



**CITY COUNCIL AGENDA  
CITY COUNCIL WORKSHOP  
March 27, 2023 4:00 P.M.**

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

Montrose City Hall  
311 Buffalo Avenue South  
Montrose, Minnesota 55363

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **BUSINESS**
  - a. Water Report Review
    - i. State Bonding Bill Discussion
  - b. Code of Conduct Discussion
  - c. Compost Site Automation Discussion
  - d. Open Forum Discussion
4. **ADJOURNMENT**



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March 2023

# Water System Regionalization Report Cities of Waverly and Montrose

OM2.128411 & OM2.128412

**Submitted by:**

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**DRAFT**

# Certification

Water System Regionalization Report

For

Cities of Waverly and Montrose, MN

OM2.128411 & OM2.128412

March 2023

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By: \_\_\_\_\_  
Jennifer Selchow, P.E.  
License No. 59177

Date: \_\_\_\_\_

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## I. INTRODUCTION

### Background

The cities of Montrose and Waverly have engaged with Bolton & Menk to conduct a water system regionalization study. This report explores different options for combining the two existing water systems into one unified distribution system for both cities. The water for this combined system would be provided by a centralized water treatment plant. The effects of each option are discussed in the multiple sections of this report. The combined system will be referred to as the regional system throughout this report.

### Purpose and Scope

This report evaluates the current and projected future water supply, demand, treatment, and distribution against current and potential future drinking water standards of the regional area encompassing Montrose and Waverly. Data from both communities was combined to create this report. Bolton & Menk used previously developed distribution models for Waverly and Montrose to create a new combined water distribution model for the entire regional area. The new model allows each city to evaluate how a regionalized system could meet its water needs and how it would affect community members. Both cities will be able to use this report to evaluate if regionalization is the best option for providing clean, high quality water to its citizens.

### Water Demand Projection

Drinking water demand projections are based on historical population and historical water data for the regional area. Estimated average day and maximum day water demand are projected to be about 532,000 gpd and 1,329,000 gpd, respectively, in the year 2045.

### Source, Supply, and Capacity Evaluation

The existing water supply and treatment system in Waverly consists of three municipal wells which are located in separate well houses around the city. The current total capacity of the three wells is 720,000 gpd.

The city of Montrose also receives its water from three municipal wells, located in two well houses. The city of Montrose has a total well capacity of 1,560,000 gpd.

The Quaternary Buried Artesian aquifer provides the water for all of the wells in both cities. Well capacity of Montrose is large enough for the entire regional area, while the well capacity of Waverly would not be able to meet future water demand for both cities.

### Existing Water Quality

The raw water from both cities does not violate any Environmental Protection Agency (EPA) primary drink water standards. High levels of manganese have been measured in the raw water of both communities, with Montrose having higher concentrations than Waverly. Manganese can have adverse effects related to cognitive development, especially in infants. The raw water from both cities have manganese levels that far exceed 0.05 mg/L, which is the maximum recommended manganese concentration outlined in the 2020 Minnesota Department of Health (MDH) health based guidance.

Manganese is commonly found in Minnesota ground and surface water since it occurs

naturally in rocks and soils across the state. Manganese will be the primary water quality concern discussed in this report.

#### Water Treatment Options

Water treatment options for the regional area are the same that were outlined in the Water System Study provided to each individual community. For this regionalization report, all scenarios evaluated assumed water was provided from a centralized water treatment plant.

For adequate removal of manganese, a water treatment plant is necessary. Manganese removal is achieved through chemical addition followed by filtration. A softening method, lime softening or reverse osmosis, can be implemented after filtration to remove hardness and improve water quality. Refer to the Water System Studies provided by Bolton & Menk for additional information about water treatment options.

#### Water Storage

Waverly has 400,000 gallons of storage provided by the existing water tower that was constructed in 2004. The water tower was coated in 2020 and is in good condition.

Montrose has two elevated storage tanks providing a total of 300,000 gallons of storage. The 50,000 gallon storage tank was constructed in 1930 and should be decommissioned in the near future. Excluding the 50,000 gallon tank in Montrose, the regional area has a total storage capacity of 650,000.

#### Water Distribution

Water mains in the regional area range in size from 2" to 12" diameter pipes. Three methods of connecting the water systems were investigated in this study. Each of these scenarios was investigated by creating a computer model of the combined distribution system. From this model, Bolton & Menk was able to approximate pressure and fire flow capabilities for each of the three options.

**Scenario A** - Siting the water treatment plant in Waverly.

**Scenario B** - Siting the water treatment plant in Montrose.

**Scenario C** - Siting the water treatment plant in between Waverly and Montrose.

#### Current Treatment

Neither city currently has a centralized water treatment facility. Both cities currently perform chemical addition prior to distribution. Chemical treatment in Montrose includes chlorine gas, fluoride, and polyphosphate, while the city of Waverly treats water with chlorine gas and fluoride.

## II. WATER DEMAND PROJECTION

To create a reliable estimate for the water needs of the regional area, the residential, commercial, and industrial water demands of both cities were combined. Individual factors for both cities were considered when combining data to ensure an accurate estimate of future water use. City documents, records, and government data provided the primary data for the evaluation.

### Population Review

The water demand of a given area is proportional to its population and industrial output. Neither community has a large industrial demand for water, so future water sales are expected to reflect future changes in the service area population.

#### 1. Service Area

The service area for this study includes both cities of Waverly and Montrose. Figure 2.1 shows the existing and ultimate service area for a regional distribution system.

#### 2. Planning Period

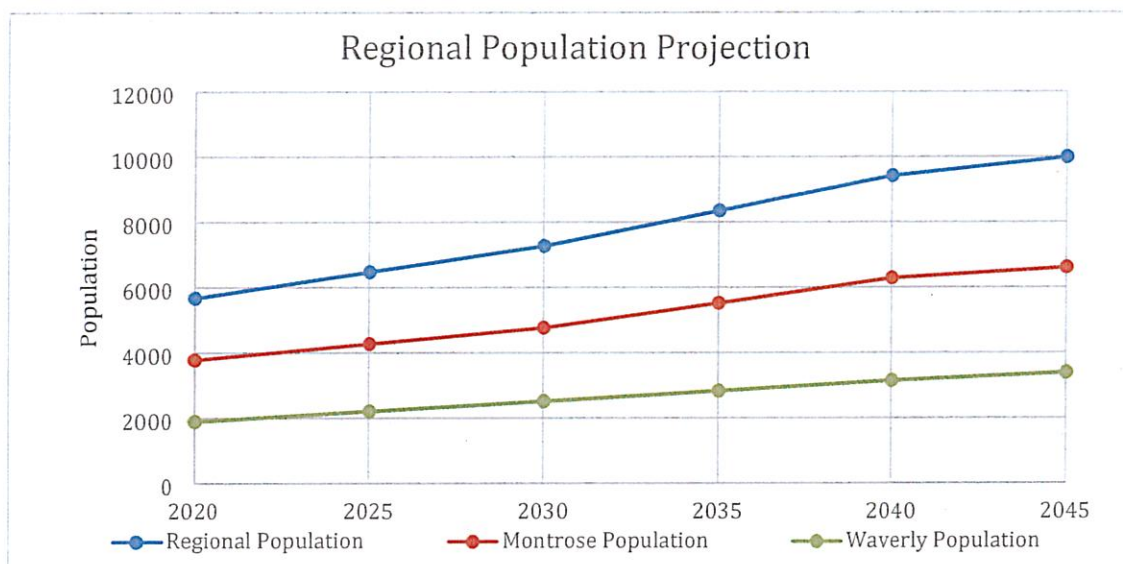
It is generally not feasible to make frequent changes to the capacity of supply, storage, treatment, or distribution of water for a municipality. Typically, infrastructure and facilities are designed for a 20-year period. The planning period used in this study ends in the year 2045. Population is the primary basis of determining future municipal flows.

#### 3. Population Trends and Projections

Population projections for the regional area are summarized in Table 2.1 and Figure 2.2. Numbers and figures were developed by combining estimates for each city.

**Figure 2.1 Theoretical Combined Watermain with Potential WTP Locations**

Table 2.1: Population Projections			
Year	Regional Area	City of Montrose	City of Waverly
2020	5,675	3,775	1,900
2025	6,473	4,267	2,206
2030	7,270	4,758	2,512
2035	8,344	5,517	2,827
2040	9,417	6,275	3,142
2045	9,987	6,600	3,387
*Projections provided by the city of Waverly, the city of Montrose, and county and state government data.			



**Figure 2.2: Population Trend and Projections**

#### Water Supplied

##### 4. Water Pumped History

Pumping data was obtained from Monthly Operating Reports (MORs) and the DNR Permit and Reporting System (MPARS) for the public water supply Appropriations.

Table 2.2 and 2.3 summarize historical raw water pumpage for both Waverly and Montrose on a total yearly and maximum daily basis. Table 2.4 combines average day pumpage and maximum to find the peaking factor for the regional area. The maximum peaking factor for the regional area from 2017-2021 was 2.3. This peaking factor was rounded up to 2.5 for calculating the maximum regional area demand.

A maximum day peaking factor for a water system is the ratio of the peak-day water demand to the average-day water demand. Peaking factors are a useful way to help determine an actual temporal change in water demand.

Table 2.2: Historical Pumpage			
Year	Total Water Pumped (gallons per year)		
	Waverly	Montrose	Combined
2017	23,042,000	72,282,000	95,324,000
2018	24,504,000	72,287,000	96,791,000
2019	24,544,000	68,356,000	92,900,000
2020	34,332,000	79,570,130	113,902,130
2021	38,872,000	80,258,325	119,130,325
Average	29,058,800	74,550,691	103,609,491

Table 2.3: Historical Maximum Daily Well Pumpage			
Year	Waverly (gpd)	Montrose (gpd)	Combined (gpd)
2017	165,400	409,000	574,400
2018	178,900	440,000	618,900
2019	232,000	309,000	541,000
2020	204,000	455,000	659,000
2021	250,000	494,000	744,000
5-yr Max Day			744,000

Table 2.4: Per Capita Usage for Regional Area			
Year	Average Day (gpd)	Max Day (gpd)	Peaking Factor
2017	261,000	574,400	2.2
2018	265,000	618,900	2.3
2019	255,000	541,000	2.1
2020	312,000	659,000	2.1
2021	326,000	744,000	2.3
Maximum Peaking Factor			2.3



5. Per Capita Water Usage for Regional Area

Table 2.5: Combined Average Per Capita Water Consumption			
Year	Population	Average Demand (gpd)	Average Gallons per Capita per Day
2017	4,844	261,000	54
2018	5,035	265,000	53
2019	5,189	255,000	49
2020	5,695	312,000	55
2021	5,847	326,000	56
Average		283,800	53

Table 2.6: Max Per Capita Water Consumption			
Year	Population	Max Demand (gpd)	Max Gallons per Capita per Day
2017	4,844	574,400	119
2018	5,035	618,900	123
2019	5,189	541,000	104
2020	5,695	659,000	116
2021	5,847	744,000	127
Maximum		744,000	127

Table 2.7: Combined Projections			
Year	Population	Average Demand (gpd)	Max Demand (gpd)
2025	6,473	345,000	862,000
2030	7,270	387,000	968,000
2035	8,344	444,000	1,111,000
2040	9,417	501,000	1,253,000
2045	9,987	532,000	1,329,000

Future Regional Water Requirements

6. Demand Distribution

Water demands at any potable water facility are variable. Demands vary throughout the day and throughout the year. Annually in Minnesota and other midwestern states, heaviest water demand occurs during the summer months when irrigation increases and recreational activities like swimming increase water usage.

Water demand varies by season and fluctuates throughout the day. Commercial and industrial users are typically more consistent and predictable regarding daily uses since industries follow strict operating hours. Residential demands are less predictable and do not naturally follow strict schedules. Typical residential demands increase after daybreak, often peaks by late afternoon when lawn watering, meal preparation, and laundering occurs, then decreases into the evening hours.

Due to the variability in demand, a minimum firm capacity of water supply should be equal to the peak day demand. This is a recommendation of the Great Lakes – Upper Mississippi River Board of State and Provincial Public Health and Environmental Managers in the Recommended Standards for Water Works (commonly referred to as Ten States Standards). The Minnesota Department of Natural Resources (DNR) requires water supply design to meet these standards.

Storage tanks are used to help provide pressure to the system and supplement the water supply during peak demand. Potable water storage is also useful to supply water during a fire. When water demand is low, typically in the early morning, excess water is produced and stored. If demand exceeds the production rate, the stored water can make up for the supply deficit.

