

MINUTES
REGULAR MEETING - ECONOMIC DEVELOPMENT AUTHORITY (EDA)
Wednesday, April 12, 2023 – 6:00 p.m.
Mississippi Room, Monticello Community Center

Commissioners Present: President Steve Johnson, Vice President Jon Morphew, Treasurer Hali Sittig, Ollie Koropchak-White, Rick Barger, Councilmembers Lloyd Hilgart and Tracy Hinz

Staff Present: Executive Director Jim Thares, Angela Schumann, Hayden Stensgard

1. **Call to Order**

President Steve Johnson called the regular meeting of the Monticello EDA to order at 6:20 p.m.

2. **Roll Call 6:00 p.m.**

Mr. Johnson called the roll.

3. **Swearing in Rick Barger as new EDA Commissioner**

Mr. Johnson administered the oath of office to Rick Barger, newly appointed member to the Monticello EDA.

4. **Consideration of Additional Agenda Items**

None

5. **Consent Agenda**

a. **Consideration of Approving Workshop Meeting Minutes – March 1, 2023**

b. **Consideration of Approving Special Meeting Minutes – March 8, 2023**

c. **Consideration of Approving Regular Meeting Minutes – March 8, 2023**

d. **Consideration of Approving Payment of Bills**

Executive Director Jim Thares noted a discrepancy within the Payment of Bills item relating to water and sewer charges on previously owned EDA property. That discrepancy would be resolved in the coming weeks.

STEVE JOHNSON MOVED TO APPROVE THE APRIL 12, 2023, REGULAR MEETING CONSENT AGENDA. OLLIE KOROPCHAK-WHITE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY, 7-0.

Regular Agenda

6. **Consideration of adopting Resolution No. 2023-04 authorizing an Architectural Services Contract with Rhet Architecture, Fargo, ND, in the amount of \$10,000 for building renderings in connection with Façade Improvement Program proposals for Block 52 properties 149 and 155 West Broadway**

Executive Director Jim Thares provided an overview of the agenda item to the EDA and the public. With interest in the program from the above-noted addresses, the EDA was asked to authorize funding to complete architectural renderings for the properties. The EDA previously funded the Block 35 architectural renderings for those buildings with the goal of maintaining a standard quality and template in elements being considered. The purpose of the renderings is to provide the applicants and the EDA clarity on the intended appearance of the finished façade. The renderings are used as a reference for the contractor on the required project components and materials.

Councilmember Tracy Hinz noted her appreciation for the proposed timeline for completion of the renderings.

Jon Morpew asked if City staff were planning to provide Rhet Architecture with the previous rendering done on Block 35 for reference. Mr. Thares noted that staff shared the previous renderings for the Block 35 properties, as well as some historic photos of the properties for reference.

Mr. Johnson asked if the drawings would be subject to change, once completed. Mr. Thares confirmed.

Mr. Johnson clarified that precedents had been set with Block 34, due to the EDA paying for the completion of architectural renderings for those properties facing West Broadway Street.

Councilmember Hinz asked if these renderings will incorporate the goals of the property owners. Mr. Thares confirmed.

Mr. Morpew asked what level of input the property owners would have on these renderings. As well as what the EDA's role would be in that discussion. Mr. Thares noted the guidelines establish the program as a collaborative process.

Community Development Director Angela Schumann referenced the guidelines of the program, and that the EDA has the discretion to not fund a project on a case-by-case basis.

LLOYD HILGART MOVED TO AUTHORIZE A CONTRACT WITH RHET ARCHITECTURE, FARGO, ND, IN THE AMOUNT OF \$10,000 FOR FAÇADE RENDERINGS CONNECTED TO BLOCK 52 FAÇADE IMPROVEMENT PROJECT PROPOSALS FOR BUILDINGS LOCATED AT 149 AND 155 WEST BROADWAY. OLLIE KOROPCHAK-WHITE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY, 7-0.

7. **Economic Development Director's Report**

Mr. Thares provided an overview of the agenda item to the EDA and the public. Readdressing the note on the Payment of Bills item earlier in the meeting, the EDA would be refunded for billings sent to the EDA for water and sewer costs on previously owned Block 52 property. A letter detailing this from the City of Monticello Utility Billing Specialist, Pat Kovich, was included in the agenda packet.

Mr. Thares provided an update on the cost sharing removal of topsoil on the previously owned Country Club Manor site (Headwaters West Development). The developers submitted the necessary documentation for the \$80,000 reimbursement as defined in their development contracts.

Mr. Johnson asked if the City or the Monticello EDA is liable for the reimbursement cost. Mr. Thares clarified that previously, the City Engineer-Public Works Director had reviewed the Public Works' long-term use of the site as a storage location for street sweeping material. With that as background, the EDA still decided to take on the costs related to the soil remediation efforts and stipulated that it be capped at \$80,000 for both the villas and apartment parcels (grand total of \$80,000). That language was added into an amended and restated Purchase and Development Contract with Headwaters Development (TIF 1-42 and 1-43).

8. **Adjourn**

TRACY HINZ MOVED TO ADJOURN THE REGULAR MEETING OF THE MONTICELLO EDA. HALI SITIG SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY, 7-0. MEETING ADJOURNED AT 6:48