

City of Monticello, Iowa

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Posted on September 13, 2019 at 12:00 p.m.

Monticello City Council Regular Meeting September 16, 2019 @ 6:00 p.m.

Monticello Renaissance Center, 220 E. 1st Street, Monticello, Iowa

Mayor:	Brian Wolken	City Administrator:	Doug Herman
City Council:		Staff:	
At Large:	Dave Goedken	City Clerk/Treas.:	Sally Hinrichsen
At Large:	Brenda Hanken	Public Works Dir.:	Nick Kahler
Ward #1:	Rob Paulson	City Engineer:	Patrick Schwickerath
Ward #2:	Candy Langerman	Police Chief:	Britt Smith
Ward #3:	Chris Lux	Ambulance Dir.:	Dawn Brus
Ward #4:	Tom Yeoman		

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

Mayoral Proclamation: 2019 National Assisted Living Week “A Spark of Creativity”

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.)

Approval of Council Mtg. Minutes	September 03, 2019
Approval of Payroll	September 12, 2019
Approval of Bill List	
Approval of Casey’s - Wine Permit and Board Member Name Change	

Motions:

1. **Motion** to Approve Northside Liquor License.
2. **Motion to Accept (or Request Reconsideration)** of Board of Adjustment’s denial of two variances related to proposed construction on a gravel way without street frontage.

Public Hearings and Related Action: None

Resolutions:

3. **Resolution** to approve Plat of Survey to Parcel 2019-62.
4. **Resolution** to approve MercyCare Clinic Site Plan.
5. **Resolution** to request abatement of accrued and future taxes on City owned property. (Dedicated Street ROW)

6. **Resolution** to approve Public Works Director Job Description and salary.
7. **Resolution** to approve Building Permit of Sheldon Hunter. (Located in Fire Zone)

Ordinances: None

Reports / Potential Action:

- **PW Director Report**
 - Compost Site Update
 - Garbage Truck / Truck-Trailer options
 - Sidewalk Inspection Update
 - Sycamore Street Update
- **Administrator Report**
 - Ambulance Purchase Planning
 - Zimmerman Construction Plans
 - Compost Collection Considerations
 - Building Code Discussion
- **MEMT Report/Presentation (Ben Hein)**

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.

THE CITY OF MONTICELLO, IOWA
Proclamation #19-01

Proclaiming the Week of September 8-14 as Assisted Living Week in Monticello, Iowa

**IN THE NAME AND BY THE AUTHORITY OF THE MAYOR OF THE CITY OF
MONTICELLO, IOWA, I DO HEREBY PROCLAIM AS FOLLOWS:**

WHEREAS, residents of assisted living communities are active members of the larger community, offering their knowledge, life experiences and involvement; their past contributions continue to be a vital part of Monticello's rich history; and their ongoing participation deepens the community of Monticello's identity; and

WHEREAS, assisted living is a critical long-term care option for older adults and individuals with disabilities that fosters choice, dignity, and independence; assisted living communities are committed to excellence, innovation and the advancement of person-centered care; and

WHEREAS, we in 1995, the National Center for Assisted Living established National Assisted Living Week to honor the contributions of assisted living communities in providing long term care to America's seniors and individuals with disabilities; and

WHEREAS, this year's theme of National Assisted Living Week is "A Spark of Creativity", which hopes to inspire assisted living residents to explore their creative side whether through the arts or beyond; and

WHEREAS, according to the American Art Therapy Association, art therapy can offer many benefits to older adults and individuals with disabilities, including improving cognitive and sensory-motor functions, fostering self-esteem, cultivating emotional resilience, enhancing social skills, and resolving conflicts and distress;

WHEREAS, "A Spark of Creativity" is also meant to encourage assisted living staff to think creatively and continue to explore new, innovative ways to deliver high-quality, person-centered care.

WHEREAS, during this special week, assisted living communities across the county are encouraged to organize activities and events which celebrate the individuality of residents, the dedication of staff, and the deep connections formed in these settings;

NOW THEREFORE BE IT RESOLVED, that I Brian Wolken, Mayor of Monticello, do hereby proclaim the week of September 8-14, 2019, as Assisted Living Week in the city of Monticello, IA. I urge all citizens to volunteer in an assisted living community, to visit friends and loved ones who reside in these communities, and to learn more about how assisted living services benefit the Greater Community of Monticello, IA.

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 12th day of September, 2019.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk

Regular Council Meeting – Official
September 3, 2019 – 6:00 P.M.
Community Media Center

Mayor Brian Wolken called the meeting to order. Council present: Dave Goedken, Rob Paulson, Candy Langerman, Chris Lux and Tom Yeoman. Also present were City Administrator Doug Herman, City Clerk Sally Hinrichsen, Public Works Director Nick Kahler, Police Chief Britt Smith and City Engineer Patrick Schwickerath. Council member Brenda Hanken arrived later in the meeting.

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

During Open Forum, Steve Hanken, 823 South Main, commented on the fact that Norm Zimmerman has not commenced construction at 224 N. Chestnut Street as agreed. Brenda Hanken arrived to meeting.

Yeoman moved to remove Northside liquor license from the consent agenda to be considered separately, Goedken seconded, roll call unanimous.

Goedken moved to approve the consent agenda as amended, Yeoman seconded, roll call unanimous.

Yeoman moved to approve Northside Bar liquor license, Goedken seconded. Smith reported that police were denied access by owner Debbie Wells behind the bar area to conduct a physical examination of the bar service area to investigate a complaint that the bartender was suspected of possessing and being under the influence of a controlled substance, in July 2019. A condition of the liquor license required license holders to permit access by law enforcement officers during business hours for inspection. This failure to comply was reported to the Iowa Alcoholic Beverages Division. Smith reported that Iowa Alcoholic Beverages Division had or would be issuing a 7 day license revocation and \$1,000 fine to Debbie Wells. Yeoman moved to table Northside Bar liquor license until the next meeting to allow Herman and Smith time to check into various options for Council to take, Langerman seconded, roll call unanimous.

Herman reported Fire Department received two bids for a Tanker truck and Fire Chief Don McCarthy recommended purchasing the new tanker from Toyne, Inc with a low bid of \$333,984.71. Fire Department have funds in their set-a-side to purchase the truck. Herman reviewed calculations prepared by Hinrichsen to compare estimated interest earnings on the set aside funds against discounts offered by Toyne for prepayment of some or all of the cost. After discussion it was determined that the potential cost savings would be minimal and uncertain. Goedken moved to approve Resolution #19-119 to accept bids related to Fire Truck purchase and to approve purchase of Fire Truck from Toyne, Inc, paying for the truck upon delivery, seconded by Langerman, roll call unanimous.

Herman reviewed two bid proposals the potential sale of City owned property off of Diamond Drive adjacent to Jaycee /Kleinow fields. Herman explained that a public hearing was required before City property could be sold. Alice Brighton, an interested purchaser, explained what she believed to be the history of the City property. Steve Hanken suggested that the City may experience drainage damage to Diamond Drive if a home were built. Hanken went on to state

"How many houses we got in this town that ought to be burnt down and rebuilt? You're building a brand-new street on a street that has a lot of houses...take a match". Ira Johnson, 603 N Birch Street, also commented on the proposed sale. Goedken moved to approve Resolution #19-120 to schedule Public Hearing on proposed Sale of City owned property located adjacent to Jaycee /Kleinow fields, Langerman seconded, roll call unanimous. Public hearing will be held on October 7, 2019 at 6 PM.

Herman reported Bud Johnson had requested permission to move forward with the Pickle Ball court concrete installation this fall, based upon his offer to cover costs of concrete and shelter installation with the City cost to not exceed \$12,000. Lux moved to approve Resolution #19-121 Approving commencement of Pickle Ball Courts construction in fall of 2019, Goedken seconded, roll call unanimous.

Yeoman moved to approve Resolution #19-122 Approving Plat of Survey to Parcel 2019-61, located in the two-mile jurisdiction of the City of Monticello, Goedken seconded, roll call unanimous.

Goedken moved to approve Resolution #19-123 Approving Plat of Survey to Parcels 2019-57 & 2019-58, Langerman seconded, roll call unanimous. Herman reported that Parcel 2019-57 is home to the original Koob Garage and Parcel 2019-58 is home to the newer Koob building. He reported that the Parcels were created so Steve Koob could sell the original building while maintaining ownership of the newer building.

Herman reviewed proposed change order for the Community Building Clock Tower siding project, in a reduced amount of \$2,880.00. Langerman moved to approve Resolution #19-124 Accepting Change Order #1 Related to Community Building Clock Tower siding project, Lux seconded, roll call unanimous.

Herman reported that two bids were received for the 2007 Sterling garbage truck with the high bid of \$32,101, being received from Elliot Equipment. Yeoman moved to approve Resolution #19-125 Approving sale of City owned Garbage Truck, Lux seconded, roll call unanimous.

Herman reviewed Sheldon Hunter's building permit for 115 East First Street, which is located in the fire zone and the City codes related to "Fire Zone" and "Design Standards" as they apply to this project. Herman stated Hunter proposes to close in in a portion of the window openings to provide more support for the building frontage. After much discussion, Herman questioned if Council would agree to spend money on a structural engineer inspection before making a final decision. Yeoman moved to approve Resolution #19-126 to approve hiring a building structural engineer to inspect the condition of the store front located at 115 East First Street, with a not to exceed amount of \$500, Goedken seconded, roll call unanimous.

Herman reviewed Jack and Karen Ross' building permit associated with a fence installation project and explained that they have not been able to garner the neighbor's signature as required. The Ross property was previously surveyed and based thereon the Council may grant the building permit giving notice to the neighbor of an opportunity to obtain a second survey. Steve Hanken commented that he visited with Bill Cooper and was told that he cemented in lot pins that did not agree with the all pin locations noted by the survey relied upon by Ross. Hanken also suggested that Cooper believed that someone had recently installed pins. Herman

stated the lot was surveyed by Brain Engineering in 2005 and Cooper was sent a letter telling him of the survey results and was asked to contact him if he disagreed. Herman also indicated that many of the facts asserted by Hanken were not accurate based upon his knowledge of the parcel and related litigation. Yeoman moved to approve Resolution #19-127 to approve building permit to build a fence by Karen and Jack Ross and directing City Administrator to put adjacent property owners on notice, Goedken seconded, roll call unanimous.

Langerman moved to approve Resolution 19-128 Approving Pay Request #5 from Horsfield Construction related to North Sycamore Street Reconstruction Project in the amount of \$189,346.28, Lux seconded, roll call unanimous.

Schwickerath updated the Council on the North Sycamore Street Reconstruction Project progress.

Kahler reported they are working on trimming trees and there are a few trees that need to come down. They are also working to replace street signs as needed.

Kahler reported Heiar Fencing is installing the fencing at the Compost Site. Lights and some cameras have been installed and a sign will need to be completed and posted. He hopes to start hauling the City brush pile to the site next week and be open to the public by the end of the month. Council discussed what hours the site should be open with no consensus.

Herman reported the Board of Adjustment met to discuss Randy Steiner's request to amend a previously granted variance. The Board previously granted a variance to allow for the construction of a commercial building and Steiner now requests permission to build a primary residence shed combination or "Shouse". The Board of Adjustment denied the amended variance request. Herman reported the Board of Adjustment discussed a similar request from Jake Schilling. The Schilling property is located to the west of homes that face North Cedar Street and north of 200 West Seventh Street. The Board of Adjustment denied Schilling's request for a variance to build a "Shouse" or shed/house on the lot. The Board may consider a request to build a commercial building if and when Schilling has legal access to the property. Gary Pratt, a member of the Board of Adjustment noted that the City code requires that the drive to the properties be hard surfaced. Pratt also stated he did not participate in the discussions nor did he vote on the variance requests due to a familial relationship with Schilling.

Wolken reported the Park and Rec Department had a big weekend, with the softball tournament and a "pool pawty" for dogs at the Aquatic Center.

Smith reported on the traffic safety stop that was conducted last month, where they stopped every third car for safety inspection, stopping approximately 60 cars in total. There were three arrests related to the possession of controlled substances, with a few other tickets being issued and 25 warnings. The County Attorney was present and informed Herman that it went very well and was very organized.

Council took a short break before reconvening to hold a work session on forms of government options for the City, 6th Street ditch and Employee Handbook / Employee Benefits. No action was taken on these items.

Regular Council Meeting – Official
September 3, 2019

Langerman move to adjourn at 8:37 P.M.

Brian Wolken, Mayor

Sally Hinrichsen, City Clerk

PAYROLL - SEPTEMBER 12, 2019

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
AMBULANCE	August 26 - September 8, 2019				
Devin Arduser	\$ 161.11	\$ -	0.00	0.00	\$ 138.13
Chris Bell	8.00	-	0.00	0.00	6.85
Dawn Brus	1,414.50	-	0.00	0.00	1,027.27
Johnathan Geiger	6.00	-	0.00	0.00	5.14
Jacob Gravel	118.50	-	0.00	0.00	51.60
Drew Haag	240.12	-	0.00	0.00	203.88
Jessica Heasty	21.12	-	0.00	0.00	18.10
Ben Hein	69.12	-	0.00	0.00	59.26
Mary Intlekofer	2,093.00	-	0.00	38.25	1,411.16
Dean Jensen	522.00	-	0.00	0.00	432.20
Brandon Kent	2,195.38	102.38	0.00	0.00	1,441.49
Jim Luensman	796.25	341.25	0.00	0.00	596.47
Lori Lynch	2,212.44	119.44	0.00	0.00	1,480.70
Dave McNeill	197.92	-	0.00	0.00	168.70
Mandy Norton	296.08	-	0.00	0.00	237.82
Shelly Searles	2,144.19	51.19	0.00	0.00	1,466.06
Sabrina Strella	40.00	-	0.00	0.00	34.30
Brenda Surom	546.00	-	0.00	0.00	411.61
Chris Szymanowski	2,310.94	831.94	0.00	0.00	1,515.42
Jenna Weih	1,153.13	-	0.00	0.00	864.86
TOTAL AMBULANCE	\$ 16,545.80	\$ 1,446.20	0.00	38.25	\$ 11,571.02
CEMETERY	August 24 - September 6, 2019				
Dan McDonald	\$ 1,656.00	\$ -	0.00	0.00	\$ 1,194.84
TOTAL CEMETERY	\$ 1,656.00	\$ -	0.00	0.00	\$ 1,194.84
CITY HALL	August 25 - September 7, 2019				
Cheryl Clark	\$ 1,684.00	\$ -	3.75	26.25	\$ 1,134.88
Doug Herman	3,951.46	-	0.00	0.00	2,841.45
Sally Hinrichsen	2,488.06	-	0.00	0.00	1,649.49
Nanci Tuel	1,486.40	-	0.00	0.00	977.34
TOTAL CITY HALL	\$ 9,609.92	\$ -	3.75	26.25	\$ 6,603.16
FIRE					
Drew Haag	\$ 100.00	\$ -	0.00	0.00	\$ 85.74
Nick Kahler	60.00	-	0.00	0.00	51.44
Don McCarthy	125.00	-	0.00	0.00	107.18
Billy Norton	100.00	-	0.00	0.00	85.74
TOTAL FIRE	\$ 385.00	\$ -	0.00	0.00	\$ 330.10
LIBRARY	August 26 - September 8, 2019				
Molli Hunter	\$ 230.62	\$ -	0.00	0.00	\$ 196.47
Penny Schmit	1,074.40	-	0.00	0.00	787.74
Madonna Thoma-Kremer	988.80	-	0.00	0.00	629.95
Michelle Turnis	1,615.38	-	0.00	0.00	1,003.74
TOTAL LIBRARY	\$ 3,909.20	\$ -	0.00	0.00	\$ 2,617.90
MBC	August 26 - September 8, 2019				
Jacob Oswald	\$ 1,892.31	\$ -	0.00	0.00	\$ 1,422.50

