

1. Agenda Document

Documents:

- 0. EDA AGENDA.01.14.26_V2.PDF
- 3A. CONSID OF PAYMENT OF BILLS.PDF
- 3B. 12-10-2025 EDA REG MTG MINUTES_DRAFT.PDF
- 3C. 12-10-2025 EDA WORKSHOP MINUTES_DRAFT.PDF
- 3D. 10-08-25 EDA WORKSHOP MINUTES_DRAFT.PDF
- 5A. CONSID AUTHORIZING BOLTON AND MENK CONTRACT RE DOWNTOWN SMALL AREA PLAN.PDF
- 5B. CONSID SAHA REHAB LOAN PROGRAM POLICY.PDF
- 6A. CONSID ECONOMIC DEVP MANAGER REPORT.PDF

1.1. Agenda Document

Documents:

- AMENDED DOWNTOWN MASTER PLAN UPDATE 1.14.26.PDF

AGENDA
REGULAR MEETING - ECONOMIC DEVELOPMENT AUTHORITY (EDA)
Wednesday, January 14, 2026 – 6:00 p.m.
Mississippi Room, Monticello Community Center

ECONOMIC DEVELOPMENT AUTHORITY WORKSHOP Monticello Community Center	
4:45 p.m.	GMEF Loan Pre-App Review – Kids Haven Day Care – Missy Sjolin
5:30 p.m.	Peter Stalland Introduction - Discussion regarding Concept Proposal for Industrial Development in Otter Creek Business Park (OCBP)

Commissioners: President Steve Johnson, Vice President Jon Morphew, Treasurer Hali Sittig, Rick Barger, Clint Berglof, Councilmember Tracy Hinz and Mayor Lloyd Hilgart
Staff: Executive Director Jim Thares, Rachel Leonard, Angela Schumann, Tyler Bevier

1. General Business

- A. Call to Order
- B. Roll Call 6:00 p.m.
- C. Consideration of Additional Agenda Items

2. Approval of Agenda

Approval of Agenda – EDA members or the Executive Director may add items to the agenda for discussion purposes or approval. The EDA may or may not take official action on items added to the agenda

3. Consent Agenda

- A. Consideration of Payment of Bills
- B. Consideration of Approving December 10, 2025 Regular Meeting Minutes
- C. Consideration of Approving December 10, 2025 Workshop Meeting Minutes
- D. Consideration of Approving October 8, 2025 Workshop Meeting Minutes

4. Public Hearing

N/A

5. Regular Agenda

- A. Consideration of Authorizing Miscellaneous Professional Services Contract with Bolton & Menk related to a Downtown Small Area Plan proposal in the amount of \$80,000
- B. Consideration of Approving Proposed Affordable Homeowner Rehabilitation Loan Program Policy

6. **Other Business**

A. Consideration of Economic Development Manager’s Report

7. **Adjournment**

Accounts Payable

Transactions by Account

User: julie.cheney@monticellomn.gov
Printed: 12/19/2025 - 1:25PM
Batch: 00202.12.2025



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
213-00000-103010	NATIONAL BANK OF COMMERC	FACADE LOAN SPERR PROP/L & I	12/09/2025	130960	72,000.00	
		Vendor Subtotal:			72,000.00	
213-46545-465110	BLOCK 52 HOLDINGS LLC	PAYGO TIF PAYMENT	12/09/2025	130940	111,290.99	
		Vendor Subtotal:			111,290.99	
		Subtotal for Fund: 213			183,290.99	
		Report Total:			183,290.99	

Accounts Payable

Transactions by Account

User: julie.cheney@monticellomn.gov
 Printed: 12/31/2025 - 2:48PM
 Batch: 00203.12.2025



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
213-46301-431993	GROMBERG & ASSOCIATES LLC	VARIOUS DEV PROJECTS - PROF S	12/19/2025	131009	1,000.00	
		Vendor Subtotal:			1,000.00	
213-46540-465110	GCRE - RIVERTOWN	TIF 1-40 PAY AS YOU GO 2ND 1/2	12/19/2025	131008	37,762.65	
		Vendor Subtotal:			37,762.65	
213-46545-465110	BLOCK 52 HOLDINGS LLC	TIF 1-45 PAY AS YOU GO 2ND 1/2	12/19/2025	130998	111,290.99	
		Vendor Subtotal:			111,290.99	
		Subtotal for Fund: 213			150,053.64	
		Report Total:			150,053.64	

Accounts Payable

Transactions by Account

User: julie.cheney@monticellomn.gov
 Printed: 12/19/2025 - 1:17PM
 Batch: 00201.12.2025



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
213-46301-438200	CITY OF MONTICELLO	216 Pine St (EDA - old Finders Keepe	12/15/2025	0	53.82	
213-46301-438200	CITY OF MONTICELLO	130 Broadway E. (EDA strmwtr - forn	12/15/2025	0	31.50	
Vendor Subtotal:					85.32	
213-46301-443990	US BANK CORPORATE PMT SYS	CARIBOU COFFEE - Coffee for Proj	12/15/2025	0	21.56	
213-46301-443990	US BANK CORPORATE PMT SYS	PANERA BREAD #601317 - Boxed L	12/15/2025	0	305.31	
213-46301-443990	US BANK CORPORATE PMT SYS	MONTICELLO CHAMBER OF COM	12/15/2025	0	20.00	
213-46301-443990	US BANK CORPORATE PMT SYS	DOMINOS - Food Special Mtg - EDA	12/15/2025	0	22.56	
Vendor Subtotal:					369.43	
Subtotal for Fund: 213					454.75	
Report Total:					454.75	

Accounts Payable

Transactions by Account

User: julie.cheney@monticellomn.gov
 Printed: 01/02/2026 - 3:55PM
 Batch: 00206.12.2025



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
213-46301-431991	DEMVI LLC	Parking Lot Maintenance - Dec 2025	12/31/2025	0	213.86	
		Vendor Subtotal:			213.86	
213-46301-438100	CENTERPOINT ENERGY	12045691-8 - 216 Pine St	12/31/2025	0	48.84	
		Vendor Subtotal:			48.84	
213-46301-438100	XCEL ENERGY	101 E 3rd St (216 Pine St) - formerly I	12/31/2025	0	23.57	
		Vendor Subtotal:			23.57	
		Subtotal for Fund: 213			286.27	
		Report Total:			286.27	

The preceding list of bills payable totaling \$334,085.65 was approved for payment.

Date: 1/14/26 Approved by: _____

Hali Sittig - Treasurer

MINUTES
REGULAR MEETING - ECONOMIC DEVELOPMENT AUTHORITY (EDA)
Wednesday, December 10, 2025 – 6:00 p.m.
Academy Room, Monticello Community Center

Commissioners: President Steve Johnson, Vice President Jon Morpew, Treasurer Hali Sittig, Rick Barger, Clint Berglof, Councilmember Tracy Hinz

Absent: Mayor Lloyd Hilgart

Staff: Executive Director Jim Thares, Tyler Bevier

1. **General Business**

A. Call to Order

President Steve Johnson called the regular meeting of the Monticello Economic Development Authority to order at 6:02 p.m.

B. Roll Call (6:02 p.m.)

Mr. Johnson called the roll.

C. Consideration of Additional Agenda Items

None

2. **Approval of Agenda**

None

3. **Consent Agenda**

A. Consideration of Payment of Bills

B. Consideration of Approving October 8, 2025 Regular Meeting Minutes

C. Consideration of Approving October 22, 2025 Regular Meeting Minutes

D. Consideration of Approving November 12, 2025 Regular Meeting Minutes

HALI SITTIG MOVED TO APPROVE THE CONSENT AGENDA. RICK BARGER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY, 6-0.

4. **Public Hearing**

N/A

5. **Regular Agenda**

A. Consideration of Façade Forgivable Loan Program Overview Update

Community and Economic Development Coordinator Tyler Bevier provided an overview and updates on the progress of the program, from its 2020 origin to pending application in queue for 2026.

While no formal recommendation is offered by staff, the EDA may wish to direct next

steps, financial contributions or policy changes regarding the façade funding program. EDA feedback about the program target area and the general number of façade loans that can be realistically completed (funding limitations) in a 12-month, or 24-month time frame may help guide staff efforts in coming months.

Members discussed the graphs depicting valuation increase, a representation of the program working to enhance property value in downtown. Mr. Thares provided information about potential funding requests for 2026. No action was taken on the item.

B. Consideration of Approving TIF District 1-43 Purchase Price Note payoff using pooled TIF dollars from Affordable Housing TIF Districts 1-19, and 1-22 and 1-24

Mr. Thares provided background about the Purchase Price Note Payoff relating to TIF District 1-43, Headwaters Development-CHC, LLC twin home development project on 7th Street West. He explained the terms of the TIF Development Agreement and the outstanding balance (\$127,246 total purchase price) of the land sale from the EDA/City.

Mr. Thares said in the future years, the EDA increment generated by new development in TIF 1-43 (and TIF 1-42) will be “pooled” to support potential future affordable housing development projects.

RICK BARGER MOVED TO AUTHORIZE A PURCHASE PRICE NOTE PAYOFF RELATED TO THE HEADWATERS-CHC, LLC TWIN HOME DEVELOPMENT IN TIF DISTRICT 1-43 UTILIZING POOLED TIF DOLLARS FROM TIF DISTRICTS 1-19, 1-22 AND 1-24. HALI SITTIG SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY, 6-0.

C. Consideration of Update of Proposed Senior Homeowner Rehabilitation Loan Program Draft Policy

Mr. Thares provided reference points to the workshops held for the proposed senior homeowner rehabilitation loan program, originating from the State grants for affordable housing aid and the ordinance establishing an affordable housing trust fund.

This item is meant as an update on the progress of the program. Mr. Thares noted that City staff’s intent is to make the EDA aware of the Draft Policy and bring it back to the EDA at the January 2026 meeting for further review and/or consideration.

Mr. Thares laid out the questions for consideration prior to the January 2026 meeting:

- *Is the EDA interested in using all its SAHA funding for this purpose (\$150,000 +/- at this time; expecting this amount to increase by \$25,000 +/-; by the end of 2026)? Please reconfirm directions.*
- *Does the EDA have a geographic target area?*
- *Is the EDA interested in opening the program to all age categories in the affordability requirement range with the intent of improving and maintaining housing stock and providing options to other buyers/owners?*

No action was taken on the item.

6. **Other Business**

A. **Consideration of Economic Development Manager’s Report**

Mr. Thares provided reports on the following items:

- Wright and Sherburne County Enterprise Academy - *December 4, 2025, Graduation event attended by Mr. Thares; he noted that snacks and beverages were provided courtesy of the Monticello EDA*
- EDA Members Service Terms - *6-year staggered terms No member terms set to expire on December 31, 2025*
- December Planning Commission updates:
 - *Concept Workshop (joint with City Council) for Land Development*
 - *Regular Meeting*
 - *Upcoming joint workshop with City Council for Monticello Industrial (Monticello Tech) Draft Alternative Urban Areawide Review (AUAR)*
- Prospect List (*as of 12/05/2025*)

Mr. Thares noted the contact totals of the Prospect List, to date, should read (*month*) M = 3 (*year to date*) YTD = 28.

No action was taken on the item.

7. **Adjournment**

TRACY HINZ MOVED TO ADJOURN THE REGULAR MEETING OF THE MONTICELLO EDA. HALI SITTIG SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY, 6-0. MEETING ADJOURNED AT 6:54 P.M.

Recorded by: Anne Mueller__

Approved: January 14, 2026

Jim Thares, Executive Director of the Monticello EDA

MINUTES

WORKSHOP - ECONOMIC DEVELOPMENT AUTHORITY (EDA)

Wednesday, December 10, 2025 – 5:00 p.m.

Academy Room, Monticello Community Center

Commissioners: President Steve Johnson, Vice President Jon Morphey, Treasurer Hali Sittig, Rick Barger, Clint Berglof, Councilmember Tracy Hinz

Absent: Mayor Lloyd Hilgart

Staff: Executive Director Jim Thares, Bob Ferguson, Tyler Bevier

1. Call to Order

President Steve Johnson called the workshop meeting of the Monticello Economic Development Authority to order at 5:00 p.m.

2. Roll Call

Mr. Johnson called the roll.

3. GMEF Loan Pre-App Review – Sperr Properties, LLC (154 W Broadway)

Mr. Thares introduced the loan applicant, Larry Sperr, to the EDA and staff. Larry and his partners recently closed on the purchase of the former Cornerstone Café property located at 154 West Broadway.

Mr. Sperr co-owner and proprietor for Sperr Properties LLC, dba L&L Homestyle Café explained the “bridge loan” gap funding request of the GMEF Program in the amount of approximately \$65,000 to \$70,000 to address unexpected building improvements and purchase new restaurant equipment.

Mr. Sperr noted the need for critical new equipment and explained his vision for an upscale dining experience in a remodeled building. He noted that his hours would be from Tuesday through Sunday, 6 a.m. to 2 p.m. He will also conduct his catering business from this location. This will be a significant component of the business. He stated his fairly long career of restaurant management experience played into the revenue projections, plus the hours of operation and number of seats. Mr. Sperr said to have collected financial data from the previous 2016 owner (\$1.5 million in sales) and another source also provided feedback from their perspective from 2021 to 2023 restaurant operations under a different ownership.

He further explained his marketing plan would involve social media and a website that is currently in production. He also believes in positive word of mouth promotions as well.

Mr. Sperr also noted that the residential rentals in the upper floor will help cover mortgage payments. His partners include his brother owning 30% and his nephew owning 10%.

When asked of catering opportunities, Mr. Sperr said to have an agreement with the Monticello Community Center to provide senior meals on Fridays and bookings through the end of the year into 2026 with the Hanover Rotary and St. Michael Senior Center.

Mr. Sperr described his catering business as a remote service and his desire to settle into the Monticello community, said to have already received interest from past patrons for the new café.

Members discussed their desire to review an application including a list of equipment as proof of what the requested funds will be earmarked for with an understanding of the aggressive timeline to open the restaurant in early January 2026. Mr. Sperr agreed to provide the equipment list.

Mr. Thares noted that loan documents would be drafted and provide to the EDA for final review and consideration of the loan in early 2026.

4. GMEF Loan Pre-App Review – Cassie Mallinger, Fitness Studio (101 W Broadway)

Mr. Thares introduced Cassie Mallinger to the EDA and said that her application packet is fairly complete. He noted that she is the owner of Renewed Pilates LLC, which is seeking to launch in the Block 52 building in the spring of 2026. He noted she currently teaches and leads Pilates fitness sessions in Maple Grove. Her funding request is for working capital and Pilates reformer equipment, a total of six machines at \$5,300 each.

Ms. Mallinger said she was raised in Buffalo, is familiar with the Monticello community. She described the prime downtown location in the Block 52 building as an ideal fit. Members noted another fitness studio already in operation within the vicinity. Ms. Mallinger explained the specialized spectrum of Pilates classes for all experience levels and how her studio will differ from the personal training studio currently on Broadway.

Mr. Thares suggested that a UCC filing against the equipment may make sense for the form or loan security or collateral.

Ms. Mallinger noted that the landlord is covering about \$125,000 in site build out costs and is offering rent discounts to help her get started.

Ms. Mallinger spoke highly of her independent success and of some of her clients' desire to follow her away from Maple Grove class sessions. She has begun networking with physical therapists and chiropractors in the Monticello community.

Mr. Johnson noted that the mixed-use nature of Block 52 building may be an advantage to draw some customers. He also asked if she understood where her studio parking slots would be at the property. Ms. Mallinger said part of the lease agreement includes reservation of 10-15 parking spaces. She further explained that patrons' schedules will allow rotational parking throughout the day, and off-street parking is also within walking distance.

Ms. Sittig suggested that signage may be helpful to direct customers to parking slots.

Ms. Mallinger spoke about the 16.5% national growth rate for Pilates and described the open 1,500 square foot-floor plan with ample room for additional equipment. She believes that her business could double or triple business within the first year.

She further noted that her review and understanding of the local demographics of the community, 16,000 +/- residents, indicates that a significant portion of that population are in their mid-thirties with stable incomes.

She is in discussions with WomenVenture for potential funding assistance as well as the Initiative Foundation. She is also planning to meet with a local banker in the coming days. Mr. Thares noted that it would be critical to have feedback and funding commitments from one or more of those entities to allow the EDA to continue consideration of a \$25,000 to \$30,000 GMEF Loan.

Ms. Mallinger said she will be the sole employee to start, though she hopes to be able to hire three full-time employees as the fitness center grows over the coming year.

Mr. Thares said if the EDA does not object that he would reach out to the EDA attorney regarding drafting loan documents for consideration of a GMEF Loan of approximately \$25,000 to \$30,000 at an EDA meeting in early 2026.

5. Adjournment

The workshop was adjourned at 6:00 p.m.

Recorded by: Anne Mueller__

Approved: January 14, 2026

Jim Thares, Executive Director of the Monticello EDA

MINUTES

WORKSHOP - ECONOMIC DEVELOPMENT AUTHORITY (EDA)

Wednesday, October 8, 2025 – 4:45 p.m.

