

# City of Monticello, Iowa

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Posted on December 13<sup>th</sup> at 5:00 p.m.

Monticello City Council Regular Meeting December 17, 2018 @ 6:00 p.m.  
Monticello Renaissance Center, 220 E. 1<sup>st</sup> Street, Monticello, Iowa

<b>Mayor:</b>	Brian Wolken	<b>City Administrator:</b>	Doug Herman
<b>City Council:</b>		<b>Staff:</b>	
<b>At Large:</b>	Dave Goedken	<b>City Clerk/Treas.:</b>	Sally Hinrichsen
<b>At Large:</b>	Brenda Hanken	<b>Public Works Dir.:</b>	Brant LaGrange
<b>Ward #1:</b>	Rob Paulson	<b>City Engineer:</b>	Patrick Schwickerath
<b>Ward #2:</b>	Johnny Russ, Mayor Pro Tem	<b>Police Chief:</b>	Britt Smith
<b>Ward #3:</b>	Chris Lux	<b>Ambulance Dir.:</b>	Dawn Brus
<b>Ward #4:</b>	Tom Yeoman		

- **Call to Order – 6:00 P.M.**
- Pledge of Allegiance
- Roll Call
- Agenda Addition/Agenda Approval

**Open Forum:** If you wish to address the City Council on subjects pertaining to today's meeting agenda please wait until that item on the agenda is reached. If you wish to address the City Council on an item not on the agenda, please approach the lectern and give your name and address for the public record before discussing your item. Individuals are normally limited to speaking for no more than three (3) minutes on a topic and the Open Forum is by rule limited to a total of twenty (20) minutes.

**Consent Agenda** (These are routine items and will be enacted by one motion without separate discussion unless someone requests an item removed to be considered separately.)

<b>Approval of Council Mtg. Minutes</b>	December	03, 2018
<b>Approval of Payroll</b>	December	06, 2018
<b>Approval of Bill List</b>		
<b>Approval of November, 2018 Treasurer's Report</b>		
<b>Approval of Whiskey River Liquor License</b>		

**Public Hearings:** None

**Motion:**

1. **Motion** to waive fees related to Starlighter's Theater use of upstairs of Community Building on six Thursday evenings in March for purposes of putting on a local acting class. (March 7, 14, 21, and 28 and April 4 and 11; all at 7:00 p.m.)

**Resolutions:**

2. **Resolution** to approve investment in Jones County Extension for FY '20.
3. **Resolution** to approve investment in Jones County Tourism, FY '20
4. **Resolution** to approve policy related to North Sycamore Street Reconstruction Driveway Improvements.

5. **Resolution** to approve Preliminary Resolution pursuant to Section 384.42 of the Iowa Code related to the 2019 N. Sycamore Street Reconstruction Project.
6. **Resolution** to adopt the Preliminary Assessment Plat and Schedule and Estimate of Project Costs and Scheduling a Public Hearing on the Proposed Resolution of Necessity.
7. **Resolution** to approve Plat of Survey to Parcel 2018-40
8. **Resolution** to approve Plat of Survey to Parcel 2018-62
9. **Resolution** to approving the submission of the Five Year Airport Capital Improvement Program and Long Range Needs Assessment, years Six to Twenty.
10. **Resolution** to approve Monticello Police Department Policy Number G-13, Enforcement of Immigration Laws consistent with Chapter 525, Code of Iowa.
11. **Resolution** to approve HDR Engineering Invoice related to Monticello Airport Master Plan preparation.
12. **Resolution** approving Change Order #4 in the amount of \$1,092 submitted by Taylor Construction, Inc. Re: 2018 E. 1<sup>st</sup> Street Bridge Replacement Project and authorizing City Administrator to approve Change Order #4 on “Doc Express”.
13. **Resolution** approving semi-final Pay Request in the amount of \$3,212.76 submitted by Taylor Construction, Inc. Re: 2018 E. 1<sup>st</sup> Street Bridge Replacement Project.
14. **Resolution** to approve Tax Abatement related to property located at 316 Faust Circle

**Ordinances:**

15. **Ordinance** to Amend Chapter 10, Urban Revitalization, adding section 10.10(3) (3<sup>rd</sup> Reading)

**Reports / Potential Action:**

- Steve Intlekofer House Moving Project.
- Dr. Balster Building Frontage improvements.
- Jones County UTV Ordinance
- Hughes Garage Compliance Update
- Unemployment Decision
- Collective Bargaining / Employee Handbook / Policy Manual
- Engineer Report / Update
- Budget Review Schedule

**Adjournment:** Pursuant to §21.4(2) of the Code of Iowa, the City has the right to amend this agenda up until 24 hours before the posted meeting time.

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December 3, 2018 – 6:00 P.M.  
Community Media Center

Mayor Brian Wolken called the meeting to order. Council present: Dave Goedken, Brenda Hanken, Rob Paulson, Johnny Russ, Chris Lux and Tom Yeoman. Also present were City Administrator Doug Herman, City Clerk Sally Hinrichsen, Police Chief Britt Smith, Public Works Director Brant Lagrange, and City Engineer Patrick Schwickerath.

Yeoman moved to approve the agenda, Lux seconded, roll call unanimous.

During Open Forum, Bob Furino and Jan Cratsenberg, with Starlighters II expressed interest in using the City Hall Auditorium to hold Acting Classes from March 7<sup>th</sup> through April 11<sup>th</sup> at 7 PM. Their request for a waiver of rental fees will be placed on the next agenda.

Dave Oldaker, 126 Highview, requested that the Council consider a waiver of Sycamore Street sidewalk assessments for those that repaired or replaced their sidewalk after receiving a letter from the City to do so. Consensus of the Council was to waive assessments if all or a portion of a marked sidewalk had been replaced.

Jan Hoag, Monticello Chamber Director thanked Council for all the support over the year and invited everyone to attend their annual banquet on January 15, 2019

Goedken moved to approve the consent agenda, Lux seconded, roll call unanimous.

Herman reviewed Fountain Park fundraising with a total of \$32,391 to date with more grants and private donations pending. Herman explained that the City did not have to follow a specific bidding process based upon the project cost estimate. If the Council chose to proceed with a competitive quotation process Herman explained that an engineer would need to be retained to put together a set of plans. Yeoman moved to approve Resolution #18-138 to Authorize City Administrator to move forward with Phase 1 of the Fountain Renovation and Repair Project, Hanken seconded, roll call unanimous.

LaGrange reviewed the work completed on the West Well by Cahoy Pump Services. Herman reported the Water Capital Improvement Fund would pay \$9,000 and balance would be paid from the Water Operating Fund. Herman advised that Council may need to do an internal loan from the General Fund to Water Operating Fund to cover the costs. Goedken moved to approve Resolution #18-139 to Approve payment to Cahoy Pump Service related to West Well Maintenance & Repairs, Lux seconded, roll call unanimous.

Herman reviewed the Special Assessment Credit Policy which has been used on past street reconstruction projects. Nick Zimmermann, 410 N Sycamore, objected to a potential requirement that he and others without paved driveways pave them as part of this project. He expressed that he was trying to sell the home and the additional cost would not support an increase in the home's value and did not believe that he should have to concrete his driveway unless everyone else in the City was required to do so. Herman explained that the Code requires all drives to be constructed of a permanent dust free pavement. Herman explained that the Council could remove that requirement if desired and that change could be reflected in the

Code book presently being updated. Goedken moved to approve Resolution #18-140 to approve the Special Assessment Credit Policy, Credit Schedule, and Request Form, adding a provision that would waive 100% of the Special Assessment related to sidewalk improvements in those cases where sidewalk panels or entire sidewalks were replaced by property owners after being asked to do so by the City in the fall of 2015 or 2016, Paulson seconded, roll call unanimous. Herman will send a letter with the credit request form to property owners on the North Sycamore Reconstruction Project. Council will discuss a more tangible sidewalk credit policy moving forward.

Herman reviewed Eastern Iowa Excavating & Concrete invoice in the amount of \$28,618, for work completed on Willow Trail. He explained that the remainder of work will be completed in the Spring. Lux moved to approve Resolution #18-141 to Approve payment to Eastern Iowa Excavating & Concrete related to Willow Park Trail Project, Russ seconded, roll call unanimous.

Herman reported that the Council had approved payment to developers of the Oak Street Condominium Development Project in November 2017, by Resolution #17-154. Payment was to be made by the end of this year after the real estate closing with Norm Zimmerman in regard to the North Chestnut Street lot sale which has been delayed. Goedken moved to approve Resolution #18-142 to approve payment related to Locust Court Development as previously approved by Resolution No. 17-154, Russ seconded, roll call unanimous.

Herman reported that the Citizens of Monticello approved an increase in the hotel/motel tax from 5% to 7% in the November election. Goedken introduced and moved to suspend the requirement that a proposed ordinance be considered and voted on for passage at two prior meetings prior to the meeting at which it is to be finally acted upon, as provided by Section 380.3 of the Code of Iowa, and place Ordinance #723 Amending Chapter 11 "Hotel and Motel Tax" upon final passage, Russ seconded, roll call unanimous.

Herman reviewed proposed modifications to the Ordinance for Mobile Food Vending based upon a committee meeting that occurred after the last Council Meeting that included Herman, Council members Yeoman and Goedken, Chamber Executive Director Jan Hoag, JCED Executive Director Derik Lumsden and Holly Trevino (Food Truck Operator). Hanken stated Legacy Lanes serves food for 1<sup>st</sup> and 2<sup>nd</sup> shift workers and suggested she operate for only 3<sup>rd</sup> shift workers in the Industrial Park. Herman stated if trucks are allowed to park on Plastic Lane, the City Code would need to be amended. Yeoman moved Ordinance #721 by amending Chapter 122, "Peddlers, Solicitors and Transient Merchants", as amended, third and final reading and in title only, Goedken seconded. Yeoman moved to amend proposed Ordinance #721, prohibiting to set up on 1<sup>st</sup> and Cedar Street without prior approval; no license is required for special events that are approved by Special Event permit holder; may locate on most private properties, as permitted by property owner; and permission shall not be granted by City Council prior to giving notice to all businesses and /or property owners located within 100' of the proposed location of the mobile food vending unit or food stand. Goedken seconded, roll call unanimous. Roll call on Ordinance #721 by amending Chapter 122, "Peddlers, Solicitors and Transient Merchants", as amended, third and final reading and in title only was all ayes except Hanken who voted nay. Carried.

Russ moved to approve Resolution #18-143 to approve Mobile Food Vendor licensing fee schedule, Russ seconded, roll call unanimous. A license for up to two days will cost \$100, a

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license for up to 6 months will cost \$175, and a license for a period of greater than 6 months up to one year will cost \$250.

Yeoman moved Ordinance #722 amending Chapter 10, Urban Revitalization by amending Section 10.10 Exemptions, second reading, Russ seconded, roll call unanimous.

Council Member Hanken left the meeting at 7:46.

Herman reported that the Steve Intlekofer house moving project had been delayed due to equipment issues. Herman and Smith inquired how Council wanted to proceed related to possible penalty /enforcement as the City Code allows a structure to remain on a trailer at a temporary location for no more than 30 days which expired on November 21<sup>st</sup>. Yeoman moved to grant Intlekofer a 30 day extension, motion died to the lack of a second. Yeoman moved to assess a penalty of \$100 per day from November 22<sup>nd</sup> until the house is moved. If moved by December 21<sup>st</sup>, all accrued penalties would be waived and if not moved by December 21<sup>st</sup>, the City would consider action to collect the penalties assessed and take further action; Lux seconded, roll call unanimous.

Herman reported that the crosswalk between Theisens' and Balster's was being impacted by the Balster building project.

Herman reported several of the city owned street lights along Welter Drive are not working. Jared Lasley recommended replacing all 16 heads with LED fixtures. Further study will be completed.

Herman reviewed the proposed Downtown Brick Paver Policy and suggested mailing to property owners for input. Council was supportive of this process.

Hinrichsen reviewed the proposed improvements suggested by the Community Building Auditorium Committee and that the Committee would like some direction from the Council on what they desired and a proposed budget for improvements. Hinrichsen stated that Starlighters II will work to get grants and other funding to make repairs to the stage and stage lighting. Committee member Jan Hoag stated the Library, Lion's Club and members of the community have made additional recommendations. Yeoman did not want to see a lot of money spent on the stage and upstairs until there was a final decision on what was going to happen with the old Middle School. Herman suggested that steps could be taken on the window treatments and electrical upgrades. Yeoman would like to wait to spend to make improvements to auditorium, until the entire project can be done. Herman will reach out to Ament who designed the Community Building project, when it was decided to only proceed with downstairs offices.

Schwickerath reported that the Sycamore Street Open House went well and had several good discussions. He stated to concrete the entire section of 1<sup>st</sup> to 2<sup>nd</sup> Streets would cost about \$25,000 more than to install an asphalt overlay in that area. The consensus of Council was to modify the plans to show concrete in that area as opposed to asphalt.

Smith reviewed the County's UTV Ordinance and differences between their Code and the City Code related to UTV's and golf carts. Smith and Herman will work on potential modifications to the Ordinance to present to the Council for consideration.

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Herman reported that the City has donated a sum of \$.30 per capita to Jones County Tourism since FY 2013 and that an editorial in the Monticello Express suggested that the City has not be donating to tourism which is incorrect. Herman was advised that Jones County Tourism will be requesting additional sums when they speak to the City Council this year.

Herman will try to keep next agenda short to allow time to work on the budget.

Herman suggested holding a goal setting session on February 4, 2019.

Herman reported that City employees approved continued membership in the union. He will be meeting with them to receive their opening proposal. He stated collective bargaining will only deal with wages and he is working to update the City's employee policy manual.

Wolken questioned if there was any interest in adding more dates for Council meetings and having them weekly instead of twice per month. He stated unfortunately the person who requested this is not here to voice her concerns.

Russ moved to adjourn at 8:46 P.M.

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Brian Wolken, Mayor

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Sally Hinrichsen, City Clerk

# PAYROLL - DECEMBER 6, 2018

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>AMBULANCE</b>	<b>Nov. 19 - Dec. 2, 2018</b>				
Evan Barry	\$ 186.04	\$ -	0.00	0.00	\$ 158.14
Jeremy Bell	435.60	-	0.00	0.00	338.25
Brian Bronemann	130.24	-	0.00	0.00	111.41
Carter Bronemann	1,945.80	380.70	0.00	0.00	1,367.00
Dawn Brus	1,515.00	-	0.00	0.00	1,087.91
Johnathan Geiger	48.00	-	0.00	0.00	41.05
Drew Haag	229.48	-	0.00	0.00	194.29
Ben Hein	50.40	-	0.00	0.00	43.12
Mary Intlekofer	1,904.90	398.70	18.00	25.13	1,269.36
Brandon Kent	2,037.80	-	0.00	0.00	1,329.08
Jim Luensman	653.43	-	0.00	0.00	493.28
Lori Lynch	2,037.81	-	0.00	0.00	1,346.05
Dave McNeill	112.00	-	0.00	0.00	95.81
Amanda Norton	334.40	-	0.00	0.00	265.12
Brian Rechkemmer	276.88	-	0.00	0.00	194.27
Shelly Searles	2,037.80	-	0.00	0.00	1,518.26
Sabrina Strella	74.56	-	0.00	0.00	63.78
Brenda Surom	531.60	-	0.00	0.00	399.26
Chris Szymanowski	507.60	-	0.00	0.00	422.20
Chad Tatar	253.80	-	0.00	0.00	205.68
<b>TOTAL AMBULANCE</b>	<b>\$ 15,303.14</b>	<b>\$ 779.40</b>	<b>18.00</b>	<b>25.13</b>	<b>\$ 10,943.32</b>
<b>CEMETERY</b>	<b>Nov. 17 - 30, 2018</b>				
Dan McDonald	\$ 1,668.30	\$ 60.30	0.00	0.00	\$ 1,180.13
<b>TOTAL CEMETERY</b>	<b>\$ 1,668.30</b>	<b>\$ 60.30</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,180.13</b>
<b>CITY HALL</b>	<b>Nov. 18 - Dec. 1, 2018</b>				
Cheryl Clark	\$ 1,636.00	\$ -	0.00	5.00	\$ 1,080.13
Doug Herman	3,720.71	-	0.00	0.00	2,667.24
Sally Hinrichsen	2,427.38	-	0.00	0.00	1,611.64
Nanci Tuel	1,396.00	-	0.00	0.00	915.17
<b>TOTAL CITY HALL</b>	<b>\$ 9,180.09</b>	<b>\$ -</b>	<b>0.00</b>	<b>5.00</b>	<b>\$ 6,274.18</b>
<b>FIRE</b>					
Drew Haag	\$ 100.00	\$ -	0.00	0.00	\$ 85.54
Nick Kahler	60.00	-	0.00	0.00	51.32
Don McCarthy	125.00	-	0.00	0.00	106.93
Billy Norton	100.00	-	0.00	0.00	85.54
<b>TOTAL FIRE</b>	<b>\$ 385.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 329.33</b>
<b>LIBRARY</b>	<b>Nov. 19 - Dec. 2, 2018</b>				
Molli Hunter	\$ 234.53	\$ -	0.00	0.00	\$ 199.84
Penny Schmit	1,000.01	-	0.00	0.00	730.73
Madonna Thoma-Kremer	920.00	-	0.00	0.00	567.60
Michelle Turnis	1,538.46	-	0.00	0.00	972.03
<b>TOTAL LIBRARY</b>	<b>\$ 3,693.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,470.20</b>
<b>MBC</b>	<b>Nov. 19 - Dec. 2, 2018</b>				
Jacob Oswald	\$ 1,846.15	\$ -	0.00	0.00	\$ 1,382.31

# PAYROLL - DECEMBER 6, 2018

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>MBC (cont.)</b>					
Shannon Poe	1,538.46	-	0.00	0.00	1,093.48
<b>TOTAL MBC</b>	\$ 3,384.61	\$ -	0.00	0.00	\$ 2,475.79
<b>POLICE</b>	<b>Nov. 19 - Dec. 2, 2018</b>				
Peter Fleming	\$ 262.63	\$ -	0.00	0.00	\$ 213.41
Dawn Graver	2,012.80	-	0.00	0.00	1,432.32
Erik Honda	1,958.94	-	1.50	1.50	1,451.74
Jordan Koos	2,245.68	-	13.13	17.13	1,611.93
Britt Smith	2,504.65	-	0.00	0.00	1,822.50
Madonna Staner	1,450.40	-	0.00	0.00	1,091.08
Brian Tate	2,122.05	-	0.00	0.00	1,445.89
Robert Urbain	1,517.23	-	0.00	0.00	1,108.73
<b>TOTAL POLICE</b>	\$ 14,074.38	\$ -	14.63	18.63	\$ 10,177.60
<b>ROAD USE</b>	<b>Nov. 17 - 30, 2018</b>				
Billy Norton	\$ 1,758.75	\$ 150.75	0.00	0.00	\$ 1,169.02
Wayne Yousse	1,924.58	316.58	0.00	0.00	1,362.58
<b>TOTAL ROAD USE</b>	\$ 3,683.33	\$ 467.33	0.00	0.00	\$ 2,531.60
<b>SANITATION</b>	<b>Nov. 17 - 30, 2018</b>				
Michael Boyson	\$ 1,630.96	\$ 58.95	0.00	0.00	\$ 1,119.55
Nick Kahler	1,698.45	90.45	0.00	0.00	1,138.21
<b>TOTAL SANITATION</b>	\$ 3,329.41	\$ 149.40	0.00	0.00	\$ 2,257.76
<b>SEWER</b>	<b>Nov. 17 - 30, 2018</b>				
Tim Schultz	\$ 1,668.00	\$ -	0.00	19.50	\$ 984.33
Jim Tjaden	2,081.20	145.20	0.00	0.00	1,482.34
<b>TOTAL SEWER</b>	\$ 3,749.20	\$ 145.20	0.00	19.50	\$ 2,466.67
<b>WATER</b>	<b>Nov. 17 - 30, 2018</b>				
Brant LaGrange	\$ 2,070.89	\$ -	0.00	0.00	\$ 1,320.10
Jay Yanda	2,279.40	-	0.00	0.00	1,676.78
<b>TOTAL WATER</b>	\$ 4,350.29	\$ -	0.00	0.00	\$ 2,996.88
<b>TOTAL - ALL DEPTS.</b>	\$ 62,800.75	\$ 1,601.63	32.63	68.26	\$ 44,103.46



**ACCOUNTS PAYABLE ACTIVITY  
CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
<b>ACCOUNTS PAYABLE CLAIMS</b>				
	GENERAL			
	POLICE DEPARTMENT			
ALTORFER INC.	PD EQUIP REPAIR/MAINT	218.75		
BAKER PAPER CO INC	PD BUILDING SUPPLIES	55.17		
BOSS OFFICE SUPPLIES & SYS INC	PD SUPPLIES	80.87		
KOOB AUTOMOTIVE & TOWING INC	PD VEHICLE OPERATING	87.83		
TED KRAUS	PD GOLF CART PERMIT REFUND	20.00		
MEDIACOM	PD TELEPHONE	86.89		
MONTICELLO COMM SCHOOL DISTRCT	PD FUEL	886.14		
SHRED-MASTER	PD SHRED SERVICES	40.00		
TCM BANK NA	PD NOTARY FEE - STANER	740.91		
TRI COUNTY PROPANE LLC	PD FUEL	24.12		
U.S. CELLULAR	PD CELL PHONES	184.12		
WELAND CLINICAL LAB P.C.	PD LAB	167.00		
		<u>2,591.80</u>		
	POLICE DEPARTMENT	2,591.80		
	STREET LIGHTS			
ALLIANT ENERGY-IES	416 E SECOND STREETLIGHTS	174.70		
IOWA BASE INC.	STREETLIGHT BASES	2,170.00		
		<u>2,344.70</u>		
	STREET LIGHTS	2,344.70		
	AQUATIC CENTER			
MEDIACOM	POOL TELEPHONE	43.19		
		<u>43.19</u>		
	AQUATIC CENTER	43.19		
	CEMETERY			
JOHN DEERE FINANCIAL	CEMETERY BUILDING SUPPLIES	360.27		
LAPORTE MOTOR SUPPLY	CEMETERY EQUIP REPAIR/MAINT	7.69		
MONTICELLO COMM SCHOOL DISTRCT	CEMETERY FUEL	334.89		
TRI COUNTY PROPANE LLC	CEMETERY UTILITIES	270.12		
WILLIAM WARREN, INC.	CEMETERY/RU BOOTS - MCDONALD	129.83		
		<u>1,102.80</u>		
	CEMETERY	1,102.80		
	SOLDIER'S MEMORIAL BOARD			
BRIAN KRAMER	SNOW REMOVAL - NOVEMBER	7.50		
MEDIACOM	SLDR MEM TELEPHONE	25.36		
		<u>32.86</u>		
	SOLDIER'S MEMORIAL BOARD	32.86		

**ACCOUNTS PAYABLE ACTIVITY  
CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
CHRISTINA LUX	COUNCIL MILEAGE	13.08		
	MAYOR AND CITY COUNCIL	13.08		
	ATTORNEY			
LEXISNEXIS	ATTORNEY RESEARCH	72.00		
TCM BANK NA	ATTORNEY TRAVEL	133.28		
	ATTORNEY	205.28		
	CITY HALL/GENERAL BLDGS			
BAKER PAPER CO INC	CH BUILDING SUPPLIES	198.96		
INFRASTRUCTURE TECHNOLOGY	CH MISC CONTRACT WORK	310.80		
JONES COUNTY RECORDER	CH RECORDING FEES	54.00		
BRIAN KRAMER	SNOW REMOVAL - NOVEMBER	15.00		
LASLEY ELECTRIC LLC	CH BLDG REPAIR/MAINT	75.00		
MEDIACOM	CH TELEPHONE	160.61		
MONTICELLO EXPRESS INC	CH ADVERTISING	499.46		
GREG TREY	CH WINDOW CLEANING	80.00		
	CITY HALL/GENERAL BLDGS	1,393.83		
	GENERAL	7,727.54		
	MONTICELLO BERNDES CENTER			
	PARKS			
ALLIANT ENERGY-IES	MBC ELECTRIC	775.35		
BAKER PAPER CO INC	MBC BUILDING SUPPLIES	102.90		
FAREWAY STORES #840-1	MBC CONCESSIONS	11.97		
JOHN DEERE FINANCIAL	MBC SUPPLIES	6.78		
MEDIACOM	MBC TELEPHONE	43.19		
MONTICELLO COMM SCHOOL DISTRCT	MBC FUEL	38.20		
MONTICELLO SPORTS	MBC BUILDING SUPPLIES	39.00		
DENISE NEALSON	MBC RENTAL REFUND	105.00		
TCM BANK NA	MBC OFFICE SUPPLIES	9.99		
	PARKS	1,132.38		
	MONTICELLO BERNDES CENTER	1,132.38		
	FIRE			
	FIRE			
MEDIACOM	FIRE TELEPHONE	43.19		
MONTICELLO COMM SCHOOL DISTRCT	FIRE FUEL	289.75		