PAYROLL - SEPTEMBER 12, 2019

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
MBC (cont.)					
Shannon Poe	1,576.92	-	0.00	0.00	1,076.28
TOTAL MBC	\$ 3,469.23	\$ -	0.00	0.00	\$ 2,498.78
POLICE August 26 - September 8, 2019					
Peter Fleming	\$ 1,873.40	\$ -	0.00	0.00	\$ 1,338.80
Dawn Graver	2,060.80	-	0.00	0.00	1,478.06
Erik Honda	2,069.34	-	10.50	10.50	1,541.11
John Klein	263.28	-	0.00	0.00	223.74
Jordan Koos	2,243.76	-	6.00	24.00	1,625.33
Britt Smith	2,735.42	-	0.00	0.00	1,996.57
Madonna Staner	1,486.40	-	0.00	0.00	1,122.44
Brian Tate	2,155.44	-	0.00	0.00	1,591.39
Robert Urbain	507.50	-	0.00	0.00	409.49
TOTAL POLICE	\$ 15,395.34	\$ -	16.50	34.50	\$ 11,326.93
ROAD USE August 24 - September 6, 2019					
Zeb Bowser	\$ 1,718.10	\$ 62.10	0.00	0.00	\$ 1,254.21
Eric Jungling	1,655.85	59.85	0.00	0.00	1,168.28
TOTAL ROAD USE	\$ 3,373.95	\$ 121.95	0.00	0.00	\$ 2,422.49
SANITATION August 24 - September 6, 2019					
Michael Boyson	\$ 1,693.20	\$ 61.20	0.00	0.00	\$ 1,184.97
Nick Kahler	1,826.92	-	0.00	0.00	1,249.40
TOTAL SANITATION	\$ 3,520.12	\$ 61.20	0.00	0.00	\$ 2,434.37
SEWER August 24 - September 6, 2019					
Tim Schultz	\$ 1,716.00	\$ -	0.00	12.75	\$ 1,199.57
Jim Tjaden	2,230.77	-	0.00	0.00	1,610.91
TOTAL SEWER	\$ 3,946.77	\$ -	0.00	12.75	\$ 2,810.48
SWIMMING POOL August 23 - September 5, 2019					
Hannah Ahlrichs	\$ 42.00	\$ -	0.00	0.00	\$ 38.79
Sophia Ahlrichs	67.50	-	0.00	0.00	62.33
Sydney Ballou	135.30	-	0.00	0.00	124.95
Allyson Bartachek	28.70	-	0.00	0.00	26.50
Rylee Bauer	17.30	-	0.00	0.00	15.98
Maci Boffeli	48.00	-	0.00	0.00	44.32
Mya Boffeli	179.46	-	0.00	0.00	161.40
Aubree Fairley	57.40	-	0.00	0.00	53.01
Sullivan Flynn	39.00	-	0.00	0.00	36.01
Leah Holub	143.50	-	0.00	0.00	132.52
Megan Mahoney	92.00	-	0.00	0.00	84.97
Evan Martensen	21.00	-	0.00	0.00	19.40
Elizabeth Petersen	112.75	-	0.00	0.00	104.13
Dylan Pender	48.00	-	0.00	0.00	44.32
Madeline Stadtmueller	143.50	-	0.00	0.00	132.52
Ian Temple	12.00	-	0.00	0.00	11.09
Maci Welter	92.25	-	0.00	0.00	85.19
TOTAL SWIMMING POOL	\$ 1,279.66	\$ -	0.00	0.00	\$ 1,177.43

PAYROLL - SEPTEMBER 12, 2019

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
WATER	August 24 - September 6, 2019				
Daniel Pike	\$ 1,656.00	\$ -	6.00	16.50	\$ 1,198.94
TOTAL WATER	<u>\$ 1,656.00</u>	<u>\$ -</u>	<u>6.00</u>	<u>16.50</u>	<u>\$ 1,198.94</u>
TOTAL - ALL DEPTS.	\$ 64,746.99	\$ 1,629.35	26.25	128.25	\$ 46,186.44

**ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
ACCOUNTS PAYABLE CLAIMS				

	GENERAL			
	POLICE DEPARTMENT			
GAGE JACOBS	PD OPERATING	100.00		
KONICA MINOLTA BUSINESS	PD OFFICE SUPPLIES	83.54		
KOOB AUTOMOTIVE & TOWING INC	PD VEHICLE OPERATING	56.89		
MEDIACOM	PD TELEPHONE	88.38		
MONTICELLO COMM SCHOOL DISTRCT	PD FUEL	1,091.77		
MIKE ROBERTSON	PD OPERATING	100.00		
TCM BANK NA	PD POSTAGE	184.94		
U.S. CELLULAR	PD CELL PHONES	204.07		
UNIFORM DEN INC	PD SUPPLIES	20.95		
WELAND CLINICAL LAB P.C.	PD LAB	102.00		
		<u>2,032.54</u>		
	POLICE DEPARTMENT	2,032.54		
	STREETS			
ACE CONCRETE LLC	SIDEWALK REPAIRS	2,087.00		
		<u>2,087.00</u>		
	STREETS	2,087.00		
	STREET LIGHTS			
ALLIANT ENERGY-IES	416 E SECOND STREETLIGHTS	213.18		
		<u>213.18</u>		
	STREET LIGHTS	213.18		
	AQUATIC CENTER			
SOPHIA AHLRICHS	POOL SWIMSUIT	47.89		
SYDNEY BALLOU	WSI COURSE 2019	50.00		
MYA BOFFELT	WSI COURSE 2019	50.00		
ROBERT P CLAUSSEN	POOL BLDG REPAIR/MAINT	890.60		
AUBREE FAIRLEY	WSI COURSE 2019	200.00		
HYGIENIC LABORATORY	POOL LAB TEST	13.50		
JOHN DEERE FINANCIAL	POOL EQUIP REPAIR/MAINT	.99		
MEDIACOM	POOL TELEPHONE	43.94		
MYERS-COX CO.	POOL CONCESSIONS	154.81		
ELIZABETH PETERSEN	WSI COURSE 2019	50.00		
MADELINE STADTMUELLER	POOL PRIVATE LESSONS	75.00		
TCM BANK NA	POOL POSTAGE	4.39		
		<u>1,581.12</u>		
	AQUATIC CENTER	1,581.12		
	CEMETERY			
JOHN DEERE FINANCIAL	CEMETERY EQUIP REPAIR/MAINT	401.12		
KROMMINGA MOTORS INC	CEMETERY EQUIP REPAIR/MAINT	64.25		

**ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
M TOWN TIRE & AUTO	CEMETERY EQUIP REPAIR/MAINT	39.00		
MONTICELLO COMM SCHOOL DISTRICT	CEMETERY FUEL	259.69		
		=====		
	CEMETERY	764.06		
	SOLDIER'S MEMORIAL BOARD			
MEDIACOM	SIDR MEM TELEPHONE	25.80		
		=====		
	SOLDIER'S MEMORIAL BOARD	25.80		
	MAYOR AND CITY COUNCIL			
CHRISTINA LUX	COUNCIL MILEAGE	13.92		
		=====		
	MAYOR AND CITY COUNCIL	13.92		
	CLERK/CITY ADMIN			
JOHN MONK	JANITORIAL SERVICES	325.00		
		=====		
	CLERK/CITY ADMIN	325.00		
	ATTORNEY			
LEXISNEXIS	ATTORNEY RESEARCH	148.00		
TCM BANK NA	ATTORNEY HOTDOGS REFUND	275.00-		
		=====		
	ATTORNEY	127.00-		
	CITY HALL/GENERAL BLDGS			
BOSS OFFICE SUPPLIES & SYS INC	CH OFFICE SUPPLIES	19.76		
DOUG HERMAN	CH TRAVEL - IOWA DOWNTOWN CONF	124.93		
INFRASTRUCTURE TECHNOLOGY	CH MISC CONTRACT WORK	381.50		
LASLEY ELECTRIC LLC	CH BUILDING SUPPLIES	188.06		
MEDIACOM	CH TELEPHONE	163.39		
TCM BANK NA	CH OFFICE SUPPLIES	1.64		
		=====		
	CITY HALL/GENERAL BLDGS	879.28		
		=====		
	GENERAL	7,794.90		
	MONTICELLO BERNDES CENTER			
	PARKS			
ALLIANT ENERGY-IES	MBC ELECTRIC	1,586.62		
BOSS OFFICE SUPPLIES & SYS INC	MBC OFFICE SUPPLIES	86.87		
FAREWAY STORES #840-1	MBC CONCESSIONS	142.10		
LINDA KAHLER	MBC CLOTHING	287.96		
KARDES INC	MBC CONCESSIONS	15.88		
LASLEY ELECTRIC LLC	MBC BLDG REPAIR/MAINT	99.98		

**ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
MEDIACOM	MBC TELEPHONE	43.94		
JOHN MONK	JANITORIAL SERVICES	337.50		
MONTICELLO CHAMBER OF COMMERCE	MBC LEAGUE PRIZES	150.00		
MONTICELLO COMM SCHOOL DISTRICT	MBC FUEL	116.63		
MONTICELLO SPORTS	MBC T-SHIRTS	120.00		
TCM BANK NA	MBC OFFICE SUPPLIES	46.41		
LORNA TIGGES	MBC DAMAGE DEPOSIT REFUND	200.00		
		=====		
	PARKS	3,233.89		
		=====		
	MONTICELLO BERNDES CENTER	3,233.89		
	FIRE			
	FIRE			
BOUND TREE MEDICAL, LLC	FIRE CPR POCKET MASKS	28.02		
CAMPBELL SUPPLY	FIRE EQUIP REPAIR/MAINT	19.63		
KIRKWOOD COMMUNITY COLLEGE	FIRE TRAINING - NEALSON	1,028.00		
MEDIACOM	FIRE TELEPHONE	43.94		
MONTICELLO COMM SCHOOL DISTRICT	FIRE FUEL	331.78		
MONTICELLO EMER MEDICAL TEAM	FIRE CPR TRAINING	203.00		
MONTICELLO FIRE ASSOCIATION	FIRE SERVICES	3,008.00		
TOYNE, INC.	FIRE EQUIP REPAIR/MAINT	168.11		
		=====		
	FIRE	4,830.48		
		=====		
	FIRE	4,830.48		
	AMBULANCE			
	AMBULANCE			
DUBUQUE FIRE EQUIPMENT, INC.	AMB OSHA	26.00		
MEDIACOM	AMB TELEPHONE	88.38		
MONTICELLO COMM SCHOOL DISTRICT	AMB FUEL	373.84		
U.S. CELLULAR	AMB CELL PHONES	68.36		
		=====		
	AMBULANCE	556.58		
		=====		
	AMBULANCE	556.58		
	LIBRARY IMPROVEMENT			
	LIBRARY			
TCM BANK NA	LIB IMP BOOKS	790.72		
		=====		
	LIBRARY	790.72		

**ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
	LIBRARY IMPROVEMENT	790.72		
	LIBRARY			
	LIBRARY			
CULLIGAN TOTAL WATER	LIB BUILDING SUPPLIES	5.50		
KRAUS PLUMBING & HEATING INC	LIB BLDG REPAIR/MAINT	116.00		
MEDIACOM	LIB TELEPHONE	120.39		
JOHN MONK	JANITORIAL SERVICES	331.25		
MONTICELLO EXPRESS INC	LIB OFFICE SUPPLIES	21.00		
TCM BANK NA	LIB MAGAZINES	441.18		
MICHELLE TURNIS	LIB TRAVEL	75.05		
	LIBRARY	1,110.37		
	LIBRARY	1,110.37		
	SUPER MAC FUND			
	SUPER MAC FUND			
TCM BANK NA	SUPER MAC MICROPHONES	264.96		
	SUPER MAC FUND	264.96		
	SUPER MAC FUND	264.96		
	AIRPORT			
	AIRPORT			
MONTICELLO COMM SCHOOL DISTRICT	AIRPORT FUEL	193.71		
	AIRPORT	193.71		
	AIRPORT	193.71		
	ROAD USE			
	STREETS			
ALLIANT ENERGY-IES	STOP SIGNS - N MAIN ST	73.83		
BEHREND'S CRUSHED STONE	RU STREET MAINTENANCE SUPPLIES	223.55		
BRIAN CROWLEY	RU EQUIP REPAIR/MAINT	2,298.50		
GREGORY DIRKS	RU TREE REMOVAL	68.29		
JOHN DEERE FINANCIAL	RU SUPPLIES	177.32		
JONES CO SECONDARY ROAD DEPT	RU STREET MAINTENANCE SUPPLIES	2,570.28		
NICHOLAS KAHLER	APPLE IPAD 32GB/SCREEN PROTECT	290.91		
MEDIACOM	RU TELEPHONE	43.94		

**ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
MONTICELLO COMM SCHOOL DISTRCT	RU FUEL	602.55		
	STREETS	6,349.17		
	ROAD USE	6,349.17		
	TIF PROJECT			
	STREETS			
IOWA BASE INC.	N SYCAMORE ST RECONSTRUCTION	1,728.00		
	STREETS	1,728.00		
	TIF PROJECT	1,728.00		
	CAPITAL IMPROVEMENT			
	STREETS			
IOWA BASE INC.	N SYCAMORE ST RECONSTRUCTION	1,152.00		
	STREETS	1,152.00		
	CAPITAL IMPROVEMENT	1,152.00		
	BATY DISC GOLF COURSE			
	PARKS			
MONTICELLO COMM SCHOOL DISTRCT	BATY DG FUEL	63.84		
	PARKS	63.84		
	BATY DISC GOLF COURSE	63.84		
	TRUST/IOMA MARY BAKER			
	LIBRARY			
INFRASTRUCTURE TECHNOLOGY	LIB BAKER TECH SUPPORT	100.00		
OVERDRIVE	LIB BAKER BOOKS	107.95		
	LIBRARY	207.95		
	TRUST/IOMA MARY BAKER	207.95		
	WATER			

**ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
	WATER			
HUPP ELECTRIC MOTORS INC	WATER EQUIP REPAIR/MAINT	200.00		
HYGIENIC LABORATORY	WATER LAB TESTS	747.00		
IOWA ONE CALL	WATER SYSTEM	33.75		
JOHN DEERE FINANCIAL	WATER BOOTS - BOYSEN	27.00		
MONTICELLO COMM SCHOOL DISTRCT	WATER FUEL	235.97		
MUNICIPAL SUPPLY INC	WATER SYSTEM	3,116.26		
TCM BANK NA	WATER SUPPLIES	244.92		
U.S. CELLULAR	WATER CELL PHONE	42.47		
		<u>4,647.37</u>		
	WATER			
		<u>4,647.37</u>		
	CUSTOMER DEPOSITS			
	WATER			
CITY OF MONTICELLO	NOLAN/SHEILA	50.00		
		<u>50.00</u>		
	WATER			
		<u>50.00</u>		
	CUSTOMER DEPOSITS			
		50.00		
	SEWER			
	SEWER			
ALLIANT ENERGY-IES	1105 E FIRST ST	3,972.40		
FAREWAY STORES #840-1	SEWER LAB SUPPLIES	8.91		
HACH COMPANY	SEWER LAB SUPPLIES	128.33		
HYGIENIC LABORATORY	SEWER LAB TESTS	1,229.00		
IOWA ONE CALL	SEWER SYSTEM	33.75		
MONTICELLO COMM SCHOOL DISTRCT	SEWER FUEL	235.97		
TCM BANK NA	SEWER POSTAGE	93.98		
WINDSTREAM IOWA-COMM. INC.	SEWER TELEPHONE	65.39		
		<u>5,767.73</u>		
	SEWER			
		<u>5,767.73</u>		
	SANITATION			
	SANITATION			
JOHN DEERE FINANCIAL	SANITATION BOOTS - BOYSEN	27.00		
MONTICELLO COMM SCHOOL DISTRCT	SANITATION FUEL	134.68		
REPUBLIC SERVICES	DUMPSTER COLLECTIONS	9,893.36		

**ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
	SANITATION	10,055.04		
	SANITATION	10,055.04		
	SANITATION CAPITAL IMPROV			
	SANITATION			
HEIAR BROTHERS FENCING, INC.	YARD WASTE SITE	13,909.70		
	SANITATION	13,909.70		
	SANITATION CAPITAL IMPROV	13,909.70		
	STORM WATER			
	STORM WATER FUND			
TRACY L CHAPPELL	STORMWATER REPAIR/MAINT	401.22		
	STORM WATER FUND	401.22		
	STORM WATER	401.22		
**** SCHED TOTAL ****		63,107.63		
***** REPORT TOTAL *****		63,107.63		

**ACCOUNTS PAYABLE ACTIVITY
CLAIMS FUND SUMMARY**

FUND	FUND NAME	TOTAL	CHECK#	DATE
001	GENERAL	7,794.90		
005	MONTICELLO BERNDES CENTER	3,233.89		
015	FIRE	4,830.48		
016	AMBULANCE	556.58		
030	LIBRARY IMPROVEMENT	790.72		
041	LIBRARY	1,110.37		
045	SUPER MAC FUND	264.96		
046	AIRPORT	193.71		
110	ROAD USE	6,349.17		
325	TIF PROJECT	1,728.00		
332	CAPITAL IMPROVEMENT	1,152.00		
338	BATY DISC GOLF COURSE	63.84		
503	TRUST/IOMA MARY BAKER	207.95		
600	WATER	4,647.37		
602	CUSTOMER DEPOSITS	50.00		
610	SEWER	5,767.73		
670	SANITATION	10,055.04		
671	SANITATION CAPITAL IMPROV	13,909.70		
740	STORM WATER	401.22		

City Council Meeting
Prep. Date: 09/12/19
Preparer: Doug Herman



Agenda Item: # 1
Agenda Date: 09/16/19

Agenda Item Description: Motion to approve Northside Liquor License

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

Attachments & Enclosures:

ABD Hearing Complaint

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: Debbie Wells requests the reissuance of the Northside Liquor License.

Background: This matter was tabled at the last City Council meeting for further investigation and consideration. We have determined that the ABD just recently issued a Hearing Complaint to Debbie Wells related to the denial by Debbie Wells of access to law enforcement who requested access behind the bar based upon a complaint that the bartender was using and possessing an illegal controlled substance.

Based upon Chief Smith's conversation with the ABD, or their legal counsel, he is of the understanding that Debbie Wells will be given the option of a one-week revocation of her license or a \$1,000 fine. Chief Smith also took from his conversation that the ABD would not support a licensure denial based upon this incident. Debbie Wells can challenge the allegations through a hearing, it is not yet known how she will proceed.

Recommendation: I recommend that the Council approve the reissuance of the Debbie Wells liquor license at this time due to the fact that the Hearing Complaint was just issued, Debbie has the right to request a hearing, and the matter has not yet been resolved. The Council may consider further negative action in relation to the Northside License after the complaint has been resolved if deemed appropriate.

STATE OF IOWA
BEFORE THE IOWA DEPARTMENT OF COMMERCE
ALCOHOLIC BEVERAGES DIVISION

~~RECEIVED
SEP 5 2018
REGULATION~~

IN RE:)
Deb Wells)
d/b/a Northside Bar)
114 N Cedar)
Monticello, IA 52310)
Liquor License No. LC0037919)

Docket No. D-2019-00243

SEP 5 - 2018

HEARING COMPLAINT

REGULATION

The Iowa Department of Public Safety, pursuant to authority granted in Iowa Code section 123.14, hereby makes the following complaint against the above-named licensee.

1. Iowa Code section 123.39 and 123.50 authorize the Administrator of the Iowa Alcoholic Beverages Division, or his designee, to impose civil penalties, including suspension or revocation of a liquor control license or beer permit, against any licensee/permittee who violates any of the provisions of Iowa Code chapter 123.

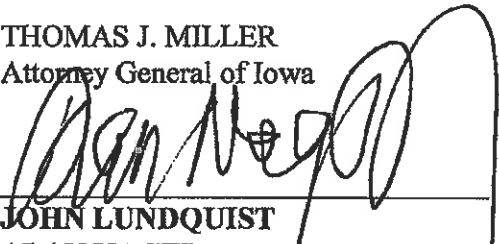
2. Iowa Code section 123.30(1)(b) provides that as a condition for issuance of a liquor control license or wine or beer permit, the applicant must give consent to members of the fire, police, and health departments and the building inspector of cities; the county sheriff or deputy sheriff; member of the department of public safety; representatives of the division and of the department of inspections and appeals; certified police officers; and any official county health officer to enter upon areas of the premises where alcoholic beverages are stored, served, or sold, without a warrant during business hours of the licensee or permittee to inspect for violations of this chapter or ordinances and regulations that cities and boards of supervisors may adopt.

3. 185 Iowa Administrative Code rule 4.7(2) provides that no licensee, permittee, their agent or employee, shall refuse, fail or neglect to cooperate with any law enforcement officer in the performance of such officer's duties to enforce the provisions of the Act.

3. On or about July 17, 2019, the licensee, the licensee's agent or employee of above-captioned licensee, refused to allow police officers to enter upon areas of the premises where alcoholic beverages are stored, served, or sold in violation of Iowa Code section 123.30(1)(b) and/or 185 Iowa Administrative Code rule 4.7(2).

4. WHEREFORE, the Iowa Department of Public Safety requests that the Administrator find, pursuant to Iowa Code chapter 123, that the above-named licensee was in violation of the above-cited Iowa Code sections and enter the appropriate remedy.

THOMAS J. MILLER
Attorney General of Iowa



JOHN LUNDQUIST
ALAN NAGEL
Assistant Attorney General
2nd Floor, Hoover State Office Building
Des Moines, Iowa 50319
(515) 281-8760
john.lundquist@ag.iowa.gov
alan.nagel@ag.iowa.gov

City Council Meeting
Prep. Date: 09/12/19
Preparer: Doug Herman



Agenda Item: # Z
Agenda Date: 09/16/19

Agenda Item Description: Motion to Receive and File (or Request Reconsideration) of Board of Adjustment's denial of two variances related to proposed construction on a gravel way without street frontage.

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

Attachments & Enclosures:

BOA Findings and Ruling (Steiner and Schilling)

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: The BOA considered two variance requests at a recent Public Hearing. Written Findings and Ruling have since issued. Council may request reconsideration.

Background: Variances were requested by Schilling and Steiner to build shed/house structures on gravel way off of 7th Street. Neither lot has street frontage and the drive is gravel, not paved. The City Code requires building lots to have 40' of street frontage and further requires streets to be paved. An exception to this rule is provided in the private drive section of the Code. The exception allows buildable lots on a private drive as opposed to a street but requires the private drive to be paved and meets specifications set by the Code.

The BOA previously granted Steiner a Variance to request a shop on his property, finding that failing to grant that Variance would result in an undue hardship. (They could have required paving at that time but didn't do so.) Steiner may still build a shop if he chooses to do so, he just cannot build a shop with a residence. (Note that Steiner must use an easement to access his property and that easement crosses the Toenjes property. Toenjes did not object to the construction of a shop but did object to the construction of a shop / house.

Schilling does not at this time have legal access rights, down the gravel way, to the lot on which he desired to build but does own a small house on N. Cedar that connects to the rest of his property. Without tearing down his N. Cedar Street house he would not be able to legally access the property on which he needs to build. Schilling would need

an easement from Toenjes and Steiner to access the proposed building site and at this point Toenjes has indicated that they have no interest in granting an easement.

I have attached the draft findings of the BOA to this communication page. I plan to present the findings, as approved by the Chair, to the rest of the BOA at a meeting I am trying to schedule for Monday the 16th at 5:00. Based thereon, the attached findings could be modified, however, I think they, at a minimum, set out the information you need to see for tonight's consideration.

Your role in this circumstance is to review the decision and thereafter take one of two steps:

1. Move to receive and file the decisions of the BOA
2. Move to ask the BOA to reconsider their decision, setting out the reasons in support of the request to reconsider.

Recommendation: I recommend that the Council take one of the two actions noted above. If the Council requests reconsideration there should be specific reasons for the request, not just a generic "please reconsider".

City of Monticello Board of Adjustment
Jake Schilling
Variance Request
Findings of Fact and Ruling Denying Variance

Comes Now the Monticello Board of Adjustment (BOA), and in response to the request of Jake Schilling to be granted a Variance to that would allow construction on a lot that has no street or private drive frontage, does hereby find as follows:

Facts / Background:

1. The BOA considered the Variance Request of Schilling at a meeting of the BOA held on Tuesday August 27th at 5:30 p.m. Schilling was present and addressed the BOA sharing with them proposed construction plans.
2. Schilling owns property located to the west of residential properties that front on N. Cedar Street and owns one property fronting on N. Cedar Street. Schilling requests permission to construct a Shed / House (Shouse) on his property, said structure to be served by a gravel roadway over which it does not appear that he has any legal access rights nor does the Schilling property have street or private drive frontage as required by the Monticello Code of Ordinances.
3. The BOA determined finds that without legal access to the property via the gravel lane that it is difficult for them to consider the granting of a variance and further finds that even assuming legal access could be obtained, finds that a variance should not be granted for a Shed/House (Shouse) for the following reasons:
 - a. Access to the Schilling property would require that he cross two other properties, neither of which he has an easement across.
 - b. The Schilling property, while more than one parcel, all connect to a home located on N. Cedar Street and could be used in concert with that parcel, therefore having value. (That the land in question can yield a reasonable return without the requested variance.)

- c. The BOA was informed by Herman that a neighboring property owner, Toenjes, objected to the issuance of a variance that would allow or permit residential use of the Schilling and/or other properties lying to the north of the Toenjes property. Herman also informed the BOA that Toenjes had no interest in paving the easement across their property or allowing another to pave it, Toenjes informing Herman that they had no intent of moving or closing the Hog Buying station located on their property and did not believe that residential use was an appropriate use or mix with the adjacent uses.
 - i. Toenjes operates a commercial hog buying business over whose property Schilling must pass to access his property. (Schilling does not claim to have legal access rights across the Toenjes property and Herman reports that Toenjes is not agreeable to the granting of permanent access rights.)
- d. That the variance, if granted, would alter the essential character of the area. The Board considered the fact that the gravel drive along and/or over old Railroad ROW served only commercial properties and that adding residential use to that very commercial area with an unimproved gravel easement area would not be consistent with the current use and character of that area. (The Board was aware that the gravel drive was at times used by owners of residential properties on Cedar Street to access their rear yards. The Board did not discuss nor determine the rights of those property owners to use the gravel drive.)
 - a. That the construction of a structure to be used for residential purposes should meet the street frontage or private drive provisions of the Monticello Code of Ordinances.
 - b. That this written decision sets out the primary considerations of the BOA but does not set out all discussions/considerations of the Board.

The Amended Variance request of Jake Schilling is hereby denied for the reasons set forth previously herein.

Signed and dated this 3rd day of September, 2019.



Trint Adams, Chair
Monticello Board of Adjustment

Attest:



Doug Herman, City Administrator
City of Monticello

I, the undersigned, do hereby acknowledge the receipt hereof on this ____ day of _____, 2019.

Jake Schilling, Applicant

**City of Monticello Board of Adjustment
Randy Steiner
Amended Variance Request
Findings of Fact and Ruling Denying Variance**

Comes Now the Monticello Board of Adjustment (BOA), and in response to the request of Randy Steiner to amend the Variance previously granted by this Board on or about March 9, 2017, does hereby find as follows:

History:

1. During a Public Hearing before the BOA on March 09, 2017 the Board considered Randy Steiner's Variance Request, the variance being required as Steiner wished to construct an 80' x 50' commercial building to use for his construction business on a lot without 40' of street frontage as required by the Monticello Code of Ordinances.
2. The BOA determined that Steiner would suffer an undue hardship if the variance were not granted and based thereon granted a variance that would allow him to proceed with the construction of a commercial building to be used to house or support his construction business. The BOA required Steiner to connect to City water and sewer if he wanted water / sewer; not allowing a septic system or well to be installed on the property.
3. Subsequent to the granting of the above-referenced Variance Steiner saw to the installation of water and sewer service lines from 7th Street to the Steiner property.
4. Before proceeding with the construction of any structures it was learned that Steiner's plan to construct a commercial building had changed and that he now desired to construct a "Shouse" or Shed/House that would become both his primary residence and shop for his construction business. After learning this fact, City Administrator Herman advised Steiner that he did not receive a variance for a Shed/House but rather a commercial building to be used for his construction business, that there was no discussion about the property also being used for residential purposes.