Academy Room, Monticello Community Center

Commissioners Present: President Steve Johnson, Vice President Jon Morphey,
Treasurer Hali Sittig, Rick Barger, Clint Berglof, Mayor Lloyd Hilgart,
Councilmember Tracy Hinz

Staff Present: Executive Director Jim Thares, Community Development Director
Angela Schumann, Building Official Bob Ferguson

1. **Call to Order**

President Steve Johnson called the regular meeting of the Monticello Economic Development Authority to order at 4:30 p.m.

2. **Roll Call 4:45 p.m.**

Mr. Johnson called the roll.

3. **Direct Housing Aide and Housing Trust Fund Ordinance Review-Discussion**

Executive Director Jim Thares provided an overview of a previous workshop held June 11 to discuss the Statewide Affordable Housing Aid (SAHA) funding and concept of establishing a housing trust fund to preserve and utilize the SAHA funding. He reminded the members that the City Council approved the Affordable Housing Trust Fund ordinance to the Monticello City Code Title 111, establishing an Affordable Housing Trust Fund at its July 28, 2025, meeting. The EDA then approved the ordinance acknowledging its role as administrator of the Trust Fund through its role as the Housing and Redevelopment Authority (HRA) at its August 13, 2025, meeting.

Mr. Thares next referred to the 2023 Housing Study Report conducted by MSA Professional Services and its findings related to market demand and needs for both market rate and affordable housing. He then posed the question to the EDA as to their preferred use of the limited SAHA funding to address the needs identified in the Housing Study and cited several potential ideas such as: Senior affordable housing, affordable general-occupancy housing, single-family home-buyer assistance, single-family energy code rehabilitation (income eligible), interest rate buydown, etc.

He continued noting that guidance from the Minnesota Housing Finance Agency (the reporting agency for the funds) indicates that the initial state housing aid dollars must be committed by December 31, 2026 and spent by December 31, 2027. He led discussion about what potential programs already noted might be implemented most effectively. He also noted that the establishment of the Housing Trust Fund provides a fund location for SAHA dollars and also provides a dedicated fund for future EDA housing activities, adding that maybe the EDA would like to annually allocate some additional levy funds to the

housing trust fund.

He also noted that Like the Downtown Façade Loan Improvement Program, it is likely that the program(s) established for the use of the funds may evolve over time. He pointed out that Wright County or other local housing programs may also be potential collaborative opportunities.

He further noted that the EDA has two older housing TIF Districts (Mississippi Shores and St. Ben's) that developed senior affordable housing. Both have been and will be decertified in the coming year. He asked the members if there is interest working with both providers on continuation of affordable senior units? If so, what is the realistic impact based on the limited funding available?

Information he shared with the EDA indicates that TIF District 1-19, Mississippi Shores, was decertified in 2023.

TIF District 1-24, St. Henry's/St. Ben's, has a required decertification date at the end of 2026. While the PAYGO obligation is satisfied, the district can remain open because Ecumen, the new owner, continues to provide documentation for affordable units. They could choose to stop reporting wherein the EDA would have no income compliance documentation and in turn would not be able to keep the TIF increment proceeds (unable to pool funds from that district) to use on other qualifying projects.

Ms. Schumann added that the March 2025 joint City Council, Planning Commission, and EDA meeting focusing on single-family housing goals and another held by the Planning Commission following that involved discussing amendments to the Monticello 2040 Comp Plan based on and reflecting the identified housing development goals will provide more information for the EDA's review of SAHA funding use in the near future.

Mr. Thares shared Building Department permit information indicating more apartment developments occurred over the past seven to nine years versus single-family homes. Ms. Schumann suggested that perhaps it would be helpful to schedule another housing discussion workshop before authorizing its solicitation for the 2026 housing study. She also reported on the Monticello school statistics which indicate that some families have left the district for more affordable housing outside of Wright County while other families are more inclined to use home schooling and charter schools as a personal preference. Mr. Thares reminded the members that another housing study is slated for June or July 2026.

Ms. Schumann said the healthier the community is, the healthier the school district will be. Some items not in the EDA's control are factors, like interest rates and costs for construction materials. These challenges will remain.

Ms. Schumann shared that recent State legislative bills being considered involve potential preemptive State measures limiting localized housing decision policies as well as consideration of the goals and viewpoints identified in Monticello's 2040 Vision + Plan.

EDA members also noted that many seniors are tending to stay in single-family residences longer and rather than community facility living. Ms. Schumann asked members to consider rehabilitation for senior housing and how it affects affordable housing. Members liked the idea as it tends to provide a benefit for the community in the form of improved housing and for the long term.

Mr. Morphew asked, other than subsidies, how builders might help to make homes more affordable for first-time home buyers. Mr. Thares said the interest rate buy down would assist though likely fall somewhat short of significantly helping.

Mr. Johnson said a larger assistance package for new construction in one project may not go as far as the potential to assist several smaller-scale rehabilitations. Members agreed, saying that they would like to focus use of SAHA funds on a single-family rehabilitation program.

Mr. Ferguson offered his building official viewpoint, saying it would be important for the funding assistance targeted at seniors and low-income individuals to be presented in an understandable format and application and disbursement process.

Mr. Johnson said rehabilitation challenges related to unknown construction elements may also be a challenge. Mr. Ferguson agreed and suggested the program language be modeled after similar successful programs that may be in place in other communities. Members noted that building systems like water heaters, furnaces, and air conditioners may also be higher priority items to target as they are critical components of all houses.

4. **Adjourn**

With consensus, the workshop was adjourned at 5:57 p.m.

Recorded by: Anne Mueller__

Date Approved: January 14, 2026

Attest:

Jim Thares, Executive Director of the EDA

5A. Consideration of Authorizing a Professional Services Contract with Bolton & Menk related to a proposed Downtown Small Area Plan (SAP) with a focus on Block 34 and Cedar Street in an amount not to exceed \$80,000

Prepared by: Economic Development Manager	Meeting Date: 01/14/26	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item
Reviewed by: Community Development Director, Community Economic Development Coordinator, Finance Director	Approved by: City Administrator	

ACTION REQUESTED

Motion to authorize a professional services contract with Bolton & Menk related to a proposed Downtown Small Area Plan (SAP) with a focus on Block 34 and Cedar Street in an amount not to exceed \$80,000.

Motion of other as determined by the EDA.

REFERENCE AND BACKGROUND

At the November 12, 2025, Workshop meeting, the EDA directed staff to obtain a proposal and quote from Bolton & Menk to complete a Small Area Plan (SAP) for the Block 34 and Cedar Street areas of downtown Monticello. The goal of completing the SAP is to further identify future development challenges, goals and strategies for the downtown core, primarily on the east side of MN TH25. Based on that direction, staff are presenting the Bolton & Menk Small Area Plan proposal and quote for EDA consideration. As per the attached proposal, the scope of work includes:

- Step 1 - Task 1: Existing Conditions and Site Analysis
- Step 2 - Task 2: Community Input and Engagement
- Step 3 - Task 3: Downtown Plan Update
- Step 4 - Task 3: Implementation Plan

The SAP timeline is expected to start in March and take approximately six to eight months to complete. The study proposal cost is \$80,000. The proposed work activities are professional services in nature and do not require competitive quotes. City staff believe that the previous experience and familiarity that Bolton & Menk staff have with the City as well as their staff's involvement in completing the 2017 Downtown Small Area Plan is extremely helpful and is justification to engage Bolton & Menk for the proposed SAP scope of work activities.

- I. Budget Impact:** The budget impact related to the proposed Bolton & Menk SAP is \$80,000. The 2026 EDA General Fund budget includes \$54,500 for Miscellaneous Professional Services, which is about \$25,500 less than the quoted price of \$80,000.

The EDA approved the 2026 EDA General Fund budget of \$590,000 prior to its discussions related to potential Small Area Plan updates and scope of work considerations. However, the budget includes a Redevelopment Activities line item of \$153,378, which staff propose to re-allocate to cover the additional cost of the proposal.

- II. Staff Workload Impact:** The Community Development Director, Community and Economic Development Coordinator and the Economic Development Manager have committed time to discussing and reviewing the proposed Small Area Plan scope of work with the key Bolton & Menk staff. Those tasks include discussions with the consultant regarding the desired scope of work tasks and the optimal timeline of completion. Additional time toward this effort involves report preparation and EDA meeting presentation. No other staff are required to complete the work in this effort.

- III. Comprehensive Plan Impact:** Completing the Small Area Plan will inform the overall vision and next steps in the Block 34 and Cedar Fair site redevelopment efforts and likewise offer understanding and guidance toward the general development opportunities and strategies for the Cedar Street corridor on the east side of MN TH25. Redevelopment of Block 34 is identified as a goal within the 2017 Downtown Small Area Plan, an appendix of the Monticello 2040 Vision + Plan, which envisions various efforts to create a vibrant Downtown.

STAFF RECOMMENDATION

Staff recommend the EDA authorize entering into a professional service contract with Bolton & Menk related to the proposed downtown Small Area Plan with a focus area of Block 34 and the Cedar Street area in the amount of \$80,000. Bolton & Menk staff were involved in completing the original 2017 Downtown Small Plan and have extensive familiarity with the city's land use patterns and transportation corridors. This familiarity will be a strength in offering insights into completing an effective SAP based on scope of work activities.

SUPPORTING DATA

- A. Bolton & Menk Small Area Plan - Scope of Work Proposal
- B. Aerial Photo – Block 34 and Cedar Street Proposed Study focus area
- C. Adopted 2026 EDA General Fund budget
- D. Power Point prepared by Bolton & Menk – available at the regular meeting
- E. November 12, 2025 EDA Workshop Staff Report



Real People. Real Solutions.

111 Washington Avenue South
Suite 650
Minneapolis, MN 55401

Phone: (612) 416-0220
Bolton-Menk.com

PROPOSED PROJECT SCOPE

TASK 0: PROJECT MANAGEMENT

Our project management approach is rooted in personable and proactive communication that prioritizes collaboration, transparency, and trust. Our team, led by Andrew Dresdner, will maintain regular communication with city staff throughout the project. During an initial project kickoff meeting, we will establish and confirm a regular meeting and reporting schedule.

Task 0 Deliverables:

- *Project kickoff meeting; regular progress reports*

TASK 1: EXISTING CONDITIONS and SITE ANALYSIS

We will develop a set of diagrams and maps, with supportive narrative, depicting the existing conditions in the Downtown – with a focus the east side of Downtown. This will include an analysis of:

- Land use and property ownership
- Access and circulation
- Open space and public realm

The outcome of this task will be a clear understanding of how the built environment is supporting or inhibiting desired outcomes in the Downtown.

Task 1 Deliverables:

- *Existing conditions and site analysis to include all above items.*

TASK 2: COMMUNITY INPUT AND ENGAGEMENT

In coordination with city staff, we will develop and deliver a targeted engagement plan that is inclusive, accessible, and transparent. We propose this to include:

- A project Steering Committee consisting of downtown stakeholders, who are able to represent the broad needs of the community. We recommend meeting with the Steering Committee Monthly.
- 4 thematic focus group meetings that allow us to investigate specific issues at a deeper level: Business owners Downtown; Residents Downtown; MnDOT and the County; Members of the arts community.
- 2 worksessions with the EDA at major project milestones, to review and refine project deliverables, in addition to a final public hearing to adopt the plan.
- 2 meetings with the Parks Commission to review concepts for East Bridge Park
- Rotating Community Center updates and surveys. Given the year round and broad based popularity of the community center, it is a good location to distribute and solicit information. We propose a monthly update to a Downtown Plan Update table or location on the bulletin board.

- We will rely on the City to conduct informational outreach and external communication through social media, website, public notifications, etc.

Task 2 Deliverables:

- *Draft and final engagement plan and execution; Final engagement summary report summarizing activities and input received;*

TASK 3: DOWNTOWN PLAN UPDATE

Using feedback gathered from the November 12, 2025 EDA work session, and information from Tasks 1 and 2, we will create an update to the 2017 Monticello Downtown Master Plan. The Plan will, at a minimum, provide recommendations for the following areas:

- Existing Business Support
 - Define strategies for improving the overall urban / town business environment in the Downtown. These strategies may include public realm improvements, technical and market support, increasing density to improve access to customers, access and parking improvements.
- Public Space and East Bridge Park
 - The recent improvements to West Bridge Park have proven to be popular and successful. This plan will provide recommendations for how complementary improvements to East Bridge Park can help achieve goals of the Plan. It will explore how the park can attract new users and user groups to the area, thereby providing additional opportunities to connect to the river and enjoy the Downtown.
- Circulation and Access Patterns
 - Crossing Hwy 25 (Pine Street) and general downtown circulation continues to be a challenge and will remain a challenge until and if a new bridge crossing is ever built. Within the next five years MnDOT is may be making investments to Hwy 25 (Pine Street). This Plan will provide recommendations for the city in its continued coordination efforts with MnDOT, towards how Hwy 25 improvements can best support the goals of Downtown.
 - The Plan will also provide strategies for continued MnDOT coordination to advance Monticello's interests relative to the ongoing future bridge crossing discussions.
- Land Use Plan for East Side of Downtown
 - The west side of Downtown has evolved, in part, thanks to a clear vision of land use pattern. Recognizing the lack of a plan on the east side of the downtown, this Plan will explore how downtown east can evolve with a coherent pattern, complimentary to the rest of downtown and surrounding neighborhoods.
- Block 34 Guidance:
 - The EDA owns the majority of Block 34 in Downtown, and redevelopment of the block is a priority for the EDA. Recognizing the many challenges of the block, this Plan will explore and provide recommendations to the EDA for how the site could be developed. It will also include guidance on public benefits and design expectations.
- Expanding Public Art in the Downtown

- Public art has emerged as an important differentiator and attraction in the Downtown. Monti-Arts and the Public Arts and Parks commission have proven to be an influential and prominent implementor in Downtown. This Plan can elevate their work, providing recommendations for how public art can be yet more integrated into the downtown, particularly the east side.

The Downtown Plan Update Document will resemble the 2017 Downtown Plan Document in that it will be highly graphical, with easily understandable recommendations and supportive narrative.

Task 3 Deliverables:

- Draft and final Downtown Plan Update to include all above items.

TASK 3: IMPLEMENTATION PLAN

To create a clear guide plan for realizing the Development Vision, we will create an Implementation Plan with clearly outlined public and private action steps, responsible parties, suggested timelines, suggested infrastructure phasing, and potential funding sources for key deliverables. The implementation plan will be based on the recommendations and projects identified in the Downtown Plan Update , and can be used independently of the Plan for clear city and stakeholder guidance.

The Implementation Plan will provide a consensus-based vision in which to solicit, evaluate, and deliver private and public investment to the study area. The final Vision plan can be used to solicit developers, pursue external funding, and promote continued jurisdictional alignment on the future of the area.

Task 2 Deliverables:

- *Draft and final Implementation plan, to include all above elements.*

PROPOSED ADDITIONAL SERVICES

In order to put the master plan into action or to test an idea in the master plan we can support the City in developing a Pilot Project: a small-scale preliminary test run of a public realm concept. This can be related to circulation, park use, bicycle improvements, etc. primary purpose of a Pilot Project is to assess the feasibility, effectiveness, and potential impact of a larger-scale efforts in the Master Plan prior to full investment in the idea. Pilot Projects are often used to mitigate risk, identify potential problems, inform decision-making, or simply to build momentum behind an idea.



PROPOSED FEE AND SCHEDULE

We estimate the services above would require a 6-8 month process and a budget of approximately \$80,000.