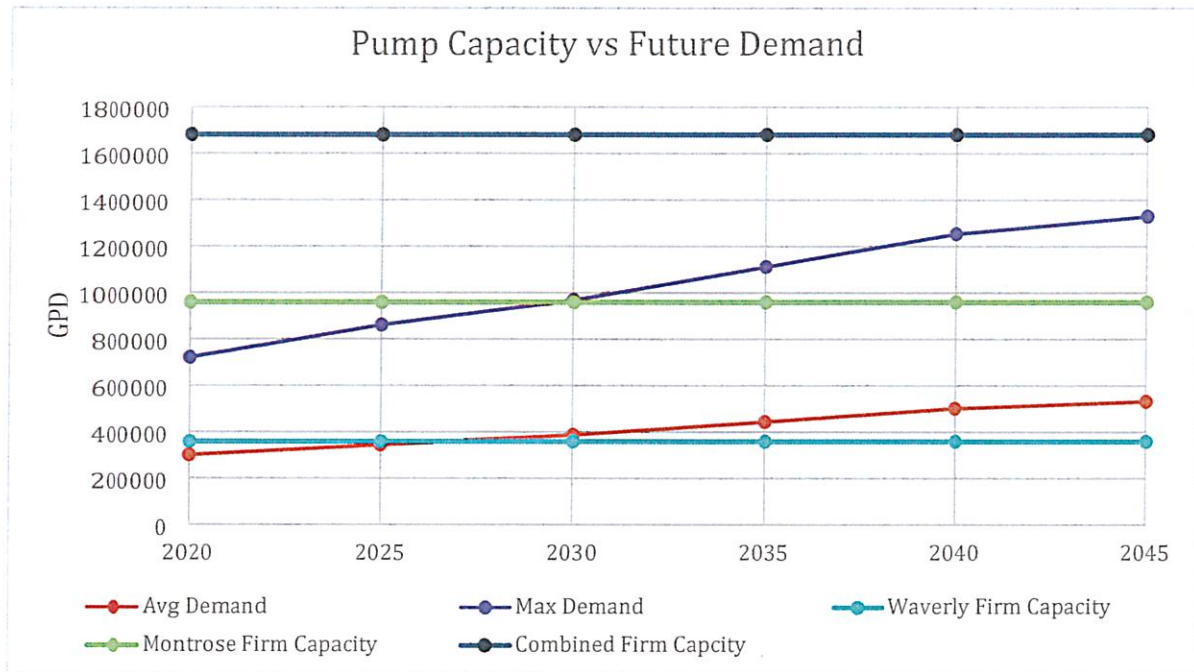
One of the benefits of regionalization is that both communities would be able to utilize existing infrastructure. Well capacity and storage capacity of the regional area is discussed in Section III.

### III. WATER SOURCE, TREATMENT, AND CAPACITY EVALUATION

#### A. Water Supply

Each city currently has three wells. All six of the wells rely on the Quaternary Buried Artesian aquifer for drinking water. The recommended well capacity for a community is for the firm capacity to be equal to or greater than the peak day demand of the community. Firm capacity is defined as the combined capacity of all wells with the largest well out of service. This allows you to meet peak demand, even if the largest well is not operating.

The wells in Montrose have a firm capacity larger than the estimated maximum regional demand until the year 2040. This would be useful if a centralized WTP was built in Montrose, as discussed in Scenario B. The wells in Waverly have a much smaller capacity, so if a regional WTP was built in Waverly, Scenario A, additional wells would need to be drilled for additional capacity or connect wells from Montrose. Building a WTP between the two communities, Scenario C, would require either all new wells or large amounts of watermain to be constructed from the current wells to the central location.



**Figure 3.1: Future Well Capacity Analysis**

#### B. Water Quality

The raw water quality meets all EPA primary water standards but exceeds the MDH health-based value for concentration of manganese, 0.05 mg/L. The well with the lowest manganese was well 3 in Waverly with a concentration of 0.162 mg/L, which is still more than 3 times the MDH health based value. Manganese is the main water quality concern; concentrations are listed in Table 3.1.

Table 3.1: Raw Water Well Manganese Concentrations			
Well Name	Location	Unique Well #	Average Manganese Concentration (mg/L)
Well 1	Waverly	218012	0.341
Well 2	Waverly	182086	0.435
Well 3	Waverly	503869	0.162
Well 4	Montrose	700302	1.070
Well 5	Montrose	700301	0.810
Well 6	Montrose	843402	0.423

\*Data from historical water testing for Waverly 11-1-2021 and Montrose 2-5-2021

#### C. Treatment Alternatives

The raw water quality for the regional area can be treated through conventional means. It is recommended the city reduce manganese levels below the Secondary Drinking Water Standards. Treatment of manganese can be accomplished in the following ways:

- Gravity filtration
- Pressure filtration
- Filtration with lime softening
- Filtration with reverse osmosis

All four options can achieve the objective of removing manganese and iron. Bolton & Menk does not typically recommend pressure filters, due to difficulties in operation and the inability to observe the filters without taking them offline.

The city may also choose to soften the water and remove hardness by implementing lime softening or reverse osmosis. Either method of softening greatly improves the potable water quality and would provide the best experience for water consumers, but at a higher cost.

A gravity filter plant can be designed to allow for future addition of lime softening or RO treatment. However, to do this, the city would need to select a softening option before construction to allow for the most efficient initial design of the facility for future expansions.



Table 3.2 - Alternative Treatment Technology Summary				
Contaminant	Primary Treatment (Removal)			
	Gravity Filtration	Pressure Filtration	Lime and Soda Ash Softening with Filtration	Gravity Filtration and Reverse Osmosis (RO)
Iron and Manganese Removal	X	X	X	X
Water Softening			X	X
Chloride Production to WWTF	Residential Waste	Residential Waste	Some Waste (mostly removed as sludge to offsite)	Blended Concentrate Waste
Note: X = Process will achieve or aid in achieving the treatment goal for the indicated parameter				

### Regionalized Water Treatment

#### 1. Chemical Feed

For the city of Montrose, raw water is treated with chlorine gas, polyphosphate, and fluoride prior to distribution. Waverly treats its water with chlorine gas and fluoride only.

If a centralized, regional treatment facility is constructed, a new chemical feed regimen would be needed. In order to remove large concentrations of manganese, the water treatment facility would need to treat the raw water with either sodium permanganate or potassium permanganate. Permanganate is an oxidizing reagent that reacts with iron and manganese to form insoluble oxides. These insoluble oxides are then able to be filtered out during the treatment process. For a basic gravity filtration plant without softening, the recommended chemical feed includes permanganate for manganese removal, chlorine for disinfection, fluoride for dental health, and polyphosphate to prevent corrosion in the distribution system.

If lime softening is desired to soften the water after filtration, additional chemicals are needed. Lime softening requires calcium hydroxide (lime) and sodium carbonate (soda ash). Chemical softening greatly increases the quality of potable water, but both the chemicals and waste need to be handled with care since both are considered hazardous.

#### 2. Electrical and Controls

A new water treatment facility would be outfitted with modern controls, including a SCADA system. The SCADA system would be fully integrated into the operations of the new water treatment plant. This would give the regional area a high level of control over the water treatment process.

### 3. Emergency Power

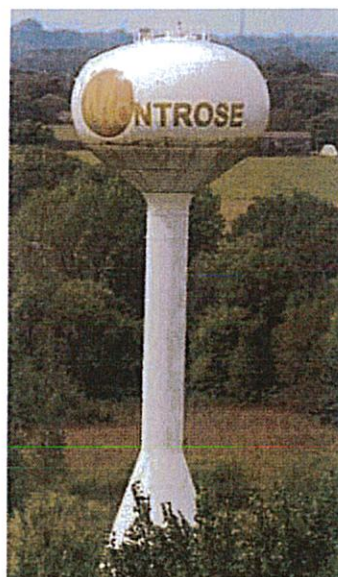
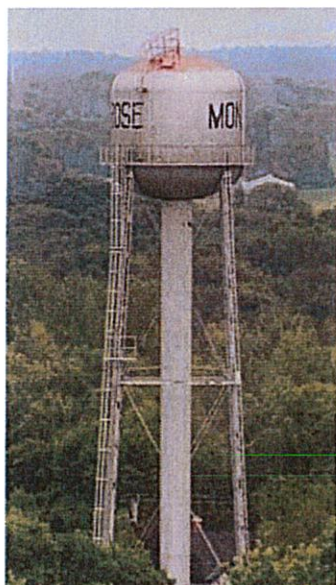
The new treatment plant will need emergency power from an appropriately sized generator.

### Finished Water Storage Evaluation

#### 4. Condition

There are three elevated storage tanks in the regional area, two in Montrose and one in Waverly.

For Montrose, Tower No. 1 is in poor condition. The tower was constructed in 1930 and is rusting. It should be taken out of service and replaced. Tank No. 2 was purchased and moved to Montrose in 1996. It is in good condition and will continue to serve the community.



**Figure 3.2 Photo of Montrose Tower No. 1 on the left.**

**Figure 3.3 Photo of Montrose Tower No. 2 on the right.**

The water tower in Waverly was built in 2004 and coated in 2020. The tower is in good condition and will continue to serve community.

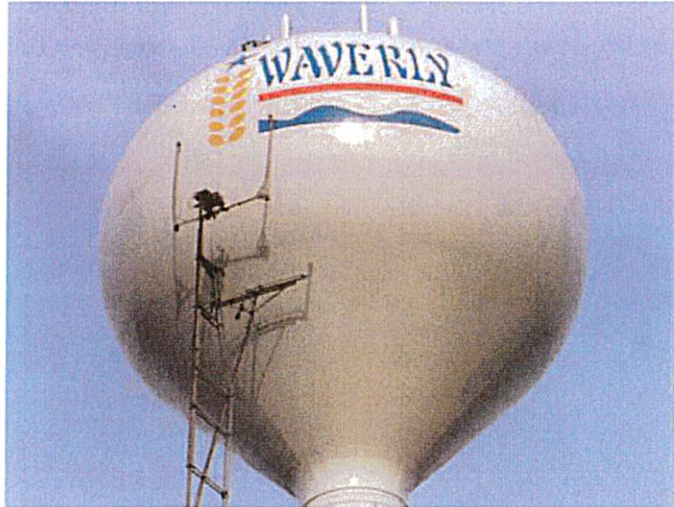


Figure 3.4 Photo of Waverly Water Tower from 2012

#### 5. Capacity

The Ten States Standards has the following recommendations:

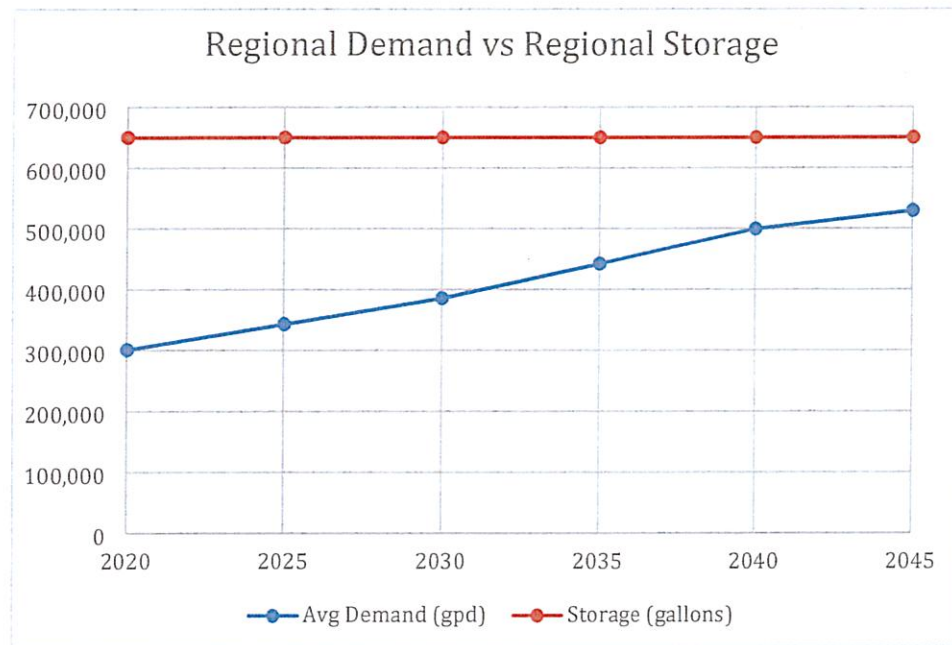
“Storage facilities should have sufficient capacity, as determined from engineering studies, to meet domestic demands, and where fire protection is provided, fire flow demands.

- a) The minimum storage capacity (or equivalent capacity) for systems not providing fire protection shall be equal to the average daily consumption. This requirement may be reduced when the source and treatment facilities have sufficient capacity with standby power to supplement peak demands of the system.
- b) Excess storage capacity should be avoided to prevent potential water quality deterioration problems.
- c) Fire flow requirements established by the appropriate state Insurance Services Office should be satisfied where fire protection is provided.”

Table 3.3: Water Storage Tanks			
Tank	Constructed	Capacity Contribution (gallons)	Material
Waverly Elevated Storage	2004	400,000	Steel
Montrose Elevated Storage 1	1930	(to be decommissioned)	Steel
Montrose Elevated Storage 2	1967	250,000	Steel



The Ten States Standards recommends having a minimum storage capacity of the average day demand. Not including Tower No. 1 from Montrose, the regional area has 650,000 gallons of elevated storage, which is greater than the average day demand for the regional area over the design period. This storage volume should also be sufficient for the firefighting needs of both cities.



