



CITY COUNCIL AGENDA REGULAR MEETING

**Monday, March 13, 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. Ms. Therese Marszalek, MA Div. – Buffalo Covenant Church

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA

6. APPROVAL OF CONSENT AGENDA

A. Minutes

1. February 13, 2023 Regular City Council Meeting – prepared by J. Bonniwell

B. Accounts Payable

1. City, March 13, 2023 – prepared by M. Sommerfeld

2. Fire Department, March 13, 2023 – prepared by M. Sommerfeld

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

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

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

- A. February, 2023 Monthly Report and Hours Report

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

A. City Council

1. Monthly Activity Report

B. Montrose Fire Department

1. February, 2023 Activity Report
2. 2022 Annual Report from the Fire Department

C. Economic Development Authority

1. February 21, 2023 Economic Development Authority Meeting Minutes

D. Planning and Zoning

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

E. Park and Recreation

1. February 9, 2023 Park and Recreation Meeting Minutes

F. Public Works

1. Irrigation/2nd 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*

9. **OLD BUSINESS**

- A. Extend Deadline for Preserve Request for Proposal

10. **NEW BUSINESS**

- A. Schedule Workshop for City Council

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

- C. Community Center HVAC Quotes

- D. Clean-Up Day

1. Two Free Items Discussion

2. Item Pick-up Fee Discussion

11. **WRIGHT COUNTY PUBLIC HEALTH**

- A. Wright County Public Health – Radon Information

12. **OPEN FORUM**

13. **UPCOMING MEETINGS**

- A. Economic Development Authority Meeting – Tuesday, March 21, 2023 at 12:00 p.m. in the Montrose City Hall Conference Room
- B. Regular City Council Meeting – Monday, April 10, 2023 at 7:00 p.m. at the Montrose Community Center
- C. Planning and Zoning Meeting – Wednesday, April 12, 2023 at 7:00 p.m. at the Montrose Community Center
- D. Park and Recreation Meeting – Thursday, April 13, 2023 at 6:30 p.m. in the Montrose City Hall Conference Room

14. **ACKNOWLEDGEMENTS**

15. **ADJOURNMENT**

City of Montrose
 Regular City Council Meeting
 Montrose Community Center
 200 Center Avenue South
 Monday, February 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, February 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

Absent: Council Member Nicole Andreoff

Staff Present: Ms. Jessica Bonniwell, City Administrator
 Mr. Dan Remer, Public Works Director
 Mr. Jared Voge, City Engineer

3. INVOCATION

A. No Invocation was given.

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 February 13, 2023 City Council Agenda with the addition of item 9.B.4. – New Firefighter Nicholas Mondragon Effective 02/03/2023. Council Member Paradeise seconded the motion. Motion carried 4-0.

6. APPROVAL OF THE CONSENT AGENDA

A. Minutes

1. Accepted the minutes of the January 9, 2023 Regular City Council Meeting
2. Accepted the minutes of the January 30, 2023 City Council Workshop
3. Accepted the minutes of the February 9, 2023 Special City Council Workshop with Park and Recreation Commission

B. Accounts Payable

1. Approved the February 13, 2023 Accounts Payable for the City of Montrose
2. Approved the December 31, 2022 Accounts Payable for the City of Montrose
3. Approved the February 13, 2023 Accounts Payable for the Montrose Fire Department

C. Approved the Monthly Utility Adjustments for January 2023

D. Resolution 2023-02 – Mayoral Appointments for 2023

1. Resolution 2023-02 – *A Resolution Approving the Mayoral Appointments for the Year 2023*

Mayor Moynagh motioned to approve the February 13, 2023 Consent Agenda with the change in Mayoral Appointments under Community Education Representative be changed to Council Member Otto. Council Member Solarz seconded the motion. Motion carried 4-0

7. WRIGHT COUNTY SHERIFF'S OFFICE

A. January, 2023 Monthly Report presented in packet.

No Deputy was present at the meeting. Sergeant Triplett asked the Council if there were any questions for Wright County.

8. WRIGHT COUNTY COMMISSION

A. Wright County Update – Wright County Commissioner Mr. Kaczmarek

Wright County Commissioner Kaczmarek updated Council on happenings at Wright County. Their meetings are now held the 1st and 3rd Tuesday at 9:00 a.m. and are available to stream live or watch at a later date. Commissioner Kaczmarek stated the County has been trying to get proposals for future use for the old Health and Human Services building and the most promising future use seems to be selling to a church for \$1.6 million to build a new worship location. Commissioner Kaczmarek stated the County is also trying to sell the old government building in downtown Buffalo near the lake, but are having trouble sparking interest in the site. Commissioner Kaczmarek stated the Wright County budget for 2023 is \$170 million with \$6 million of that being for payroll. Wright County is using the Delano Herald Journal for their official paper.

9. 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. January, 2023 Activity Report

Fire Chief Triplett stated that the Fire Department had 31 calls for service in January, 2023. Fire Chief Triplett stated that the remodel construction has been completed for the Fire Department office. Fire Chief Triplett asked for any questions regarding the January 2023 Activity Report.

2. Authorize burning of a structure – 230 3rd St S to take place on 03/18/2023

Fire Chief Triplett stated that he would need a motion of approval from the City Council in order to authorize the burning of 230 3rd St S, which would be scheduled to take place on March 18, 2023.

Mayor Moynagh motioned to approve the burning of 230 3rd St S on March 18, 2023. Council Member Solarz seconded the motion. Motion carried 4-0.

3. Authorize excavation, clean-up and haul away of debris from structure burn at 230 3rd St S

Fire Chief Triplett stated that once the structure at 230 3rd St S is burned, the site will need to be cleared and cleaned. Chief Triplett stated that the city would pay for the excavation and clean-up of the site and the Fire Department will pay for the burn and services used on the day the structure is burned. Mayor Moynagh asked how much that would cost and Fire Chief Triplett stated they will not know until after the structure is burned and how much effort the clean-up will be.

Mayor Moynagh motioned to approve the excavation, clean-up and haul away of debris from structure burn at 230 3rd St S. Council Member Paradeise seconded the motion. Motion carried 4-0.

4. Accept New Firefighter – Nicholas Mondragon Effective 02/03/2023

Council Member Otto motioned to accept New Firefighter Nicholas Mondragon, effective 02/03/2023. Council Member Paradeise seconded the motion. Motion carried 4-0.

5. Montrose Fire Relief Association Dinner Recap

Fire Chief Triplett stated they had a record-breaking dinner service, serving over 443 dinners and 53 kid meals. The dinner, silent auction, gun raffle and awards ceremony all went very well and will contribute a lot to the Relief Association.

6. Recognize 2022 Top Responders

Fire Chief Triplett recognized the 2022 Top Fire Responders: Willie Bauernschmitt, Diane Holman, Mike Marketon, David Paradeise, Kelly Stoll, Joseph Theis and Joseph Von Thoma.

7. Recognize 2022 Firefighter of the Year

Fire Chief Triplett recognized the 2022 Firefighter of the Year: Steve Mortensen.

8. Accept Willie Bauernschmitt's Retirement from the Montrose Fire Department, Effective 02/07/2023 – 51 Years & 1 Day of Service

Mayor Moynagh motioned to accept Willie Bauernschmitt's Retirement from the Montrose Fire Department, Effective 02/07/2023 with a total of 51 Years and 1 Day of service. Council Member Paradeise seconded the motion. Motion carried 4-0.

9. Willie Bauernschmitt Recognition and Proclamation

Fire Chief Triplett recognized Willie's time on the Fire Department with a speech and Mayor Moynagh read a Proclamation declaring February 13, 2023 Willie Bauernschmitt Day for his time

served on the Fire Department.

C. Economic Development Authority

1. January 17, 2023 Economic Development Authority Meeting Minutes

Council Member Paradeise summarized the January 17, 2023 Economic Development Authority Meeting Minutes.

D. Planning and Zoning

1. January 11, 2023 Planning and Zoning Meeting Minutes

Mr. Charles Smallwood summarized the January 11, 2023 Planning and Zoning Meeting Minutes.

2. Approve Office Appointment Recommendations:

Chair – Charles Smallwood

Vice Chair – Roger Fraumann

Secretary – Sylvia Henry

Council Member Otto motioned to approve Mr. Charles Smallwood as Chair of Planning and Zoning Commission. Mayor Moynagh seconded the motion. Motion carried 4-0.

Mayor Moynagh motioned to approve Mr. Roger Fraumann as Vice-Chair of Planning and Zoning Commission. Council Member Solarz seconded the motion. Motion carried 4-0.

Council Member Solarz motioned to approve Ms. Sylvia Henry as Secretary of Planning and Zoning Commission. Council Member Paradeise seconded the motion. Motion carried 4-0.

E. Park and Recreation

1. January 12, 2023 Park and Recreation Meeting Minutes

Ms. McKluskey summarized the January 12, 2023 Park and Recreation Meeting Minutes and stated the Commission is working to finalize the Park and Trail Plan, and a new member was sworn in. Ms. McKluskey stated that one of the things discussed at the joint City Council/Park and Recreation meeting was the Regional Park Shelter, and Park and Recreation has the same recommendation they had several months ago which was to forego the DNR grant and shelter due to funding concerns to build the shelter.

Ms. McKluskey stated that the Lions Organization donated two swing sets to the city, and Park and Recreation is asking for additional spending approval from City Council to pay for the installation of the swings, which would be \$11,915.00. The swings would be installed at Lions Park (replacing the old set) and at Lent Park.

Council Member Otto motioned to approve \$11,915.00 to install swing sets donated by the Lions Organization. Mayor Moynagh seconded the motion. Motion carried 4-0.

Council Member Otto asked about Easter Baskets that would be a top prize for each age group. Ms. McKluskey stated the commission had not addressed how much the baskets would be, but would be agreeable to an amount Council would approve. City Council agreed on an amount of up to \$200.00 for the basket prizes.

Council Member Otto motioned to approve up to \$200.00 to be spent on Easter Baskets for the Easter Egg Hunt Event being held by Park and Recreation. Council Member Solarz seconded the motion. Motion carried 4-0.

2. 2022 Holiday Decorating Contest Winners

Ms. McKluskey awarded the 2022 Holiday Decorating Contest Winners as follows: 3rd Place – The Monahan Family at 741 Brook Circle E; 2nd Place – The Olson Family at 135 Mindy Lane; 1st Place – The LaBelle Family at 606 Finch Court.

3. Shelter for Regional Park

Council Member Otto motioned to forego the DNR Outdoor Recreation Grant and cancel construction of a shelter at the Regional Park at this time. Council Member Paradeise seconded the motion. Motion carried 4-0.

F. City Engineer

1. Waste Water Treatment Facility Plan Discussion

Mr. Voge stated the resolution included in the packet regarding hosting a public hearing is part of the process for the facility plan for a new Waste Water Treatment Facility or Regionalization option. Mr. Voge recommended approving the resolution calling for a public hearing on April 10, 2023 for the facility plan.

2. Resolution 2023-03 – *A Resolution Calling for Public Hearing on Facility Plan*

Mayor Moynagh motioned to approve Resolution 2023-03 – *A Resolution Calling for Public Hearing on Facility Plan*. Council Member Solarz seconded the motion. Motion carried 4-0.

3. Updates from City Engineer

Mr. Voge stated that the Water Treatment study is also continuing to be worked on. Mayor Moynagh asked about the 2021 Road Improvement Project finishing up and if we were first on the list for both contractors and Mr. Voge stated that yes, the contractors would be returning as soon as they are able to finish up both the north and south sides of the project. Mayor Moynagh also asked if residents could be individually notified of construction beginning again with a letter or other communication that would be sent to the resident.

G. Public Works

1. Seasonal Help/Lawn Mowing Discussion

Mr. Remer stated that there was information included in the packet regarding hiring out for mowing versus hiring summer help and using the equipment the city currently has for lawn maintenance. Muddy Feet provided an estimate for the parks they took over last year, which was a slight increase over the amount paid in 2022. Mr. Remer stated that hiring summer help would be much more fiscally responsible and if mowing does not need to be completed, summer help would be able to help in other ways around town and assist public works with items to be completed. Mayor Moynagh asked if Mr. Remer would only like to hire one summer helper, or if they would want to hire two summer helpers. Mr. Remer stated that he would like to hire two helpers and increase the wage paid to \$20.00 per hour based on wages being offered by other local businesses.

Council Member Solarz expressed concerns about not being able to find summer help and having a backup. Mr. Remer stated he had not discussed being a backup with Muddy Feet, but would not expect them to be available if and when we need them. Muddy Feet stated that if there was no signed contract, he could not guarantee availability if backup services were needed. Staff was asked if summer help would have to be 18+, or if the city could hire 16 & 17 year olds. Staff stated they would look into whether the city could hire minors for summer work.

Council Member Otto motioned to not renew the service agreement with Muddy Feet for the summer of 2023. Mayor Moynagh seconded the motion. Motion carried 4-0.

Mayor Moynagh motioned to approve the hiring of two summer help employees at a rate of \$20.00 per hour. Council Member Otto seconded the motion. Motion carried 4-0.

2. Hiring for Operator I

Mr. Remer stated that the newly hired Operator I has resigned from his position to move back west to a job that fits his professional goals. Mr. Remer stated the city will need to advertise and again try to hire another Operator for the Water/Wastewater Department.

Council Member Otto motioned to approve the advertising and hiring of an Operator I for the Water/Wastewater department. Mayor Moynagh seconded the motion. Motion carried 4-0.

