

REGULAR MEETING – MONTICELLO CITY COUNCIL
Monday, December 13, 2021 – 6:30 p.m.
Mississippi Room, Monticello Community Center

Present: Lloyd Hilgart, Jim Davidson, Bill Fair, Charlotte Gabler, and Sam Murdoff
Absent: None

1. General Business

A. Call to Order & Pledge of Allegiance

Mayor Hilgart called the meeting to order at 6:30 p.m.

B. Approval of Agenda

Councilmember Fair moved approval of the agenda. Councilmember Gabler seconded the motion. Motion carried unanimously.

C. Approval of Meeting Minutes

- Special Meeting Minutes from November 22, 2021
- Regular Meeting Minutes from November 22, 2021

Councilmember Gabler moved approval of both sets of minutes. Councilmember Fair seconded the motion. Motion carried unanimously.

D. Citizen Comments

None.

E. Public Service Announcements

- Holiday Hours were noted.

F. Council Liaison Updates

- **EDA** – Councilmember Davidson noted that the EDA accepted a TIF District application and discussion 2022 and 2023 marketing strategies.
- **CMRP** – Rachel Leonard, City Administrator, gave a presentation at the last CMRP meeting. In addition, the group finalized and adopted the Framework 2030 Plan.
- **Parks, Arts, & Recreation** – Councilmember Murdoff gave an update of the meeting held December 2. PARC reviewed many items including: the old skate park area at the MCC; board member renewals for PARC and BCOL Advisory Council; discussed future plans of BCOL Athletic Complex; and noted that park decorations are old and there is the plan to get new ones for next year.

- **BCOL** – Councilmember Murdoff noted that the group discussed directional signage to the park and recent events that have taken place out at the park.
- **IEDC** – Councilmember Fair provided an update. Most of the meeting was spent on updates from staff on current project.
- **Planning Commission** – Councilmember Gabler stated that the Planning Commission had two public hearings and five regular items. These items will be brought to City Council.

2. **Consent Agenda:**

Councilmember Murdoff moved approval of the Consent Agenda excluding Item U. Councilmember Gabler seconded the motion. Motion carried unanimously.

- A. Consideration of approving the payment of bills. **Action taken: Approved the bill and purchase card registers for a total of \$2,684,894.95.**
- B. Consideration of approving new hires and departures for city departments. **Action taken: Approved the updated list of hires for Hi-Way Liquors, Fire Department, Monticello Community Center, Streets Department and Parks Department and departures for Monticello Community Center.**
- C. Consideration of approving the sale/disposal of surplus city property for the Street Department. **Action taken: No report this cycle.**
- D. Consideration of adopting Resolution 2021-98 accepting donation of \$500 from Coors/Minnesota Municipal Beverage Association for the Monticello Fire Department from their fundraiser held at Hi-Way Liquors in August and September. **Action taken: Resolution accepting donation was approved and adopted.**
- E. Consideration of adopting Resolution 2021-99 establishing four polling locations for the City of Monticello 2022 elections. **Action taken: Resolution establishing polling locations was approved and adopted.**
- F. Consideration of approving the 2022 Monticello Community Center Part-Time Pay Scale. **Action taken: Approved.**
- G. Consideration of approving City of Monticello Business Hours for 2022 and amending Business Hours for 2021. **Action taken: Approved.**
- H. Consideration of approving the 2022 Regularly Scheduled City Council and Commission meetings. **Action taken: Approved.**
- I. Consideration of renewing pawn broker license for 2022 for David Corbin dba Monticello Pawn, Gun & Bargain Center at 1219 South Highway 25. **Action taken: Approved.**
- J. Consideration of approving an on-sale liquor license and Brewpub off-sale license for Nordic Brewing, 530 Cedar Street, for future operation as a Brewpub. **Action taken: Approved both liquor licenses.**