**Figure 3.5 Average Day Demand versus Storage**

**D. Regional Distribution System**

Watermains in diameters range in size from 2 to 12 inches and 4 to 12 inches in Waverly and Montrose, respectively. The current distribution systems provide adequate pressure for everyday demand, but the smaller pipes reduce the water available for fire demands. All future constructed mains should be at least 8 inches in diameter to account for fire emergencies.

Previously developed models of each water system provided the results below for each city. This data is for the existing distribution system in each community.

Table 3.4 - Existing System Model Results			
City	Average Daily Demand - Pressure (psi)	Maximum Daily Demand - Pressure (psi)	Maximum Daily Demand - Available Fire Flow (gpm)
Waverly	Range: 52 - 79	Range: 45 - 76	Range: 100 - 5,000
	Average: 62 ±6	Average: 57 ±6	Average: 2,600 ±1,300
Montrose	Range: 43 - 74	Range: 37 - 68	Range: 700 - 5,000
	Average: 54 ±6	Average: 49 ±6	Average: 2,600 ±900

The models were combined to determine the effect on pressure and fire flow for the regionalized system. In the model, a pressure reducing valve (PRV) was placed between the two existing distribution systems because each town operates at a different water level. This PRV would allow each town to continue operating at its current water level. Regionalizing the two systems would have little impact on the pressure experienced by community members.

The existing and ultimate service areas as shown in Figure 2.1 were analyzed in the following three scenarios. The results for each scenario are shown in Tables 3.5 – Table 3.7.

**Scenario A** - Siting the water treatment plant in Waverly. The proposed water treatment plant in Waverly would be located east of Bremen Circle and south of Bavaria Ln. An 8,100 ft-long, 12-inch watermain connects the treatment plant to Montrose, with a connection to the existing 12-inch watermain along SE 60th St in Montrose.

**Scenario B** - Siting the water treatment plant in Montrose. The proposed water treatment plant in Montrose is located north of 3rd Street North and east of County Rd 12 South. A 13,700 ft-long 12-inch watermain connects the treatment plant to Waverly with a connection to the existing 10-inch watermain along US Highway 12 SW in Waverly.

**Scenario C** - Siting the water treatment plant in between Waverly and Montrose. The proposed water treatment plant in between Waverly and Montrose is located south of SE 60th St and west of Clementa Ave SW. A 1,100 ft-long 12-inch watermain connects the treatment plant to Montrose with a connection to the existing 12-inch watermain along SE 60th St and a 5,600 ft-long 12-inch watermain connects the treatment plant to Waverly with a connection to the existing 10-inch watermain along US Highway 12 SW.

**Table 3.5 - Model Results for Scenario A: Water Treatment Plant in Waverly**

Service Area	Entity	Average Daily Demand - Pressure (psi)	Maximum Daily Demand - Pressure (psi)	Maximum Daily Demand - Available Fire Flow (gpm)
Existing Service Area	Waverly	Range: 52 - 79	Range: 45 - 72	Range: 100 - 5,000
		Average: 62 ±6	Average: 57 ±6	Average: 2,500 ±1,100
	Montrose	Range: 43 - 74	Range: 38 - 68	Range: 700 – 5,000
		Average: 54 ±6	Average: 49 ±5	Average: 3,000 ±1,200
Ultimate Service Area	Waverly	Range: 46 - 97	Range: 39 - 90	Range: 100 - 5,000
		Average: 65 ±10	Average: 58 ±10	Average: 2,700 ±900
	Montrose	Range: 42 - 77	Range: 36 - 71	Range: 700 – 5,000
		Average: 55 ±7	Average: 50 ±6	Average: 3,300 ±1,100



**Table 3.6 - Model Results for Scenario B: Water Treatment Plant in Montrose**

Service Area	Entity	Average Daily Demand - Pressure (psi)	Maximum Daily Demand - Pressure (psi)	Maximum Daily Demand - Available Fire Flow (gpm)
Existing Service Area	Waverly	Range: 52 - 79	Range: 45 - 72	Range: 100 - 5,000
		Average: 62 ±6	Average: 55 ±6	Average: 2,500 ±1,100
	Montrose	Range: 43 - 74	Range: 38 - 69	Range: 700 - 5,000
		Average: 54 ±6	Average: 49 ±6	Average: 2,900 ±1,200
Ultimate Service Area	Waverly	Range: 46 - 97	Range: 39 - 90	Range: 100 - 5,000
		Average: 65 ±10	Average: 59 ±10	Average: 2,800 ±1,000
	Montrose	Range: 42 - 77	Range: 36 - 72	Range: 700 - 5,000
		Average: 55 ±7	Average: 54 ±12	Average: 3,300 ±1,100

**Table 3.7 - Model Results for Scenario C: Water Treatment Plant in between Waverly and Montrose**

Service Area	Entity	Average Daily Demand - Pressure (psi)	Maximum Daily Demand - Pressure (psi)	Maximum Daily Demand - Available Fire Flow (gpm)
Existing Service Area	Waverly	Range: 52 - 79	Range: 46 - 72	Range: 100 - 5,000
		Average: 60 ±6	Average: 55 ±6	Average: 2,500 ±1,100
	Montrose	Range: 43 - 74	Range: 38 - 68	Range: 700 - 5,000
		Average: 54 ±6	Average: 49 ±6	Average: 2,900 ±1,200
Ultimate Service Area	Waverly	Range: 46 - 97	Range: 40 - 90	Range: 100 - 5,000
		Average: 65 ±10	Average: 59 ±10	Average: 2,800 ±1,000
	Montrose	Range: 40 - 75	Range: 37 - 71	Range: 700 - 5,000
		Average: 54 ±7	Average: 54 ±12	Average: 2,800 ±900

Results between the three potential water treatment plant locations have similar ranges and averages because the systems pressures and available fire flows are regulated by the pressure reducing valve and water level in the storage tanks. Available fire flow values are more than a function of available tank storage, but also sensitive to transmission pipe diameter, pipe condition, and possible routes of flow. Refer to the Regionalization Water Model Report found in Appendix A for the full analysis.

## IV. CONCLUSIONS

### A. Cost Estimates

Table 7.1 – Regionalization Costs Estimates			
	Scenario A (Waverly WTP)	Scenario B (Montrose WTP)	Scenario C (WTP Between Cities)
Watermain Between Cities (ft) (\$100/foot)	8,100 \$0.6M - \$1.0M	13,700 \$1.2M - 1.6M	6,700 \$0.5M - 0.8M
Connect Existing Wells (ft) (\$100/foot)	10,000 \$1.0M - \$1.5M***	5,000 \$0.4M - \$0.6M	*22,000 \$1.8M - \$2.6M
<b>Total (existing wells)</b>	<b>\$1.6M - \$2.5M***</b>	<b>\$1.6M - \$2.2M</b>	<b>\$2.3M - \$3.4M</b>
**Four New Wells	\$0.7M - \$1.0M	\$0.7M - \$1.0M	\$0.7M - \$1.0M
<b>Total (new wells)</b>	<b>\$1.3M - \$2.0M</b>	<b>\$1.9M - \$2.6M</b>	<b>\$1.2M - \$1.8M</b>

\*This is the length of pipe connecting well house 2 in Montrose and well house 2 in Waverly to the location between the cities.

\*\*Cost estimate for new wells is from Montrose well 6, which was drilled in 2019.

\*\*\* Scenario A with existing wells cost includes addition of one new well to meet demand.

Table 7.2 - Estimated WTP Cost			
Item	Option 1 Gravity Filtration	Option 2 Filtration and Lime Softening	Option 3 Filtration and RO
WTP Cost	\$10,000,000	\$12,500,000	\$11,500,000
Added Site Work, Land Costs, etc.	\$500,000	\$500,000	\$500,000
Total Construction Cost	\$10,500,000	\$13,000,000	\$12,000,000
Contingencies (~20%)	\$2,000,000	\$3,000,000	\$2,500,000
Engineering/Legal/Admin (~20%)	\$2,000,000	\$3,000,000	\$2,500,000
Total Project Cost	\$14,500,000	\$19,000,000	\$17,000,000
Project Range (+/-15%)	<b>\$12.3M - \$16.7M</b>	<b>\$16.2M - \$21.9M</b>	<b>\$14.5M - \$19.6M</b>

Table 7.3 – Total Regionalization Cost Matrix			
	Option 1 Gravity Filtration	Option 2 Filtration and Lime Softening	Option 3 Filtration and RO
Scenario A (Waverly WTP)	\$13.6M - \$19.2M	\$17.5M - \$24.4M	\$15.8M - \$22.1M
Scenario B (Montrose WTP)	\$13.9M - \$19.3M	\$17.8M - \$24.5M	\$16.1M - \$22.2M
Scenario C (Regional Located WTP)	\$13.5M - \$20.1M	\$17.4M - \$25.3M	\$15.7M - \$23.0M

## B. Implementation

The implementation schedule for a WTP construction project will depend on how the city chooses to proceed. A sample implementation schedule is shown in Table 7.4, and this shows the quickest schedule to move forward with water treatment improvements. This schedule will be updated as the city moves through this process. Next steps would include meeting with staff from both cities to determine if a regionalized system is desired.

<b>Table 7.4 – Sample Implementation Schedule</b>	
<b>Task</b>	<b>Month #</b>
Initiate Preliminary Design	0
Initiate Final Design	6
Submit Plans/Specs to MDH	10
Council Approval of Plans and Specs for Bidding	14
Advertisement for Bids	15
Bid Project	16
Award Contract	17
Start Construction	18
Project Completion	46
Note: Month each activity is shown to occur is approximate	

## Appendix A: Waverly & Montrose Water Treatment Regionalization Hydraulic Analysis





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## MEMORANDUM

**Date:** January 30, 2023  
**To:** Jennifer Selchow, P.E.  
**From:** Mitchell Swanson, P.E.  
**Subject:** Waverly & Montrose Water Treatment Regionalization Hydraulic Analysis  
Project No.: OM2.128411/OM2.128412

### 1. Background

This memorandum provides results and discussion for the water distribution system modeling conducted for the City of Waverly and the City of Montrose regarding a proposed regionalized water treatment plant. Waverly and Montrose existing water distribution system models, built by Bolton & Menk in 2019 and 2021 respectively, using WaterCAD, were combined and used for this analysis. The physical characteristics, and assumptions of the existing water distribution models were maintained except for the addition of the proposed water treatment plant regionalization infrastructure and the update of the demand sets to represent existing and ultimate service area demand.

### 2. Water Treatment Regionalization Hydraulic Analysis Development

In order to assess pressure and available fire flow conditions in the system with the addition of a regionalized water treatment plant, this analysis evaluated three scenarios:

- **Scenario A - Siting the water treatment plant in Waverly**  
The proposed water treatment plant in Waverly is located east of Bremen Circle and south of Bavaria Ln. An 8,100 ft-long 12-inch watermain connects the treatment plant to Montrose with a connection to the existing 12-inch watermain along SE 60<sup>th</sup> St in Montrose.
- **Scenario B - Siting the water treatment plant in Montrose**  
The proposed water treatment plant in Montrose is located north of 3<sup>rd</sup> Street North and east of County Rd 12 South. A 13,700 ft-long 12-inch watermain connects the treatment plant to Waverly with a connection to the existing 10-inch watermain along US Highway 12 SW in Waverly.
- **Scenario C - Siting the water treatment plant in between Waverly and Montrose**  
The proposed water treatment plant in between Waverly and Montrose is located south of SE 60<sup>th</sup> St and west of Clementa Ave SW. A 1,100 ft-long 12-inch watermain connects the treatment plant to Montrose with a connection to the existing 12-inch watermain



along SE 60<sup>th</sup> St and a 5,600 ft-long 12-inch watermain connects the treatment plant to Waverly with a connection to the existing 10-inch watermain along US Highway 12 SW.

Figure 1 displays the layout of the distribution system for the three water treatment plant locations. The determination of whether the cities should drill new wells near the proposed water treatment plant, or route existing wells to the plant was not evaluated in this study. The water treatment plant was designed to meet the ultimate service area maximum daily demand. The high service pumps at each plant location were designed to be able to fill the water tower with the highest high-water level in each city.

Ultimate service area watermain were imported from the previous WaterCAD models and analyzed for proposed diameter adequacy. Most of the proposed watermain were upsized from 6 inches to 8 inches to increase hydraulic performance. The existing and ultimate service area boundaries are included in Figure 1.

In all scenarios, the two cities are connected through a 3,300 ft-long 12-inch watermain along US Highway 12 SW. A pressure reducing valve (PRV) was added to this line since Waverly has a tower with a higher water level, to prevent pressure loss and storage loss for Waverly. This PRV may be used as a backup supply for both cities while maintaining pressures for each city as a separate pressure zone.