3. Updates

Council Member Solarz asked if public works has enough salt and Mr. Remer stated that the city will monitor the situation closely and may need to purchase salt from a private contractor if necessary. Mayor Moynagh asked about the plan for the summer compost site and Mr. Remer stated the employee that worked there last year stated he would be willing to come back again in 2023 if the city will again be hiring someone to monitor the site. Mayor Moynagh asked about an electronic system for the gates so that the city would not have to hire someone to physically sit at the site and monitor. Mr. Remer stated staff will get information about that, but stated that it is much more fiscally responsible to hire someone to sit there because it is also helping to ensure big items or trash are not being placed at the compost site. Council Member Otto and Solarz agreed they would like to see updated amounts for electronic monitoring, which would include cameras and automatic entry.

10. OLD BUSINESS

A. Petition for Annexation Withdrawn

Mayor Moynagh stated that LGI has informed the city that they are withdrawing their petition for annexation and will not be pursuing the annexation or development at this time.

11. NEW BUSINESS

A. League of Minnesota Cities Insurance Trust (LMCIT) – Liability Coverage Waiver Form

1. Motion that the City of Montrose does not waive the monetary limits on municipal tort liability established by Minnesota State Statute § 466.04

Ms. Bonniwell stated this is an annual waiver form the city needs to not waive the limits in order to limit their liability in case something happens.

Mayor Moynagh motioned to not waive the monetary limits on municipal tort liability established by the Minnesota State Statute § 466.04. Council Member Solarz seconded the motion. Motion carried 4-0.

- B. Approval for Purchase of Refurbished Windows 2019 Server Hardware and Software and Extended Service for \$6,066.00**

Ms. Bonniwell stated that Paumen's Computer has recommended replacement of the city's older server for a total of \$6,066.00. Mayor Moynagh asked Council Member Solarz if this was a good deal for a refurbished server, and Council Member Solarz stated he looked up some prices to compare and that this is a fairly good price for the server.

Council Member Otto motioned to approve the Purchase of a Refurbished Windows 2019 Server Hardware and Software and Extended Service for \$6,066.00. Council Member Paradeise seconded the motion. Motion carried 4-0.

- C. Code Enforcement Discussion**

Ms. Bonniwell stated that code enforcement was requested to be on the agenda by a council member. Council Member Otto stated that she requested the discussion because she is concerned about staff's ability to manage and complete code enforcement with the small number of staff doing a large volume of work. Council Member Otto suggested hiring a part-time person to help with code enforcement or take other items away from staff to ease their burden. Mayor Moynagh stated he agreed and would like to hire a temp or other part-time person to handle code enforcement, at least for part of the year to help staff. Council Member Otto expressed her concerns about hiring a temporary person and would like to hire a part-time permanent employee since there are only three employees doing all the office work for the city. The decision was made to continue this discussion at a future workshop.

12. OPEN FORUM

- A. Kevin Johnson – 153 Grouse Circle**

Mr. Johnson stated he has been working with the Celebrate Montrose Committee and tasked to come up with a new activity to host during the event. Mr. Johnson stated that his idea was to have an event wherein he would spread coins around one of the park areas and people could use metal detectors to find the coins that were hidden in the grass or slightly under the dirt. Mr. Johnson stated he would want to dig in the coins and keep the park a secret so the event would not be ruined. Mayor Moynagh stated that he thought it was a good idea and that Mr. Johnson should work with the Park and Recreation Commission on a plan for his idea.

13. UPCOMING MEETINGS

- A. Economic Development Authority Meeting – Tuesday, February 21, 2023 at 12:00 p.m. in the Montrose City Hall Conference Room**
- B. Planning and Zoning Meeting – Wednesday, March 8, 2023 at 7:00 p.m. at the Montrose Community Center**
- C. Park and Recreation Meeting – Thursday, March 9, 2023 at 6:30 p.m. in the Montrose City Hall Conference Room**

D. Regular City Council Meeting – Monday, March 13, 2023 at 7:00 p.m. at the Montrose Community Center

14. ACKNOWLEDGEMENTS

Council Member Paradeise acknowledged Willy Bauernschmitt and his wife Joan for their unmatched dedication to the community. Council Member Paradeise also acknowledged the Lions Organization for hosting a community breakfast.

Mayor Moynagh acknowledged the Fire Department for their annual dinner that was a huge success this year. Mayor Moynagh also stated a reminder for residents to shovel out the fire hydrants around their house in case there is a fire this could save valuable time.

15. ADJOURNMENT

Mayor Moynagh motioned to adjourn the Regular City Council Meeting at 8:24 p.m. Council Member Paradeise seconded the motion. Motion carried 4-0.

Robert W. Moynagh, III
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

ACCOUNTS PAYABLE LIST

March 13, 2023

Payroll	02/15/23 Supplement Payroll	1530.02
Payroll	02/21/23 Payroll	15718.84
Payroll	03/07/23 Payroll	16055.12
IRS-Federal Tax Payment	02/15/23 Supp. FED/FICA Tax	490.43
IRS-Federal Tax Payment	02/21/23 FED/FICA Tax	5291.24
IRS-Federal Tax Payment	03/07/23 FED/FICA Tax	5529.92
MN Dept. of Revenue	02/15/23 Supp. State W/H	107.64
MN Dept. of Revenue	02/21/23 State Withholding	1039.97
MN Dept. of Revenue	03/07/23 State Withholding	1078.50
PERA	02/21/23 Payroll	3446.13
PERA	11/28/23 Payroll	3237.62
*Ameritas Life Ins.	Employee Optical Ins.	49.40
MN Dept. of Revenue	February Sales Tax	71.00
*AFSCME #65	February Union Dues	120.40
Aramark	Uniforms/Floor Mats	257.60
Cardmember Services	Office Supplies/Equipment	83.71
Cardmember Services	IIMC Dues	310.00
Cardmember Services	MCFOA Training	610.00
Cardmember Services	Ann. Web Hosting	113.97
Cardmember Services	MPCA Water Training	540.59
Centra Sota Coop.	Fuel Oil	2408.40
*Citizens State Bank	Feb. H.S.A. Deposit	750.00
Core & Main	Well 5 Maint./Parts	394.29
CR Electric	Street Light Repair	456.45
Delta Dental	March Dental Insurance	497.17
GovOffice	Annual Hosting Fee	3572.20
Hawkins	Water Treatment Chemicals	3614.71
Hawkins	WW Treatment Chemicals	11109.23
Health Partners	March Health Ins.	6311.75
IUOE Local #49 CPF	January HRA	1200.00
Lincoln Nat'l Life Ins.	March Life Ins.	173.21
Matheson Gas	Welding Gas	237.40
Menards	Streets Tools & Supplies	282.78
Metering & Tech. Solutions	Water Meters	166.62
*Metro West Insp. Svcs.	December Finaled Permits	2789.47
Midwest Elec.& Generator	Emer. Generator	22492.90
Midwest Machinery Co.	Util. Tractor Repair	512.50
MN Dept. of Health	Qtrly. Service Connect Fee	3071.52
MVTL Laboratories	Water & WWTP Testing	379.00
Paumen Computer Services	Monthly IT/Backup & Support	615.00

March 13, 2023

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Pitney Bowes		131.88
Quality Flow System	Pump Repair/Maint.	668.00
RDO Equipment	PW Vehicle Maint./Repair	173.40
*Sommerfeld, Michael	Travel Exp. - Tax,Trg.,Elec.	64.32
Steiner Auto Parts	PW Vehicle Maint. Supp.	28.99
Total Printing	Office Supplies	460.00
Varner Mobile Services	Plow Truck Repair	3351.29
Wakesun	Electrical Services	1724.81
Windstream	Telephone Service	131.30
Wright Co. Finance Dept.	January County Fines	443.31
Wright-Hennepin Co-op	Electrical Services	286.75
Xcel Energy	Electric/Gas Charges	7365.69
*Hill, Ken & Amy	Utility Overpayment	151.52
*Streicher, Katheryn	Utility Overpayment	30.97
*LGI Homes	Utility Overpayment	165.98
*Mauk, Devon	Utility Overpayment	72.14
*Mehmi, Pardeep	Utility Overpayment	68.74
*Rushing, Andrew & Kelly	Utility Overpayment	97.60
*Schroeder, Dylan	Utility Overpayment	8.05
*Verge, Amy	Utility Overpayment	150.25
*Walberg, Kirby	Utility Overpayment	202.77
	ACCOUNTS PAYABLE SUBTOTAL	132494.46

Abdo	Audit & Accounting Services	23888.75
Adam's Pest Control	CH Pest Control	88.58
Adobe	Software	21.46
Aramark	Uniforms/Floor Mats	268.60
Badger Meter	Feb. Hosting	164.70
BHS All Night Grad Party	Student Event	100.00
*Bolton & Menk	Engineering Services	14960.50
Centra Sota Coop.	Fuel Oil	2460.69
City of Dassel	LMC Safety Training	297.00
*Colonial Life Ins.	Mar. Employee Ins.	19.56
Comcast	Internet Service	543.40
Culligan	March Softener Svcs.	35.75
Gopher State One Call	Water/Sewer Locates	4.05
Hawkins	WW Treatment Chemicals	11045.15
Health Partners	April Health Ins.	6311.75
IUOE Local #49 CPF	Feb. HRA	1000.00
IUOE Local #49 FBF	April Health,Dental	7100.00
Jenson, Marie	February CH/CC Cleaning	455.00

March 13, 2023

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*Kennedy & Graven	Legal Fees	323.00
Marco Tech.	Printer Maint.	65.24
Menards	CH Supplies	19.97
Menards	CC,Wat/PW Tools & Equip.	102.84
Midwest Flo Cal	WWTP Equipment Maint.	542.90
MN Computer Systems	Copier Maint. Agreement	306.71
MVTL Labs	WWTP Testing	299.42
Nuso (NEC Cloud Comm.)	Telephone Service	186.81
Quill	Office Supplies/Equip.	205.10
Salt Source	Road Salt	4134.79
St. Louis MRO	DOT Drug/Alc. Screening	130.00
Steiner Auto Parts	PW Veh. Chem/Parts	94.88
Towmaster	PW Veh. Equip. Parts	244.48
US Internet	Email Hosting	149.25
Verizon	Cellphone & Tablet Svc.	464.52
Verizon	Replacement Device	194.94
Wex Bank	PW,Str,Sew,WW Vehicle Fuel	604.64
Wright Co. Finance Dept.	February Patrol Fines	588.26
*Wright Co. Journal Press	Job Notices	422.80
Wright Co. Highway Dept.	Road Salt	3700.91
	TOTAL ACCOUNTS PAYABLE	214040.86

MOYNAGH

BONNIWELL

OTTO

ANDREOFF

SOLARZ

PARADEISE

March 13, 2023

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* Appendix

Payments received to offset checks written

Payroll Deduction	March EE Ins.	19.56
Payroll Deduction	February H.S.A. Deposit	650.00
Payroll Deduction	Mar. Optical Ins.	49.40
Payroll Deduction	AFSCME #65 Feb. Union Dues	120.40
Property Owner Expense	Metro West Inspection Svcs.	2789.47
Travel Expense	Sommerfeld, Michael	64.32
Utility Overpayment	*Hill, Ken & Amy	151.52
Utility Overpayment	*Streicher, Katheryn	30.97
Utility Overpayment	*LGI Homes	165.98
Utility Overpayment	*Mauk, Devon	72.14
Utility Overpayment	*Mehmi, Pardeep	68.74
Utility Overpayment	*Rushing, Andrew & Kelly	97.60
Utility Overpayment	*Schroeder, Dylan	8.05
Utility Overpayment	*Verage, Amy	150.25
Utility Overpayment	*Walberg, Kirby	202.77

FIRE DEPARTMENT ACCOUNTS PAYABLE LIST

March 13, 2023

Central Fire Protection	Ann. Fire Extinguisher Cert.	18.00
N. Meierhofer FD Admin. Svcs	Equip. Grant Application	600.00
Russell Security Resource	Office Locks	152.50

ACCOUNTS PAYABLE SUBTOTAL	770.50
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Alex Air Apparatus	Equip. Repair/Maint.	871.14
Alex Air Apparatus	R-11 New Cascade System	1256.99
Comcast	Internet Service	97.85
MacQueen Equipment	Boots/Gear	1132.90
Performance Plus	Annual Physical	99.50
Verizon	FD iPad	40.01
Wex Bank	Vehicle Fuel	170.22

TOTAL ACCOUNTS PAYABLE	4439.11
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MOYNAGH