Amended Variance Request:

The BOA considered the Amended Variance Request of Steiner at a meeting of the BOA held on Tuesday August 27th at 5:30 p.m. Steiner was present and addressed the BOA sharing with them proposed construction plans.

Facts:

1. Steiner, when contacted by Herman, explained his plan to build a home with shop on the property of concern, said property previously being railroad ROW.
2. The Steiner property appears to have a 20' access to 7th Street by way of an ingress/egress easement across the west 20' of property owned by Toenjes to the south but does not itself front on a private drive or street.
3. Steiner presented building plans to the BOA and explained the desire to construct a home with attached shop on the property, generally discussing an understanding of setbacks and referencing a plan to purchase additional ground to the west from a neighboring property owner, Randy Rickels.
4. The BOA was informed by Herman that the neighboring property owner, Toenjes, objected to the issuance of a variance that would allow or permit residential use of the Steiner and/or other properties lying to the north of the Toenjes property. Herman also informed the BOA that Toenjes had no interest in paving the easement across their property or allowing another to pave it, Toenjes informing Herman that they had no intent of moving or closing the Hog Buying station located on their property and did not believe that residential use was an appropriate use or mix with the adjacent uses.

Findings:


1. The Board finds that limiting the use of the Steiner property to Commercial Use, consistent with the Variance previously granted, and not allowing any residential use of the property does not create an Undue Hardship on Steiner, specifically finding as follows:
 - a. That the land in question can yield a reasonable return without the amended variance, based upon the fact that Steiner was granted a variance to construct a commercial building and to use the property for commercial purposes as he originally requested. The Commercial Use is consistent with others using the gravel access.
 - b. That the variance, if granted, would alter the essential character of the area. The Board considered the fact that the gravel drive along and/or over old Railroad ROW served only commercial properties and that adding residential use to that very commercial area with an unimproved gravel easement area would not be consistent with the current use and character of that area. (The Board was aware that the gravel drive was at times used by owners of residential properties on Cedar Street to access their rear yards. (The

Board did not discuss nor determine the rights of those property owners to use the gravel drive.)

- c. That the amended variance was resisted by a neighboring owner that operates a commercial hog buying business over whose property Steiner must pass to access his property. (As noted earlier it appears that Steiner has a 20' ingress/egress easement to access his property, however, the presence of the easement has not been based on a formal review of records and legal opinion. The BOA does not take a formal stance on whether or not Steiner has legal access to his property via an easement through the Toenjes property.)
- d. That the construction of a structure to be used for residential purposes should meet the street frontage or private drive provisions of the Monticello Code of Ordinances.
- e. That this written decision sets out the primary considerations of the BOA but does not set out all discussions/considerations of the Board.

The Amended Variance request of Randy Steiner is hereby denied for the reasons set forth previously herein.

Signed and dated this 3rd day of September, 2019.



Trint Adams, Chair
Monticello Board of Adjustment

Attest:



Doug Herman, City Administrator
City of Monticello

I, the undersigned, do hereby acknowledge the receipt hereof on this ___ day of _____, 2019.

Randy Steiner, Applicant

City Council Meeting
Prep. Date: 09/12/19
Preparer: Doug Herman



Agenda Item: **3**
Agenda Date: 09/16/2019

Communication Page

Agenda Items Description: Resolution to approve Plat of Survey to Parcel 2019-62.

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

Attachments & Enclosures:

Proposed Resolution

Plat of Survey

Aerial

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: The Proposed Plat of Survey is to a parcel in the two-mile jurisdiction along 175th Avenue. (Leo Cook property)

Background Information: This Resolution would approve the Plat of Survey to Parcel 2019-62 located on 175th avenue within the two-mile jurisdiction. The parcel has been created to allow for the construction of a new home.

The P & Z will review this Plat of Survey on Monday at 5:00 ahead of the City Council meeting. I assume they will recommend that it be approved.

Staff Recommendation: I recommend that the Council approve the proposed Plat of Survey to Parcel 2019-62.

The City of Monticello, Iowa

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

RESOLUTION #19-

Resolution Approving Plat of Survey to Parcel 2019-62, located in the two-mile jurisdiction of the City of Monticello

WHEREAS, A Plat of Survey creating Parcel 2019-62 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 City Planning and Zoning Board has reviewed the Plat of Survey and recommends its approval, and

WHEREAS, The City Council finds that the Plat of Survey should be approved.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the Plat of Survey to Parcel 2019-62.

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 16th day of September, 2019.

Brian Wolken, Mayor

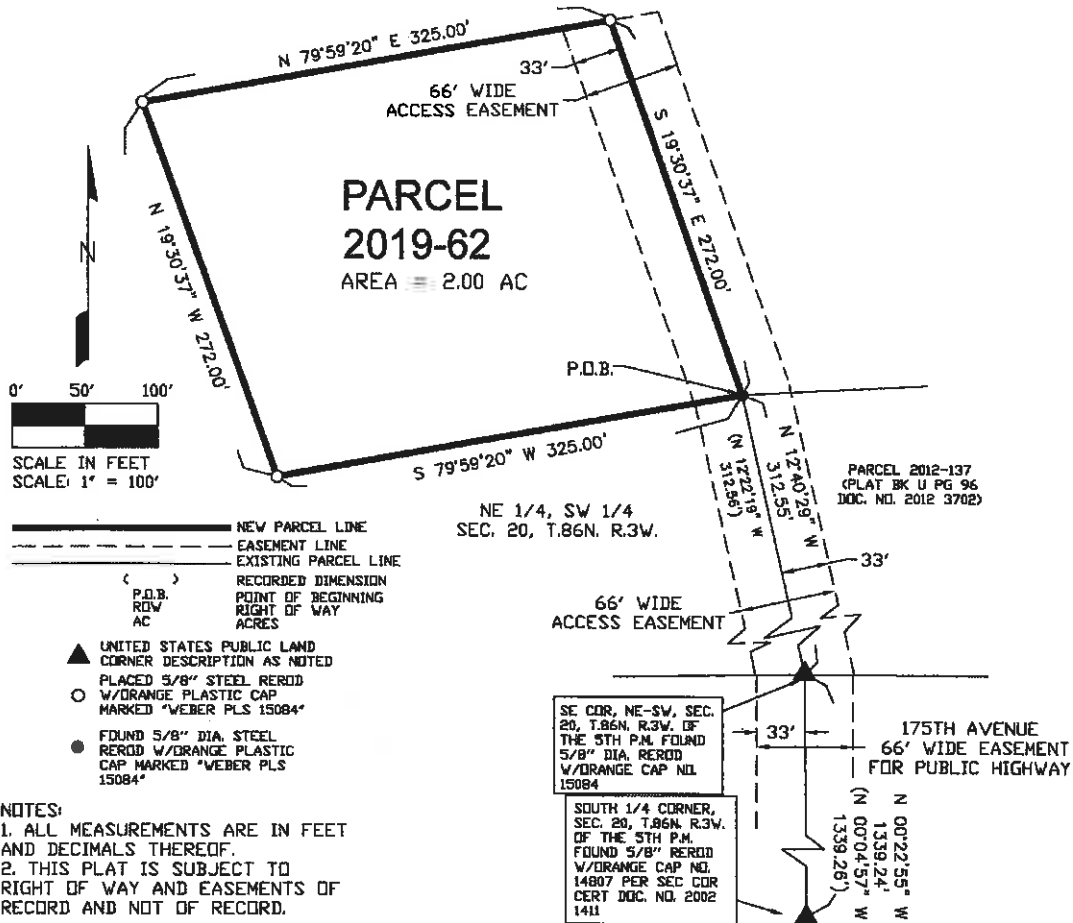
Attest:

Sally Hinrichsen, Monticello City Clerk

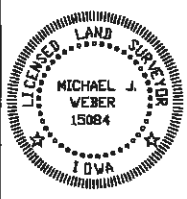
PREPARED BY: MICHAEL J. WEBER, WEBER SURVEYING, LLC, 26789 46TH AVE, BERNARD, IA 52032 (563) 879-4173

Index Legend
 Location: Parcel 2019-62, Sec. 20, T.86N. R.3W.
 Requestor: Heather McDonald
 Proprietor: Leo M. Cook & Janet M. Cook
 Surveyor: Michael J. Weber
 Surveyor Company: Weber Surveying, LLC
 & Return To: 26789 46th AVE, Bernard, IA 52032
 mjweber1@bernardtel.com 563-590-4993

**PLAT of SURVEY
 PARCEL 2019-62
 in Section 20, T.86N. R.3W. of the
 5th P.M. in Jones County, Iowa**



DESCRIPTION:
 Parcel 2019-62, being part of the NE 1/4 of the SW 1/4 of Section 20, T.86N. R.3W. of the 5th P.M. in Jones County, Iowa, more particularly described as follows: Commencing at the SE corner of the NE 1/4 of the SW 1/4 of said Section 20; thence N 12°40'29\" W (assumed bearing), 312.55' along the West line of Parcel 2012-137 as shown Plat Book U Page 96, Document No. 2012 3702 of the Jones County Recorder's Office to the NW corner of said Parcel 2012-137 being the point of beginning; thence S 79°59'20\" W, 325.00'; thence N 19°30'37\" W, 272.00'; thence N 79°59'20\" E, 325.00'; thence S 19°30'37\" E, 272.00' to the point of beginning, containing 2.00 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 FULLY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

Michael J. Weber September 5, 2019
 MICHAEL J. WEBER (DATE)
 LICENSE NUMBER 15084
 MY LICENSE RENEWAL DATE IS DECEMBER 31, 2019

SHEETS COVERED BY THIS SEAL: THIS SHEET

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

DRAWN BY: MJW
 SURVEY DATE: 9/05/19
 DWG: 19107-MCDONALD

SHEET 1 OF 1



Sent from my iPhone

City Council Meeting
Prep. Date: 09/12/19
Preparer: Doug Herman



Agenda Item: 4
Agenda Date: 09/16/2019

Communication Page

Agenda Items Description: Resolution to approve MercyCare Clinic Site Plan.

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

Attachments & Enclosures:

Proposed Resolution
Site Plan
Aerial

Fiscal Impact:

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis: The Proposed Site Plan is related to the new MercyCare building to be constructed along Welter Drive.

Background Information: This Resolution would approve the proposed Site Plan. Once approved Merch will still need to request and receive a Building Permit.

I have spent time reviewing the site plan and have talked to Schnoor Bonifazi, the engineer who prepared the site plan, and am comfortable that it meets Code requirements. The P & Z will review this Plat of Survey on Monday at 5:00 ahead of the City Council meeting. I will let you know where the P & Z stands at the Council meeting.

Staff Recommendation: I recommend that the Council approve the proposed Site Plan for the new MercyCare Clinic.

The City of Monticello, Iowa

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

RESOLUTION #19-

Resolution Approving MercyCare Site Plan

WHEREAS, A Site Plan has been presented by MercyCare, setting out their plans to build a new medical clinic on Lot 10 of Welter's 1st Addition, and

WHEREAS, The City Planning and Zoning Board has reviewed the Site Plan and recommends that same be approved, and

WHEREAS, The City Administrator reports that he has carefully reviewed the site plan and has had conversations with the engineer responsible for the Site Plan and is comfortable that the Site Plan and proposed project meets the requirements of the Monticello Code of Ordinances, and

WHEREAS, The Council finds that the Site Plan for the new MercyCare clinic should be approved.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the Site Plan for the new MercyCare clinic as proposed, the clinic to be constructed as shown on the Site Plan on Lot 10 of Welter's 1st Addition.

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 16th day of September, 2019.

Brian Wolken, Mayor

Attest:

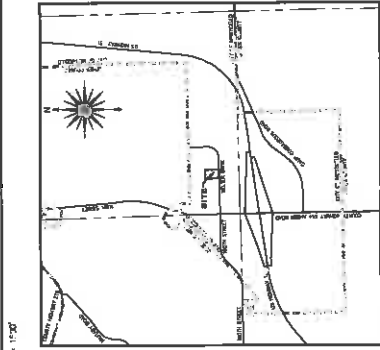
Sally Hinrichsen, Monticello City Clerk

DRAWINGS OF PROPOSED PRIVATE SITE IMPROVEMENTS FOR NEW MERCYCLARE CLINIC BUILDING

225 WELTER DRIVE, MONTICELLO, IOWA 52310

NEW MERCYCLARE CLINIC BUILDING

PROJECT LOCATION MAP



PLAN SHEET INDEX

- C0.0 COVER SHEET
- C1.1 SITE TOPOGRAPHIC SURVEY PLAN
- C2.1 SITE DEVELOPMENT PLAN
- C3.1 SITE GRADING & EROSION CONTROL PLAN
- C3.2 SITE PERMANENT GROUND COVER PLAN
- C4.1 SITE UTILITY PLAN
- C5.1 SITE PAVING & SPOT ELEVATION PLAN
- C6.1 SITE CONSTRUCTION NOTES
- C7.1 SITE CONSTRUCTION DETAILS

UTILITY AND EMERGENCY PHONE NUMBERS

- PUBLIC WORKS DEPARTMENT (319)-465-3377
- POLICE DEPARTMENT (319)-355-3335
- EMERGENCY 911
- AMBULANCE DEPARTMENT (319)-465-4650
- MONTICELLO ENERGY PLANT (319)-465-2101
- STATE COUNTY SHERIFF (319)-382-1679
- COMMUNITY POLICE (319)-382-1679
- CEMETERY (319)-550-5159
- ALLIANT ENERGY (800)-255-1659
- MAGDOREIA CABLE (650)-843-4336
- MAGDOREIA VALLEY REC (319)-442-3542
- IOWA DEPARTMENT OF TRANSPORTATION:
 - DISTRICT ENGINEER (319)-341-6166
 - MAINTENANCE GARAGES (319)-341-3366
 - STATE COUNTY ENGINEER (319)-382-2725
 - JONES COUNTY ENGINEER (319)-461-2677

DESIGN STANDARDS

ALL DIMENSIONS UNLESS OTHERWISE NOTED. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

TITLEHOLDER & APPLICANT

NEW MERCYCLARE CLINIC, INC.
225 WELTER DRIVE
MONTICELLO, IOWA 52310
PHONE: (319) 382-1679
FAX: (319) 382-1679

ARCHITECT

DR. JAMES W. HARRIS, INC.
225 WELTER DRIVE
MONTICELLO, IOWA 52310
PHONE: (319) 382-1679
FAX: (319) 382-1679

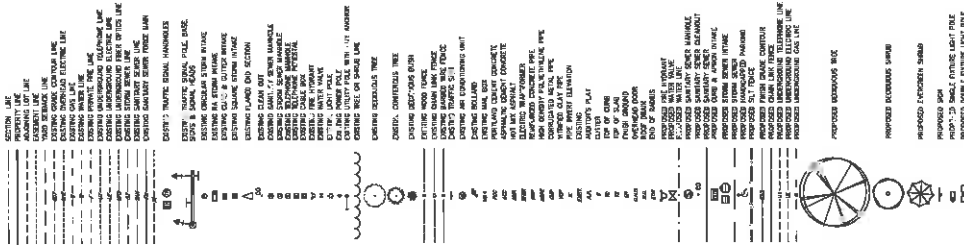
GENERAL CONTRACTOR

DR. JAMES W. HARRIS, INC.
225 WELTER DRIVE
MONTICELLO, IOWA 52310
PHONE: (319) 382-1679
FAX: (319) 382-1679

SURVEY CONTROL

DR. JAMES W. HARRIS, INC.
225 WELTER DRIVE
MONTICELLO, IOWA 52310
PHONE: (319) 382-1679
FAX: (319) 382-1679

LEGEND



CONSTRUCTION STANDARDS

ITEM	DESCRIPTION
1	CONCRETE
2	ASPHALT
3	GRAVEL
4	SOIL
5	WOOD
6	STEEL
7	GLASS
8	PAINT
9	ROOFING
10	INSULATION
11	MECHANICAL
12	ELECTRICAL
13	PLUMBING
14	HEATING
15	Cooling
16	Lighting
17	Acoustics
18	Fire Protection
19	Security
20	Accessibility
21	Energy Efficiency
22	Environmental
23	Historic Preservation
24	Seismic
25	Wind
26	Ice
27	Other

NOTE: ALL SUDAS SPECIFICATIONS SHALL APPLY TO THE CONSTRUCTION OF THIS PROJECT.

