

**20. Consideration of approving a Memorandum of Understanding (MOU) between Wright County and the City of Monticello for the use of the Monticello Community Center as an Emergency Shelter**

<b>Prepared by:</b> Park, Arts & Recreation Director	<b>Meeting Date:</b> 1/12/2026	<input checked="" type="checkbox"/> <b>Consent Agenda Item</b> <input type="checkbox"/> <b>Regular Agenda Item</b>
<b>Reviewed by:</b> N/A	<b>Approved by:</b> City Clerk	

**ACTION REQUESTED**

Motion to approve the Memorandum of Understanding between Wright County and City of Monticello to enhance local emergency preparedness and expand available sheltering options for localized emergencies.

**REFERENCE AND BACKGROUND**

Wright County is working to expand local emergency shelter capacity by establishing agreements with community partners who can provide safe, accessible shelter during emergencies. As part of this initiative, the County has requested participation from the City of Monticello using the Monticello Community Center.

The Community Center, a centrally located, publicly owned facility, has the space and staffing needed to support temporary shelter operations. During a state-declared emergency, however, the Minnesota National Guard could assume control of the facility if required for a broader statewide response. Representatives from the Department of Military Affairs, which is also housed within the building, have indicated that the Governor may direct the National Guard to operate the site as an official shelter facility through an Executive Order. In such cases, National Guard personnel would assist with shelter operations as part of the coordinated state response.

In recognition of these potential state-level obligations, the proposed Memorandum of Understanding (MOU) is limited to county level emergencies. Under these conditions, the City retains operational authority over the facility and may partner directly with Wright County to provide short-term emergency shelter services for residents.

The MOU outlines the procedures and responsibilities for coordinated shelter operations, including:

- Maintaining up-to-date emergency contact information and following a defined notification process for shelter activation.

- Ensuring adequate space at the Monticello Community Center, availability of staff to open the facility during nonstandard hours, and designation of a City liaison as the primary point of contact.
- Wright County providing shelter personnel, security, and compensation in accordance with federal and state guidance.

Both parties commit to cooperative planning and implementation to ensure timely, effective, and well-coordinated shelter services. This partnership enhances local emergency preparedness by providing a community-based shelter option that can be activated efficiently during emergencies. The MOU does not obligate the City to exceed its capacity but establishes a clear, collaborative framework that benefits both the City of Monticello and Wright County residents.

- I. **Budget Impact:** Costs associated with emergency shelter operations will be reimbursed by Wright County in accordance with applicable federal and state guidance. No direct financial commitment is required from the City outside of staff time associated with coordination and facility access.
- II. **Staff Workload Impact:** Staff workload associated with this MOU is expected to be minimal. City personnel would maintain current emergency contact information, coordinate with Wright County during activation requests, and ensure Community Center staff are available to open the facility as needed. During an actual shelter activation, staff involvement would temporarily increase to support facility access and communication, while Wright County provides shelter personnel and security. Overall, the agreement is not anticipated to create a significant ongoing workload outside of emergency events.
- III. **Comprehensive Plan Impact:** The MOU supports the goals of the City's Comprehensive Plan by strengthening community safety and ensuring public facilities can respond to changing needs. Using the Monticello Community Center as an emergency shelter aligns with the Plan's emphasis on maintaining adaptable, community-focused facilities that support residents during emergencies.

#### **STAFF RECOMMENDED ACTION**

City staff recommend approval of the Memorandum of Understanding between Wright County and the City of Monticello for the use of the Monticello Community Center as an emergency shelter site.

#### **SUPPORTING DATA**

- MOU

**Memorandum of Understanding  
Between Wright County and City of Monticello**

**Purpose:**

The purpose of this Memorandum of Understanding is to define the relationship between Wright County (County) and the City of Monticello (City), 505 Walnut Street Suite 1, agreeing to participate with the County for the purpose of providing emergency shelter services for county residents during an emergency. This Memorandum of Understanding describes the common understandings through which the two organizations can coordinate their personnel and services to ensure the timely and efficient movement of resources and staff during an emergency.

**Understandings:**

1. The County and City will share appropriate emergency contact numbers for use when the emergency shelter is requested. This information should be updated at least annually.
2. When emergency shelter has been officially requested, the County will notify the City of the need for shelter services, and the approximate timeline of anticipated services within the County.
3. The City agrees to provide the following within the notice of activation and for the duration of the event:
  - Adequate space for an estimated number of County residents provided by the County.
  - Employees who are available to open the facility after hours.
  - A liaison to the County that serves as the main contact person between the City and the County for the duration of the event.
4. The County agrees to provide the following for the duration of the event:
  - Emergency shelter personnel.
  - Compensation in accordance with Federal and State guidance.
  - Security at the emergency shelter.
5. The County and City of Monticello will work cooperatively during the event in order to ensure prompt service, communication, and coordination with others involved in this effort.

Signatures:

\_\_\_\_\_ Mayor, City of Monticello  
Date

\_\_\_\_\_ City Administrator, City of Monticello  
Date

\_\_\_\_\_ Wright County Emergency Management  
Date

\_\_\_\_\_ Wright County Health and Human Services  
Date