**ACCOUNTS PAYABLE ACTIVITY  
CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
	FIRE	332.94		
	FIRE	332.94		
	AMBULANCE			
	AMBULANCE			
AIRGAS USA, LLC	AMB MEDICAL SUPPLIES	145.30		
ALTORFER INC.	AMB EQUIP REPAIR/MAINT	218.75		
BAKER PAPER CO INC	AMB BUILDING SUPPLIES	55.18		
BOUND TREE MEDICAL, LLC	AMB MEDICAL SUPPLIES	329.49		
DAWN BRUS	AMB WINDOWS 10 PRO	198.00		
MEDIACOM	AMB TELEPHONE	86.88		
MONTICELLO COMM SCHOOL DISTRCT	AMB FUEL	483.69		
PHOEBE RHOADES	AMB OVERPAYMENT REFUND	50.00		
U.S. CELLULAR	AMB CELL PHONES	68.22		
	AMBULANCE	1,635.51		
	AMBULANCE	1,635.51		
	LIBRARY IMPROVEMENT			
	LIBRARY			
BAKER & TAYLOR BOOKS	LIB IMP BOOKS	34.32		
EMERY-PRATT	LIB IMP BOOKS	42.30		
TCM BANK NA	LIB IMP PROGRAMS/PROMOTIONS	240.90		
	LIBRARY	317.52		
	LIBRARY IMPROVEMENT	317.52		
	LIBRARY			
	LIBRARY			
CULLIGAN TOTAL WATER	LIB BUILDING SUPPLIES	12.41		
BRIAN KRAMER	SNOW REMOVAL - NOVEMBER	7.50		
MEDIACOM	LIB TELEPHONE	118.34		
MONTICELLO EXPRESS INC	LIB OFFICE SUPPLIES	22.95		
TCM BANK NA	LIB MAGAZINES	847.63		
WEST BEND PUBLIC LIBRARY	LIB BOOKS	12.50		
	LIBRARY	1,021.33		

**ACCOUNTS PAYABLE ACTIVITY  
CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
	LIBRARY	1,021.33		
	ROAD USE			
	STREETS			
ALLIANT ENERGY-IES	STOP SIGNS - N MAIN ST	111.06		
BEHREND'S CRUSHED STONE	RU STREET MAINT SUPPLIES	325.95		
BOSS OFFICE SUPPLIES & SYS INC	RU EQUIP REPAIR/MAINT	14.99		
CINTAS CORPORATION	OSHA SUPPLIES	11.68		
CNH CAPITAL	RU EQUIP REPAIR/MAINT	13.75		
BRIAN CROWLEY	RU EQUIP REPAIR/MAINT	27.07		
HUGHES GARAGE & AUTO SALES LLC	RU EQUIP REPAIR/MAINT	128.00		
IOWA DEPT OF TRANSPORTATION	RU STREET MAINTENANCE SUPPLIES	727.68		
JOHN DEERE FINANCIAL	RU OSHA SUPPLIES	745.46		
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT	391.33		
LASLEY ELECTRIC LLC	RU BLDG REPAIR/MAINT	27.15		
LOGAN CONTRACTORS SUPPLY	RU STREET MAINTENANCE SUPPLIES	550.00		
M TOWN TIRE & AUTO	RU EQUIP REPAIR/MAINT	947.75		
DAVID B MCNEILL	RU EQUIP REPAIR/MAINT	5.07		
MEDIACOM	RU TELEPHONE	43.19		
MID-IOWA SOLID WASTE EQUIP CO	RU EQUIP REPAIR/MAINT	45.90		
STEVE MONK CONSTRUCTION, LTD.	RU STREET MAINTENANCE CONTRACT	745.03		
MONTICELLO COMM SCHOOL DISTRICT	RU FUEL	977.94		
MONTICELLO EXPRESS INC	RU ADVERTISING	93.60		
MONTICELLO MACHINE SHOP INC	RU EQUIP REPAIR/MAINT	205.98		
THOMPSON TRUCK & TRAILER, INC.	RU EQUIP REPAIR/MAINT	53.97		
WILLIAM WARREN, INC.	CEMETERY/RU BOOTS - MCDONALD	69.91		
	STREETS	6,262.46		
	SNOW REMOVAL			
BEHREND'S CRUSHED STONE	RU SNOW REMOVAL	1,292.20		
HOTSY CLEANING SYSTEMS	RU SNOW REMOVAL	165.00		
	SNOW REMOVAL	1,457.20		
	ROAD USE	7,719.66		
	TRUST/SLAVKA GEHRET FUND			
	LIBRARY			
TCM BANK NA	LIB GEHRET BOOKS	190.36		
	LIBRARY	190.36		
	TRUST/SLAVKA GEHRET FUND	190.36		

**ACCOUNTS PAYABLE ACTIVITY  
CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
	CAPITAL PROJECTS			
BEHREND CRUSHED STONE	WILLOW PARK TRAIL	206.38		
JOSH IBEN	FOUNTAIN PARK	10,430.00		
MONTICELLO EXPRESS INC	FOUNTAIN PARK MAILERS	976.50		
		=====		
	CAPITAL PROJECTS	11,612.88		
		=====		
	PARK IMPROVEMENT	11,612.88		
		=====		
	CAPITAL IMPROVEMENT			
	STREETS			
SNYDER & ASSOCIATES, INC	CAP IMP - E FIRST ST BRIDGE	7,251.49		
		=====		
	STREETS	7,251.49		
		=====		
	CAPITAL IMPROVEMENT	7,251.49		
		=====		
	BATY DISC GOLF COURSE			
	PARKS			
JOHN DEERE FINANCIAL	BATY DG GROUNDS SUPPLIES	34.30		
TCM BANK NA	BATY DG GROUNDS SUPPLIES	8.88		
		=====		
	PARKS	43.18		
		=====		
	BATY DISC GOLF COURSE	43.18		
		=====		
	MARY MAXINE REDMOND TRUST			
	LIBRARY			
JOHN DEERE FINANCIAL	LIB REDMOND PROGRAMMING	3.98		
TCM BANK NA	LIB REDMOND PROGRAMMING	56.31		
		=====		
	LIBRARY	60.29		
		=====		
	MARY MAXINE REDMOND TRUST	60.29		
		=====		
	WATER			
	WATER			
BROWN SUPPLY CO INC	WATER BLDG REPAIR/MAINT	325.00		
CINTAS CORPORATION	OSHA SUPPLIES	11.68		
HAWKINS WATER TREATMENT	WATER SYSTEM	15.00		
HYGIENIC LABORATORY	WATER LAB TESTS	52.00		

**ACCOUNTS PAYABLE ACTIVITY  
CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
IOWA ONE CALL	WATER SYSTEM	30.15		
JOHN DEERE FINANCIAL	WATER SUPPLIES	39.53		
LASLEY ELECTRIC LLC	WATER BLDG REPAIR/MAINT	122.50		
M TOWN TIRE & AUTO	BACKHOE TIRES	476.37		
MONTICELLO COMM SCHOOL DISTRCT	WATER FUEL	263.12		
MONTICELLO EXPRESS INC	WATER OFFICE SUPPLIES	5.99		
MUNICIPAL SUPPLY INC	WATER METERS	1,416.36		
TCM BANK NA	WATER POSTAGE	9.76		
U.S. CELLULAR	WATER CELL PHONE	42.22		
		<u>2,809.68</u>		
	WATER	2,809.68		
		<u>2,809.68</u>		
	WATER	2,809.68		
	SEWER			
	SEWER			
ALLIANT ENERGY-IES	1105 E FIRST ST	3,155.76		
CINTAS CORPORATION	OSHA SUPPLIES	11.68		
GIESE SHEET METAL CO. INC.	SEWER EQUIP REPAIR/MAINT	722.67		
HACH COMPANY	SEWER SUPPLIES	156.06		
HYGIENIC LABORATORY	SEWER LAB TESTS	1,229.00		
IOWA ONE CALL	SEWER SYSTEM	30.15		
JOHN DEERE FINANCIAL	SEWER BLDG REPAIR/MAINT	5.49		
LASLEY ELECTRIC LLC	SEWER BLDG REPAIR/MAINT	53.98		
M TOWN TIRE & AUTO	BACKHOE TIRES	476.38		
MONTICELLO COMM SCHOOL DISTRCT	SEWER FUEL	263.12		
TCM BANK NA	SEWER POSTAGE	84.22		
TRI COUNTY PROPANE LLC	SEWER UTILITIES	1,740.72		
		<u>7,929.23</u>		
	SEWER	7,929.23		
		<u>7,929.23</u>		
	SEWER	7,929.23		
	SANITATION			
	SANITATION			
CINTAS CORPORATION	OSHA SUPPLIES	11.68		
JONES COUNTY SOLID WASTE	SANITATION LOAD TICKETS	127.20		
MONTICELLO COMM SCHOOL DISTRCT	SANITATION FUEL	148.77		
REPUBLIC SERVICES	DUMPSTER COLLECTIONS	8,707.40		

### ACCOUNTS PAYABLE ACTIVITY CLAIMS REPORT

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
	SANITATION	8,995.05		
	SANITATION	8,995.05		
**** SCHED	TOTAL ****	58,779.04		
*****	REPORT TOTAL *****	58,779.04		

**ACCOUNTS PAYABLE ACTIVITY  
CLAIMS FUND SUMMARY**

FUND	FUND NAME	TOTAL	CHECK#	DATE
001	GENERAL	7,727.54		
005	MONTICELLO BERNDES CENTER	1,132.38		
015	FIRE	332.94		
016	AMBULANCE	1,635.51		
030	LIBRARY IMPROVEMENT	317.52		
041	LIBRARY	1,021.33		
110	ROAD USE	7,719.66		
178	TRUST/SLAVKA GEHRET FUND	190.36		
313	PARK IMPROVEMENT	11,612.88		
332	CAPITAL IMPROVEMENT	7,251.49		
338	BATY DISC GOLF COURSE	43.18		
339	MARY MAXINE REDMOND TRUST	60.29		
600	WATER	2,809.68		
610	SEWER	7,929.23		
670	SANITATION	8,995.05		





201 E. South Street  
Monticello, IA 52310  
(319) 465-3526  
Fax (319) 465-4681

*From the Office of:*

*Chief of Police*

*Britt D. Smith*

December 11<sup>th</sup>, 2018

To City Council:

The Department has reviewed the Liquor License Application for Whiskey River Pub and Grub at 248 North Main Street in Monticello. A Criminal History check has been performed and same verified that the Applicant does not have any prior felony convictions within the five-year eligibility period. The applicant does have an Operating While Intoxicated (Jones County 2017) and Interference with Official Acts (Dubuque County 2018)

The applicant, meets the minimum eligibility standards for the issuance of the license applied for. The Department makes no finding as to whether or not the applicant meets all other requirements and/or qualifications for licensure that may be considered by the City Council in taking action on the application.

Sincerely,

Britt Smith  
Chief of Police  
Monticello Police Department

City of Monticello - Monthly Summary - November - 1st thru 30th, 2018

Reviewed by: *Debra* Date: 12/12/2018

Fund	Activity	Beginning Fund Balance	Revenue	Interest Earned	Transfers In	Expenses	Transfers Out	Ending Fund Balance	Cash on Hand	Clerk's Cash In Bank	Clerk's Cash In Bank	Investments	Investments	Ending Fund Balance
<b>GENERAL FUNDS:</b>														
	General	730110.28	158116.55	3421.93	82324.78	28750.00	780573.98	610.00	760462.52	19496.46	5.00	6452.18	780573.98	
	Soldiers Memorial Board	12039.01	125.00		467.45		11696.56		-85844.93	7391.35			11696.56	
	Monticello Berndes Center	38564.09	2400.94	67.71	111423.88	7962.44	-78353.58	100.00	6407.10				-78353.58	
	Dare	6395.80		11.30			6407.10		4590.43	10044.42			6407.10	
	Insurance Fund	17373.50		32.75	2771.40		14634.85		34682.91				14634.85	
	Monticello Trees Forever	34628.78		54.13			34682.91		20463.86	92290.52			34682.91	
	Fire	258460.15	8220.00	207.05	2132.82		262754.38		23476.68	30725.94		150000.00	262754.38	
	Ambulance Operating	52706.38	17773.37	99.42	18750.00		54202.62		12801.70				54202.62	
	Hotel/Motel Tax Fund	6217.62	6650.95	10.98	77.85		12801.70						12801.70	
	Earl F Lehmann Trust	237.62					237.62			237.62			237.62	
	Street Bond	6000.00					6000.00						6000.00	
	Police Improvement	-8281.19	51.00		33.46		-8263.65						-8263.65	
	Library Improvement	39686.25	4424.28	75.88	868.19		43318.22		28075.98				43318.22	
	Library	17410.77	482.52	30.63	10026.32		17897.60	75.00					17897.60	
	Equipment Set-A-Side	105832.85					106031.15		51020.69	55010.46			106031.15	
	Super Mac	91.46		0.16	1450.40		-1358.78		71113.26				-1358.78	
	Airport	56887.53	17022.96	96.99	2894.22		71113.26						71113.26	
	Revolving Loan Fund	37137.88	150.00	66.78			37354.66		31679.07	5675.59			37354.66	
<b>SPECIAL REVENUE FUNDS:</b>														
	Road Use Tax	644013.16	42559.33		48783.24		637789.25		136614.65	501174.60			637789.25	
	Employee Benefits	400861.06	37379.81	627.06	29215.78		409652.15		84828.25	324823.90			409652.15	
	TIF Tax Collections	529245.33	42203.58	701.03			572149.94		199376.00	372773.94			572149.94	
	Slawka Gehret Trust	205048.82		205.58	283.27		204971.13		544.38	104426.75		100000.00	204971.13	
	Police Forfeiture Acct	832.28					832.28		832.28				832.28	
<b>DEBT SERVICE FUNDS:</b>														
	Debt Service	219180.01	30929.23	389.64			250498.88		239118.44	11380.44			250498.88	
	TIF - Debt Payments	0.00					0.00						0.00	
<b>PERMANENT FUNDS:</b>														
	Park Improvements	18831.71	15646.00	36.16	19560.68		14953.19		855.36	14097.83			14953.19	
	Library Capital Improvements	4037.37		7.13			4044.50		4044.50				4044.50	
	Ambulance Improvements	60419.11	2071.50	116.23			62606.84		16405.55	46201.29			62606.84	
	TIF Projects	5089.49			-123.69		5213.18		5213.18				5213.18	
	Cemetery Improvements	42972.75	320.00	109.31	339.00		43063.06		3604.25	39458.81			43063.06	
	Cap Imp - FACC	12358.43					12358.43		12358.43				12358.43	
	Youth Baseball & Softball	-81814.94	940.00		61875.94		-142750.88		-142750.88				-142750.88	
	Low Income Housing	14576.92		28.76	7962.44		14605.68		14605.68				14605.68	
	MDC Funds	-4003.68					-4003.68		-4003.68				-4003.68	
	Baly Disc Golf Course	15558.14		27.52	532.29		15053.37		14882.27	171.10			15053.37	
	Mary Maxine Redmond Trust	8557.06		16.84	30.84		8543.06		76.35	8466.71			8543.06	
	Pocket Park	10896.12		-19.25	230.46		10684.91		10684.91				10684.91	
	Cemetery Perpetual Care	162834.80	360.00				163194.80		708.00	12486.80		150000.00	163194.80	
	Charles S Bidwell Book Trust	85641.72		66.58	908.06		84800.24		977.29	33822.95		50000.00	84800.24	
	Ioma Mary Baker Trust	40775.32		80.17	50.00		40805.49		78.91	40726.58			40805.49	
<b>ENTERPRISE FUNDS:</b>														
	Water Operating	57024.95	32028.20	102.39	17487.82		71667.72		63752.75	7914.97			71667.72	
	Customer Deposits	89540.70	500.00		885.00		89155.70		7563.14	81572.56			89155.70	
	Water Capital Improvements	6044.35	422.76	98.35			6565.46		5623.47	941.99			6565.46	
	Sewer Operating	62247.10	44037.39	109.99	38739.68		67654.80		67654.80				67654.80	
	Sewer Capital Improvements	111653.69	1134.76	285.08			113073.53		111620.31	1453.22			113073.53	
	Sanitation	63200.54	41624.40	103.89	44875.68		60053.15		60053.15				60053.15	
	Sanitation Capital Improvements	62433.01		116.28			62549.29		20927.44	41621.85			62549.29	
	Storm Water fund	-35298.90	2495.91		874.08		-33677.07		-33677.07				-33677.07	
	Self Funded Insurance	0.00	2781.03		2781.03		0.00						0.00	
<b>AGENCY FUNDS</b>														
	Flex Spending	313.29	38.46		174.32		177.43		177.43				177.43	
	Enterprise Flex Spending	495.59	115.38		522.98		87.99		87.99				87.99	
<b>TOTAL OF ALL FUNDS</b>														
		4215101.64	513005.31	7621.25	36712.44	517623.76	36712.44	4218104.42	785.00	1848547.55	1906832.69	5487.00	456452.18	4218104.42

City of Monticello  
 Cash On Hand By Bank  
 For November 30th, 2018

*Monahan* 12/12/2018

Bank	Amount	Interest rate	Maturity date	Length of investment	Purpose
<b>F &amp; M Bank</b>					
Total by Bank	\$0.00				
<b>Citizens State Bank</b>					
Savings # 6025641	\$237.62	0.150	N/A		Earl F Lehmann Trust
Total by Bank	\$237.62				
<b>Dutrac Credit Union</b>					
Savings #227064-2	\$5.00		N/A		General Fund Slavka Gehret/Bidwell
CD #227064-2	\$150,000.00	3.100	4/15/2020		
Total by Bank	\$150,005.00				
<b>Regions Banks</b>					
Checking # 0002959379	\$5,244.38		N/A		Soldiers Memorial Soldiers Memorial
CD #89100344	\$6,452.18	0.05	1/18/2019	212 days	
Total by Bank	\$11,696.56				
<b>Fidelity Bank &amp; Trust</b>					
CD #129109	\$300,000.00	2.652	6/22/2019	12 months	Fire/Cem Perp Care
	\$300,000.00				
<b>Ohnward Bank &amp; Trust</b>					
General Ckg/Sweep #40002008	\$1,895,812.75	2.44	N/A		General Checking General Savings
Property Tax & Water #40001992	\$1,906,832.69	2.44	N/A		
Total by Bank	\$3,802,645.44				
<b>Total Cash on Hand- All Banks</b>	<b>\$4,264,584.62</b>				
Plus Petty Cash	\$785.00				Clerk's Office, Library, Aquatic Center and Berndes Center
Adjust Bank Error	\$0.00				
Plus Outstanding Credit Card Pymt	\$348.43				
Less Outstanding Checks	\$47,613.63				
Treasurer's Balance	\$4,218,104.42				

All of the accounts referenced above are "City" accounts, reported under the City Federal I.D. #. This is an all  
 Riverside Gardeners, Inc  
 Monticello Firefighters Organization, Inc  
 Monticello Emergency Medical Team  
 Friends of the Monticello Public Library  
 Monticello Youth Baseball & Softball Assn

City of Monticello  
Bank Reconciliation Report  
For the Month of November 2018

Bank Balance		
General Checking	\$1,895,812.75	
Property Tax & Water	\$1,906,832.69	
Soldiers Memorial Ckg	\$5,244.38	
Earl F Lehmann Trust	\$237.62	
DuTrac Savings	\$5.00	
	<hr/>	
Total Bank Balance		\$3,808,132.44
Plus (Minus) Adjustment:		
Bank Charge/Error	\$0.00	
	<hr/>	
Total Adjustment		\$0.00
Plus Outstanding Credit Card Pymt:		
Credit Card Payments	\$348.43	
	<hr/>	
Total Outstanding Credit Card Pymts		\$348.43
Less Outstanding Checks:		
Financial/Payroll	\$47,613.63	
Soldiers Memorial	\$0.00	
Monticello Police Pistol	\$0.00	
	<hr/>	
Total Outstanding Checks		\$47,613.63
Plus Investments:		
Time Certificates	\$456,452.18	
Petty Cash	\$785.00	
	<hr/>	
Total Investments		\$457,237.18
Treasurer's Balance		<u>\$4,218,104.42</u>

Prepared By: Sally Hinrichsen 12-12-18  
Sally Hinrichsen, City Clerk

Reviewed by: Doug Herman 12/12/2018  
Doug Herman, City Administrator

## **Starlighters II Theatre**

We will use the Community Building auditorium at no cost this coming January 10th through February 7th (Thursday nights), for our Directors Class.

We would also like to be allowed to use it for the Acting Class. The tentative dates we are looking at are:

March 7th

March 14th

March 21st

March 28th

April 4th

April 11th

(Thursday nights at 7 PM).

City Council Meeting  
Prep. Date: 12/10/18  
Preparer: Doug Herman



Agenda Item: 2  
Agenda Date: 12/17/18

*Communication Page*

**Agenda Items Description:** Resolution to approve FY '20 investment in Jones County Extension summer program.

**Type of Action Requested:** Motion; **Resolution**; Ordinance; Report; Public Hearing; Closed Session

**Attachments & Enclosures:**

Proposed Resolution
Letter of Request

**Fiscal Impact:**

Budget Line Item:	n/a
Budget Summary:	n/a
Expenditure:	\$500.00
Revenue:	n/a

**Synopsis:** Extension requests funding from the City for summer programming.

**Background Information:** The City of Monticello has supported this program the last seven years in the amount of \$500.00 per year.

**Staff Recommendation:** I recommend that the Council approve the Jones County Extension Summer program request for funding in the amount of \$500.

# THE CITY OF MONTICELLO, IOWA

## RESOLUTION #18-\_\_\_

Approving contribution to Jones County Extension  
Programming in the amount of \$500.00.

**IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA**

**WHEREAS**, Jones County Extension presented a funding request to the City Council associated with various programming including the Summer Discovery / Summer Camp program they hold in Monticello and other Jones County communities, and

**WHEREAS**, the Monticello City Council has considered the request made by Jones County Extension, and has determined it appropriate to invest in the Jones County Extension programming in the amount of \$500.00 to be paid from the FY' 2020 budget.

**NOW THEREFORE BE IT RESOLVED** by the City of Monticello, through its' City Council, in session this 17<sup>th</sup> day of January 2019, that the City of Monticello shall contribute towards Jones County Extension programming in the amount of \$500.00.

**IN TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 17<sup>th</sup> day of January 2018.

---

Brian Wolken, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk

# IOWA STATE UNIVERSITY

## Extension and Outreach

Jones County Extension  
800 N. Maple St., PO Box 28  
Monticello, IA 52310  
319 465-3224  
319 465-3312 fax

December 11, 2018

Monticello City Council  
200 E. 1<sup>st</sup> St.  
Monticello, IA 52310

Dear Council Members,

Jones County Extension & Outreach is proud to be able to offer opportunities for Jones County youth that spark curiosity and engage critical thinking. We will be offering Summer Discovery Camps for youth, Kindergarten through 5<sup>th</sup> grade. Summer Discovery Camp 2019 will have the theme "STEM in Action: Rainwater Runoff Design Challenge". Youth will explore types of water pollution and subsoil in a garden. The challenge will be to design a model of subsoil for a rain garden! Our goal this summer will be to gain understanding of storm water pollution and solving real world problems for the future with our youth of Jones County. Campers will explore hands on challenges using state of the art technology and tools, engage in physical activity to promote healthy lifestyles, and create snacks to feed their mind and bodies.

Iowa State University Extension & Outreach has offered Summer Discovery Camps in Jones County since 2006. There were 91 youth from Jones County that attended the Summer Discovery Camp in 2018. The Monticello camp had 26 children attend last summer. Our goal is to increase camp participation by 10% in each location through marketing and public awareness campaigns. Jones County Extension & Outreach trains staff to ensure students have opportunity to experience a high quality learning environment.

Jones County Extension & Outreach is committed to providing STEM opportunities to our youth at a reasonable price. Summer Discovery camps registration will continue to be \$30 per youth. Registration fees contribute to the cost of the camp supplies, snacks, staff, and mileage.

Salary cost: 4 summer staff = \$5000  
Supply cost:                   = \$ 425.00  
  \$ 5425.00  
Total /per participant (103) = \$52.67

We are requesting funding, \$500, from the City of Monticello to assist with the cost of this program.

Thank you for your consideration of funding this program. Summer Discovery camps are offered during the month of June in various locations throughout Jones County. The schedule of Summer Discovery Camps has not yet been determined.