CERTIFICATION

STATE OF IOWA
IOWA BOARD OF PROFESSIONAL ENGINEERS
IOWA REGISTERED PROFESSIONAL ENGINEER
IOWA LICENSE NO. 12345
IOWA EXPIRES: 12/31/2019
IOWA ISSUED: 12/31/2018
IOWA BOARD OF PROFESSIONAL ENGINEERS
IOWA REGISTERED PROFESSIONAL ENGINEER
IOWA LICENSE NO. 12345
IOWA EXPIRES: 12/31/2019
IOWA ISSUED: 12/31/2018

ISSUE DATE

SEPTEMBER 4, 2019

ISSUED FOR: REVIEW

Schnoor Bonifazi
Engineering & Surveying, Inc.
1111 14th Street, NE
Des Moines, IA 50319
515-281-1111

Schnoor & Tomfazi
 ENGINEERING & SURVEYING, L.C.
 1215 UNIVERSITY DRIVE
 MONTICELLO, IOWA 52310
 (319) 256-8800 (PHONE)
 (319) 256-8801 (FAX)

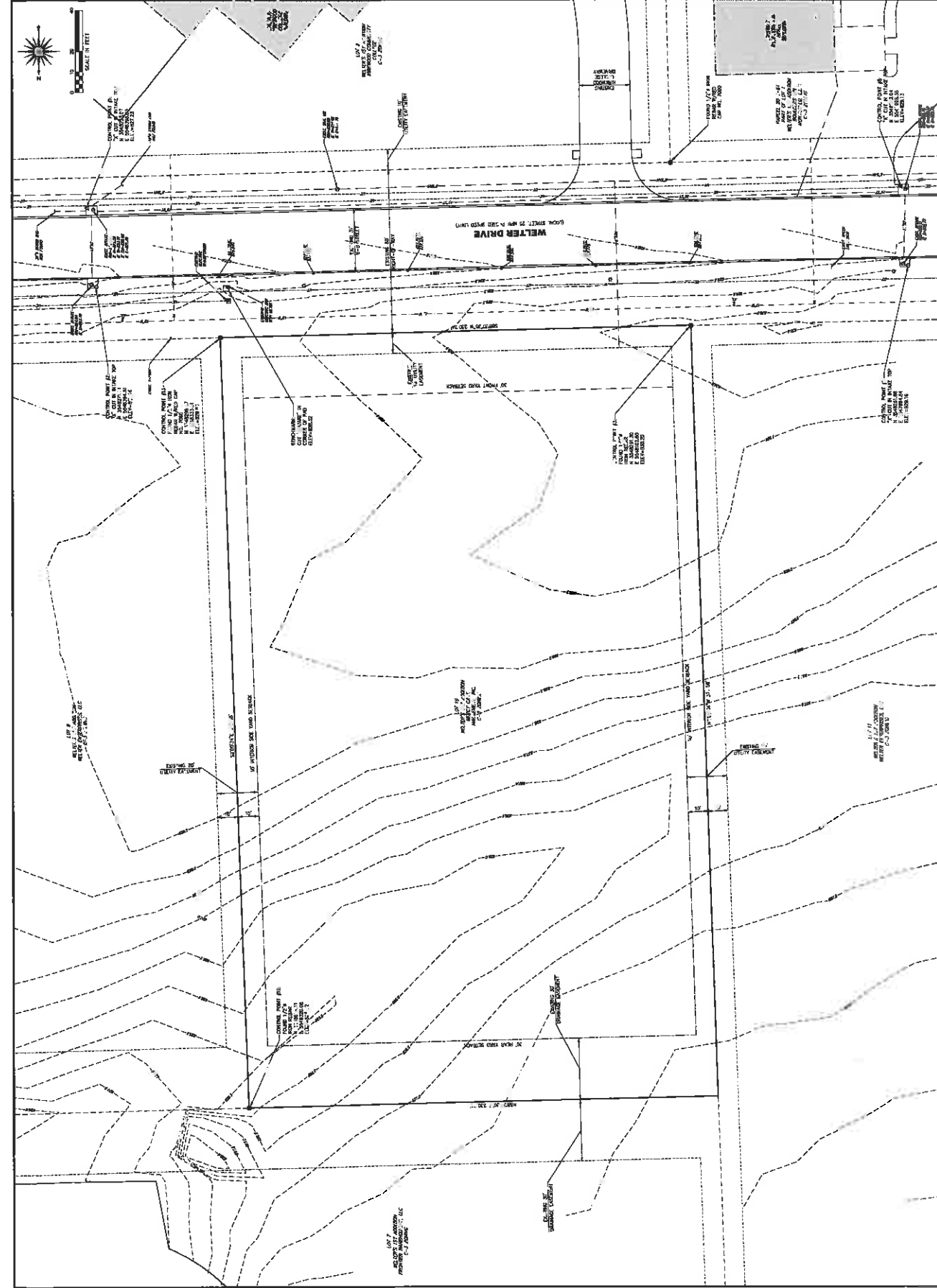
REVISION:	

CLIENT: ERWAN SMIAL
 APPROVED: DREW FENNER
 ISSUED FOR REVIEW: _____
 DATE: 09/04/2019
 PROJECT NO.: 1734

**NEW MERCY CARE CLINIC IMPROVEMENTS FOR
 LOT 10, WELTER'S FIRST ADDITION TO THE CITY OF MONTICELLO, IOWA 52310**

**SITE
 TOPOGRAPHIC
 SURVEY
 PLAN**

C1.1



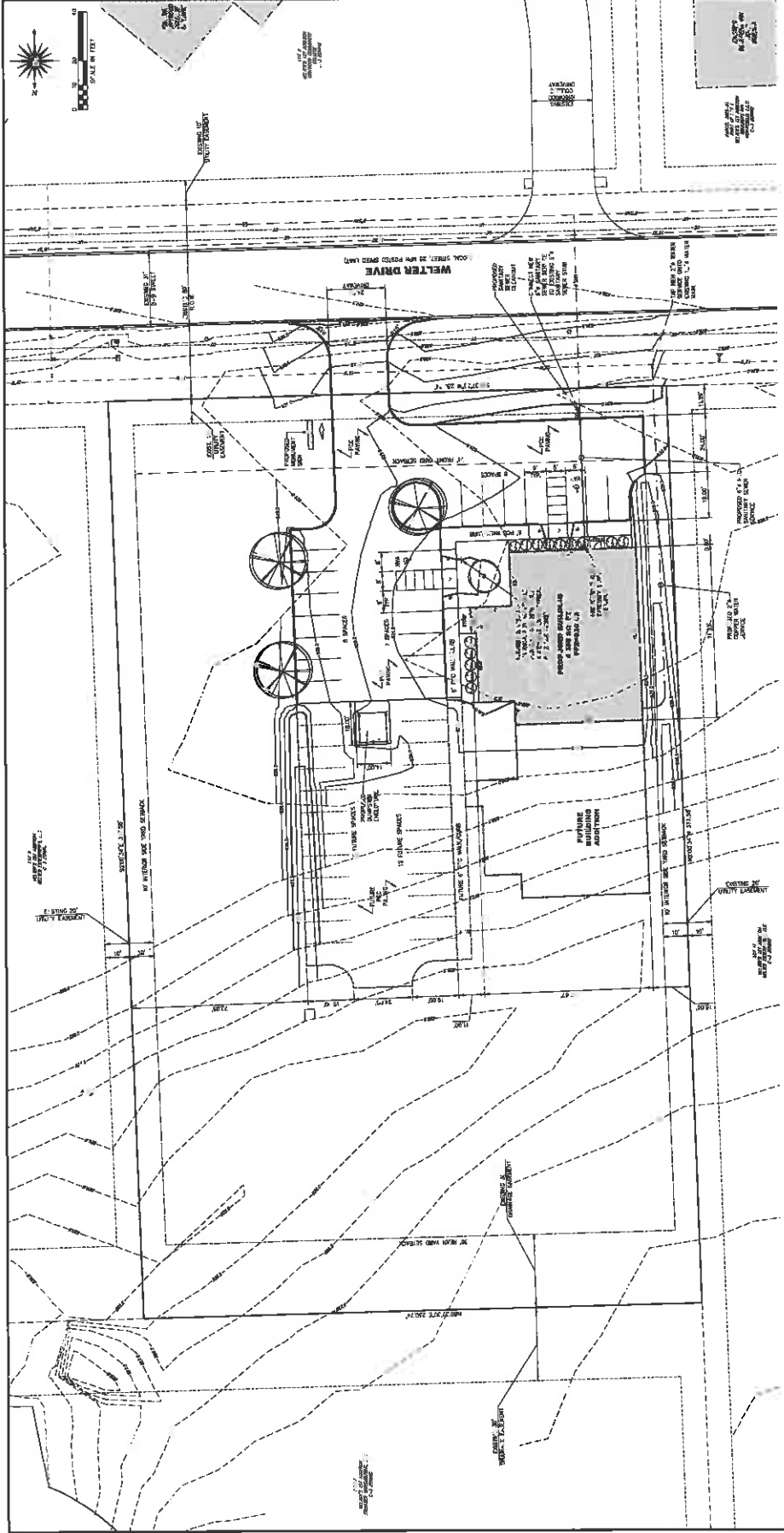
PROJECT NO.	18044
DATE	09/10/2019
ISSUED FOR REVIEW	
APPROVED BY	ETIENNE SMAIL
REVISIONS	

DRAWINGS OF PROPOSED PRIVATE SITE IMPROVEMENTS FOR NEW MERCY CARE CLINIC BUILDING

LOT 10, WELTERS FIRST ADDITION TO THE CITY OF MONTICELLO, IOWA
225 WELTER DRIVE, MONTICELLO, IOWA 52310

SITE DEVELOPMENT PLAN

C2.1



LEGEND

PROPOSED PAVEMENT	EXISTING PAVEMENT	EXISTING DRIVE	EXISTING SIDEWALK
PROPOSED DRIVE	PROPOSED SIDEWALK	PROPOSED DRIVE	PROPOSED SIDEWALK
PROPOSED DRIVE	PROPOSED SIDEWALK	PROPOSED DRIVE	PROPOSED SIDEWALK
PROPOSED DRIVE	PROPOSED SIDEWALK	PROPOSED DRIVE	PROPOSED SIDEWALK
PROPOSED DRIVE	PROPOSED SIDEWALK	PROPOSED DRIVE	PROPOSED SIDEWALK
PROPOSED DRIVE	PROPOSED SIDEWALK	PROPOSED DRIVE	PROPOSED SIDEWALK
PROPOSED DRIVE	PROPOSED SIDEWALK	PROPOSED DRIVE	PROPOSED SIDEWALK
PROPOSED DRIVE	PROPOSED SIDEWALK	PROPOSED DRIVE	PROPOSED SIDEWALK
PROPOSED DRIVE	PROPOSED SIDEWALK	PROPOSED DRIVE	PROPOSED SIDEWALK
PROPOSED DRIVE	PROPOSED SIDEWALK	PROPOSED DRIVE	PROPOSED SIDEWALK

GENERAL NOTES

- 3. HARD SURFACE REQUIREMENTS**
- SOIL LEGAL DESCRIPTION**
- TOTAL LOT AREA**
- TOTAL PROPOSED COVERED AREA**
- TOTAL PROPOSED OPEN SPACE**
- FLOOD HAZARD**
- STORM WATER QUALITY & DETENTION**

REQUIRED PARKING

REQUIRED PARKING: 12 SPACES OF 8' X 20' IN TOTAL OF 240 SQUARE FEET

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PROPOSED LANDSCAPING

PROPOSED LANDSCAPING: 12 TREES OF 1.5" CALIBER

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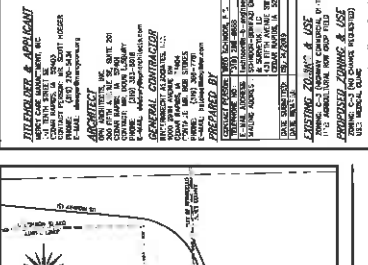
TILEWORK & ADJACENT

TILEWORK & ADJACENT: 12 SQUARE FEET

TILEWORK & ADJACENT: 12 SQUARE FEET

TILEWORK & ADJACENT: 12 SQUARE FEET

TILEWORK & ADJACENT: 12 SQUARE FEET



APPROVED BY: ETIENNE SMAIL

DATE: 09/10/2019

PROJECT NO.: 18044

SCALE: 1" = 100'

DATE PLOTTED: 09/10/2019

PROJECT NAME: NEW MERCY CARE CLINIC BUILDING

ADDRESS: LOT 10, WELTERS FIRST ADDITION TO THE CITY OF MONTICELLO, IOWA

PROJECT NO.: 18044

SCALE: 1" = 100'

DATE PLOTTED: 09/10/2019

PROJECT NAME: NEW MERCY CARE CLINIC BUILDING

ADDRESS: LOT 10, WELTERS FIRST ADDITION TO THE CITY OF MONTICELLO, IOWA

PROJECT NO.: 18044

SCALE: 1" = 100'

