

REGULAR MEETING – MONTICELLO CITY COUNCIL
Monday, June 26, 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 Murdoff seconded the motion. Motion carried unanimously.

C. Approval of Meeting Minutes

- Special Meeting Minutes from June 12, 2023
- Regular Meeting Minutes from June 12, 2023

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

D. Citizen Comments

- None.

E. Public Service Announcements

- Haley Foster, Communications & Marketing Specialist, gave an update on the following:
 - July 4th Holiday Hours
 - Odd/Even Watering Schedule
 - PAR Needs Assessment
 - MCC Community Block Party

F. Council Liaison Updates

- **Library Board** – Councilmember Hinz noted that the board discussed their need for storage and was working with the City on possible solutions.
- **EDA** – Councilmember Hinz commented on meeting held June 14. The EDA discussed a business roundtable event, the housing study proposal and the hotel-hospitality study proposal.

- **CMRP** – Mayor Hilgart gave an updated and noted that the group discussed moving into a non-profit status.

G. Department Update

- **Finance Department Update** – Sarah Rathlisberger, Finance Director, gave a brief presentation and overview of the Finance Department and operations in 2022.
- **Construction Update** – Ryan Melhouse, Project Engineer, commented on the status of constructions projects in the city.

2. Consent Agenda:

Councilmember Hinz moved approval of the Consent Agenda excluding H, I, K, L, O, and S. 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 \$1,013,107.25.**
- B. Consideration of approving new hires and departures for City departments. **Action taken: Approved the hires for Monticello Community Center (MCC) and building department and departures for MCC.**
- C. Consideration of approving the sale/disposal of surplus city property. **Action taken: No report this cycle.**
- D. Consideration of adopting Resolution 2023-49 accepting donations for Walk & Roll. **Action taken: Resolution accepting donations was adopted.**
- E. Consideration of adopting Resolution 2023-50 accepting a donation from Weezies Beezies of \$100 for sponsorship of planter. **Action taken: Resolution accepting the donation was adopted.**
- F. Consideration of adopting Resolution 2023-51 accepting a grant from the Central Minnesota Arts Board in the amount of \$20,000 for public art display at East Bridge Park. **Action taken: Resolution accepting the grant was adopted.**
- G. Consideration of approving a special event permit from Monticello Supporting Veterans for the Wall That Heals event at Pinewood Elementary from July 20-23, 2023. **Action taken: Event permit was approved.**
- H. Consideration of approving plans a Special Event Permit allowing exclusive use of Ellison Park and related assistance in conjunction with the Brewfest event on August 19, 2023 and approval of temporary liquor license. **Action taken: ITEM WAS REMOVED FROM THE CONSENT AGENDA.**

- I. Consideration of adopting Resolution 2023-52 approving Laws 2023, Regular Session, Chapter 64, Article 10, Section 40, relating to allowing the City of Monticello to impose a local option sales tax. **Action taken: ITEM WAS REMOVED FROM THE CONSENT AGENDA.**
- J. Consideration of authorizing the finance manager to attend the 2023 Springbrook Activate Conference in Las Vegas, Nevada from 10/25/23 through 10/27/23 at an estimated cost of \$1,900. **Action taken: Approved.**
- K. Consideration of adopting Resolution 2023-53 decertifying Tax Increment Financing (TIF) District #1-22. **Action taken: ITEM WAS REMOVED FROM THE CONSENT AGENDA.**
- L. Consideration of adopting Resolution 2023-54 approving an amendment to the Monticello 2040 Vision + Plan (Comprehensive Plan), Chapter 3, “Land Use, Growth and Orderly Annexation”, amending the text of the Plan to add flexibility for implementation of the Plan’s goals and land use objectives for Industrial designations. Applicant: City of Monticello. **Action taken: ITEM WAS REMOVED FROM THE CONSENT AGENDA.**
- M. Consideration of approving a Conditional Use Permit for Home Occupation for Manufacturing which requires equipment other than that which is typically found in a dwelling, and use of an accessory building for said Home Occupation, which includes sales, in the R-1, Single-Family Residential. District: Applicant: Tyler, Berg. **Action taken: Approved subjected to conditions in Exhibit Z and based on findings in Resolution PC-2023-19.**
- N. Consideration of approving a Conditional Use Permit for an Accessory Structure – Major in the R-1, Single Family Residential District with a driveway leading to the detached structure I the rear yard. Applicant: Benjamin Roberg. **Action taken: Approved based on findings in Resolution PC-2023-17 and subject to Conditions of Exhibit Z.**
- O. Consideration of accepting quotes and authorizing purchase of 2023 Chevrolet 4500 landscape truck for \$65,407 for the Parks, Arts & Recreation. **Action taken: ITEM WAS REMOVED FROM THE CONSENT AGENDA.**
- P. Consideration of approving an amendment to Development Contract for the Wiha Addition. **Action taken: Approved the amendment.**
- Q. Consideration of adopting Resolution 2023-57 approving the replat of a portion of Country Club Manor Second Addition as Country Club Manor Third Addition, an amendment to Ordinance 804 to incorporate Country Club Manor Third