Sincerely,  
*Jacki Luckstead*  
Jacki Luckstead



City Council Meeting  
Prep. Date: 12/11/18  
Preparer: Doug Herman



Agenda Item: 3  
Agenda Date: 12/17/18

*"The City of Flags and Flowers"*

**Agenda Items Description:** Resolution to approve FY '20 investment in Jones County Tourism.

**Type of Action Requested:** Motion; Resolution; Ordinance; Report; Public Hearing; Closed Session

**Attachments & Enclosures:**

Proposed Resolution

Letter Requesting Contribution

*Hotel/Motel Tax use requirements  
- 423A.7 IA Code*

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Hotel/Motel Tax

\$1,139

n/a

**Synopsis:** Tourism requests continued investment from the City.

**Background Information:** The City of Monticello has been a fairly consistent member of Jones County Tourism donating \$1,139 per year since at least FY '13. (.30 per capita) The Tourism Board has requested a continuation of the .30 per capita investment plus 4% of the City Hotel/Motel tax receipts. (For estimation purposes our receipts could be \$20,000. 4% would be an additional \$800.

This investment would be paid from the Hotel/Motel Tax fund this year and moving forward, having been paid from the General Fund in the past. I asked Bob Hatcher a couple questions that have come up in past discussions with regard to the efforts of Jones County Tourism and have set that out below:

**How much did Tourism receive in 2018 from Hotel / Motel tax and from whom?** Jones County Tourism Received \$ 12,046.00 from Anamosa Hotel/Motel tax and \$ 329.00 from Jones County, this is about 16 % of Anamosa, total and 100% from the County.

**Where did you get the numbers cited on the back page of your request? (Tourism related sales tax, Jobs, etc.)** The figures on the back of the sheet come from Iowa Economic Dev. And figures that we keep at Jones County Tourism.

**What specific events did J.C. Tourism sponsor/lead/organize that had a direct impact in/on Monticello?** As far as promoting Monticello, every ad that we run has something about Monticello in it, we also put every event that Monticello has on our calendar or face book page. As you are aware we do not sponsor any events only promote what others in the county sponsor or have, we do work very close with Jan Hoag about things that are happening in Monticello, as I mentioned in the editorial in the Express we work for the entire County. I assure you we work just as hard to promote every town and attraction in Jones County, Thanks, Bob Hatcher

**Staff Recommendation:** I recommend that the Council take appropriate action on the Jones County Tourism request for funding.

**THE CITY OF MONTICELLO, IOWA**

**RESOLUTION #18-\_\_**

Approving funding/investment in Jones County Tourism  
in the amount of \$\_\_\_\_\_ for FY 2020

**IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA**

**WHEREAS**, Jones County Tourism has requested an investment in their Organization from the City of Monticello, and

**WHEREAS**, the Monticello City Council has considered the request made by Jones County Tourism, and has determined it appropriate to invest in Jones County Tourism, by way of an investment in the amount of \$ 1,139.00 for FY 2020, same representing a .30 cent per capita investment and

---

**NOW THEREFORE BE IT RESOLVED** by the City of Monticello, through its' City Council, in session this 17<sup>th</sup> day of December 2018, that the City of Monticello shall budget for and invest in Jones County Tourism in the amount of \$ 1,139.00 and \_\_\_\_\_ for fiscal year 2020.

**IN TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 17<sup>th</sup> day of December, 2018.

---

Brian Wolken, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk



December 5, 2018

Brian Wolken, Mayor  
Doug Herman, City Administrator  
Sally Hinrichsen, City Clerk  
City Council Members

City Hall  
200 East First  
Monticello, Iowa 52310

RE: Request for funding Fiscal Year July 1, 2019-June 30, 2020

For Fiscal Year July 1, 2019-June 30, 2020, the Jones County Tourism Association is again requesting funding from Monticello from its per capita assessment of \$1,139. (2010 census figures -- population 3,796 x \$.30 per person = \$1139.00) We are also requesting 4 % of the Monticello Hotel/ Motel tax.

Jones County Tourism Association's budget for the calendar year 2019 is enclosed. Additional support materials enclosed are the association's 2018 annual report and presentation prepared for our annual meeting.

Jones County and Monticello continue to enjoy positive tourism numbers. Your historic district, The Maquoketa River for canoeing and kayaking, many special events and wonderful array of specialty shops continues to be major draws for individual and group travelers. Your support will allow us to continue to boost our efforts to market Monticello as a tourist destination. Travel expenditures in Jones County last year totaled \$22.41. Million. A 5 % increase over the previous year.

We are looking forward to better serving Monticello and Jones County in the future. We also would like time on your agenda and answer any questions you may have. Thank you for your consideration.

Sincerely,

*Bob Hatcher*

cc: Kim Brooks – Jones County Tourism Board President

(2018 annual report attached)

# Jones County Tourism Fast Facts

Money Spent by tourists – \$ 22.41 million was spent by tourists in Jones County last year. A 5 % increase over last year. An increase of \$ 1.12 million.

Sales tax to Jones County – \$ 161,000.00 in local sales tax was paid to the county, money for fire and police protection, and in the general fund that local residents don't have to pay.

Jobs because of tourism – 110 jobs have been created because of Tourism in Jones County, with an annual payroll of over \$2.26 million.

Hotel/Motel tax to Jones County - FY 18 Jones County received \$ 91,287.00 in Hotel/Motel tax Over 15,312 Travel parties stayed overnight with us, eating and shopping. The average travel party spends \$ 361.00 per day

Visitors Center - Last year Jones County Tourism office provided information about the area including what to do, attractions to see, where to dine and stay to over 850 travel parties! They came for the sights and stayed for the stories!

Jones County Marketing Reach -- Our print media advertising reached approximately 2.5 million readers last year in the upper Midwest. We filled over 750 requests for information from this printed material mainly by E-mail and referring to the Web Page.

## Board Members

Kim Brooks – Pres .  
Ned Rohwedder – V.P.  
Dustin Embree – Sec  
Kathy Luensman – Treas.  
Dave Morreim -Cascade  
Richard Crump – Anamosa CC  
Ken Marlin – Anamosa  
Jim Christiansen – Anamosa  
Becky DirksHaugsted - @ large  
Jennifer Hewitt – Monticello  
Kathy Chase – Oxford Junction  
Bobby Krum – Amber  
Derek Lunsdman – JCED

## 2019 Budget

### Income

Memberships - \$ 8,024.00  
Supervisors - \$ 16,000.00  
Hotel/Motel tax - \$ 12,500.00  
Other income - \$ 1,100.00  
Total Income - \$ 37,624.00

### Expenses

Payroll, acctg, train - \$ 22,762.00  
Advertising –Mktg - \$ 7,870.00  
Office Expense - \$ 6,992.00  
Total Expense - \$ 37,624.00

Bob Hatcher - Director

## **Use of Hotel / Motel Tax Receipts by City**

The revenue derived by a city or county from any local hotel and motel tax authorized by section 423A.4 shall be used by a city or county as follows: a. Each county or city which levies the tax shall spend at least fifty percent of the revenues derived therefrom for **the acquisition of sites for, or constructing, improving, enlarging, equipping, repairing, operating, or maintaining of recreation, convention, cultural, or entertainment facilities including but not limited to memorial buildings, halls and monuments, civic center convention buildings, auditoriums, coliseums, and parking areas** or facilities located at those recreation, convention, cultural, or entertainment facilities or the payment of principal and interest, when due, on bonds or other evidence of indebtedness issued by the county or city for those recreation, convention, cultural, or entertainment facilities; **or for the promotion and encouragement of tourist and convention business in the city or county and surrounding areas**

The remaining revenues may be spent by the city or county which levies the tax for any city or county operations authorized by law as a proper purpose for the expenditure within statutory limitations of city or county revenues derived from ad valorem taxes.

<b>City Council Meeting</b> <b>Prep. Date:</b> 12/13/18 <b>Preparer:</b> Doug Herman		<b>Agenda Item:</b> 4 <b>Agenda Date:</b> 12/17/2018
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**Communication Page**

**Agenda Items Description** Resolution to approve policy related to N. Sycamore Street Reconstruction Driveway Improvements.

**Type of Action Requested:** Motion; **Resolution;** Ordinance; Report; Public Hearing; Closed Session

**Attachments & Enclosures:**

Proposed Resolution
Copies of relevant portion of Ch. 165

**Fiscal Impact:**

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

**Synopsis:** The Council has discussed potential policies and options related to required compliance with the City Code requirement that all driveways be constructed of permanent dust free pavement.

**Background Information:** Pursuant to Chapter 165 of the Monticello Code of Ordinances all driveways in Monticello are supposed to be constructed of permanent dust free pavement. This topic has come up many times from a compliance standpoint. A few months ago the Council agreed that staff should seek to enforce the Code requirements on properties before title was transferred / property was sold and to also ensure that sidewalks were also up to Code. The topic came up again when looking at N. Sycamore Street, and the Council's initial position was that all non-compliant driveways should be made compliant. After the property owners were notified of that decision we have received some objections, but at this point the objections have been received from only a small hand full of those affected. The Council has offered to include the full driveway in the ten year assessment schedule which has been well received I think, with the primary objection coming from a property owner that wishes to sell their home who doesn't believe a new driveway, as opposed to gravel, will increase the home's value in an amount equal to or greater than the cost of the concrete.

A number of options have been discussed:

1. Require a paved driveway at least large enough for one off street parking spot.
2. Require a paved driveway at least large enough for two off street parking spots.
3. Require all gravel driveways to be paved. If that is not desired, then the portion of the gravel driveway not desired to be paved can be removed and replaced with dirt/grass.

Two arguments I have heard:

1. It is their property let them do with it what they want. (In that case the Code should be changed.)
2. Many/Most properties have paved driveways, they would probably like the gravel driveways paved but are not likely to speak up for fear of retribution.

**Staff Recommendation:** I recommend that the Council discuss, and come up with a policy for this project, and that with the Council input the proposed Resolution be approved. (The Council should consider the adoption of a policy moving forward for other Street Reconstruction projects.)

# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA

RESOLUTION #18-\_\_

## Resolution to approve Policy related to N. Sycamore Street Reconstruction Driveway Improvements

**WHEREAS,** The City Council previously determined that all driveways found to be non-compliant with the City Code along the N. Sycamore Street Reconstruction project should be brought to code during the course of the project or within one year of project completion, and

**WHEREAS,** The Code requires permanent dust free pavement for driveways, not gravel, and there are a number of gravel driveways within the scope of the N. Sycamore Street project, and

**WHEREAS,** The Council finds that it is in the best interests of the City of Monticello to require all property owners within the scope of the N. Sycamore Street reconstruction project to comply with the City Code by meeting the following Policy requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve of the N. Sycamore Street Reconstruction Driveway Improvement Policy as set forth within the body of this Resolution.

**IN TESTIMONY WHEREOF,** I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto.  
Done this 17<sup>th</sup> Day of December, 2018.

\_\_\_\_\_  
Brian Wolken, Mayor

Attest:

\_\_\_\_\_  
Sally Hinrichsen, Monticello City Clerk

(3) Imposition of operational controls, sureties, and deed restrictions.

(4) Requirements for construction of channel modifications, dikes, levees and other protective measures, provided such are approved by the Department of Natural Resources and are deemed the only practical alternative to achieving the purpose of this chapter.

(5) Floodproofing measures shall be designed consistent with the flood protection elevation for the particular area, flood velocities, duration, rate of rise, hydrostatic and hydrodynamic forces, and other factors associated with the regulatory flood. The Board of Adjustment shall require that the applicant submit a plan or document certified by a registered professional engineer that the floodproofing measures are consistent with the regulatory flood protection elevation and associated flood factors for the particular area.

H. Appeals to the Court. Any person or persons, jointly or severally, aggrieved by any decision of the Board of Appeals may present to a court of record a petition, duly verified, setting forth that such decision is illegal, in whole or in part, specifying the grounds of the illegality. Such petition shall be presented to the court within thirty days after the filing of the decision in the office of the Board.

*(Subsection 13 - Ord. 648 - Jan. 12 Supp.)*

#### **165.41 OFF-STREET PARKING AND LOADING REGULATIONS.**

##### **1. General Requirements.**

A. Except in District C-2, all buildings hereafter erected, constructed, reconstructed, or altered shall be provided with off-street parking spaces, either in the form of parking garages or open parking areas for the parking of motor passenger vehicles, as listed below.

B. In a residential district, no garage other than a private garage shall be located nearer than sixty (60) feet to the front lot line. Required parking spaces may be tandem to serve one and two-family dwellings only; provided that the parking space is adjacent and parallel to the driveway serving the space required behind the building line and only one parking space per dwelling unit is allowed in the required front yard or on the required side yard on the street side of a corner lot. Parking spaces for all other uses in residential districts shall not be located in the required front yard.

2. Other Parking Requirements. For any and all uses or structures not specifically provided for in the foregoing enumeration, such as parking space as the Zoning Administrator shall determine necessary, considering all the parking-generating factors involved, but not less than five (5) spaces.



3. **Mixed Uses.** In mixed uses, the parking facilities required shall be the sum of the requirements for the various individual uses, computed separately in accordance with this section. Parking facilities for one use shall not be considered as providing the required parking facilities for any other use.
4. **Location of Facilities.** Except as otherwise provided in this section, off-street automobile parking facilities required by this section may be located either on the premises of the parking generator or within five hundred (500) feet. Land used for parking shall be zoned to accommodate the generating use.
5. **Improvement of Parking Areas.** All open parking areas shall have:
  - A. **Grades or Drainage.** Parking areas shall be designed to assure positive drainage, but shall not exceed a slope of ten (10) percent; provided that transitional and approach driveways which do not serve directly abutting parking spaces may be designed to a slope of up to fifteen (15) percent, if accompanied by appropriate landing grades and vertical curves at points of transition. Storm drainage control and facilities shall be designed to satisfy requirements should the City Engineer identify a storm drainage problem.
  - B. **Access.** Ingress and egress shall be only by way of paved driveways or openings. Residential drives shall have a minimum width of 12 feet at the throat. Commercial drives shall have a minimum width of 24 feet at the throat. All parking areas of more than two hundred (200) spaces shall be served by more than one entrance.
  - C. **Paving, Curbs, and Marking:**
    - (1) All open parking areas shall be surfaced with a permanent, dust-free pavement.
    - (2) Curb islands or wheel stops may be installed for drainage control, for vehicular channelization, and lane control; provided, that in parking areas of more than one hundred (100) spaces, curbing or similar measures shall be required to assure safe and proper control of vehicular and pedestrian movements.
    - (3) Interior driveways, fire lanes, and loading or maneuvering areas shall be a minimum of 24 feet in width. One-way drives used with diagonal parking shall be a minimum of 16 feet in width. Parking spaces shall be delineated, and appropriate traffic flow indications given, by use of reflectorized paint on the parking area pavement.
    - (4) All paving, curbs, and markings shall be continuously maintained in good condition, to the above standards, after installation.
  - D. **Lighting.** Lights shall be required for all parking areas intended for night use. Lights shall be arranged or shielded to direct illumination away from residences and from public areas.

**City Council Meeting**  
**Prep. Date:** 12/13/18  
**Preparer:** Doug Herman



**Agenda Item:** 5+6  
**Agenda Date:** 12/17/2018

**Communication Page**

**Agenda Items Description** Resolution to approve Preliminary Resolution pursuant to 384.42 of the Iowa Code covering the 2019 N. Sycamore Street Reconstruction Project, and Resolution to adopt the Preliminary Assessment Plat and Schedule and estimate of project costs and Scheduling a Public Hearing on January 7, 2019 at 6:00 P.M., on the Proposed Resolution of Necessity.

**Type of Action Requested:** Motion; Resolutions; Ordinance; Report; Public Hearing; Closed Session

**Attachments & Enclosures:**

Proposed Resolutions
Preliminary Assessment Plat and Schedule
- If I do not have by scanning of packet I
Will re-scan packet tomorrow

**Fiscal Impact:**

Budget Line Item:	
Budget Summary:	N. Sycamore Street Project
Expenditure:	\$2.5 million +/-
Revenue:	

**Synopsis:** Two Resolutions to move the N. Sycamore Street Reconstruction project forward.

**Background Information:** Resolutions are required steps in this project due to the Council plan to assess a portion of the improvement costs to identified benefitted property owners.

**Resolution #1:** Describes project parameters and general boundaries, addresses intent to assess specific portions of the project to benefitted property owners that are identified on the Assessment Schedule, and specifically orders Snyder to prepare plans and specs, estimated project costs, and a plat and schedule (related to proposed assessments).

**Resolution #2:** Approves the Preliminary Assessment Plat and Schedule and Project Cost Estimate and schedules a Public Hearing on same.

Basically, we need to jump through required hoops and formally request the preparation of plans, cost estimates, and a proposed assessment schedule. The amount to be assessed by the City Council in the end may not exceed the amount shown on the Plat and Schedule so it is quite likely that those numbers are higher on the schedule than they will be in the end. In addition, the amounts proposed to be assessed are tied only to curb and gutter, sidewalk, driveway approaches, potential driveway extensions depending on decisions on that front by the City and the property owners, with the Council indicating an intent to give appropriate credit to any property owner who has replaced said concrete in the last 10 years so long as said concrete remains in good condition.

All property owners will be mailed notice of the proposed assessment schedule and of the date and time of the Public Hearing in advance of the hearing and notice will be published in the Express.

**Staff Recommendation:** I recommend that the Council approve, separately, each proposed Resolution.

**RESOLUTION NO. #18-\_\_**

**Preliminary resolution pursuant to Section 384.42 of the Iowa Code related to the 2019 N. Sycamore Street Reconstruction Project**

**WHEREAS**, it is deemed advisable by the City Council of the City of Monticello, Iowa (the “City”) that certain public improvements be constructed in the City in accordance with the provisions of Chapter 384 of the Code of Iowa, and a portion of the cost be assessed to the property benefitted thereby; and

**WHEREAS**, the City has arranged for engineering services with Snyder & Associates, Inc., in connection with the said improvement;

**NOW, THEREFORE**, It Is Resolved by the City Council of the City of Monticello, Iowa, as follows:

Section 1. The 2019 N. Sycamore Street Reconstruction Project shall consist of the reconstruction and surfacing of streets, including the construction of curb and gutter improvements, storm sewer and drainage improvements, water system extensions, improvements and connections, sanitary sewer system extensions, improvements and connections, sidewalk and driveway approach reconstructions, and in some cases new driveways, construction of new sidewalks and pedestrian ramps, lighting, and other work incidental thereto on and along certain streets in the City of Monticello, Iowa, as follows:

N. Sycamore from its’ intersection with E. 1<sup>st</sup> Street on the south to just past the intersection of N. Sycamore Street with E. 7<sup>th</sup> Street to the north, including similar reconstruction work on a portion of the side streets off of N. Sycamore Street, including 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> Streets, said additional work to potentially include all the improvements noted in Section 1 of this Resolution.

Section 2. The assessable portion of the 2016 E. South Street Reconstruction Project shall consist of 100% of the cost of curb and gutter improvements, 100% of the cost of reconstruction of driveway approaches, and driveways where appropriate, and 50% of the cost of the construction and reconstruction of sidewalks. It is considered that all properties abutting the above described segments of streets to be improved will be specially benefitted from this improvement and should be specially assessed. The City Council will consider the granting of a credit against proposed assessments if the property owner to be assessed provides evidence found sufficient by the Council that sidewalks or driveway approaches have been replaced within the past ten (10) years and remain in good condition.

Section 3. The Project Engineers, Snyder & Associates, are hereby ordered to prepare preliminary plans and specifications, an estimated total cost of the work and a plat and schedule and to file the same with the City Clerk.

Section 4. The improvement shall be known as the "2019 N. Sycamore Street Reconstruction Project," and shall be so referred to in all subsequent proceedings.

Section 5. All resolutions, parts of resolutions, or actions of the Council in conflict herewith are hereby repealed, to the extent of such conflict.

Passed and approved December 17, 2018.

---

Brian Wolken, Mayor

Attest:

---

Sally Hinrichsen, City Clerk

**RESOLUTION NO. 18-\_\_**

**Resolution to Adopt the Preliminary Assessment Plat and Schedule and Estimate of Project Costs and Scheduling a Public Hearing on the Proposed Resolution of Necessity.**

**WHEREAS**, the City Council of the City of Monticello, Iowa, has adopted a preliminary resolution in accordance with Section 384.42 of the Code of Iowa, related to the 2019 N. Sycamore Street Reconstruction Project (the "Project"); and

**WHEREAS**, pursuant thereto, the Project Engineers have prepared preliminary plans and specifications, an estimated total cost of the work, and a Preliminary Assessment Plat and Schedule, including the valuation of each lot as determined to be appropriate by the Council, and the Council finds that same should be adopted and approved and placed on file with the City Clerk.

**NOW, THEREFORE**, The Monticello City Council, in session this 17<sup>th</sup> day of December, 2018, does hereby adopt the Preliminary Assessment Plat and Schedule and estimate of project cost that has been prepared by the Project Engineer, Snyder & Associates, and hereby schedules a Public Hearing on a proposed Resolution of Necessity, same being appended hereto, pertaining to the 2019 N. Sycamore Street Reconstruction project, for the 7<sup>th</sup> day of January, 2019 at 6:00 p.m. on said date at the Monticello Renaissance Center, Community Media Center a/k/a City Council Chambers, 220 E. 1<sup>st</sup> Street, Monticello, IA 52310.

Passed and approved December 17, 2018.

\_\_\_\_\_  
Brian Wolken, Mayor

Attest:

\_\_\_\_\_  
Sally Hinrichsen, City Clerk

**Proposed  
Resolution of Necessity**

**WHEREAS**, the City Council of the City of Monticello, Iowa, has adopted a preliminary resolution in accordance with Section 384.42 of the Code of Iowa, pertaining to the 2019 N. Sycamore Street Reconstruction Project (the “Project”); and

**WHEREAS**, pursuant thereto, the Project Engineers have prepared preliminary plans and specifications, an estimated total cost of the work and a plat and schedule, including the valuation of each lot as determined to be appropriate by the City Council, and the same have been duly adopted and are now on file with the City Clerk;

**NOW, THEREFORE**, It Is Resolved by the City Council of the City of Monticello, Iowa:

Section 1. It is hereby found and determined to be necessary and in the best interest of the City and its inhabitants to proceed with the Project, and to assess a portion of the cost to the property benefitted thereby.

Section 2. The Project shall consist of the reconstruction and surfacing of streets, including the construction of curb and gutter improvements, storm sewer and drainage improvements, water system extensions, improvements and connections, sanitary sewer system extensions, improvements and connections, sidewalk and driveway approach reconstructions, pedestrian ramps, lighting, and other work incidental thereto on and along certain streets in the City of Monticello, Iowa, as follows:

N. Sycamore from its’ intersection with E. 1<sup>st</sup> Street on the south to just past the intersection of N. Sycamore Street with E. 7<sup>th</sup> Street to the north, including similar reconstruction work on a portion of the side streets off of N. Sycamore Street, including 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> Streets, said additional work to potentially include all the improvements noted in Section 1 of this Resolution.

Section 3. The assessable portion of the 2019 N. Sycamore Street Reconstruction Project shall consist of 100% of the cost of curb and gutter improvements, 100% of the cost of reconstruction of driveway approaches, and driveways where appropriate, and 50% of the cost of the construction and reconstruction of sidewalks. It is considered that all properties abutting the above described segments of streets to be improved will be specially benefitted from this improvement and should be specially assessed.

The City Council will consider the granting of a credit against proposed assessments if the property owner to be assessed provides evidence found sufficient by the Council that sidewalks or driveway approaches have been replaced within the past ten (10) years and remain in good condition.

Section 4. Unless a property owner filed objections with the City Clerk at the time of the hearing on this resolution of necessity, the property owner shall be deemed to have waived all objections pertaining to the regularity of the proceedings and the legality of using the special assessment procedure.

Section 5. All resolutions, parts of resolutions, or actions of the Council in conflict herewith are hereby repealed, to the extent of such conflict.

Passed and approved the \_\_\_\_\_ day of February, 2018.