The distribution system was analyzed for average daily demand pressures, maximum daily demand pressures, and maximum daily demand available fire flows. The average daily demand scenario was run with wells turned off and storage tanks nearly full whereas the maximum daily demand simulation involved all wells actively pumping and storage tanks half full to represent a stressed system. The water system was examined for pressures, available fire flow, pipe flow velocities, and headloss in the distribution system.

#### **A. Recommended System Performance**

Pressures at average daily demand should be maintained between 35 psi and 100 psi but are preferred to be maintained between 60 psi and 80 psi. Pressure should never fall below 20 psi during peak demand, as pressures below 15 psi risk collapsing the watermain as it falls below atmospheric pressure.

Recommended available fire flow is determined by the International Organization for Standardization (ISO) and varies based on building size and occupancy. The minimum recommended fire flow for residential areas is 1,000 gpm; however, dead-end watermain and small diameter watermain may not be able to achieve this flow rate. Generally, a fire flow of 3,500 gpm is considered adequate for commercial and industrial areas; however, the fire marshal and ISO should be consulted to verify the actual required fire flow for insurance purposes.

Pipe flow velocity is recommended to be maintained above 2.5 feet per second to allow adequate flushing of the watermain, but less than 10 feet per second. Headloss through watermain is recommended to be maintained below 10 feet per thousand feet of pipe;

however, watermains near storage tanks and municipal wells may exceed these recommendations during peak demands.

### 3. Existing System Model Results

City of Waverly existing system model results show that pressure ranged from 52 psi to 79 psi and averaged 62 psi with average daily demands and ranged from 45 psi to 76 psi and averaged 57 psi with maximum daily demands. Available fire flow ranged from 100 gpm to 5,000 gpm and averaged 2,600 gpm. Results are tabulated below in Table 1.

City of Montrose existing system model results show that pressure ranged from 43 psi to 74 psi and averaged 54 psi with average daily demands and ranged from 37 psi to 68 psi and averaged 49 psi with maximum daily demands. Available fire flow ranged from 700 gpm to 5,000 gpm and averaged 2,600 gpm. Results are included in Table 1.

Table 1 - Existing System Model Results			
Entity	Average Daily Demand - Pressure (psi)	Maximum Daily Demand - Pressure (psi)	Maximum Daily Demand - Available Fire Flow (gpm)
Waverly	Range: 52 - 79	Range: 45 - 76	Range: 100 - 5,000
	Average: 62 ±6	Average: 57 ±6	Average: 2,600 ±1,300
Montrose	Range: 43 - 74	Range: 37 - 68	Range: 700 - 5,000
	Average: 54 ±6	Average: 49 ±6	Average: 2,600 ±900

### 4. Water Treatment Plant Regionalization Model Results

#### A. Scenario A - Regionalized Water Treatment Plant Located in Waverly

Model results show that siting the regionalized treatment plant in Waverly meets the recommended hydraulic performance for both cities' existing and ultimate service area. Pressure and available fire flow results in the distribution system are similar to existing conditions. Figures 2 and 3 provide pressure during average daily demand conditions and available fire flow during maximum daily demand conditions, respectively, for the existing service area. Figures 4 and 5 provide pressure during average daily demand conditions and available fire flow during maximum daily demand conditions, respectively, for the ultimate service area.

Waverly model results show that existing service area pressure ranged from 52 psi to 79 psi and averaged 62 psi with average daily demands and ranged from 45 psi to 72 psi and averaged 57 psi with maximum daily demands. Available fire flow ranged from 100 gpm to 5,000 gpm and averaged 2,500 gpm. Whereas Montrose model results show that existing service area pressure ranged from 43 psi to 74 psi and averaged 54 psi with average daily demands and ranged from 38 psi to 68 psi and averaged 49 psi with maximum daily demands. Available fire flow zone ranged from 700 gpm to 5,000 gpm and averaged 3,000 gpm. Results are tabulated below in Table 2.



For the ultimate service area, Waverly model results show that pressure ranged from 46 psi to 97 psi and averaged 65 psi with average daily demands and ranged from 39 psi to 90 psi and averaged 58 psi with maximum daily demands. Available fire flow ranged from 100 gpm to 5,000 gpm and averaged 2,700 gpm. Montrose model results show that ultimate service area pressure ranged from 42 psi to 77 psi and averaged 55 psi with average daily demands and ranged from 36 psi to 71 psi and averaged 50 psi with maximum daily demands. Available fire flow zone ranged from 700 gpm to 5,000 gpm and averaged 3,300 gpm. Results are included in Table 2.

Table 2 - Model Results for Scenario A: Water Treatment Plant in Waverly				
Service Area	Entity	Average Daily Demand - Pressure (psi)	Maximum Daily Demand - Pressure (psi)	Maximum Daily Demand - Available Fire Flow (gpm)
Existing Service Area	Waverly	Range: 52 - 79	Range: 45 - 72	Range: 100 - 5,000
		Average: 62 $\pm$ 6	Average: 57 $\pm$ 6	Average: 2,500 $\pm$ 1,100
	Montrose	Range: 43 - 74	Range: 38 - 68	Range: 700 - 5,000
		Average: 54 $\pm$ 6	Average: 49 $\pm$ 5	Average: 3,000 $\pm$ 1,200
Ultimate Service Area	Waverly	Range: 46 - 97	Range: 39 - 90	Range: 100 - 5,000
		Average: 65 $\pm$ 10	Average: 58 $\pm$ 10	Average: 2,700 $\pm$ 900
	Montrose	Range: 42 - 77	Range: 36 - 71	Range: 700 - 5,000
		Average: 55 $\pm$ 7	Average: 50 $\pm$ 6	Average: 3,300 $\pm$ 1,100

The flow velocity throughout the distribution systems with the proposed water treatment plant in Waverly were acceptable and mostly within the desired range. Some watermain throughout the systems exhibited elevated headloss during maximum daily demand simulations, but this is typical of watermain near storage tanks and municipal wells.

#### B. Scenario B - Regionalized Water Treatment Plant Located in Montrose

Model results show that siting the regionalized treatment plant in Montrose also meets the recommended hydraulic performance for both cities' existing and ultimate service area. Pressure and available fire flow results in the distribution system are similar to existing conditions. Figures 6 and 7 provide pressure during average daily demand conditions and available fire flow during maximum daily demand conditions, respectively, for the existing service area. Figures 8 and 9 provide pressure during average daily demand conditions and available fire flow during maximum daily demand conditions, respectively, for the ultimate service area.

Waverly model results show that existing service area pressure ranged from 52 psi to 79 psi and averaged 62 psi with average daily demands and ranged from 45 psi to 72 psi and averaged 55 psi with maximum daily demands. Available fire flow ranged from 100 gpm to 5,000 gpm and averaged 2,500 gpm. Whereas Montrose model results show that existing service area pressure ranged from 43 psi to 74 psi and averaged 54 psi with average daily demands and ranged from 38 psi to 69 psi and averaged 49 psi with maximum daily

demands. Available fire flow zone ranged from 700 gpm to 5,000 gpm and averaged 2,900 gpm. Results are tabulated below in Table 3.

For the ultimate service area, Waverly model results show that pressure ranged from 46 psi to 97 psi and averaged 65 psi with average daily demands and ranged from 39 psi to 90 psi and averaged 59 psi with maximum daily demands. Available fire flow ranged from 100 gpm to 5,000 gpm and averaged 2,800 gpm. Montrose model results show that ultimate service area pressure ranged from 42 psi to 77 psi and averaged 55 psi with average daily demands and ranged from 36 psi to 72 psi and averaged 54 psi with maximum daily demands. Available fire flow zone ranged from 700 gpm to 5,000 gpm and averaged 3,300 gpm. Results are included in Table 3.

Table 3 - Model Results for Scenario B: Water Treatment Plant in Montrose				
Service Area	Entity	Average Daily Demand - Pressure (psi)	Maximum Daily Demand - Pressure (psi)	Maximum Daily Demand - Available Fire Flow (gpm)
Existing Service Area	Waverly	Range: 52 - 79	Range: 45 - 72	Range: 100 - 5,000
		Average: 62 ±6	Average: 55 ±6	Average: 2,500 ±1,100
	Montrose	Range: 43 - 74	Range: 38 - 69	Range: 700 - 5,000
		Average: 54 ±6	Average: 49 ±6	Average: 2,900 ±1,200
Ultimate Service Area	Waverly	Range: 46 - 97	Range: 39 - 90	Range: 100 - 5,000
		Average: 65 ±10	Average: 59 ±10	Average: 2,800 ±1,000
	Montrose	Range: 42 - 77	Range: 36 - 72	Range: 700 - 5,000
		Average: 55 ±7	Average: 54 ±12	Average: 3,300 ±1,100

The flow velocity throughout the distribution systems with the proposed water treatment plant in Montrose were acceptable and mostly within the desired range. Some watermains throughout the systems exhibited elevated headloss during maximum daily demand simulations, but this is typical of watermains near storage tanks and municipal wells.

#### C. Scenario C - Regionalized Water Treatment Plant Located in between Waverly and Montrose

Model results show that siting the regionalized treatment plant in between Waverly and Montrose also meets the recommended hydraulic performance for both cities' existing and ultimate service area. Pressure and available fire flow results in the distribution system are similar to existing conditions. Figures 10 and 11 provide pressure during average daily demand conditions and available fire flow during maximum daily demand conditions, respectively, for the existing service area. Figures 12 and 13 provide pressure during average daily demand conditions and available fire flow during maximum daily demand conditions, respectively, for the ultimate service area.



Waverly model results show that existing service area pressure ranged from 52 psi to 79 psi and averaged 60 psi with average daily demands and ranged from 46 psi to 72 psi and averaged 55 psi with maximum daily demands. Available fire flow ranged from 100 gpm to 5,000 gpm and averaged 2,500 gpm. Whereas Montrose model results show that existing service area pressure ranged from 43 psi to 74 psi and averaged 54 psi with average daily demands and ranged from 38 psi to 68 psi and averaged 49 psi with maximum daily demands. Available fire flow zone ranged from 700 gpm to 5,000 gpm and averaged 2,900 gpm. Results are included in Table 4.

For the ultimate service area, Waverly model results show that pressure ranged from 46 psi to 97 psi and averaged 65 psi with average daily demands and ranged from 40 psi to 90 psi and averaged 59 psi with maximum daily demands. Available fire flow ranged from 100 gpm to 5,000 gpm and averaged 2,800 gpm. Montrose model results show that ultimate service area pressure ranged from 40 psi to 75 psi and averaged 54 psi with average daily demands and ranged from 37 psi to 71 psi and averaged 54 psi with maximum daily demands. Available fire flow zone ranged from 700 gpm to 5,000 gpm and averaged 2,800 gpm. Results are included in Table 4.

Table 4 - Model Results for Scenario C: Water Treatment Plant in between Waverly and Montrose				
Service Area	Entity	Average Daily Demand - Pressure (psi)	Maximum Daily Demand - Pressure (psi)	Maximum Daily Demand - Available Fire Flow (gpm)
Existing Service Area	Waverly	Range: 52 - 79	Range: 46 - 72	Range: 100 - 5,000
		Average: 60 ±6	Average: 55 ±6	Average: 2,500 ±1,100
	Montrose	Range: 43 - 74	Range: 38 - 68	Range: 700 - 5,000
		Average: 54 ±6	Average: 49 ±6	Average: 2,900 ±1,200
Ultimate Service Area	Waverly	Range: 46 - 97	Range: 40 - 90	Range: 100 - 5,000
		Average: 65 ±10	Average: 59 ±10	Average: 2,800 ±1,000
	Montrose	Range: 40 - 75	Range: 37 - 71	Range: 700 - 5,000
		Average: 54 ±7	Average: 54 ±12	Average: 2,800 ±900

The flow velocity throughout the distribution systems with the proposed water treatment plant in between Waverly and Montrose were acceptable and mostly within the desired range. Some watermain throughout the systems exhibited elevated headloss during maximum daily demand simulations, but this is typical of watermain near storage tanks and municipal wells.

## 5. Summary Evaluation of Alternatives

Results between the three water treatment plant locations have similar ranges and averages because the systems pressures and available fire flows are regulated by the pressure reducing valve and water level in the storage tanks. Available fire flow values are more than a function of available tank storage, but also sensitive to transmission pipe diameter, pipe condition, and

possible routes of flow. In all scenarios, most of the systems junctions with available fire flow below 1,000 gpm are dead ends with connecting mains smaller than 6 inches.