DATE PLOTTED: 09/10/2019

PROJECT NAME: NEW MERCY CARE CLINIC BUILDING

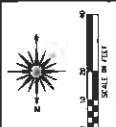
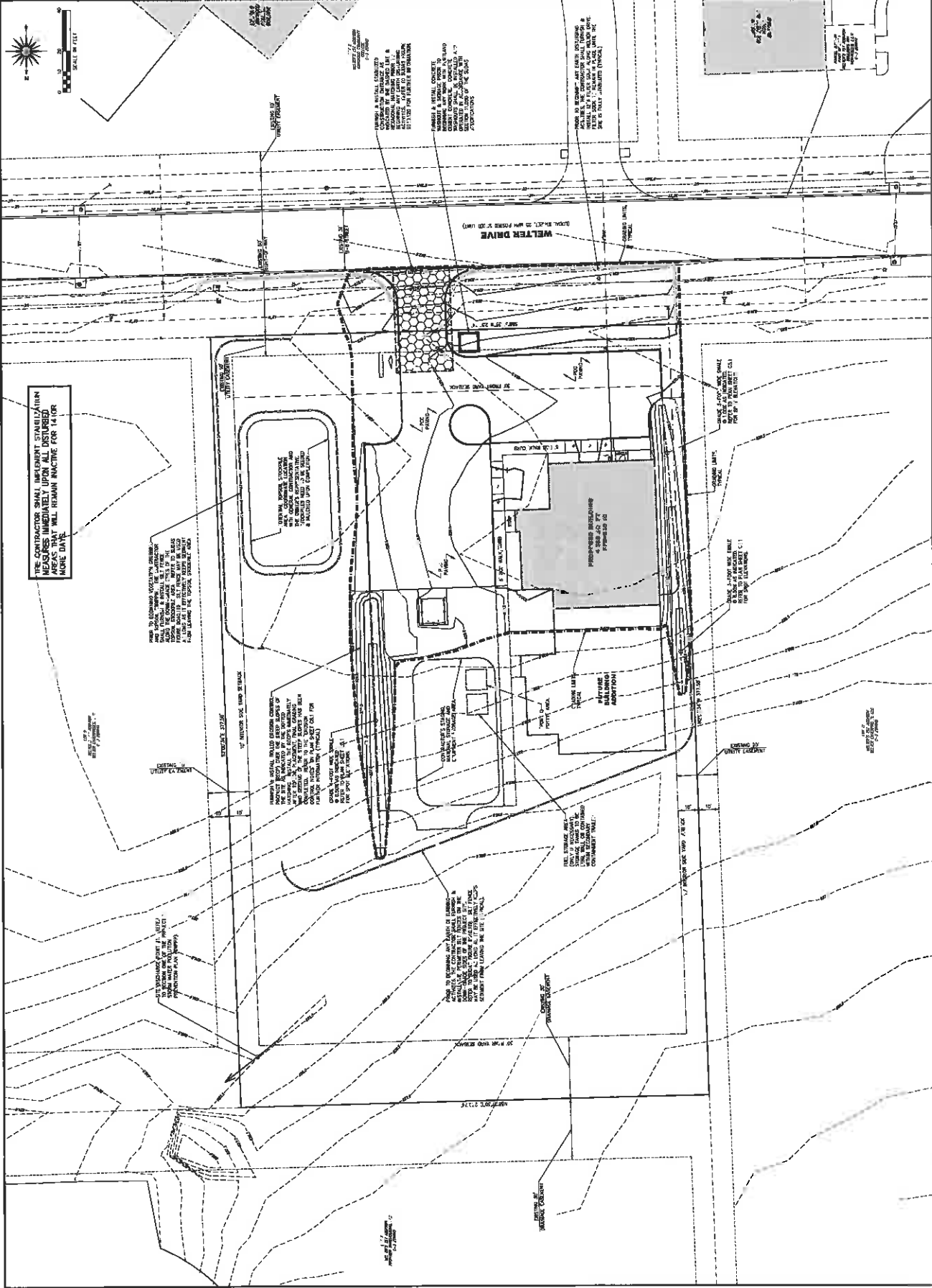
ADDRESS: LOT 10, WELTERS FIRST ADDITION TO THE CITY OF MONTICELLO, IOWA

Schnoor
Bonifazi
ENGINEERING & ARCHITECTURE
1015 EAST 15TH AVENUE, SUITE 200
DENVER, COLORADO 80202
(303) 733-2222 (PH/FAX)

PROJECT NO. 188-4
DATE: 06/04/2013
ISSUED FOR: REVIEW
APPROVED: ERIAN SMALL
DRAWN: TREVOR SMALL

**DRAWINGS OF PROPOSED PRIVATE SITE IMPROVEMENTS FOR
NEW MERCY CARE CLINIC BUILDING
LOT 10, WELTER'S FIRST ADDITION TO THE CITY OF MONTICELLO, IOWA
225 WELTER DRIVE, MONTICELLO, IOWA 52310**

**SITE
GRADING &
EROSION
CONTROL
PLAN**
C3.1



THE CONTRACTOR SHALL IMPLEMENT STABILIZATION MEASURES TO PREVENT EROSION AND TO PROTECT AREAS THAT WILL REMAIN UNCOVERED FOR LONGER PERIODS OF TIME.

CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND TO ALL UTILITIES AND SERVICES. ALL UTILITIES AND SERVICES SHALL BE PROTECTED AND SHALL REMAIN ACCESSIBLE AT ALL TIMES. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND TO ALL UTILITIES AND SERVICES. ALL UTILITIES AND SERVICES SHALL BE PROTECTED AND SHALL REMAIN ACCESSIBLE AT ALL TIMES.

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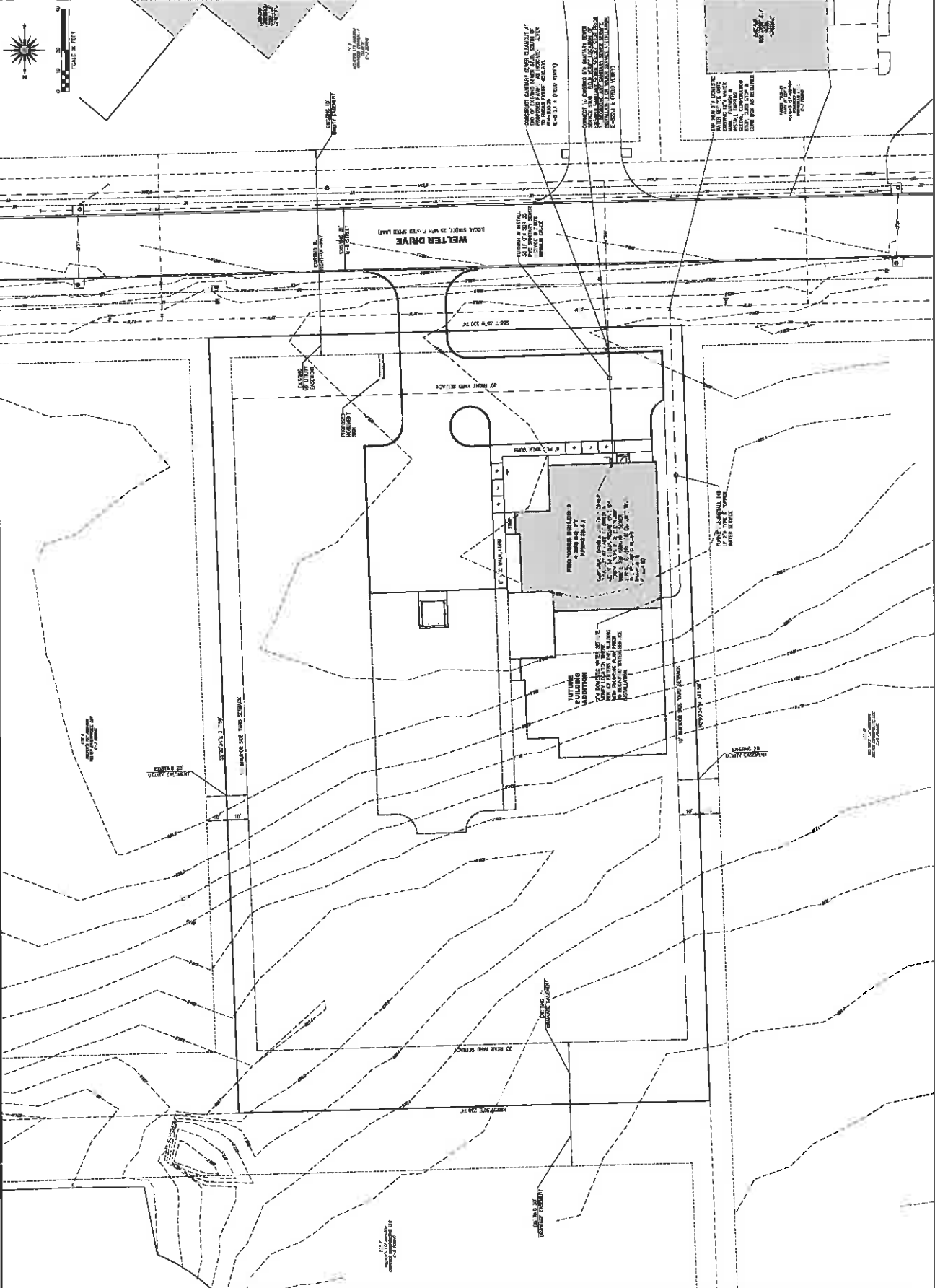
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DR. NO.	ETIHAJ SUHAIL
APPROVED FOR REVIEW	TREB J. HINDS
ISSUED FOR REVIEW	
DATE	03/04/2019
PROJECT NO.	18044
REVISIONS	

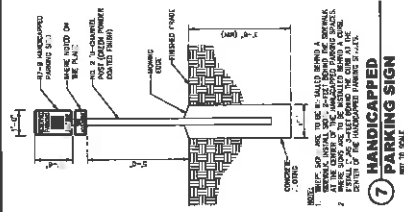
**DRAWINGS OF PROPOSED PRIVATE SITE IMPROVEMENTS FOR
NEW MERCYFARE CLINIC BUILDING**
225 WELTER DRIVE, MONTICELLO, IOWA 52310
LOT 10, WELTER'S FIRST ADDITION TO THE CITY OF MONTICELLO, IOWA

**SITE
UTILITY
PLAN**

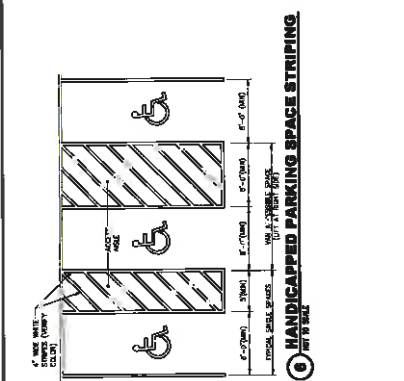
C4.1



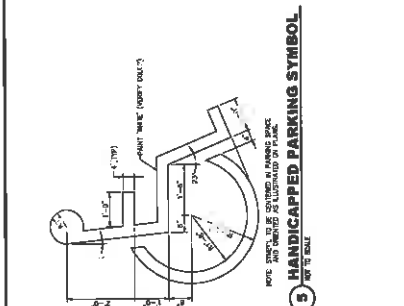
REVISIONS	
DATE	09/05/2019
ISSUED FOR REVIEW	
DATE	09/05/2019
PROJECT NO.	19-044
DRAWN	EMMAN SWALL
CHECKED	ESD SWAMPZEL



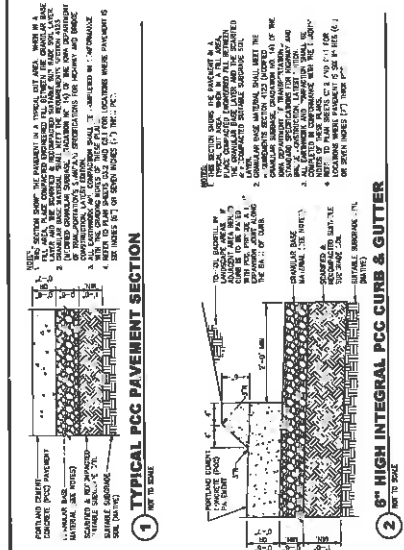
**7 HANDICAPPED
PARKING SIGN**
NOT TO SCALE



8 HANDICAPPED PARKING SPACE STRIPING
NOT TO SCALE



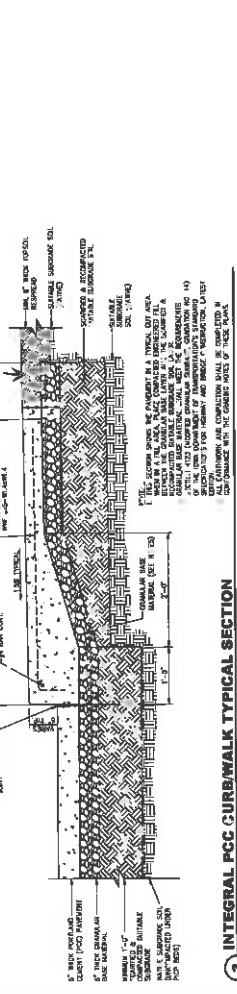
5 HANDICAPPED PARKING SYMBOL
NOT TO SCALE



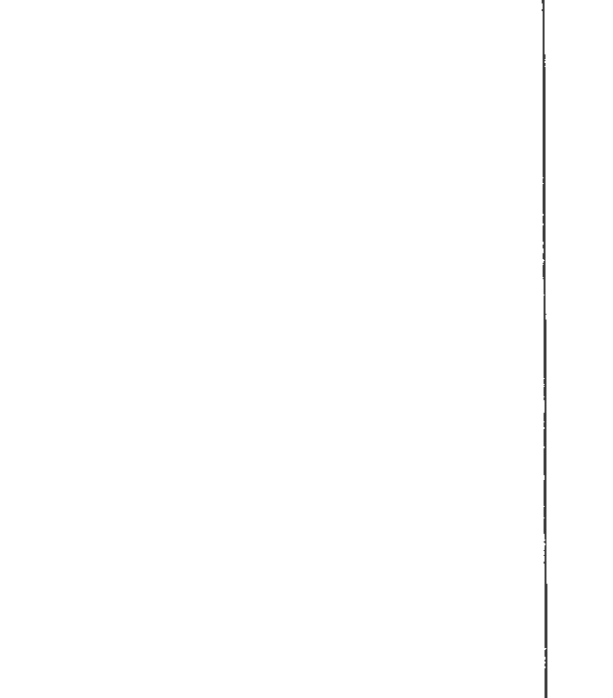
1 TYPICAL PCC PAVEMENT SECTION
NOT TO SCALE



2 8" HIGH INTEGRAL PCC CURB & GUTTER
NOT TO SCALE



3 INTEGRAL PCC CURB/WALK TYPICAL SECTION
NOT TO SCALE



4 PEDESTRIAN CURB RAMPS
NOT TO SCALE

NOTES:
1. ALL PAVEMENT SHALL BE CONCRETE WITH A MINIMUM 4000 PSI COMPRESSIVE STRENGTH. ALL PAVEMENT SHALL BE 4" THICK UNLESS OTHERWISE NOTED.
2. ALL PAVEMENT SHALL BE FINISHED WITH A BROOM FINISH.
3. ALL PAVEMENT SHALL BE CURED WITH A CEMENTitious PASTE.
4. ALL PAVEMENT SHALL BE PROTECTED WITH A CURING COMPOUND.
5. ALL PAVEMENT SHALL BE PROTECTED WITH A CURING COMPOUND.
6. ALL PAVEMENT SHALL BE PROTECTED WITH A CURING COMPOUND.
7. ALL PAVEMENT SHALL BE PROTECTED WITH A CURING COMPOUND.
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9. ALL PAVEMENT SHALL BE PROTECTED WITH A CURING COMPOUND.
10. ALL PAVEMENT SHALL BE PROTECTED WITH A CURING COMPOUND.