---

Brian Wolken, Mayor

Attest:

---

Sally Hinrichsen, City Clerk

## NOTICE TO PROPERTY OWNERS

NOTICE IS GIVEN: That there are now on file for public inspection in the office of the City Clerk of the City of Monticello, Iowa, a proposed resolution of necessity, an estimate of cost and a plat and schedule showing the amounts proposed to be assessed against each lot and the valuation of each lot within a district approved by the City Council of Monticello, Iowa, for a street improvement, described in general as the 2019 N. Sycamore Street Reconstruction Project, of the type and in the location as follows:

The 2019 N. Sycamore Street Reconstruction Project shall constitute a single improvement and shall consist of the reconstruction and surfacing of streets, including the construction of curb and gutter improvements, storm sewer and drainage improvements, water system extensions, improvements and connections, sanitary sewer system extensions, improvements and connections, sidewalk and driveway approach reconstructions, and in some cases new driveway, construction of new sidewalks and pedestrian ramps, lighting, and other work incidental thereto on and along certain streets in the City of Monticello, Iowa, as follows:

N. Sycamore from its' intersection with E. 1<sup>st</sup> Street on the south to just past the intersection of N. Sycamore Street with E. 7<sup>th</sup> Street to the north, including similar reconstruction work on a portion of the side streets off of N. Sycamore Street, including 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> Streets, said additional work to potentially include all the improvements noted in the preceding paragraph of this Resolution.

The assessable portion of the 2019 N. Sycamore Street Reconstruction Project shall consist of 100% of the cost of curb and gutter improvements, 100% of the cost of reconstruction of driveway approaches, and driveways where applicable, and 50% of the cost of the construction and reconstruction of sidewalks. It is considered that all properties abutting the above described segments of streets to be improved will be specially benefited from this improvement and should be specially assessed, all as shown on the preliminary assessment plat and schedule now on file for inspection at the office of the City Clerk. The City Council will consider the granting of a credit against proposed assessments if the property owner to be assessed provides evidence found sufficient by the Council that sidewalks or driveway approaches have been replaced within the past ten (10) years and remain in good condition.

The City Council will meet at 6:00 o'clock p.m., on the 7<sup>th</sup> day of January, 2019, at the Monticello Renaissance Center, Community Media Center a/k/a City Council Chambers, 220 East First Street, Monticello, Iowa, at which time the owners of the property subject to assessment for the proposed improvement or any other person having an interest in the matter may appear and be heard for or against the making of the improvement, the boundaries of the district, the cost, the assessment against any lot or the final adoption of a resolution of necessity. A property owner will be deemed to have waived all objections unless at the time of hearing the property owner has filed objections with the City Clerk.

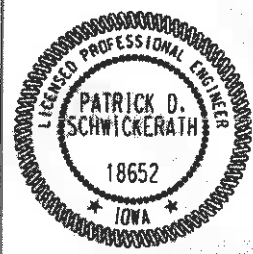
Sally Hinrichsen  
City Clerk



**PRELIMINARY ASSESSMENT PLAT AND SCHEDULE**

**2019 NORTH SYCAMORE ST. RECONSTRUCTION  
CITY OF MONTICELLO, IOWA**

December 13, 2018

	<p>I hereby certify that this Engineering Document was prepared by me or under my direct personal supervision and that I am a duly Licensed Professional Engineer under the Laws of the State of Iowa.</p>
	<p>Patrick D. Schwickerath, P.E. Date _____</p>
	<p>License Number 18652</p>
	<p>My License Renewal Date is December 31, 2019</p>
	<p>Pages or sheets covered by this seal:</p>
	<p>_____ _____ _____</p>

Prepared by:  
SNYDER & ASSOCIATES, INC.  
5005 Bowling Street SW, Suite A  
Cedar Rapids, Iowa 52404  
(319) 362-9394

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**Preliminary Assessment Plat and Schedule  
2019 NORTH SYCAMORE ST. RECONSTRUCTION  
MONTICELLO, IOWA**

**INSTRUCTIONS FOR USING SCHEDULE**

To find the preliminary assessment against any given property, first, locate the property on the plat that is bound in this booklet and note the assessment number for that property. Then locate the assessment number that is listed in numerical order on the preliminary assessment schedule.

**PROJECT DESCRIPTION**

This project consists of; 35-foot, 42' and 48' wide and 7-inch thick PCC pavement with curb and gutter along North Sycamore Street from East 1<sup>st</sup> Street to East 7<sup>th</sup> Street and driveway replacement and sidewalk installation and/or replacement along East 7<sup>th</sup> Street between the north and south intersections with North Sycamore Street. New storm sewer and intake structures are to be installed along North Sycamore Street from East 4<sup>th</sup> Street to East 6<sup>th</sup> Street and between the north and south intersections of East 7<sup>th</sup> Street and North Sycamore Street to improve drainage. Existing sidewalks and driveways are to be removed and/or replaced to match new finished grade elevations. New water main and a fire hydrants are to be installed within the project limits described above. New sanitary sewer main and manholes are to be installed within the project limits. Sanitary sewer services and water services are to be installed to the right-of-way line or the curb stop location. New 8-foot to 4-foot wide PCC sidewalks and ADA compliant sidewalk ramps are to be installed within the project limits. Sidewalks generally located between the sidewalk that parallels the road and the back of curb are to be replaced. Intersections with cross streets are to be reconstructed (including new curb and gutter) as necessary to conform to the proposed alignment and grade of North Sycamore Street and connect to existing side streets per current design standards. Window well removal and replacement for those located within the ROW (right-of-way) is to be included.

*sewer/water/storm*

***Pavement with PCC curb and gutter***

<b>STREET</b>	<b>FROM</b>	<b>TO</b>
N. Sycamore Street	E. 1 <sup>st</sup> Street	Approx. 24' N of E 7 <sup>th</sup> Street
E. 2 <sup>nd</sup> Street	N. Sycamore Street	Approx. 15' E of N. Sycamore Street
E. 2 <sup>nd</sup> Street	N. Sycamore Street	Approx. 18' W of N. Sycamore Street
E. 3 <sup>rd</sup> Street	N. Sycamore Street	Approx. 36' E of N. Sycamore Street
E. 3 <sup>rd</sup> Street	N. Sycamore Street	Approx. 48' W of N. Sycamore Street
E. 4 <sup>th</sup> Street	N. Sycamore Street	Approx. 42' E of N. Sycamore Street
E. 4 <sup>th</sup> Street	N. Sycamore Street	Approx. 48' W of N. Sycamore Street
E. 6 <sup>th</sup> Street	N. Sycamore Street	Approx. 24' E. of N. Sycamore Street
E. 6 <sup>th</sup> Street	N. Sycamore Street	Approx. 24' W. of N. Sycamore Street
E. 7 <sup>th</sup> Street	N. Sycamore Street	Approx. 107' W. of N. Sycamore Street (north leg) to Approx. 13' E. of North Sycamore Street (south leg)

**BENEFITED PROPERTY**

A portion of the cost of construction for the street improvements will be assessed against private property within the assessment district in accordance with the special benefits conferred on the property. The assessment district is made up of lots or portions of lots that are within the boundaries established by the Monticello City Council and is generally described as:

All properties abutting the proposed curb for the project are considered benefited properties.

A general description of the private property that will be assessed for the street improvements is as follows:

Please refer to the Assessment Schedule for detail on the private property parcel information.

### **ASSESSMENT AMOUNT**

The assessment amount will be 100% of the cost of the curb and gutter, 50% of the cost of a standard 4-foot wide sidewalk (generally parallel to the road) where the new sidewalk to be installed will be 4-foot or 5-foot wide or 50% of the cost of a standard 8-foot wide sidewalk (generally parallel to the road) where the new sidewalk to be installed will be 8-foot wide, 100% of the cost of the sidewalks generally located between the sidewalk that parallels the road and the back of curb, 100% of the cost of the driveway entrances replaced and 100% of the window well removal and replacement for those located within the ROW.

### **ASSESSMENT METHODOLOGY**

- Curb and gutter assessments being made on all abutting properties to North Sycamore Street, reconstructed portions of intersections and/or East 7<sup>th</sup> Street within the assessment boundaries will be based on a frontage foot method or the affected frontage that is abutting this Project.
- Driveway entrance assessments being made on all improved driveway entrances (i.e. the portion of the driveway from the back of curb to the ROW) abutting properties to North Sycamore Street and/or East 7<sup>th</sup> Street within the public right-of-way and assessment boundaries will be based on the area needed to tie in the proposed driveway to the existing driveway within City design standards. The driveway entrance is to be assessed to the property for which it provides access/benefit.
- Private driveway assessments being made on all improved driveways located outside of the project right-of-way area within the assessment boundaries will be based on the area needed to replace existing driveways that are not constructed with permanent dust free pavement as required by the City Code. The paved driveway widths will generally match the wider of the existing driveway width or a minimum of 9-foot for single width vehicle access and 16-foot wide for double width vehicle access. The private driveways are to extend a minimum of 39.5' beyond the right-of-way for single width vehicle access, 19.5-foot beyond the right-of-way for double width access or extend to the garage for which the driveway provides access. The private driveway is to be assessed to the property for which it provides access/benefit.
- Sidewalk assessments (for sidewalk that generally parallels the street) being made on all abutting properties to North Sycamore Street, and/or East 7<sup>th</sup> Street and the reconstructed portions of the intersecting streets within the assessment boundaries will be based on 4-foot or 8-foot of width of the new sidewalk to be installed adjacent to the properties within the project limits. Sidewalks generally located between the sidewalk that parallels the road and the back of curb will be assessed to the benefited property and the widths should generally match the existing walk rounded up to the nearest 6".
- Window well assessments for those within the ROW will be made on all those removed and replaced. The replacement of the window wells may include but is not necessarily limited to construction of a new concrete window well and a cast grating, replacement of existing windows with glass blocks and installation of concrete sidewalk in lieu of window wells or closing in the existing windows and installation of concrete sidewalk in lieu of window wells.
- The cost for curb and gutter to be assessed will be \$20.00 per foot of affected frontage to the new curb and gutter.
- The cost for driveway entrances to be assessed will be \$4.50 per square foot of 6" PCC that is abutting East South Street.

PARCEL ADDRESS NUMBER	PARCEL ID	OWNER/DEED HOLDER	PARCEL DESCRIPTION	ASSIGNED VALUE	VALUE FIXED BY COUNCIL	FRONTAGE L.F.	AFFECTED FRONTAGE L.F.	DRAWWAY ENTRANCE S.F.	PRIVATE DRIVEWAY S.F.	SIDEWALK S.F.	WINDOW WELL EACH	PRELIMINARY ASSESSMENT AMOUNTS			
												COST	ASSESSMENT	DEFICIENCY	% OF EPC
41	022244603	Merriman, James E 211 N Maple St Monticello IA 52310	R,R ADD LOT 17V & 18 LOT 39H	\$ 19,300	\$ 19,300	66.0	66.0	0.0	0.0	272.0	0	\$ 2,175.00	\$ 2,175.00	\$0.00	0.00%
42	022234402	Edgely, Todd 220 W Sycamore St Monticello IA 52310	R,R ADD N 32 LOT 39H	\$ 43,050	\$ 43,050	32.0	32.0	0.0	0.0	128.0	0	\$ 1,024.00	\$ 1,024.00	\$0.00	0.04%
43	022214401	Muller, Alan T 116 N Dallas Ave Argersheim IA 52528	R,R ADD LOT 155	\$ 81,780	\$ 81,780	90.0	90.0	0.0	0.0	230.0	0	\$ 1,890.00	\$ 1,890.00	\$0.00	0.07%
44	022234408	Secord First Church 382 N Sycamore St Monticello IA 52310	R,R ADD LOTS 350 & 354	\$ 587,210	\$ 587,210	136.0	136.0	0.0	0.0	770.0	0	\$ 5,032.00	\$ 5,032.00	\$0.00	0.30%
45	022215307	Secord First Church 382 N Sycamore St Monticello IA 52310	NEW R,R ADD LOT 323 & 324 LOT 322 & W/10 ADJ ALLEY	\$ 1,782,950	\$ 1,782,950	116.0	116.0	0.0	0.0	624.0	0	\$ 5,002.00	\$ 5,002.00	\$0.00	0.21%
46	022231209	Secord First Church 382 N Sycamore St Monticello IA 52310	NEW R,R ADD LOTS 317-321 & N/2C LOT 322 & W/10 ADJ ALLEY	\$ 22,500	\$ 22,500	312.0	312.0	0.0	0.0	160.0	0	\$ 1,187.50	\$ 1,187.50	\$1,322.25	0.24%
47	022230013	Clayton, David L Don 126 Highway Ave Monticello IA 52310	R,R ADD LOT 208	\$ 88,000	\$ 88,000	93.0	93.0	0.0	0.0	424.0	0	\$ 3,166.40	\$ 3,166.40	\$0.00	0.13%
48	022220212	Zimmerman, Nicholas R & Sherry K 4 R N Sycamore St Monticello IA 52310	R,R ADD LOT 206	\$ 80,440	\$ 80,440	90.0	90.0	211.3	454.3	0.0	0	\$ 4,451.28	\$ 4,451.28	\$0.00	0.18%
49	022230211	Zimmerman, Nicholas R & Sherry K 4 R N Sycamore St Monticello IA 52310	R,R ADD LOT 207	\$ 40,140	\$ 40,140	90.0	90.0	201.8	0.0	190.0	0	\$ 2,378.55	\$ 2,378.55	\$0.00	0.09%
50	022202570	Schroeder, Michael P & Susanina, Shirley A 1405 S 22nd St Monticello IA 52310	R,R ADD LOT 204 & S 10 LOT 205	\$ 37,520	\$ 37,520	90.0	90.0	0.0	385.0	200.0	0	\$ 4,425.91	\$ 4,425.91	\$0.00	0.10%
51	022232906	Shenkley, Jayne A 520 W 1st St Monticello IA 52310	R,R ADD N 40 LOT 209 & S 10 LOT 210	\$ 76,190	\$ 76,190	90.0	90.0	0.0	0.0	220.0	0	\$ 2,450.00	\$ 2,450.00	\$0.00	0.11%
52	022232008	Shenkley, Jayne A 520 W 1st St Monticello IA 52310	R,R ADD LOT 211 & N 10 LOT 210	\$ 85,230	\$ 85,230	90.0	90.0	285.5	282.0	240.0	0	\$ 4,731.00	\$ 4,731.00	\$0.00	0.18%
53	022232007	Shenkley, Jayne A 520 W 1st St Monticello IA 52310	R,R ADD LOT 182 & S 10 LOT 183	\$ 76,190	\$ 76,190	90.0	90.0	0.0	0.0	180.0	0	\$ 2,025.00	\$ 2,025.00	\$0.00	0.08%
54	022230406	Shenkley, Jayne A 520 W 1st St Monticello IA 52310	R,R ADD R 10 LOT 181 & S/2C S 10 LOT 182	\$ 59,840	\$ 59,840	90.0	90.0	0.0	0.0	220.0	0	\$ 2,400.00	\$ 2,400.00	\$0.00	0.10%
55	022220205	Shenkley, Jayne A 520 W 1st St Monticello IA 52310	R,R ADD LOT 180 & N 10 LOT 181	\$ 74,870	\$ 74,870	90.0	90.0	0.0	0.0	280.0	0	\$ 3,128.00	\$ 3,128.00	\$0.00	0.12%
56	022220204	Shenkley, Jayne A 520 W 1st St Monticello IA 52310	2ND NEW R,R ADD LOT 181	\$ 80,620	\$ 80,620	90.0	90.0	182.5	414.5	150.0	0	\$ 4,220.55	\$ 4,220.55	\$0.00	0.17%
57	022220203	Shenkley, Jayne A 520 W 1st St Monticello IA 52310	R,R ADD LOT 180	\$ 47,650	\$ 47,650	90.0	90.0	188.0	395.0	180.0	0	\$ 4,193.83	\$ 4,193.83	\$0.00	0.17%
58	022240202	Shenkley, Jayne A & Harry Kay 518 N Sycamore St Monticello IA 52310	R,R ADD LOT 157	\$ 75,730	\$ 75,730	90.0	90.0	284.5	0.0	130.0	0	\$ 3,633.35	\$ 3,633.35	\$0.00	0.15%
59	022230201	Shenkley, Jayne A & Douglas M 522 N Sycamore St Monticello IA 52310	R,R ADD LOT 156	\$ 75,730	\$ 75,730	90.0	90.0	248.0	374.0	386.4	0	\$ 5,159.20	\$ 5,159.20	\$0.00	0.21%
60	022143009	Shenkley, Jayne A 518 N Sycamore St Monticello IA 52310	Chc, Dean R & Robin V 11312 1st St Monticello IA 52310	\$ 99,000	\$ 99,000	74.0	74.0	0.0	0.0	450.4	0	\$ 2,811.30	\$ 2,811.30	\$0.00	0.17%
61	022143008	Shenkley, Jayne A 518 N Sycamore St Monticello IA 52310	R,R ADD LOT 154	\$ 87,530	\$ 87,530	90.0	90.0	277.0	0.0	120.0	0	\$ 3,808.50	\$ 3,808.50	\$0.00	0.16%
62	022143007	Shenkley, Jayne A 518 N Sycamore St Monticello IA 52310	R,R ADD LOT 153	\$ 57,470	\$ 57,470	90.0	90.0	180.0	383.0	182.0	0	\$ 4,172.20	\$ 4,172.20	\$0.00	0.17%
63	022143006	Shenkley, Jayne A 518 N Sycamore St Monticello IA 52310	R,R ADD S 1/2 LOT 152 & LOT 50	\$ 72,170	\$ 72,170	89.0	89.0	180.0	355.0	230.0	0	\$ 4,531.50	\$ 4,531.50	\$0.00	0.18%
64	022143005	Shenkley, Jayne A 518 N Sycamore St Monticello IA 52310	R,R ADD N 3/4 LOT 151 & S 1/2 LOT 151	\$ 82,330	\$ 82,330	90.0	90.0	278.0	375.0	138.4	0	\$ 4,822.80	\$ 4,822.80	\$0.00	0.20%
65	022143004	Shenkley, Jayne A & Marlene, Patricia 514 N Sycamore St Monticello IA 52310	R,R ADD LOT 150 & N 20 LOT 151	\$ 78,300	\$ 78,300	78.0	78.0	381.0	418.0	216.0	0	\$ 7,063.53	\$ 7,063.53	\$0.00	0.21%
66	022143003	Shenkley, Jayne A & Patricia K 514 N Sycamore St Monticello IA 52310	R,R ADD LOT 149 & S 1/2 LOT 149	\$ 80,230	\$ 80,230	74.0	74.0	337.5	0.0	300.0	0	\$ 3,813.75	\$ 3,813.75	\$0.00	0.16%
67	022143002	Shenkley, Jayne A 514 N Sycamore St Monticello IA 52310	R,R ADD LOT 148 & S 1/2 LOT 148	\$ 96,210	\$ 96,210	102.7	102.7	234.0	0.0	350.0	0	\$ 4,307.00	\$ 4,307.00	\$0.00	0.17%
68	022143001	Shenkley, Jayne A 514 N Sycamore St Monticello IA 52310	R,R ADD N 1/2 LOT 147 & S 1/2 LOT 147	\$ 59,670	\$ 59,670	28.0	28.0	0.0	0.0	120.0	0	\$ 920.00	\$ 920.00	\$0.00	0.04%
69	022138002	Shenkley, Jayne A & Dennis A 122 E 7th St Monticello IA 52310	DAVIDSONS ADD S 81 LOT 53	\$ 81,430	\$ 81,430	30.0	30.0	0.0	0.0	264.0	0	\$ 1,494.00	\$ 1,494.00	\$0.00	0.06%
70	022128104	Shenkley, Jayne A & Dennis A 122 E 7th St Monticello IA 52310	DAVIDSONS ADD LOT 30	\$ 83,800	\$ 83,800	77.0	77.0	290.0	0.0	384.0	0	\$ 3,598.70	\$ 3,598.70	\$0.00	0.16%
71	022128103	Shenkley, Jayne A 122 E 7th St Monticello IA 52310	DAVIDSONS ADD LOT 31	\$ 83,800	\$ 83,800	53.0	53.0	290.0	0.0	160.0	0	\$ 2,847.70	\$ 2,847.70	\$0.00	0.10%
72	022128102	Shenkley, Jayne A 122 E 7th St Monticello IA 52310	DAVIDSONS ADD LOT 32	\$ 89,930	\$ 89,930	8.0	8.0	0.0	0.0	88.0	0	\$ 338.00	\$ 338.00	\$0.00	0.04%
				TOTAL	\$3,976,700	\$3,976,700	12,742.30	6,541.70	21,798.85	8.00	0	\$ 275,876.62	\$ 275,876.62	\$ 3,221,331	13.64%

- The cost for the sidewalk to be assessed will be \$3.00 per square foot of 4" PCC or that is abutting East South Street.
- The cost for the removal and replacement of the window wells be assessed at \$2,000 each.
- This methodology is an attempt to assign an assessed cost that is equal to each benefited property.
- The estimated individual and total amount to be assessed is determined by the following procedure:

$$\text{Amount to be assessed} = (\text{DE} \times \$4.50) + (\text{PD} \times \$4.50) + (\text{AF} \times \$20.00) + (\text{SW} \times \$3.00) + (\text{WW} \times \$2,000)$$

Where,

- DE = Driveway Entrance area in square feet
- PD = Private Driveway area in square feet
- AF = Assessed Frontage of benefited property
- SW = Sidewalk area in square feet
- WW = Window Wells, each removed and replaced

Total lineal footage for curb and gutter being assessed = 5,576.3 LF

Total square footage for sidewalk being assessed = 21,790.8 SF

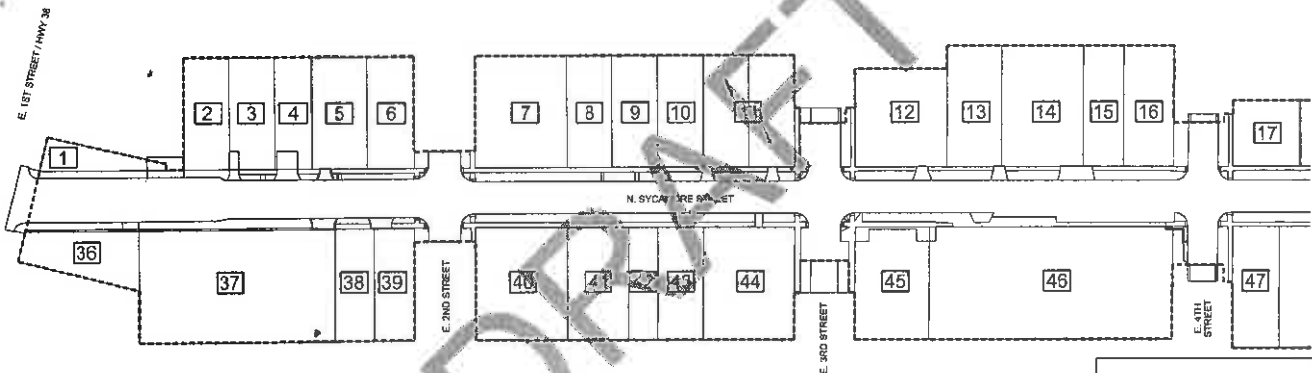
Total square footage for driveway entrances being assessed = 12,742.3 SF

Total number of window wells being assessed = 6 Each

Total square footage for private driveways being assessed = 6,541.7 SF

Total assessment cost = \$ 271,955.05

# PRELIMINARY ASSESSMENT PLAT FOR 2019 NORTH SYCAMORE ST. RECONSTRUCTION



**LEGEND**

99 ASSESSMENT PARCEL NUMBER

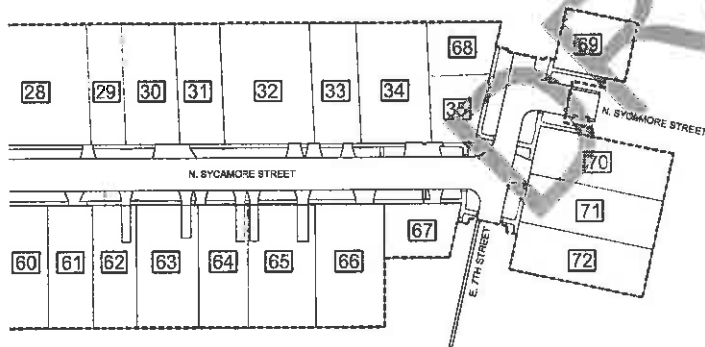
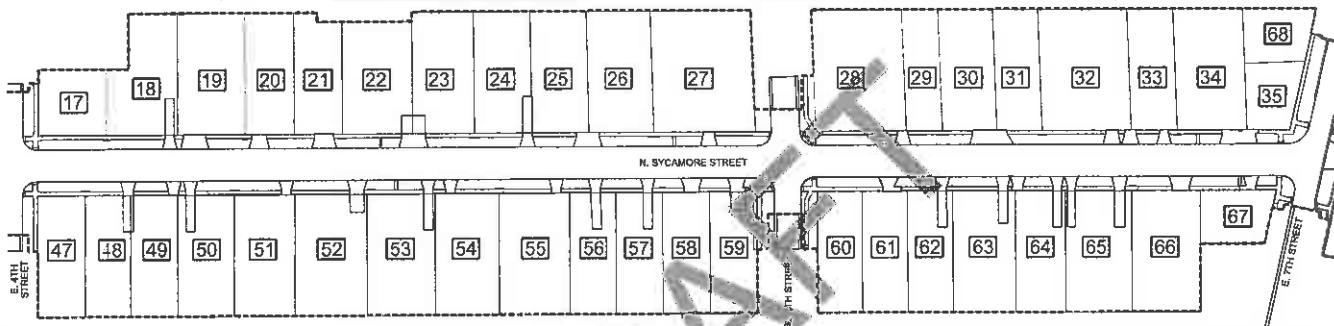
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ASSESSMENT BOUNDARY

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PROPERTY OWNER BOUNDARY

0 20  
FEET

<p><b>2019 NORTH SYCAMORE ST. RECONSTRUCTION</b> PRELIMINARY ASSESSMENT PLAT</p> <p><b>SNYDER &amp; ASSOCIATES, INC.</b></p> <p>605 HOWLAND STREET S.W. 19-35-5254   www.snyder-associates.com</p>	<p style="text-align: center;">MONTICELLO, IOWA</p> <p>Project No: 190554 Sheet: 6</p>
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# PRELIMINARY ASSESSMENT PLAT FOR 2019 NORTH SYCAMORE ST. RECONSTRUCTION



**LEGEND**

**99** ASSESSMENT PARCEL NUMBER

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ASSESSMENT BOUNDARY

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PROPERTY OWNER BOUNDARY

  
  
 FEET

DATE	BY	SCALE	SHEET	TOTAL SHEETS
11/15/18	JL	AS SHOWN	68	7
PROJECT: 2019 NORTH SYCAMORE ST. RECONSTRUCTION PRELIMINARY ASSESSMENT PLAT PROJECT NO: 180554				

**2019 NORTH SYCAMORE ST. RECONSTRUCTION**

**PRELIMINARY ASSESSMENT PLAT**

**SNYDER & ASSOCIATES, INC.**

500 BOWLING GREEN BLVD.  
 MONTICELLO, IDAHO 83253  
 208-833-2020 | www.snyderandassociates.com

Project No: 180554  
Sheet: 7





City Council Meeting  
Prep. Date: 12/10/18  
Preparer: Doug Herman



Agenda Item: # 7  
Agenda Date: 12/17/18

**Agenda Item Description:** Resolution to approve the Plat of Survey to Parcel 2018-40. (Located within the two-mile jurisdiction)

**Type of Action Requested:** Motion; Resolution; Ordinance; Report; Public Hearing

**Attachments & Enclosures:**

Final Plat
Proposed Resolution

**Fiscal Impact:**

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

**Synopsis:** Property located within two-mile jurisdiction.

**Background Information:** Jim Kraus owns property on D62 outside of the Monticello city limits. It was discovered that a portion of his home actually lies on the property of his neighbor, Agnes Duit. Agnes has agreed to transfer .24 acre to Jim to “fix” this problem, putting his home wholly on his property. That new property was named Parcel 2018-39. At this time that parcel and the previously existing Jim Kraus parcel, 2001-101 are being combined into one new parcel, that being 2018-40.