BONNIWELL

OTTO

ANDREOFF

SOLARZ

PARADEISE

CITY OF MONTROSE
Monthly Adjustments

March 6th, 2023
CG

Account	Tran Type	Charge Name	Charge Type	Amount	Date
00-00001518-03-	Adjustment		UR	(\$150.25)	2/15/2023
01-00001036-00-	Adjustment	Hang Disconnect N	Service	\$25.00	2/9/2023
01-00002570-00-	Adjustment	Hang Disconnect N	Service	\$25.00	2/9/2023
01-00002678-00-	Adjustment	Hang Disconnect N	Service	\$25.00	2/9/2023
01-00002688-00-	Adjustment	Hang Disconnect N	Service	\$25.00	2/9/2023
01-00006007-00-	Adjustment	Hang Disconnect N	Service	\$25.00	2/9/2023
01-00006014-00-	Adjustment	Hang Disconnect N	Service	\$25.00	2/9/2023
01-00006059-00-	Adjustment	Hang Disconnect N	Service	\$25.00	2/9/2023
01-00004052-00-	Adjustment	R Water	Service	(\$13.52)	2/9/2023
01-00004052-00-	Adjustment	Sewer Collection	Service	(\$11.35)	2/9/2023
01-00004052-00-	Adjustment	WWTP	Service	(\$12.12)	2/9/2023
01-00004052-00-	Adjustment	Storm Water	Service	(\$5.76)	2/9/2023
01-00002018-01-	Adjustment	NSF	Service	\$30.00	2/6/2023
01-00002018-01-	Adjustment	NSF	Service	(\$60.00)	2/14/2023
00-00003108-05-	Adjustment		UR	(\$30.97)	2/15/2023
00-00001259-03-	Adjustment		UR	(\$8.05)	2/15/2023
00-00001864-00-	Adjustment		UR	(\$68.74)	2/15/2023
00-00001544-00-	Adjustment		UR	(\$72.14)	2/15/2023
00-00015854-00-	Adjustment		UR	(\$8.59)	2/15/2023
00-00015838-00-	Adjustment		UR	(\$19.62)	2/15/2023
00-00015834-00-	Adjustment		UR	(\$111.31)	2/15/2023
00-00002660-03-	Adjustment		UR	(\$55.03)	2/15/2023
00-00001904-00-	Adjustment		UR	(\$151.52)	2/15/2023
00-00015844-00-	Adjustment		UR	(\$20.90)	2/15/2023
00-00015836-00-	Adjustment		UR	(\$5.56)	2/15/2023
00-00006030-01-	Adjustment		UR	(\$202.77)	2/15/2023
00-00005085-01-	Adjustment		UR	(\$97.60)	2/15/2023
01-00006059-00-	Adjustment	Shut off charge	Service	\$100.00	2/13/2023
				(\$800.80)	

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

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

RESOLUTION NO. 2023-04

**RESOLUTION APPROVING THE TRANSFER OF FUNDS FOR THE
2020 PAVEMENT IMPROVEMENT PROJECT**

WHEREAS, the City Council of the City of Montrose at the August 10, 2020 City Council Meeting approved the Pavement Management Plan, and

WHEREAS, the City Council of the City of Montrose at the August 10, 2020 City Council Meeting approved 2020 Pavement Improvements Project, and

WHEREAS, the City Council of the City of Montrose at the January 25, 2021 City Council Meeting approved a change order to include City Hall parking lot improvements to the 2020 Pavement Improvements Project, and

WHEREAS, the 2020 Pavement Improvements Project was to be funded from the City of Montrose General Fund, and

WHEREAS, the 2020 Pavement Improvements Project is now complete;

NOW THEREFORE, BE IT RESOLVED; that the Montrose City Council authorizes the transfer of \$68,816.38 from the General Fund to the 2020 Street Improvement Fund to close the project.

Approved this 13th day of March, 2023.

Signed: _____

Robert Moynagh, III
Mayor

ATTEST:

Michael Sommerfeld, City Clerk/Treasurer



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 March 1, 2023

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
911 Hang-up Total: 5					
02/04/23 15:51	911 Hang-up	2023010077			911
02/06/23 23:20	911 Hang-up	2023010887			911
02/08/23 14:13	911 Hang-up	2023011364			911
02/12/23 11:24	911 Hang-up	2023012565	Domestic Disturbance	WP23003466	911
02/18/23 13:51	911 Hang-up	2023014423			911
911 Open Line Total: 9					
02/01/23 12:41	911 Open Line	2023009092			911
02/06/23 18:58	911 Open Line	2023010822			911
02/08/23 14:24	911 Open Line	2023011368			911
02/12/23 12:59	911 Open Line	2023012586			911
02/18/23 11:54	911 Open Line	2023014391			911
02/20/23 17:15	911 Open Line	2023015049			911
02/25/23 05:24	911 Open Line	2023016269			911
02/26/23 17:46	911 Open Line	2023016665	911 Open Line	WP23004612	911
02/28/23 13:12	911 Open Line	2023017145			911
Alarm Total: 2					
02/03/23 06:51	Alarm	2023009580			Phone
02/04/23 03:11	Alarm	2023009920			911
Animal - Abuse Total: 1					
02/15/23 22:07	Animal - Abuse	2023013567			Phone
Animal - Barking Dog Total: 4					
02/07/23 16:55	Animal - Barking Dog	2023011106	Animal - Barking Dog	WP23003089	Phone
02/07/23 16:56	Animal - Barking Dog	2023011107	Animal - Barking Dog	WP23003091	Phone
02/19/23 19:51	Animal - Barking Dog	2023014826	Animal - Barking Dog	WP23004073	Phone
02/25/23 19:49	Animal - Barking Dog	2023016450	Animal - Barking Dog	WP23004554	Phone
Animal - Barking Dog; Threats; Neighborhood Dispute Total: 1					
02/17/23 21:13	Animal - Barking Dog;	2023014209	Animal - Barking Dog	WP23003910	Phone
Check Welfare Total: 6					
02/02/23 12:09	Check Welfare	2023009371	Check Welfare	WP23002604	Phone
02/12/23 17:46	Check Welfare	2023012659	Check Welfare	WP23003488	911
02/19/23 00:42	Check Welfare	2023014616	Check Welfare	WP23004012	Phone
02/25/23 13:52	Check Welfare	2023016349	Check Welfare	WP23004526	911
02/26/23 12:24	Check Welfare	2023016596	Court Order Violation	WP23004592	Phone
02/28/23 15:58	Check Welfare	2023017181	Check Welfare	WP23004767	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Citizen Aid Total: 2					
02/25/23 05:05	Citizen Aid	2023016268	Citizen Aid	WP23004503	911
02/25/23 23:24	Citizen Aid	2023016495	Citizen Aid	WP23004565	Phone
Civil Complaint Total: 6					
02/04/23 13:04	Civil Complaint	2023010019	Civil Complaint	WP23002790	Phone
02/10/23 19:53	Civil Complaint	2023012151	Civil Complaint	WP23003368	Phone
02/14/23 14:53	Civil Complaint	2023013205	Civil Complaint	WP23003648	911
02/16/23 10:35	Civil Complaint	2023013678			Phone
02/24/23 14:54	Civil Complaint	2023016106	Civil Complaint	WP23004445	Phone
02/28/23 14:05	Civil Complaint	2023017155	Civil Complaint	WP23004755	911
Civil Complaint; 911 Abandoned Total: 1					
02/15/23 06:59	Civil Complaint; 911	2023013332	Civil Complaint	WP23003692	911
Civil Process Total: 20					
02/02/23 08:19	Civil Process	2023009302			
02/02/23 08:27	Civil Process	2023009304			
02/03/23 13:35	Civil Process	2023009691			Officer
02/06/23 12:16	Civil Process	2023010677			Officer
02/06/23 14:42	Civil Process	2023010727			Officer
02/07/23 09:26	Civil Process	2023010962			Officer
02/07/23 10:17	Civil Process	2023010978			Officer
02/07/23 10:41	Civil Process	2023010986			Officer
02/10/23 10:12	Civil Process	2023011955			Officer
02/13/23 12:50	Civil Process	2023012879			Officer
02/15/23 11:58	Civil Process	2023013409			Officer
02/17/23 13:28	Civil Process	2023014024			Officer
02/21/23 09:38	Civil Process	2023015203			Officer
02/21/23 15:58	Civil Process	2023015297			Officer
02/22/23 10:02	Civil Process	2023015478			Officer
02/22/23 16:14	Civil Process	2023015572			Officer
02/23/23 09:24	Civil Process	2023015718			Officer
02/23/23 15:07	Civil Process	2023015797			Officer
02/24/23 22:31	Civil Process	2023016219			Officer
02/28/23 17:17	Civil Process	2023017200	Civil Process	WP23004774	Phone
Commercial General Alarm Total: 2					
02/04/23 23:31	Commercial General	2023010240			911
02/12/23 02:21	Commercial General	2023012503			911
Domestic Disturbance Total: 1					
02/04/23 13:55	Domestic Disturbance	2023010035	Juvenile - Complaint	WP23002795	911
Fraud - Checks - Cards Total: 1					
02/20/23 17:08	Fraud - Checks - Cards	2023015047	Suspicious - Circumstances	WP23004132	Phone
Fraud - Forgery Total: 1					
02/19/23 20:27	Fraud - Forgery	2023014839	Fraud - Forgery	WP23004075	Phone

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
Harassment Total: 1					
02/09/23 10:31	Harassment	2023011654	Harassment	WP23003227	Phone
Intoxicated Person Total: 1					
02/11/23 14:48	Intoxicated Person	2023012360	Medical - Seizure	WP23003419	911
Juvenile - Complaint Total: 2					
02/04/23 20:04	Juvenile - Complaint	2023010165	Juvenile - Complaint	WP23002834	Phone
02/27/23 15:57	Juvenile - Complaint	2023016929	Juvenile - Complaint	WCVL23004691	Phone
Lift Assist Total: 1					
02/10/23 00:06	Lift Assist	2023011872			911
Medical - Abdominal Pain Total: 2					
02/03/23 15:26	Medical - Abdominal	2023009730			911
02/13/23 22:31	Medical - Abdominal	2023013023			911
Medical - Allergies - Stings Total: 1					
02/01/23 16:36	Medical - Allergies -	2023009167			911
Medical - Breathing Problems Total: 3					
02/03/23 03:16	Medical - Breathing	2023009560			911
02/05/23 20:05	Medical - Breathing	2023010483			911
02/26/23 18:28	Medical - Breathing	2023016678			911
Medical - Chest Pain Total: 1					
02/17/23 12:18	Medical - Chest Pain	2023014007			911
Medical - Fall Under 6 Feet Total: 3					
02/06/23 13:41	Medical - Fall Under 6	2023010712			911
02/18/23 07:16	Medical - Fall Under 6	2023014329			Phone
02/21/23 10:11	Medical - Fall Under 6	2023015211			911
Medical - Overdose - Poisoning Total: 1					
02/17/23 12:50	Medical - Overdose -	2023014013	Medical - Overdose - Poisoning	WP23003864	911
Medical - Sick Total: 5					
02/10/23 20:23	Medical - Sick	2023012162			911
02/20/23 09:00	Medical - Sick	2023014934			911
02/25/23 18:10	Medical - Sick	2023016424			911
02/27/23 08:03	Medical - Sick	2023016794			911
02/28/23 16:53	Medical - Sick	2023017196			911
Medical - Stroke Total: 1					
02/07/23 07:10	Medical - Stroke	2023010928			911
Medical - Unconscious - Fainting Total: 2					
02/05/23 22:44	Medical - Unconscious -	2023010526			911
02/15/23 22:01	Medical - Unconscious -	2023013565	Agency Assist	HP23000159	911

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
MVA - Hit & Run Total: 2					
02/06/23 07:51	MVA - Hit & Run	2023010591	MVA - Hit & Run	WP23002933	
02/20/23 16:45	MVA - Hit & Run	2023015044	MVA - Hit & Run	WP23004129	
Noise Total: 1					
02/08/23 21:43	Noise	2023011518	Noise	WP23003203	911
Parking Total: 4					
02/21/23 01:48	Parking	2023015147	Parking	WP23004156	
02/21/23 13:20	Parking	2023015253	Parking	WP23004193	
02/21/23 19:45	Parking	2023015336	Parking	WP23004218	
02/28/23 15:28	Parking	2023017175	Parking	WP23004763	
Probation Check Total: 1					
02/27/23 15:45	Probation Check	2023016927			Officer
Repossession Total: 2					
02/14/23 14:50	Repossession	2023013204			911
02/21/23 11:52	Repossession	2023015241			
Residential Medical Alarm Total: 1					
02/09/23 18:28	Residential Medical	2023011784			Phone
SIA Business Walk Through Total: 5					
02/05/23 21:28	SIA Business Walk	2023010507			
02/06/23 01:18	SIA Business Walk	2023010559			
02/08/23 15:52	SIA Business Walk	2023011400			
02/21/23 17:35	SIA Business Walk	2023015315			
02/23/23 21:54	SIA Business Walk	2023015910			
SIA City Council - City Hall Total: 1					
02/13/23 18:00	SIA City Council - City	2023012967			Officer
SIA Door Check Total: 1					
02/04/23 10:18	SIA Door Check	2023009971			
SIA Other Total: 1					
02/09/23 02:37	SIA Other	2023011567			
Snowbird Total: 5					
02/21/23 01:03	Snowbird	2023015137	Snowbird	WP23004151	
02/21/23 01:32	Snowbird	2023015144	Snowbird	WP23004154	
02/21/23 01:36	Snowbird	2023015145	Snowbird	WP23004155	
02/22/23 04:11	Snowbird	2023015415	Snowbird	WP23004236	
02/25/23 01:14	Snowbird	2023016243	Snowbird	WP23004492	
Snowmobile Complaint Total: 1					
02/25/23 16:54	Snowmobile Complaint	2023016405	Snowmobile Complaint	WP23004540	Phone
Squad Damage Total: 2					
02/07/23 16:51	Squad Damage	2023011103			

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
02/07/23 16:53	Squad Damage	2023011104	Squad Damage	WP23003088	

Surveillance Total: 7

02/03/23 10:21	Surveillance	2023009648			
02/07/23 12:42	Surveillance	2023011018			
02/08/23 08:14	Surveillance	2023011268			
02/09/23 08:32	Surveillance	2023011618			
02/17/23 11:06	Surveillance	2023013990	Search Warrant	WSIU23003863	
02/22/23 08:54	Surveillance	2023015457			
02/24/23 08:38	Surveillance	2023016001			

