

LAW OFFICES OF  
***Patrick D. Moren***  
ATTORNEYS AND COUNSELORS AT LAW

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POST OFFICE BOX 350  
309 Third Street N.W. Roseau, MN 56751  
Telephone (218) 463-1564 FAX (218) 463-1175

Patrick D. Moren\* (retired as of 06/01/17)  
Michelle E. Moren  
Jacqueline Mosher\*\*  
\*\*(Admitted to practice in North Dakota)

E-mail: [michellemoren@mncable.net](mailto:michellemoren@mncable.net)  
E-mail: [jacquemosher@mncable.net](mailto:jacquemosher@mncable.net)

February 18, 2025

City of Grand Rapids  
Attn. Chery Pierzina  
Human Resources Officer  
420 N. Pokegama Avenue  
Grand Rapids, Minnesota 55744

**RE: Provision of Prosecuting Attorney Services Proposal for City of  
Grand Rapids**

Dear Ms. Pierzina:

Enclosed herein please find our Provision of Prosecuting Attorney Services proposal for the City of Grand Rapids.

If upon receipt of this correspondence you should have any questions or comments, please do not hesitate to contact me.

Sincerely,

**LAW OFFICES OF PATRICK D. MOREN**

  
Michelle E. Moren

MEM:dks  
enclosure

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Provision of Prosecuting Attorney Services

LAW OFFICES OF PATRICK D. MOREN

Michelle Moren  
309 3<sup>rd</sup> Street Northwest  
Roseau, Minnesota 56751  
218.463.1564  
morenlaw.com

*February 24, 2025*

## II. GENERAL INFORMATION:

Since 1968, Moren attorneys have achieved results for clients in Roseau, Minnesota and throughout Northern Minnesota. We are a general practice law firm with extensive experience in many areas, including, but not limited to: municipal law, criminal law (prosecution), family law, estate planning, agriculture law, probate, real estate, civil litigation, and drainage law.

The primary contact for this proposal is Michelle Moren. As the current City of Roseau attorney and Acting Lake of the Woods County attorney, Michelle Moren's principal responsibilities from the criminal prosecution standpoint include review of officer reports, conferences with officers (in person and remote), assistance with search warrants (criminal and administrative), making charging decisions, drafting criminal complaints, prosecuting all levels of criminal offenses, court appearances, victim contact, negotiating plea bargains or trying cases, civil forfeitures, and all other aspects of criminal prosecution services.

Michelle Moren also provides prosecution services for the City of Baudette and is the City Attorney for the following small cities: Williams, Badger, Greenbush, Stephen, and Lake Bronson.

The Law Offices of Patrick D. Moren currently employs two licensed attorneys and will expand to three licensed attorneys when the law clerk passes the Minnesota Bar Examination. Attorney Michelle Moren is the owner/operator of the firm. Jacqueline Mosher is an associate attorney of the firm. It is anticipated that William Woolever will join the firm as an associate attorney in 2025. Resumes are attached.

Pending bar passage, we will request that the City of Grand Rapids authorize William Woolever to work on criminal prosecution matters and to make court appearances as a supervised practitioner in accordance with the Minnesota Board of Law Examiners rules. Approval has been granted by both the City of Roseau and Lake of the Woods County.

At the Law Offices of Patrick D. Moren, Michelle Moren has over thirty years of experience practicing municipal law, criminal law and related fields. Michelle Moren started prosecuting for the City of Roseau in 1991. Thereafter, she was elected as the Roseau County Attorney and was in that role from 1995 to 2006, when she elected to go back into practice with her father. She has been a prosecutor since that time and has acted as the Lake of the Woods County Attorney three separate times with the most recent starting in August of 2023. Jacqueline Mosher has been learning the areas of municipal law and criminal law under the training of Michelle Moren. Jacqueline Mosher also has extensive knowledge of courtroom practice and procedure, as a former law clerk to the Honorable Donna K. Dixon, Judge of District Court. As a law clerk, William Woolever has been practicing under the supervised practice rules with Michelle Moren's guidance. William Woolever has appeared in court on a number of City of Roseau criminal prosecutions and has also drafted criminal complaints, reviewed reports for charging determinations, consulted with officers, prepared memorandums following contested criminal omnibuses, negotiated plea agreements, and has had communications with crime victims.