The P & Z has reviewed the Plat of Survey to Parcel 2018-40 and recommends that it be approved.

**Staff Recommendation:** I recommend that the Council consider approval of the Plat of Survey to Parcel 2018-40.

# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA

RESOLUTION #18-\_\_\_\_

## Resolution Approving Plat of Survey to Parcel 2018-40

**WHEREAS,** The Plat of Survey has been presented to the City Council for approval, same being located within the two-mile jurisdiction of the City limits of the City of Monticello, and

**WHEREAS,** The purpose of the Plat of Survey is to connect two adjacent parcels owned by the same person into one contiguous parcel, and

**WHEREAS,** The City Planning and Zoning Board has reviewed the Plat of Survey, and recommends that the City Council approve of same, and

**WHEREAS,** the Council finds that the Plat of Survey to Parcel 2018-40 should be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Plat of Survey to Parcel 2018-40.

**IN TESTIMONY WHEREOF,** I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 17<sup>th</sup> day of December, 2018.

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Brian Wolken, Mayor

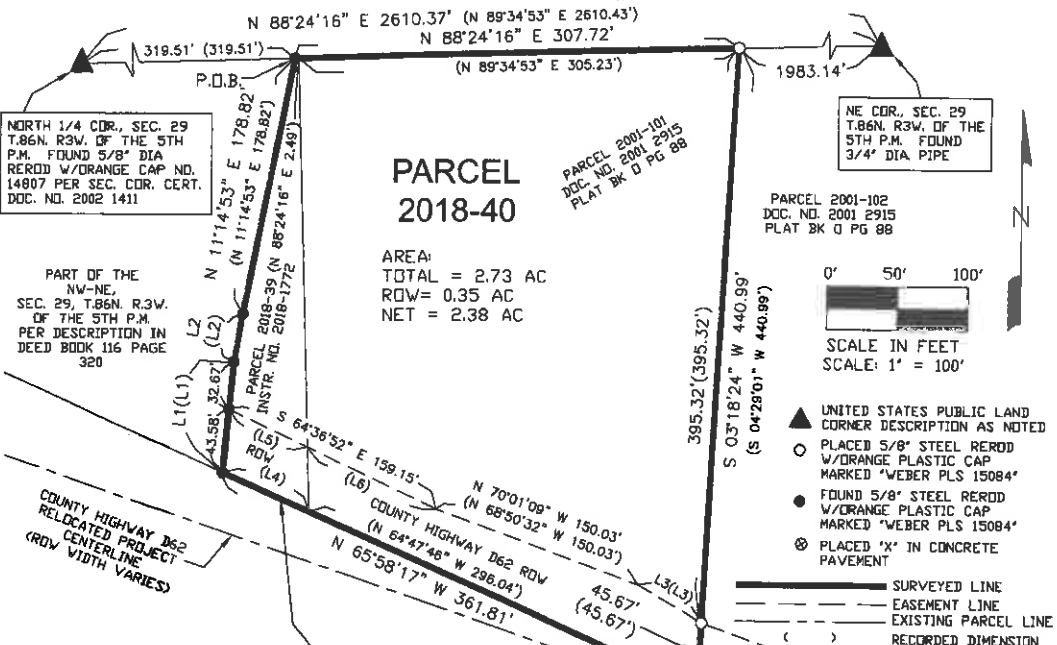
Attest:

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Sally Hinrichsen, Monticello City Clerk

**Index Legend**  
 Location: Parcel 2018-40, Sec. 29, T.86N. R.3W.  
 Requestor: James C. Kraus  
 Proprietor: James C. Kraus  
 Surveyor: Michael J. Weber  
 Surveyor Company: Weber Surveying, LLC  
 & Return To: 26789 46th AVE, Bernard, IA 52032  
 mjweber@bernardtel.com 563-590-4993

**PLAT of SURVEY  
 PARCEL 2018-40**  
 in Section 29, T.86N. R.3W. of the  
 5th P.M. in Jones County, Iowa



LINE	BEARING	DISTANCE
L1	N 05°33'45" E	76.25'
(L1)	N 05°33'45" E	76.25'
L2	N 10°18'47" E	33.63'
(L2)	N 10°18'47" E	33.63'
L3	N 59°50'25" W	50.99'
(L3)	N 59°50'48" W	50.99'
(L4)	N 65°58'17" W	65.77'
(L5)	N 64°36'52" W	60.35'
(L6)	N 63°26'15" W	98.98'

CENTERLINE JONES COUNTY ROAD "A" WHICH CORRESPONDS TO THE FORMER CENTERLINE OF HIGHWAY D62 AND NOT THE RELOCATED D62 PROJECT CENTERLINE

NE COR., SEC. 29 T.86N. R.3W. OF THE 5TH P.M. FOUND 3/4" DIA. PIPE

PARCEL 2001-101  
 DOC. NO. 2001 2915  
 PLAT BK D PG 88

PARCEL 2001-102  
 DOC. NO. 2001 2915  
 PLAT BK D PG 88

SCALE IN FEET  
 SCALE: 1" = 100'

UNITED STATES PUBLIC LAND CORNER DESCRIPTION AS NOTED  
 ○ PLACED 5/8" STEEL ROD W/ORANGE PLASTIC CAP MARKED "WEBER PLS 15084"  
 ● FOUND 5/8" STEEL ROD W/ORANGE PLASTIC CAP MARKED "WEBER PLS 15084"  
 ⊗ PLACED "X" IN CONCRETE PAVEMENT

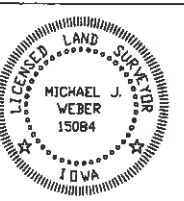
— SURVEYED LINE  
 - - - EASEMENT LINE  
 - - - EXISTING PARCEL LINE

P.O.B. ROW AC

RECORDED DIMENSION POINT OF BEGINNING RIGHT OF WAY ACRES

NOTES:  
 1. ALL MEASUREMENTS ARE IN FEET AND DECIMALS THEREOF.  
 2. THIS PLAT IS SUBJECT TO RIGHT OF WAY AND EASEMENTS OF RECORD AND NOT OF RECORD.

**DESCRIPTION:**  
 PARCEL 2018-40, being a consolidation of Parcel 2001-101 as shown in Plat Book D page 88, Instrument No. 2001 2915 of the Jones County Recorder's Office and Parcel 2018-39 as shown in Instrument No. 2018-1772 of the Jones County Recorder's Office located in Section 29, T.86N. R.3W. of the 5th P.M. in Jones County, Iowa, more particularly described as follows: Commencing at the North 1/4 corner of said Section 29, thence N 88°24'16" E (assumed bearing), 319.51' along the North line of said Section 29 to the NW corner of said Parcel 2018-39 being the point of beginning; thence N 88°24'16" E, 307.72' along said North line to the NE corner of said Parcel 2001-101; thence S 03°18'24" W, 440.99' along the East line of said Parcel 2001-101 to the SE corner of said Parcel 2001-101; thence N 65°58'17" W, 361.81' along the centerline of the Public Highway known as Jones County Road "A" being the South line of said Parcel 2001-101 and the South line of said Parcel 2018-39 to the SW corner of said Parcel 2018-39; thence N 05°33'45" E, 76.25' along the West line of said Parcel 2018-39; thence N 10°18'47" E, 33.63' along the West line of said Parcel 2018-39; thence N 11°14'53" E, 178.82' along the West line of said Parcel 2018-39 to the point of beginning containing 2.73 acres and subject to easements of record and not of record.



I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

MICHAEL J. WEBER (DATE)  
 LICENSE NUMBER 15084  
 MY LICENSE RENEWAL DATE IS DECEMBER 31, 2019

SHEETS COVERED BY THIS SEAL : SHEET NO. 1

WEBER SURVEYING, LLC  
 26789 46TH AVE  
 BERNARD, IA 52032  
 PH: (563) 879-4173  
 FAX: (563) 879-4199

DRAWN BY: M.J.W.  
 SURVEY DATE: 11/19/18  
 DWG: 16070-PARCEL 2018-40

**SHEET 1 OF 1**

City Council Meeting  
Prep. Date: 12/10/18  
Preparer: Doug Herman



Agenda Item: # 8  
Agenda Date: 12/17/18

**Agenda Item Description:** Resolution to approve the Plat of Survey to Parcel 2018-62. (Located within the two-mile jurisdiction)

**Type of Action Requested:** Motion; Resolution; Ordinance; Report; Public Hearing

**Attachments & Enclosures:**

Plat of Survey
Proposed Resolution

**Fiscal Impact:**

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

**Synopsis:** Property located within two-mile jurisdiction.

**Background Information:** Judy Tuetken owns property off of 150<sup>th</sup> Avenue within two miles of the Monticello city limits. Judy is marketing the home and needed to have a survey created to encompass the house lot and the curtilage around the home. The parcel created totals 3.61 acres in total.

The P & Z has reviewed the Plat of Survey to Parcel 2018-62 and recommends that it be approved.

**Staff Recommendation:** I recommend that the Council consider approval of the Plat of Survey to Parcel 2018-62.

# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA

RESOLUTION #18-\_\_\_

## Resolution Approving Plat of Survey to Parcel 2018-62

**WHEREAS,** The Plat of Survey has been presented to the City Council for approval, same being located within the two-mile jurisdiction of the City limits of the City of Monticello, and

**WHEREAS,** The purpose of the Plat of Survey is to create a larger parcel of property, creating new boundaries for a residential property located within the two-mile jurisdiction of the City of Monticello, and

**WHEREAS,** The City Planning and Zoning Board has reviewed the Plat of Survey, and recommends that the City Council approve of same, and

**WHEREAS,** the Council finds that the Plat of Survey to Parcel 2018-62 should be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Plat of Survey to Parcel 2018-62.

**IN TESTIMONY WHEREOF,** I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 17<sup>th</sup> day of December, 2018.

---

Brian Wolken, Mayor

Attest:

---

Sally Hinrichsen, Monticello City Clerk

**INDEX LEGEND**

LOCATION: PART OF THE SW1/4 OF THE SW1/4, SECTION 11, T86N, R3W

PROPRIETORS: PHILLIP R. & JUDY A. TUETKEN

REQUESTOR: JUDY TUETKEN

SURVEYOR: BILL BURGER

SURVEYOR COMPANY: WM. BURGER LANDSURVEYOR

RETURN TO: BILL BURGER, 510 3RD STREET WEST COURT, WORTHINGTON, IA 52078 | (563) 855-2028

PREPARED BY BILL BURGER      510 3RD STREET WEST COURT, WORTHINGTON, IOWA 52078      (563) 855 2028

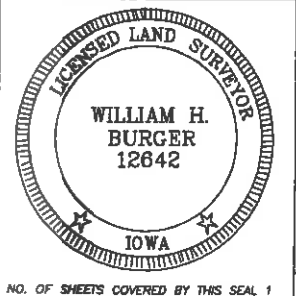
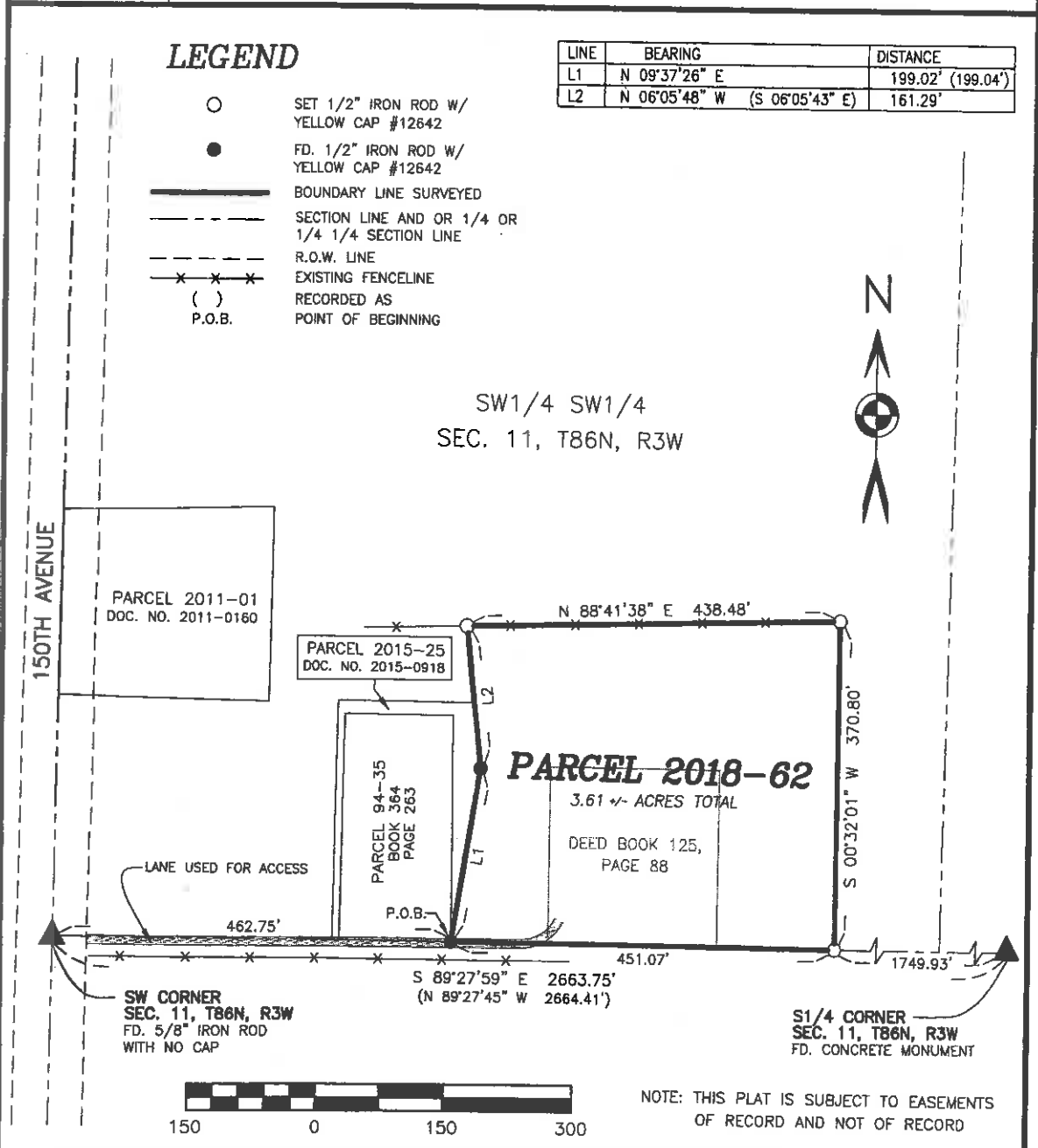
**PLAT OF SURVEY**

**PARCEL 2018-62** COMPRISED OF A PARCEL OF LAND DESCRIBED BY DEED RECORDED IN BOOK 125, PAGE 88 IN THE OFFICE OF THE JONES COUNTY RECORDER AND PART OF THE SOUTHWEST QUARTER (SW1/4) OF THE SOUTHWEST QUARTER (SW1/4), ALL IN SECTION ELEVEN (11), TOWNSHIP EIGHTY-SIX NORTH (T86N), RANGE THREE WEST (R3W) OF THE FIFTH PRINCIPAL MERIDIAN, JONES COUNTY, IOWA

**LEGEND**

- SET 1/2" IRON ROD W/ YELLOW CAP #12642
- FD. 1/2" IRON ROD W/ YELLOW CAP #12642
- BOUNDARY LINE SURVEYED
- - - SECTION LINE AND OR 1/4 OR 1/4 1/4 SECTION LINE
- - - R.O.W. LINE
- x x x EXISTING FENCELINE
- ( ) RECORDED AS P.O.B.

LINE	BEARING	DISTANCE
L1	N 09°37'26" E	199.02' (199.04')
L2	N 06°05'48" W (S 06°05'43" E)	161.29'



DATE OF SURVEY: 11/15/2018

PROPRIETORS: SEE INDEX LEGEND

I HEREBY CERTIFY THAT THIS LANDSURVEYING DOCUMENT WAS PREPARED AND RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA. MY LICENSE RENEWAL DATE IS DECEMBER 31, 2018

*William H. Burger* 12/7/18

WILLIAM H. BURGER #12642 DATE

SCALE: 1" = 150' SHEET 1 OF 3

**Wm. Burger**  
**LandSurveyor**

510 3rd Street West Court  
Worthington, Iowa 52078

City Council Meeting  
Prep. Date: 12/11/18  
Preparer: Doug Herman



Agenda Item: # 9  
Agenda Date: 12/17/18

*Communication Page*

**Agenda Items Description:** Resolution approving the submission of the Five Year Airport Capital Improvement Program and Long Range Needs Assessment, years Six to Twenty.

**Type of Action Requested:** Motion; Resolution; Ordinance; Report; Public Hearing; Closed Session

**Attachments & Enclosures:**

Resolution
Proposed Plan

**Fiscal Impact:**

Budget Line Item:	
Budget Summary:	Airport
Expenditure:	
Revenue:	

**Synopsis:** Approval of Airport "Plan".

**Background Information:** Every year the City Airport must submit an updated program / capital improvement plan to the FAA to remain eligible for FAA funding. The five year plan is more set in stone than the 6-20 year plan, however, it gives us guidance as plans and decisions are made moving forward.

The next, most important step, is the updating of the Airport Master Plan. This is currently underway, having been identified in the past Airport Plan for FY '19.

The proposed five year plan continues to move towards the extension of RW 33. Before the runway can be extended a number of things need to happen, including an environmental assessment and land acquisition. The plan calls for those steps to be taken with RW 33 extension grading and drainage occurring at the end of the next five (5) years.

**Recommendation:** I recommend that the Council approve the proposed Resolution approving the submission of the Five Year Airport Capital Improvement Program and Long Range Needs Assessment, years Six to Twenty.



# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA

RESOLUTION #18-\_\_\_

**Approving** the submission of the Five Year Airport Capital Improvement Program and Long Range Needs Assessment, Years Six to Twenty.

**WHEREAS**, as a condition to receiving State and Federal aid for the Monticello Regional Airport, the following provisions must be met:

- Approved 5-Year Capital Improvement Program,
- Approved Long Range Needs Assessment, years Six to Twenty
- Certification that the local match exists if the grant is awarded
- Authorization to submit the proposed projects for State or Federal Grants; and

**WHEREAS**, the Five-Year Capital Improvement Program and Long Range Needs Assessment have been prepared and reviewed by the Monticello City council and found to be appropriate and in the best interests of the City of Monticello and the Monticello Regional Airport.

**NOW THEREFORE, BE IT RESOLVED** that the City of Monticello authorizes the submission of the Five-Year Capital Improvement Program and Long Range Needs Assessment for potential Federal Aviation Administration Grants and certifies that the local match of 10% is available for those projects successfully awarded a grant.

**IN TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 17<sup>th</sup> day of December, 2018.

---

Brian Wolken, Mayor

Attest:

---

Sally Hinrichsen, Monticello City Clerk

**AIRPORT SPONSOR IDENTIFICATION SHEET**

**\*\*\* PLEASE ONLY SUBMIT IT YOU HAVE CHANGES FROM PREVIOUS YEAR. \*\*\***

Airport Name: Monticello Regional Airport

Airport sponsor(s) Name: City of Monticello Iowa

Contact Person: Doug Herman

Title: City Administrator

Email Address: dherman@ci.monticello.ia.us

Physical Mailing Address: 200 E. First Street

P.O. Box (if applicable): \_\_\_\_\_

City: Monticello

State: Iowa

ZIP Code: 52310

Phone: 319 465-3577

U.S. Congressional District Number: First

Tax Identification Number: 42-6004981

Dun and Bradstreet Number (DUNS): 6039171050000

You must have a current System for Award Management (SAM) registration to receive a grant.  
Register at: <https://www.sam.gov>.

**Please email (PDF) your completed preapplication, Capital Improvement Program (CIP), long-range needs assessment, signed CIP data sheets, and all supporting documents to your state agency and Federal Aviation Administration planner at [jeff.deitering@faa.gov](mailto:jeff.deitering@faa.gov).**

**FEDERAL AIRPORT IMPROVEMENT PROGRAM (AIP)  
PREAPPLICATION FEDERAL FISCAL YEAR 2020  
CHECKLIST**

**Please attach the following documents with your application.**

- Sponsor Identification Sheet for the Airport
- Capital Improvement Program (CIP) Data Sheet (one for each project listed in the first three years of the CIP) and detailed cost estimate for each data sheet
- Five-Year CIP
- Long-Range Needs Assessment
- Verification of an updated airport layout plan (ALP) (when applying for new construction of buildings or airfield expansion)
- Verification of completed environmental processing in accordance with National Environmental Policy Act of 1969
- Verification of completed land acquisition or signed purchase agreement
- Verification of pavement maintenance program (when applying for pavement preservation or reconstruction)
- If requesting federal assistance for snow removal equipment, please include an inventory of the existing equipment and calculations based on Chapters 4 and 5 of the Airport Winter Safety and Operations Advisory Circular (AC) 150/5200-30 and the Airport Snow and Ice Control Equipment AC 150/5220-20 showing the minimum equipment needed, along with the Airport Capital Improvement Plan (ACIP) Data Sheet, include a copy of a completed Federal Aviation Administration's snow removal equipment spreadsheet.
- If requesting federal assistance for general aviation apron expansion, include a copy of a completed FAA apron design spreadsheet.
- If requesting pavement reconstruction, submit an engineering report showing the need for the reconstruction as part of the CIP justification.
- For revenue-producing facilities (i.e., fueling facilities and hangars), please submit:
  - 1) A statement that airside development needs are met or include a financial plan to fund airside needs over the next three years.
  - 2) A statement that runway approach surfaces are clear of obstructions (the FFA Airport 5010 should show at least a 20:1 clear approach).
  - 3) Justification for the project.
- System for Award Management (SAM) registration is up to date ([www.sam.gov](http://www.sam.gov))

Please e-mail this form with supporting documents identified in the checklist to [shane.wright@iowadot.us](mailto:shane.wright@iowadot.us).