- K. Consideration of approving Board and Commission appointments commencing January 1, 2022. **Action taken: Approved.**
- L. Consideration of adopting Resolution 2021-100 calling for a public hearing on the proposed establishment of Tax Increment Financing District No. 1-42 within central Monticello Redevelopment Project No. 1, and the proposed adoption of the Tax Increment Financing Plan for the District. **Action taken: Adopted Resolution 2021-100 calling for a public hearing on February 14, 2022 on TIF District 1-42.**
- M. Consideration of adopting Resolution 2021-101 declaring the official intent of the City of Monticello to reimburse certain expenditures from the proceeds of bonds to be issued by the City for a Public Works Facility. **Action taken: Approved and adopted Resolution 2021-101.**
- N. Consideration of adopting Resolution 2021-102 accepting the redistribution of unrequested Coronavirus Local Fiscal Recovery Fund established under the American Rescue Plan Act. **Action taken: Approved and adopted Resolution 2021-102.**
- O. Consideration of purchasing a new fuel management system for \$12,556.22 for Westmor Fluid Solutions, Columbus, MN. **Action taken: Approved the purchase.**
- P. Consideration of adopting Resolution 2021-103 authorizing the preparation of a Feasibility Report for the 2022 Sidewalk Improvements project and approval of a contract amendment with Hakanson Anderson to provide engineering services at a price of \$13,250. **Action taken: Approved and adopted Resolution 2021-103.**
- Q. Consideration of adopting Resolution 2021-104 accepting improvements and authorizing final payment of \$14,121.52 to Castrejon Inc. for the installation of FiberNet Facilities in the Haven Ridge 1st Addition Development. **Action taken: Approved and adopted Resolution 2021-104.**
- R. Consideration of authorizing purchase of a 2022 John Deere 324L four-wheel drive loader from RDO Equipment Co. of Dayton, MN for a total of \$82,568.63 and declaring the 1997 Case 570 tractor loader as surplus to be traded in as part of the purchase. **Action taken: Approved the purchase.**
- S. Consideration of approving a change order for the 2021 with CIPP Sewer Lining Project in the amount of \$18,000. **Action taken: Approved the change order.**
- T. Consideration of adopting Resolution 2021-105 accepting improvements and authorizing final payment of \$45,705.50 to New Look Contracting Inc. for the BCOL Phase 1 Project. **Action taken: Approved and adopted Resolution 2021-105.**
- U. Consideration of accepting quotes and authorizing the purchase of a 2021 Jeep Renegade for \$29,484 and a 2021 Ram 1500 for \$39,247 from Ryan Chrysler Dodge Jeep Ram Monticello plus applicable taxes and fees for vehicle registration to the Monticello DMV. **Action taken: Approved the purchases.**

- V. Consideration of approving a 3-year contract with Professional Cleaning Services LLC for citywide janitorial services in the amount of \$9,160 per month. **Action taken: Approved the contract.**
- W. Consideration of an amendment to Conditional Use Permit for a Planned Unit Development for a Retail Building Expansion in the Central Community District (CCD). Applicant: JR & R II LLC (Runnings Supply). **Action taken: Approved the amendment subject to conditions in Exhibit Z and based on findings in Resolution PC-2021-046.**
- X. Consideration of authorizing lease negotiations with the Monticello Chamber of Commerce and Industry for an office suite in the new DMV Building (aka Prairie Conference Center). **Action taken: Authorizing negotiations with the Monticello Chamber of Commerce and Industry.**
- Y. Consideration of approving the purchase of a large-scale printer/scanner from Marco Technologies for the state contract price of \$10,795 and declaring the current large-scale printer/scanner at Public Works as surplus property. **Action taken: Approved the purchase.**

2A. Consideration of items removed from the consent agenda for discussion

- U. *Consideration of accepting quotes and authorizing the purchase of a 2021 Jeep Renegade for \$29,484 and a 2021 Ram 1500 for \$39,247 from Ryan Chrysler Dodge Jeep Ram Monticello plus applicable taxes and fees for vehicle registration to the Monticello DMV*

Councilmember Murdoff removed the item to question whether all types of vehicles were included in the search. Ron Hackenmueller responded that staff did search all vehicles, but the vehicles presented are from a local dealer and were low bid.

Councilmember Fair moved to accept quotes and authorize the purchase of the vehicles from Ryan Chrysler Dodge Jeep Ram Monticello. Councilmember Davidson seconded the motion. Motion carried unanimously.

