

# City of Monticello, Iowa

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Final Agenda Posted on January 03, 2020 at 4:45 p.m.  
Monticello City Council Regular Meeting January 06, 2020 @ 6:00 p.m.  
Monticello Renaissance Center, 220 E. 1<sup>st</sup> Street, Monticello, Iowa

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

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

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

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

Approval of Council Mtg. Minutes	December	16, 2019
Approval of Payroll	December	19, 2019
Approval of Payroll	January	02, 2020
Approval of Bill List		
Approval of Karde's 151 Liquor License		
Approval of City Board Appointments		

## **Public Hearing** (& Resolution Related Thereto)

1. **Public Hearing** on proposed FY '20 Budget Amendments
2. **Resolution** to approve FY '20 Budget Amendments

## **Motions:**

3. **Motion** to reschedule February 3, 2020 City Council meeting to February 4, 2020 at 6:00 p.m. (Conflict on February 3<sup>rd</sup> with Iowa Caucuses)

## **Resolutions:**

4. **Resolution** to approve FY '21 investment in Jones County Extension Summer Program.
5. **Resolution** to approve FY '20 investment in Jones County Tourism
6. **Resolution** to approve investment in Jones County Economic Development for FY '21.
7. **Resolution** to approve Written Investment Policy of all Funds for the City of Monticello, Iowa as required by Chapters 12B and 12C of the Code of Iowa.

8. **Resolution** to approve Designation of Monticello Express as official City of Monticello newspaper, for publication purposes.
9. **Resolution** to Schedule Public Hearing for the Purpose of Considering the Maximum Tax Dollars to be collected by the City from Certain Levies for the City's Proposed Fiscal year 2020-2021 Budget for February 3, 2020 at 6:00 p.m.
10. **Resolution** to approve Change Order #5 in the amount of \$47,180.26 and Change Order #6 in the amount of \$29,555.41, related to contract between the City of Monticello and Horsfield Construction.
11. **Resolution** to approve Pay Request #9 from Horsfield Construction related to North Sycamore Street Reconstruction Project in the amount of \$149,699.39 and approving final acceptance of project.
12. **Resolution** to approve action plan related to Monticello Digital Sign.
13. **Resolution** to approve purchase of Skid Loader mounted jack hammer for PW Dpt.
14. **Resolution** to approve purchase of 2015 Vermeer Brush Chipper for PW Dpt.

**Ordinances:** None

**Reports / Potential Action**

- **City Engineer Report**
- **PW Director Report**
- **Police Chief Report**
- **City Administrator Report**
- **Mayor Wolken Report**

**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.

**City Council Work Session:** Public Welcome to Stay but comment or interaction of Council is at the Discretion of Mayor

**Code of Ordinances Review**

**FY '20-'21 Budget Review**

Regular Council Meeting  
December 16, 2019 – 6:00 P.M.  
Community Media Center

Mayor Brian Wolken called the meeting to order. Council present: Dave Goedken, Brenda Hanken, 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 and Police Chief Britt Smith.

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

Open Forum: President of Friends of Mon-Maq Dam, Tom Osborne, 630 South Sycamore felt the City should clarify their position regarding the Mon-Maq Dam removal prior to the environmental study being completed. In 2012, City Council passed a resolution expressing interest in the dam removal. He reviewed the changes to the proposed project and impacts to Monticello.

Stu Gerdes, 615 North Sycamore, questioned the status of lighting on Sycamore Street. Herman stated he contacted Alliant on November 25<sup>th</sup> and was told they would install the lighting the following week, weather permitting. Goedken stated the City changed the project to remove poles that did not have lights on them, which caused some delay. Herman stated he would contact Alliant again to see where the project stands.

Gaylen Kray, 634 N Sycamore, questioned if Alliant is obligated to put the lights back in a project like this. Herman stated yes but not the underground wiring.

Hanken moved to remove the bill list from the consent agenda and to be voted on separately, Goedken seconded, roll call unanimous.