City Council Meeting
Prep. Date: 09/12/19
Preparer: Doug Herman



Agenda Item: 5
Agenda Date: 09/16/2019

Communication Page

Agenda Items Description: Resolution to request abatement of accrued and future taxes on City owned Property. (Accepted/Dedicated Street)

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

Attachments & Enclosures:

Proposed Resolution
Iowa Code Section (below)

Fiscal Impact:

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

Synopsis: Taxes accrued on a “street” in Willow Ridge 4th Addition and they need to be abated.

Background Information: Only recently have we had to seek the abatement of taxes on property dedicated to the City. While I am not sure what has changed the easiest approach is to request the abatement as allowed by the Iowa Code. The parcel requiring abatement is generally described as follows:

Parcel No. 0228205019 (Willow Ridge 4th, Lot A)

The proposed resolution will result in the abatement of any and all accrued and accruing taxes.

Staff Recommendation: I recommend that the City request that the County officially abate any and all taxed past due and/or accrued on the above-referenced property as provided by the Iowa Code.

445.63 Abatement of taxes.

When taxes are owing against a parcel owned or claimed by the state or a political subdivision of this state and the taxes were owing before the parcel was acquired by the state or a political subdivision of this state, the county treasurer shall give notice to the appropriate governing body which shall pay the amount of the taxes due. **If the governing body fails to immediately pay the taxes due, the board of supervisors shall abate all of the taxes.**

The City of Monticello, Iowa

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

RESOLUTION #19-__

Resolution to request Abatement of accrued and future Property Taxes on City owned property utilized for public purposes within the City limits of the City of Monticello.

WHEREAS, The City of Monticello previously accepted the dedication of a street in Willow Ridge 4th Addition, same being described by the following Tax Parcel ID: 0228205019, and

WHEREAS, The Council finds it appropriate, under the circumstances, to request the abatement of all accrued and accruing taxes related to said parcel, whether past due or accrued and not yet due, and to so inform the County Treasurer so that the County Board of Supervisors can take action to formally abate said taxes as required by §445.63 of the Iowa Code.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby direct the City Clerk to inform the County Treasurer of the decision of the City Council to request the abatement of the taxes accrued and accruing on the above described tax parcel consistent with §445.63 of the Iowa Code.

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 16th day of December, 2016.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk

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

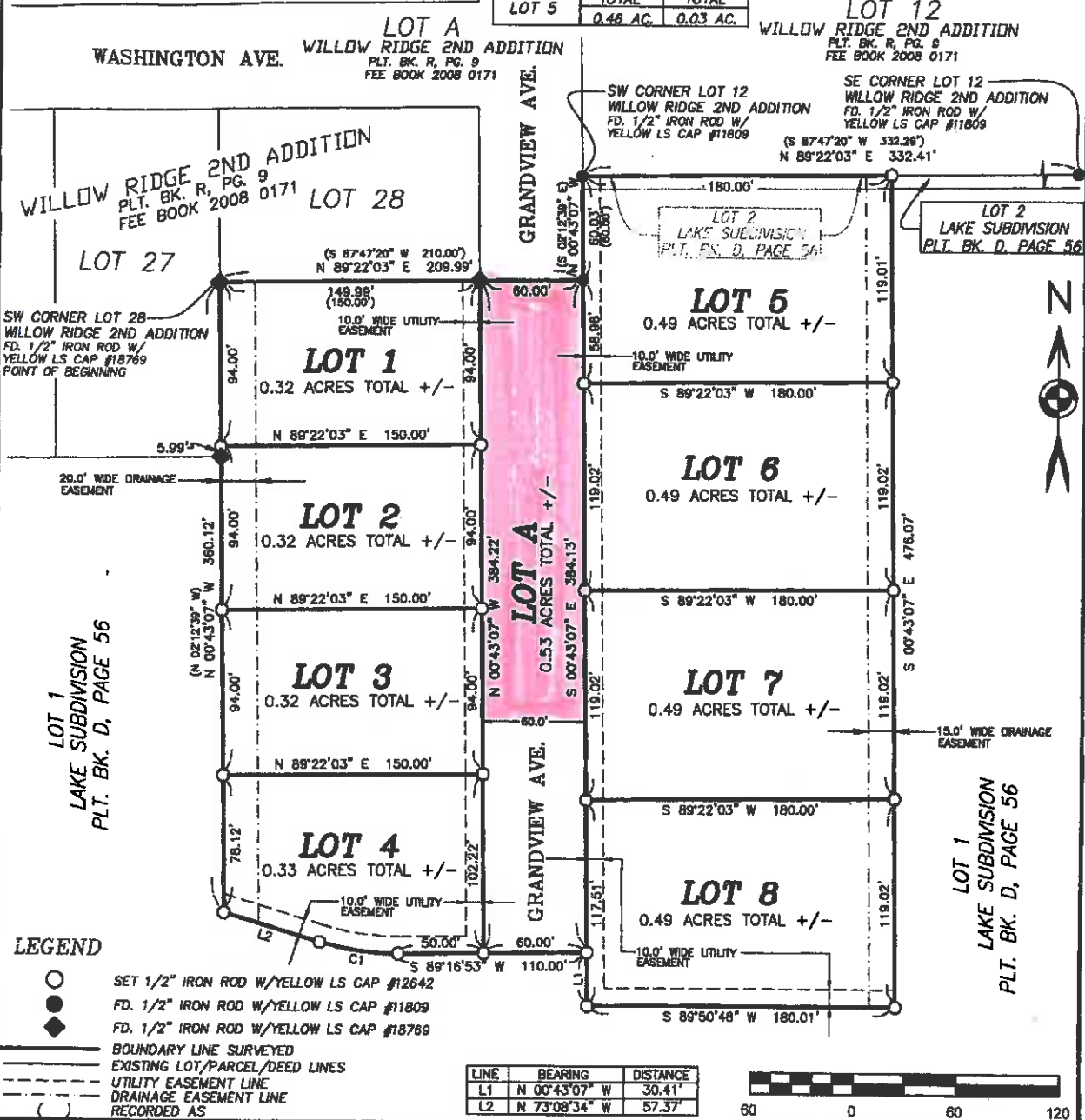
FINAL PLAT OF WILLOW RIDGE FOURTH ADDITION IN THE CITY OF MONTICELLO, JONES COUNTY, IOWA

NOTE: WILLOW RIDGE FOURTH ADDITION IS PART OF LOT 1 AND PART OF LOT 2 OF LAKE SUBDIVISION IN THE CITY OF MONTICELLO, IOWA, ALL IN SECTION TWENTY-EIGHT (28), TOWNSHIP EIGHTY-SIX NORTH (T86N), RANGE THREE WEST (R3W) OF THE FIFTH PRINCIPAL MERIDIAN, JONES COUNTY, IOWA

CURVE	ARC	DELTA	RADIUS	CHORD LENGTH	CHORD BEARING
C1	46.01	17°34'33"	150.00	45.83	N 81°55'51" W

ACREAGE SUMMARY	LOT 1, LAKE SUB.	LOT 2, LAKE SUB.
LOT 5	TOTAL	TOTAL
	0.46 AC.	0.03 AC.

NOTE: LOT A TO BE DEDICATED TO THE CITY OF MONTICELLO AS PUBLIC ROAD RIGHT OF WAY



DATE OF SURVEY: 5/6/2014 SHEET 1

PROPRIETORS: BOB FAUST CONSTRUCTION INC. SCALE: 1" = 60'

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, 2014

Wm. Burger
LandSurveyor

510 3rd Street West Court
 Worthington, Iowa 52078

WILLIAM H. BURGER #12642 DATE 5/22/14

City Council Meeting
Prep. Date: 09/13/19
Preparer: Doug Herman



Agenda Item: # 6
Agenda Date: 09/16/19

Agenda Item Description: Resolution to approve Public Works Director Job Description and salary.

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

Attachments & Enclosures:

Resolution
Job Description

Fiscal Impact:

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis: Many changes have occurred in the past few years with the PW Dpt. and job duties/descriptions have been evolving. This Resolution approves a new job description for the PW Director and salary related thereto.

Background Information: Changes in the Public Works Dpt. over the last few years include:

1. Streets Dpt. Mark Cigrand resigns due to wife's employment relocation. Position not filled.
2. PW Director Diz Edwards retires and his replacement Brant LaGrange moves on to another position.
3. During this same timeframe the City moves away from garbage collection, contracting for that service and re-bids recycling collection, changing contractors as a result.
4. Many discussions ensue related to next steps, moving forward with the same model or trying something new.
5. Jim Tjaden named Water/Wastewater Superintendent and Nick Kahler named PW Director while job descriptions and duties are worked out. (Nick's position as a Streets Dpt. employee is unfilled and there is no plan to fill it.)
6. Final steps being completed to open City Yard Waste / Compost Site

A lot of progress has been made on the Employee Handbook with Job Descriptions being created as we move forward. I have reviewed the attached job description with Nick and we both find it to accurately set forth what we are thinking moving forward.

A few key points set out in the job description:

1. Oversees water/wastewater staff in absence of Water/Wastewater Superintendent. (Jim will have the same role with Public Works in Nick's absence.)
2. Assistant City Zoning Administrator: By Code the City Admin. is the City Zoning Administrator. As Nick gets more experience it is my goal to have him take over Planning & Zoning and BOA. I will always be here to provide back up and assistance, however, as he gets more experience, he will need less of that. Freeing me up from building permit review, property

questions, and other planning & zoning issues will put me in a position to stay on top of other administrative matters that need more regular attention. (Job Evaluations, Grant Writing, Budget Analysis, Debt Modeling (Sewer Plant planning), etc.) This transfer of obligations will occur over time with not date certain for Nick to be considered the primary contact on those issues.

3. Qualifications Section: This section is more relevant during the hiring phase, so will only come into play if and/or when this position is open.
4. Up to 50 hours per week deemed “normal” with informal time off if excess hours tied to snow removal activities.

While we are no longer collecting garbage there is still coordination efforts related to garbage collection and there will be added responsibilities associated with the compost site. The staffing has been reduced by one in the PW Dpt. which will put more obligations on the remaining staff, however, I believe that Dpt. can be leaner and more effective at their current staffing level with good leadership and direction. Areas that can get some attention that haven't received as much attention as they should have over the years, never reaching the top of the priority list:

1. Signage inspections and updating. (Straightening poles, replacing signs that are in bad shape and in some cases cannot be read, keeping shoulders in good shape where gravel shoulders, keeping bridge decks and areas near decks clean of weeds/debris, tree trimming, general maintenance and upkeep of City equipment (keeping good records, keeping equipment clean and presentable, keeping City property clean and presentable).

While Nick's job description was being put together, he had been given a bump in pay with the understanding that his pay would receive further consideration as his job duties and description were more fully developed. Based upon the description that has been developed I would recommend that the Council consider an increase in Nick's salary to \$52,500. This Salary would take effect with the payroll during which 9/16/19 falls and would remain in place through the end of this fiscal year. Before we get to the end of the FY the Council would determine what salary is appropriate moving forward into FY '21.

Staff Recommendation: I recommend that the Council approve the proposed resolution that approves the PW Director Job Description and salary.

THE CITY OF MONTICELLO, IOWA

RESOLUTION #19-__

Resolution to approve Public Works Director Job Description and Salary

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

WHEREAS, The City Council previously approved changes in job titles / classifications naming Jim Tjaden Superintendent of Water/Wastewater and Nick Kahler as Public Works Director, and

WHEREAS, efforts have been underway to create a new Employee Handbook and Employee Job Descriptions with the job description tied to the PW Director position now having been created and presented to the Council for review and considerations, and

WHEREAS, The Wage / Benefit Committee, made up of the Mayor, the City Administrator, and three Councilpersons, recently met to review duties and potential salaries for the PW Director position, and

WHEREAS, The City Administrator has worked with the PW Director to create a job description that sets out what both believe to be an accurate and appropriate description for the position, and

WHEREAS, The Council finds that the job description accurately represents the expectations of the position and that position, as described, supports a salary of \$52,500 for the balance of FY '20 with a FY '21 pay rate to be determined as FY '21 approaches.

NOW THEREFORE BE IT RESOLVED by the City of Monticello, through its' City Council, in session this 16th day of September, 2019, that the Job Description for the position of Public Works Director, a copy of which is appended hereto, is hereby approved as written and the salary of Nick Kahler, PW Director, is hereby set at \$52,500 for the balance of FY '19, said salary to take effect with the payroll including this date, September 16, 2019 and to remain in effect through the last payroll of FY '20 not including July 1, 2020, with FY '21 salary increases to be set by subsequent action of the City Council.

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 16th day of September, 2019.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk

CITY OF MONTICELLO

POSITION DESCRIPTION

POSITION: Public Works Director **FLSA EXEMPT:** Yes
DEPARTMENT: Public Works **UNION:** N/A
REPORTS TO: Administrator

FUNCTION:

The Public Works Director is responsible for planning, organizing staffing and directing all operations, maintenance and activities associated with the following: City streets, storm sewer collection systems, trees located in City ROW or other City property, City Signage, and Sanitation/Yard Waste/Compost Site. This position is responsible for the direction of daily work by P.W. Dpt. staff, not including water and wastewater staff except in the absence of the Water / Wastewater Superintendent, and for the completion of duties as assigned by the City Administrator. The PW Director shall be the primary point of contact between builders/developers and City Contractors on issues pertaining to infrastructure improvements. The PW Director shall be responsible for the preparation and presentation to the City Council of a short term and long-range capital improvement plan for the PW Dpt. The PW Director shall be responsible for the oversight and management of City Planning & Zoning issues as well as Board of Adjustment issues and shall act as the Assistant City Zoning Administrator. The Director shall, with the assistance of the City Administrator, prepare the annual budget and is responsible for purchasing all materials and supplies for the department. The position is full-time.