As stated, the primary office of the Law Offices of Patrick D. Moren is in Roseau, Minnesota at 309 3<sup>rd</sup> Street NW, with a small satellite office located in the North Loop of Minneapolis. Our

office phone number is 218.463.1564 and fax number is 218.463.1175. Michelle Moren's email address is [michellemoren@mncable.net](mailto:michellemoren@mncable.net).

Jacqueline Mosher's email address is [jacquemosher@mncable.net](mailto:jacquemosher@mncable.net).

William Woolever's email address is [williamwoolever@mncable.net](mailto:williamwoolever@mncable.net). Cell phone numbers will be provided upon selection.

Two legal secretaries, Deb Strandlund and Kathleen Ross, ensure the office runs smoothly and efficiently. Ms. Strandlund's practice areas include criminal law, family law, and real estate. She has been employed by the law office for over thirty years. Ms. Ross' practice areas include probate, estate planning, and civil litigation. She has been employed by the law office for over twelve years. It is anticipated that if the Law Offices of Patrick D. Moren were awarded the city prosecutor attorney services, it would hire a part-time legal secretary/assistant to focus on providing services to the City of Grand Rapids unless the City currently has an employee for this position.

The Law Offices of Patrick D. Moren is a thriving, busy practice. Because of technology for remote work, our office is capable of being available for criminal proceedings when needed, both remote and in person (see below):

On February 3, 2025, the Minnesota Judicial Branch revised their Court Operations Policy and Procedure for Remote and In-person hearings, which provides that a majority of criminal matters will be heard remotely via Zoom. Itasca County provided a written deviation to the guidelines which requires that all hearings be held in person if a defendant is in custody. As that could be a daily occurrence, Michelle Moren had recent communications with Itasca County Court Administration to determine if in-custody detention hearings could be held via Zoom and the three sitting judges, through court administration, indicated their willingness to allow those types of hearings to be held remotely.

### **III. POLICE:**

As the City of Roseau attorney, City of Baudette prosecutor, and Acting Lake of the Woods County attorney, the Law Offices of Patrick D. Moren is adept at working closely with law enforcement whether it be the Roseau Police Department, Roseau County Sheriff's Office, Lake of the Woods Sheriff's Office, Minnesota State Patrol, or Minnesota Department of Natural Resources. Our office is confident that it understands the needs and demands of the City of Grand Rapids Police Department.

A review of the Minnesota Bureau of Criminal Apprehension website reveals approximately 148 DWI investigations in the City of Grand Rapids from January 1, 2024, through February 17, 2025. A review of the Itasca County court schedule also reveals a high number of prosecution cases for the acting City Prosecutors.

With the number of cases cited and court proceedings, we estimate that approximately 20-25 hours per week will need to be dedicated to the City of Grand Rapids by the prosecuting attorney(s) also likely another 15-20 hours per week for support staff will be needed (unless provided) to complete necessary discovery disclosures, process reports, e-file necessary documents, file exhibits with MNDES, and provide statutorily required victim notices.

#### IV. REFERENCES:

Lake of the Woods County Sheriff (also contact for City of Baudette prosecution)

Sheriff Gary Fish  
206 8<sup>th</sup> Avenue SE, Suite #300  
Baudette, Minnesota 56623  
218.434.0725

City of Roseau Chief of Police

Chief Marc Hodge  
114 3<sup>rd</sup> Street NW  
Roseau, Minnesota 56751  
701.330.2116

Former City of Roseau Chief of Police

Ward Anderson  
218.242.2236

#### FEES:

The Law Offices of Patrick D. Moren proposes a yearly flat fee of \$115,000.00 if support staff is provided. If support staff is not provided, then the flat fee proposed would be \$145,000.00 with a salary of approximately \$30,000.00 allocated to part-time support staff. The flat fee would increase each year according to the city staff cost of living adjustment.

I. *Retainer*— we do not require a retainer from our municipal clients, instead additional fees are added to our monthly billing statement.