Addition and approving a Development Contract for Country Club Manor Third Addition. Applicant: Delta Modular Construction, LLC. **Action taken: Adopted Resolution 2023-57 contingent on conditions in Exhibit Z and approved Development Contract and Planned Unit Development Agreement and authorized the Mayor and City Administrator to negotiate and specify final changes or amendments to the contract and adopted Ordinance 804.**

- R. Consideration of adopting Resolution 2023-56 in support of constructing a new Public Works Facility. **Action taken: Adopted Resolution 2023-56.**
- S. Consideration of adopting Resolution 2023-58 approving amendments to the designated Municipal State Aid Street System. **Action taken: ITEM WAS REMOVED FROM THE CONSENT AGENDA.**
- T. Consideration of approving a contract with Integrated Fire & Security for the replacement of the fire alarm system for the Monticello Community Center in the amount of \$45,589. **Action taken: Approved the contract with Integrated Fire & Security.**
- U. Consideration of approving a contract with McDowall Company for repairs and upgrades to the walk-in cooler repairs for Hi-Way Liquor for a total cost of \$124,949.69. **Action taken: Approved the contract with McDowall Company.**
- V. Consideration of approving the appointment of Danielle Murdoff to the Parks, Arts, and Recreation Department. **Action taken: Approved the appointment of Danielle Murdoff.**

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

- H. *Consideration of approving a Special Event Permit allowing exclusive use of Ellison Park and related assistance in conjunction with the Brewfest event on August 19, 2023, and approval of temporary liquor license.*

Councilmember Gabler removed the item to clarify that the Lions have the correct City contact.

Councilmember Gabler moved approval of the special event permit for Brewfest. Councilmember Hinz seconded the motion. Motion carried unanimously.

- I. *Consideration of adopting Resolution 2023-52 approving Laws 2023, Regular Session, Chapter 64, Article 10, Section 40, relating to allowing the City of Monticello to impose a local option sales tax.*

Councilmember Gabler questioned the timeline of events pertaining to the sales tax vote and authorization. Rachel Leonard, City Administrator, responded that this is the next functional step in the process.

Councilmember Gabler moved to adopt Resolution 2023-53. Councilmember Martie seconded the motion. Motion carried unanimously.

- K. *Consideration of adopting Resolution 2023-53 decertifying Tax Increment Financing (TIF) District #1-22.*

Councilmember Gabler questioned whether any left over funds were put back into the General Fund. Sarah Rathlisberger responded that there will be some residual funds that will be EDA funds that can be used as allowed.

Councilmember Gabler moved to adopt Resolution 2023-53 decertifying Tax Increment Financing (TIF) District #1-22. Councilmember Hinz seconded the motion. Motion carried unanimously.

- L. *Consideration of adopting Resolution 2023-54 approving an amendment to the Monticello 2040 Vision + Plan (Comprehensive Plan), Chapter 3, "Land Use, Growth and Orderly Annexation", amending the text of the Plan to add flexibility for implementation of the Plan's goals and land use objectives for Industrial designations. Applicant: City of Monticello.*

Councilmember Murdoff removed the item for clarification on two items. The first is on page 11 of the document to remove the portion on "EC's are characterized by one and two story buildings on large parcels". Angela Schumann, Community Development Director, noted that removing the one- or two-story reference is acceptable.