Suspicious - Circumstances Total: 2

02/15/23 21:53	Suspicious -	2023013562	Suspicious - Circumstances	WP23003756	Phone
02/19/23 21:30	Suspicious -	2023014857	Suspicious - Circumstances	WP23004083	Phone

Suspicious - Person - Vehicle Total: 1

02/06/23 14:39	Suspicious - Person -	2023010726			Phone
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Theft - Identity Theft Total: 1

02/07/23 12:12	Theft - Identity Theft	2023011012	Theft - Identity Theft	WP23003055	Phone
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Threats Total: 5

02/01/23 13:25	Threats	2023009107	Threats	WP23002525	Phone
02/13/23 17:30	Threats	2023012956	Threats	WP23003573	Phone
02/21/23 13:09	Threats	2023015248	Threats	WP23004190	Phone
02/22/23 17:02	Threats	2023015585	Threats	WP23004292	Phone
02/27/23 08:48	Threats	2023016803	Disorderly	WP23004645	Phone

Tow Total: 1

02/02/23 20:22	Tow	2023009479	Tow	WP23002652	
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Traffic - Complaint Total: 4

02/05/23 14:43	Traffic - Complaint	2023010378	Traffic - Complaint	WP23002889	911
02/07/23 22:37	Traffic - Complaint	2023011203	Traffic - Complaint	WP23003116	911
02/07/23 23:06	Traffic - Complaint	2023011209	Traffic - Complaint	WP23003119	911
02/18/23 16:39	Traffic - Complaint	2023014473	Traffic - Complaint	WP23003980	Phone

Traffic Stop Total: 41

02/01/23 20:20	Traffic Stop	2023009208	Traffic Stop	WP23002564	Officer
02/01/23 21:09	Traffic Stop	2023009215			Officer
02/04/23 01:17	Traffic Stop	2023009908	Traffic Stop	WP23002764	Officer
02/05/23 21:41	Traffic Stop	2023010512			Officer
02/05/23 22:38	Traffic Stop	2023010525	Traffic Stop	WP23002921	Officer
02/06/23 01:13	Traffic Stop	2023010558			Officer
02/06/23 02:00	Traffic Stop	2023010563			Officer
02/07/23 15:19	Traffic Stop	2023011064	Traffic Stop	WP23003073	Officer
02/07/23 15:51	Traffic Stop	2023011077			Officer
02/07/23 23:00	Traffic Stop	2023011208			Officer
02/08/23 15:11	Traffic Stop	2023011385			Officer
02/08/23 15:59	Traffic Stop	2023011404			Officer

Incident Start Date/Time	Initial Call	CFS #	Final Incident	Case Number	How Reported
02/08/23 22:11	Traffic Stop	2023011525			Officer
02/09/23 18:53	Traffic Stop	2023011791			Officer
02/10/23 20:56	Traffic Stop	2023012167			Officer
02/10/23 22:14	Traffic Stop	2023012189			Officer
02/10/23 22:43	Traffic Stop	2023012203			Officer
02/10/23 23:11	Traffic Stop	2023012206			Officer
02/10/23 23:21	Traffic Stop	2023012208			Officer
02/10/23 23:31	Traffic Stop	2023012210			Officer
02/11/23 01:59	Traffic Stop	2023012233			Officer
02/12/23 04:09	Traffic Stop	2023012511	Traffic Stop	WP23003451	Officer
02/12/23 21:30	Traffic Stop	2023012726			Officer
02/12/23 21:54	Traffic Stop	2023012733			Officer
02/13/23 13:02	Traffic Stop	2023012881			Officer
02/13/23 20:21	Traffic Stop	2023012995			Officer
02/15/23 08:57	Traffic Stop	2023013346			Officer
02/15/23 21:23	Traffic Stop	2023013554			Officer
02/16/23 00:11	Traffic Stop	2023013585			Officer
02/16/23 16:55	Traffic Stop	2023013773			Officer
02/16/23 23:43	Traffic Stop	2023013881			Officer
02/17/23 21:32	Traffic Stop	2023014219	Traffic Stop	WP23003908	Officer
02/18/23 04:18	Traffic Stop	2023014303			Officer
02/18/23 20:32	Traffic Stop	2023014546			Officer
02/18/23 23:39	Traffic Stop	2023014599	Domestic Disturbance	WP23004010	Officer
02/19/23 02:14	Traffic Stop	2023014629			Officer
02/20/23 21:25	Traffic Stop	2023015115			Officer
02/22/23 15:14	Traffic Stop	2023015549			Officer
02/24/23 20:16	Traffic Stop	2023016187	Traffic Stop	WP23004477	Officer
02/27/23 18:39	Traffic Stop	2023016983			Officer
02/28/23 00:10	Traffic Stop	2023017049			Officer

Warrant - Attempt Total: 5

02/07/23 23:51	Warrant - Attempt	2023011217			
02/08/23 11:22	Warrant - Attempt	2023011313	Warrant - Attempt	WP23003140	
02/08/23 12:47	Warrant - Attempt	2023011346			
02/08/23 12:59	Warrant - Attempt	2023011349	Warrant - Attempt	WP23003148	
02/12/23 10:51	Warrant - Attempt	2023012559	Warrant - Arrest	WP23003465	

Total Records: 180

Montrose/Waverly Patrol Hour Summary

Hours Purchased Per Contract:	5,840.00
Starting Hours (beginning of month):	5,340.00
M-T-D (detailed below):	447.50
Balance going forward (to next month):	4,892.50
Y-T-D:	947.50

** Estimated Hours not verified by final monthly payroll

Shift Start

Date	Shift Start Time	Shift Stop Date	Shift Stop Time	Schedule	Position	Time Type	Regular Hours
1-Feb-23	10:00	1-Feb-23	16:00	Montrose/Wave	4620 Sheriff Gener		6.00
1-Feb-23	16:00	2-Feb-23	2:00	Montrose/Wave	4630 Sheriff Gener		10.00
2-Feb-23	10:00	2-Feb-23	16:00	Montrose/Wave	4620 Sheriff Gener		6.00
2-Feb-23	16:00	3-Feb-23	2:00	Montrose/Wave	4630 Sheriff Gener		10.00
3-Feb-23	10:00	3-Feb-23	18:00	Montrose/Wave	4620 Sheriff Gener		8.00
3-Feb-23	18:00	4-Feb-23	2:00	Montrose/Wave	4630 Sheriff Gener		8.00
4-Feb-23	10:00	4-Feb-23	18:00	Montrose/Wave	4620 Sheriff Gener		8.00
4-Feb-23	18:00	5-Feb-23	2:00	Montrose/Wave	4630 Sheriff Gener		8.00
5-Feb-23	10:00	5-Feb-23	18:00	Montrose/Wave	4620 Sheriff Gener		8.00
5-Feb-23	18:00	6-Feb-23	2:00	Montrose/Wave	4630 Sheriff Gener		8.00
6-Feb-23	10:00	6-Feb-23	18:00	Montrose/Wave	4620 Sheriff Gener		8.00
6-Feb-23	18:00	7-Feb-23	2:00	Montrose/Wave	4630 Sheriff Gener		8.00
7-Feb-23	10:00	7-Feb-23	18:00	Montrose/Wave	4620 Sheriff Gener		8.00
7-Feb-23	18:00	8-Feb-23	2:00	Montrose/Wave	4630 Sheriff Gener		8.00
8-Feb-23	10:00	8-Feb-23	18:00	Montrose/Wave	4620 Sheriff Gener		8.00
8-Feb-23	18:00	9-Feb-23	2:00	Montrose/Wave	4630 Sheriff Gener		8.00
9-Feb-23	10:00	9-Feb-23	18:00	Montrose/Wave	4620 Sheriff Gener		8.00
9-Feb-23	18:00	10-Feb-23	2:00	Montrose/Wave	4630 Sheriff Gener		8.00
10-Feb-23	10:00	10-Feb-23	18:00	Montrose/Wave	4620 Sheriff Gener		8.00
10-Feb-23	18:00	11-Feb-23	2:00	Montrose/Wave	4630 Sheriff Gener		8.00
11-Feb-23	10:00	11-Feb-23	18:00	Montrose/Wave	4620 Sheriff Gener		8.00
11-Feb-23	18:00	12-Feb-23	2:00	Montrose/Wave	4630 Sheriff Gener		8.00
12-Feb-23	10:00	12-Feb-23	18:00	Montrose/Wave	4620 Sheriff Gener		8.00
12-Feb-23	18:00	13-Feb-23	2:00	Montrose/Wave	4630 Sheriff Gener		8.00
13-Feb-23	10:00	13-Feb-23	16:00	Montrose/Wave	4620 Sheriff Gener		6.00
13-Feb-23	16:00	14-Feb-23	2:00	Montrose/Wave	4630 Sheriff Gener		10.00
14-Feb-23	10:00	14-Feb-23	16:00	Montrose/Wave	4620 Sheriff Gener		6.00
14-Feb-23	16:00	14-Feb-23	20:00	Montrose/Wave	4630 Sheriff Gener		4.00
14-Feb-23	20:00	14-Feb-23	21:30	Extra Hours: Mo	4630 EOS Premium		1.50
15-Feb-23	6:00	15-Feb-23	16:00	Montrose/Wave	4620 Sheriff Gener		10.00
15-Feb-23	20:00	16-Feb-23	2:00	Montrose/Wave	4630 Sheriff Gener		6.00
16-Feb-23	6:00	16-Feb-23	15:00	Montrose/Wave	4620 Sheriff Gener		9.00

16-Feb-23	16:00	16-Feb-23	18:00 Montrose/Wave	4620 Sheriff Gener	2.00
16-Feb-23	20:00	17-Feb-23	2:00 Montrose/Wave	4630 Sheriff Gener	6.00
17-Feb-23	10:00	17-Feb-23	18:00 Montrose/Wave	4620 Sheriff Gener	8.00
17-Feb-23	18:00	18-Feb-23	2:00 Montrose/Wave	4630 Sheriff Gener	8.00
18-Feb-23	10:00	18-Feb-23	18:00 Montrose/Wave	4620 Sheriff Gener	8.00
18-Feb-23	18:00	19-Feb-23	2:00 Montrose/Wave	4630 Sheriff Gener	8.00
19-Feb-23	10:00	19-Feb-23	18:00 Montrose/Wave	4620 Sheriff Gener	8.00
19-Feb-23	18:00	20-Feb-23	2:00 Montrose/Wave	4630 Sheriff Gener	8.00
20-Feb-23	10:00	20-Feb-23	18:00 Montrose/Wave	4620 Sheriff Gener	8.00
20-Feb-23	18:00	21-Feb-23	2:00 Montrose/Wave	4630 Sheriff Gener	8.00
21-Feb-23	10:00	21-Feb-23	12:00 Montrose/Wave	4620 Sheriff Gener	2.00
21-Feb-23	12:00	21-Feb-23	18:00 Montrose/Wave	4620 Sheriff Gener	6.00
21-Feb-23	18:00	22-Feb-23	2:00 Montrose/Wave	4630 Sheriff Gener	8.00
22-Feb-23	10:00	22-Feb-23	18:00 Montrose/Wave	4620 Sheriff Gener	8.00
22-Feb-23	18:00	23-Feb-23	2:00 Montrose/Wave	4630 Sheriff Gener	8.00
23-Feb-23	10:00	23-Feb-23	18:00 Montrose/Wave	4620 Sheriff Gener	8.00
23-Feb-23	18:00	24-Feb-23	2:00 Montrose/Wave	4630 Sheriff Gener	8.00
24-Feb-23	6:00	24-Feb-23	16:00 Montrose/Wave	4620 Sheriff Gener	10.00
24-Feb-23	18:00	25-Feb-23	2:00 Montrose/Wave	4630 Sheriff Gener	8.00
25-Feb-23	10:00	25-Feb-23	18:00 Montrose/Wave	4620 Sheriff Gener	8.00
25-Feb-23	18:00	26-Feb-23	2:00 Montrose/Wave	4630 Sheriff Gener	8.00
26-Feb-23	10:00	26-Feb-23	18:00 Montrose/Wave	4620 Sheriff Gener	8.00
26-Feb-23	18:00	27-Feb-23	2:00 Montrose/Wave	4630 Sheriff Gener	8.00
27-Feb-23	10:00	27-Feb-23	16:00 Montrose/Wave	4620 Sheriff Gener	6.00
27-Feb-23	15:00	27-Feb-23	16:00 Extra Hours: Mo	4630 Sheriff Gener	1.00
27-Feb-23	16:00	28-Feb-23	2:00 Montrose/Wave	4630 Sheriff Gener	10.00
28-Feb-23	10:00	28-Feb-23	16:00 Montrose/Wave	4620 Sheriff Gener	6.00
28-Feb-23	16:00	1-Mar-23	2:00 Montrose/Wave	4630 Sheriff Gener	10.00

TOTAL:	<u>447.50</u>
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Monthly Activity Report Montrose Fire Department

Prepared and Presented by
Kevin Triplett – Fire Chief



Period: 02/01/2023 thru 02/28/2023 (FEBRUARY)

CALLS

Total Calls: 30

of Calls FEBRUARY 2022 = 28

EMS Calls: 26

2022 vs 2023 (2023 = + 2)

Other Calls:

02/28 - #23060 – Structure Fire – Mutual Aid to Waverly FD – Woodland Twsp

02/06 - #23040 – CO Alarm – Franklin Twsp

02/05 - #23036 – Motor Vehicle Accident – Cancelled – Franklin Twsp

02/01 - #23033 – Motor Vehicle Accident w/ Injuries – Franklin Twsp

Total calls to Date 2023 – 061

2022 vs 2023 (2022 = -3)

Total calls this time in 2022 - 064

Call Districts

Montrose City: 20

Franklin Township: 4

Marysville Township: 3

Woodland Township: 3

Other: 0

TRAINING:

02/07/2023 – Staff Meeting & Send off/recognition of Willie Bauernschmitt

02/14/2023 – Training – Medical – Equipment Location-familiarization

02/21/2023 – Training – Medical – SCBA – Equipment Location-Familiarization

Other Activities, Special Mention, Etc.

