

**REGULAR MEETING – MONTICELLO CITY COUNCIL**  
**Monday, February 27, 2023 – 6:30 p.m.**  
**Mississippi Room, Monticello Community Center**

Present: Lloyd Hilgart, Charlotte Gabler, Tracy Hinz, 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. Approval of Agenda**

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

**C. Approval of Meeting Minutes**

- Special Meeting Minutes from February 13, 2023
- Regular Meeting Minutes from February 13, 2023

**Councilmember Hinz moved approval of both sets of minutes. Councilmember Martie seconded the motion. Motion carried unanimously.**

**D. Citizen Comments**

None.

**E. Public Service Announcements**

- Haley Foster, Communications Coordinator, gave an update on the following:
  - Spring Tree Sale
  - Compost Facility
  - MCC Egg Dive

**F. Council Liaison Updates**

- **I-94 Coalition** – Councilmember Gabler provided an update of the meeting held on February 16. The meeting included an update of federal funding and grant funding.

**G. Department Updates**

- **Wright County Sheriff's Office Quarterly/Annual Update** – Lieutenant Kramber presented the quarterly report and the 2022 annual report to the City Council.

- **Economic Development Update** – Jim Thares, Economic Development Manager, gave an update to the City Council that included department activity for 2022.

2. **Consent Agenda:**

**Councilmember Gabler move approval of the Consent Agenda excluding F, H, and I. Councilmember Murdoff 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 \$616,862.68.**
- B. Consideration of approving new hires and departures for City departments. **Action taken: Approved the hires for MCC and Building Department and departures for Hi-Way Liquors.**
- C. Consideration of approving the sale/disposal of surplus city property. **Action taken: Approved the sale of Public Works Department surplus property.**
- D. Consideration of adopting Resolution 2023-19 accepting donation in the amount of \$22,802.61 from Monticello Fire Relief Association for Fire Department Items. **Action taken: Resolution accepting the donation was adopted.**
- E. Consideration of approving appointments of Rob Stark and Tony Velishek to the Industrial Economic Development Committee (IEDC). **Action taken: Appointments were approved.**
- F. Consideration of special event permit for Wright/Sherburne Pride Committee event. **Action taken: ITEM WAS REMOVED FROM THE CONSENT AGENDA.**
- G. Consideration of adopting Ordinance 798 amending Fee Schedule for Public Works and Miscellaneous fees. **Action taken: Ordinance was adopted.**
- H. Consideration of approving monthly stipend adjustments for Monticello Fire Department Captains. **Action taken: ITEM WAS REMOVED FROM THE CONSENT AGENDA.**
- I. Consideration of adopting Ordinance 799 and Summary Ordinance 799A for amendments to the Monticello City Code XV, Chapter 153, Monticello Zoning Ordinance, Various Sections. Applicant: City of Monticello. **Action taken: ITEM WAS REMOVED FROM THE CONSENT AGENDA.**
- J. Consideration of a request for a 6-month extension of final plat approval for Twin Pines First Addition. **Action taken: Extension of final plat was approved.**
- K. Consideration to call for a public hearing by the Planning Commission on Tuesday, March 7, 2023 for amendment to the Monticello 2040 Vision + Plan

(Comprehensive Plan), Chapter 3, “Land Use, Growth and Orderly Annexation” re-guiding certain parcels from their existing Industrial designations to alternative Industrial, Employment and Commercial categories, and amending the text of the Plan to add flexibility for Implementation of the Plan’s goals and land Use objectives. **Action taken: Public hearing was set for March 7, 2023.**

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

*F. Consideration of special event permit for Wright/Sherburne Pride Committee event*

Councilmember Gabler removed the item to allow the applicant to comment on the event. Helene Woods, applicant, gave a brief overview of the event.

**Councilmember Gabler moved approval of the event permit. Councilmember Martie seconded the motion. Motion carried unanimously.**

*H. Consideration of approving monthly stipend adjustments for Monticello Fire Department Captains*

Councilmember Murdoff removed the item and questioned the stipend increase for the captains as they were increased in 2022. Rachel Leonard, City Administrator, responded that after several meetings and discussions in 2021 and 2022 with staff, Personnel Committee and Fire Department, it became apparent that Fire Department officers’ stipends were relatively low for the amount of responsibility of the position. They were increased from \$50 to \$100 in 2022; however, following review and revision of the job descriptions and time commitment, it was determined the 2022 increase remained out of alignment with the responsibility of the positions.

The proposed increase was budgeted in 2023 knowing the possibility of increasing the stipends. Ms. Leonard gave a brief overview of the responsibilities of the captains.

Mayor Hilgart commented on the fact that the captains were paid \$50 for many years and an increase was long overdue. Councilmember Martie spoke in favor of the increase and noted the small impact it would have on the budget.

Councilmember Murdoff also expressed concern that the Captains haven’t signed the employee handbook yet request an increase. He suggested the approval for the increase be tied to signing the handbook. He agreed that because of the job duties an increase is justified but is concerned about the department’s lack of acknowledgement of city policies. Ms. Leonard noted that these issues were being addressed separately and have been a work in process.

Councilmember Gabler added there are two items; one is a personnel issue, and one is a budget issue and should be addressed separately. Councilmember Hinz spoke in support of the increase and the effort staff is taking in relation to the department.

**Mayor Hilgart moved approval of the stipend adjustments. Councilmember Martie seconded the motion. Motion carried 4-1; Councilmember Murdoff voted against for reasons listed above.**

- I. *Consideration of adopting Ordinance 799 and Summary Ordinance 799A for amendment to the Monticello City Code XV, Chapter 153, Monticello Zoning Ordinance, Various Sections. Applicant: City of Monticello*

Councilmember Murdoff removed the item for clarification.

**Councilmember Murdoff moved approval with amendment to table 3-4 and 3-5 to list heading as Accessory Structures and uses. Councilmember Gabler seconded the motion. Motion carried unanimously.**

**3. Public Hearings:**

**4. Regular Agenda:**

- A. Consideration of authorizing Bolton & Menk, Inc. to provide consulting services

Tom Pawelk, Park & Recreation Director, provided an update on consulting services for the Parks Needs Assessment. A revision was made to the proposal submitted by Bolton and Menk to account for the fact that the school district is not participating in the current study. The revised proposal and revised cost were submitted to address city needs.

There was minimal discussion by the City Council.

**Councilmember Hinz moved approval to authorize Bolton & Menk, Inc. to provide consulting services for the Parks Needs Assessment. Councilmember Murdoff seconded the motion. Motion carried unanimously.**

**5. Adjournment:**

The meeting was adjourned at 8:02 p.m.

Recorder: Jennifer Schreiber \_\_\_\_\_

Approved:

Attest: \_\_\_\_\_

City Administrator