

20. Consideration of approving annual appointments and designations for 2023

<p>Prepared by: City Clerk</p>	<p>Meeting Date: 1/9/2023</p>	<p><input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item</p>
<p>Reviewed by: Mayor Hilgart, Community Development Director, Public Works Director/Engineer, and Finance Director</p>	<p>Approved by: City Administrator</p>	

ACTION REQUESTED

Motion to approve the annual appointments and designations as presented for 2023.

REFERENCE AND BACKGROUND

Minnesota Statutes require that certain appointments be made at the first meeting of each year. Attached you will find a list of the designations and appointments that have been compiled by city staff. Council liaison assignments, which are appointed by the Mayor and then considered for ratification by the City Council, are noted on the attached 2023 Annual Appointments listing included in the supporting data.

Included as an attachment is a general summary of the various commissions, committees, and organizations currently in operation that involve some level of participation from City Council, volunteer members, or city staff.

Designations/Appointments:

- a. **Acting Mayor:** Charlotte Gabler will serve as Acting Mayor.
- b. **City Attorney:** The firm of Campbell Knutson serves as the City’s general legal counsel with Joel Jamnik being the primary attorney for Monticello. The City also utilizes Kennedy & Graven for legal services, particularly in economic development (Monticello EDA) matters. Staff recommends Council designate both firms in the capacity of City Attorney for 2023.
- c. **City Auditor:** The Finance Department has retained Abdo to perform audit services, and the Council approved a contract with Abdo for auditing. Council should designate Abdo for the official 2022 audit.
- d. **City Depositories:** The City utilizes one bank to provide banking services for the City; the current bank is Wells Fargo. In addition, under Minnesota Statutes 239, the Chief Financial Officer has also been designated the authority to name other official

depositories for the purpose of investments. The motion would include the authorization for the Finance Director to designate other depositories when necessary for investment purposes only.

- e. **City Planner:** Northwest Associated Consultants serves as the City Planner with Steve Grittmann providing direct services to the City. For 2023, city staff and the Planning Commission recommend that NAC with Steve Grittmann as principal Planner continue to serve the City on day-to-day planning matters.
 - f. **Consulting Building Inspections:** The City will continue with its contract with Rum River Construction Consultants.
 - g. **Development Review Consultant:** WSB currently serves as the City's consulting engineer for development review and environmental review assistance, and it is recommended that they continue to provide this service for 2023.
 - h. **Electronic Funds Transfer Authority:** By resolution, the Finance Director, or their designee, is authorized to make electronic funds transfers on behalf of the City of Monticello.
 - i. **Financial Consultants:** The City Finance Director recommends continuing with Northland Securities as a financial advisor to the City. The City is very satisfied with the services provided by Northland Securities.
 - j. **Health Officer:** We recommend continuing with CentraCare Monticello as the designated health officer.
 - k. **Insurance Agent:** We recommend Foster-White as our general insurance agent for 2023. North Risk Partners is recommended for Workers Compensation insurance and liquor liability coverage (Hi-Way Liquors).
 - l. **Official Newspaper:** Staff recommends continuing with the Monticello Times as the official newspaper again for 2023.
 - m. **Personnel Committee:** Mayor Hilgart and Councilmember Gabler will remain on the Personnel Committee.
 - n. **Representatives to Other Multi-Jurisdictional Bodies:** This appointment is for selecting the City representatives to serve on the Monticello Orderly Annexation Board. Members to the MOAA Board are appointed for one year with Lloyd Hilgart and Lee Martie proposed to serve in 2023 as the City's voting representatives.
- I. **Budget Impact:** N/A
- II. **Staff Workload Impact:** N/A

III. Comprehensive Plan Impact: N/A

STAFF RECOMMENDED ACTION

City staff recommends approval of the appointments and designations as presented.

SUPPORTING DATA

- List of 2023 Annual Appointments and Designations (proposed)

DRAFT 2023 ANNUAL APPOINTMENTS & DESIGNATIONS

Acting Mayor:	Charlotte Gabler	
Attorney:	Campbell Knutson Kennedy & Graven	(EDA)
Auditor:	Abdo	
Bond Counsel:	Kennedy & Graven	
Consulting Building Official:	Rum River Construction Consultants	
Development Review & Environmental Review Consultant:	WSB	
Electronic Funds Transfer Authority:	Finance Director or Designee	
Financial Consultants:	Northland Securities	
Health Officer:	CentraCare Health Monticello Physicians Clinic	
Insurance Agents:	Foster-White (general liability) North Risk Partners - Apollo (Workers Comp & Liq. Liability)	
Official Depositories:	Wells Fargo (Chief Financial Officer is authorized to designate other depositories for investment purposes only)	
Official Newspaper:	Monticello Times	
Planner:	Northwest Associated Consultants (Steve Grittmann)	
Fire Relief Board of Trustees (annual)	Rachel Leonard Sarah Rathlisberger Lloyd Hilgart Michael Mossey	Staff Staff Council Fire Chief

COUNCIL APPOINTMENTS

	<u>2022 Liaison</u>
BCOL Advisory Council (voting)	Lee Martie & Sam Murdoff
Central Mississippi River Regional Planning Partnership EDA (voting)	Lloyd Hilgart or Designee
Emergency Planning - County	Lloyd Hilgart & Tracy Hinz
Emergency Planning - Xcel	Lloyd Hilgart or Designee
Fire Relief Board of Trustees (voting)	Lloyd Hilgart or Designee
I-94 West Corridor Coalition	Lloyd Hilgart
IEDC	Charlotte Gabler
Library Board	Tracy Hinz
MOAA (voting)	Tracy Hinz
Parks Arts & Recreation Commission	Lloyd Hilgart & Lee Martie
Personnel Committee	Sam Murdoff
Planning Commission	Lloyd Hilgart & Charlotte Gabler Charlotte Gabler