02/02/2023 – Help with Bloodmobile cleanup at Community Center

02/04/2023 – 2023 Montrose Firefighters Relief Association Prime Rib Dinner & Gun Raffle

02/13/2023 – Montrose City Council Meeting

02/14/2023 – Montrose Personnel Committee Meeting (Triplett)

02/14 & 02/15 – Standby Generator installed at Community Center/Fire Station

SPECIAL INFO

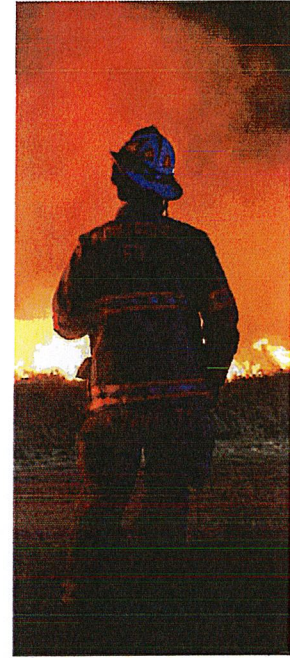
- Firefighter Wilbert Bauernschmitt retires from Fire Department at 51 years of Service effective 02/07/2023 – Recognized at MFRA dinner and 02/13 Council Meeting

Acknowledgments

- Willie Bauernschmitt – 51 years of Service with the Montrose Fire Department
- All who attended the MFRA prime rib dinner and who purchased gun raffle tickets
- Hollywood Sports Complex – Catering our MFRA dinner
- Click-Click-Boom – sponsoring/helping with the MFRA gun raffle
- Justin Emry – Huge supporter of the Montrose FD and MFRA
- Citizen State Bank – advertising for the MFRA Dinner on their sign
- Businesses & Individuals who donated to the MFRA silent auction
- Vortex Optics – donation of 4 sets of binoculars

MONTROSE FIRE DEPARTMENT

2022 ANNUAL REPORT





MISSION STATEMENT

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

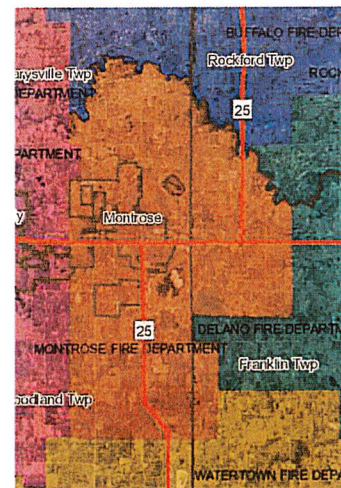
FIRE PROTECTION COVERAGE

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

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

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

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





March 2023

This time of year is always an enjoyable time of year for me and the Fire Department. Wrapping up the past year and starting a new year brings new challenges and the ability to review our accomplishments for the previous year. Once again, it is my pleasure to present to you the 2022 Annual Report for the Montrose Fire Department. I have strived to continue to promote and lead a professional fire department as the Chief with 2022 completing my 8th year as Chief.

2022 was once again a record-breaking year for the total number of calls in the calendar year with a final total of 347 calls for service for the Fire Department. We continue to increase our calls with not increasing our number of active firefighters. This continues to be a challenge and will continue to be so in the upcoming years. Our firefighters give so much time, energy and effort to making our Fire Department successful and always giving the best that we can.

With recruitment continuing to be a large hurdle, not just for the Montrose Fire Department but for the Fire Service in general, we continue to investigate and evaluate new and different ways to recruit members onto the Fire Department. We will continue to work towards keeping our department staffed and our trucks ready to respond at a moments notice at all times.

I could not do what I do without the backing and support of the entire Fire Department. However, my officers, Assistant Chief Tom Marketon, Captain Kelly Stoll and Captain Michael Marketon have been by my side through the entire year and challenge me and keep me on the right track at all times. For their support and extra time and commitment, I must say a special thank you.

As our calls and trainings have increased and our equipment continues to depreciate, we have been fortunate to not have to increase our budget by any substantial amount over the past several years. We have set ourselves up for success by saving money into a capitol improvement account for larger purchases and repairs that must be made to equipment needing repairs or replacement.

We are grateful for all the support we receive from the community, city staff and neighboring departments. Without the support of so many our mission would be next to impossible to continue to meet. The city staff and council have always supported me as Chief and continue to do so and I look forward to working with them in the upcoming year to continue to meet and exceed our goals and mission. We embrace being a department within the city and the support and help the city provides is paramount to our success.

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

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

Respectfully Submitted,

Kevin S. Triplett

Kevin S. Triplett – Fire Chief



**MAILING ADDRESS:**

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

SHIPPING ADDRESS:

Montrose Fire Department
311 Buffalo Ave S
Montrose, MN 55363

STATION ADDRESS:

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

ISO RATINGS

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

FIRE STATION PHONE NUMBER: 763-575-7480

[Voicemail checked daily]

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

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

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

PLEASE LIKE US ON FACEBOOK!!

All information contained within this report is using figures during the 2022 calendar year



PERSONNEL

As of 01/01/2023, MFD has a total of 21 active firefighters. In totality, years of total service is approximately **283 years and 5 months**

OF OUR 21 FIREFIGHTERS:

- 19 Emergency First Responders
- 1 EMT-B
- 14 State Certified Firefighter 2
- 5 State Certified Officer 1
- 7 State Certified Instructor 1
- 1 State Certified Fire Apparatus Operators
- 1 Licensed Firefighters

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

LEAVES OF ABSENCE

No Firefighters took a leave of absence in 2022

2022 FIREFIGHTERS RESIGNATION/RETIREMENT

- We lost no firefighters in 2022!!!

NEW FIREFIGHTERS IN 2022

- January 13, 2022 - Roy (Co-Co) Henry Jr. returned to our Fire Department after being on an almost 11 year leave of absence – we are happy to have his knowledge and experience back. His daytime availability is amazing as he currently works for the Public Works Department for the City of Montrose
- September 6, 2022 - Michael Sommerfeld joined as a reserve daytime firefighter. As an employee with the City of Montrose, Michael will be able to assist us with daytime calls as his schedule allows. Michael is also a firefighter in his hometown of Mayer, MN.
- September 20, 2022 – Jennifer Brenny joined the Fire Department



Active Firefighter Roster (As of 12/31/2021)

NAME	YEARS OF SERVICE (as of 12/31/2022)
Willie Bauernschmitt	50 Years, 11 Months
Mike Marketon	38 Years, 6 Months
Steven Mortensen	29 Years, 11 Months
Allen Mortensen	25 Years, 1 Month (37 Months LOA)
Kevin Triplett – Fire Chief	19 Years, 7 Months
Thomas Marketon -Assit Fire Chief	19 Years
Keith Johnson	18 Years, 5 Months (16 Months LOA)
Roy (Co-Co) Henry Jr.	18 Years, 5 Months (131 Month LOA)
Justin Phillips - Captain	11 Years, 7 Months
Kelly Stoll – Captain	11 Years, 7 Months
Cory DeWitte	10 Years, 4 Months
Joseph Von Thoma	8 Years, 2 Months
Eddie Andreoff	4 Years, 9 Months
Joel Grave	4 Years, 1 Month
Diane Holman	3 Years, 1 Month
Joey Theis	3 Years, 1 Month
Zack Walters	3 Years, 1 Month
Cade Stuntebeck	2 Year, 1 Month
David Paradeise	1 Year, 2 Months
Michael Sommerfeld (Reserve)	4 Months
Jennifer Brenny	3 Months



APPARATUS

		Mileage 01/2022	Mileage 01/2023	Total Mileage (2022)	2021 Mileage	Total Pump Hours	
						2021	2022
UTILITY 11	2011 Chevrolet Suburban	15985	16918	933	1584		
ENGINE 11	2001 Freightliner	18282	18683	401	259	350	355
ENGINE 12	2014 Spartan	9793	10445	652	943	137	145
RESCUE 11	2006 Sterling	8003	8174	171	194		
TENDER 11	2021 Freightliner	723	1240	517	396		
TENDER 12	2009 Freightliner	5741	6060	319	100		
GRASS 11	2012 Ford Super Duty	15131	16270	1139	1553		
GRASS 12	1986 Chevrolet 1 Ton	21516	21577	61	25		
GRASS 13	2015 Polaris Ranger	379	406	27	13		

Utility 11

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



Engine 11

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



Engine 12

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



Rescue 11

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



Tender 11 (Took Delivery 01/2021)

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



Tender 12 (Previously known as Tender 11)

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





Apparatus Continued

Grass 11

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



Grass 12

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



Grass 13

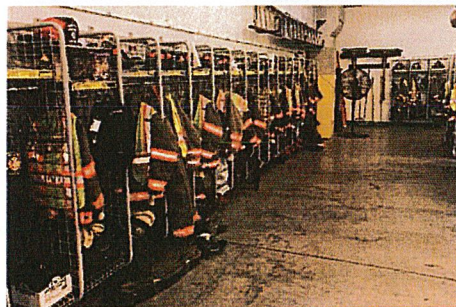
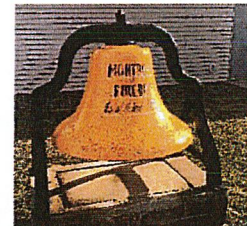
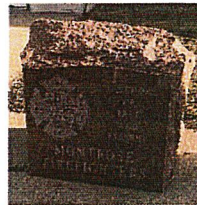
- 2015 Polaris Ranger side by side ATV
- Purchased 06/2015 through Meis Outland in Watkins, MN
- up-fitted in house with emergency lights, scene light, and upgraded suspension
- 35 Gallon Water Tank
- 5.5 HP High Pressure water pump (2200psi | 3GPM)



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

STATION INFORMATION

- Built 1996
- 7200 square foot
- 1 Drive-thru Apparatus Bay
- 4 Back-in Apparatus Bays
- Office Space (Shared by Officers, Relief Association, Internal Dispatch)
- Work Area (SCBA Filling, Storage, Workbench)
- Storage for 30 sets of turnout gear
- Gear washing extractor
- Gear Dryer





TRAINING

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

We continue to utilize our own instructors that are a part of the Fire Department. This allows for growth of individuals and also for cost effective training within our walls. Our training is coordinated by Assistant Chief Marketon who does a fantastic job of mixing up new training with basic fundamentals on an ongoing basis. The Captains lead the trainings and teach much of the information during out in house trainings. Without the dedication and commitment of the Officer group to training we would not be as good as we currently are.

3 Officers (Chief Triplett, Assistant Chief Marketon & Captain Stoll) attended the 2022 MN State Fire Chiefs Conference in October 2022 in Duluth.

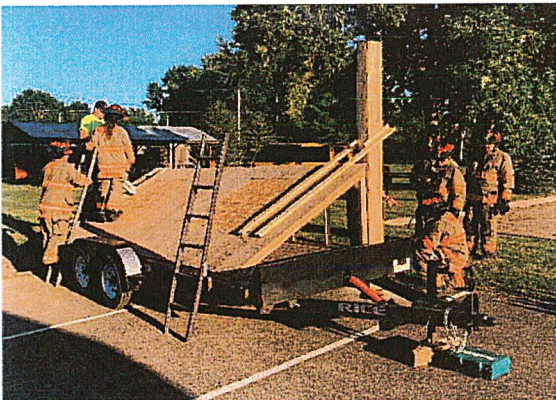
We had unique opportunities this year to train in a house purchased by the city on Center Ave N and also the house owned by the city near City Hall – using these structures, even if not burning has been a valuable training experience for all firefighters.

INTERESTING TRAININGS IN 2022

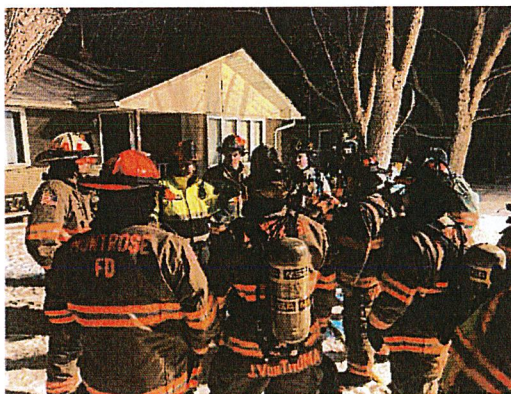
- | | | |
|----------------------------|--------------------------|-----------------------|
| ▪ Medical Trainings | ▪ Automotive Extrication | ▪ SCBA Fit Testing |
| ▪ Chimney Fire/Ventilation | ▪ Tender ops/hose lays | ▪ Apparatus driving |
| ▪ Pump training | ▪ Search & Rescue | ▪ Ropes/knots/ladders |

In 2022, the firefighters of the Montrose Fire Department took part in a total of **1,835.85 man hours** of training during scheduled training events normally held on Tuesday nights.

