

REGULAR MEETING – MONTICELLO CITY COUNCIL
Monday, June 13, 2022 – 6:30 p.m.
Mississippi Room, Monticello Community Center

Present: Lloyd Hilgart, Bill Fair, and Sam Murdoff

Absent: Jim Davidson and Charlotte Gabler

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 to approve the agenda. Councilmember Murdoff seconded the motion. Motion carried unanimously.

C. Approval of Meeting Minutes

- Special Meeting Minutes from May 23, 2022
- Regular Meeting Minutes from May 23, 2022

Councilmember Murdoff moved to approve both sets of minutes. Councilmember Fair seconded the motion. Motion carried unanimously.

D. Citizen Comments

Kelly LaFrance-Dahlof requested that the City Council consider assisting with paying for a leak she had in her water service at her property at 5240 Starling Drive. She mentioned that the leak was near her curb stop which is located within her driveway where most of her neighbors don't have a curb stop located in her driveway. The driveway repair added additional costs for the repair of the water service. The City Council asked several questions and mentioned that curb stops for water services are in the driveway for quite a few properties throughout the City.

Mayor Hilgart noted that to help with the improvements there would need to be a change to the ordinance. Staff will review the ordinance.

E. Public Service Announcements

The following updates were provided:

- City Updates
 - Music on the Mississippi
 - Farmers Market
- MCC Updates
 - Kids Lifting
 - Summer Swimming Lessons

- Summer esports league

F. Council Liaison Updates.

- **Planning Commission** – Angela Schumann gave an update of Planning Commission meeting held June 7, 2022. The meeting included Headwaters West Apartments Development Stage PUD, Haven Ridge 2nd Addition, Storage Box PUD Amendment, and TIF 1-46 Comprehensive Plan consistency.
- **EDA** – Mayor Hilgart noted that the EDA approved modification to TIF District 1-22, 1-42, and 1-43, approved development agreement for Block 52, approved application for low-income housing tax credit for Duffy Development, and approved amendment to WSB contract.
- **IEDC** – Councilmember Fair gave an update on the IEDC meeting held June 7, 2022. The IEDC discussed the Integrated Marketing and Communication Plan and reports from WCEDP and Chamber.
- **PARC** – Tom Pawelk, Park & Recreation Director, gave an update. He noted that they discussed the needs assessment with the school district and the Monticello Community Center policy document.
- **BCOL** – Tom Pawelk noted that they discussed the programming for the summer. In addition, he noted the pavement project that will be taking place this summer.

G. Department Updates

- **Finance Department Annual Update** – Sarah Rathlisberger, Finance Department, presented an annual update on City finance activities taking place in City.
- **2021 Annual Comprehensive Financial Report** – Bonnie Schwieger, Audit Manager – Abdo, presented the City’s 2021 audit. There were no findings and no instances of noncompliance. She expressed the good work of the Finance Department completed throughout the year leading to a clean well prepared audit.

2. Consent Agenda:

Councilmember Murdoff moved approval of the Consent Agenda. Councilmember Fair 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 \$1,120,397.08.**
- B. Consideration of approving new hires and departures for City departments. **Action taken: Approved hires for Fire Department and MCC and departures for MCC.**
- C. Consideration of approving the sale/disposal of surplus city property for the Parks and Recreation Department. **Action taken: No report this cycle.**

- D. Consideration of adopting Resolution 2022-67 accepting donations of \$425 from Reinke's Food Truck for general City use, \$2,000 from CenterPoint Energy for Automatic External Defibrillators, and \$200 from the Monticello Rotary for the pollinator garden. **Action taken: Adopted resolution accepting the donations.**
- E. Consideration of approving liquor license renewals for the 2022-2023 license period. **Action taken: Approved liquor license renewals.**
- F. Consideration of approving a temporary gambling permit for the Church of St. Henry for their annual festival on August 28, 2022. **Action taken: Approved the gambling permit.**
- G. Consideration of approving a two-day temporary liquor license for the Monticello Lions for Riverfest events on July 16 and July 17, 2022. **Action taken: Approved the temporary liquor license.**
- H. Consideration of approving a special event permit for Riverfest event July 14-17, 2022. **Action taken: Approved the special event permit.**
- I. Consideration of approving special event permit for Brewfest event on August 20, 2022. **Action taken: Approved the special event permit.**
- J. Consideration of approving a telework policy as an on-going offering for City staff. **Action taken: Approved the telework policy.**
- K. Consideration of authorizing Mayor Hilgart, Councilmember Gabler and the City Administrator to participate in the July 2022 I-94 Coalition lobbying effort in Washington D.C at an estimated cost of \$4,500. **Action taken: Approved.**
- L. Consideration of accepting the 2021 Annual Comprehensive Financial Report. **Action taken: Accepted 2021 Annual Comprehensive Financial Report.**
- M. Consideration of authorizing restrictive land covenants in Otter Creek Crossing 8th Addition. **Action taken: Authorized land covenants in Otter Creek Crossing 8th Addition.**
- N. Consideration of approving a quote from Castrejon Inc. Underground Utilities for FiberNet installation within Stony Brook Village Development for \$58,515.50. **Action taken: Approved the quote for FiberNet installation in Stony Brook Village Development.**
- O. Consideration of amending authorization for the purchase of two 2023 Volvo Plow Trucks from Nuss Truck & Equipment equipped with a dump body and plow equipment from Bert's Truck and Equipment for an additional \$194,112 for a total of \$655,881. **Action taken: Approved the purchase of two plow trucks for a total of \$655,881.**
- P. Consideration of authorizing a community partnership agreement for Monticello Community Center to provide a seasonal membership amenity with final lease terms to be negotiated by the City Administrator. **Action taken: Approved the community partnership agreement.**