Items proposed to be itemized and billed separately (list is not comprehensive):

1. Flash Drives: currently \$3.00 per flash drive.
2. CDs: currently \$7.50 per CD.
3. Copy Fees: currently 25¢ for black and white; 35¢ for color.
4. E-Charging Fee: to be determined with the cost divided among municipal prosecution clients.

5. Bureau of Criminal Apprehension's Criminal Justice Data Network Fee: to be determined with the cost divided among municipal prosecution clients.
6. Postage fees: at the current postage rate (will vary each month).

All itemized fees are subject to change. Mileage will not be billed.

## *II. Hourly Billing-*

Hourly fees and costs the firm will charge for providing legal services to the City of Grand Rapids that fall outside the duties covered by the Retainer will be \$235.00 per attorney in accordance with our municipal rate for 2025. This municipal fee is subject to a yearly change. The Law Offices of Patrick D. Moren bills in fifteen (15) minute increments. If the City elects the flat fee, we request that we not be required to provide an itemized, incremental billing statement and would request that we provide instead a general monthly non-itemized statement; provided however if the City requests legal services outside of the scope of prosecution services, we will provide an itemized statement.

## **CONFLICT OF INTEREST STATEMENT:**

Neither the Law Offices of Patrick D. Moren nor Michelle Moren or Jacqueline Mosher currently represent or have represented any client where representation may conflict with their ability to serve as City Prosecutor for the City of Grand Rapids.

Neither the Law Offices of Patrick D. Moren nor Michelle Moren or Jacqueline Mosher are currently representing any real estate developers doing business with, or anticipating doing business with, the City of Grand Rapids.

Neither the Law Offices of Patrick D. Moren nor Michelle Moren or Jacqueline Mosher currently represent any other local units of government having jurisdiction within, or contiguous to the City of Grand Rapids.


The Law Offices of Patrick D. Moren maintains a file directory of all clients it has represented in the past and is currently representing. When conflicts of interest arise, we notify the person that the office cannot represent the person. The office also utilizes conflict of interest waivers when necessary.

## **CONCLUSION**

The Law Offices of Patrick D. Moren is a well-respected firm in Northern Minnesota that has deep roots practicing municipal law and criminal law. Michelle Moren spends most weekends and some weekdays in Grand Rapids, visiting her mother and staying at the family lake cabin. Our goal is to provide excellent prosecution services to the City of Grand Rapids. We are willing to enter into a multi-year contract but would first request a six (6) month term to ensure that we meet each other's expectations. We look forward to hearing from the City Council.

Sincerely,

**LAW OFFICES OF PATRICK D. MOREN**



Michelle E. Moren

# MICHELLE E. MOREN

## ATTORNEY

Thirty-three years of practicing as a city attorney, county attorney and private practitioner. Old timers league goalie, marathon runner

## CONTACT INFO

218.463.1564  
michellemoren@mncable.net  
www.morenlaw.com  
Roseau, MN

## EXPERIENCE

### ATTORNEY, Law Offices of Patrick D. Moren, Roseau, MN

October 1991-December 1994; January 2007-Present

- ❖ Attorney for the City of Roseau, City of Badger, and City of Greenbush since 2007. Attorney for Roseau River Watershed District.
- ❖ Private general practice includes municipal law, criminal law (prosecution), estate planning, agriculture law, civil litigation, drainage law, and other areas.
- ❖ Owner/Operator of the Law Office since 2017. Manage one associate attorney, one law clerk and two legal secretaries.

### COUNTY ATTORNEY, Lake of the Woods County, MN (part-time)

2023-Present; September 2013-April 2014; June 2007-December 2010

- ❖ Acting county attorney responsible for prosecuting crimes; assist law enforcement agencies in the application for and obtaining of arrest and search warrants; represent petitioners in juvenile delinquency or CHIPS cases.
- ❖ Represent the county in civil court and in administrative proceedings, drafting ordinances.
- ❖ Interact with the Board of Commissioners and various county offices.

### COUNTY ATTORNEY, Roseau County, MN

January 1995-December 2006

- ❖ County attorney responsible for prosecuting crimes; legal adviser to the County Board of Commissioners, legal advocate for the county in court cases in which the county is a party.
- ❖ Assisted with developing Kids v. Cops hockey for the DARE program.