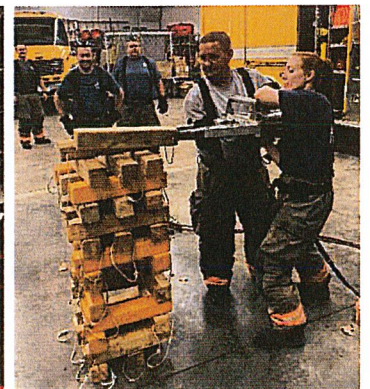
Total man hours listed above does not generally include hours at conferences, or outside trainings. It only includes our regularly scheduled trainings (first 3 Tuesdays of each month)



08-2022 – Roof
Vent/Chimney Fire Training



03-2022 – Deployment, search,
advancement training at house
on Center Ave N



10/2022 – Extrication
Equipment Training



FIRE PREVENTION & COMMUNITY EVENTS

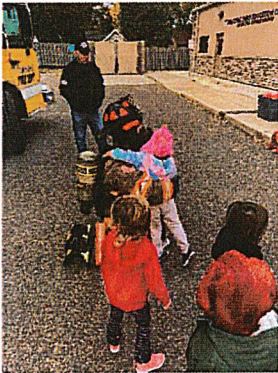
Fire Prevention and assisting the community in non-emergency events is an important part of the overall mission of any fire department. We reach out to members and groups of our communities to assist in making sure they are safe and prepared for various forms of emergencies and provide support for various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

In 2022 we have begun to scale back our community involvement, not because we do not enjoy being a part of the community, but because our time commitment for general firefighter duties continues to increase on a yearly basis. We do, however, remain committed to working with the community and being involved in events throughout the year when we are able to do so.

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

In 2022 we took part in the below community/fire department events, not related to calls or trainings. We did many other events and helped other organizations, but below are the highlights.

- Remembering 9/11 – in front of O'Brothers (Sep 2022)
- Montrose Night to Unite (Aug 2022)
- Fire Prevention week activities with Montrose Elementary School (Oct 2022)
- Montrose Firefighters Relief Association Annual Prim Rib dinner/gun raffle (Feb 2022)
- Many Birthday Drive by's within our entire coverage area (All year)
- Many parades for neighboring community events and celebrations



2022 Fire Prevention



2022 NFPA Fire Prevention Week Theme "Fire won't wait. Plan your escape."



Sept 11 Remembrance



12/23/2022 – Deliver Christmas Presents to families in need – assist Wright County Front Line Outreach



EMERGENCY MANAGEMENT

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

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

2022 was a busy year for Emergency Management as we were very involved in the downtown road improvement/construction projects occurring around the station and on around 1st St N. This required many meetings which were attended by personnel from the Fire Department and many plan reviews and updates. We are happy with the work that was completed and look forward to a total completion in 2023.

In 2022 the Montrose City Council authorized the purchase of a standby generator at a cost close to \$40,000 to be placed between the Fire Department and Community Center. This generator will be an automatic generator so when power is lost it will automatically turn on and supply full power to the Fire Department and Community Center so we can respond to emergencies and provide shelter in the case of a natural or manmade disaster. This has allowed us to return our old generator acquired through the DNR that was over 60 years old

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

SPECIAL MENTION / INFORMATION

- In December 2022 Firefighter Wilbert Bauernschmitt submitted his retirement paperwork. His retirement will become effective in February 2023 with a total time of service for Wilbert Bauernschmitt of 51 years.
- Roy Henry Jr (Co-Co) decided to rejoin the Fire Department after an over 10 year leave. Co-Co currently works for the Montrose Public Works Department and the City has been great to allow him to respond to calls during his workday. This allows us to have staffing during critical daytime hours.
- Michael Sommerfeld, Montrose City Clerk, also joined as a reserve Firefighter during the daytime. Michael is a Firefighter in his hometown so came to us trained and ready to go.
- In 2022 we only broke 1 record and that is the record for the total number of calls in a year. Our previous record was in 2021 with 334 calls for service. In 2022 we had a total of 347 calls for service in the calendar year.
- In 2022 we only had a loss value of \$11,000 due to Fire within our jurisdiction. This is an extremely low number and shows that our training and call response pays off as we successfully respond to fire emergencies and protect life and property.
- The 2022 Firefighter of the year award was awarded to Fire Fighter Steve Mortensen for his constant dedication to the Montrose Fire Department year after year
- The 2022 top responders (made 60% or more of all calls for service) were; Willie Bauernschmitt, Diane Holman, Mike Marketon, David Paradeise, Kelly Stoll, Joseph Theis & Joseph Von Thoma. This was a first for having this many top responders and their hard work and dedication is what makes the department run at times.



BUDGET

- Cost for services to citizens of the City of Montrose and our protected areas in neighboring townships remained at \$150 per parcel paid during property taxes for 2022. This amount allows us to continue to properly operate as well as save for future large purchases by putting a significant amount into a capitol expenditure account. We currently do not bill for services unless warranted by the type of call or location for the call. Moving forward, the City will be incorporating the Fire Department Budget into the certified levy. We will continue to bill the townships on a per parcel basis for the fire contracts we support in their jurisdictions.

Firefighters continue to receive a \$10 stipend per training and \$10 per call for service. Firefighters receive the \$10 per call regardless of the total length of the call, so firefighters could be on scene for a half hour and get \$10 or they could be on a call for 8 hours and receive the \$10 stipend. Firefighters are paid yearly in January for the prior full year of service.

LOOKING TO THE FUTURE

- In early 2023 we will again be submitting a grant for SCBA units to replace our out dated units. This time we intend on utilizing a grant writer to better our chances. If we continue to get denied for these replacement units we will need to utilize budgeted money (\$150,000+) to purchase new SCBA units.
- Station maintenance and upgrades continue to be on the front of our plans as our station is close to 30 years old. We know at some point our roof will need major repair/replacement and that will come at a heavy cost. We will also be planning on painting the interior and exterior of the station in 2023 now that the road construction is completed.
- In 2023 we will be increasing our call and training pay. Firefighters will get paid \$12.50 per call and \$15 per training. Several of the Fire Department Officers also will be receiving increases to their officer wages which are paid annually.
- Recruitment of new firefighters will continue to be a struggle in the upcoming year and years. We have a lot of firefighters close to retirement and our average age for firefighters is around 44 years of age. We will need to continue to work hard at recruiting younger members of the community to join our ranks in the Montrose Fire Department.

PENSION

- The Montrose Fire Department provides a pension for firefighters and the total pension is held through the MN Statewide Volunteer Firefighters Pension administered by The Public Employees Retirement Association (PERA). Firefighter's pension level is set by the City of Montrose and the current level for 2022 is \$5000 per year of service. Firefighters become vested at 5 years and can receive 40% of what they are owed once they turn the age of 50. The vesting level goes up by 4% for each year of service until a firefighter hits 20 years at which time they are 100% vested. As of 02/13/2023 our pension account held with PERA totaled \$1,484,920.26. We are required to be 100% funded in this account at all times. \$30,000 from the Fire Department budget is sent to PERA yearly to contribute to the pension fund and the City of Montrose contributes an additional \$12,000 yearly. We also receive investment income and our Fire State Aid dollars are submitted directly to PERA to support our pension as required by State Law.



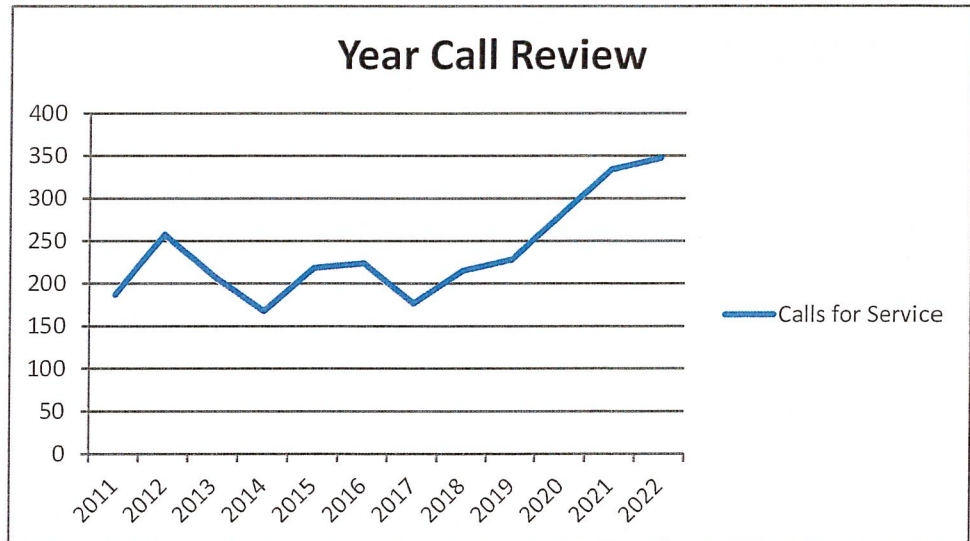
CALL ANALYSIS

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

2022 Total Calls for Service: 347

Year Comparison of
Calls:

2022: 347
2021: 334
2020: 281
2019: 228
2018: 215
2017: 176
2016: 233
2015: 218
2014: 167
2013: 208
2012: 257
2011: 186



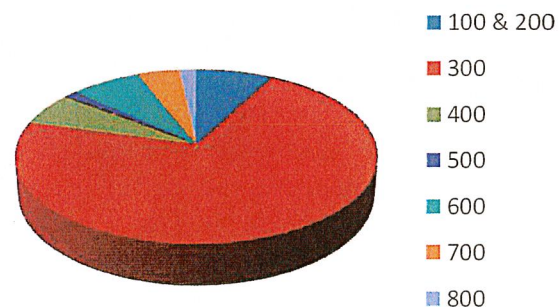
2022 TYPE OF CALL ANALYSIS

Type of Calls

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

SERIES	# OF ALARMS	% OF TOTAL
100 & 200	27	7.8%
300	248	71.5%
400	21	6.1%
500	5	1.4%
600	25	7.2%
700	15	4.3%
800	6	1.7%

of Alarms





2022 Average response time (Page to on scene)

Medicals & Others – 6:30 Minutes:seconds (6:15 Minutes in 2021)
 Fire – 7:40 Minutes:seconds (6:20 Minutes in 2021)

2022 Property/Content Loss:

2022 - \$11,000
 2021 - \$882,183
 2020 - \$170,500
 2019 - \$153,500

2022 Injuries

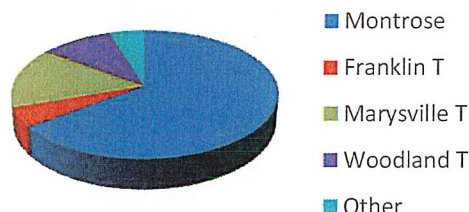
0 Injury to civilians
 0 Injury to Firefighters

2022 Breakdown of District Responses

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

District	# of Alarms	% of total
City of Montrose	225	64.84%
Franklin Township	17	4.90%
Marysville Township	53	15.27%
Woodland Township	35	10.09%
Other (Mutual Aid)	17	4.90%
TOTAL:	347	

of Alarms per district



2022 Breakdown Time/Day of Week

Day of Week						
SUN	MON	TUE	WED	THUR	FRI	SAT
51	58	49	57	48	38	46

Time of Day					
12A-4A	4A-8A	8A-12P	12P-4P	4P-8P	8P-12A
35	39	53	59	97	64

2022 Average Turnout per incident

9.67 (347 Total Calls | 3355 Responses)
 2021 = 10.22 (334 total calls | 3415 Responses)

2022 Call Hours – 2646.5 Hours (+365.4 from 2021)

2021 Call Hours – 2281.1 Man Hours

2022 Mutual Aid

Given 28 times

Delano FD – 5 Incident
 Buffalo FD – 3 Incident
 Watertown FD – 7 Incidents
 Waverly FD – 12 Incident
 Cokato FD – 1 Incident

Received on 3 Incidents

Waverly FD – 3 Incident

Interesting/Significant Calls for Service

05-28-2022 – Assist to Cokato Fire Department – Forsman Foods Barn Fire

09/21/2022 – Assist to Watertown FD on Lumber yard/hardware store fire

11-03-2022 – Assist to Watertown Fire Department – Large peat/swamp/grass/marsh fire in Franklin Township

Throughout 2022 – 6 Sever weather standby incidents

Throughout 2022 – 6 motor vehicle accidents (1 of which was a fatal accident)

Throughout 2022 – multiple gas line strikes due to construction project occurring throughout town