The second item for clarification is the relocation of working on Page 81 under Light Industrial Park. Angela Schumann commented that relocating the sentences in the paragraph will be completed.

Councilmember Murdoff moved adoption of Resolution 2023-54 with additional changes mentioned above. Councilmember Gabler seconded the motion. Motion carried unanimously.

- O. *Consideration of accepting quotes and authorizing purchase of 2023 Chevrolet 4500 landscape truck for \$65,407 for the Parks, Arts, & Recreation Department.*

Councilmember Gabler questioned why the purchases were not made locally. Tom Pawelk, Parks & Recreation Director, responded that there were no trucks available locally. These trucks were budgeted in 2021 and by chance became available in St. Cloud.

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

- S. *Consideration of adopting Resolution 2023-58 approving amendments to the designated Municipal State Aid Street System.*

Councilmember Gabler questioned whether we drew down the balance in this fund or do we get funds allocated each year. Sarah Rathlisberger responded that funds are allocated each year. The City spent funds allocated through 2023.

Councilmember Gabler moved to adopt Resolution 2023-58 approving amendments to the designated Municipal State Aid Street System.

Councilmember Murdoff seconded the motion. Motion carried unanimously.

3. Public Hearings:

- A. Consideration of adopting Resolution 2023-55 for vacation of drainage and utility easements as legally described for a portion of Country Club Manor Second Addition, with re-establishment per replat of Country Club Manor Third Addition. Applicant: CHC Monticello Townhomes LLC

Angela Schumann presented the item and noted it related to the replat of Country Club Manor Second Addition. The replatting was to address property line encroachments by the proposed buildings. A portion of the twinhomes crosses over the property line into the common lot area. Drainage and utility easement within the common lot areas are shown to be reestablished on the proposed plat of Country Club Manor Third Addition.

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

Councilmember Gabler moved to adopt Resolution 2023-55 for vacation of drainage and utility easements for a portion of Country Club Manor Second Addition, with re-establishment per replat of Country Club Manor Third Addition. Councilmember Murdoff seconded the motion. Motion carried unanimously.

4. Regular Agenda:

- A. Consideration of approving plans, specifications, and authorization of advertisement of bids for the Downtown Roadway & Pedestrian Improvements Project

Justin Kannas, Bolton & Menk, was present to review the final plans for the Downtown Roadway & Pedestrian Improvements Project. He noted that the

following items were removed: the kiosk sign in Block 52; the rapid-flashing beacon at Broadway and Maple Street; and the sidewalk section on West Broadway between Chestnut Street and Otter Creek Road. The following items we be included as a bid alternate: Walnut Street resurfacing to be asphalt between Broadway and River Street with concrete surfacing included as an alternate and tree guards will also be bid as an alternate.

The estimated cost of the project is \$12.2 million. Approximately \$3.1 million is expected to be paid by Wright County for Broadway Street pavement Improvements.

The project schedule consists of gaining MnDOT approval by late July followed by big opening and awarding of contract in late July/early August. Construction would begin September – October 2023 with substantial completion planned for September 2024.

There was minimal discussion by the City Council.

Councilmember Martie moved approval of plans and specifications and to authorize advertisement of bids for the Downtown Roadway & Pedestrian Improvements Project. Councilmember Hinz seconded the motion. Motion carried unanimously.

B. Consideration of accepting the 2022 Annual Comprehensive Financial Report

Bonnie Schwieger, Senior Manager at Abdo, presented a summary of the the 2022 Annual Comprehensive Financial Report. Ms. Schwieger noted that there were no audit findings or issues with compliance.

Councilmember Hinz moved to accept the 2022 Annual Comprehensive Financial Report. Councilmember Murdoff seconded. Motion carried unanimously.

5. Adjournment:

The meeting was adjourned at 8:06 p.m.

Recorder: Jennifer Schreiber _____

Approved:

Attest: _____

City Administrator