Aerial Photo – Block 34 and Cedar Street Proposed Study focus area



1 in = 460 Ft

-  City Boundary
-  Parcels

EDA GENERAL FUND DRAFT 2026 REVENUES BUDGET

Account Number	Account Description	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 THRU 8/7	2026 BUDGET	% CHANGE
213-00000-310110	CURRENT AD VALOREM TAXES	\$ 401,266	\$ 448,962	\$ 499,000	\$ 256,161	504,000	1.0%
213-00000-310210	DELINQUENT AD VALOREM TAXES	473	2,607	-	1,158	-	---
213-00000-310310	MANUFACTURED HOME TAX	-	-	-	-	-	---
213-00000-319100	PENALTIES & INT - TAX	68	787	-	118	-	---
213-00000-334235	STATE GRANT	344,993	294,248	-	12,678	-	---
213-00000-362110	INTEREST EARNINGS - INVESTMENTS	206,517	159,232	27,000	-	75,000	177.8%
213-00000-362200	RENTAL OF CITY PROPERTY	-	-	-	3,072	-	---
213-00000-362300	CONTRIBUTIONS	3,300	11,940	-	(275)	-	---
213-00000-362400	SALE OF PROPERTY	-	-	-	-	-	---
213-00000-362900	OTHER MISCELLANEOUS REV	-	-	-	-	-	---
213-00000-392000	OPERATING TRANSFERS IN	3,950	5,114	6,000	-	6,000	0.0%
213-41911-349655	ENGINEERING - BILLABLE PROJECTS	1,281	8,238	-	-	5,000	---
	TOTAL EXPENDITURES	\$ 961,848	\$ 931,128	\$ 532,000	\$ 272,912	\$ 590,000	10.90%

EDA GENERAL FUND DRAFT 2026 EXPENDITURES BUDGET

Account Number	Account Description	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 THRU 8/7	2026 BUDGET	% CHANGE
213-41911-431990	MISC PROFESSIONAL SERVICES	\$ 1,281	\$ 8,238	\$ -	\$ -	5,000	---
213-46301-410100	SALARIES, FULL TIME - REG	125,789	132,600	158,036	90,362	168,980	16.56%
213-46301-410200	SALARIES, FULL TIME - OT	903	630	500	619	500	---
213-46301-410300	SALARIES, PART TIME - REG	12,005	5,021	7,200	2,089	7,221	0.00%
213-46301-411100	SEVERANCE PAY	-	1,599	-	-	-	---
213-46301-411110	SEVERANCE BENEFITS	-	-	1,000	-	1,000	---
213-46301-412100	PERA CONTRIBUTIONS	9,411	9,828	11,890	6,825	13,253	16.93%
213-46301-412200	FICA CONTRIBUTIONS	10,189	10,399	12,679	6,989	13,518	16.08%
213-46301-413100	HEALTH/DENTAL/LIFE INSURAN	19,646	15,101	33,715	10,732	35,063	-6.85%
213-46301-413250	HSA CONTRIBUTIONS	5,722	4,259	-	3,017	-	---
213-46301-413300	LIFE INSURANCE CONTRIBUTIONS	120	123	-	80	-	---
213-46301-413400	DISABILITY INS CONTRIBUTIONS	735	718	-	444	777	---
213-46301-415100	WORKERS COMP INSURANCE	2,268	2,467	3,442	2,245	3,755	23.80%
213-46301-421990	GENERAL OPERATING SUPPLIES	35	-	500	106	550	25.00%
213-46301-430300	PROF SRV - ENGINEERING FEE	-	-	5,000	-	5,000	0.00%
213-46301-430400	PROF SRV - LEGAL FEES	21,780	32,933	22,500	7,828	23,800	12.50%
213-46301-431990	MISC PROFESSIONAL SERVICES	134,078	22,228	54,000	29,652	54,500	70.35%
213-46301-431991	MISC PROFESSIONAL SERVICES - PROPERTY MGMT	2,566	2,566	4,300	1,497	4,650	7.50%
213-46301-431993	MISC PROFESSIONAL SERVICES - ECON DEV SVCS	19,777	22,851	19,000	-	16,000	4.40%
213-46301-432100	TELEPHONE STIPEND	780	780	780	380	780	0.00%
213-46301-432150	IT SERVICES	3,473	3,353	3,456	1,728	3,834	1.76%
213-46301-432200	MAIL & DELIVERY SERVICES	462	147	300	23	480	9.09%
213-46301-433100	TRAVEL/TRAINING EXPENSE	5,120	1,182	3,750	3,657	4,800	4.17%
213-46301-434990	ADVERTISING & MARKETING	5,000	18,351	47,000	5,000	51,200	4.44%
213-46301-435100	LEGAL NOTICE PUBLICATION	398	1,477	650	187	850	0.00%
213-46301-436100	INSURANCE - LIABILITY/PROPERTY/VEHICLE	3,395	4,259	2,350	1,371	2,350	-58.21%
213-46301-437100	PROPERTY TAXES	-	58,658	2,250	3,573	3,000	---
213-46301-438100	UTILITIES - GAS/ELECTRICITY	10	1,653	100	2,045	1,750	0.00%
213-46301-438200	WATER/SEWER	78	1,009	150	427	1,200	50.00%
213-46301-440100	REPAIR & MTC - BLDG & SYSTEMS	-	-	-	-	150	---
213-46301-440200	REPAIR & MTC - FACILITIES MAINTENANCE	1,512	1,119	650	325	650	-91.15%
213-46301-443300	DUES, MEMBERSHIP & SUBSCRIP	6,796	7,416	11,000	6,999	12,750	22.22%
213-46301-461500	REDEVELOPMENT ACTIVITIES	4,500	6,578	124,602	-	151,139	-14.29%
213-46301-443990	MISCELLANEOUS OTHER EXP	603,370	867,884	1,200	62,069	1,500	20.00%
213-46301-472030	OPERATING TRANSFER OUT	-	-	-	-	-	---
213-46601-443990	MISCELLANEOUS OTHER EXP	-	-	-	-	-	---
	TOTAL EXPENDITURES	\$ 1,001,199	\$ 1,245,427	\$ 532,000	\$ 250,269	\$ 590,000	10.90%

3. Consideration of Downtown Visioning & Planning - Block 34-Cedar Fair Small Area Study Discussion, Andrew Dresdner and Mike Thompson, Bolton & Menk

Prepared by: Economic Development Manager	Meeting Date: 11/12/25	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Workshop Agenda Item
Reviewed by: Community Development Director, Finance Director, Community & Economic Development Coordinator	Approved by: City Administrator	

ACTION REQUESTED

Motion as determined by the EDA.

REFERENCE AND BACKGROUND

Following the September 24, 2025 EDA meeting, staff have been discussing the concept of a small area study similar to the 2017 Downtown Small Area Study though with more focus on the east side of MN-TH#25 and specifically Block 34 and the Cedar Fair site, both of which the EDA either owns fully or has significant ownership. Staff shared the EDA’s discussion notes from the September meeting with the Bolton & Menk Community Planners to provide them with a sense of the EDA’s viewpoints about the potential next downtown redevelopment options.

At this Workshop meeting, the consultants have been asked to present additional core downtown information, recent changes and expected new trends outlining next steps to craft a common vision and plan of action related to future realistic redevelopment opportunities. The link to the meeting materials from the September 24, 2025, EDA meeting is included here:

<https://www.monticellomn.gov/AgendaCenter/ViewFile/Item/1360?fileID=22876>

- I. **Budget Impact:** The budget impact from the consideration of the appropriate planning and/or action processes for this area is minimal at this juncture. If the EDA authorizes a new Small Area Study Plan soon, those costs will be incurred in the first or second quarter of 2026.
- II. **Staff Workload Impact:** City staff involved in this consideration include the Community Development Director, Community Economic Development Coordinator, Economic Development Manager and the City Engineer. At this point in time no other staff are required to complete the initial work tasks in this effort. Depending on EDA direction, additional staff or consultants may be needed to complete the planning and/or action steps.

III. Comprehensive Plan Impact: The 2017 Downtown Small Area Plan is an adopted appendix of the 2040 Vision + Plan. The Small Area Plan “envisions a Downtown that is lively throughout the day and into the evening, 12 months of the year. A downtown that serves many purposes for many people – including dining, recreation, celebrating, gathering, shopping and living.” The current Plan is already 8 years old and may need additive supplementary information to further support the original plan concepts or adjust it based on the factors noted above and the current and emerging transportation, land use, development and societal trends.

STAFF RECOMMENDATION

Staff are asking for the EDA to provide feedback to the Bolton & Menk Planners identify planning and/or action steps (tasks). The goal of this effort is to bring a follow up scope of work for a small area plan that spells out a development-redevelopment vision, concept, and timeline for downtown and more specifically Block 34 and the Cedar Street sites to serve as a framework and guide key redevelopment next steps.

SUPPORTING DATA

N/A

5B. Consideration of approving a Statewide Affordable Housing Aid (SAHA) Policy relating to the Proposed Senior Homeowner Rehabilitation Program

<p>Prepared by: Economic Development Manager, Community Economic Development Coordinator</p>	<p>Meeting Date: 1/14/26</p>	<p><input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item</p>
<p>Reviewed by: Community Development Director, Finance Director</p>	<p>Approved by: City Administrator</p>	

ACTION REQUESTED

1. Motion to approve a Statewide Affordable Housing Aid (SAHA) Policy relating to the Proposed Homeowner Rehabilitation Program.
2. Motion of other as determined by the EDA.

REFERENCE AND BACKGROUND

During the October 8, 2025, EDA workshop the SAHA funding provided by the State, the eligible activities, and the status of the recently authorized Affordable Housing Trust Fund were reviewed. The EDA had a robust discussion and indicated a preference to develop a senior 55+ homeowner rehabilitation program. Direction was provided to staff to move forward in creating a policy and program for the program.

Staff then participated in a Minnesota Housing-sponsored East and Central Regional Conference on November 19, 2025, wherein discussion topics included guidance on policy creation, as well as sharing of model funding formats by peer communities. This information was used to create the proposed draft rehabilitation program policy which is attached to this report for consideration.

Staff distributed the draft policy at the December regular meeting for review and comment with the goal of further consideration at the January 2026 meeting. The EDA’s immediate feedback during the December meeting was divided about the idea of a program targeted solely at the 55+ age group. There was some discussion about the desire for more flexibility, with a goal of assisting a greater number of residents while retaining the affordability requirement for recipients.

Since the December EDA meeting, Wright County has also offered development of a collaborative program which would pool SAHA dollars to fund county-wide housing priorities.

Wright County is seeking feedback on interest in potential local participation. A memo is attached regarding the possible areas of need and eligible programs.

The memo outlines six housing priorities that may be used in the county-wide pooling of resources, including single-family housing rehab, traditional housing programs, contracts with hotels for temporary emergency housing, emergency housing assistance through the County, development assistance, and permanent emergency housing assistance, with greater detail outlined in the memo. In addition to the memo outlining the possible uses of the SAHA dollars, the City of St. Michael’s comments regarding funding preferences and conditions are included.

Staff have examined how SAHA funds would best support Monticello’s overall housing goals. The proposed city-specific homeowner rehabilitation program supports the desire for life-cycle housing by funding various eligible improvements for all ages of households with the objective of extending the useful life of existing housing and allowing succeeding occupant cycles directly within Monticello.

Staff are seeking direction on whether the EDA would prefer to:

- Proceed with the adoption of the proposed homeowner rehabilitation policy, subject to EDA direction on eligibility requirements relating to age range and geographic target area.
- Table the policy adoption for further discussion of policy details and eligibility terms, or
- Table City policy adoption to allow for continued research on Wright County’s SAHA housing program.

A reminder of the deadline for both commitment and expenditure of the SAHA funds is outlined in the table below for the corresponding aid year funds received.

Aid Year	Aid Amount	Commitment Deadline	Expenditure Deadline
2023	\$60,870	December 31, 2026	December 31, 2027
2024	\$60,870	December 31, 2027	December 31, 2028
2025	\$25,355	December 31, 2028	December 31, 2029
2026	\$26,362	December 31, 2029	December 31, 2030

I. Budget Impact: The budget impact is limited at this time.

II. Staff Workload Impact: City staff involved in this consideration include the Community Development Director, Community Economic Development Coordinator, and Economic

Development Manager. Additional reviews also involved the EDA Attorney and City Attorney related to compliance with applicable State Statutes. At this point in time, no other staff are required to complete the tasks involved in this effort.

III. Comprehensive Plan Impact: The Monticello 2040 Vision + Plan identifies Neighborhood Preservation in Chapter 7, Community Character, Design, and the Arts. “Monticello’s traditional neighborhoods north of Interstate 94 represent the community’s most walkable places, its most diverse housing stock, and its most character-rich area, contributing to Monticello’s sense of place and identity. These neighborhood blocks also represent substantial past investment in streets, sidewalks, parks, and other infrastructure. Maintaining and enhancing these areas and their housing stock can help increase value and strengthen the visual realm, making Monticello’s traditional neighborhoods an attractive and desirable place to live. To achieve this, Monticello should explore financing incentives, which facilitate neighborhood reinvestment in traditional homes and neighborhoods, balancing design standards and goals with these incentives.”

STAFF RECOMMENDATION

Staff defer to the EDA on consideration of the draft proposed Affordable Housing Rehabilitation Loan Program. However, the EDA is asked to clearly articulate its desire for any target population and area for purposes of finalizing the policy.

While the ability to leverage additional funding through Wright County may be an opportunity, research on whether the final program structure will serve the needs of the Monticello community is unknown at this time. Staff are willing to continue dialogue with Wright County staff regarding a pooled program but may have additional recommendations regarding participation based on the program structure.

SUPPORTING DATA

- A. Draft Homeowner Rehabilitation Loan Program Policy
- B. Wright County SAHA Funding Collaboration Memo
- C. City of St. Michael Comment – Wright County Program Memo



SECTION: FINANCE

NO: FIN-

REFERENCE:

Date:

Next Review Date:

TITLE: Pilot Monticello Housing Rehabilitation Program

1.0 Purpose

The City of Monticello Economic Development Authority (the “EDA”), acting as the Housing & Redevelopment Authority (the “HRA”), recognizes the need to encourage investment in housing stock and supply. The purpose of this housing rehabilitation program is to support functional and visually appealing neighborhoods in the Monticello community by providing grants for rehabilitation projects in our single-family housing stock.

2.0 Policy

OVERVIEW OF PROGRAM

DUTIES OF THE HRA

1. to provide a sufficient supply of adequate, safe, and sanitary dwellings in order to protect the health, safety, morals, and welfare of the citizens of this state;
2. to clear and redevelop blighted areas;
3. to perform those duties according to comprehensive plans;
4. to remedy the shortage of housing for low and moderate-income residents, and to redevelop blighted areas, in situations in which private enterprise would not act without government participation or subsidies;

FUNDING SOURCE

The State of Minnesota enacted legislation in 2023 to provide additional resources for affordable housing in the state. The legislation included additional funding for municipalities to explore housing programs that best fit the needs of the community. The EDA has selected an owner-occupied homeowner rehabilitation program for the use of the funds.

ELIGIBLE RESIDENTS

Owner-occupied homes within the City of Monticello are eligible for the housing rehabilitation grant program (“Grant”) as further defined herein.

The EDA has allocated a maximum of \$200,000 for the initial Grant program. This is a pilot program, and additional areas and allocations will be considered at a future date. Income-eligibility requirements are subject to the Federal Housing & Urban Development Income Limits for 115% Area Median Income (AMI), MN-WI, HUD Metro FMR Area, and age restrictions for Seniors 55+.

GRANT TERMS & CONDITIONS

Grant Amount & Structure

Individual grants may be made in an amount ranging from \$5,000-\$25,000. If the benefitting residence is sold within two years of the grant, the grant must be repaid. The applicant must provide at least 5% of

the project cost in cash.

Eligibility Requirements

Homeowners should discuss the grant program to determine responsibilities and commitment for the application and its components. The property owner must be a cosignatory on the application and grant agreement.

1. Each home shall be owner-occupied.
2. The property owner must carry current property insurance both at the time of application and through completion of approved grant improvements.
3. Property taxes on the subject site must be current for the duration of the grant agreement.
4. Applicants are not eligible to receive funding if the property to be rehabilitated is in default under a property mortgage, contract for deed, or comparable obligation. An applicant/property owner is ineligible to receive assistance if currently involved in bankruptcy proceedings.
5. Applicants may apply for only one grant per residence.
6. Exterior materials should be low-maintenance.
7. Adjoining properties must not be disturbed during the construction process.

The EDA reserves the right to approve or reject applications on a case-by-case basis, taking into consideration factors considered appropriate by the EDA, in addition to established polices, criteria, and potential benefits. Meeting the criteria does not guarantee an application will be approved. Approval or denial of an application is at the sole discretion of the EDA.

Concurrent Grants

The concurrent use of different homeowner grant or grant programs by any one borrower or for any one project is permitted.

Permitted Grant Uses

Renovation eligible projects are shown in “**Exhibit A**”, including, but not limited to, roofing, siding, mechanical, and HVAC repairs.

The applicant will work with a contractor to define the final selected improvements using the architectural rendering as a guide. Sworn construction statements with final selected improvements must be reviewed and approved by the EDA and will be included in the final Grant documentation. The improvements must be completed in substantial conformity with the bid statement.

The cost of the building permit for the approved Grant project will be included in the final Grant amount.

CONSTRUCTION AND IMPROVEMENTS CODE COMPLIANCE

As applicable, buildings for which public funds will be used within this program are to be brought into conformity with city ordinances and state building codes in effect for the area in which the building is located. Consultation with the City of Monticello Building Safety Department will occur for each potential project.

TIMING OF PROJECT EXPENSES

No project may commence until the EDA has approved the Grant application and the Grant agreement. Any costs incurred prior to execution of the Grant agreement are not eligible expenditures.

No building construction may commence until the required city permits are secured.

Grant disbursements shall be as provided for within the grant agreement and shall be made directly to the Applicant/owner's contractor. The grant agreement shall reference final contracts for improvements.

COMMUNICATION

The success of the project depends on the completeness of applications and good communication between all parties. Applicants should feel free to reach out to city staff with any questions at any time.

Contact Tyler Bevier, Community & Economic Development Coordinator, with any questions
Tyler.Bevier@MonticelloMN.gov | 763-271-3206

APPLICATION PROCEDURE

The applicant shall meet with city staff to obtain information about the Grant program, discuss the project, and obtain application forms.

Applications will be received and reviewed on a first-come, first-served basis from the time of submission of a complete application.

An inspection of the building may be required.

