

REGULAR MEETING – MONTICELLO CITY COUNCIL
Monday, December 12, 2022 – 6:30 p.m.
Mississippi Room, Monticello Community Center

Present: Lloyd Hilgart, Bill Fair, Charlotte Gabler, Lee Martie 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. Recognition of Councilmember Fair

C. Approval of Agenda

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

D. Approval of Meeting Minutes

- Special Meeting Minutes from November 28, 2022
- Regular Meeting Minutes from November 28, 2022

Councilmember Gabler moved approval of the minutes. Councilmember Murdoff seconded the motion. Motion carried unanimously.

E. Citizen Comments

None.

F. Public Service Announcements

- **City Announcements**
 - Holiday Hours
 - Christmas Tree Pick-Up
- **MCC Announcements**
 - Winter Swimming Lessons
 - Romp 'n' Stomp

G. Council Liaison Updates

- **CMRP** – City Administrator Rachel Leonard noted that the CMRP met and discussed the next step of the planning effort regarding transportation and regional growth improvements. This includes an environmental linkage study. The next meeting of the group will be in February 2023.

- **Planning Commission** – Councilmember Gabler provided an update of the Planning Commission meeting held December 6, 2022. The commission held a public hearing on Preliminary and Final Plat for Jefferson Commons, approved re-appointment of Melissa Robeck and adopted their 2023-2025 workplan.
- **Parks, Art & Recreation** – Councilmember Murdoff gave an update of the meeting held December 1, 2022. The group welcomed new members to the committee. A large portion of the meeting was spent on fee schedule amendments for 2023.
- **IEDC** – Councilmember Fair noted that the group met on December 6 and reviewed an update of the officers and 2023 action statements.

G. Department Updates

- **City Alerts Service** – Rachel Leonard gave a brief presentation on the ‘city alerts’ function available to residents. This function on the City’s website allows residents to sign up to be alerted to alerts and emergencies that you sign up for.

2. Consent Agenda:

Councilmember Gabler moved approval of the Consent Agenda excluding item 2N. 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 \$1,402,278.91.**
- B. Consideration of approving new hires and departures for City departments. **Action taken: Approved the hires for Hi-Way Liquors, MCC, Parks and Streets and terminations for the MCC.**
- 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 2022-133 accepting a grant in the amount of \$6,400 from Central Minnesota Ars Board (CMAB) for MontiArts GlowFest 2023. **Action taken: Resolution 2022-133 accepting the donation was adopted.**
- E. Consideration of adopting Resolution 2022-134 establishing designated combined polling place for 2023. **Action taken: Resolution 2022-134 was adopted.**
- F. Consideration of approving an increase to paid holidays for non-bargaining unit full-time employees from 10 ½ to 11 starting in 2023. **Action taken: Approved.**

- G. Consideration of approving City of Monticello Business Hours for 2023. **Action taken: Approved business hours for 2023.**
- H. Consideration of approving the 2023 Regularly Schedule City Council and Commission meetings. **Action taken: Approved 2023 Regularly City Council and Commission meetings.**
- I. Consideration of renewing pawn broker license for 2023 for David Corbin dba Monticello Pawn, Gun & Bargain Center at 1219 South Highway 25. **Action taken: Approved the pawn broker license for 2023.**
- J. Consideration of approving Board and Commission appointments commencing January 1, 2023. **Action taken: Approved Board and Commission appointments.**
- K. Consideration of approving updated City of Monticello Personnel Policies and Procedures. **Action taken: Approved the updated City of Monticello Personnel Policies and Procedures.**
- L. Consideration of approving additional funds for safety boot allowance for non-union employees beginning January 2023. **Action taken: Approved additional funds for safety boot allowance for non-union employees.**
- M. Consideration of approving a contract with Silver Creek Township for 2023-2024 fire protection services. **Action taken: Approved the contract.**
- N. Consideration of approving an upgrade to the City's Springbrook software for a one-time implementation fee of \$15,750, an annual software license fee of \$54,628, and an annual online payment service fee of \$1,371 for a total of \$71,749 in 2023. **Action taken: ITEM WAS REMOVED FROM THE CONSENT AGENDA.**
- O. Consideration of approving mileage allowance agreement with the Public Works Director/City Engineer and Information Technology Technician. **Action taken: Approved the mileage allowance agreement.**
- P. Consideration of adopting Resolution 2022-135 approving the allocation of Coronavirus Local Fiscal Recovery Fund established under the American Rescue Plan Act (ARPA) Funds to certain uses. **Action taken: Adopted Resolution 2022-135 approving allocation of ARPA funds.**
- Q. Consideration of adopting Resolution 2022-136 authorizing submission of a Transportation Alternatives (TA) grant application for CSAH Trail – Bertram Connection Phase 1 and adopting Resolution 2022-137 authorizing maintenance of constructed improvements. **Action taken: Adopted Resolution 2022-136 authorizing submission of TA grant application.**