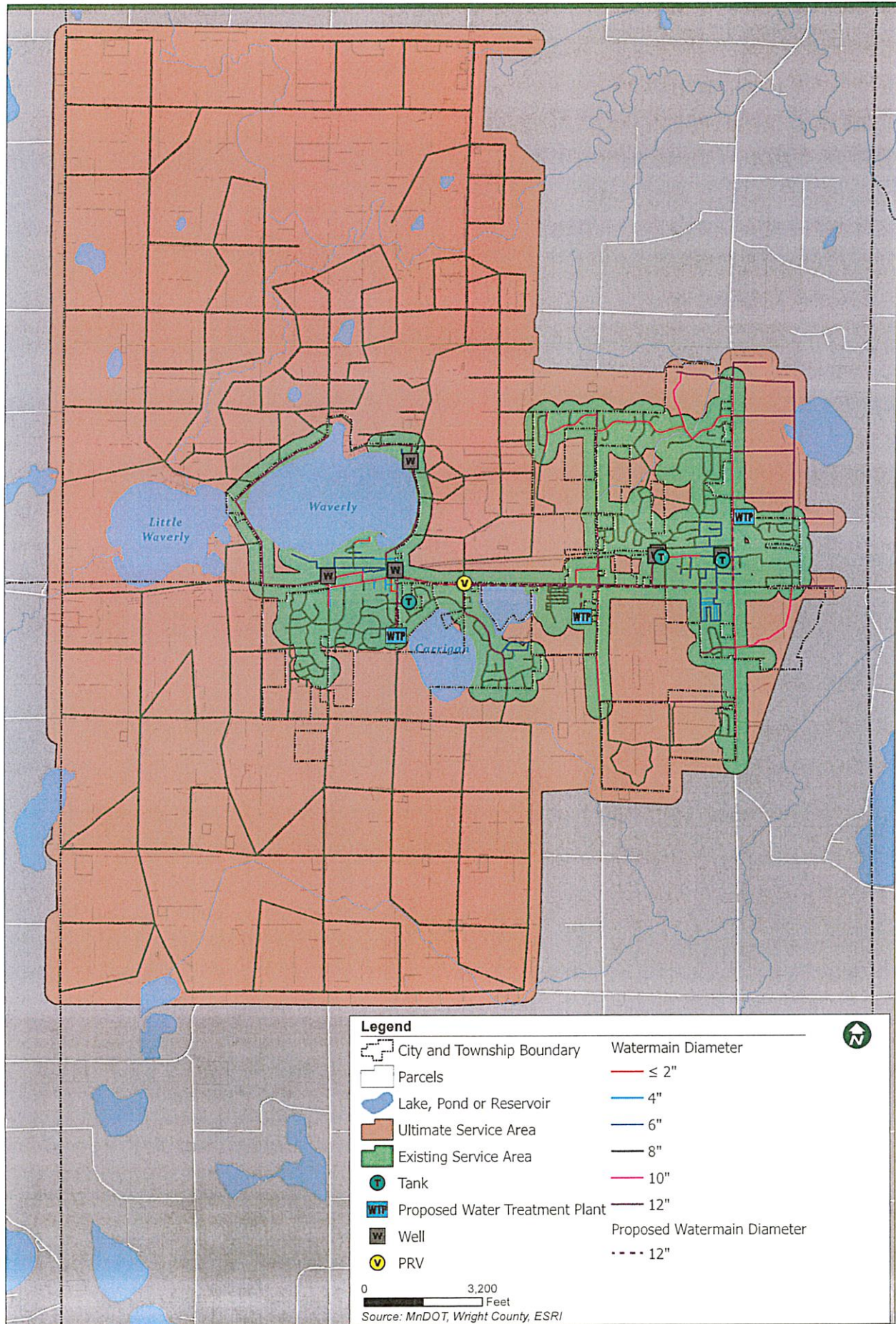
Available fire flow results vary the most between the southeast portion of Waverly and the east portion of Montrose. Although model results indicate that the three proposed locations for siting the treatment plant meet the recommended hydraulic performance for both cities, siting the water treatment plant in Montrose provided higher fire flow capacities to the southeast and east portions of Waverly and Montrose, respectively, when compared to the other treatment plant locations.

Siting the plant in between the two cities would have the cheapest watermain improvements due to the shorter 12-inch watermains required to connect the plant to the cities. Connecting the plant to Waverly and Montrose would require a total of 6,700 ft of 12-inch watermains, while siting the plant in Montrose would require approximately 13,700 feet.

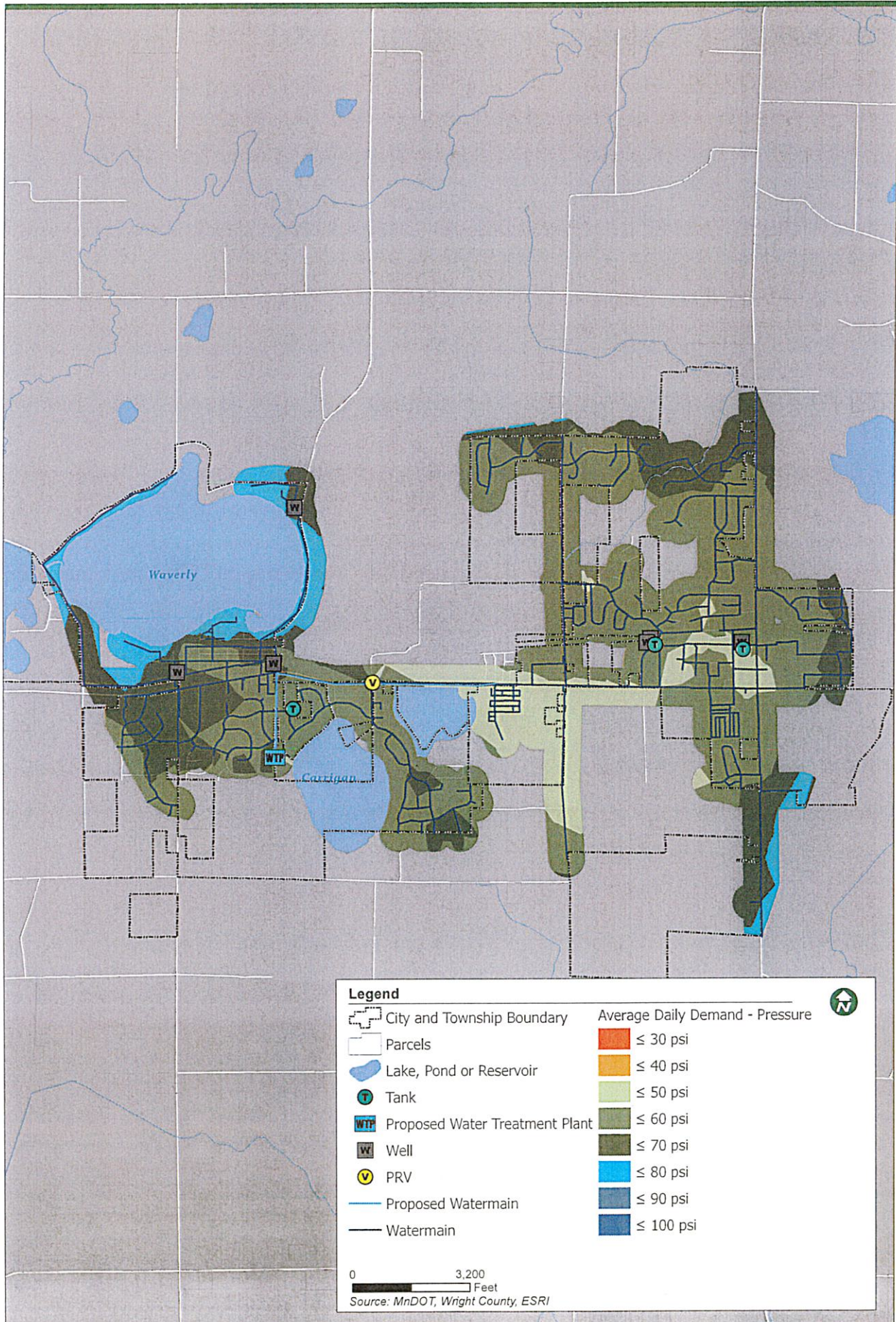
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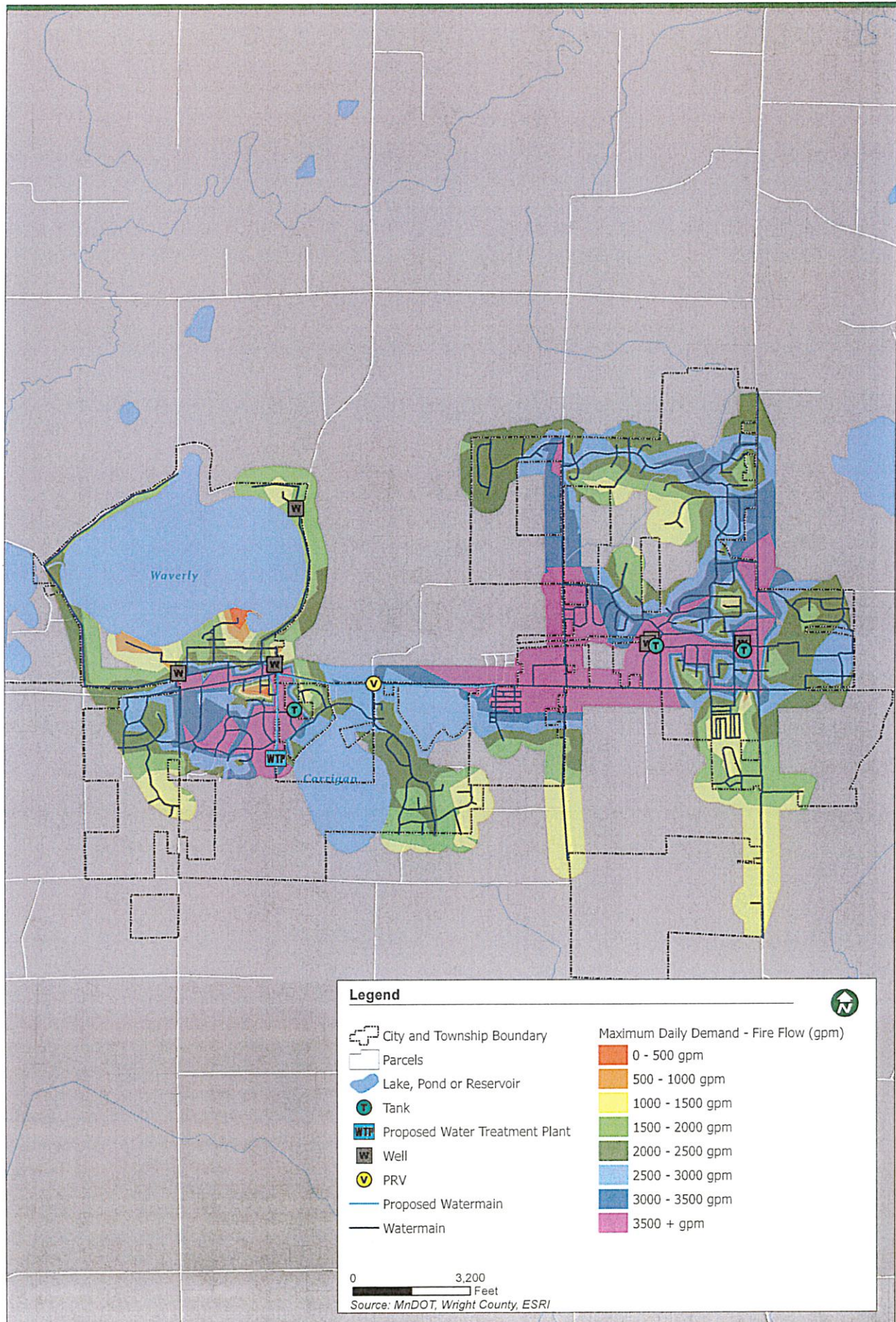