The EDA is a governmental entity and, as such, must provide public access to the public data it receives. Data deemed by Applicant to be nonpublic data under State law should be so designated or marked by Applicant. See Minnesota Statutes, Section 13.591, Subd. 1 and 2. The formal Grant application will be reviewed by EDA staff to determine if it conforms to all city policies and ordinances, and will be presented to the EDA for formal approval, as follows:

1. Staff will complete a preliminary application review and may consult with the EDA's Financial Advisor and/or EDA Attorney and Department of Building Safety in preparing a report for EDA consideration.
 - a. Staff will evaluate the project application in terms of the following:
 - b. Evidence of the applicant's ability to meet the 5% cash requirements.
 - c. Evidence of need for the homeowner's proposed project
 - d. Age & Income verification
2. Minimum of two quotes, detailed and itemized for each requested improvement approved by Exhibit A.
3. The EDA Commissioners will approve or deny the application, or request a resubmission with clarifications, at the EDA's sole discretion.

APPROVAL OR DENIAL OF GRANT APPLICATION

The EDA, at its sole discretion, may deny any application on a case-by-case basis, taking into consideration factors such as the above criteria.

GRANT POLICY REVIEW

The above criteria will be reviewed on an annual basis to ensure that the policies reflected in this document are consistent with the economic development goals set forth by the city.

COMPLIANCE WITH BUSINESS SUBSIDY LAW

All developers/businesses receiving financial assistance from the City of Monticello EDA shall be subject to the City's Business Subsidy Policy as amended, and the provisions and requirements set forth under Minnesota Statutes, Sections 116J.993 to 116J.995.

GRANT AGREEMENT

If the application for a Grant is approved, the applicant/property owner will be required to enter into a grant agreement to proceed. The grant agreement will specify the terms and conditions of the grant as identified herein.

DISBURSEMENT OF GRANT FUNDS

Upon approval of a Grant application, applicants are required to provide executed contracts with qualified, licensed contractors for work per the approved Grant plans. Contracts shall be consistent with the procedures and requirements herein.

Grant funds will be disbursed to the contractor based on completion of work as outlined below. The City's Chief Building Official will verify completion of work. Upon verification of completion, payment will be dispersed per contract amount for the work completed based on the submitted invoice.

PROJECT CONTRACTOR PROCEDURES AND REQUIREMENTS

A. PARTICIPATING CONTRACTORS: All contractors participating in the housing rehabilitation program must have a contractor's license on file with the Minnesota Department of Labor and Industry. The contractors will be responsible for securing insurance of the amounts specified on the application form. The application must contain proof of insurance coverage via a Certification of Insurance Coverage, and the contractor's registration and license number and bond.

B. BID/QUOTE SOLICITATION: To participate in the homeowner rehabilitation program, the applicant must solicit bids or quotes from at least two vendors. An applicant is free to choose any contractor, provided the license requirements are met and the cost differential in the quotes received does not exceed 20%. All quotes must be valid for greater than 90 days and specified in the quotes and bids.

C. CONTRACTOR CONTRACT: The contract for work is between the property owner (applicant) and the contractor. Each selected contractor will enter into a contract with the property owner. The contract will outline the terms for completion of the rehabilitation on the project and will include the following:

1. Scope of Work
2. Project Start Date;
3. Project Completion Date;
4. General Conditions;
5. Special Conditions;
6. Project Warranties;
7. Change Order Procedures;
8. Sworn Construction Statement;
9. Required Inspections Prior to Payment;
10. Consistency with Program Policy;
11. Payment Terms;
12. Termination Procedures.

D. FAILURE TO START/COMPLETE PROJECT: Upon approval of the Grant agreement, the applicant and selected contractor will have 180 calendar days in which to complete the contracted work. The 180-day time period shall not be exceeded except through the issuance of a change order. Failure to complete any work within 180 days will be grounds to terminate the Grant agreement.

E. PAYMENT PROCEDURES: All contractors will agree to the payment schedule, which is as follows:

1. Pre-payments for contracted services may be disbursed from an escrow account established with the EDA’s specified agency. Such escrow account shall be administered per the grant agreement.
2. Lien waivers are required for all contractors and subcontractors before payment is made.
3. Final payment for work completed, including any retainage amounts, will be made after work by a contractor is completed with verified receipts and costs incurred, the final inspection has been conducted and the Chief Building Official, property owner, and contractor have signed off on the work.

F. CHANGE ORDERS: Change orders to the approved grant project require the approval of the EDA. Change orders will be allowed only for the following reasons:

1. To rectify hidden deficiencies that are discovered once the work has begun.
2. To change a specification due to unforeseen difficulties arising after work has begun.
3. To address a deficiency that was inadvertently dropped from the project during project packaging.
4. To change completion dates.

PROJECT COMPLETION

The City’s Chief Building Official will complete a final project inspection and issue a Certificate of Completion verifying project completion per the approved Grant plans.

3.0 Scope

This policy applies to all projects that apply for and may receive assistance under the Homeowner Rehab Program.

4.0

HISTORY			
Approval Date:	XX, 2026	Approved by:	EDA

EXHIBIT A

Permitted Fund Uses

Eligible Improvement:

Improve the basic livability or energy efficiency of the property, including additions, alterations, renovations, and/or repairs, or bring a property into compliance with state, county, municipal health, housing, building, fire, and/or housing maintenance codes or other public standards applicable to housing. Items not listed as eligible or ineligible will be at the sole discretion of the EDA for grant consideration.

<u>Projects</u>	<u>Eligible Improvements</u>	<u>Examples of Ineligible Improvements</u>
Electrical Improvements	Update wiring, Electric light fixtures/systems	Speakers, Built-in surround system
Energy Conservation & Insulation	Insulation, weather stripping, ventilation, attic fans, ceiling fans, roof/turbine vents, windows	
Exterior Finishing	Brick repair/replacement, painting, stucco repair, siding, and repairs to a detached garage	
Handicap Accessibility Improvements	Improvements or modifications to a property to enable a resident, with an activity-limiting permanent physical or mental condition, to function in the property, including Bathroom modifications, kitchen modifications (including lowering cupboards and countertops), Ramp or entryway improvements, relocating light switches and electrical outlets, and widening doorways and hallways, and stair lifts.	
Heating & Ventilation Improvements	Air exchanger, central air conditioning, chimney repair or replacement, ductwork, furnace, mini-split and retrofit of existing heat pumps	Room air conditioning units, space heaters, appliances, and personal property not hardwired or hard-plumbed (washer, dryer, refrigerator, stove)
Plumbing Improvements	Bathroom fixtures/connections, bathtubs/shower doors, water conditioner, water heater	Hot tub or whirlpool outside of the bathroom
Roofing Improvements	Fasia, gutters, home/garage roof replacement, soffit, roofing for detached garage	
Structural Additions and Alterations	Chimney repair or replacement, entryway, including attached patio, foundation repair (includes lifting of house), street-facing elements, including; patio slab at patio door, porch, steps, and landings	Gazebo, outbuildings, utility/garden shed, garage larger than 800 square feet
Other	energy audit, blower door test, garage door repair	Underground sprinkler system, irrigation system, tennis court, swimming pool, security system, assessments

EXHIBIT B

Program Checklist		
<u>Applicant (You)</u>	<u>Requirement</u>	<u>City Review</u>
	Submit a letter of interest to the City of Monticello via in-person at City Hall, 505 Walnut Street, Suite 1, or mailed letter of interest	
	Schedule a Pre-Grant Meeting with City Staff : Contact Tyler Bevier, Tyler.Bevier@MonticelloMN.gov	
The above steps must be completed before proceeding with the application		
	<p align="center"><u>Income & Age Verification</u></p> <p>Verification of Income for income qualification. <i>Income-eligibility requirements are subject to the Federal Housing & Urban Development Income Limits for 115% Area Median Income of the Minneapolis-St. Paul-Bloomington, MN-WI, HUD Metro FMR Area.</i></p> <p><i>Verification of Age to be eligible for the program</i></p>	
	<p align="center"><u>Project Budget</u></p> <p>What improvements are you seeking for your home? Example table as "Exhibit C"</p>	
	<p align="center"><u>Project Quotes</u></p> <p>Two quotes for each improvement requested</p>	
City-Only	<p align="center"><u>Delinquency</u></p> <p>Verification of the property is not in delinquency of taxes or blight.</p>	
	<p align="center"><u>Insurance</u></p> <p>Verification of property insurance, both at the time of application and through completion of approved grant improvements.</p>	
	<p align="center"><u>5% Match</u></p> <p>Applicant verifies that they will be able to meet the 5% match requirement</p>	

EXHIBIT C

Example Project Budget				
<u>Proposed Improvement</u>	<u>Quote #1</u>	<u>Quote #1 Business Name, Contact Phone/Email</u>	<u>Quote #2</u>	<u>Quote #2 Business Name, Contact Phone/Email</u>

DRAFT



MEMO

To: Wright County Tier I Cities

From: Clay Wilfahrt, Assistant County Administrator

Date: December 1, 2025

Re: Statewide Affordable Housing Aid

Wright County and Tier I Cities within Wright County received State Affordable Housing Aid (SAHA) in annual increments since 2023 and will continue to receive annual aid through the end of 2026. The County will receive a total of \$605,309, and the Cities will receive a collective \$703,127 over the course of the program. According to State Statute, the money needs to be expended by

1. "December 31 in the third year following the year after the aid was received," or
2. "Committed to a qualifying project by December 31 in the third year following the year after the aid was received; and expended by December 31 in the fourth year following the year after the aid was received."

[The State Statute guiding the funding](#) outlines eligible expenditures of the fund. City and County staff spent some time analyzing how other Cities and Counties spent SAHA funding. Here is a summary of how other Cities and Counties utilized SAHA funds:

- **Single Family housing rehab** – Some Counties, like Sherburne, implemented single family housing rehabilitation loans. These programs allow homeowners who meet income requirements to apply for loans to rehabilitate their homes. The program helps homeowners improve the condition of their homes while also boosting property values. Once the dollars are recouped through the loans, the money can be repurposed.
- **Transitional Housing Programs** – At a recent conference, Wright County Community Action (WCCA) approached the County and indicated that it has needs that could be funded with SAHA dollars. WCCA sees the biggest need in its transitional housing program. Through the transitional housing plan, WCCA works with clients to develop housing independence plans, provide support services and case management, and offer a declining rent subsidy. By giving SAHA money to a non-profit such as WCCA, the funds would be considered expended and no longer subject to the time restrictions in the statute.
- **Contract with hotels for temporary emergency housing** – Some Counties contracted with local hotels for temporary emergency housing. Counties enter into agreements with the hotels to outline terms of placement, cost, etc. to provide housing for those in immediate need.
- **Emergency Housing Assistance through the County** – Wright County offers emergency housing aid for people who need financial assistance to avoid losing their current housing arrangement.



The County receives a limited amount of money from other sources to provide this service, but often depletes those dollars quickly. SAHA money could be utilized for this purpose.

- **Development Assistance** – SAHA funding can be used as an incentive in development of affordable housing. Some communities have used these dollars to help fund affordable housing projects. The County could utilize the funds to try to attract development to the County in the form of direct assistance to specific development projects.
- **Permanent emergency housing assistance** – Communities like St. Cloud have used large portions of their SAHA funding to construct permanent emergency housing structures.

From: [Jim Thares](#)
To: [Angela Schumann](#); [Tyler Bevier](#)
Subject: FW: SAHA Funding Discussions
Date: Wednesday, January 7, 2026 10:39:40 AM
Attachments: [Outlook-Wright Cou.png](#)
[Outlook-Wright Cou.png](#)
[Outlook-Wright Cou.png](#)
[Outlook-Wright Cou.png](#)
[Outlook-e4yh2ylj.png](#)
[Outlook-ow54va4j.png](#)
[Outlook-haltrw05.png](#)
[Outlook-See the so.png](#)
[SAHA Funding Options.pdf](#)

FYI

From: Steven Bot <steveb@stmichaelmn.gov>
Sent: Wednesday, January 7, 2026 8:06 AM
To: Clay T. Wilfahrt <Clay.Wilfahrt@wrightcountymn.gov>; Rachel Leonard <Rachel.Leonard@MonticelloMN.gov>; Adam Flaherty: <aflaherty@ci.otsego.mn.us>; Jim Thares <Jim.Thares@MonticelloMN.gov>; Marc Weigle <marcw@stmichaelmn.gov>
Cc: Jill Pooler <Jill.Pooler@wrightcountymn.gov>; Diane T. Erkens <Diane.Erkens@wrightcountymn.gov>; Nadine M. Schoen <nadine.schoen@wrightcountymn.gov>
Subject: Re: SAHA Funding Discussions

Hi Clay,

The St. Michael City Council and EDA discussed this topic at a recent meeting. They very much appreciate the County's willingness to possibly manage and distribute our SAHA funds. They would like St. Michael residents to be prioritized with our funds, but if no St. Michael residents apply, they are fine with our funds being used elsewhere in the County where the need is the greatest. Specifically, they are interested in two of the programs you outlined in your December 1, 2025 memo (attached) as follows....

1. Single Family housing rehab – Some Counties, like Sherburne, implemented single family housing rehabilitation loans. These programs allow homeowners who meet income requirements to apply for loans to rehabilitate their homes. The program helps homeowners improve the condition of their homes while also boosting property values. Once the dollars are recouped through the loans, the money can be repurposed.
2. Transitional Housing Programs – At a recent conference, Wright County Community Action (WCCA) approached the County and indicated that it has needs that could be funded with SAHA dollars. WCCA sees the biggest need in its transitional housing program. Through the transitional housing plan, WCCA works

with clients to develop housing independence plans, provide support services and case management, and offer a declining rent subsidy. By giving SAHA money to a non-profit such as WCCA, the funds would be considered expended and no longer subject to the time restrictions in the statute.

They didn't discuss or decide on an exact split to each program, assuming both are options, but we can have that discussion and decide on that when/if needed. For the Single Family Housing Rehab program, they liked the fact that this program could potentially live on in perpetuity and be essentially a revolving low-interest loan fund. They did not want the funds to be repurposed for non-SAHA purposes in the future, as Sherburne County has indicated they may do.

I hope this provides the information you are looking for. I will try to attend or view online your board meeting next week to listen to the discussion on this topic. Thanks again for your staff and board willingness to consider partnering with us to best utilize these funds.

-Steve

Steve Bot, P.E.

City Administrator/Public Works Director

Direct: (763) 416-7931 | steveb@stmichaelmn.gov

PLEASE NOTE MY E-MAIL AND OUR DOMAIN HAVE RECENTLY CHANGED



11800 Town Center Drive NE, Suite 300

St. Michael, MN 55376

www.stmichaelmn.gov



From: Clay T. Wilfahrt <Clay.Wilfahrt@wrightcountymn.gov>

Sent: Wednesday, January 7, 2026 7:35 AM

To: Steven Bot <steveb@stmichaelmn.gov>; Rachel Leonard <rachel.leonard@ci.monticello.mn.us>; Adam Flaherty: <aflaherty@ci.otsego.mn.us>; Jim Thares <jim.thares@ci.monticello.mn.us>; Marc Weigle <marcw@stmichaelmn.gov>

Cc: Jill Pooler <Jill.Pooler@wrightcountymn.gov>; Diane T. Erkens <Diane.Erkens@wrightcountymn.gov>

Subject: SAHA Funding Discussions

Good morning,

We are going to be discussing SAHA funding with the County Board next week, and I am curious if all of you have had a chance to discuss this with your Council, EDA, or HRA. If so, what has been the feedback? We would like to summarize that feedback in our conversation with the County Board.

Thanks!

Clay



Clay Wilfahrt • Assistant County Administrator

WRIGHT COUNTY, MINNESOTA: ADMINISTRATION

direct: (763) 684-8628

Government Center, 3650 Braddock Ave NE, Buffalo, MN 55313

www.co.wright.mn.us

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6A. Economic Development Manager's Report

Prepared by: Economic Development Manager	Meeting Date: 01/14/2026	<input checked="" type="checkbox"/> Other Business
Reviewed by: N/A	Approved by: N/A	

REFERENCE AND BACKGROUND

1. **2026 CY – Fee Schedule – See attached Exhibit A.**
2. **2026 EDAM Winter Conference Agenda – January 22-23, 2026 (Bloomington, MN) – See the Conference Schedule via attached Exhibit B.**
3. **2025 CY Building Permits Compare Spreadsheet – See attached Exhibit C.**
4. **Sales Tax Revenue Collections: See attached Exhibit D.**
5. **Block 36 Parking Lot Easement Budget Adjustment for CY 2026: Exhibit E - More information to be provided later.**
6. **Planning Commission Agendas – January 5, 2026: Please see attached Exhibit F.**
7. **Project Updates: Please see attached Exhibit G.**
8. **Prospect List – January 9, 2026: Please see attached Exhibit H.**
9. **Wright County Economic Development Partnership Annual Meeting – Jan. 16, 2026: Please see attached Exhibit I.**

3A. Public Hearing – Consideration of adopting Ordinance 861 amending the City Fee Schedule for 2026 and adopting Summary Ordinance 861A for publication

<p>Prepared by: City Clerk</p>	<p>Meeting Date: 12/8/2025</p>	<p><input type="checkbox"/> Consent Agenda Item <input checked="" type="checkbox"/> Public Hearing Item <input type="checkbox"/> Regular Agenda Item</p>
<p>Reviewed by: Finance Director, Public Works Director/City Engineer, Community Development Director, Parks and Recreation Director</p>	<p>Approved by: City Administrator</p>	

ACTION REQUESTED

Motion to adopt Ordinance 861 amending the City Fee Schedule for 2026 and adopt Summary Ordinance 861A for publication.