- R. Consideration of accepting improvements and authorizing final payment of \$26,700 to Roof Company, Inc. for the Library Roofing Improvements Project. **Action taken: Approved the final payment to Roof Company, Inc.**
- S. Consideration of authorizing out of state travel for the Public Works Director/City Engineer to attend the Transportation Research Board annual meeting in Washington D.C. **Action taken: Approved out of state travel for the Public Works Director/City Engineer.**
- T. Consideration of adopting Resolution 2022-138 appointing the State Commissioner of Transportation as Agent of the City of Monticello for accepting federal aid funds for construction of eligible transportation improvements. **Action taken: Adopted Resolution 2022-138 appointing State Commissioner of Transportation as Agent for City of Monticello.**
- U. Consideration of adopting Resolution 2022-139 approving the Preliminary Plat and Final Plat and Development Contract for Jefferson Commons Fourth Addition. Applicant: The Robbins Living Trust. **Action taken: adopted Resolution 2022-139 approving preliminary and final plats and development contract for Jefferson Commons Fourth Addition, subject to the conditions in Exhibit Z and based on findings in said resolution.**
- V. Consideration of adopting Resolution 2022-142 approving an amended purchase agreement for a portion of Outlot B of Jefferson Commons (155-164-00020) and approving a Cost Share Agreement relating to the sale. **Action taken: Adopted Resolution 2022-142 approving amended purchase agreement.**

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

- N. *Consideration of approving an upgrade to the City’s Springbrook software for a one-time implementation fee of \$15,750, an annual software license fee of \$54,628, and an annual online payment service fee of \$1,371 for a total of \$71,749 in 2023*

Councilmember Gabler questioned whether this software will interact with MCC services. Sarah Rathlisberger, Finance Director, noted that this is something that they are looking at making sure there is a seamless transition in function.

Councilmember Gabler moved approval of the upgrade. Councilmember Murdoff seconded the motion. Motion carried unanimously.

3. **Public Hearings:**

- A. Consideration of a vacation of drainage and utility easements as legally described for Outlot B, Jefferson Commons and Lot 2, Block 1, Jefferson Commons 1st Addition

Angela Schumann, Community Development Director, noted that Robbins Living Trust, owner of Lot 2, Block 1, withdrew their petition for vacation, as all easements will be retained on the proposed plat. Therefore, staff requests that the City Council withdraws the City's petition. Staff will continue to review the proposed Jefferson Commons 4th Addition preliminary and final plat to verify all required public easements for drainage and utility purposed are in place.

No public hearing was held.

Councilmember Fair moved to withdraw the petition for vacation of drainage and utility easements. Councilmember Martie seconded the motion. Motion carried unanimously.

- B. Consideration of adopting Ordinance 794 amending City Fee Schedule for 2023

Jennifer Schreiber, City Clerk, introduced the draft 2023 fee schedule and noted the major changes.

Mayor Hilgart opened the public hearing. There was no public testimony. Mayor Hilgart closed the public hearing.

There was minimal discussion.

Councilmember Martie moved to adopt Ordinance 794. Councilmember Murdoff seconded the motion. Motion carried unanimously.

- C. Consideration of adopting Resolution 2022-140 certifying the 2023 Final Property Tax Levy and authorizing cancellation of certain deferred tax levies

Sarah Rathlisberger presented the final tax levy for 2023. 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, 2023 tax impact and budget impacts. The 2023 City Property Tax Levy is proposed to increase by 6.1%.

Mayor Hilgart opened the public hearing. There was no public testimony. Mayor Hilgart closed the public hearing.

Councilmember Murdoff moved to adopt Resolution 2022-140 certifying the 2023 Final Property Tax Levy. Councilmember Fair seconded the motion. Motion carried unanimously.

4. Regular Agenda:

A. Consideration of adopting Resolution 2022-141 approving the 2023 Budget and authorizing certain finance-related actions

Sarah Rathlisberger presented the 2023 Budget. The proposed budget of \$56,203,000 in an increase due to various items including a 4% COLA adjustment, an increase in the contracted hours of service from the Wright County Sheriff's Office, and projections factoring due to sharp increases in expenditures for gas, oil, and electricity.

There was minimal discussion among City Council.

Councilmember Fair moved to adopt Resolution 2022-141 approving the 2023 Budget. Councilmember Murdoff seconded the motion. Motion carried unanimously.

B. Consideration of adopting Ordinance 788 amending Monticello City Code Title 11 – Business Regulations, Chapter 112 – Business Licenses and Regulations, by adding Section 112.60 regarding Cannabinoid Products

Angela Schumann provided an overview and noted that the ordinance was tabled for clarification in the "exemptions" clause of the proposed ordinance. Staff proposed a minor amendment to the "exemption" clause which notes that exemptions are except as regulated above. Leah Koch, Attorney with Campbell & Knutson, was present for questions.

Council discussed the ordinance. Councilmember Murdoff expressed concern that there isn't a concrete definition within the ordinance for non-intoxicating cannabinoid and, therefore, there would be an issue for enforcement. Ms. Schumann noted that the City intended to follow the guidelines outlined by State Statute for the products.

Mayor Hilgart moved to adopt Ordinance 788 regarding cannabinoid products. Councilmember Fair seconded the motion. Motion carried 4-1; Councilmember Murdoff voted against for reason listed above.

5. Adjournment:

The meeting was adjourned at 8:22 p.m.

Recorder: Jennifer Schreiber _____

Approved:

Attest: _____

City Administrator