Attn.: Program Manager  
Office of Aviation  
Iowa Department of Transportation  
800 Lincoln Way  
Ames, IA 50010

E-mail: [shane.wright@iowadot.us](mailto:shane.wright@iowadot.us)  
FAX: 515-233-7983  
Phone: 515-239-1048



**FIVE-YEAR AIRPORT  
CAPITAL IMPROVEMENT PROGRAM (CIP)**  
Attach additional sheets if necessary.

Airport name, LOCID, city, state Monticello Regional Airport - MXO - Monticello, Iowa

Prepared by Airport Board/HDR Engineering

Sponsor's email dherman@ci.monticello.ia.us

Date prepared 11-28-2018

Sponsor's signature \_\_\_\_\_

Sponsor's phone 319 465-3577

Printed name \_\_\_\_\_

FY	Detailed project/scope description	Funding source	Total estimated cost
2019 /20	Environmental Assessment: RW 33 approach protection-land acquisition. (May be deferred until FFY 2020)	Federal \$ State \$ Local \$12,000 Total \$120,000	\$108,000
2020	No project	Federal \$ State \$ Local \$ Total \$0	\$0
2021	Land Acquisition 4.2 acres - 3 residential relocations	Federal \$737,154 State \$ Local \$81,906 Total \$819,060	\$737,154
2022	No project	Federal \$ State \$ Local \$ Total \$	\$
2023	RW 33 Extension (600' X 75') Grading and Drainage	Federal \$752,652 State \$ Local \$83,628 Total \$836,280	\$752,652

# FEDERAL AVIATION ADMINISTRATION

CAPITAL IMPROVEMENT PROGRAM (CIP)

AIRPORTS DIVISION - CENTRAL REGION

# CIP DATA SHEET

SEE INSTRUCTIONS TO COMPLETE THIS INFORMATION			
<b>Airport Name, LOCID, City, State:</b>	Monticello Regional Airport – MXO-Monticello, Iowa		
<b>AIP Project Type:</b>	Environmental Assessment		
<b>Local Priority:</b>	2 - High	<b>Federal Share:</b>	\$ 108,000
<b>FFY Requested:</b>	2019/2020	<b>State Share:</b>	<a href="#">Click here to enter text.</a>
<b>Provide Detailed Project Scope and Justification Below. You must attach a sketch/drawing that clearly identifies the scope of the project.</b>		<b>Local Share:</b>	\$12,000
		<b>Total Project Cost:</b>	\$ 120,000
<p>Prepare required NEPA documentation for the proposed acquisition of land beyond RW 33 and the relocation of 3 residential structures, Extension of RW 33- 600'X75": Environmental Assessment</p>			
<b>SPONSOR SIGNATURE BLOCK</b>			
<b>Signature:</b>		<b>Date:</b>	<a href="#">Click here to enter a date.</a>
<b>Printed Name:</b>	Douglas herman	<b>Title:</b>	City Administrator
<b>Phone Number:</b>	319-465-3577	<b>Email:</b>	dherman@ci.monticello.ia.us

**FEDERAL AVIATION ADMINISTRATION**

**CIP DATA SHEET**

CAPITAL IMPROVEMENT PROGRAM (CIP)  
AIRPORTS DIVISION - CENTRAL REGION

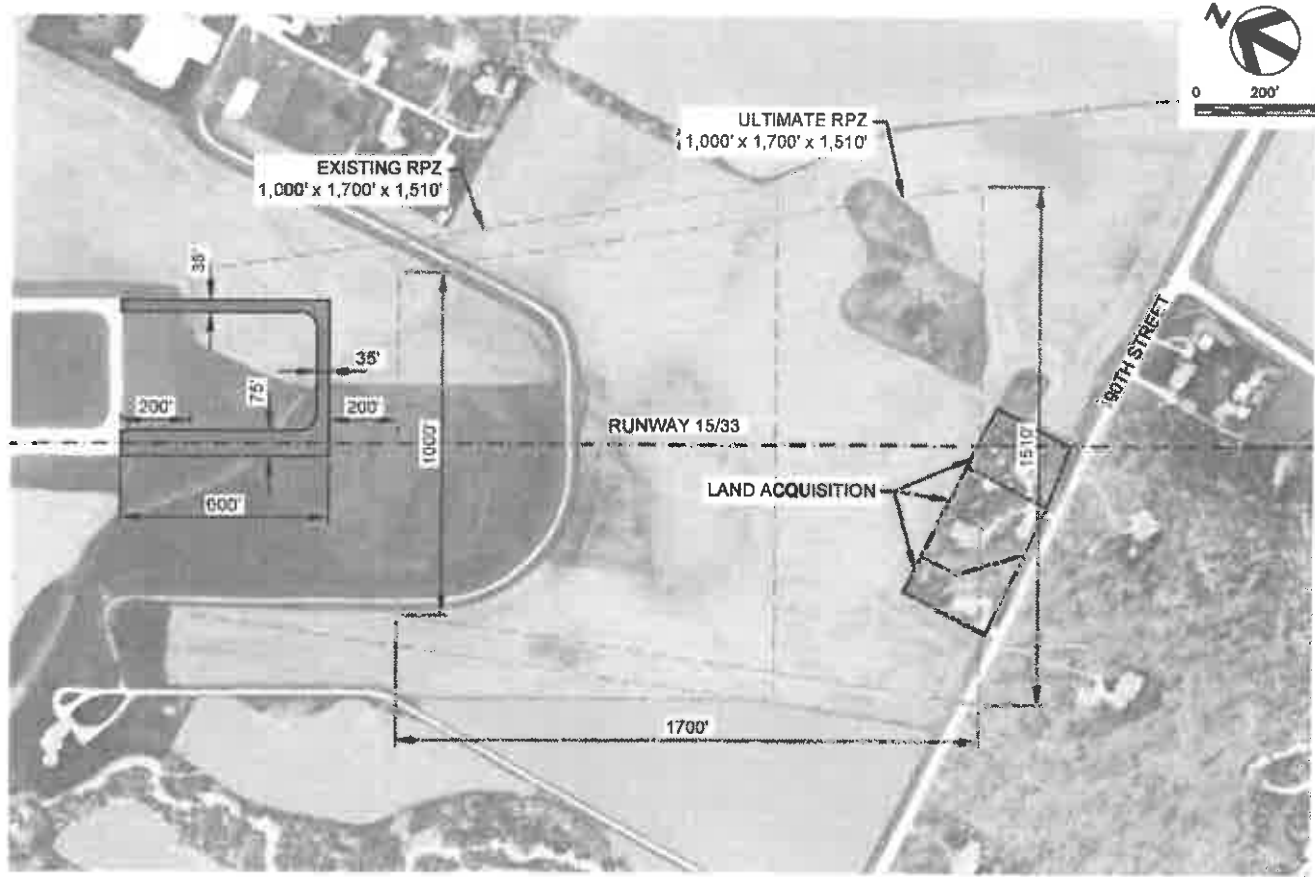
SEE INSTRUCTIONS TO COMPLETE THIS INFORMATION			
<b>Airport Name, LOCID, City, State:</b>	Monticello Regional Airport – MXO – Monticello, Iowa		
<b>AIP Project Type:</b>	Land Acquisition		
<b>Local Priority:</b>	2 - High	<b>Federal Share:</b>	\$ 737154
<b>FFY Requested:</b>	2023	<b>State Share:</b>	<a href="#">Click here to enter text.</a>
<b>Provide Detailed Project Scope and Justification Below. You must attach a sketch/drawing that clearly identifies the scope of the project.</b>		<b>Local Share:</b>	\$81906
		<b>Total Project Cost:</b>	\$ 819060
<p>Acquisition of 4.2 acres of land to provide approach protection to RW 33 and support a 600X75 foot runway extension on RW 33. The proposed acquisition includes the relocation of three residential units. See attached exhibit showing the proposed extension and RPZ.</p>			
<b>SPONSOR SIGNATURE BLOCK</b>			
<b>Signature:</b>		<b>Date:</b>	<a href="#">Click here to enter a date.</a>
<b>Printed Name:</b>	Douglas Herman	<b>Title:</b>	City Administrator
<b>Phone Number:</b>	319 465-3577	<b>Email:</b>	dherman@ci.monticello.ia.us

**ACIP DATA SHEET**  
 Monticello Regional Airport (MXO)

**Land Acquisition - 4.2 Acres in Fee Title**

**COST ESTIMATE**

Item	Description	Quantity	Unit	Unit Price	Amount
1	Property in Fee Simple	4.2	Acre	\$120,000.00	\$504,000.00
2	Survey	1	LS	\$8,000.00	\$8,000.00
3	Appraisal	1	LS	\$20,000.00	\$20,000.00
4	Negotiation	1	LS	\$10,000.00	\$10,000.00
5	Legal	1	LS	\$10,000.00	\$10,000.00
6	Phase 1 ESA	1	LS	\$5,000.00	\$5,000.00
7	Relocation Expenses	1	LS	\$75,000.00	\$75,000.00
8	Removals - Structures, Trees, Fences	1	LS	\$100,000.00	\$100,000.00
9	Field Fence	600	LF	\$7.00	\$4,200.00
10	Seeding, Fertilizing, and Mulching	4.2	Acre	\$2,000.00	\$8,400.00
Subtotal					\$744,600.00
Design, Administration, and Inspection					\$74,460.00
<b>TOTAL</b>					<b>\$819,060.00</b>



**MONTICELLO REGIONAL AIRPORT RUNWAY 15/33 EXTENSION**  
 MONTICELLO, IOWA  
 27 NOVEMBER 2017

SHEET 1 OF 1



City Council Meeting  
Prep. Date: 12/13/18  
Preparer: Doug Herman



Agenda Item: 10  
Agenda Date: 12/17/2018

**Communication Page**

**Agenda Items Description:** Resolution to approve Monticello Police Dpt. Policy G-13 related to the enforcement of Immigration Laws consistent with Chapter 825, Code of Iowa.

**Type of Action Requested:** Motion; Resolution; Ordinance; Report; Public Hearing; Closed Session

**Attachments & Enclosures:**

Proposed Resolution
Proposed Policy

**Fiscal Impact:**

Budget Line Item:	n/a
Budget Summary:	n/a
Expenditure:	n/a
Revenue:	n/a

**Synopsis:** Policy required per State Code, Chapter 825, related to immigration law enforcement.

**Background Information:** The proposed policy, required by the State Code, sets out the formal written policy of the City with regard to its' participation in Immigration and Customs Enforcement actions. The policy requires our Officers, when possible which will be at most times, to work with all ICE personnel and assist in the enforcement of Federal Immigration Laws.

This issue was more of a national issue than a State of Iowa issue, however, the legislature wanted to ensure that our law enforcement agencies would provide assistance in the enforcement of those laws and not have what some might define as "sanctuary city" type policies. Chief Smith utilized a stock policy, making some minor amendments, in putting this together.

This policy won't result in a change of past practices for our Dpt., it merely memorializes the practice into a formal policy, meets the State Code, and ensures that we will not risk penalties or the loss of State funds for not complying.

**Staff Recommendation:** I recommend that the Council approve the proposed Resolution approving Monticello Police Department Policy Number G-13, Enforcement of Immigration Laws.

# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA

## RESOLUTION #18-\_\_

**Resolution** approve Monticello Police Department Policy Number G-13, Enforcement of Immigration Laws consistent with Chapter 525, Code of Iowa.

**WHEREAS,** The Iowa Legislature passed Senate File 481 which has since been codified as Chapter 525, Code of Iowa, requiring Cities to adopt a written policy acknowledging their responsibilities and/or obligations to assist Federal Enforcement agencies in the enforcement of Immigration and Customs laws, and

**WHEREAS,** The Police Chief has drafted Monticello Police Dpt. Policy G-13 to meet the obligations of Chapter 525 of the Iowa Code, and

**WHEREAS,** The Council has reviewed the proposed policy and finds that it is appropriate and necessary and should, therefore, be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve of the proposed Police Department Policy, identified as Policy #G-13, related to the enforcement of Immigration Laws consistent with Chapter 525, Code of Iowa.

**IN TESTIMONY WHEREOF,** I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto.  
Done this 17<sup>th</sup> Day of December, 2018.

---

Dena Himes, Mayor

Attest:

---

Sally Hinrichsen, Monticello City Clerk

Monticello Police Department

<b>SUBJECT:</b> <i>Enforcement of Immigration Laws</i>		<b>DISTRIBUTION</b> <i>ALL PERSONNEL</i>	<b>RESCINDS</b>	<b>NUMBER:</b> <i>G - 13</i>
<b>TYPE:</b> <i>GENERAL ORDER</i>	<b>ISSUED:</b> <i>12/1/2018</i>	<b>REVISED:</b>	<b>REFERENCES:</b>	

Senate File 481, "An Act relating to the Enforcement of Immigration Laws and Providing Penalties and Remedies, Including the Denial of State Funds", was passed by the Iowa legislature in 2018 (codified at Chapter 825, Iowa Code). It requires that law enforcement agencies adopt written policies that are consistent with SF 481. With the exception that information will no longer be collected from persons at the scene prior to their identification as a suspect, the standard practices of the Department will not change. This Policy will set forth Department practices in writing and provide additional detail as required by SF 481.

Policy:

The primary function of the Monticello Police Department is to protect public safety for the benefit of all persons who reside in and visit our community. The enforcement of immigration law is a function of the federal government that currently resides with Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS). If a federal immigration officer requests assistance or cooperation from an officer of the Monticello Police Department in connection with immigration enforcement, the Officer shall conduct all immigration enforcement activities in a manner consistent with this policy, the Constitutions of the United States and the State of Iowa, and local, state and federal laws.

The need for community trust and cooperation is an essential component of effective policing and public safety. In furtherance of this principle, victims and witnesses of crime shall not be the focus of immigration inquiries and should be encouraged to cooperate in the reporting and investigation of crime.

Officers should be aware that the enforcement of state and federal laws related to immigration is a complex effort requiring the cooperation of multiple agencies and the consideration of multiple facts and circumstances. Absent an emergency, the determination of whether a request for enforcement assistance from a federal immigration officer is reasonable or necessary shall be made by the Chief of Police, or highest-ranking officer on scene. The operational needs of the agency and the overall safety of the community necessarily take priority when deciding how best to use limited department resources. The Chief of Police or his/her designee may direct law enforcement resources as the needs of the agency, or particular situations dictate, based upon existing circumstances.

Definitions:

Immigration Detainer Request: An immigration detainer request is a written federal government request to the Department to maintain temporary custody of a person, including DHS form I-247 or similar/successor form, that is accompanied by one of the following forms (or similar or successor form) signed by an authorized United States immigration and customs enforcement officer: a) DHS form I-200 (Warrant for Arrest of Alien); or b) DHS form I-205 (Warrant of

Removal/Deportation). A request that is not accompanied by one of these forms is not an "immigration detainer request."

Immigration Law: Any law of this state or a federal law relating to aliens, immigrants, or immigration, including but not limited to the federal Immigration and Nationality Act.

Public Offense: A public offense is that which is prohibited by statute and is punishable by fine or imprisonment. For the purpose of this policy "public offense" excludes traffic violations.

Lawful Detention: The detention of a person for the investigation of a "public offense" as defined above. Lawful detention excludes a detention if the sole reason for the detention is that a person is a victim of or witness to a public offense or is reporting a public offense.

Procedures:

A. Each officer and employee of the Monticello Police Department must fully comply with all federal and state laws, including Iowa Senate File 481 (Chapter 825 of the Iowa Code), and is prohibited from preventing another officer or employee from complying with said laws. If a conflict between laws is identified or an interpretation of a law is required the Department will consult with the City Attorney or County Attorney to determine the appropriate course of action.

B. Officers that have custody of a person subject to an immigration detainer request issued by United States immigration and customs enforcement shall fully comply with any instructions made in the detainer request and in any other legal document provided by the federal agency.

1. Any question as to whether a request is an "immigration detainer request" or a legal document, or how to proceed in response to the request shall be referred to the Chief of Police or his/her designee. If the Chief of Police cannot resolve the question the Department shall consult with the City Attorney or County Attorney to determine the appropriate course of action.

2. Note: there is a federal consular notification requirement upon the arrest or detention of foreign nationals (persons who are not U.S. citizens without regard to whether they are legally in the United States). This federal requirement stipulates that all foreign nationals must be offered the opportunity to communicate with their consular officer (e.g. consular in embassy) and for some countries there is a mandatory requirement that the consular officer be notified by law enforcement.

C. If the Monticello Police Department receives a request for assistance or cooperation from a federal immigration officer, the Department will provide such assistance or cooperation when it is reasonable or necessary. 1. Absent an emergency, if a request for assistance or cooperation is received the Chief of Police or his/her designee shall be alerted and will determine what is "reasonable or necessary". In making that determination the supervisor shall consider the particular circumstances presented, including the operational needs of the department and the overall safety of the community.

D. Officers shall not consider race, skin color, language spoken, or national origin when assisting in the enforcement of immigration laws except to the extent permitted by the Constitution of the United States and the Constitution of the State of Iowa.

E. No officer or employee of the Monticello Police Department shall ask for or collect any information from a victim of or witness to an alleged public offense, or from a person reporting an alleged public offense, including the victim's witness's or person's national origin, that is not pertinent to the investigation of the alleged public offense. Officers should presume that when investigating an incident or handling a call for service that all persons are assumed to be witnesses (at most) until identified as a victim or there is probable cause to be classified a suspect.

***Communication Page***

**Agenda Items Description:** Resolution approving payment to HDR Engineering related to Monticello Airport Master Plan preparation.

**Type of Action Requested:** Motion; **Resolution;** Ordinance; Report; Public Hearing; Closed Session

<b><u>Attachments &amp; Enclosures:</u></b>	<b><u>Fiscal Impact:</u></b>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Resolution</td></tr> <tr><td style="padding: 2px;"> </td></tr> <tr><td style="padding: 2px;"> </td></tr> </table>	Resolution			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Budget Line Item:</td><td style="padding: 2px;"> </td></tr> <tr><td style="padding: 2px;">Budget Summary:</td><td style="padding: 2px;">Airport</td></tr> <tr><td style="padding: 2px;">Expenditure:</td><td style="padding: 2px;">\$24,847</td></tr> <tr><td style="padding: 2px;">Revenue:</td><td style="padding: 2px;"> </td></tr> </table>	Budget Line Item:		Budget Summary:	Airport	Expenditure:	\$24,847	Revenue:	
Resolution												
Budget Line Item:												
Budget Summary:	Airport											
Expenditure:	\$24,847											
Revenue:												

**Synopsis:** First invoice tied to the preparation of the updated Airport Master Plan, same being a requirement for continued FAA investment in the Airport.

**Background Information:** After a competitive process HDR was hired to be the City's Engineer on this project. The first invoice for the most part includes costs related to their use of subcontractor (Quantum Spacial) to perform data collection and mapping. The Quantum invoice totals \$24,081, so the only portion of this invoice earned by HDR, associated with their oversight and review of work performed by Quantum, totals \$766.00

The total project cost is estimated to come in at \$165,651.

**Recommendation:** I recommend that the Council approve the proposed **Resolution** to approve HDR Engineering Invoice related to Monticello Airport Master Plan preparation.

# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA

## **RESOLUTION 18-\_\_\_\_\_**

**Approving** payment to HDR Engineering related to Monticello Airport Master Plan preparation.

**WHEREAS,** HDR Engineering has been hired by the City of Monticello to update the Airport Master Plan at a total estimated cost of \$165,651, 90% of said cost being covered by a FAA AIP Grant, and

**WHEREAS,** HDR Engineering has submitted their first pay request in the amount of \$24,847, and

**WHEREAS,** The City Council has been informed that the City Administrator has reviewed the invoice, asked for supporting documentation from the Engineer, and based thereon finds that payment of the invoice should be approved.

**NOW THEREFORE, BE IT RESOLVED** that this City Council of Monticello, Iowa does hereby approve payment to HDR Engineering in the amount of \$24,847, same being the first pay request associated with the Airport Master Plan Update project.

**IN TESTIMONY WHEREOF,** I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 17<sup>th</sup> day of December, 2018.

---

Brian Wolken, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk



# Invoice

Please send remittance with copy of invoice to  
**HDR, Inc.**  
**US Engineering Accounts Receivable**  
**PO Box 74008202**  
**Chicago, IL 60674-8202**

**HDR Engineering, Inc.**  
**6300 S. Old Village Pl., Ste. 100**  
**Sioux Falls, SD, 57108**  
**Phone: (605) 977-7740**

HDR Invoice No. 1200157787  
 Invoice Date 11/27/2018  
 Month Ending 10/27/2018

Project Number Amount Due  
 10121523 \$24,847.00

Doug Herman, City Administrator  
 City of Monticello  
 200 East 1st Street  
 Monticello, IA 52310

Professional Engineering Services: Monticello Airport Master Plan

<u>Fee</u>	<u>Percent Complete</u>	<u>Fee Earned To Date</u>	<u>Previously Invoiced</u>	<u>Current Invoice</u>	
\$165,651.00	20%	\$33,130.00	\$8,283.00	\$24,847.00	\$24,847.00

<u>Fee Summary</u>	<u>Month</u>	<u>To Date</u>	<u>Agreement</u>
Monticello Airport Master Plan	\$24,847.00	\$33,130.00	\$165,651.00

**AMOUNT DUE THIS INVOICE \$24,847.00**



# INVOICE

HDR Engineering, Inc.  
Accounts Payable  
8404 Indian Hills Drive  
Omaha, NE 68114

**Invoice Date:** 10/31/2018  
**Invoice No:** 32467-1

Terms: within (10) days after HDR  
receives payment from Owner

CC: [eric.hanson@hdrinc.com](mailto:eric.hanson@hdrinc.com)

---

**Monticello Regional Airport**

**Contact Name:** Jerald Searle (515) 971-3100     [gerald.searle@gmail.com](mailto:gerald.searle@gmail.com)

**Project Number:** Pending

**Purchase Order Number:** Pending

**TASK - Aeronautical Obstruction Survey**

---

<u>Professional Services:</u>	<u>FF Price</u>	<u>% Comp.</u>	<u>ITD Complete</u>	<u>Prior Invoiced</u>	<u>Current Invoice</u>
Imagery Acquisition	\$11,500.00	100%	\$11,500.00	\$0.00	\$11,500.00
Ground Survey	\$11,246.00	90%	\$10,121.00	\$0.00	\$10,121.00
Photogrammetric Mapping	\$24,615.00	10%	\$2,460.00	\$0.00	\$2,460.00
Attribution	<u>\$9,000.00</u>	0%	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Authorized	\$56,361.00		\$24,081.00	\$0.00	
Authorized Balance Remaining	\$32,280.00				
<b>Amount Requested Current Invoice</b>					<b>\$24,081.00</b>

Please Remit Checks To:  
Quantum Spatial, Inc.  
75 Remittance Drive Dept 6868  
Chicago, IL 60675-6868

ACH/Wire Payment To:  
Pacific Western Bank  
41381 Kalmia Street  
Murrieta, CA 92562  
Routing/ABA Number: 122238200  
Account Number: 1001400298

THANK YOU FOR YOUR BUSINESS  
FOR QUESTIONS REGARDING YOUR INVOICE, PLEASE CALL 920-803-5806



## Doug Herman

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**From:** Searle, Jerald <Jerald.Searle@hdrinc.com>  
**Sent:** Thursday, November 29, 2018 3:19 PM  
**To:** Doug Herman  
**Subject:** Invoice -Airport Master Plan  
**Attachments:** MXO Quantum Inv 32467-1\_HDR\_J.Searle\_Monticello.pdf

Doug,

The invoice dated 11/19/2018 included work associated with the Aeronautical Obstruction Survey being performed by Quantum Spatial. Quantum Spatial was retained by HDR to provide:

- Imagery Acquisition: 100% complete
- Ground Survey: 90% complete
- Photogrammetric mapping: 10% complete
- Attribution: 0% complete

I have attached a copy of the Quantum Invoice dated 10-31-2018 which shows the cost (\$24,081) incurred to date. Quantum is schedule to complete the Attribution process within the next two weeks. This work is being done in accordance with FAA AC 150/5300-16A, -17C, -18B. This work also includes preparing, uploading and validation the Statement of Work, Survey and Quality Control Plan, Imagery Acquisition Report and associated data files as required for submission to the FAA AGIS (Airports GIS) online database.

We will use the data and mapping to evaluate on and off site obstructions (airport airspace analysis based on ultimate runway threshold) as well as generate the ALP set of drawings. All of the data collected in accordance with FAA criteria will be uploaded to the MXO- AGIS site once validated and approved by FAA and NGS.