REFERENCE AND BACKGROUND

City service charges are established by ordinance and incorporated into the annual City Fee Schedule. Staff review the schedule each year to assess whether the fees cover the costs of providing the services. Fees are updated or added as needed while others are eliminated if no longer relevant.

The proposed 2026 fee schedule is attached for City Council review and adoption.

Recommended changes to the fee schedule are listed in red. Notable items are listed below:

- **Animal Control** – Daily boarding fees are proposed to increase from \$24/day to \$26/day for contract cities, which are tax-exempt, and \$28/day for individuals, which includes sales tax. In addition, staff recommend increasing the Boarding Access Fee to \$300 for the year. Late fees for dog licenses is being removed as the City doesn’t charge a late fee.
- **Cemetery** - Most cemetery fees remain unchanged. Where noted, increases averaged approximately 38%, driven largely by excavation and frost charges. These are contracted services provided by outside vendors and are treated as pass-through expenses; the cemetery does not profit from them but simply reflects the vendor’s updated rates.

The Perpetual Care Fee has also been adjusted to meet current state requirements. This fee supports the long-term maintenance of gravesites and cemetery grounds, and the update was necessary to ensure continued compliance.

Taken together, including both increases and decreases, the overall fee schedule reflects an average adjustment of about 30%.

- **Community Center** –The proposed 2026 Community Center fee adjustments include increases across most categories, with memberships and rentals generally rising 12-25%. Daily passes and adult memberships increase slightly, while family and senior memberships see moderate adjustments. Membership service fees – such as start-up, cancellation, and payment-related charges – are proposed to increase by about 9–14%. A new 3% credit card processing fee has been introduced to cover transaction costs.

Youth programs see some of the largest changes, with supervised play doubling from \$2 to \$4 per hour for members and \$4 to \$8 for non-members, and the indoor play area (Romp & Stomp) increasing by \$1. Special passes, classes, and swimming lessons rise by 6–15%, while facility rentals, including weddings, show adjustments up to 25%.

In addition, the Senior Center will now be available for room rentals, creating a new revenue stream to help offset operating costs. These adjustments are driven in part by increased building operations costs, ensuring the Community Center remains financially sustainable while continuing to serve residents.

- **Community Development – Building** – Building escrow was defined more clearly, and escrows were identified separately in place of having one escrow for all items. This allows contractors to reduce or release their escrow based on completed work.
- **Community Development – Economic Development** – Application fees were added for the Housing Rehabilitation Forgivable Loan and Façade Forgivable Loan. Application fees are proposed to increase for Business Subsidy and Tax Abatement and land use applications. The land use application fees are based on the costs to publish, mail and record documents related to applications.
- **Community Development – Planning/Zoning** – Certain development fees are proposed to increase slightly to ensure cost recovery. Increases to labor rates (also included in the Engineering section) reflect higher costs charged to the city by contracted firms.
- **Engineering** – Right-of-way permits for drops, trunk line base fee, obstruction fee and small cell wireless fee were increased from \$45 to \$55.
- **Parks** - Most Parks fees increased, averaging about +16% overall. The largest increases occurred in season rentals and athletic field use, which rose nearly 30%. Shelter and facility rentals generally saw increases in the 10–20% range. Smaller adjustments were applied to chipping services, lighting, community garden plots (+11%), and the additional porta potty (+8%). Overall, the changes reflect targeted updates, with the

most significant increases focused on long-term field rentals and high-demand amenities.

- **Sanitary Sewer** – Usage charges are proposed to increase 3%, and trunk and access charges are proposed to increase 4% to account for increased construction costs. These increases were recommended as part of the utility rate study completed earlier this year by the city’s financial advisor.
- **Storm Sewer** – The stormwater utility fee is proposed to increase \$0.25/month (+5%). Trunk charges are proposed to be increased by 3% to account for increased construction costs per the utility rate study.
- **Waste** – Commercial tenant rate for the 3rd Street Dumpster is proposed to be lowered to \$45/building. This decrease is an attempt to increase users.

The residential garbage service charge is proposed to increase to \$11.98 from \$10.90, however, garbage tax is now included rather than additional. Also, 2nd containers are now charged the same rate as the 1st container. The recycling service fee is proposed to be reduced by approximately 2%, which reflects lower pricing from the new hauler.

- **Water** – Usage charges are proposed to increase 8% as recommended in the utility rate study. Another larger than average increase is proposed in preparation for cost of a new water treatment facility. The trunk water charge and water access charge are proposed to increase by 27%. As the City constructs a new water treatment plant, the cost to increase capacity required for new connections is increasing. This increase will help ensure the City’s policy that new development covers the costs of their impact on the City’s utility systems.

The State of Minnesota increased the annual connection fee from \$9.72 to \$15.22. Therefore, the water service connection fee was increased from \$0.81/month to \$1.27/month).

Finally, the help offset increases in customer’s utility bills and incentivize streamlined services, staff recommend an increase to the ACH and e-bill credits, from \$1.25 to \$1.50/month and from \$0.50 to \$1.00/month, respectively.

- I. **Budget Impact:** The proposed fee changes would increase or decrease budgeted revenues in their respective funds for 2026. There is minimal cost to publish a summary of the fee schedule. The full fee schedule will be available on the City’s website or can be requested from city hall staff.
- II. **Staff Impact:** Limited to the annual effort to review and revise fees as needed.
- III. **Comprehensive Plan Impact:** N/A

STAFF RECOMMENDED ACTION

City staff recommend adopting the 2026 fee schedule.

SUPPORTING DATA

- A. Ordinance 861 – Proposed 2026 Fee Schedule
- B. Summary Ordinance 861A for Publication

ORDINANCE NO. 861

**CITY OF MONTICELLO
WRIGHT COUNTY, MINNESOTA**

**AN ORDINANCE ADOPTING AMENDMENTS TO THE FEE SCHEDULE FOR 2026
TITLE III, CHAPTER 36 OF THE MONTICELLO CITY ORDINANCE**

THE CITY COUNCIL OF THE CITY OF MONTICELLO HEREBY ORDAINS:

- Section 1.** Title III, Chapter 36 – Fee Schedule shall be amended as shown in the 2026 Fee Schedule in Attachment “A.”
- Section 2.** The City Clerk is hereby directed to make the changes required by this Ordinance as part of the Official Monticello City Code, Title 3, Chapter 36 – Fee Schedule, and to renumber the tables and chapters accordingly as necessary to provide the intended effect of this Ordinance. The City Clerk is further directed to make necessary corrections to any internal citations that result from said renumbering process, provided that such changes retain the purpose and intent of the Monticello City Code as has been adopted.
- Section 3.** This Ordinance shall take effect and be in full force from and after its passage and publication. The ordinance in its entirety shall be posted on the City website after publication. Copies of the complete Ordinance are available online and at Monticello City Hall for examination upon request.

ADOPTED BY the Monticello City Council this 8th day of December, 2025.

CITY OF MONTICELLO

Lloyd Hilgart, Mayor

ATTEST:

Jennifer Schreiber, City Clerk

VOTING IN FAVOR:
VOTING IN OPPOSITION:
ABSENT:

ORDINANCE NO. 861

ATTACHMENT "A"

2026 CITY OF MONTICELLO FEE SCHEDULE

TITLE III - CHAPTER 36

2026 FEE SCHEDULE - CITY OF MONTICELLO

Fee Schedule Rates supersede amounts shown in city ordinances or policies which are dated prior to the fee schedule.

All applicable taxes are included for each unless specifically noted

ANIMAL CONTROL		
Boarding Fee	\$ 24 \$26 /per day for contracted cities \$ 26 \$28 /per day for individuals	
Boarding Access Fee	\$ 250 \$300 per entity	
Dog License	\$20 - 2 years	\$10 - 1 year
Late-Fee	\$5	
Replacement Tag	\$2+ tax	
Disposal Fee	\$250 (euthanized animal) \$40 (adopted animal)	
Fine: Running at Large	<u>Licensed</u> \$50	<u>Unlicensed</u> \$75
<i>If Impounded</i>	<i>Add boarding fee (plus tax)</i>	
Renewal Permit for Large Animal Permit Application	\$75	
Annual Renewal for Current Permit	\$25	
Permit for Keeping Fowl on Premises	\$50	
Annual Renewal for Current Permit	\$25	
Permit for Keeping Honeybees on Premises	\$50	
Annual Renewal of Permit	\$25	
CEMETERY		
Bronze Memorial Marker Setting with 4" Concrete Border	\$450	
Cremation Burial Administrative Fee (if no funeral home)	\$200	
Columbarium (includes 2 interment niche covers w/name, YC YOD, (*if pre-planning additional fee for death date))	<u>Resident</u>	<u>Non-Resident</u>
Bottom Niche Row (Row A) - 2 remains max	\$2540 \$2615	\$2640 \$2,715
Middle Niche Rows (Rows B & C) - 2 remains max	\$2740 \$2,815	\$2840 \$2,915
Top Niche Row (Row D) - 2 remains max	\$2940 \$3,015	\$3040 \$3,115
*Death Date (individual)	\$160 \$170	\$160 \$170
*Death Date (double)	\$185 \$195	\$185 \$195
Companion Urn Grave Excavation - Weekday	\$300	
Companion Urn Grave Excavation - Weekend	\$400	
Cremation Disinterment - Weekday	\$200	
Cremation Disinterment - Weekend	\$250	
Frost Charge: (excavations November through March)	\$150	\$350
Grave Excavation Fee		
Weekday	\$550	\$850
Weekend	\$650	\$950
Infant Grave Excavation - Weekday	\$200	\$300
Infant Grave Excavation - Weekend	\$250	\$450
Cremation Grave Excavation - Weekday	\$200	
Cremation Grave Excavation - Weekend	\$250	\$275
Grave Purchasing Fee	<u>Resident</u>	<u>Non-Resident</u>
Full Grave (4'x12') Flush Marker Area	\$1200 \$1,250	\$1400 \$1,450
Full Grave (4'x12') Raised Marker Area	\$1300 \$1,350	\$1500 \$1,550
Infant Grave (2'x6')	\$475 \$525	\$475 \$525
Cremation Grave (4'x4')	\$700 \$750	\$800 \$850
Grave Staking Fee for burials	\$150	
Grave Transfer Fee	\$15	
Late Arrival to Gravesite Fee	\$250	
Memorial Bench	\$2,500	
Memorial Plaque (Bronze) Stone	Cost + \$10 + sales tax	
Memorial Tree	\$600	
Ossuary		
Co-Mingle Urn Placement (includes inscription and urn bag)	\$1000 \$1,025	

Veteran-Co-Mingle Urn Placement (includes inscription and urn bag)	\$950 \$975
Service Emblem	\$200
Overtime Fee (burials outside of business hours)	\$125
Perpetual Care Fee	
New Grave Sales	Included in grave price (<i>Maintenance not taxable - Plant Care taxable</i>)
Grave Sold Pre-1996	\$175 \$225
Plant Stand	\$50
Satin Bag	\$100
Staking for Monument/Marker Placement	\$70
Urn Vase	\$100 \$115

COMMUNITY CENTER	
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Membership Fees (for new members)	<u>Resident Rate</u>	<u>Non-Resident Rate</u>	<u>MERSC/Military Rate</u>
Daily Pass			
Junior/Senior	\$8.50	\$9.50	
Adult Individual	\$9.5 \$11	\$10.5 \$13	
3 Month Membership			
Junior/Senior	\$106 \$127	\$133 \$160	\$93 \$127
Adult Individual	\$148 \$170	\$184 \$210	\$129 \$170
Dual Senior	\$173	\$216	\$151
Family	\$260 \$295	\$326 \$365	\$228 \$295
Dual	\$237 \$270	\$295 \$335	\$207 \$270
Annual Membership (Paid in full Options)			
Junior/Senior	\$287 \$344	\$359 \$431	\$251 \$344
Adult Individual	\$392 \$450	\$492 \$560	\$344 \$450
Dual Senior	\$473	\$592	\$415
Family	\$667 \$760	\$832 \$930	\$583 \$760
Dual	\$607 \$690	\$758 \$850	\$531 \$690
Continuous Membership (Monthly Payment Option**)			
Junior/Senior	\$28 \$34	\$35 \$42	\$25 \$34
Adult Individual	\$42 \$49	\$54 \$61	\$37 \$49
Dual Senior	\$47	\$59	\$41
MCC Staff Membership Upgrade	\$35	\$35	
Family	\$68 \$77	\$85 \$95	\$60 \$77
Dual	\$62 \$70	\$77 \$86	\$55 \$70
If paid by Credit Card, a 3% charge will be added to the rate.			
NSF Fee (if membership is not paid within the month)	\$35 \$40	\$35 \$40	\$35 \$40
Collection Fee - applies if sent to a collection service for delinquent payments (automatic withdrawal)	\$55 \$60		
**Automatic Withdrawal			
Administrative Fee - for start-up of new monthly memberships (one-time fee) if membership is not canceled	\$30 \$35	\$30 \$35	
Cancellation Fee - applies if within 12 months of joining	\$55 \$60	\$55 \$60	
Supervised Play Hourly Fees		\$2 \$4 per child per hour member \$4 \$8 per child per hour non-member	

Special Passes	<u>Resident Rate</u>	<u>Non-Resident Rate</u>
Daily Pass (10 visits)	\$80 \$90	\$90 \$110

Special Rates	<u>Resident Rate</u>	<u>Non-Resident Rate</u>
Indoor Play Area Romp & Stomp	\$5	\$6
Shower Only	--	\$4 \$5
Group X Class Drop-In	\$13	\$13 \$15
Lock-In (After Hours)	\$1,125/up to 40 people + \$10 each \$28/each	8 p.m. - 1 a.m.
Climbing Wall Group	\$130/up to 14 Climbers + \$8 each additional climber	
Farmers Market Vendor Fee	\$60-\$135/Season (based on booth type)	
Concessions	Rates Based on Market Value	
Academy Room Non-Profit Allowed Usage	Once/Month up to 2 hours, then \$25/hour	

Swimming Lessons/Birthday Parties	<u>Resident Rate</u>	<u>Non-Resident Rate</u>	<i>Additional rates available for more than one</i>
Private Swimming Lessons	\$33 \$35 /Lesson for Members	\$46 \$50 /Lesson for Non-members	

Swimming Lessons (Group)	\$70 \$75 for Members	\$85 \$90 for Non-Members		
Birthday Party Room Rental Packages	Resident Rate/Child \$18 \$20 - \$23 depending on Rental package	Regular Rate/Child \$20 \$25 - \$28 depending on Rental Package		
Gymnasium Rental Rates				
Gym - Regular		\$135 \$175 /hour		
Gym - Non-Profit		\$110 \$150 /hour		
Full Kitchen		\$150		
Energy Fee		\$150 \$175		
Damage Deposit		1/2 of rental fees		
Pool Rental		\$300 \$325 /hour up to 25 swimmers Additional staff fee: \$30 \$35 /hour (increments of 25 swimmers)		
Kitchen Program Hourly Rate	\$20 \$25/hour (minimum of 1 hour)			
Kitchen Program Cleaning Fee	\$100 \$50/hour (changed to per hour rate)			
Hourly Room Rental Rates (2 hour minimum required):	<u>Resident/Non-Profit</u>	<u>Non-Resident</u>		
Boom Island Room	\$25 \$30	\$30 \$40		
Bridge Room				
Half Room Rental	\$25 \$30	\$30 \$40		
Full Room Rental	\$40 \$50	\$50 \$60		
Prairie Center	\$55	\$65 \$70		
River Room	\$20	\$25		
Warehouse Room	\$55 \$60	\$65 \$70		
Senior Center	\$85 \$85	\$120 \$120		
Mississippi Room	<u>Private Resident</u>	<u>Private Non-Resident</u>	<u>Business Resident</u>	<u>Business Regular</u>
Half Room Rental	\$85	\$105 \$120	\$75	\$105
Full Room Rental	\$120	\$140 \$145	\$105	\$140
Rental event with alcohol (not weddings): (2 hour minimum - reserve within 3 months of event)	<u>Resident</u> \$150/hour	<u>Regular</u> \$165/hour	<u>Organization</u> \$135/hour	
Wedding	\$1430 \$1,800	\$1430 \$1,800		
Bar Fee (15% fee on bar using pop/ice/kegmeister not to exceed \$250)	\$250 12% wedding 10% Flat	\$250 8% wedding 10% Flat		
Preferred Caterer Fee	Fee Fee	Fee Fee		
Hostess Fee	\$35 \$40 /hour			
Locker fees	\$10 per month per locker/Members Only			