SUPERVISES:

PW Dpt. Streets Employees. Water/Wastewater Utility Employees (In the absence of the Water/Wastewater Superintendent)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Train, supervise, and oversee staff to ensure that they are performing all duties required of the Public Works Department including those duties assigned by the City Administrator.
- Be capable, willing, and able to perform tasks expected of those supervised by the Director. In essence, be an active working participant in the Department.
- Prepare job evaluations of all staff, at least once per year, reviewing same with the City Administrator and all staff that are evaluated.
- Prepare work schedules and directs staff work activities, and acts as purchasing coordinator for on-going operations and construction projects within established budget and project guidelines.
- Oversee safety programs and procedures for all supervised personnel.
- Serves as a member of the management team for planning the future and maintaining the present infrastructure.
- Shall be directly involved in all disaster management and recovery activities. (Sandbagging organization, placement of barricades as appropriate, storm clean up, etc.)
- Prepare and maintain reports and communications as requested for compliance with City, County, State and Federal rules and regulations.

- Works with Water/Wastewater Superintendent to ensure constant updating of GIS program.
- Works closely and cooperatively with the City Administrator and other City staff in order to ensure the effective delivery of City services. Serves as a resource person to related committees and planning groups for the City.
- Maintains appropriate technical knowledge through continuing self study, participation in continuing education and training programs as provided by professional organizations related to the public works and utility operations.
- Maintains records of all City Equipment and ensures that all equipment of the Department is regularly maintained in good working order, whether by staff or outside contractor.
- Maintains all buildings / structures used by the Department in a clean, structurally and mechanically sound condition and operates said structures as fiscally responsible as possible.
- Attends all City Council meetings and other City Board and Commission meetings when applicable. (Unless excused by the City Administrator.)

QUALIFICATIONS:

- High School degree and 5 or more years of successful experience in public works and/or utility fields. (Completion of 4-year Bachelor's degree in Public Administration, Engineering or related field, or a 2-year degree with at least 3 years of successful experience in public works and/or utility fields will be given consideration.)
- Must possess or have the ability to obtain knowledge of street maintenance, water and/or wastewater operations.
- Demonstrated leadership abilities and personnel management skills are required.
- Ability to successfully communicate with individuals in stressful situations.
- State of Iowa certification in water and/or wastewater treatment is desirable, but not required.

KNOWLEDGE, SKILLS & ABILITIES:

- Effectively oversees the budgets of those departments overseen by this position.
- Provides citizens the most effective, efficient level of service possible.
- Effectively manages employees to maximize productivity and performance.
- Displays effective oral and written communication skills.
- Displays a strong work ethic, high level of customer service and maintains a positive attitude towards governing body, co-workers and general public.
- Has the ability to encourage openness, candor and trust; both internally and with the general public.

WORK CONDITIONS:

- Full-time, managerial position.
- Normal working hours vary dependent upon seasons, weather, and condition of operations. Evening and weekend work is frequent. Position is responsible to provide as many hours as necessary to fulfill job duties. Position will receive informal time off in recognition of weekly hours worked over 50 hours if and when excess hours is tied to snow removal operations.

- Performance of duties will require frequent and extensive outdoor exposure and varying weather patterns, including but not limited to rain, hail, snow, sleet, heavy wind, etc.
 - The following physical requirements will be required of the position:
 - Frequent standing and walking.
 - Lifting, pushing, pulling, and carrying heavy objects and materials used in public works maintenance and construction tasks. (Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.)
 - Intermittent periods of sustained physical activity involving climbing, crawling, bending, stooping and crouching.
 - Position requires the ability to render first aid and CPR.
 - Ability to maintain a moderate level of visual attention and mental concentration for significant periods of time.
 - Ability to solve problems and deal with a variety of variables in situations where minimal standardization exists.
 - Ability to read, analyze and interpret government rules and regulations.
 - Ability to operate public works and utility equipment and vehicles. Must possess, or ability to obtain, a CDL.
-

DISCLAIMER:

This position description does not constitute an employment agreement and is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

Adopted: _____

ACKNOWLEDGEMENT

I acknowledge that I have received and read the attached Job Description.

Signature

Date

City Council Meeting
Prep. Date: 09/13/19
Preparer: Doug Herman



Agenda Item: # 7
Agenda Date: 09/16/2019

Communication Page

Agenda Items Description: Resolution to approve Building Permit Application submitted by Sheldon Hunter related to building located at 115 E. 1st Street, in the Fire Zone.

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

Attachments & Enclosures:

Resolution (to be prepared)
Building Permit / Doc's Mailed to Hunter

Fiscal Impact:

Budget Line Item:
Budget Summary:
Expenditure:
Revenue:

Synopsis: Owner of 115 E. 1st Street requests a building permit to install new windows, enclosing a portion of the windows, on downtown property.

Background Information: Hunters own the building located at 115 E. 1st Street where a window cracked/blew out some time ago. Mr. Hunter proposes to enclose a portion of the historic window opening with additional structure located within the enclosed are, with smaller windows. He is open to a discussion on the materials to be used if the window openings are closed in.

Chapter 147 "Fire Zone" requires that the City Council review a permit in this area. Chapter. The information Sheldon submitted may require supplementation and/or review by the City Engineer to verify compliance. (147.04 identifies certain construction standards that are to be met.)

Chapter 169 "Design Standards" could be interpreted to apply to this project as well. This chapter and standards may rule out the use of certain materials.

Sheldon has agreed, I believe, to the use of brick around the new windows which would be consistent with Chapter 169. With that said, brick is pretty permanent, or at least more permanent than most other finishes, and would be harder for someone to remove down the road if there was a desire to return the window openings to their original size. From that standpoint, a board and baton or other more easily removed material, may make more sense in the long run.

If the City Council would like to see full size windows remain would the Council be agreeable to spending money on a structural engineer to inspect the storefront with the owner before a final decision is made? (\$500 +/-) Sheldon reports that he is of the opinion that the building was never constructed correctly on the front and he needs to provide more support under the front of the building and that will necessitate closing in the window openings.

The structural engineer, Sheldon, and I met at the property. What Sheldon proposes is not dangerous, does have some merit, but may or may not be necessary in the opinion of the Engineer. It will be easier for me to explain this in person and I will do so Monday night with some drawings, etc.

Recommendation: I recommend that the Council consider the Building Permit and take action deemed appropriate.

City Council Meeting
Prep. Date: 09/13/19
Preparer: Doug Herman



Agenda Item: *Reports*
Agenda Date: 09/16/2019

Communication Page

Agenda Items Description: Reports

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

Attachments & Enclosures:

Letter e-mailed to Norm Zimmerman
E-Mail to Dawn Brus for MEMT Mtg.
PW Trailer Options

Fiscal Impact:

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

Engineer Report

- **PW Director Report**
 1. Compost Site Update.
 2. Garbage Truck Sale Truck/Trailer Option: Garbage Truck has been paid for and picked up. Information will be presented with regard to sale of remaining garbage truck and replacement with ¾ ton truck with trailer. (Truck either a ¾ or 1 ton, advantages and disadvantages, cost \$30,000 to \$40,000; Trailer either Gooseneck or not, advantages and disadvantages, cost \$8,000 to \$9,000; Snow Plow Cost between \$5,000 and \$10,000.) Red Garbage Truck value approximately \$60,000 to \$70,000.
 3. Sidewalk Inspection Update/With input from Police Chief as appropriate.
 4. Sycamore Street Update
- **Administrator Report**
 1. Ambulance Purchase Planning: I am working on USDA Grant that will help purchase new ambulance.
 2. Zimmerman Construction Plans: Norm has been invited to attend Council Meeting to provide update. (See Attached Letter)
 3. Compost Collection Considerations: I will bring a draft Ordinance to meeting for Council consideration. Some areas that need specific consideration are:
 - Commercial use of Compost Site
 - Collection of yard waste by City staff, schedule, fees, etc.
 - Hours Site will/should be open. Seasonal closing.
 - Enforcement of dumping of non-city yard waste
 4. Building Code Discussion: Rumor has it that Anamosa is looking into Building Codes. If true should we explore meeting with them and if they move forward, and our Council decides to move forward, we could explore a shared position to oversee the Code Enforcement.
- **MEMT Report / Presentation**
 1. Ambulance Board: A member (or more) of the MEMT plans to be present to discuss Council stance on whether or not there should be an Ambulance Board. (See Attached recent E-mail to Ambulance Dpt. / to be shared with MEMT.)



CITY OF
MONTICELLO

200 E. First St.
Monticello, IA 52310
(319) 465-3577
Fax (319) 465-3527

Equal Opportunity Employer - Fair Housing City

September 13, 2019

Norm and Donna Zimmerman
19243 Stone Bridge Road (By E-Mail Only)
Monticello, IA 52310

Re: 224 N. Chestnut Street

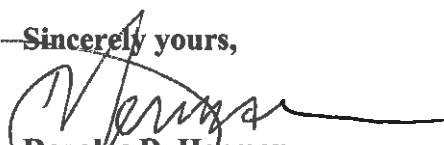
Dear Norm:

As you are aware there are many questions surrounding the lack of action at 224 N. Chestnut Street. I have informed the Council that you have an Application for Building Permit in the works, that you could not get Lamberts signature, and that you are working with Brad Freese on an easement to the rear area of the garage you propose to construct on the rear lot.

I spoke with Brad earlier this week and he seemed positive that you two could get something worked out. With that said, that is really a side issue, the rear access was not part of your original plan and the delay this modified plan has caused has created much discussion and heat directed to the Council and at you.

Please come to Monday night's Council meeting to update the Council on your progress, plans, etc. Meeting is scheduled for 9/16/2019 at 6:00 a.m. Should not be too long of a meeting, but you would not need to be there before 6:30.

Sincerely yours,



Douglas D. Herman
Monticello City Administrator

Doug Herman

From: Doug Herman
Sent: Tuesday, September 3, 2019 1:48 PM
To: ambulance
Cc: clux; Brian Wolken
Subject: MEMT Meeting Updates

Dawn:

Please share the following with the MEMT members in attendance at your meeting tonight. Neither Chris or I will be able to make it as we have a City Council meeting.

1. The suggestion or thought that the City Council should consider the re-creation of an Ambulance Board was discussed in the Reports section of a recent Council meeting. It is my understanding that the idea was generated by the MEMT Board/membership due to some level of dissatisfaction with City Mgmt./City Council and a desire to have more of a voice with Mgmt./Council
 - a. My take on the position of the Council was that a Board was not necessary. My recommendation, after talking to a number of Council members, is as follows:
 - i. The Ambulance Director can prepare and submit a written quarterly report to the Council updating the Council on operations, needs, struggles, etc.
 - ii. The Ambulance Director and/or MEMT Rep. can come to a Council meeting on a quarterly basis or more when/if necessary to update the Council on Ambulance operations and needs.
 - iii. The Ambulance Director and/or MEMT can always provide written information to the City Admin. to provide to the Council when needed.
 - b. The MEMT / Ambulance have a dedicated Council liaison in Chris Lux who regularly reports to me the discussions of the MEMT meeting, with that information, when relevant, taken to the Council.
 - c. Having a "Board" in place to communicate on behalf of the Ambulance is unnecessary if the Director and MEMT leadership communicate on behalf of the ambulance.

2. With regard to new ambulance:
 - a. I have the cost estimate and will meet with company to review estimate and design at some point in the coming weeks.
 - b. I understand the MEMT has approx. \$50,000 in hand but objects to using all of that towards new ambulance. Because MEMT does not want to use all/most funds towards Ambulance Purchase I would request a written explanation to provide to the City Council. That explanation should explain how the funds not spent on the ambulance will be used, how they were raised and for what purpose they were raised, when they will be spent, etc.
 - c. Chris Lux informed me that a volunteer (Sabrina Strella was working on Ambulance Grant writing. This is a good step, however, I had no details related to this effort and now understand she is looking mostly at "small" grants. (I am not sure which ones.) (Dawn was going to get me a list of those applied for to avoid overlap per e-mail of August 22nd. Dawn indicated that no grants Sabrina had applied for had panned out but that she was still applying.)
 - i. I suggested to Dawn in the past that grants would be very helpful and suggested that while small grants are good that bigger grants would help move this along. I suggested USDA and FEMA as options to explore.
 1. To my knowledge those options were not explored.
 - d. As I explained during the FY '20 budget season, we will propose a new ambulance to the City Council as part of the 2021 budget. (MEMT efforts and Grant efforts will be important to the Council.)

3. With regard to Dawn's planned retirement. (As I understand; have not received official word from Dawn.)
 - a. We will explore all options. (FT Director, PT Director, Contract Director, etc.)
 - b. As in the past, we will include staff and volunteers as appropriate in discussions/planning/decision-making
 - c. We have been through 4 different directors (including Dawn and not including Larry) in the last 13 years. (Tim Malchow, Brian Hahn, CJ Johnson, Dawn)
 - i. From what little I hear from ambulance staff, Tim, Brian, and CJ were all bad decisions.
 - ii. I don't recall all names but believe that Roger Brighton, Dave McNeil, CJ (when not applying), Mary Intlekofer and/or Lori Lynch were all involved in the interview process in the past.
 - iii. It would be nice to have a bit of certainty and consistency in the Ambulance Director position.

4. The Ambulance business is a tough business financially. It is not like water/sewer/sanitation where you set and collect rates to cover costs. We are at the mercy of insurers and have no set way to collect tax revenues from other taxing entities that take advantage of our services. Really something our state legislature needs to fix, however, there seems to be little likelihood that there will be a fix as any fix would shift a portion of the costs currently on the City taxpayer to County taxpayers (farmers) and our legislature is unlikely to do anything that will impact one of the strongest lobbying and donor groups. Adding fees to some traffic offenses if not going to fix what needs fixing.

Douglas D. Herman

City of Monticello
City Administrator, Atty.
200 E. 1st Street
Monticello, IA 52310
Phone: 319.465.3577
Fax: 319.465.3527

N & N TRAILER SALES

PHONE: 319-465-4801
 FAX: 319-465-6809
 Monticello, IA

\$8700

2019 CHAPARRAL TRLRS OF IOWA Dump Trailer For Sale In Monticello, Iowa



For Sale Price: Call

Contact Information

N & N Trailer Sales, Inc.

9 [Monticello, Iowa 52310](#)

Phone: [\(319\) 558-5671](#)

Contact: Gary Nagel



Description

- 7 x 14 Dump Trailer
- 2-7000# Torsion Axles
- 10 Ton Hoist
- Slide in ramps

Specifications

Quantity	1	Year	2019
Manufacturer	CHAPARRAL TRLRS OF IOWA	Model	Dump Trailer
Frame Type	Frame	Condition	New
		Length	14 ft

N & N
TRAILER SALES
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FAX: 319-465-6809
Monticello, IA

\$ 7700

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9 Monticello, Iowa 52310

Phone: (319) 558-5671

Contact: Gary Nagel

Description

CUSTOM MADE DUMP TRAILERS!
 NAME YOUR SPECS & OPTIONS AND WE'LL MAKE IT HAPPEN.

Specifications

Quantity	1	Year	2019
Manufacturer	CHAPARRAL TRLRS OF IOWA	Model	DUMP TRAILERS
		Condition	New