3. Public Hearings:

- A. PUBLIC HEARING: Consideration of adopting Resolution 2021-106 ordering improvements and authorizing preparation of plans and specifications for the 2022 Street Improvement Project, City Project No. 22C001

Matt Leonard, City Engineer/Public Works Director, gave a presentation on the 2022 Street Improvement Project. The information included a map of the project area, the existing conditions and proposed improvements, and the costs, including proposed assessments. A proposed schedule includes accepting bids in February with construction beginning in May or June and completing in July or August.

Mayor Hilgart opened the public hearing. No one testified. Mayor Hilgart closed the public hearing.

Councilmember Gabler moved to adopt Resolution 2021-106 ordering improvements and authorizing preparation of plans and specifications for the 2022 Street Improvement Project. Councilmember Davidson seconded the motion. Motion carried 4-0-1; Councilmember Murdoff voted against given that he lives in the proposed project area.

B. PUBLIC HEARING: Consideration of adopting Ordinance 766 amending City fee schedule for 2022 and adopting Summary Ordinance 766A for publication

Sarah Rathlisberger, Finance Director, presented the draft 2022 fee schedule and noted some of the more significant changes. Most of the Monticello Community Center fees were amended. It was noted that information will be provided on the stormwater/water rate fee increases which take effect on February 1.

Mayor Hilgart opened the public hearing. No one testified. Mayor Hilgart closed the public hearing.

Councilmember Fair moved approval of adopting Ordinance 766 and Summary Ordinance 766A for publication. Councilmember Davidson seconded the motion. Motion carried unanimously.

C. PUBLIC HEARING: Consideration of adopting Resolution 2021-107 establishing the final tax levy for 2022

Sarah Rathlisberger presented the final tax levy for 2022. Included in the presentation was a review of the proposed levy increase for the HRA and the City. Also noted was the tax capacity shift and levy impact, assessment value changes, 2022 tax impact and budget impacts. The 2022 City Property Tax Levy is proposed to increase by 2.6%.

Mayor Hilgart opened the public hearing. No one testified. Mayor Hilgart closed the public hearing.

Councilmember Murdoff moved to adopt Resolution 2021-107 establishing the final tax levy for 2022. Councilmember Gabler seconded the motion. Motion carried unanimously.

4. **Regular Agenda:**

A. Consideration of adopting Resolution 2021-108 adopting the 2022 Budget and authorizing certain finance-related actions

Sarah Rathlisberger presented the 2022 Budget. The proposed budget of \$40,784,000 in an increase due to various items including a 3% COLA adjustment, new administrative support at City Hall, mid-term elections, IT updates, use of grants, and investment in routine maintenance at Public Works.

There was minimal discussion among City Council.

B. Consideration of adopting Resolution 2021-109 approving the allocations of Coronavirus Local Fiscal Recovery Fund established under the American Rescue Plan Act (ARPA) Funds to certain uses

Sarah Rathlisberger introduced the proposed allocations of the Coronavirus Local Fiscal Recovery Fund. The City was originally allocated \$1,462,814.50. There is an additional redistribution number available of \$47,903.14. These redistribution funds were from other Non-Entitlement Units that did not claim their allocation of funds. The proposed resolution will delegate \$725,000 to be allocated for the provision of services at the Monticello Community Center. The remaining funds will be used for future use.

There was minimal discussion among Council.

Councilmember Davidson moved to adopt Resolution 2021-109 approving the allocations of Coronavirus Local Fiscal Recovery Fund established under the American Rescue Plan Act (ARPA) funds. Councilmember Fair seconded the motion. Motion carried unanimously.

C. Consideration of approving a request for rezoning to Planned Unit Development, Final Stage Planned Unit Development, Final Plat, and Development Agreement for Monticello Business Center Eighth Addition for Monticello Lakes, a proposed 200-unit multi-family residential project in a B-4 (Regional Business) District. Applicant: Baldur Real Estate, LLC

Angela Schumann, Community Development Director, presented the request for Final Stage PUD, Final Plat and Development Agreement. Since approval of the Development Stage PUD and Preliminary Plat were approved, the applicant has worked to resolve the conditions listed in Exhibit Z of those approvals, including the City Engineer's comments. Ms. Schumann briefly reviewed the conditions related to Final Plat, the zoning, and Development Agreement.