COMMUNITY DEVELOPMENT - BUILDING

County Assessor Fees: Building Valuation \$499,999 or less	\$60
Building Valuation \$500,000 or more	\$160
Basement Finish	106% of 1997 State recommended schedule
Building Inspection (non-permit related)	\$60/hour \$15 minimum charge for 15 minutes or less
Building Permit Fees	106% of 1997 State recommended schedule
Building Permit Surcharge	use state-mandated fee
Building Re-Inspection Fee (after 2nd failed Inspection)	\$60
Contractor License Check Fee	\$5
Building Permit/Records - Duplicate	\$60/hour \$15 minimum charge for 15 minutes or less
Blight Processing Fee	\$60 (per parcel)
Demolition Permit	106% of 1997 State recommended schedule (\$500 Maximum Fee) Permit is issued under a building permit (follow same procedures as issuing a building permit). Prior to demolition permit issuance verify with Public Works. Contractor must arrange disconnection: 1) Sanitary sewer; 2) City water & retrieve water meter; and 3) approve routing for trucks and heavy equipment, (if applicable). Excavation permit may also be required.
Fire Alarm/Fire Sprinkler System	106% of 1997 State Recommended Schedule or \$100 minimum + state surcharge
Food Truck Inspections	\$50/annual fee

Master Plan Review	25% of building permit fee
Mechanical Permits	
Residential	\$50 base + \$9/fixture + state surcharge
Commercial	1.5% of valuation or \$100 minimum + state surcharge
Mobile Home Permit	\$200
Moving Buildings	\$150 + expense + demolition permit
Plan Review	65% of building permit fee
Non-single family as-built survey escrow	Contractor must provide an escrow amount of 125% of the written cost of the as-built survey, before issuance of building permit
Plumbing Permits	
Residential	\$50 base + \$9/fixture ("Fixture" includes such things as traps, toilets, floor drains, sinks, showers)
Commercial	1.5% of valuation or \$100 minimum + state surcharge
Rental application/Records-Duplicate	\$60/hour \$15 minimum charge for 15 minutes or less
Rental Housing License Fee	\$45/per building + \$15 for each dwelling unit within the building
Rental Housing License Application/Late Fee	Double the standard license fee
Rental Housing License Transfer Fee	\$35
Rental Re-Inspection Fee (after 2nd failed inspection)	\$60
Residential Building Escrow	\$2,000 (Held for completion of as-built survey, boulevard trees, turf establishment. Secures street sweeping, lot erosion control & any damage to public improvements if all items not complete/satisfied at certificate of occupancy. All must be completed prior to release.)
Landscaping - Boulevard Trees	\$800 (interior lot - 2 trees), \$1,600 (corner lot - 4 trees)
Landscaping - Lot Turf Establishment	\$7,500 (includes curb stop, small utilities, etc. - minor public utility items)
Public Sidewalk & Curb	\$600 (per damaged panel)
Driveway Pavement	\$3,000
FG As-Built Survey	\$1,300
Secondary Escrow Release Inspection Fee	\$75 (applied if first escrow release inspection fails)
Re-roof (residential)	\$150 + state surcharge
Re-side (residential)	\$150 + state surcharge
Solar Systems: Commercial/Industrial	\$106% of 1997 State recommended schedule + state surcharge
Solar Systems: Residential	\$300 + state surcharge
Swimming Pools - Above Ground	\$150 + state surcharge
Swimming Pools - In Ground	\$300 + state surcharge
Window and/or door replacement (residential)	\$150 + state surcharge
Sign Permits: Permanent	\$50 for first \$1,000 of value (minimum fee \$50) \$10 each additional \$1,000 of value
Sign Permits: Temporary	\$50 Regular Fee/\$100 if City Initiated
State Surcharge on Building Permits	
<u>Valuation of Structure</u>	<u>Addition or Alteration Surcharge Computation</u>
\$1,000,000 or less	.0005 x valuation
\$1,000,000 to \$2,000,000	\$500 + .0004 x (Value - \$1,000,000)
\$2,000,000 to \$3,000,000	\$900 + .0003 x (Value - \$2,000,000)
\$3,000,000 to \$4,000,000	\$1200 + .0002 x (Value - \$3,000,000)
\$4,000,000 to \$5,000,000	\$1400 + .0001 x (Value - \$4,000,000)
Greater than \$5,000,000	\$1500 + .00005 x (Value - \$5,000,000)
Surveys	\$15
Utility Locate Fee	
Residential	\$50
Commercial/Industrial	\$65
COMMUNITY DEVELOPMENT - ECONOMIC DEVELOPMENT	
Business Subsidy Pre-Application	\$250 \$300 Application Fee
Tax Abatement Application	\$250 \$300 Application Fee + \$10,000 Escrow Deposit
GMEF Loan Application	\$550 minimum or 1.5% of loan amount, whichever is greater
SCDP Loan Application	\$550 minimum or 1.5% of loan amount, whichever is greater
Housing Rehabilitation Forgivable Loan Application	\$100 Application Fee
Façade Forgivable Loan Application	\$300 Application Fee
TIF Application	\$250 Application Fee + \$15,000 Escrow Deposit

COMMUNITY DEVELOPMENT - PLANNING/ZONING

Administrative Home Occupation Permit	\$50
Comprehensive Plan Amendment	\$250 \$300 + escrow (per chart)* <i>*Escrow waived for cross/joint parking in CCD</i>
Conditional Use Permit	\$250 \$300 + Escrow (per chart)*
Encroachment/License Agreements	\$50
Escrow Chart - Land Use Application Plan Review	Commercial/Industrial/Institutional
	0-3 acres
	4-10 acres
	11+ acres
	Residential
	\$1,000 \$1,000 \$1,200 (single family)
	\$2,000
	\$6,000
	\$8,000
	1 unit
	2+ units
	\$1,000 base + \$100 per unit (up to \$10,000)
<i>*All escrows reconciled to actual costs for staff/consulting time after decision, whichever is greater</i>	
Escrow Chart - Development & Subdivision Project	<p>City/Planning Review & Administration \$1% of estimated public improvement cost or \$2,000 minimum, whichever is greater*</p> <p>Legal Review & Administration \$1% of estimated public improvement cost or \$2,000 minimum, whichever is greater*</p> <p>Engineering; grading - Review & Inspection 3% of estimated site grading cost or \$2,000 minimum, whichever is greater</p> <p>Engineering streets & utilities review and inspection 4% of estimated public improvement cost or \$2,000 minimum, whichever is greater</p> <p><i>*All escrows reconciled to actual costs for staff/consulting time after decision, whichever is greater</i></p>
EAW/AUAR Preparation & Administrative Escrow	\$15,000 minimum, with final escrow amount established per required escrow agreement and reconciled to actual costs
Wetland Permit - No Loss	\$50 application fee/\$500 escrow deposit
Wetland Permit (boundary/type, delineation, replacement/bank/other and MnRAM review)	\$50 applicatio fee/ \$1,000 \$1,500 escrow deposit (Reconciled to actual costs)
Iron Monuments	\$300/lot
Interim Use Permit	\$250 \$300 + Escrow (per chart)*
Labor (for Community Development/Projects)	
Planner	\$188 \$197 /hour
Engineer	\$251 \$263 /hour (maximum)
Construction Inspector	\$152 \$158 /hour (maximum)
Landscaping Security	Letter of credit or cash based on statement of value of landscaping (including retaining wa with including materials and labor for installation x 125% (held for 1 full year or 2 growing :
As-Built Grading & Improvements Security	Escrow amount of 125% of the written estimated cost of the as-built survey
Park Dedication (residential)	<p>An amount of land equal to eleven percent (11%) of the total gross land area of the plat shall be presumptively defined as "reasonably commensurate." In the event that the subdivider objects to the eleven percent (11%) standard, the City shall, at the developer's request and expense, conduct a specific dedication study of the park system and the demand placed on the system by the proposed plat.</p> <p><u>Cash-in-Lieu</u>: 11% of fair market value of the raw land to be platted at the time of final plat. The city may require an appraisal to determine market value of subject land being platted.</p>
Parking Fund (CCD District)	\$4,500 per stall
Plat Subdivisions	
Preliminary Plat	\$300 + escrow (per chart) \$2,000 minimum*

Final Plat	\$50 + escrow (per chart)*	
Planned Unit Developments (PUDs)	Concept:	\$50 + \$3,500 escrow
	Development:	\$200-\$300 + escrow (per chart) \$2,000 minimum
	Final:	\$50 + escrow (per chart)
	Adjustment	\$50 + \$1,000 escrow
<i>*All escrows reconciled to actual costs for staff/consulting time after decision, whichever is greater</i>		
Points at Cedar Planned Unit Developments (PUDs) Land Use Application Review:	Concept:	\$50 + \$3,500 escrow
	Development Stage	
	Permit:	\$200-\$300 + escrow (per chart) \$2,000 minimum
Public ROW or Easement Vacation	\$250+ Escrow (per chart)*	
Rezoning Request (Text Amendment)	\$400	
Rezoning (Map Amendment)	\$400 + Escrow (per chart)*	
Simple Subdivision/Administrative Lot Combination/ Lot Line Adjustment	\$200 + Escrow (per chart)*	
Special Home Occupation Permits	\$200-\$300 + escrow (per chart)	
Special Planning Commission Meeting	\$350	
Temporary Use Permit (waived for parades only)	\$50	
Variance		
Residential, 1 unit	\$250-\$300 + \$1,000 \$1,200 escrow*	
Residential, 2+ units	\$200-\$300 + escrow (per chart)*	
Commercial/Industrial/Institutional	\$200-\$300 + escrow (per chart)*	
<i>*All escrows reconciled to actual costs for staff/consulting time after decision, whichever is greater</i>		

NOTE: When multiple land use applications are run concurrently, only one application fee and escrow deposit shall be required per meeting cycle, until escrow is depleted. New escrow required per escrow chart once depleted.

ENGINEERING	
Driveway Permit	\$55
Construction Inspection (City or Engineer)	\$152 \$158 /hour (maximum)
GPS Locate Fee (New subdivisions)	\$70/unit
Grading Permit	
Existing Single-Family Residential	\$75 per permit + \$1,500/acre restoration surety bond.
New Single-Family Residential Development,	No drainage calculation review required: \$150 per permit plus restoration surety bond of \$3,000/per acre; \$3,000 minimum escrow
Multi-Dwelling, Commercial & Industrial Properties	Drainage calculation review required: \$350 per permit plus restoration surety bond of \$3,000/first acre; \$1,500 each additional acre.
Erosion and Sediment Control Inspection Escrow	\$300 x weeks of construction - sites disturbing 1 acre or more w/NPDES construction stormwater permit
Land Reclamation/Mining Permit (requires subdivision development agreement or CUP)	Fee determined by City Council resolution + 100% of land restoration costs as determined by City Engineer
Public Improvement Security	Letter of credit or cash based on statement of construction cost of improvements x 125%
Right-of-Way Permits	
Drops - no drawing required unless origination occurs more than 10 feet from property to be served:	
Fee without drawings	\$30-\$55 /25 addresses (maximum)
Fee with drawings	\$30-\$55 /5 addresses with drawings (maximum)
Permit Extension Fee:	\$20.00
Pavement Hole Fee	\$55
Trunk Line Fee	
Base Fee (first 100 feet)	45-\$55
Trenching (over 100 feet)	\$.10/lineal foot
Boring (over 100 feet)	\$.05/lineal foot
Obstruction Fee	45-\$55
Small Cell Wireless Fee	45-\$55
Collocation Fees	
Escrow - document Review	\$1,500
Wireless Support Structure Rent	\$150/year
Wireless Support Structure Maintenance	\$25/year

FIRE DEPARTMENT

Apparatus	Rate per Hour (billed in hour increments)
Engine (up to 4 personnel)	\$275
Ladder/aerial (up to 4 personnel)	\$275
Water tender (up to 2 personnel)	\$200
Command vehicle/utility truck/grass truck (up to 2)	\$85
ATV/UTV with water tank (up to 2 personnel)	\$50
Extra Personnel	\$15 \$16 /hour
Controlled/Prescribed Burns:	
Building	\$2,500
Prairie or Wildland, less than 20 acres	\$750/hour
Prairie or Wildland, 20 acres or more	\$1,000/hour
County-wide response teams	
Special response unit	\$500
Fire investigation team	\$300
False Alarm Policy* - First Time	No charge
Second Time	\$250
Third Time or More	\$350
* Per calendar year	
Fire Lock Box Fee:	Cost + 10% + sales tax

LICENSES/PERMITS

Burning Permit <i>(to cover expenses, if PW/Fire Dept. are called to burn site)</i>	\$250 deposit
Cigarette License	Tobacco licenses are issued by Wright County
Gambling License	Licensed through State of Minnesota; Requires Council approval
Liquor Administrative Fines	
First Violation	\$500
Second Violation, within 2 years	\$1,000
Third Violation, within 2 years	\$2,000 (no mandatory revocation of license)
Liquor Licenses	
1-Day Consumption & Display	\$25
3.2 Beer, On-Sale	\$275/year
3.2 Beer, Off-Sale	\$100/year
Brew Pub Off-Sale	\$200/year
Brewer Taproom	\$500/year
Taproom, Sunday Sales	\$0
Liquor, On-Sale	\$3,750/year
On-Sale Liquor, Sunday Sales	\$200 (Statutory limit)
Liquor, Setups	\$250/year
Liquor, Club (Veteran's Org).	
<u>Membership</u>	
200 or less	\$300 (Statutory limit)
201-500	\$500 (Statutory limit)
501-1000	\$650 (Statutory limit)
1001-2000	\$800 (Statutory limit)
2001-4000	\$1,000 (Statutory limit)
Over 4000	\$2,000 (Statutory limit)
Micro Distillery	\$500/year
Temporary On-Sale (Beer)	\$10/day
Wine, On-Sale	\$275/year
Wine/Strong Beer Comb. On-Sale	\$1,200/year
Wine/3.2 Beer Com. On-Sale	\$500/year
Mobile Food Unit	
Daily Permit	\$25
Annual Permit	\$75
Annual Fire Inspection	\$50
Pawn Shop	
Annual license, Initial	\$50
Annual Renewal of Current License	\$25/year
Peddler/Solicitor Permit	
Peddler Merchant/Business Application	\$25
Peddler Merchant Permit - per person	\$25
Solicitor Permit	No Fee

Sidewalk Café Fee	\$100
Special Event Permit	\$50 \$25 (For non-profit/charitable organization) <i>(fee may be waived by Administration for non-profit organizations)</i>
Park Special Permit Fee - Alcohol, Music, Larger Events	\$60 <i>(not utilizing City services)</i>
Therapeutic Massage License	
Massage Enterprise License	\$100/year
Massage Therapist License	\$50/year
Massage Enterprise/Therapist - owner operates as	\$100/year
Background Investigation Fee	\$25
Transient Merchant	
Annual Permit, Private Premise	\$75/year
Daily Fees, Operating Under Annual Permit	\$10/day (with annual permit)
Daily Fees, Independent Merchant	\$50/day
Daily Fees, Farm/Garden Fruits & Vegetables	No fee from 6/15 to 9/15 (state mandated)
Fireworks Sale	\$350/year
Traveling Shows	\$100/first day; \$50/day for each day thereafter

MISCELLANEOUS ITEMS

Accounts Receivable		
Past Due Interest Charge on Miscellaneous Account Recee	1.5% monthly	
Advertising - Banner Program		
First-year advertising contract for MCC Banner displays	\$500	
Renewal of annual advertising contract for MCC Banner displays	\$400	
3' x 5' Banner creation printing at Franklin Signs, Clearwater, MN	\$125	
Assessment/Property Search - full	\$30	
Non-City Initiated Proclamations	\$50	
Comprehensive Guide Plan - Entire	\$32 plus tax	
Downtown Revitalization Plan	\$15 plus tax	
Transportation Plan	\$50 plus tax	
Copies: Copy Machine	\$.25 per copy + sales tax (over 25 pages)	<i>Does not apply to DMV paperwork</i>
Large Format Copier	\$.50/square foot + sales tax (\$2 minimum)	
Emailed	\$35.00/hour + sales tax (minimum 1/4 hour)	
Electronic Media	\$10.00 + cost of media + sales tax	
Delinquent Certification Processing Fee	\$75 per parcel	
Minimum Account Balance of \$75		
Delinquent List	\$10 + tax (each)	
Deposits on City Repair Projects	\$100-\$300 (depending on est. value of work)	
Digital Advertising		
Ads	\$800 \$700 /6 months or \$1,500 \$1,200 /annually <i>15 sec/10 to 15 minute interval</i> Additional spots \$1,000 \$450/6 months or \$800/annually *Unless waived per City event sponsorship agreement	
Ad Change	\$50	
Ad Creation	\$250	
Notary	\$3 each	
Signs	Current listed price + 10% handling charge + tax	
Utility Bill		
Utility Bill Penalty - Monthly	5% of past due amount	
Utility - Ebill Discount	\$0.5 \$1.00	
Utility - ACH Payment Discount	±.25 \$1.50	

PARKS

Chipping	\$80 \$90 + tax per 1/2 hour for the first 2 hours billed in half hour increments \$100 \$110 + tax per 1/2 hour or for the next hour billed in half hour increments No more than 3 hours per year per property
Disease Replacement Tree	\$100 per property - two trees ordered off spring tree program
Community Garden Plot	\$45 \$50
Facility Rental Fees	<u>Non-Profit</u> <u>For-Profit</u>
Single Field Reservation	\$40 \$45 per hour per field \$50 per hour per field
Field Lighting	\$25 \$30 per hour per field \$30 \$35 per hour per field