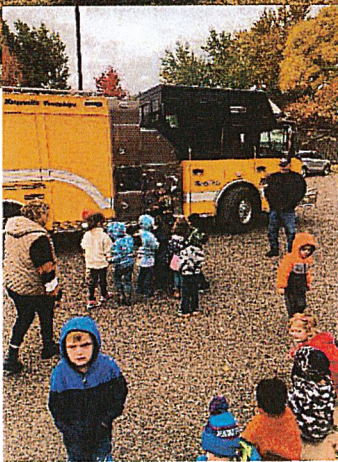
*****NO STRUCTURE FIRES IN OUR PROTECTION DISTRICT THROUGHOUT 2022*****



2022 Firefighter of the year
(L) Steve Mortensen (R) Fire Chief Kevin Triplett



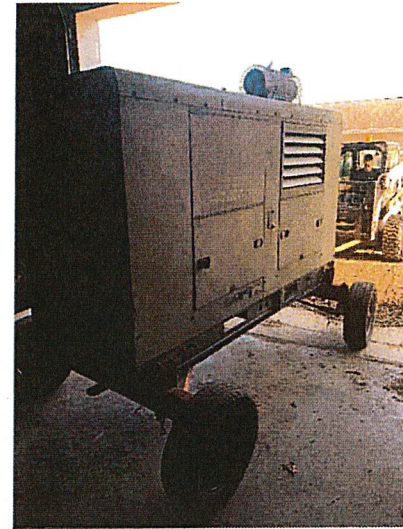
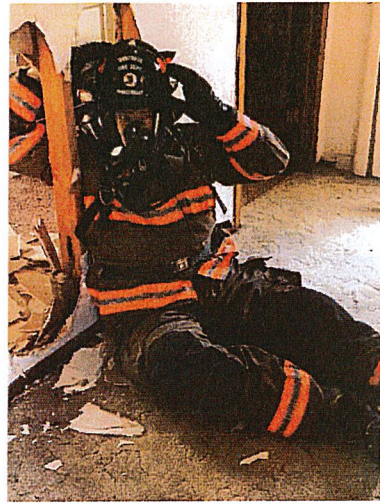
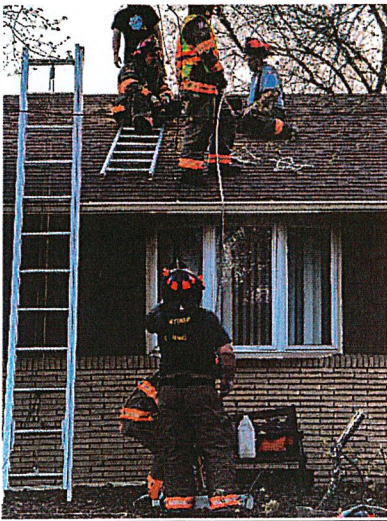
2022 MFD Top Responders (L to R: Paradise, Theis, Holman, VonThoma, Stoll, Bauernschmitt (Chief Triplett presenting) *Not pictured, M. Marketon



October 2022 – Fire Prevention Activities with MESI

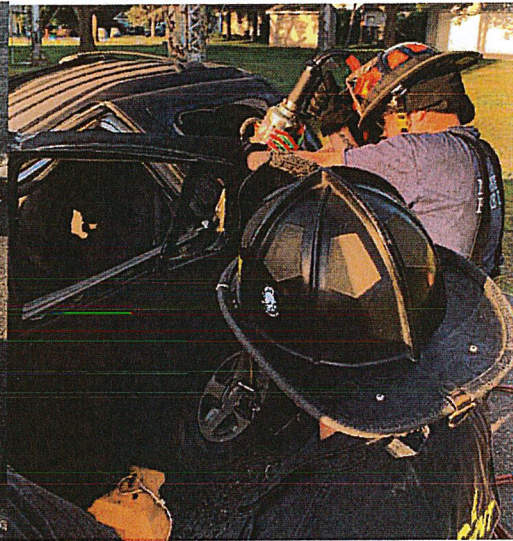


Spring/Summer 2022 – Road Construction in front of the station caused some unique issues we had to deal with including taking all of our trucks out the back garage door for over 6 weeks – but we got a new concrete apron in the front as a result

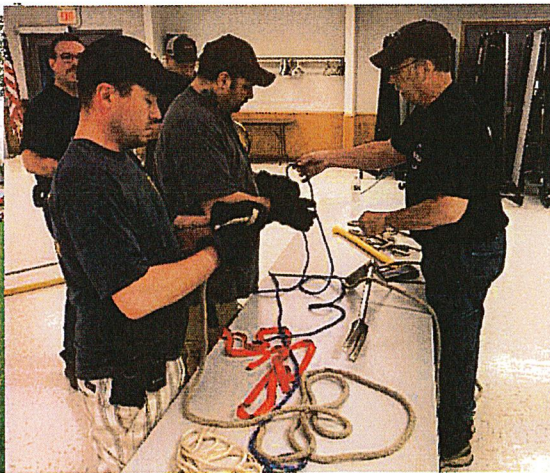


May 2022 – Training at City owned house – Center Ave N –
Roof Ventilation/Operations – Firefighter self rescue –
forceable entry

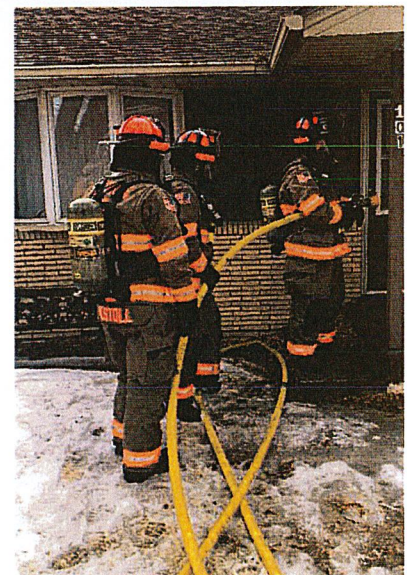
Old DNR Generator Returned to DNR
after no longer being needed by the City



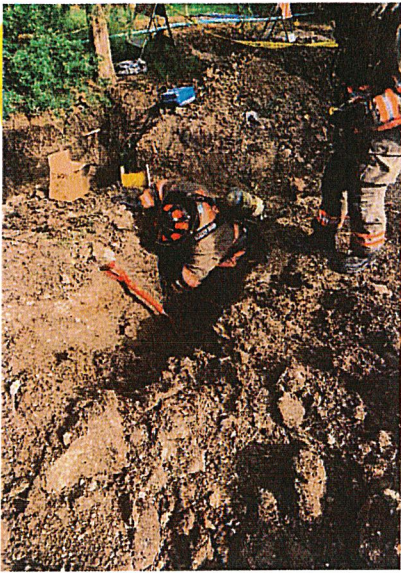
June 2022 – Auto Extrication Training



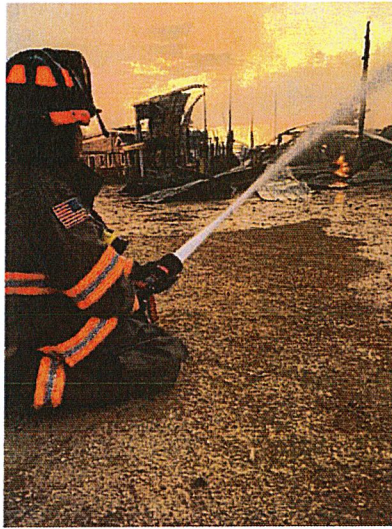
May 2022 – Ladders/Ropes & Knots Training



March 2022 – Training at city
owned house on Center Ave N



May 2022 – Firefighters on scene of a gas line strike



September 2022 – Mutual Aid to Watertown FD on lumber/hardware facility fire



May 2022 – Assist to Cokato FD – Commercial Barn Fire – Captain Kelly Stoll monitoring Tender 11 back up to drop tank



November 2022 – Assist Watertown FD on large Forest-Peet-Marsh fire in Franklin Twsp

City of Montrose
 Economic Development Authority Meeting
 311 Buffalo Avenue South
 Montrose, MN 55363
 Tuesday, February 21, 2023
 12:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose Economic Development Authority (EDA) met in Regular Session on Tuesday, February 21, 2023 at 12:00 p.m.

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

2. ROLL CALL

Present: EDA President David Paradeise
 EDA Member Matt Smith
 Mayor Kirby Moynagh (Present via Zoom)

Staff Present: Ms. Jessica Bonniwell, City Administrator
 Mr. Michael Sommerfeld, City Clerk/Treasurer

Absent: EDA Member Sonya Tourville

3. APPROVAL OF AGENDA

EDA Member Smith motioned to approve the February 21, 2023 agenda as written. Mayor Moynagh seconded the motion. Motion carried 3-0.

4. APPROVAL OF MINUTES

A. January 17, 2023 Economic Development Authority Meeting Minutes

Mayor Moynagh motioned to approve the January 17, 2023 Economic Development Authority Meeting Minutes as written. EDA President Paradeise seconded the motion. Motion carried 3-0.

5. TREASURER'S REPORT

A. Economic Development Authority Fund = \$254,716.86

Mr. Sommerfeld gave an update on the EDA Funds.

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

C. Economic Development Authority Accounts Payable – February 21, 2023

6. OLD BUSINESS

A. Preserve Development Update

Ms. Bonniwell stated that the Request for Proposal (RFP) is out for the Preserve and the city is waiting for interest to complete a proposal. Ms. Bonniwell stated that there is one group that so far is interested in the property to build a church and possibly a cemetery and public park. Ms. Bonniwell stated that Bolton and Menk and others are trying to help distribute the RFP to get it in front of more people to see if anyone has interest in the property. Mayor Moynagh asked about rezoning the property and what kind of process that would be. Ms. Bonniwell stated that it would have to go through the Planning and Zoning Commission as well

as being approved by the state to change any zoning districts.

B. Untiedt's Update

Ms. Bonniwell stated she spoke with Council Member Otto who has a contact at Untiedt's and stated they are hoping to get someone in possibly this summer to possibly do something with food again, but are looking for the right fit for them. EDA President Paradeise stated the city should follow up with Untiedt's in the spring/summer to see what their plans are and if the city or EDA could help in any way.

7. NEW BUSINESS

A. Initiative Foundation 2023 Contribution - \$260.00

Ms. Bonniwell stated that the Initiative Foundation contacted her to ask if the city would once again be making a donation of \$260.00.

EDA President Paradeise motioned to approve a donation to the Initiative Foundation in the amount of \$260.00. Mayor Moynagh seconded the motion. Motion carried 3-0.

B. EDA Brochure

EDA President Paradeise stated that the EDA was asked at the last meeting to review the current EDA brochure and suggest any changes. EDA Member Smith asked who the target audience is for the EDA brochure because it seems to include a lot of information to attract both residents and businesses and EDA should try to narrow the focus to information that would be important in attracting businesses. Mayor Moynagh suggested adding information about the revolving loan fund that may be an option for potential businesses to help attract them to the city. Jolene Foss, from Wright County Economic Development Partnership, stated that businesses are looking for information regarding workforce as well as quality of life and should include information such as traffic counts and amenities. Ms. Foss offered to provide brochures from other communities to see examples of what kind of information other communities are including in their advertisement brochure. Ms. Foss stated that businesses are also looking for communities that offer housing for their employees which would include affordable housing and life cycle housing.

C. Recap on University of Minnesota Extension Program – Retaining Rural Business Workshop

EDA President Paradeise stated that he attended the Workshop for Retaining Rural Businesses that was put on by Wright County Economic Development Partnership. EDA President Paradeise stated that the point of the workshop was for the city to get involved with businesses and discuss long-term plans as well as business succession for when owners are ready to move on or retire. This would include the EDA getting involved with businesses personally to help local businesses with succession and future planning for their business to help local businesses succeed. Ms. Foss stated that she would be willing to help the city with a business expansion and retention schedule to visit local businesses and start working with them to help them succeed and retain businesses in town. EDA President Paradeise stated that he would like the EDA to start watching some of the videos that were provided as part of the training and would like to start doing that at subsequent meetings.

D. Wright County Economic Development Partnership

Ms. Foss described the organizations that make up the partnership which includes local business and Wright County cities and townships. Ms. Foss stated that the strategic imperatives for the partnership include: business retention and expansion, workforce development, capacity building, and marketing to attract people to Wright County. Ms. Foss stated that she is working on getting a bill added to the bonding bill for \$9.5 million to renovate the Wright Tech Center which helps train people that want technical training and high school students in the Buffalo/Wright County area. Ms. Foss stated that the partnership has a lot of resources to help EDA groups and Chambers and would be more than willing to work with the city to help with business retention and expansion.

Ms. Foss stated that one of the items she was asked to discuss at the meeting today was child care resources such that were used by Waverly to determine the need for daycare. Ms. Foss stated that First

Children's Finance did a needs analysis for the City of Waverly to determine the need for child care and see if there is a gap between what is currently available for childcare and what is needed. Childcare centers would need at least 211 spots to make a profit, and only a need for 180 spots at the time in Waverly. One option that was given to Waverly was reimbursement funds to cover an assortment of costs for in-home daycare in the form of a forgivable loan/grant if the in-home day care stays in business for longer than the term of the loan.

8. NEXT MEETING

A. Tuesday, March 21, 2022 at 12:00 p.m. in the Montrose City Hall Conference Room

9. ADJOURNMENT

EDA President Paradeise motioned to adjourn the Economic Development Authority Meeting at 12:56 p.m. EDA Member Smith seconded the motion. Motion carried 3-0.

Council Member David Paradeise
President
City of Montrose Economic Development Authority

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose

**City of Montrose
Park & Recreation Commission**

Minutes
February 9th, 2023

Pursuant to call and notice the Park & Recreation Commission met on February 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 @ 6:41 pm.

2. ROLL CALL

Present were Commission Members Duane Isle, Toby Nelson, Eddie Kolasa, Josh Swanson and Kayla McCluskey. Also present were Deputy Clerk Cristy Gerard, City Council Member Michelle Otto, City Council Liaison Nicole Andreoff as well as City Engineer Justin Kannas and Public Works Director Dan Remer.

3. APPROVAL OF MEETING AGENDA

A motion was made by Commissioner Swanson to approve the meeting agenda. The motion was seconded by Commissioner Kolasa. Motion carried 5-0.