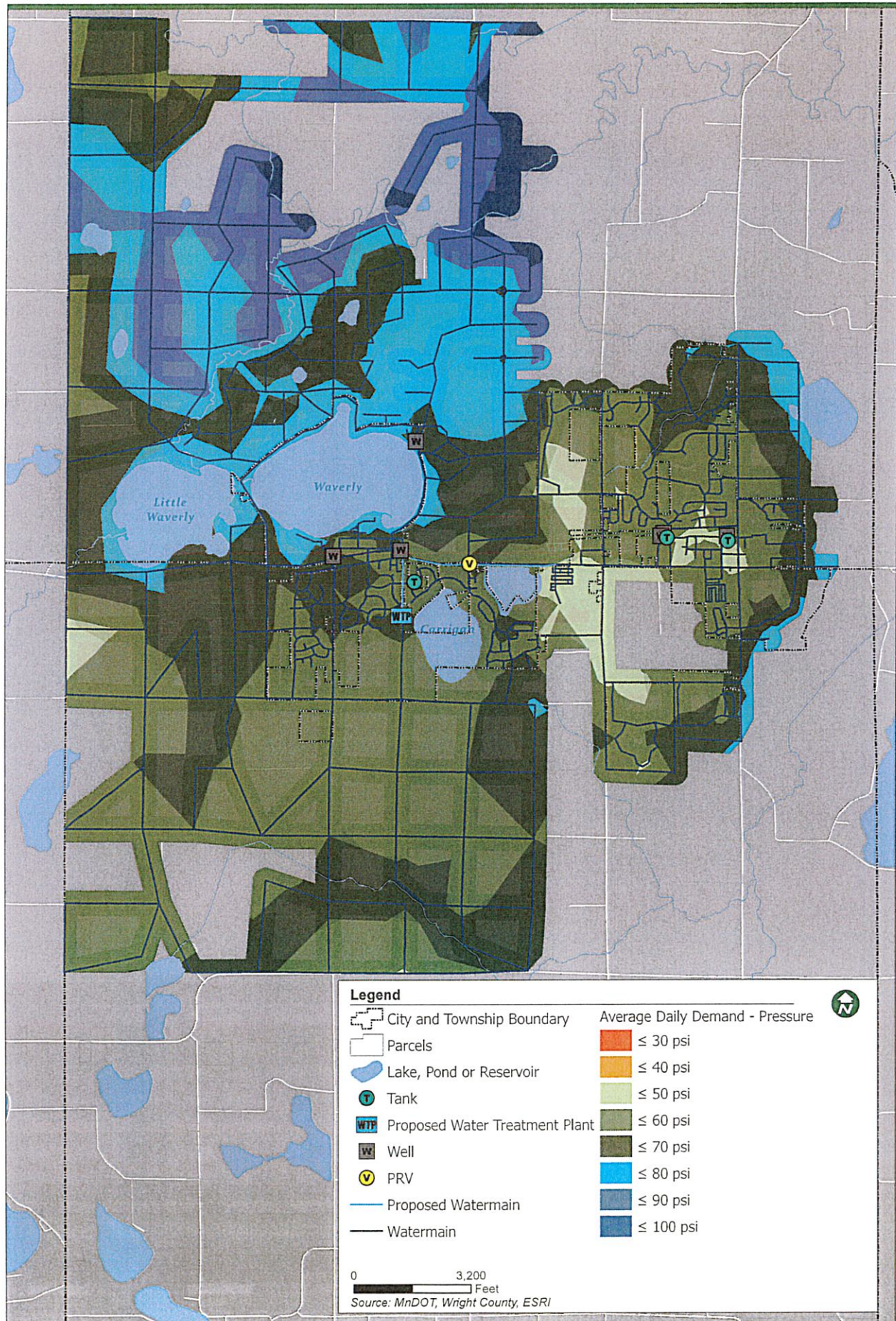




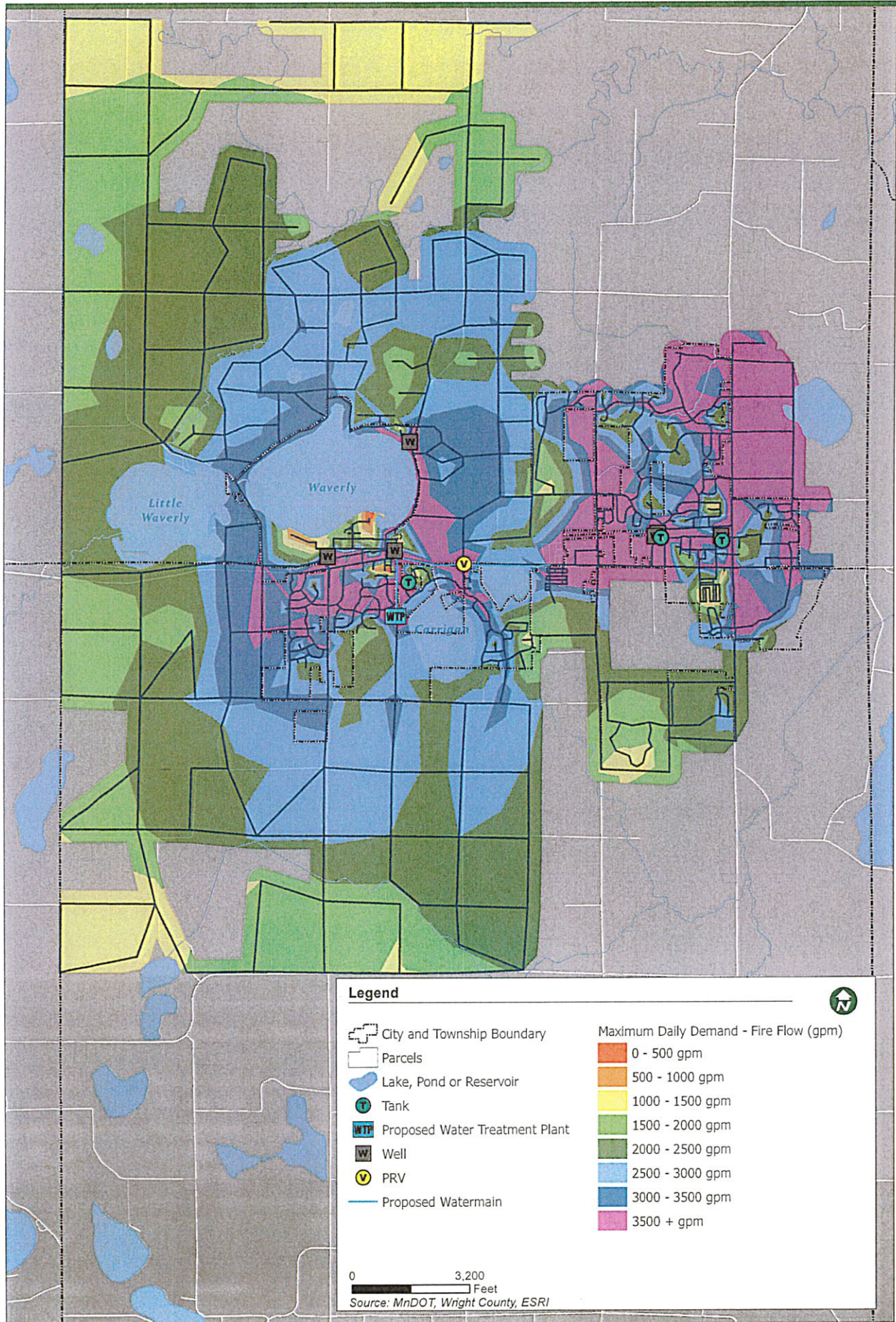




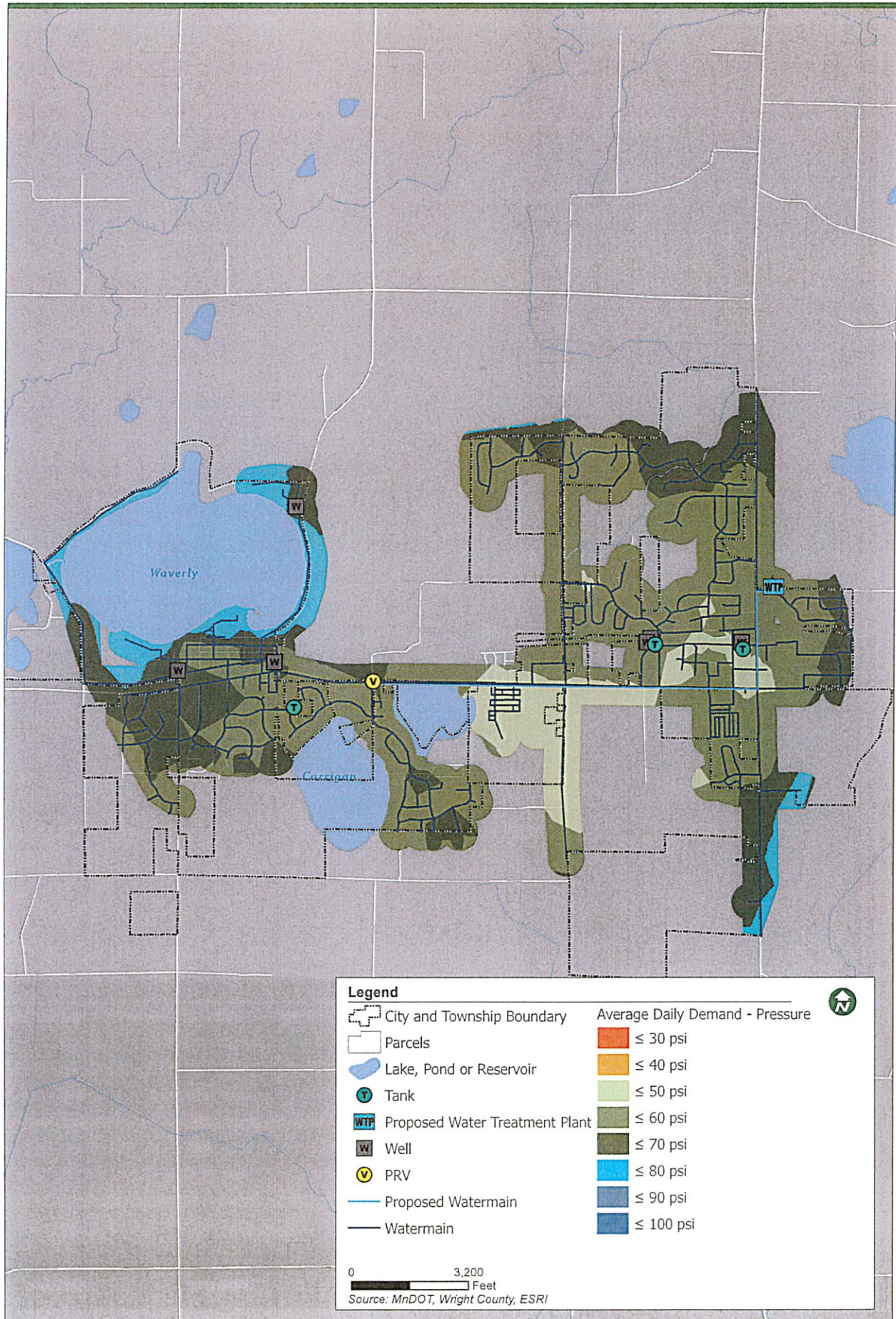




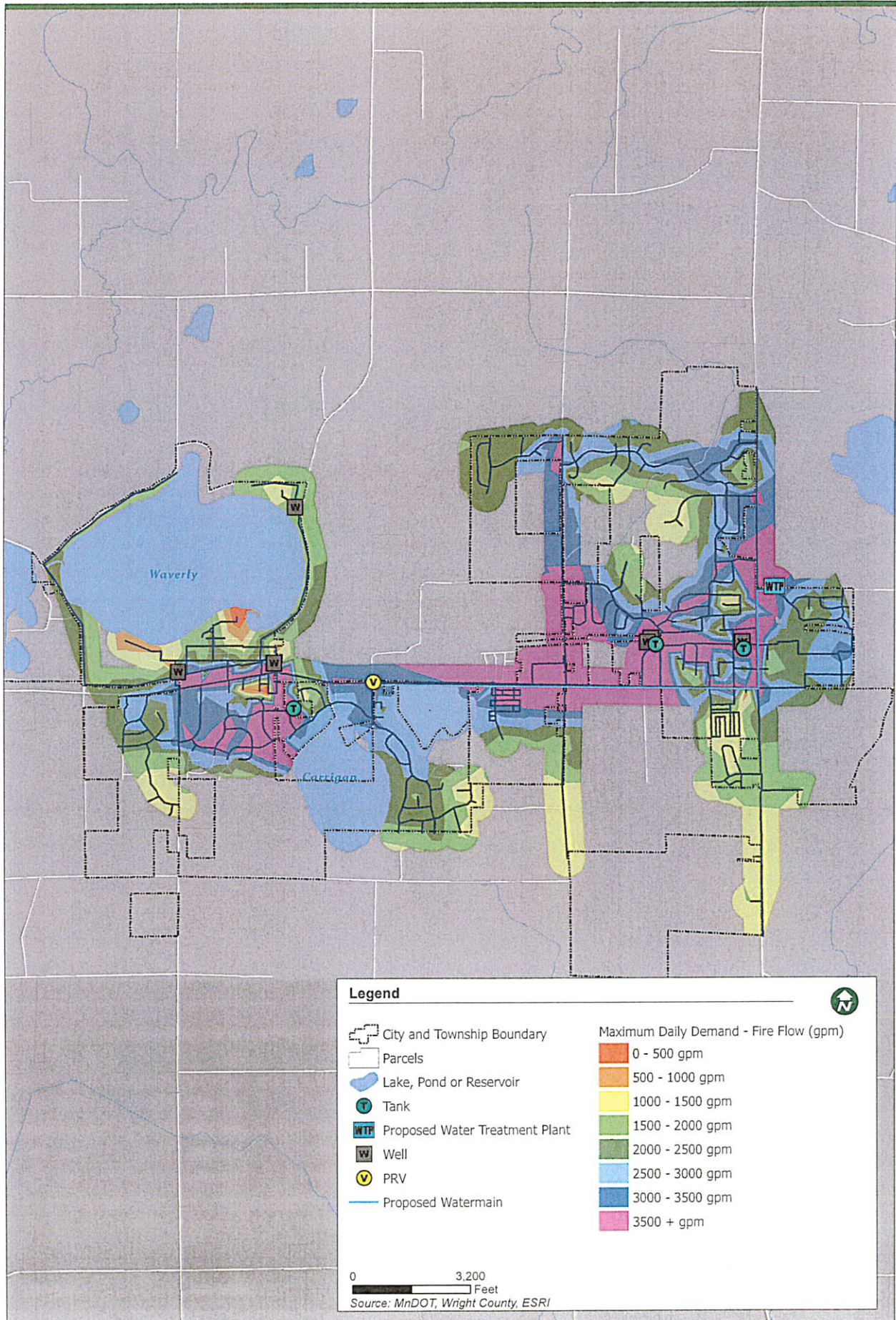




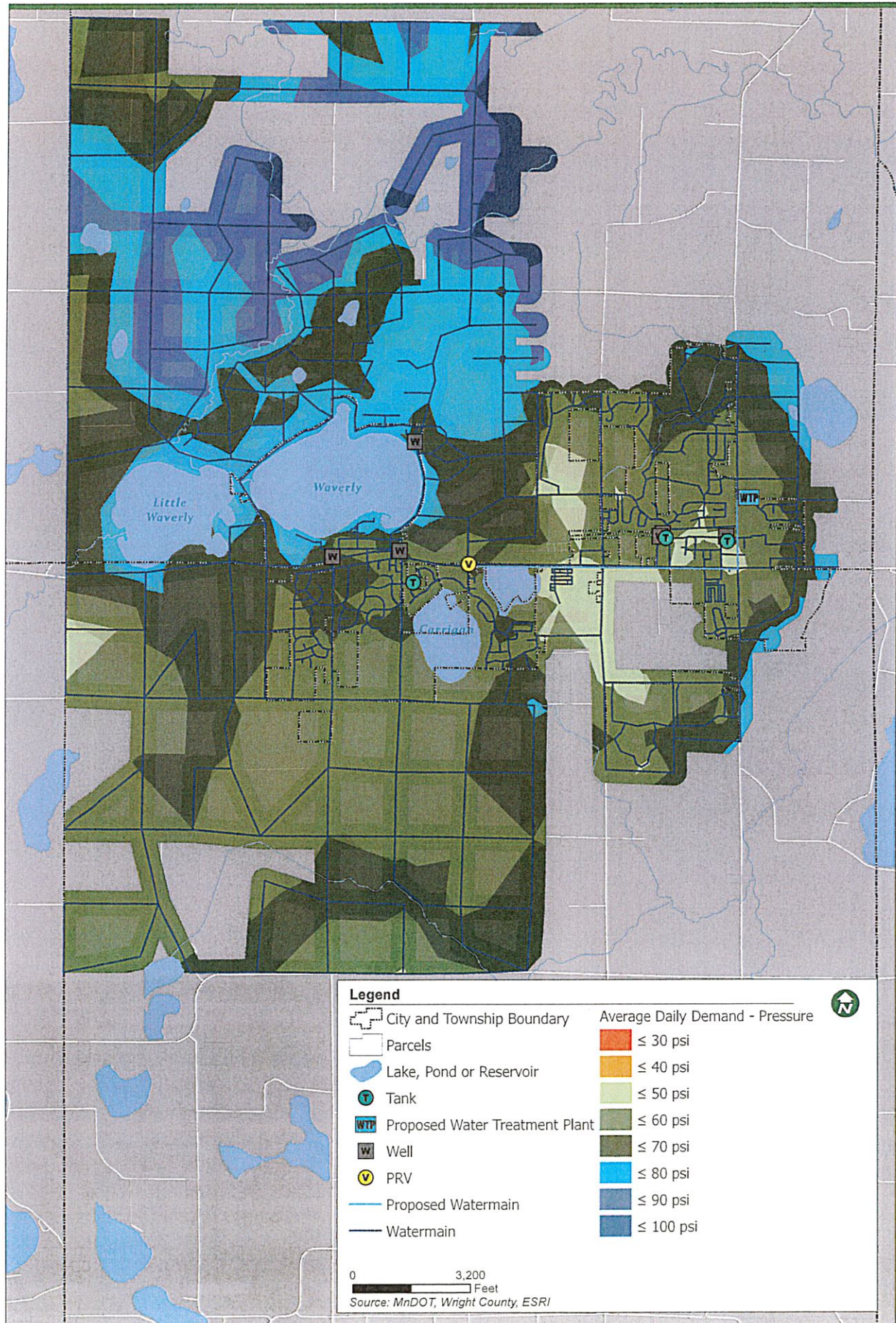




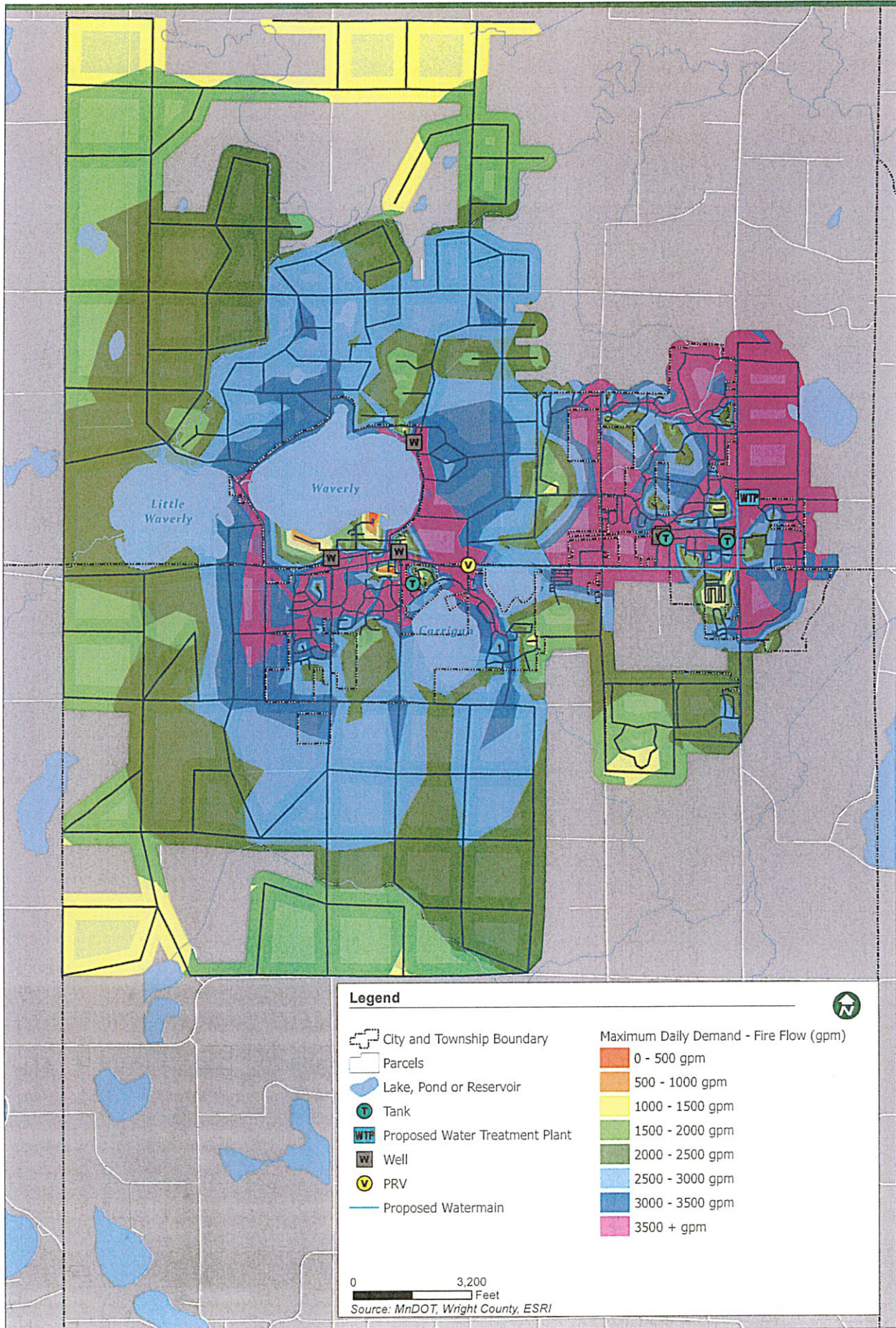




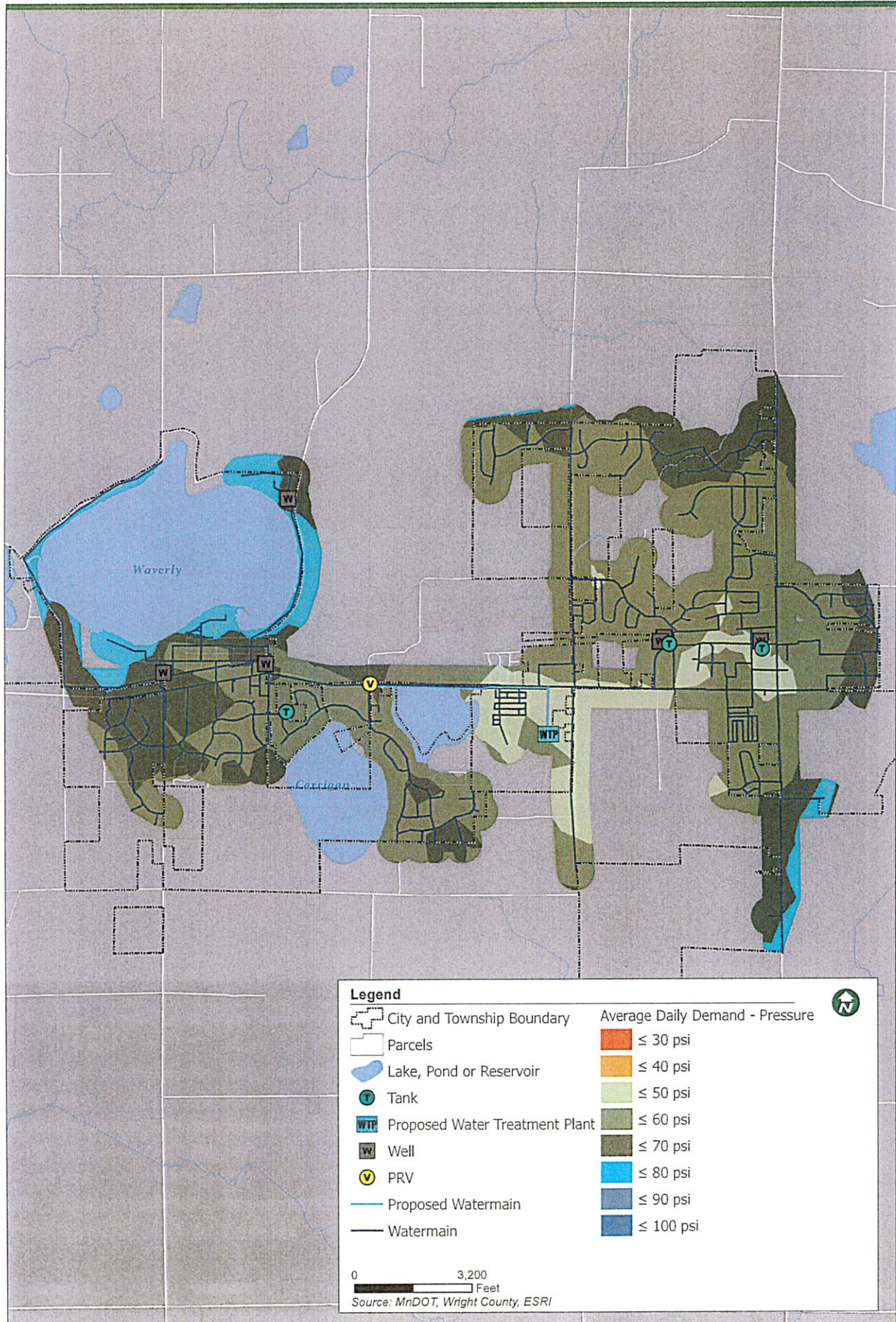




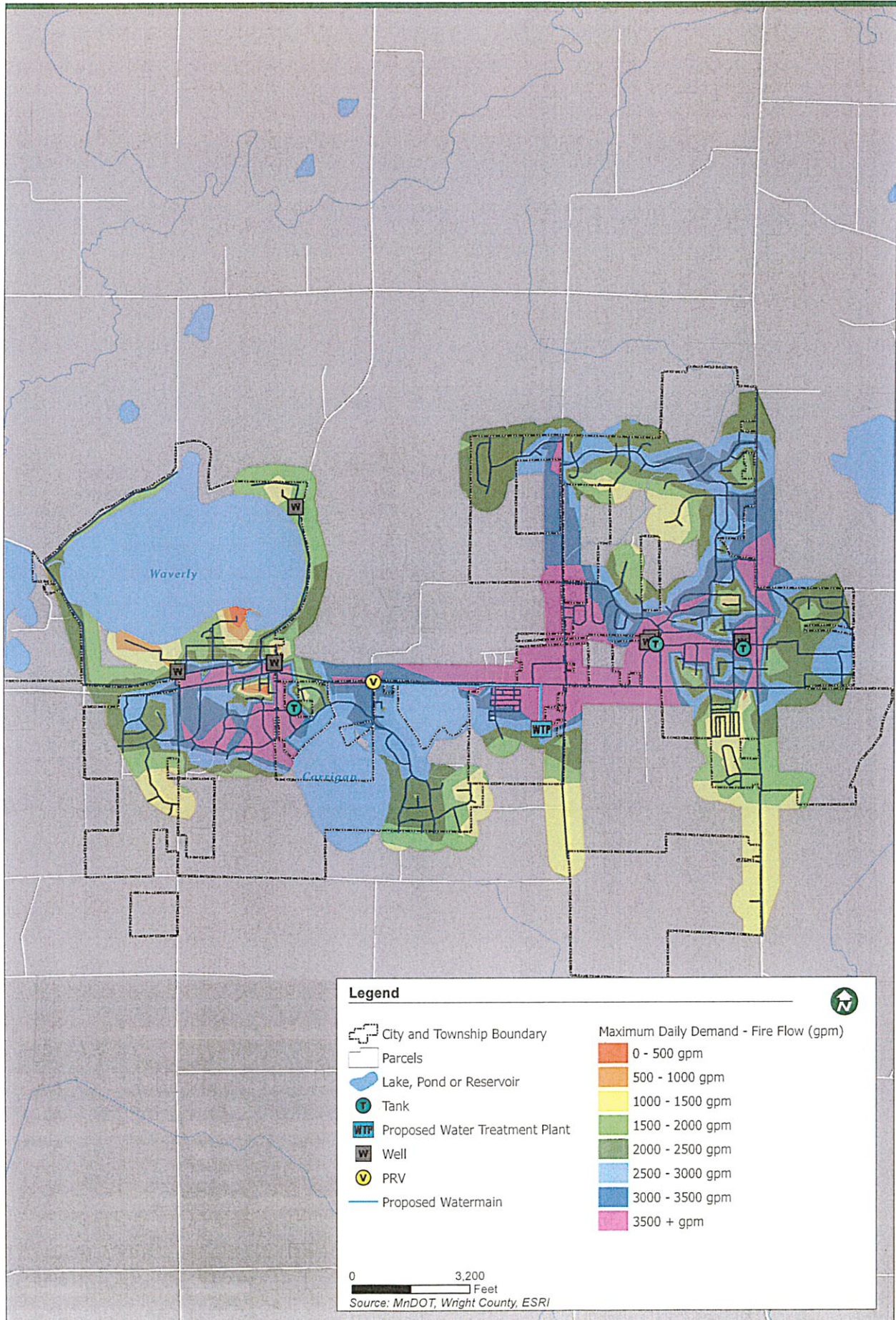




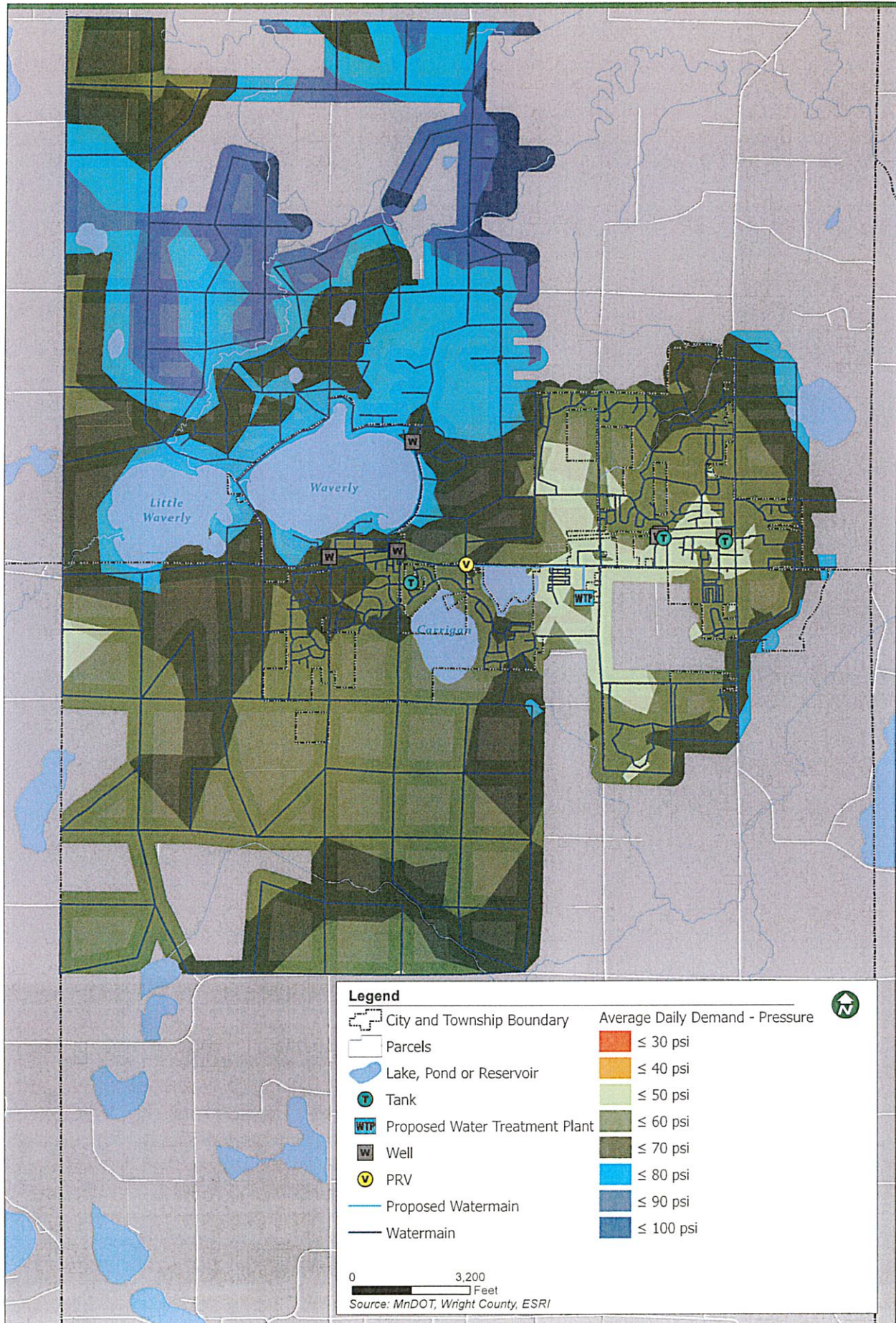




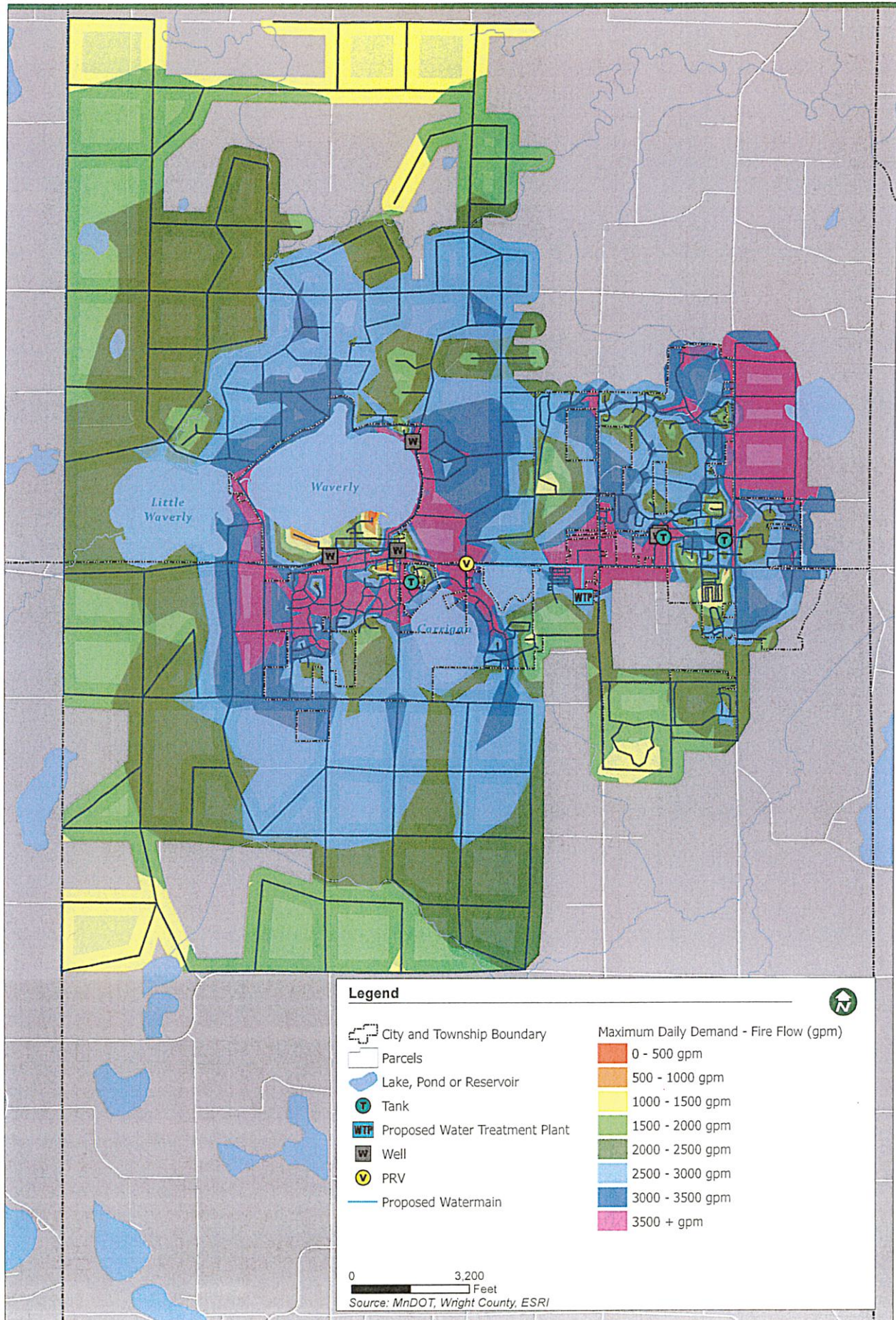
















# Elected Officials

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