Season Rental - 20 game hours	\$800 \$850 per field	\$1,000 \$1,100 per field
Season Rental Lighting - 20 game hours	\$340 \$370 per field	\$450 \$480 per field
Tournament Field Rental including lights/day	\$145 \$150 per field	\$175 \$180 per field
Soccer/Football/Lacrosse - Non-Irrigated	\$47 \$50 per hour per field	\$60 \$65 per hour per field
Soccer/Football/Lacrosse - Irrigated	\$90 \$95 per hour per field	\$105 \$110 per hour per field
Park Rental Rates		
	<u>Resident</u>	<u>Non-Resident</u>
East Bridge Gazebo	\$80 \$85 for 6 hours	\$100 \$110 for 6 hours
Ellison Log Shelter	\$150 \$160 for 6 hours	\$170 \$180 for 6 hours
Ellison Park Lions Den/Gazebo	\$320	\$350
Groveland Park Picnic Shelter	\$110 for 6 hours	\$130 for 6 hours
Otter Creek	\$80 \$85 for 6 hours	\$100 \$110 for 6 hours
Pioneer Park	\$160 \$165 for 6 hours	\$180 \$185 for 6 hours
West Bridge Park Community Room	\$200 \$220 for 6 hours	\$220 \$240 for 6 hours
West Bridge Picnic Shelter	\$120 \$125 for 6 hours	\$140 \$145 for 6 hours
Additional Porta Potty	\$60 \$65	\$60 \$65
	*Non-Profit Exempt M-Th, F-Su Res Rate	
Sponsor a Planter	\$100	
Sponsor a Hanging Basket	\$100	
PUBLIC WORKS		
Cone Replacement	Cost + \$10 + sales tax	
Labor (no equipment)	\$65.00/hour - regular business hours \$100/hour outside of regular hours	
Sidewalk Snow & Ice Control Processing Fee	\$50.00 per lot - 1st Offence \$75.00 per lot - 2nd Offence	
Sweeping	\$275/hour - includes operator	
Utility Excavation Permit Fee (water, wastewater stormwater) (Bonding & Insurance Required)	\$130	
Vac/Sewer Jet	\$465/hour for two operators & machine	
Other Equipment (including operator)		
Large Front End Loaders	\$270 \$320 /hour	
Mid Size Loaders	\$225 \$275 /hour	
Backhoe Loader	\$270 \$320 /hour	
Motor Grader	\$300 /hour	
Skid Steere	\$225 \$275 /hour	
Dump Truck	\$220 \$270 /hour	
Pickup or 1-ton Truck	\$200 \$250 /hour	
Sidewalk Snow Removal Equipment	\$225 \$275 /hour	
SANITARY SEWER		
Sewer Rates		
1st 1,000 Gallons	\$11.20 \$11.54 minimum	
Over 1,000 gallons	\$6.88 \$7.09 /1,000 gallons	
Sewer Rates: Special Cases	\$10 per month X number of people in household	
Industrial Sewer Rates (effective 7/1/2024 July 1)		
All Usage	\$4.26 \$4.39 /1,000 gallons + sales tax	
BOD5	\$0.460 \$0.474 /lb. + sales tax	
TSS	\$0.632 \$0.651 /lb. + sales tax	
Testing	Actual costs + 10%	
Sewer and Water Combination Permit	\$130 (residential) \$130 + sales tax (commercial)	
Sewer Access Charge		
Residential - Single Family	\$4,833 \$5,026 /unit	
All Others Per Equivalent Residential Unit	\$4,833 \$5,026 /unit	
<i>SAC fees in effect at time of building permit application will apply if application has been submitted within 6-months of rate changes.</i>		
Trunk Sanitary Sewer		
Residential Unit	\$1,741 \$1,811 /unit	
Non-Residential	\$4,396 \$4,572 /acre	
Waste Water Discharge Permit		
10,000 to 15,000 GPD	\$50 annually	
15,001 to 25,000 GPD	\$100 annually	
25,001 to 50,000 GPD	\$150 annually	

50,001 to 100,000 GPD	\$250 annually
over 100,000 GPD	\$300 annually

STORM SEWER

Trunk Storm Sewer Fees	\$4,664 \$4,851 (net acre)
Alternate Ponding Area - Residential	\$4,779 \$4,970 per acre
Alternate Ponding Area - Commercial	\$9,580 \$9,963 per acre
Alternate Ponding Area - Industrial	\$11,197 \$11,645 per acre
Stormwater Utility	
Residential (1 drainage unit per residential unit)	\$4.75 \$5.00 /drainage unit/month
Non-Residential (7 drainage units per impervious acre - minimum 7)	\$4.75 \$5.00 /drainage unit/month

WASTE ITEMS

3rd Street Dumpster	
Residential	\$20/unit
Commercial Tenants	\$70 \$45 /building
Commercial Tenants w/Restaurant	\$150/building
Replacement Card/Key	\$20 per card/key
Garbage Service Fees (effective February 1)	
All residential garbage with cart service	
1st Per Container	\$10.90 /month + solid waste \$11.98 (includes solid waste tax)
2nd Container	\$13 /month + solid waste
Cart Transfer Fee	Cost
Garbage Cart Replacement (if lost or stolen)	Cost + Tax + \$10.00
Recycle Cart Replacement (if lost or stolen)	Cost + Tax + \$10.00
Recycle Service Fee (effective February 1)	\$5.78 \$5.65 effective 2/1/2025

WATER

Hydrant Rates for Contractors

(#1, #2 and #3 are all taxable if commercial)

- All contractors must obtain a permit from Public Works. The permit fee is \$50. This permit will define the hydrant to be used and provides a tally sheet for water usage. Contractors found taking water without a permit or meter will be charged a \$500 fine. The fine will be charged at the first and each subsequent offense.
- The following rates shall apply

Permit Fee	\$50
All Usage	\$4.25/1,000 gallons
Hydrant Meter Rental	\$25 per week
Theft of Water	\$500
- The following deposits shall be taken for use of City equipment (no exceptions)

Water	\$500
Hydrant Wrench	\$100
2-1/2" Fill Hose	\$150
1-1/2" Fill Hose with 2-1/2" Adapter	\$150
2-1/2" Hydrant Meter	\$1,500
5/8" x 3/4" Garden Hose Meter	\$250
Nozzle/Misc. fitting	\$75

*If equipment is returned in working order prior to permit expiration, the full amount of meter deposit shall be refunded less permit fee, water consumption and rental at rates shown above.

Cross-Connection Surcharges per billing period

Inspection Not Completed - residential up to four-plex	\$150.00 per unit
Inspection Not Completed - residential with more than 4 units & non-residential	\$600.00
Correction Not Made - residential up to four-plex	\$150.00 per unit
Correction Not Made - residential with more than 4 units & non-residential	\$600.00

Industrial Water Rate, Meter 1 (effective 7/1/2024 July 1)	
All usage	\$2.93 \$3.16 /1,000 gallons + sales tax
Final Bill Processing Fee	\$25
Obsolete or refusal of equipment charge (per month charge until MIU is installed)	\$50
Delinquent sprinkling meter turn-off	\$25
Delinquent sprinkling meter turn-on	\$25

Residential and Apartments Water	
first 1,000 gallons	\$10.31 \$11.13 minimum
1,001- 6,500 gallons	\$2.41 \$2.60 /1,000 gallons
6,501 - 11,500 gallons	\$2.79 \$3.01 /1,000 gallons
11,501-16,500 gallons	\$3.07 \$3.32 /1,000 gallons
16,501-33,000 gallons	\$3.32 \$3.59 /1,000 gallons
over 33,000 gallons	\$3.56 \$3.84 /1,000 gallons
Commercial (including Irrigation) Water	
first 1,000 gallons	\$10.31 \$11.13 minimum + sales tax
1,001-6,500 gallons	\$2.41 \$2.60 /1,000 gallons + sales tax
6,501-33,000 gallons	\$2.79 \$3.01 /1,000 gallons + sales tax
over 33,000 gallons	\$3.07 \$3.32 /1,000 gallons + sales tax
Minimum Bill No Read Meter, Failure to Schedule Inspection/Repair after 3rd Notice	\$150/mo. after 3rd contact attempt until meter is inspected and/or repaired

(if metered separately, no minimum base rate is applied to irrigation meters with zero usage)

Trunk Water Charge:	\$1,266 \$1,519 /residential unit
	\$3,164 \$3,797 /acre non-residential

Water Access Charge ~~\$2,153~~ **\$2,732**/equivalent residential unit
WAC total charge is calculated utilizing the same unit charge per multiplier as per the Metropolitan Council Environmental Services (MCES) Sewer Availability Charge (SAC) Procedure Manual
WAC fees in effect at time of building permit application will apply if application has been submitted within 6-months of rate changes.

Water Availability Charge	\$43 \$45
(For those who have city water available but choose not to hook up - billed in July)	—(billed in July)

Water Meters	
5/8" meter	\$475 \$520 + sales tax
1" meter	\$595 + sales tax
1 1/2" meter	Cost + \$50 + sales tax
2" meter + up	Cost + \$50 + sales tax
1"x3/4" meter valves	\$78 + sales tax
1"x1" meter valves	\$85 + sales tax
Misc. Materials	Cost & sales tax

Water meter replacement due to preventable damage Cost + Labor (1 hour minimum)

Water Shut Off, Then Turned On \$50 (\$25 on/\$25 off) + delinquency (taxable if non-res.)

Water Violations (sprinkling)	
1st Violation	No Fee
2nd Violation	\$50
Each Subsequent Violation	\$100/per violation

Minnesota Department of Health
Water Service Connection Fee ~~\$9.72~~ **\$15.24** per year (~~\$0.81~~ **\$1.27** per month)

SUMMARY ORDINANCE NO. 861A

**CITY OF MONTICELLO
WRIGHT COUNTY, MINNESOTA**

**A SUMMARY ORDINANCE ADOPTING THE 2026 FEE SCHEDULE
TITLE III, CHAPTER 36 OF THE MONTICELLO CITY ORDINANCE**

NOTICE IS HEREBY GIVEN that, on December 8, 2025, Ordinance No. 861 was adopted by the City Council of the City of Monticello, Minnesota. Due to the lengthy nature of Ordinance 861, the following Summary Ordinance 861A has been prepared for publication as authorized by state law.

The ordinance adopted by the Council establishes the 2026 Fee Schedule for the City of Monticello, also known as Title III, Chapter 36 of the Monticello City Code. The general purpose of the ordinance is to adopt fees for services provided by the City of Monticello with changes in the following sections:

Animal Control
Cemetery
Community Center
Community Development - Building
Community Development – Economic Development
Community Development – Planning/Zoning
Engineering
Fire Department
Licenses/Permits
Miscellaneous Items
Parks
Public Works
Sanitary Sewer
Storm Sewer
Waste Items
Water

A printed copy of the whole ordinance is available for inspection by any person during the City's regular office hours. The complete ordinance will be posted on the City's website following publication.

APPROVED FOR PUBLICATION by the City Council of the City of Monticello, Minnesota, this 8th day of December, 2025.

CITY OF MONTICELLO

ATTEST:

Lloyd Hilgart, Mayor

Jennifer Schreiber, City Clerk

SUMMARY ORDINANCE NO. 861A

VOTING IN FAVOR:
VOTING IN OPPOSITION:
ABSENT:

DRAFT

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January 22-23, 2026

[DoubleTree Minneapolis Park Place](#)

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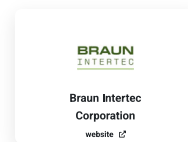
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The 2026 EDAM Winter Conference explores the theme *Investing in You, Investing in Us, Investing in Minnesota* — a celebration of personal growth, collaborative leadership, and bold strategies to strengthen our state’s future. Whether you’re focused on workforce, technology, business attraction, or community vitality, this conference will equip you with tools to strengthen your impact and purpose.

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Event Agenda

2026 EDAM Winter Conference

Thursday, January 22, 2026

7:15 AM - 5:00 PM	Registration
7:15 AM - 8:30 AM	Continental Breakfast
8:15 AM - 8:45 AM	Welcome & Annual Meeting Speakers: Eric Maass, Keith Dahl
8:45 AM - 9:45 AM	Building Infrastructure Around Community Needs Speakers: Tanya Pierce, Holly Sammons, Trisha Lien, Chad McLure
8:45 AM - 9:45 AM	A Tale of Two Cities: How Municipalities Can Collaborate in Economic Development Speaker: Michelle Marotzke
9:45 AM - 9:55 AM	Break with Exhibitors
9:55 AM - 10:55 AM	Peeling Back the Curtain on TIF Districts: Real Results, Real Impacts, Real Lessons Speakers: Keith Dahl, Rebecca Kurtz
9:55 AM - 10:55 AM	Adventures in Business Incubation Speaker: Miles Seppelt
10:55 AM - 11:05 AM	Break with Exhibitors
11:05 AM - 12:05 PM	Understanding Next-Gen Data Centers Speaker: David Loehr
11:05 AM - 12:05 PM	Overcoming Barriers to Producing Workforce Housing Speaker: David Dunn
11:05 AM - 12:05 PM	Cultivating Courageous Economic Development Leadership: An Equity Framework for Inclusive Community Investment Speaker: Lanise Block
12:05 PM - 1:35 PM	Excellence in Economic Development Awards Ceremony & Lunch
1:35 PM - 2:35 PM	DEED & Legislative Update Speaker: Darielle Dannen
2:35 PM - 2:45 PM	Break with Exhibitors
2:45 PM - 3:45 PM	Invisible Infrastructure: Innovative Stories From Rural Communities Tackling Workforce, Childcare, and More Speakers: Madison Clavin, Laura Qualey, Jack Wheeler
2:45 PM - 3:45 PM	Building a Downtown to Drive To - Not Drive Thru Speakers: Eric Maass, Samantha DiMaggio
2:45 PM - 3:45 PM	Stamina Leadership: Why Real Changes Takes Two Years (and How to Stick with It) Speaker: Steve Reiner
3:45 PM - 4:00 PM	Break with Exhibitors

4:00 PM - 5:00 PM	Ready, Set, Grow: Unlocking Business Expansion Through Certified Sites Speakers: Colleen Eddy, Kim Lindquist
4:00 PM - 5:00 PM	Revive 2030 "Fostering Rural" Speaker: Brandon Lane
4:00 PM - 5:00 PM	Safe Spaces, Strong Teams: Building a Culture of Psychological Safety Speaker: Dr. Tsitsi Hungwe
5:00 PM - 6:30 PM	Networking Reception

Friday, January 23, 2026

7:30 AM - 12:00 PM	Registration
7:30 AM - 8:45 AM	Continental Breakfast
8:30 AM - 9:30 AM	Little Africa Plaza: A Panel Discussion on Redevelopment in St. Paul Speakers: Dr. Gene Gelgelu, David Gilbertson, Albert Johnson, David Loehr, Kaitlin McCoy
8:30 AM - 9:30 AM	Supporting the Full Life Cycle of Small Businesses: New Data & Ideas Speakers: Neil Linscheid, Becca Leys, Michael Darger
9:30 AM - 9:45 AM	Break with Exhibitors
9:45 AM - 10:45 AM	Lingo in the Public Sector: Focus on TIF Speaker: Jake Emeott
9:45 AM - 10:45 AM	Learnings from the Minnesota SAF Hub Speaker: Julia Silvis
10:45 AM - 11:00 AM	Break with Exhibitors
11:00 AM - 12:00 PM	Closing Keynote * Communication is Not What's Said; It's What's Heard Speaker: Scott Nelson
12:00 PM - 12:15 PM	Adjournment & Prize Drawing

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Totals
Single Family Detached													
Number of Units	26	24	56	33	22	48	37						246
Valuation of Units	\$5,734,400	\$5,250,000	\$15,101,854	\$8,563,676	\$5,996,936	\$12,250,154	\$10,045,809						\$62,942,829
							As of 12/8/25						
Single Family Attached													
Number of Units	30	44	39	0	22	38	24						197
Valuation of Units	\$4,978,480	\$7,223,311	\$6,891,968	\$0	\$2,200,000	\$3,800,000	\$4,896,521						\$29,990,280
							As of 12/8/25						
Multi-Family													
Number of Buildings	2	1	4	0	2	0	0						9
Number of Units	109	42	97	0	202	0	0						450
Valuation of Units	\$20,625,000	\$6,750,000	\$13,638,738	\$0	\$30,400,000	\$0	\$0						\$71,413,738
Mixed Use													
Numer of Buildings				1									
Number of Units				92									
Valuation				\$18,417,959									
Total Housing Units	165	110	192	125	246	86	61	0	0	0	0	0	985
Total Housing Valuation	\$31,337,880	\$19,223,311	\$35,632,560	\$8,563,676	\$38,596,936	\$16,050,154	\$14,942,330	\$0	\$0	\$0	\$0	\$0	\$164,346,847
Total Housing Units 2020	5664	5774	5966	6091	6337	6423	6484	6484	6484	6484	6484	6484	6484
Growth Percentage Each Year		1.94	3.33	2.10	4.04	1.36	0.95	0.00	0.00	0.00	0.00	0.00	0.00
Growth Percentage since 2020		1.94	5.33	7.54	11.88	13.40	14.48	14.48	14.48	14.48	14.48	14.48	14.48
Total Population*		14455	14619	error - no data	14840								
Growth Percentage/Year			1.13	#VALUE!	#VALUE!	-100.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Growth Percentage since 2020			1.13	#VALUE!	2.66	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00