Should you need additional information to support the invoice amount, please let me know.

Thanks

Jerry

<b>City Council Meeting</b> <b>Prep. Date:</b> 12/12/18 <b>Preparer:</b> Doug Herman		<b>Agenda Item: #</b> 12 <b>Agenda Date:</b> 12/17/18
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**Communication Page**

**Agenda Items Description:** Resolution approving Change Order #4 in the amount of \$1,092 submitted by Taylor Construction, Inc. Re: 2018 E. 1<sup>st</sup> Street Bridge Replacement Project and authorizing the City Administrator to approve Change Order #4 on “Doc Express”.

**Type of Action Requested:** Motion; Resolution; Ordinance; Report; Public Hearing; Closed Session

<b>Attachments &amp; Enclosures:</b>	
Resolution	
Engineer Recommendation; Pay Req. / Change Order	

<b>Fiscal Impact:</b>	
Budget Line Item:	
Budget Summary:	E. 1 <sup>st</sup> St. Bridge Cap. Project
Expenditure:	\$1,092
Revenue:	

**Synopsis:** Approval of Taylor Construction, Inc. Change Order #4, same being tied to the final bid reconciliation by the City Engineer.

**Background Information:** This change order is tied to the final bid reconciliation, meaning that the engineer reviewed all of the product quantities included in the bid to verify that those quantities as bid were actually used in the project. If less were used the change would be a negative (Reduced project Cost) and if the quantities were more the change would be a positive. (Increased project Cost). In addition to the bid reconciliation the Change Order also includes two additional bid items. The first item is “Object Marker, Type 3”, the four yellow and black traffic signs that the Contractor installed at each corner of the bridge. The second item is for a weld that Taylor Construction completed on one of the steel H-piles. This weld was required per the specifications but not included in the original bid. Change Order #4 has been reviewed and approved by the DOT and requires City approval at this time.

The proposed Resolution also authorizes the City Administrator to sign off on the Change Order as “approved” on the DOT on-line system “Doc Express”.

**Recommendation:** I recommend that the Council approve the proposed Resolution approving Change Order #4 in the amount of \$1,092 and authorize the City Administrator to approve Change Order #4 on “Doc Express”.

# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA

## RESOLUTION #18-\_\_\_\_

**Approving** Change Order #4 in the amount of \$1,092 submitted by Taylor Construction, Inc.  
Re: 2018 E. 1<sup>st</sup> Street Bridge Replacement Project and authorizing City Administrator  
to approve Change Order #4 on “Doc Express”.

**WHEREAS,** Taylor Construction, Inc. contracted with the City to replace the E. 1<sup>st</sup> Street Bridge lying over Kitty Creek, and

**WHEREAS,** Taylor Construction, Inc. has submitted Change Order #4 tied to the reconciliation of the bid tab by the Engineer and a the addition of a couple additional items not originally included in the bid, in the amount of \$1,092, and

**WHEREAS,** The project is a joint City / IDOT project funded by Federal Bridge Funds, and

**WHEREAS,** The City Engineer has reviewed the proposed Change Order #4 and recommends that it be approved by the City Council.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve Change Order #4 submitted by Taylor Construction, Inc. Re: 2017 E. 1<sup>st</sup> Street Bridge Replacement Project, in the amount of \$1,092 and hereby authorizes payment to Taylor Construction in said amount and directs the City Administrator to approve Change Order #4 on behalf of the City on the IDOT system “Doc Express”.

**IN THE TESTIMONY WHEREOF,** I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 17<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
Brian Wolken, Mayor

*Attest:*

\_\_\_\_\_  
Sally Hinrichsen, City Clerk



December 12, 2018

Mr. Doug Herman, City Administrator  
City of Monticello, Iowa  
200 East 1<sup>st</sup> Street  
Monticello, IA 52310

Subject: Application for Semi-final Payment and Change Order No. 4  
**Bridge Replacement – East First Street Over Kitty Creek**  
Snyder & Associates Project # - 116.0093.08A  
Contractor: Taylor Construction, Inc.

Dear Council:

Enclosed for your review and approval is the Application for Semi-final Payment and Change Order No. 4 (Reconciliation of bid tab) from Taylor Construction, Inc. for the project referenced above (paper copies will be delivered at the December 17<sup>th</sup> Council Meeting). We have reviewed the Semi-final Payment and Change Order No. 4 and find them to be in agreement with the work completed to date. The quantities shown on the Semi-final Payment and Change Order No. 4 are subject to a final audit by the Iowa DOT. The total project cost including all change orders is \$547,915.53, which is an increase of \$43,070.29 from the original contract amount. The primary reason for this cost difference is due to the shoulder replacements that were completed this fall. We, therefore, recommend approval of Change order No. 4 and Application for Semi-final Payment for this project in the amount of **\$3,212.76** to Taylor Construction, Inc. This amount shall be paid to Taylor Construction, Inc. **AFTER** the Semi-final Payment and Change Order No. 4 are approved by the City and Change Order No. 4 is approved by the Iowa DOT.

If you have any questions or comments regarding this project, please feel free to contact me. I plan to attend the next Council Meeting on Monday, December 17<sup>th</sup> if you prefer to go over any questions or concerns you may have at that time.

Sincerely,

SNYDER & ASSOCIATES, INC.

Casey Zwolinski  
Project Engineer

Encl. Application for Semi-final Payment and Change Order No. 4 (Five copies)

Cc: Krista Taylor, Taylor Construction, Inc.

**SEMI-FINAL PAYMENT (PAYMENT NO. 8)**

PROJECT: Bridge Replacement - East First Over Kitty Creek  
OWNER: City of Monticello  
CONTRACTOR: Taylor Construction, Inc.  
ADDRESS: 7314 Columbus  
New Vienna, IA 52065  
DATE: December 17, 2018

SB/S&A PROJECT NO. 116.0093.08A  
IOWA DOT PROJECT NO : BROS-5182(604)-8J-53

PAYMENT PERIOD: 10/31/2018 to 11/21/2018

**1. CONTRACT SUMMARY:**

Original Contract Amount: \$ 504,845.24  
Net Change by Change Order to Date: \$ 43,070.29  
Contract Amount to Date: \$ 547,915.53

**CONTRACT PERIOD:**  
Letting Date: June 20, 2017  
Late Start Date: 8/7/2017  
New Working Days: 85 Days  
Current Working Days: 81 Days  
as of 11/21/2018

**2. WORK SUMMARY:**

Total Work Performed to Date: \$ 547,915.53  
Retainage: 3% \$ 16,437.47  
Liquidated Damages: \$  
\$1,000/day for 0 days  
Total Earned Less Retainage: \$ 531,478.06  
Less Previous Applications for Payment: \$ 528,265.30  
AMOUNT DUE THIS APPLICATION: \$ 3,212.76

**3. CONTRACTOR'S CERTIFICATION:**

The undersigned CONTRACTOR certifies that:

- (1) all previous progress payments received from OWNER on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Payment; and
- (2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

Taylor Construction Inc.  
CONTRACTOR

By *Kristin A. Taylor* DATE: 12-10-18

**4. ENGINEER'S APPROVAL:**

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.  
ENGINEER

By *Cathy Zwick* DATE: 12-10-18

**5. OWNER'S APPROVAL**

City of Monticello  
OWNER

By \_\_\_\_\_ DATE: \_\_\_\_\_

**SEMI-FINAL PAYMENT (PAYMENT NO. 8)**

PROJECT: Bridge Replacement - East First Over Kitty Creek  
OWNER: City of Monticello  
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Taylor Construction Inc.  
CONTRACTOR

By \_\_\_\_\_ DATE: \_\_\_\_\_

**4. ENGINEER'S APPROVAL:**

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.  
ENGINEER

By \_\_\_\_\_ DATE: \_\_\_\_\_

**5. OWNER'S APPROVAL**

City of Monticello  
OWNER

By \_\_\_\_\_ DATE: \_\_\_\_\_

1. DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	DESCRIPTION OF WORK	QUANTITY			UNIT	UNIT PRICE	TOTAL COST	WORK COMPLETED		TOTAL COMPLETED	%	CO#
		EST	ACTUAL	THIS PERIOD				PREVIOUS	THIS PERIOD			
1	EXCAVATION, CL 10, CHANNEL	1,321.00	1,496.00	-5.00	CY	\$3.75	\$ 4,958.75	\$ 5,628.75	\$ (18.75)	\$ 5,610.00	118%	
2	REMOVAL OF EXISTING BRIDGE	1.00	1.00		LUMP	\$3,000.00	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	100%	
3	EXCAVATION, CL 20	118.00	118.00		CY	\$90.00	\$ 10,620.00	\$ 10,620.00	\$ -	\$ 10,620.00	100%	
4	STRUCTURAL CONCRETE (BRIDGE)	229.50	229.50		CY	\$545.00	\$ 125,077.50	\$ 125,077.50	\$ -	\$ 125,077.50	100%	
5	REINFORCING STEEL, EPOXY COATED	57,361.00	57,361.00		LB	\$0.80	\$ 45,888.80	\$ 45,888.80	\$ -	\$ 45,888.80	100%	
6	CONCRETE BARRIER RAILING	222.00	222.00		LF	\$86.00	\$ 19,092.00	\$ 19,092.00	\$ -	\$ 19,092.00	100%	
7	PILES, STEEL, HP 10X42	1,330.00	1,330.00	-10.00	LF	\$30.00	\$ 39,900.00	\$ 40,200.00	\$ (300.00)	\$ 39,900.00	100%	
8	CONCRETE ENCASUREMENT OF H-PILES, HP 10X42 (P10L TYPE 3)	278.10	258.30		LF	\$60.00	\$ 16,686.00	\$ 15,498.00	\$ -	\$ 15,498.00	93%	
9	ENGINEERING FABRIC	1,577.00	1,927.00	-11.00	SY	\$3.75	\$ 5,913.75	\$ 7,267.50	\$ (41.25)	\$ 7,226.25	122%	
10	REVEALMENT, CLASS C	2,114.00	2,107.70	27.30	TON	\$21.25	\$ 44,922.50	\$ 44,208.50	\$ 580.13	\$ 44,788.63	100%	
11	CONSTRUCTION SURVEY	1.00	1.00		LUMP	\$8,000.00	\$ 8,000.00	\$ 8,000.00	\$ -	\$ 8,000.00	100%	
12	MOBILIZATION	1.00	1.00		LUMP	\$21,000.00	\$ 21,000.00	\$ 21,000.00	\$ -	\$ 21,000.00	100%	
13	CLEARING AND GRUBBING	0.70	0.70		ACRE	\$2,000.00	\$ 1,400.00	\$ 1,400.00	\$ -	\$ 1,400.00	100%	
14	SPECIAL BACKFILL	57.10	15.06		TON	\$17.50	\$ 999.25	\$ 263.55	\$ -	\$ 263.55	26%	
15	EXCAVATION, CL 18, WASTE	1,996.00	1,996.00		CY	\$4.50	\$ 8,982.00	\$ 8,982.00	\$ -	\$ 8,982.00	100%	
16	TOPSOIL, FURNISH AND SPREAD	484.30	484.30		CY	\$18.00	\$ 8,717.40	\$ 8,717.40	\$ -	\$ 8,717.40	100%	
17	SUBGRADE STABILIZATION MATERIAL, POLYMER GRID	368.80	369.80		SY	\$2.00	\$ 739.60	\$ 739.60	\$ -	\$ 739.60	100%	
18	MODIFIED SUBBASE	168.10	168.10		CY	\$26.00	\$ 4,370.60	\$ 4,370.60	\$ -	\$ 4,370.60	100%	
19	GRANULAR SHOULDERS, TYPE A	121.00	102.60		TON	\$18.00	\$ 2,178.00	\$ 1,846.80	\$ -	\$ 1,846.80	85%	
20	PAVED SHOULDER, PCC, 7 IN	26.70	24.40		SY	\$125.00	\$ 3,337.50	\$ 3,050.00	\$ -	\$ 3,050.00	91%	
21	SHOULDER FINISHING, EARTH	3.80	3.80		STA	\$400.00	\$ 1,520.00	\$ 1,520.00	\$ -	\$ 1,520.00	100%	
22	BRIDGE APPROACH, BR-201	344.00	344.00		SY	\$135.00	\$ 46,440.00	\$ 46,440.00	\$ -	\$ 46,440.00	100%	
23	HMA STD TRAFFIC, BASE COURSE, 1/2 IN MIX	98.54	95.38		TON	\$79.43	\$ 7,827.03	\$ 7,576.03	\$ -	\$ 7,576.03	97%	
24	HMA STD TRAFFIC, INTERMEDIATE COURSE, 1/2 IN MIX	49.27	28.50		TON	\$79.43	\$ 3,913.52	\$ 2,263.76	\$ -	\$ 2,263.76	58%	
25	HMA STD TRAFFIC, SURFACE COURSE, 1/2 IN MIX, NO FRICTION	33.94	46.72		TON	\$90.68	\$ 3,077.68	\$ 4,236.57	\$ -	\$ 4,236.57	138%	
26	ASPHALT BINDER, PG 58-28S, STD TRAFFIC	11.88	10.37		TON	\$357.00	\$ 4,241.16	\$ 3,702.09	\$ -	\$ 3,702.09	87%	
27	LONGITUDINAL GROOVING IN CONCRETE	588.50	588.30		SY	\$10.00	\$ 5,885.00	\$ 5,885.00	\$ -	\$ 5,885.00	100%	
28	APPROX, METAL, 24 IN DIA	2.00	2.00		EACH	\$950.00	\$ 1,900.00	\$ 1,900.00	\$ -	\$ 1,900.00	100%	
29	MANHOLE ADJUSTMENT, MAJOR	1.00	1.00		EACH	\$1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	100%	
30	SUBDRAIN, LONGITUDINAL (SHOULDER) 6 IN DIA	477.00	378.00		LF	\$17.00	\$ 8,109.00	\$ 6,426.00	\$ -	\$ 6,426.00	79%	
31	SUBDRAIN, OUTLET, DR-304	1.00	1.00		EACH	\$300.00	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	100%	
32	STORM SEWER GRAVITY MAIN, TRENCHED, HDPE, 24 IN	40.00	21.00		LF	\$42.00	\$ 1,680.00	\$ 882.00	\$ -	\$ 882.00	53%	
33	REMOVE SEWER PIPE LESS THAN DR EQUAL TO 36 IN	59.00	50.00		LF	\$80.00	\$ 4,720.00	\$ 4,000.00	\$ -	\$ 4,000.00	85%	
34	BRIDGE END DRAIN, DR-402	2.00	2.00		EACH	\$2,000.00	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00	100%	
35	REMOVAL OF PAVEMENT	656.80	656.80		SY	\$6.50	\$ 4,269.20	\$ 4,269.20	\$ -	\$ 4,269.20	100%	
36	SAFETY CLOSURE	2.00	2.00		EACH	\$140.00	\$ 280.00	\$ 280.00	\$ -	\$ 280.00	100%	
37	REMOVAL OF TYPE A SIGN	5.00	5.00		EACH	\$60.00	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	100%	
38	WOOD POSTS FOR TYPE A OR B SIGNS, 4 IN X 6 IN	36.00	15.00		LF	\$14.00	\$ 504.00	\$ 210.00	\$ -	\$ 210.00	42%	
39	TYPE F SIGNS, SHEET ALUMINUM	17.00	5.00		SF	\$20.00	\$ 340.00	\$ 100.00	\$ -	\$ 100.00	29%	
40	INSTALL TYPE A SIGN	5.00	0.00		EACH	\$50.00	\$ 250.00	\$ -	\$ -	\$ -	0%	
41	TRAFFIC CONTROL	1.00	1.00		LUMP	\$3,500.00	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00	100%	
42	MULCHING, BFM	1.20	0.90		ACRE	\$4,500.00	\$ 5,400.00	\$ 4,050.00	\$ -	\$ 4,050.00	75%	
43	NATIVE GRASS SEEDING	0.20	0.00		ACRE	\$480.00	\$ 480.00	\$ -	\$ -	\$ -	0%	
44	SEEDING AND FERTILIZATION (RURAL)	0.20	0.00		ACRE	\$1,600.00	\$ 320.00	\$ -	\$ -	\$ -	0%	
45	SEEDING AND FERTILIZATION (URBAN)	0.20	0.20		ACRE	\$1,800.00	\$ 360.00	\$ 360.00	\$ -	\$ 360.00	100%	
46	SPECIAL DITCH CONTROL, WOOD EXCELSIOR MAT	92.00	92.00		SQ	\$4.50	\$ 414.00	\$ 414.00	\$ -	\$ 414.00	100%	
47	STABILIZING CROP - SEEDING AND FERTILIZING	0.60	0.60		ACRE	\$1,400.00	\$ 840.00	\$ 840.00	\$ -	\$ 840.00	100%	
48	SILT FENCES	1,280.00	735.00		LF	\$3.25	\$ 4,095.00	\$ 2,388.75	\$ -	\$ 2,388.75	58%	
49	REMOVAL OF SILT FENCE	1,260.00	735.00	150.00	LF	\$1.00	\$ 1,260.00	\$ 575.00	\$ 160.00	\$ 735.00	58%	
50	MAINTENANCE OF SILT FENCE	126.00	284.00		LF	\$3.50	\$ 441.00	\$ 994.00	\$ -	\$ 994.00	225%	
51	FLOATING SILT CURTAIN (HANGING)	400.00	150.00		LF	\$20.00	\$ 8,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	38%	
52	MAINTENANCE OF FLOATING SILT CURTAIN	200.00	150.00		LF	\$7.00	\$ 1,400.00	\$ 1,050.00	\$ -	\$ 1,050.00	75%	
53	MOBILIZATIONS, EROSION CONTROL	2.00	2.00		EACH	\$500.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	100%	
54	MOBILIZATIONS, EMERGENCY EROSION CONTROL	1.00	0.00		EACH	\$1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	0%	
TOTAL ORIGINAL CONTRACT = \$ 504,845.24								THIS PERIOD TOTAL TO DATE		\$ 380.13 \$ 488,693.53		97%

CHANGE ORDER SUMMARY:		QUANTITY			UNIT	UNIT PRICE	TOTAL COST	WORK COMPLETED		TOTAL COMPLETED	%	CO#
Change Order No. 1		EST	ACTUAL	THIS PERIOD				PREVIOUS	THIS PERIOD			
8001	P.C. CONCRETE MATURITY TESTING	3,300.00	3,300.00	-	LS	\$1.00	\$ 3,300.00	\$ 3,300.00	\$ -	\$ 3,300.00	100%	CL-1

TOTAL CHANGE ORDER NO. 1 = \$ 3,300.00 \$ - \$ 3,300.00

CHANGE ORDER SUMMARY:		QUANTITY			UNIT	UNIT PRICE	TOTAL COST	WORK COMPLETED		TOTAL COMPLETED	%	CO#
Change Order No. 2		EST	ACTUAL	THIS PERIOD				PREVIOUS	THIS PERIOD			
8002	(EXTRA WORK) MOBILIZATION, ADDITIONAL	1,000.00	1,000.00	-	LS	\$1.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	100%	C2-1
8003	(EXTRA WORK) PORTLAND CEMENT CONCRETE PAVEMENT COLD WEATHER PROTECTION (PRE-ESTABLISHED PRICE)	344.00	433.00	89.00	5Y	\$1.00	\$ 344.00	\$ 344.00	\$ 89.00	\$ 433.00	126%	C2-2

TOTAL CHANGE ORDER NO. 2 = \$ 1,344.00 \$ 89.00 \$ 1,433.00

CHANGE ORDER SUMMARY:		QUANTITY			UNIT	UNIT PRICE	TOTAL COST	WORK COMPLETED		TOTAL COMPLETED	%	CO#
Change Order No. 3		EST	ACTUAL	THIS PERIOD				PREVIOUS	THIS PERIOD			
20	PAVED SHOULDER, PCC, 7 IN	192.00	206.20	14.2	5Y	\$125.00	\$24,000.00	\$ 24,000.00	\$ 1,775.00	\$ 25,775.00	107%	C3-1
35	SAFETY CLOSURE	2.00	2.00	-	EACH	\$140.00	\$280.00	\$ 280.00	\$ -	\$ 280.00	100%	C3-2
8004	EXCAVATION, CLASS 13 WASTE	42.00	51.30	-	CY	\$30.00	\$1,260.00	\$ 1,539.00	\$ -	\$ 1,539.00	122%	C3-3
8005	TOPSOIL, FURNISH AND SPREAD	13.00	14.70	-	CY	\$40.00	\$520.00	\$ 588.00	\$ -	\$ 588.00	113%	C3-4
8006	MODIFIED SUBBASE	6.00	12.80	-	CY	\$175.00	\$1,050.00	\$ 2,240.00	\$ -	\$ 2,240.00	213%	C3-5
8007	SHOULDER FINISHING, EARTH	9.50	9.50	-	STA	\$500.00	\$4,750.00	\$ 1,750.00	\$ -	\$ 1,750.00	100%	C3-6
8008	BRIDGE END DRAIN, DR-402	1.00	1.00	-	EACH	\$1,850.00	\$1,850.00	\$ 1,850.00	\$ -	\$ 1,850.00	100%	C3-7
8009	REMOVE: DP PAVEMENT	33.00	33.00	-	SY	\$25.00	\$825.00	\$ 825.00	\$ -	\$ 825.00	100%	C3-8
8010	MOBILIZATION	5,000.00	5,000.00	-	LS	\$1.00	\$5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	100%	C3-9
8011	DRIVEWAY, P.C. CONCRETE, 7 IN.	28.00	28.00	-	SY	\$125.00	\$3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00	100%	C3-10
8012	FULL-DEPTH SAW CUT	224.00	233.00	-	LF	\$10.00	\$2,240.00	\$ 2,330.00	\$ -	\$ 2,330.00	104%	C3-11
8013	REMOVE, SALVAGE & PLACE EXISTING GRANULAR MATERIAL	4,000.00	4,000.00	-	LS	\$1.00	\$4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00	100%	C3-12
8014	TRAFFIC CONTROL	3,720.00	3,720.00	-	LS	\$1.00	\$3,720.00	\$ 3,720.00	\$ -	\$ 3,720.00	100%	C3-13

