

2F. Consideration of approving annual appointments and designations for 2026

<p>Prepared by: City Clerk</p>	<p>Meeting Date: 1/12/2026</p>	<p><input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item</p>
<p>Reviewed by: Mayor Hilgart, Finance Director</p>	<p>Approved by: City Administrator</p>	

ACTION REQUESTED

Motion to approve the annual appointments and designations as presented for 2026.

REFERENCE AND BACKGROUND

Minnesota Statutes require that certain appointments be made at the first meeting of each year. Attached is a list of the designations and appointments that have been compiled by city staff. Council liaison assignments, which are appointed by the Mayor and then considered for ratification by the City Council, are noted on the attached 2026 Annual Appointments listing included in the supporting data.

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

Designations/Appointments:

- a. **Acting Mayor:** Charlotte Gabler will serve as Acting Mayor.
- b. **City Attorney:** The firm of Campbell Knutson serves as the City’s general legal counsel with Soren Mattick being the primary attorney for Monticello. The City utilizes Kutak Rock for legal services in economic development (Monticello EDA) matters and as Bond Counsel. Staff recommend Council designate both firms in the capacity of City Attorney for 2026.
- c. **City Auditor:** The Finance Department has retained Abdo to perform audit services, and the Council approved a contract for years 2021-2026 with Abdo for auditing. Council should designate Abdo as the official auditor in 2026.
- d. **City Depositories:** The City utilizes one bank to provide banking services for the City; the current bank is Wells Fargo. Additionally, the Monticello EDA utilizes National Bank of Commerce for purposes of administering the Façade Improvement Forgivable Loan Program.

In addition, under Minnesota Statutes 239, the Chief Financial Officer has also been designated the authority to name other official depositories for the purpose of investments. The motion would include the authorization for the Finance Director to designate other depositories when necessary for investment purposes only.

- e. **City Planner:** Steve Grittmann serves as the City Planner providing direct services to the City. For 2026, city staff and the Planning Commission recommend Grittmann Consulting, LLC as principal Planner, continuing to serve the City on day-to-day planning matters.
- f. **Consulting Building Inspections:** The City will continue its contract with Rum River Construction Consultants for additional services as needed. The current contract is attached.
- g. **Development Review Consultant:** WSB currently serves as the City's consulting engineer for development review and environmental review assistance, and it is recommended they continue to provide this service for 2026.
- h. **Electronic Funds Transfer Authority:** By resolution, the Finance Director, or their designee, is authorized to make electronic funds transfers on behalf of the City of Monticello.
- i. **Financial Consultants:** The City Finance Director recommends continuing with Northland Securities as a financial advisor to the City. The City is very satisfied with the services provided by Northland Securities.
- j. **Health Officer:** We recommend continuing with CentraCare Health Monticello Physicians Clinic as the designated health officer.
- k. **Insurance Agent:** We recommend Christianson Group as our general insurance agent for 2026. North Risk Partners is the current agent for Workers Compensation insurance and liquor liability coverage (Hi-Way Liquors).
- l. **Official Newspaper:** Staff recommend continuing with the Monticello Times as the official newspaper for 2026.
- m. **Personnel Committee:** Mayor Hilgart and Councilmember Martie will serve on the Personnel Committee.
- n. **Representatives to Other Multi-Jurisdictional Bodies:** This appointment is for selecting the City representatives to serve on the Monticello Orderly Annexation Board. Members to the MOAA Board are appointed for one year with Lloyd Hilgart and Lee Martie proposed to serve in 2026 as the City's voting representatives.
- I. **Budget Impact:** N/A
- II. **Staff Workload Impact:** N/A

III. Comprehensive Plan Impact: N/A

STAFF RECOMMENDED ACTION

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

SUPPORTING DATA

- List of 2026 Annual Appointments and Designations (proposed)

DRAFT 2026 ANNUAL APPOINTMENTS & DESIGNATIONS

Acting Mayor:	Charlotte Gabler	
Attorney:	Campbell Knutson Kutak Rock	(EDA)
Auditor:	Abdo	
Bond Counsel:	Kutak Rock	
Consulting Building Official:	Rum River Construction Consultants	
Development Review & Environmental Review Consultant:	WSB	
Electronic Funds Transfer Authority:	Finance Director or Designee	
Financial Consultants:	Northland Securities	
Health Officer:	CentraCare Health Monticello Physicians Clinic	
Insurance Agents:	Christianson Group (general liability) North Risk Partners - Apollo (Workers Comp & Liq. Liability)	
Official Depositories:	Wells Fargo (Chief Financial Officer is authorized to designate other depositories for investment purposes only) National Bank of Commerce (EDA - Façade Improvement Loan F	
Official Newspaper:	Monticello Times	
Planner:	Gritman Consulting, LLC	
Fire Relief Board of Trustees (annual)	Rachel Leonard Lloyd Hilgart Jake Olinger	Staff Council Fire Chief

COUNCIL APPOINTMENTS

	<u>2025 Proposed Liaison</u>
BCOL Advisory Council (voting)	
Central Mississippi River Regional Planning Partnership EDA (voting)	Lloyd Hilgart
I-94 West Corridor Coalition	Lloyd Hilgart & Tracy Hinz
IEDC	Charlotte Gabler
Library Board	Charlotte Gabler
MOAA (voting)	Tracy Hinz
Parks Commission	Lloyd Hilgart & Lee Martie
Personnel Committee	Charlotte Gabler
Planning Commission	Lee Martie and Lloyd Hilgart Kip Christianson