*2020 - Census | Following years - State Demographer

SALES TAX RECEIPTS

City of Monticello									
Payment Date	Spend Month	Revenue Month	Gross Revenue Amount	Start-up Costs (One-time only)	Miscellaneous Deduction or Addition (See notes below)	Administrative Cost	Net Amount Paid		
7/10/2025	April	May	175,249.36	(16,116.45)		(1,577.24)	157,555.67		
8/10/2025	May	June	204,919.19			(1,844.27)	203,074.92		
9/10/2025	June	July	203,551.14			(1,831.96)	201,719.18		
10/10/2025	July	August	217,249.10			(1,955.24)	215,293.86		
11/10/2025	August	September	200,916.80			(1,808.25)	199,108.55		
12/10/2025	September	October	199,196.68			(1,792.77)	197,403.91		
1/10/2026	October	November					-		
2/10/2026	November	December					-		
3/10/2026	December	January					-		
4/10/2026	January	February					-		
5/10/2026	February	March					-		
6/10/2026	March	April					-		
7/10/2026	April	May					-		
8/10/2026	May	June					-		
9/10/2026	June	July					-		
10/10/2026	July	August					-		
11/10/2026	August	September					-		
12/10/2026	September	October					-		
1/10/2027	October	November					-		
2/10/2027	November	December					-		
3/10/2027	December	January					-		
4/10/2027	January	February					-		
5/10/2027	February	March					-		
6/10/2027	March	April					-		
7/10/2027	April	May					-		
8/10/2027	May	June					-		
9/10/2027	June	July					-		
10/10/2027	July	August					-		
11/10/2027	August	September					-		
12/10/2027	September	October					-		
1/10/2028	October	November					-		
2/10/2028	November	December					-		
3/10/2028	December	January					-		
4/10/2028	January	February					-		
5/10/2028	February	March					-		
6/10/2028	March	April					-		
7/10/2028	April	May					-		
8/10/2028	May	June					-		
9/10/2028	June	July					-		
10/10/2028	July	August					-		
11/10/2028	August	September					-		
12/10/2028	September	October					-		
1/10/2029	October	November					-		
2/10/2029	November	December					-		
3/10/2029	December	January					-		
4/10/2029	January	February					-		
5/10/2029	February	March					-		
6/10/2029	March	April					-		
7/10/2029	April	May					-		
8/10/2029	May	June					-		
9/10/2029	June	July					-		
10/10/2029	July	August					-		
11/10/2029	August	September					-		
12/10/2029	September	October					-		
1/10/2030	October	November					-		
2/10/2030	November	December					-		
3/10/2030	December	January					-		
4/10/2030	January	February					-		
5/10/2030	February	March					-		
6/10/2030	March	April					-		
7/10/2030	April	May					-		
8/10/2030	May	June					-		
9/10/2030	June	July					-		
10/10/2030	July	August					-		
11/10/2030	August	September					-		
12/10/2030	September	October					-		
1/10/2031	October	November					-		
2/10/2031	November	December					-		
3/10/2031	December	January					-		
4/10/2031	January	February					-		
5/10/2031	February	March					-		
6/10/2031	March	April					-		
7/10/2031	April	May					-		
8/10/2031	May	June					-		
9/10/2031	June	July					-		
TOTAL			1,201,082.27	(16,116.45)	-	(10,809.73)	1,174,156.09		
							(13,825,843.91)		



2026 Broadway Parking Easement | Broadway Parking Easement - COMMERCIAL | FY2025

Bullseye Property Management & Realty
35 Lake Street S, Suite 500
Big Lake, MN 55309
(763) 295-6566

As of 12/2/2025

Account	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	FY 2025
Income													
Common Area Maintenance	384.58	384.58	384.58	384.58	384.58	384.58	384.58	384.58	384.58	384.58	384.58	384.58	\$4,615.00
Total for Income	384.58	384.58	384.58	384.58	384.58	384.58	384.58	384.58	384.58	384.58	384.58	384.58	\$4,615.00
Expenses													
5203 Management Fees	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	\$960.00
5700 Grounds Maintenance Non Contract	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	20.83	\$250.00
5702 Lawn Care or Snow Removal Contract	109.71	109.71	109.71	109.71	109.71	109.71	109.71	109.71	109.71	109.71	109.71	109.71	\$1,316.56
7402 Electric	174.04	174.04	174.04	174.04	174.04	174.04	174.04	174.04	174.04	174.04	174.04	174.04	\$2,088.44
Total for Expenses	384.58	384.58	384.58	384.58	384.58	384.58	384.58	384.58	384.58	384.58	384.58	384.58	\$4,615.00
Net Operating Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Non-operating Income													
Total for Non-operating Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Non-operating Expenses													
Total for Non-operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Net Non-operating Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Net Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00

AGENDA
**JOINT MONTICELLO CITY COUNCIL/PLANNING COMMISSION/
PARKS, ARTS & RECREATION COMMISSION SPECIAL MEETING**
Tuesday, January 6, 2026 – 5:00 p.m.
Mississippi Room, Monticello Community Center

City Councilmembers: Mayor Lloyd Hilgart, Kip Christianson, Charlotte Gabler, Tracy Hinz, Lee Martie

Planning Commissioners: Chair Andrew Tapper, Vice-Chair Melissa Robeck, Rick Kothenbeutel, Teri Lehner, Rob Stark

PAR Commissioners: Chair Julie Jelen, Vice-Chair Janine Kopff, Adam Leiferman, Danielle Murdoff, Maria Onnen, Stephen Peterka

Staff: Rachel Leonard, Angela Schumann, Steve Grittman, Jennifer Schreiber, Tom Pawelk, Bob Ferguson, Jim Thares, Tyler Bevier, Beth Green

1. Call to Order
2. Review of Park Dedication Analysis and Discussion of Policy Direction
3. Adjournment

AGENDA
REGULAR MEETING – PLANNING COMMISSION
Tuesday, January 6, 2026– 6:00 p.m.
Mississippi Room, Monticello Community Center

JOINT CITY COUNCIL/PLANNING COMMISSION/PARC WORKSHOP Monticello Community Center 5:00 p.m. Park Dedication Analysis
--

Commissioners: Chair Andrew Tapper, Vice-Chair Melissa Robeck, Rick Kothenbeutel,
Teri Lehner, Rob Stark

Council Liaison: Councilmember Kip Christianson

Staff: Angela Schumann, Steve Grittman, Bob Ferguson, Tyler Bevier

1. General Business

- A. Call to Order
- B. Roll Call
- C. Appointment of Officers
- D. Consideration of Additional Agenda Items
- E. Approval of Agenda
- F. Approval of Meeting Minutes
 - Regular Meeting – December 2, 2025
 - *Joint City Council & Planning Commission Workshop – December 2, 2025*
To be approved by the City Council
 - *Joint City Council & Planning Commission Workshop – December 15, 2025*
To be approved by the City Council
- G. Citizen Comment

2. Public Hearings

- A. Consideration of a Conditional Use Permit for Auto Repair-Major and a Variance to §153.091 Use-Specific Standards, for door opening to service area garage on street frontage, for a project in a B-3 (Highway Business) District.
Applicant: Mohammad Awad (Rockstone Automotive)
- B. Consideration of Amending the Monticello City Code, Title XV: Land Usage, Chapter 153: Zoning Ordinance, Section § 153.012 Definitions, § 153.090 Use Table, § 153.070 Building Materials, § 153.064 Signs, § 153.091 Use-Specific

Standards, and § 153.043 Residential Base Zoning Districts.

Applicant: City of Monticello

- C. Consideration for adoption of the 2026 Monticello Official Zoning Map, including appendices

Applicant: City of Monticello

3. Regular Agenda

- A. Consideration of an Amendment to the Monticello City Code, Title XV, Land Usage, Chapter 153: Zoning Ordinance, Sections 153.012 Definitions, 153.045 Industrial Base Zoning Districts, 153.046 Overlay Zoning Districts, 153.090 Use Table, 153.091 Use-Specific Standards, 153.092 Accessory Use Standards and any other related sections of text necessary to define and regulate data center and technology campus land uses within the City

Applicant: City of Monticello

4. Other Business

- A. Community Development Director's Report

5. Adjournment

6A. Project Update

Big River Commercial Development - Chelsea Road:

Construction of a 15,136 sq. ft. Les Schwab Tire Center is nearing completion with final inspections scheduled for the first two weeks of January 2026. A Valvoline Oil facility (2,673 sq. ft.) is also under construction. Both of those projects are in the Big River Commercial Development near the Chipotle Restaurant along Chelsea Road. The Big River Development has numerous pad ready sites in the 10-acre development project.

Fairfield By Marriott Hotel:

Construction of the 98-room hotel development project is progressing. The four-story hotel wall framing has been completed, and work is progressing on the interior build out. Similarly, interior finish work is progressing on the attached Boulder Tap House Restaurant. The targeted opening date for the restaurant is April 2026. The hotel is scheduled to open in early July 2026. The hotel will also have small conference rooms to accommodate meetings and events in its facilities. The cost of the entire project is approximately \$21,500,000. A total of 45 to 50 jobs will be created through this development. The City and County both provided financial assistance through Tax Abatement. This was the City's first use of this financial assistance tool in support of a non-infrastructure development project. The combined assistance from the City and County will total \$742,655 over a 10-year time frame.

Minnesota Sports Cards - Retail:

Construction of the Minnesota Sports Cards retail center (4,409 sq. ft. building) on a 1.09-acre site located just east of the former McDonald's fast-food restaurant (located along the freeway in front of Home Depot) is progressing.

Big Bore Restaurant (formerly the McDonald's Restaurant on East 7th Street):

The extensive remodeling of the former McDonald's restaurant is also continuing. The Big Bore Restaurant, featuring convenient pick-up and drive-through options. It is planned to be open in March or April 2026.

Discount Tire:

Construction of Discount Tire (2.04-acre parcel located at 1300 7th Street East) at sales and service store is underway on the north side of I-94 adjacent to the Sunny Days Therapy facility

on 7th Street East.

Wendy's Restaurant:

The Wendys developer, HAZY, received an extension of its land-use approval entitlements performance timeline to allow it to start construction of the restaurant in the spring of 2026. The location of the proposed 2,300 sq. ft. restaurant development is at 261 Highland Way near Home Depot.

☎ 763.496.5632(tel:763.496.5632)

✉ admin@wrightpartnership.org(mailto:admin@wrightpartnership.org)



(/)

Upcoming

January 2026

FRI
16

January 16 @ 7:30 am - 10:00 am

2025 Annual Meeting

Wright County Government Center 3650 Braddock Ave
NE, Buffalo, MN, United States

WCEDP is happy to announce that our 2025 Annual Meeting Speaker will be Dustin James! We hope that you will join us as we move into a new year! We will be introducing new board members & Sharing celebrating our 4 annual award winners! Thank you to our Sponsors! Xcel Energy, Wright Hennepin Electric, Cargill, [...]



Sponsor the 2025 Annual Meeting – help make it possible!
Email Amber Today!



2025 Annual Meeting

Save the Date!

January 2026

S	M	T	W	T	F	S
					16/h	

Speaker: Dustin James

Dustin James is a nationally recognized speaker, trainer, and coach who brings contagious energy and proven sales strategies to every audience. A top performer across four industries and successful business owner, Dustin helps teams boost performance, build stronger connections, and drive real growth through creative, human-centered selling.

[Register Here](#)



Thank You to Our Sponsors:



Downtown Monticello Master Plan Update

January 14, 2026



Why Downtown? Why Plan?



Why Downtown?

Differentiator,
competitive advantage

Opportunity to provide
unique experiences,
housing types, retail, etc

Identity

Why Plan?

Proactive and
collaborative

Align investments with
community goals

Increase investor
confidence

What has (and has not) changed since 2017?

Changed

- Pandemic
- Remote and Hybrid Work
- AI and Data Centers
- Influencers, Siri, and drones
- \$50 dinner for family of four
- Population growth 1% annually (+/- 1,000 since 2017)

Not changed

- Minnesota Sports
- The Fundamentals of Downtown Planning and Design
- Downtowns are still places to meet, gather and socialize.... which requires a prominent and connected public realm
- Life is still best experienced on foot, yet many people still arrive by car.

What is swirling out there that Downtown has to address?

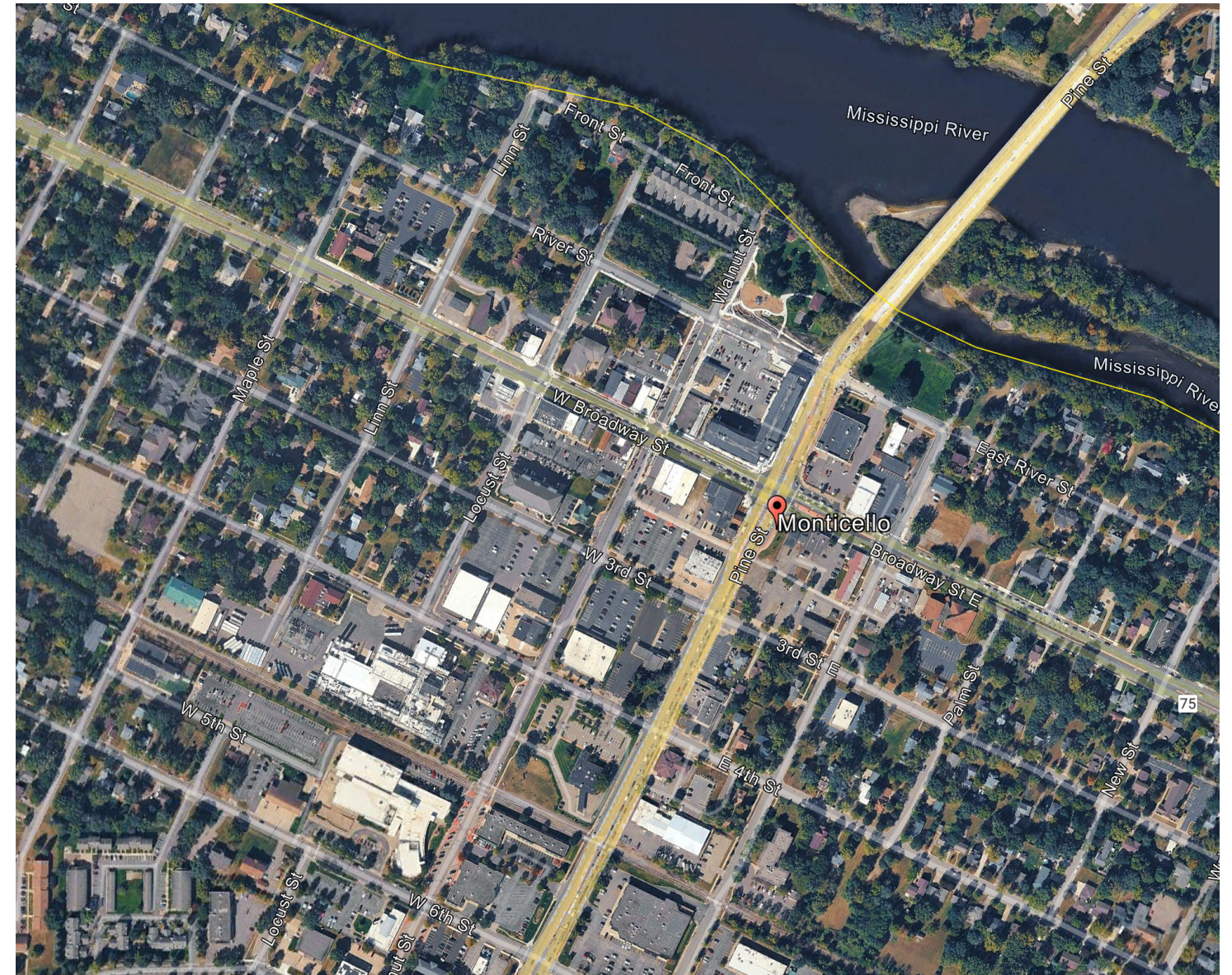
- PEL Study and potential for bridge crossing
- Near term MNDOT investments in Hwy 25
- Increasingly challenging business environment
- Aging buildings
- EDA owned properties





What will the Update Focus on?

- Support for Existing Businesses
- Public Space and East Bridge Park
- Circulation and Access Patterns
 - Working with MnDOT on Pine Street
 - Support for Bridge discussions
- Land Use Plan for the East Side of Downtown
 - Cedar Street to the River
- Block 34 guidance
- Expansion of Art and Placemaking in the Downtown



Who will be engaged?

- **Steering Committee**

- **Focus Groups**

- businesses

- transportation

- art and placemaking

- residents

- **EDA Worksessions**

- **Parks Commissions**

- **General Public via surveys, social media, website, etc.**

	month						
	1	2	3	4	5	6	7
1. Existing Conditions	█						
2. input and engagement		█					
3. Update Plan			█				
4. Implementation Plan						█	
* Pilot Project							█



What will be accomplished?

- A vision for the Cedar St to the River
- A Strategy for Pine Street and cross connectivity
- A concept for East Bridge Park
- Guidance and direction for Block 34