TOTAL CHANGE ORDER NO. 3 = \$49,995.00 \$ 1,775.00 \$ 53,397.00

CHANGE ORDER SUMMARY:		QUANTITY			UNIT	UNIT PRICE	TOTAL COST	WORK COMPLETED		TOTAL COMPLETED	%	CO#
Change Order No. 4		EST	ACTUAL	THIS PERIOD				PREVIOUS	THIS PERIOD			
1	EXCAVATION, CL 10, CHANNEL	175.00	-	-	CY	\$3.75	\$656.25	\$ -	\$ -	\$ -	0%	C4-1
8	CONCRETE ENCASEMENT OF H-PILES, HP 10X42 (P10L TYPE 3)	-19.80	-	-	LF	\$60.00	-\$1,188.00	\$ -	\$ -	\$ -	0%	C4-2
9	ENGINEERING FABRIC	350.00	-	-	5Y	\$3.75	\$1,312.50	\$ -	\$ -	\$ -	0%	C4-3
10	REVEALMENT, CLASS C	-6.30	-	-	TON	\$21.25	-\$133.88	\$ -	\$ -	\$ -	0%	C4-4
14	SPECIAL BACKFILL	-42.04	-	-	TON	\$17.50	-\$735.70	\$ -	\$ -	\$ -	0%	C4-5
19	GRANULAR SHOULDERS, TYPE A	-18.40	-	-	TON	\$18.00	-\$331.20	\$ -	\$ -	\$ -	0%	C4-6
20	PAVED SHOULDER, PCC, 7 IN	11.90	-	-	5Y	\$125.00	\$1,487.50	\$ -	\$ -	\$ -	0%	C4-7
23	HMA STD TRAFFIC, BASE COURSE, 1/2 IN MIX	-3.16	-	-	TON	\$79.43	-\$251.00	\$ -	\$ -	\$ -	0%	C4-8
24	HMA STD TRAFFIC, INTERMEDIATE COURSE, 1/2 IN MIX	-20.77	-	-	TON	\$79.43	-\$1,648.76	\$ -	\$ -	\$ -	0%	C4-9
25	HMA STD TRAFFIC, SURFACE COURSE, 1/2 IN MIX, NO FRICTION	12.78	-	-	TON	\$90.68	\$1,158.89	\$ -	\$ -	\$ -	0%	C4-10
26	ASPHALT BINDER, PG 58-285, STD TRAFFIC	-1.51	-	-	TON	\$357.00	-\$539.07	\$ -	\$ -	\$ -	0%	C4-11
30	SUBDRAIN, LONGITUDINAL, (SHOULDER) 6 IN DIA	-99.00	-	-	LF	\$17.00	-\$1,683.00	\$ -	\$ -	\$ -	0%	C4-12
32	STORM SEWER GRAVITY MAIN, TRENCHED, HDPE, 24 IN	-19.00	-	-	LF	\$42.00	-\$798.00	\$ -	\$ -	\$ -	0%	C4-13
39	REMOVE SEWER PIPE LESS THAN OR EQUAL TO 36 IN	-9.00	-	-	LF	\$80.00	-\$720.00	\$ -	\$ -	\$ -	0%	C4-14
38	WOOD POSTS FOR TYPE A OR B SIGNS, 4 IN X 6 IN	-21.00	-	-	LF	\$14.00	-\$294.00	\$ -	\$ -	\$ -	0%	C4-15
39	TYPE A SIGNS, SHEET ALUMINUM	-12.00	-	-	SF	\$20.00	-\$240.00	\$ -	\$ -	\$ -	0%	C4-16
40	INSTALL TYPE A SIGN	-5.00	-	-	EACH	\$50.00	-\$250.00	\$ -	\$ -	\$ -	0%	C4-17
42	MULCHING, BFM	-0.30	-	-	ACRE	\$4,500.00	-\$1,350.00	\$ -	\$ -	\$ -	0%	C4-18
49	NATIVE GRASS SEEDING	-0.20	-	-	ACRE	\$2,400.00	-\$480.00	\$ -	\$ -	\$ -	0%	C4-19
44	SEEDING AND FERTILIZATION (RURAL)	-0.20	-	-	ACRE	\$1,600.00	-\$320.00	\$ -	\$ -	\$ -	0%	C4-20
48	SILT FENCE	-525.00	-	-	LF	\$3.25	-\$1,706.25	\$ -	\$ -	\$ -	0%	C4-21
49	REMOVAL OF SILT FENCE	-525.00	-	-	LF	\$1.00	-\$525.00	\$ -	\$ -	\$ -	0%	C4-22
50	MAINTENANCE OF SILT FENCE	158.00	-	-	LF	\$3.50	\$553.00	\$ -	\$ -	\$ -	0%	C4-23
51	FLOATING SILT CURTAIN (HANGING)	-250.00	-	-	LF	\$20.00	-\$5,000.00	\$ -	\$ -	\$ -	0%	C4-24
52	MAINTENANCE OF FLOATING SILT CURTAIN	-50.00	-	-	LF	\$7.00	-\$350.00	\$ -	\$ -	\$ -	0%	C4-25
54	MOBILIZATIONS, EMERGENCY EROSION CONTROL	-1.00	-	-	EACH	\$1,000.00	-\$1,000.00	\$ -	\$ -	\$ -	0%	C4-26
	(EXTRA WORK) PORTLAND CEMENT CONCRETE PAVEMENT COLD WEATHER PROTECTION (PRE-ESTABLISHED PRICE)	89.00	-	-	5Y	\$1.00	\$89.00	\$ -	\$ -	\$ -	0%	C4-27
8004	EXCAVATION, CLASS 13 WASTE	9.30	-	-	CY	\$30.00	\$279.00	\$ -	\$ -	\$ -	0%	C4-28
8005	TOPSOIL, FURNISH AND SPREAD	1.70	-	-	CY	\$40.00	\$68.00	\$ -	\$ -	\$ -	0%	C4-29
8006	MODIFIED SUBBASE	6.80	-	-	CY	\$175.00	\$1,190.00	\$ -	\$ -	\$ -	0%	C4-30
8012	FULL-DEPTH SAW CUT	9.00	-	-	LF	\$10.00	\$90.00	\$ -	\$ -	\$ -	0%	C4-31
8015	OBJECT MARKER, TYPE 3	4.00	4.00	4.00	EACH	\$198.00	\$792.00	\$ -	\$ 792.00	\$ 792.00	100%	C4-32
8016	(EXTRA WORK) SPLICE STEEL H-PILES (PRE-ESTABLISHED PRICE)	1.00	1.00	1.00	EACH	\$300.00	\$300.00	\$ -	\$ 300.00	\$ 300.00	100%	C4-33

TOTAL CHANGE ORDER NO. 4 = -\$11,588.71 \$ 1,092.00 \$ 1,092.00

TOTAL CHANGE ORDERS = \$ 43,070.29 \$ 2,956.00 \$ 59,222.00

TOTAL CONTRACT & CHANGE ORDERS \$ 547,915.53 THIS PERIOD \$ 3,336.13 TOTAL TO DATE \$ 547,915.53



**CHANGE ORDER**  
For Local Public Agency Projects

No.: 4

Non-Substantial:

Substantial:

Administering Office  
Concurrence Date

Accounting ID No. (5-digit number): 34446

Project Number: BROS-5182(604)--8J-53

Contract Work Type: Bridge Replacement - CCS

Local Public Agency: City of Monticello

Contractor: Taylor Construction, Inc.

Date Prepared: December 6, 2018

You are hereby authorized to make the following changes to the contract documents.

A - Description of change to be made:

- 0020 - Decrease item for "2102-0425070 - Special Backfill".
- 0070 - Decrease item for "2121-7425010 - Granular Shoulders, Type A".
- 0080 - Increase item for "2122-5190007 - Paved Shoulder, P.C. Concrete, 7 In.".
- 0110 - Decrease item for "2303-1031500 - Hot Mix Asphalt Standard Traffic, Base Course, 1/2 In. Mix".
- 0120 - Decrease item for "2303-1032500 - Hot Mix Asphalt Standard Traffic, Intermediate Course, 1/2 In. Mix".
- 0130 - Increase item for "2303-1033500 - Hot Mix Asphalt Standard Traffic, Surface Course, 1/2 In. Mix, No Special Friction Requirement".
- 0140 - Decrease item for "2303-1258283 - Asphalt Binder, PG 58-28S, Standard Traffic".
- 0180 - Decrease item for "2502-8212036 - Subdrain, Longitudinal, (Shoulder) 6 In. Dia.".
- 0200 - Decrease item for "2503-0111024 - Storm Sewer Gravity Main, Trenched, High Density Polyethylene Pipe (HDPE), 24 In.".
- 0210 - Decrease item for "2503-0200036 - Remove Storm Sewer Pipe Less Than or Equal to 36 In.".
- 0260 - Decrease item for "2524-9275222 - Wood Posts for Type A or B Signs, 4 In. X 6 In.".
- 0270 - Decrease item for "2524-9325001 - Type A Signs, Sheet Aluminum".
- 0280 - Decrease item for "2524-9325150 - Install Type A Sign".
- 0300 - Decrease item for "2601-2634105 - Mulching, Bonded Fiber Matrix".
- 0310 - Decrease item for "2601-2636015 - Native Grass Seeding".
- 0320 - Decrease item for "2601-2636043 - Seeding and Fertilizing (Rural)".
- 0360 - Decrease item for "2602-0000020 - Silt Fence".
- 0370 - Decrease item for "2602-0000071 - Remove of Silt Fence or Silt Fence For Ditch Checks".
- 0380 - Increase item for "2602-0000101 - Maintenance of Silt Fence or Silt Fence for Ditch Check".
- 0390 - Decrease item for "2602-0000212 - Floating Silt Curtain (Hanging)".
- 0400 - Decrease item for "2602-0000240 - Maintenance of Floating Silt Curtain".
- 0420 - Decrease item for "2602-0010020 - Mobilizations, Emergency Erosion Control".
- 0430 - Increase item for "2104-2710020 - Excavation, Class 10, Channel".
- 0500 - Decrease item for 2501-5478042 - Concrete Encasement of Steel H Piles, HP 10 X 42 (P10L Type 3)".
- 0510 - Increase item for "2507-3250005 - Engineering Fabric".
- 0520 - Decrease item for "2507-6800032 - Revetment, Class C".
- 8003 - Increase item for "6100-2301010 - {Extra Work} Portland Cement Concrete Pavement Cold Weather Protection (Pre-Established Price)".
- 8004 - Increase item for "2102-2713090 - Excavation, Class 13 Waste".
- 8005 - Increase item for "2105-8425005 - Topsoil, Furnish and Spread".
- 8006 - Increase item for "2115-0100000 - Modified Subbase".
- 8012 - Increase item for "2599-9999009 - Full-Depth Saw Cut".
- 8015 - Add item for "2524-9100030 - Object Marker, Type 3".
- 8016 - Add item for "6100-2501010 - Splicing of Steel H Piles".

B - Reason for change:

- 0020, 0070, 0080, 0110, 0120, 0130, 0140, 0180, 0200, 0210, 0260, 0270, 0280, 0300, 0310, 0320, 0360, 0370, 0380, 0390, 0400, 0420, 0430, 0500, 0510, 0520, 8003, 8004, 8005, 8006, and 8012 - Quantity change reflects the quantity measured out in the field.
- 8015 - Added this item to follow Standard Road Plan "SI-173 - Object Markers" that is referenced in the plans. This changed results in a lower quantity for Line No. 0260 "Wood Post Type A/B Sign, 4"x6"" and Line No. 0270 "Type A Sign, Sheet Aluminum".
- 8016 - One pile did not achieve minimum bearing with the plan length so an extension and weld were authorized. A previous cut-off was used for the extension.

C - Settlement for cost(s) of change as follows with items addressed in Sections F and/or G:

Accounting ID No.(5-digit number): 34446

Change Order No.: 4

0020, 0070, 0080, 0110, 0120, 0130, 0140, 0180, 0200, 0210, 0260, 0270, 0280, 0300, 0310, 0320, 0360, 0370, 0380, 0390, 0400, 0420, 0430, 0500, 0510, 0520, 8003, 8004, 8005, 8006, and 8012 - Contract unit price.  
8015, 8016 - Agreed unit price.

D - Justification for cost(s) (See I.M. 3.805, Attachment D, Chapter 2.36, for acceptable justification):

8015 - The unit price of \$180.00/EACH is below the average (\$193.04/EACH) bid price shown in the November 2017 through October 2018 IDOT Summary of Awarded Contract Prices. The unit price includes 10% prime contractor markup per Standard Specification 1109.03,B.,3.

8016 - Per Standard Specification 2501.05,C.,2.

E - Contract time adjustment:

No Working Days added

Working Days added: \_\_\_\_\_

Unknown at this time

Justification for selection:

F - Items included in contract:

Participating		Line Number	Item Description	For deductions enter as "-x.xx"		Amount .xx
Federal-aid	State-aid			Unit Price .xx	Quantity .xxx	
X		0020	Special Backfill	\$17.50	-42.040	-\$735.70
X		0070	Granular Shoulders, Type A	\$18.00	-18.400	-\$331.20
X		0080	Paved Shoulder, P.C. Concrete, 7 In.	\$125.00	11.900	\$1,487.50
X		0110	Hot Mix Asphalt Standard Traffic, Base Course, 1/2 In. Mix	\$79.43	-3.160	-\$251.00
X		0120	Hot Mix Asphalt Standard Traffic, Intermediate Course, 1/2 In. Mix	\$79.43	-20.770	-\$1,649.76
X		0130	Hot Mix Asphalt Standard Traffic, Surface Course, 1/2 In. Mix, No Special Friction Requirement	\$90.68	12.780	\$1,158.89
X		0140	Asphalt Binder, PG 58-28S, Standard Traffic	\$357.00	-1.510	-\$539.07
X		0180	Subdrain, Longitudinal, (Shoulder) 6 In. Dia.	\$17.00	-99.000	-\$1,683.00
X		0200	Storm Sewer Gravity Main, Trenched, High Density Polyethylene (HDPE), 24 In.	\$42.00	-19.000	-\$798.00
X		0210	Remove Storm Sewer Pipe Less Than or Equal to 36 In.	\$80.00	-9.000	-\$720.00
X		0260	Wood Posts For Type A or B Signs, 4 In. X 6 In.	\$14.00	-21.000	-\$294.00
X		0270	Type A Signs, Sheet Aluminum	\$20.00	-12.000	-\$240.00
X		0280	Install Type A Sign	\$50.00	-5.000	-\$250.00
X		0300	Mulching, Bonded Fiber Matrix	\$4,500.00	-0.300	-\$1,350.00
X		0310	Native Grass Seeding	\$2,400.00	-0.200	-\$480.00
X		0320	Seeding and Fertilizing (Rural)	\$1,600.00	-0.200	-\$320.00
X		0360	Silt Fence	\$3.25	-525.000	-\$1,706.25
X		0370	Removal of Silt Fence or Silt Fence for Ditch Checks	\$1.00	-525.000	-\$525.00
X		0380	Maintenance of Silt Fence or Silt Fence for Ditch Check	\$3.50	158.000	\$553.00
X		0390	Floating Silt Curtain (Hanging)	\$20.00	-250.000	-\$5,000.00
X		0400	Maintenance of Floating Silt Curtain	\$7.00	-50.000	-\$350.00
X		0420	Mobilizations, Emergency Erosion Control	\$1,000.00	-1.000	-\$1,000.00
X		0430	Excavation, Class 10, Channel	\$3.75	175.000	\$656.25
X		0500	Concrete Encasement of Steel H Piles, HP 10 X 42 (P10L Type 3)	\$60.00	-19.800	-\$1,188.00
X		0510	Engineering Fabric	\$3.75	350.000	\$1,312.50
X		0520	Revetment, Class C	\$21.25	-6.300	-\$133.88
X		8003	{Extra Work} Portland Cement Concrete Pavement Cold Weather Protection (Pre-established Price)	\$1.00	89.000	\$89.00

Federal-aid	State-aid	Line Number	Item Description	Unit Price .xx	Quantity .xxx	Amount .xx	
X		8004	Excavation, Class 13 Waste	\$30.00	9.300	\$279.00	
X		8005	Topsoil, Furnish and Spread	\$40.00	1.700	\$68.00	
X		8006	Modified Subbase	\$175.00	6.800	\$1,190.00	
X		8012	Full-Depth Saw Cut	\$10.00	9.000	\$90.00	
<input type="button" value="Add Row"/> <input type="button" value="Delete Row"/>						<b>TOTAL</b>	-\$12,660.71

G - Items not included in contract:

Participating				For deductions enter as "-x.xx"			
Federal-aid	State-aid	Change Number	Item Number	Item Description	Unit Price .xx	Quantity .xxx	Amount .xx
X		8015	2524-9100030	Object Marker, Type 3	\$198.00	4.000	\$792.00
X		8016	6100-2501010	Splicing of Steel H Piles	\$300.00	1.000	\$300.00
				1,092			
<input type="button" value="Add Row"/> <input type="button" value="Delete Row"/>						<b>TOTAL</b>	\$1,092.00

H. Signatures

Signatures will be applied through DocExpress.

# Doc Express Document Signing History

Contract: 53-5182-604 Document: CO 04

This document is in the process of being signed by all required signatories using the Doc Express service. Following are the signatures that have occurred so far.

Date	Signed By
12/10/2018	Krista Taylor Taylor Construction Inc Electronic Signature (Approved by Contractor)
12/11/2018	Patrick Schwickerath Snyder & Associates, Inc Electronic Signature (Recommended by Engineer)
	(Approved by PIRC (when applicable))
	(Approved by Administering Office or designee)
	(Approved by FHWA (when applicable))

City Council Meeting  
Prep. Date: 12/12/18  
Preparer: Doug Herman



Agenda Item: # 13  
Agenda Date: 12/17/18

**Communication Page**

**Agenda Items Description:** Resolution approving semi-final pay request in the amount of \$3,212.76 submitted by Taylor Construction, Inc. Re: 2017 E. 1<sup>st</sup> Street Bridge Replacement Project.

**Type of Action Requested:** Motion; Resolution; Ordinance; Report; Public Hearing; Closed Session

**Attachments & Enclosures:**

Resolution
Engineer Recommendation with Pay Request

**Fiscal Impact:**

Budget Line Item:	
Budget Summary:	E. 1 <sup>st</sup> St. Bridge Cap. Project
Expenditure:	\$3,212.76
Revenue:	

**Synopsis:** Approval of Taylor Construction, Inc. Semi-Final Pay Request related to E. 1<sup>st</sup> Street Bridge Project.

**Background Information:** Taylor Construction submits its' semi-final pay request related to the E. 1<sup>st</sup> Street Bridge Project in the amount of \$3,212.76. After the approval and payment of this pay request the retainage will total \$16,437.47.

The amount recommended for payment totals \$3,212.76 (The City will file for reimbursement through the State IDOT for the share of this project to be covered by Federal Bridge funding.)

**Recommendation:** I recommend that the Council approve the proposed Resolution approving the Semi-Final pay request in the amount of \$3,212.76.

# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA

## RESOLUTION #18-\_\_\_

**Approving** semi-final Pay Request in the amount of \$3,212.76 submitted by Taylor Construction, Inc. Re: 2018 E. 1<sup>st</sup> Street Bridge Replacement Project.

**WHEREAS,** Taylor Construction, Inc. contracted with the City to replace the E. 1<sup>st</sup> Street Bridge lying over Kitty Creek, and

**WHEREAS,** Taylor Construction, Inc. has submitted the semi-final pay request that includes compensation for Change Order #4 which is related to the reconciliation of the bid tab by the Engineer and a couple additional items not covered by the bid, in the amount of \$3,212.76, and

**WHEREAS,** The project is a joint City / IDOT project funded by Federal Bridge Funds, and

**WHEREAS,** The City Engineer has reviewed the semi-final pay request and recommends that it be approved by the City Council.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the semi-final pay request submitted by Taylor Construction, Inc. Re: 2017 E. 1<sup>st</sup> Street Bridge Replacement Project in the amount of \$3,212.76 and hereby authorizes payment to Taylor Construction in said amount, leaving 3% retainage in the amount of \$16,437.47

**IN THE TESTIMONY WHEREOF,** I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 17<sup>th</sup> day of December, 2018.

---

Brian Wolken, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk

**City Council Meeting**  
**Prep. Date:** 12/13/18  
**Preparer:** Doug Herman



**Agenda Item:** 14  
**Agenda Date:** 12/17/2018

**Communication Page**

**Agenda Items Description:** Resolution to approve Tax Abatement related to property located at 316 Faust Circle

**Type of Action Requested:** Motion; **Resolution;** Ordinance; Report; Public Hearing; Closed Session

**Attachments & Enclosures:**

Proposed Resolution

**Fiscal Impact:**

Budget Line Item:	n/a
Budget Summary:	n/a
Expenditure:	n/a
Revenue:	n/a

**Synopsis:** Abatement Application filed by Sheryl Leonard and Keith Wenndt, owners of home located at 316 Faust Circle.

**Background Information:** This Resolution provides the tax abatement as set out in the Code for Residential properties. The new value added by the improvement, up to \$75,000, is exempt from taxation for five years.

**Staff Recommendation:** I recommend that the Council approve the proposed Resolution providing for the Standard Tax Abatement as set out above.



# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO,  
IOWA

## RESOLUTION #

### **Approving Sheryl Leonard & Keith Wenndt Tax Abatement Application related to Residential Improvements constructed at 316 Faust Circle, Monticello, Iowa.**

**WHEREAS,** Monticello has enacted an Urban Revitalization Tax Abatement program and codified same at Chapter 10 of the Monticello Code of Ordinances, and

**WHEREAS,** Sheryl Leonard & Keith Wenndt has completed and filed an Application for Tax Abatement related to their home, a Residentially zoned property, located at 316 Faust Circle, Monticello, Iowa, and

**WHEREAS,** The City Council has reviewed said Application, and finds that the information submitted therein is consistent with that required by the Monticello Code of Ordinances.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Application for Tax Abatement filed by Sheryl Leonard & Keith Wenndt as set forth above, consistent with Chapter 10 of the Monticello Code of Ordinances, said Application bearing the date of December 10, 2018 and being signed by Sheryl Leonard & Keith Wenndt and further directs the Monticello City Clerk to file same with the Jones County Assessor as prescribed by law.

**IN TESTIMONY WHEREOF,** I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 16<sup>th</sup> day of December, 2018.

---

Brian Wolken, Mayor

Attest:

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Sally Hinrichsen, Monticello City Clerk

City Council Meeting  
Prep. Date: 12/10/2018  
Preparer: Doug Herman



Agenda Item: # 15  
Agenda Date: 12/17/2018

*Communication Page*

**Agenda Items Description:** Ordinance amending Chapter 10, Urban Revitalization, adding section 10.10(3) a provision clarifying the time frame within an eligible property owner must apply for exemption. (3<sup>rd</sup> Reading)

**Type of Action Requested:** Motion; Resolution; **Ordinance**; Report; Public Hearing; Closed Session

**Attachments & Enclosures:**

Draft Ordinance

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

**Synopsis:** City Code provides for Tax Abatements under Chapter 10 on eligible residential and commercial improvements. The Code does not specify a time frame within which the application for exemption must be received.

**Background Information:** According to past practice, the Assessor has told me that an applicant may only receive the full five years of exemption under the Code if they have requested the exemption within one year of the completion of the improvement, basically a one year grace period. Thereafter, the exemption may be applied for but the applicant begins to lose years of eligibility.

The proposed Ordinance codifies the past practice. I have sent the draft Ordinance to the Jones County Assessor to give her an opportunity to offer input. I will let you know if I receive any input between now and the City Council meeting.

There have been no written or oral comments received at City Hall in relation to this Ordinance Amendment.

**Recommendation:** I recommend that the Council approve the third and final reading of proposed Ordinance.

---

Preparer: Doug Herman, Monticello City Admin. 200 E. 1<sup>st</sup> St., Monticello, IA 52310; 319.465.3577  
Return to: Sally Hinrichsen, City Clerk, 200 E. 1<sup>st</sup> Street, Monticello, IA 52310 319.465.3577

ORDINANCE NO. \_\_\_\_

An Ordinance Amending Chapter 10, Urban Revitalization, Monticello Code, by Amending  
Section 10.10 Exemptions

**BE IT ENACTED** by the City Council of the City of Monticello, Iowa:

Section 1: Chapter 10, Subsection 10.10 shall be amended by adding subsection 10.10(3):

**10.10 Exemptions**

3. To be considered eligible for the full period of exemption from taxation set forth within subsections 1 and 2 above an Application for Exemption from taxation must be received by the City within one year following the date on which the property is considered 100% complete and taxed as being 100% complete by the Jones County Assessor. Applications filed more than one year after said determination and taxation remain eligible for the remaining exemption period. (For example, an Application for Exemption filed 18 months after the Assessor's determination would be eligible for four years of abatement. In the case of commercial or industrial property the exemption would be for years two through five, the first year of eligible abatement dropping off.)

Section 2. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

\_\_\_\_\_  
Brian Wolken, Mayor

Attest:

\_\_\_\_\_  
Sally Hinrichsen, City Clerk

I, Sally Hinrichsen, Monticello City Clerk, do hereby certify that the above and foregoing Ordinance # \_\_\_\_ was published in the Monticello Express on the \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Sally Hinrichsen, City Clerk

***Communication Page***

**Agenda Items Description:** Misc. Reports

**Type of Action Requested:** Motion; Resolution; Ordinance; **Reports**; Public Hearing; Closed Session

**Attachments & Enclosures:**


**Fiscal Impact:**

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

**Reports / Potential Action:**

- **Steve Intlekofer House Moving Project:** The “house” is on the intended lot but not yet on the foundation. Will update as of Monday afternoon. Police Chief reports that move went well overall, however, the condition of the structure after the move has been a question many have raised.
  
- **Dr. Balster Building Frontage improvements:** Dr. Balster building store front improvements look great. He is waiting on new windows and potentially a new front door.
  
- **Jones County UTV Ordinance:** Not sure there is anything to do with this tonight. I haven’t had a chance to talk with the Chief at any length on this topic. Council should look to address the relationship between the County UTV Ordinance and the City UTV/Golf Cart Ordinance in the coming months.
  
- **Hughes Garage Compliance Update:** Nothing new to report here.
  
- **Unemployment Decision:** The City appeal of the Iowa Employment Appeal Boards unemployment decision in the Tammy Bartram case has been ruled on by the Iowa Court of Appeals. They rely on a odd, and bad in my opinion rule, that for unemployment to have been denied the City would have needed to offer Tami the Superintendent position after she was no longer employed with us and had applied for unemployment. They also ignored the fact that the City has the right to change job descriptions and chose to not treat Tami’s circumstance as a change in job descriptions but rather a termination.
  
- **Collective Bargaining:** The Coll. Barg. Committee met last week with Union representatives and negotiated the terms of a new four year agreement. If approved by Union it will come back to the City Council for final approval. The agreement deals only with wages. An updated

employee handbook / policy manual is being created to cover all other items that used to be in the CBA plus additional policies.

- Engineer Report / Update: May discuss Hwy. 38N Sewer Extension project. (To serve three homes on N. Cedar not currently on sewer.)
- Budget Review Schedule: Due to the length of this Agenda I have put off our first budget discussion until January 7<sup>th</sup>.