates**

Continue to research grants throughout 2023 into 2024.

c. **Easter Egg Hunt Prize Baskets**

The Commission decided to purchase 6 Easter baskets (2 for each age group) Cristy will purchase these from Walmart.

d. **Prairie Planting at Regional Park:**

Tyler Thorndal from Prairie Restoration, Inc will be at the April 13<sup>th</sup> meeting to discuss planting at Regional Park.



## 7. NEW BUSINESS

### a. Easter Egg Hunt: Date & Time

The hunt will be on April 8<sup>th</sup> starting at 10:00a.m at The Community Center and Lions Park. Park and Recreation Commission Members will meet at 9:00a.m.

### b. Seeding/Planting Options for Regional Park

Removed from agenda.

### c. Swing Set Installation Plan and Quote

Waiting to hear back from Graceful Giving on donation towards installation.

Commission member Isle had everyone contribute for 2023 goals:

- Reach out & get involved with the community
- Signage for Parks
- Seeding at Regional Park
- Update brochure
- Work on grants
- Look into sponsorship opportunities for playground equipment
- Button up park and trail plan.

## 8. NEXT MEETING

The next meeting will be held on April 13<sup>th</sup>, 2023 at 6: 30p.m at City Hall.

## 9. ADJOURN:

Commission member Swanson made a motion to adjourn at 7:02p.m. The motion was seconded by commission member Kolasa. Motion carried 4-0.



### Quote Summary

**Prepared For:**

CITY OF MONTROSE  
311 BUFFALO AVE S  
MONTROSE, MN 55363  
Business: 763-675-3717  
Mobile: 763-238-2388

**Prepared By:**

David Saterbak  
Midwest Machinery Co.  
5845 Keats Avenue Sw  
Howard Lake, MN 55349  
Phone: 320-543-2170  
dsaterbak@mmcj.com

Quote Id: 28206513  
Created On: 10 February 2023  
Last Modified On: 05 April 2023  
Expiration Date: 28 February 2023

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE 72 In. 7-Iron PRO Commercial Side Discharge Mower Deck	\$ 6,350.00 X	1 =	\$ 6,350.00
2022 JOHN DEERE 1570 TerrainCut™ Commercial Front Mower (Less Mower Deck) - 1TC1570VKNS080133	\$ 29,600.00 X	1 =	\$ 29,600.00

**Equipment Total** **\$ 35,950.00**

Trade In Summary	Qty	Each	Extended
2005 JOHN DEERE 1600 - TC1600T040113	1	\$ 8,000.00	\$ 8,000.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 8,000.00
<b>Trade In Total</b>			<b>\$ 8,000.00</b>

**Quote Summary**

Equipment Total	\$ 35,950.00
Trade In	\$ (8,000.00)
SubTotal	\$ 27,950.00
Total	\$ 27,950.00
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 27,950.00</b>

- 2,913.00 4x4

**\$25,037**

NON-cab  
NON-4x4

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



### Quote Summary

**Prepared For:**

CITY OF MONTROSE  
311 BUFFALO AVE S  
MONTROSE, MN 55363  
Business: 763-675-3717  
Mobile: 763-238-2388

**Prepared By:**

David Saterbak  
Midwest Machinery Co.  
5845 Keats Avenue Sw  
Howard Lake, MN 55349  
Phone: 320-543-2170  
dsaterbak@mmcj.com

Quote Id: 28206513  
Created On: 10 February 2023  
Last Modified On: 05 April 2023  
Expiration Date: 28 February 2023

Equipment Summary	Selling Price	Qty	Extended
2022 JOHN DEERE 1580 TerrainCut™ Commercial Front Mower (Less Mower Deck) - 1TC1580VCNS080013	\$ 31,500.00 X	1 =	\$ 31,500.00

JOHN DEERE 72 In. 7-Iron PRO Commercial Side Discharge Mower Deck	\$ 6,350.00 X	1 =	\$ 6,350.00
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**Equipment Total** **\$ 37,850.00**

Trade In Summary	Qty	Each	Extended
2005 JOHN DEERE 1600 - TC1600T040113	1	\$ 8,000.00	\$ 8,000.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 8,000.00

**Trade In Total** **\$ 8,000.00**

**Quote Summary**

Equipment Total	\$ 37,850.00
Trade In	\$ (8,000.00)
SubTotal	\$ 29,850.00
Total	\$ 29,850.00
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 29,850.00</b>

Non Cab

4x4

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



### Quote Summary

**Prepared For:**

CITY OF MONTROSE  
311 BUFFALO AVE S  
MONTROSE, MN 55363  
Business: 763-675-3717  
Mobile: 763-238-2388

**Prepared By:**

David Saterbak  
Midwest Machinery Co.  
5845 Keats Avenue Sw  
Howard Lake, MN 55349  
Phone: 320-543-2170  
dsaterbak@mmcj.com

**Quote Id:** 28206513  
**Created On:** 10 February 2023  
**Last Modified On:** 05 April 2023  
**Expiration Date:** 28 February 2023

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE 1585 TerrainCut™ with ComfortCab Commercial Front Mower (Less Mower Deck)	\$ 44,800.00 X	1 =	\$ 44,800.00
JOHN DEERE 72 In. 7-Iron PRO Commercial Side Discharge Mower Deck	\$ 6,350.00 X	1 =	\$ 6,350.00

**Equipment Total** **\$ 51,150.00**

Trade In Summary	Qty	Each	Extended
2005 JOHN DEERE 1600 - TC1600T040113	1.	\$ 8,000.00	\$ 8,000.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 8,000.00
<b>Trade In Total</b>			<b>\$ 8,000.00</b>

**Quote Summary**

Equipment Total	\$ 51,150.00
Trade In	\$ (8,000.00)
SubTotal	\$ 43,150.00
Total	\$ 43,150.00
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 43,150.00</b>

Cab on

4x4

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



1. Interested persons seeking to address the Council during Open Forum must first complete this form and present it to the Mayor or City Administrator before the meeting. Those that do not have time to fill out a form may do so at the meeting and must present it to the Mayor or City Administrator.
2. If more than one person wishes to speak during Open Forum, the Presiding Officer will indicate the order in which interested persons may address the Council on the item or issue.
3. If the item or issue the person wishes to address is an item on the current agenda, the person will be called forward during the time in which the agenda item is being discussed and will be subject to all other rules of Open Forum.
4. The person must (a) proceed to the podium, and (b) give their full name in an audible tone of voice for the record before proceeding.
5. ALL data request questions will be submitted in writing and handled in the normal data practice manner. This is to save on time and money so meetings are not extended into extra pay.
6. Any question that requires research will be answered in writing prior to the next regular City Council Meeting to the individual that posed the question. This will be subject to public data information costs if there are any involved in the request.
7. NO personal attacks or personal questions will be tolerated or answered and any attempt to try to verbally attack any member of the council or staff will be a violation of open forum rules.
8. We should all take initiative to make things better. Our goal is to foster an environment which encourages a fair discussion and exchange of ideas without fear of personal attacks.

1. Legibly and thoroughly fill out the form below stating your specific topic to be presented.
2. Present your completed form to the City Administrator or Mayor.
3. Limit your presentation to less than three (3) minutes.

**TOPIC TO BE PRESENTED**