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

### 1.1 Mayor

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

### 1.2 Acting Mayor

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

### 1.3 All Council Members

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

### 1.4 The Mayor and All Council Members

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

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

## 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:**

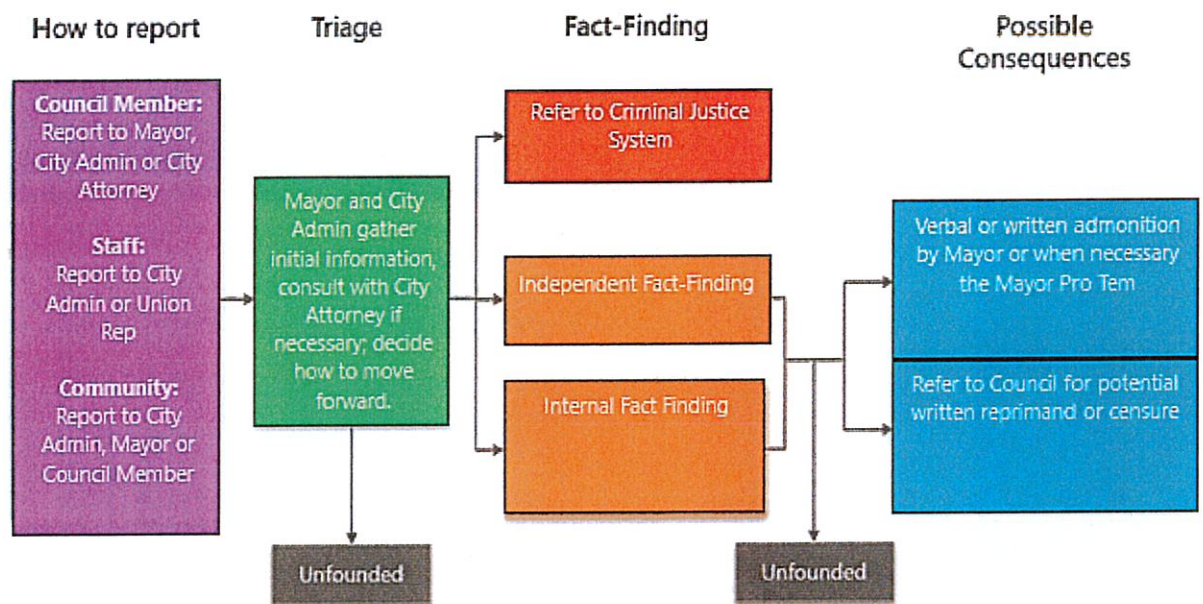
1. **Admonition.** An admonition shall be verbal or written statement made by the Mayor to the Council Member.
2. **Reprimand.** A reprimand shall be administered to the Council Member by letter. The letter shall be approved by the City Council and shall be signed by the Mayor, or by the Acting Mayor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

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

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