- Q. Consideration of authorizing a contract with Design Electric, Inc. for electrical repair at Xcel Ballfields for a cost of \$45,765. **Action taken: Approved the contract with Design Electric, Inc.**

2A. Consideration of items removed from the Consent Agenda for discussion

3. Public Hearings:

4. Regular Agenda:

- A. Consideration of adopting the Strategic Transition Plan Summary and accompanying appendices resulting from the Community Energy Transition Grant**

Angela Schumann, Community Development Director, presented an overview of the Strategic Transition Plan Summary (STPS), which is the summary of the various studies and plans completed under the Community Energy Transition Grant. Monticello's looked to develop a guide plan and implementation tools to support sustainable transition from an energy economy and a stable economic future for the community. Main priorities include governance and financial strategy. Well-informed financial planning is essential.

It was noted that a Strategic Transition Plan webpage is under construction on the City's website and will be available to the City and will include all of the information to date.

There was minimal discussion.

Councilmember Murdoff moved to adopt the Strategic Transition Plan Summary and accompanying appendices resulting from the Community Energy Transition Grant, with final clerical and formatting changes to the summary to be made by City staff. Councilmember Fair seconded the motion. Motion carried unanimously.

- B. Consideration of a contract amendment with WSB for Professional Engineering, Park & Open Space Planning, and Landscape Architecture services in the amount of \$30,682**

Angela Schumann provided an overview of the contract amendment. The original contract with WSB was approved in November 2021. This included: engineering for grading, stormwater, water management, park and open space planning, landscape architecture, plans and specifications, bidding, and construction inspection. The plan was for two phases of construction: mass grading and baseline improvements.

The contract amendment components included: a single construction phase that includes mass grading and baseline improvements; additional engagement; continued materials removal from the lake; survey of City-owned property; and legal and exhibits for Dundas. The amendment also included a schedule update.

There was minimal discussion.

Councilmember Fair moved to approve the contract amendment for the Pointes at Cedar Professional Engineering, Park & Open Space Planning and Landscape Architecture Services contract with WSB in the amount of \$30,682. Councilmember Murdoff seconded the motion. Motion carried unanimously.

- C. Consideration of authorizing Bolton and Menk, Inc. to provide engineering services for the Downtown Roadway and Pedestrian Improvements Project for a total cost of \$241,250

Matt Leonard, Public Works Director/Engineer, gave a brief overview and noted that the improvements are proposed as a part of the redevelopment project of Block 52. The improvements included Walnut Street Improvements from Broadway Avenue to River Street, intersection improvements at Broadway Avenue and State Highway 25, River Street improvements, and a parking demand study.

Request for proposals was posted on the City's website and the League of MN Cities Website. Three bids were received. The anticipated project schedule includes a construction bid date in early 2023 with construction being complete in the fall of 2023.

Councilmembers spoke in support of the improvements.

Councilmember Fair moved to authorize Bolton and Menk, Inc. to provide engineering services for this project. Councilmember Murdoff seconded the motion. Motion carried unanimously.

- D. Consideration of authorizing staff to pursue a downtown chalk festival in September 2022

Rachel Leonard, City Administrator, presented the item to authorize staff to pursue a downtown chalk festival in September 2022. The size of the event will be based on the level of solicited donations. There will be a City cost of approximately \$5,000 for such items as staff time, rentals, and other coordination responsibilities.

Councilmember Fair moved to authorize staff to pursue a downtown chalk festival. Councilmember Fair seconded. Motion carried unanimously.

6. **Adjournment:**

The meeting was adjourned at 8:26 p.m.

Recorder: Jennifer Schreiber _____

Approved:

Attest: _____
City Administrator

DRAFT