4. APPROVAL OF JAN 12TH MEETING MINUTES

Commissioner McCluskey made a motion to approve the January 12th meeting minutes. The motion was seconded by Commissioner Swanson and carried 5-0.

5. TREASURY REPORT

6. OLD BUSINESS

a. Park & Trail Plan

It was advised that each Commissioner review the Park and Trail plan in its entirety and bring any proposed changes to the next monthly meeting.

7. NEW BUSINESS

a. Easter Egg Hunt: Date & Time

It was decided that the Easter Egg Hunt would take place on April 8th, 2023 at 10:00 am. All Commissioners should attend and should arrive at 9:00 am to help setup and place eggs. The eggs and candy have already been purchased and will be filled at the next regular monthly meeting in March. Michelle Otto has a friend who would like to dress as the Easter Bunny and Commissioner McCluskey agreed to help arrange for photos to be taken. The possibility of purchasing gift Easter baskets for different age groups was also discussed. Funding of \$200 will be requested at the City Council meeting for the basket purchases.

b. Seeding/Planting Options for Regional Park

Maintenance of Regional Park was discussed including costs of mowing. It was decided that if the costs were feasible it may be beneficial to have part of the park planted with prairie grasses and wildflowers. This would serve as both an

aesthetic and environmentally friendly addition to the park until its future is decided. Commissioner Swanson and Dan Remer will work on getting some estimates both on cost of prairie seed and total cost of prep and planting for the Regional Park area.

c. Swing Set Installation Plan and Quote

The Commission reviewed the quote for prep and installation of concrete curbing for the two swingsets that are being donated by the Montrose Lions. City Works Director Remer advised that we get this booked with the contractor as soon as possible so that the swings can be installed in the Spring. It was confirmed that the 2 swingsets will go to Lions Park and Lent Park. Funding will be requested at the upcoming City Council meeting. In Spring the Parks and Rec Commission will be consulted as to where the sets should be installed at each park.

d. Update on Grants

After some discussion on the grants that were being considered, Commissioners Nelson and Swanson decided to do some more digging into the applications of grants for 2024. Commissioner Nelson will find out if the Trails Grant could be used for paving parking lots at the Disc Golf Park or Regional Park or re-paving of the lot at Veteran's park. Commissioner Swanson talked about the Lawns to Legumes program and it was decided that would be included in the newsletter in the spring along with the No Mow May initiative. He will also look further into the Community Facilities Direct Loan & Grant Program. City Council member Michelle Otto is also looking further into the Minnesota Twins Grant for small town ball fields to help with the infield and fencing of Carver Field.

8. NEXT MEETING

The next regular meeting will be held March 9th, 2023 at 6:30 pm at City Hall.

9. ADJOURN

Commissioner Swanson motioned to adjourn the meeting at 8:03 pm, Commissioner McCluskey seconded the motion. Motion carried 5-0.

CITY OF MONTROSE
WRIGHT COUNTY, MINNESOTA

ORDINANCE NO. 2023-02

AN ORDINANCE AMENDING SECTION 32.03 OF THE MONTROSE CITY CODE
RELATING TO WATER METERS

THE CITY COUNCIL OF THE CITY OF MONTROSE ORDAINS:

Section 1. Section 32.03(G) of the Montrose City Code is hereby amended by adding the double-underlined language and deleting the ~~struck-through~~ language below:

G) A ~~Second Water Meter~~ second water meter is allowed for outside irrigation purposes only if installed prior to March 13, 2023 and if the following requirements are met: ~~–The goal of the second irrigation water meter is to be more accurate in determining the residential wastewater usage by eliminating outside water usage that is not contributing to the waste water system.~~

- 1) Residential customers shall purchase the second irrigation water meter from the City to record water use only. The type of meter and the cost of the meter will be determined annually by the City.
- 2) Procedure to purchase.
 - a) Submit a building permit application (forms are available at City hall or on the City website) to install a second irrigation water meter.
 - b) After the City Building Inspector reviews and approves the second irrigation water meter permit application and the second water meter and associated permit fees are paid, the property owner shall be given the second irrigation water meter for installation.
 - c) Second irrigation water meter model and serial numbers are recorded to the property owner's utility account by the utility billing office.
- 3) Purchase of the second irrigation water meter is not refundable.
- 4) The property owner shall inform the City Building Inspector when the second irrigation meter has been installed so that the Building Inspector can inspect the meter to ensure that it has been properly installed and sealed.
- 5) The second irrigation water meter shall not reflect a base rate charge, or sewer charge.

Section 2. Section 32.03 of the Montrose City Code is hereby amended by adding the following Section 32.03(H):

H) No property owner may install a second water meter on their property for any purpose after March 13, 2023. No developer may install an irrigation system for any purpose after March 13, 2023.

Section 3. This Ordinance shall be effective immediately upon its passage and publication.

ADOPTED this 13th day of March, 2023 by the City Council of the City of Montrose.

CITY OF MONTROSE

By: _____
Robert W Moynagh, III, Mayor

ATTEST:

By: _____
Michael Sommerfeld, City Clerk/Treasurer

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

RESOLUTION NO. 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**

WHEREAS, The City Council of the City of Montrose has determined the publication of the title and a summary of "Ordinance 2023-02 AN ORDINANCE AMENDING SECTION 32.03 OF THE MONTROSE CITY CODE RELATING TO WATER METERS", finding a summary publication would clearly inform the public of the intent and effect of the Ordinance; and

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

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

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Montrose, Minnesota that the title and summary of "Ordinance 2023-02 AN ORDINANCE AMENDING SECTION 32.03 OF THE MONTROSE CITY CODE RELATING TO WATER METERS" be published with notice that a printed copy of Ordinance 2023-02 is available in its entirety for inspection by any person during regular office hours at the City Offices.

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

"On March 13, 2023 the Montrose City Council approved the reading of Ordinance 2023-02 "AN ORDINANCE AMENDING SECTION 32.03 OF THE MONTROSE CITY CODE RELATING TO WATER METERS".

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

Ordinance 2023-02 shall be in full force and effect from and after the date of its passage (March 13, 2023) and this summary publication according to law."

The motion for the adoption of the foregoing Resolution was duly made by and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted this 13th day of March, 2023.

Robert W. Moynagh, III
Mayor
City of Montrose

ATTEST:

Jessica Bonniwell
City Administrator
City of Montrose



Elected Officials Rules and Procedures and Code of Conduct March 2023

Reviewed and Approved March 13, 2023

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CITY OF MONTROSE, MN ELECTED OFFICIALS RULES OF PROCEDURES AND CODE OF CONDUCT

(Adopted at City Council Meeting of March 13, 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"> •Listen more, talk less •Seek to gain understanding •Be openminded for change •Listen to understand •Flexible and open to others 	<ul style="list-style-type: none"> •Respect each other and differences •Respect and value each other •Always show appreciation •Respect each other 	<ul style="list-style-type: none"> •Be prepared for meetings • Be accountable to our constituents and each other •Be aware of your strengths and weaknesses 	<ul style="list-style-type: none"> •Tell the truth •Be honest and transparent 	<ul style="list-style-type: none"> •Be willing to work with others
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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

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 Mayor Pro Tem 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:

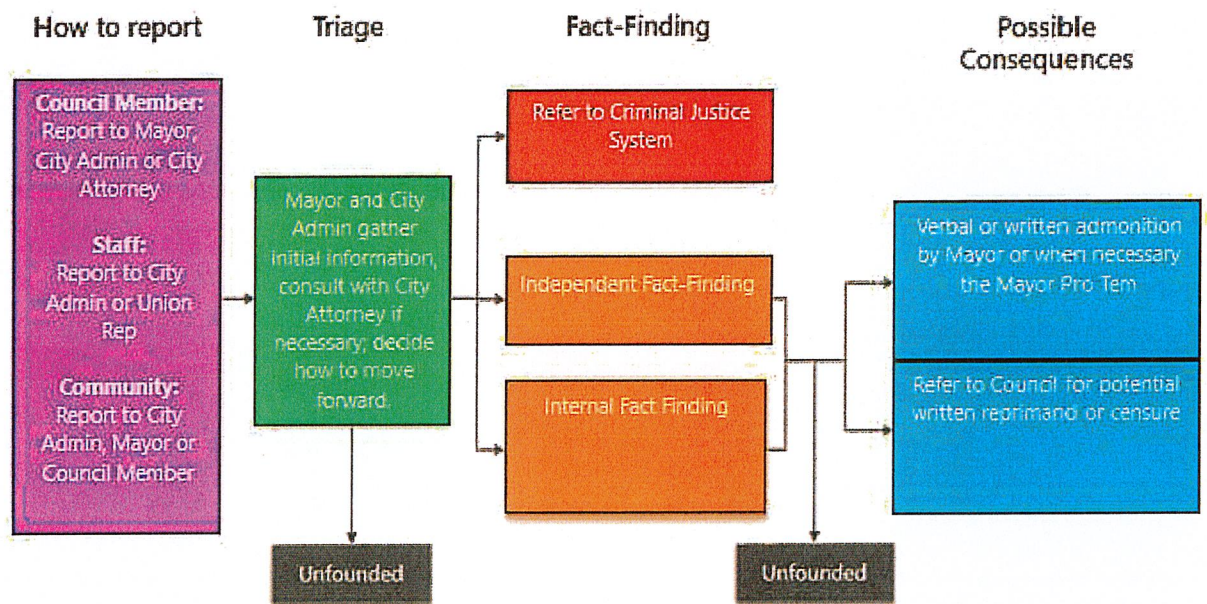
1. **Admonition.** An admonition shall be verbal or written statement made by the Mayor to the Council Member.
2. **Reprimand.** A reprimand shall be administered to the Council Member by letter. The letter shall be approved by the City Council and shall be signed by the Mayor, or by the Acting Mayor 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

Admonition	An act or action of admonishing; authoritative counsel or warning
Attitude	The manner in which one shows one's dispositions, opinions, and feelings
Behavior	External appearance or action; manner of behaving; carriage of oneself civility Politeness, consideration, courtesy
Censure	Express severe disapproval of (someone or something), typically in a formal statement
Civility	Formal politeness and courtesy in behavior and speech
Conduct	The way one acts; personal behavior
Courtesy	Politeness connected with kindness
Decorum	Suitable; proper; good taste in behavior
Manners	A way of acting; a style, method, or form; the way in which things are done
Point of order	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

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

Michael Sommerfeld

From: Kevin Nace
Sent: Wednesday, March 8, 2023 9:44 PM
To: Michael Sommerfeld
Subject: ESTIMATE FOR REPLACEMENT OF AC

Date 03/08/2023

Prepared the estimate for the City of Montrose, at the address of:
 260 2nd Street South
 Fire Station / Community Center

Nace Heating & Cooling proposes to install the following equipment:

OPTION 1: Heil Performance Series, 14 SEER single stage AC System, 2.5 ton Heil with a matching TXV cased coil. Install a Honeywell T4 Thermostat.

Warranty: 10 Year Parts, 1 Year Labor, 10 Year compressor

\$4,090.27

OPTION 2: Heil Performance Series 80% Single Stage 70,000 BTU
 Heil Performance Series 14 SEER Single Stage AC, 2.5 ton with a matching cased evaporator coil. Install Honeywell T4 Digital Thermostat.

Warranty 10 Year Parts , 1 Year Labor, 10 Year compressor, 20 year heat exchanger.

\$8,584.60

This estimate is replacing the ac unit that is broken.

Estimate is good for 30 days

Included in estimate is all materials, labor, disposal of old equipment, and permit.

--
 Kevin Nace
 Nace Heating & Cooling Inc.
 952-212-8978
kevinnace27@gmail.com



TOTAL Comfort PROPOSAL



Option 1

Total Comfort proposes to install the following equipment:

Carrier Comfort Series 80%, Single Stage Furnace, 70,000 BTU

Carrier Comfort Series, 13 SEER, Single Stage Air Conditioner, 2.5 Ton

Carrier, Matching High Efficiency Factory Cased Evaporator Coil

\$ 12,176.00

Monthly Special

(\$ 2,335.00)

Net Total

\$ 9,841.00

*Warranty:

10 Years Parts, 5 Years Labor

10 Years Compressor



8818 7th Avenue North · Golden Valley · Minnesota · 55427
Phone: 763.383.8383 · Fax: 763.383.8500 · www.tcomfort.com



Optimal performance & solutions every time.

Klein Heating & Cooling

6333 Rhoades Ave. SW

Cokato, MN 55321

612-685-0736

E-mail: kleinwoodboilersinc@yahoo.com

Submitted To: City of Montrose
Address: 311 Buffalo Ave South
City, State, Zip: Montrose Mn 55363

Phone:
Fax:

Date:

We hereby submit specifications and estimates for: Removal and installation of central air at community center.

Goodman 3 ton, 3 ton cased coil central air package

\$6000.00

** Quote is for A/C only **

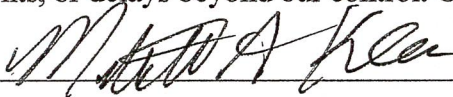
This price does not include any high or low voltage wiring

Payment to be made as follows: Final on completion

Note: If payment is not made within 15 days or in accordance with specifications above, we will be forced to place a lien on the property where work has been performed at. By signing the acceptance of proposal below, you agree to pay for all filing and attorney fees for balances due.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specification involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon: strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance

AUTHORIZED SIGNATURE: _____



***** This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL; The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

SIGNATURE _____

DATE: _____

PLEASE INDICATE ADDITIONAL OPTIONS; SIGN AND RETURN COPY TO KLEIN HEATING & COOLING