Staff recommended approval subject to a series of revised conditions based on the most recently submitted plans. These conditions primarily relate to staff's ability to continue to review updated plans as they are submitted. This is due to the fact that the final documents are still in progress.

The City Council discussed. Councilmember Fair questioned the intersection of School Boulevard and Edmonson and whether the City has the ability to expand the intersection. Ms. Schumann noted that the City has not obtained the right-of-way at this time. City Engineer/Public Works Director Matt Leonard added that the City could obtain the right-of-way now or with the next outlot.

Mark Welch, representing the developer, was present to answer any questions.

Decision 1: Councilmember Gabler moved to adopt Resolution 2021-110 and Ordinance 767 for rezoning the proposed Lot 1, Block 1 of Monticello Business

Center Eighth Addition to the Monticello Lakes Planned Unit Development. Councilmember Davidson seconded the motion. Motion carried unanimously.

Decision 2: Councilmember Gabler moved to adopt Resolution 2021-111 approving the Final Stage PUD for Monticello Lakes, based on the findings in said resolution, and subject to conditions as listed in Exhibit Z of the staff report of December 13, 2021. Councilmember Fair seconded the motion. Motion carried unanimously.

Decision 3: Councilmember Gabler moved to adopt Resolution 2021-112 approving the Final Plat and Development Agreement for Monticello Business Center Eighth Addition and Monticello Lakes, based on the findings in said resolution, and subject to conditions as listed in Exhibit Z of the staff report of December 13, 2021, authorizing the Mayor and City Administrator to execute said Agreement, and further authorizing the Mayor and City Administrator to negotiate and specify final changes or amendments necessary to more fully execute the intention of the City Council with respect to the proposed project. Councilmember Murdoff seconded the motion. Motion carried unanimously.

- D. Consideration of approving Development Stage Planned Unit Development and Preliminary Plat for Twin Pines Apartments, a 93-unit multi-family residential project in a B-4 (Regional Business) District. Applicant: Kjellberg, Kent

Angela Schumann presented the preliminary plat and Development Stage PUD. The project consists of site and building improvements of a 93-unit multi-family residential development. The Planning Commission recommended approval on a 4-1 vote.

Staff recommended re-approval of the Development Stage Planned Unit Development and Preliminary Plat with some changes and proposed conditions.

There was discussion among City Council. Councilmember Murdoff questioned whether there would be modifications to access to School Boulevard as he feels that the internal access isn't the easiest area to access. Angela Schumann responded that no modifications were made.

Tom Wasmoen, architect, addressed the Council. Mr. Wasmoen noted that signage is still a work in progress. He spoke on a sidewalk and access to the development and on the grade changes and parking.

Decision 1: Councilmember Davidson moved to adopt Resolution 2021-113 approving a development stage Planned Unit Development (PUD) for the Twin Pines Addition PUD District, subject to the Conditions in Exhibit Z, and based on findings in said resolution. Councilmember Fair seconded the motion. Motion carried unanimously.

Decision 2: Councilmember Davidson moved to adopt Resolution 2021-114 approving a Preliminary Plat for the Twin Pines Addition, subject to the

**Conditions in Exhibit Z, and based on findings in said resolution.
Councilmember Fair seconded the motion. Motion carried unanimously.**

E. Consideration of appointing a City Council member and alternate to the Pointes at Cedar Compass Committee

Angela Schumann noted that a steering committee is being formed for the Grading, Park and Open Space & Landscaping Architecture project to support the City and WSB on the project.

Councilmember Gabler moved to appoint Councilmember Davidson and alternate Councilmember Murdoff to the Pointes at Cedar Compass Committee. Councilmember Fair seconded the motion. Motion carried unanimously.

6. **Adjournment:**

By consensus, the meeting was adjourned at 8: 26 p.m.

Recorder: Jennifer Schreiber _____
Approved:

Attest: _____
City Administrator