## EDUCATION

### JURIS DOCTOR

William Mitchell  
College of Law  
Graduated - May 1991

## EXTRACURRICULARS

- ❖ Old Timers League Goalie
- ❖ Volunteer Goalie Coach
- ❖ Marathon runner



# Jacqueline D. Mosher

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309 3<sup>rd</sup> St. NW  
Roseau, Minnesota 56751

Licensed in MN & ND

218.463.1564  
jacquemosher@mncable.net

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## Experience

### Law Offices of Patrick D. Moren / Associate Attorney

February 2024-Present, Roseau, MN

- ❖ Prepare petitions, motions, and affidavits for various areas of law
- ❖ Appear at court hearings, conferences, and mediations
- ❖ Attend city meetings when necessary

### Allen Law Firm, LLC / Associate Attorney

January 2022 - January 2024, Albuquerque, NM

- ❖ Prepare insurance defense pleadings on behalf of clients in response to a Complaint
- ❖ Draft discovery answers, requests, and objections; prepare privilege logs and determine responsive/non-responsive documents
- ❖ Write motions regarding dismissal, bifurcation, protective orders
- ❖ Attend depositions, court hearings, and participate in trials as second chair

### German • Burnette & Associates / Associate Attorney

May 2021 - January 2022, Albuquerque, NM

- ❖ Research and draft motions and memorandums of law on a variety of civil litigation matters
- ❖ Prepare discovery requests and responses, and client status letters
- ❖ Meet and confer with clients, attorneys, and other involved parties to gather and track case information

### Minnesota Judicial Branch / 9th District Judicial Law Clerk

Judicial Law Clerk for the Honorable Donna K. Dixon

July 2018 - April 2021, Roseau & Lake of the Woods County, MN

- ❖ Review, study, and research laws, court decisions, documents, opinions, briefs, and other legal authorities
- ❖ Draft orders, legal memoranda, and briefs regarding legal issues to be decided by judge and confer with judge regarding legal questions
- ❖ Attend all court hearings, trials (jury and bench), DWI/DUI staffing and domestic violence staffing

## Education

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### University of North Dakota School of Law / Juris Doctor

August 2015 - May 2018, Grand Forks, ND

### University of North Dakota / B.S. Forensic Science

August 2011 - May 2015, Grand Forks, ND

# WILLIAM P. WOOLEVER

## BIOGRAPHY

Recent law school graduate working as a supervised practitioner while preparing for the Minnesota bar exam.

## CONTACT INFO

218.463.1564  
williamwoolever@mncable.net  
www.morenlaw.com  
Roseau, MN

## EXPERIENCE

**SUPERVISED PRACTITIONER**, Law Offices of Patrick D. Moren, Roseau  
October 2024-Present

- ❖ Appear in court for City of Roseau criminal cases, draft criminal complaints, attend mediations, and confer with law enforcement.
- ❖ Attend the City of Roseau council meetings, aid in drafting municipal ordinances (i.e. cannabis, solar power).

**STUDENT LAWYER**, Law Offices of Patrick D. Moren, Roseau, MN  
September 2022-May 2024

- ❖ Supported attorney by conducting legal research, analyzing cases, and preparing legal documents such as petitions, memorandums of law, and proposed orders.
- ❖ Appeared in court under supervision of attorney.

**EMPLOYEE**, Law Offices of Patrick D. Moren, Roseau, MN  
June 2015-September 2022

- ❖ Assisted attorneys with their day-to-day needs, filed, and ran errands.

## OTHER EMPLOYMENT

- ❖ USA hockey official – 2014 to present
- ❖ Athletic training for Roseau hockey program – summer 2023 & 2024

## EDUCATION

### JURIS DOCTOR

University of North Dakota  
School of Law  
Sept 2021-May 2024

Vice President of Sports Law SA  
2023-2024

University of Minnesota  
September 2018-May 2021  
Criminology  
Cum laude

## EXTRACURRICULARS

- ❖ 3 Sport Letterman at Roseau High School: cross country, hockey, baseball
- ❖ Old timer hockey
- ❖ Marathon runner