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

Hanken questioned payments to a few vendors on the bill list and staff explained what the payments were for. Lux moved to approve the bill list, Goedken seconded, roll call unanimous.

Herman reviewed the Five-Year Airport Capital Improvement Plan that is required to be updated yearly by the FAA to remain eligible for FAA funding. Goedken questioned the status of land acquisition, as a new home was built there. Herman stated FAA agreed to fund the acquisition, if the property owner voluntarily agreed to sell the land. The property owner was advised of FAA position, however, did not want to wait 3 to 4 months for the appraisal and other requirements of the FAA process. Yeoman moved to approve Resolution #19-178 approving submission of the Five-Year Airport Capital Improvement Plan, Lux seconded, roll call unanimous.

Herman reported the plat of survey creates two parcels, both to be transferred to Tom and Alice Brighton consistent with previously approved purchase agreement. P & Z Board has reviewed and recommends approval. Langerman moved to approve Resolution #19-179 approving Plat of Survey to Parcels 2019-75 and 2019-76, Lux seconded; roll call unanimous.

Regular Council Meeting  
December 16, 2019

Goedken moved to approve Resolution #19-180 approving Closing Statement between the City of Monticello and Tom and Alice Brighton, and authorizing transfer of property as previously approved, Yeoman seconded, roll call unanimous.

Herman reported the Fire Truck Committee and Fire Chief Don McCarthy traveled to Toyne's plant to inspect the progress and to consider any changes in the design or setup of the Fire Truck. The Fire Truck Committee and Fire Chief Don McCarthy recommends the 23 proposed changes, in the additional amount of \$2,007.00. Goedken moved to approve Resolution #19-181 to approve Contract Change Order #1 related to Fire Truck purchase from Toyne, Inc in the amount of \$2,007.00, Langerman seconded, roll call unanimous.

Goedken moved to approve Resolution #19-182 Scheduling Public Hearing on City of Monticello 2019/2020 Fiscal Year budget amendments for January 6, 2020 at 6:00 p.m., Yeoman seconded, roll call unanimous.

Goedken questioned if the lighting situation on North Sycamore is connected with Horsfield Construction. Herman stated no, because the City contracted directly with Alliant to do the work.

Kahler reported LED lights were installed in the City Barns, there were major truck repairs to the sander truck and a water main break at the intersection of Sixth Street and North Gill, between two of the new valves were installed this past summer.

Herman reviewed possible options for the Monticello digital sign along Hwy 151 from Nesper Signs, who advised the sign is outdated and should be replaced.

Herman reviewed the MYBSA Profit/Loss statement in the amount of \$1,096.18 from Brian Gogel. There were several tournaments cancelled due to the weather resulting in refunds for entry fees.

Herman shared information on Iowa League of Cities endorsement of the National League of Cities (NLC) Service Line Warranty Program which is not cost the League members. The NLC educates homeowners about their service line responsibilities and offers affordable protection from unanticipated service line costs. Homeowners in participating cities are eligible to purchase low-cost repair service plans for broken or leaking outside water and sewer lines.

Herman reviewed letter from State Farm regarding 602 N Cedar Street that had substantial fire damage. Iowa law requires fire and casualty companies to hold a demolition cost reserve of \$10,000.00 or 10% of the payment, to cover demolition costs under certain circumstances.

Wolken thanked Rob Paulson for his service on the City Council.

Langerman move to adjourn at 6:43 P.M. Council took a short recess before starting the work session regarding the City Code Book which lasted till 9:04 P.M.

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Brian Wolken, Mayor

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Sally Hinrichsen, City Clerk

# PAYROLL - DECEMBER 19, 2019

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>AMBULANCE</b>	<b>December 2 - 15, 2019</b>				
Dawn Brus	\$ 1,798.88	\$ -	0.00	0.00	\$ 1,292.21
Mary Intlekofer	2,030.44	119.44	0.00	0.00	1,373.37
Dean Jensen	261.00	34.13	0.00	0.00	221.79
Brandon Kent	1,911.00	-	0.00	0.00	1,244.53
Jim Luensman	654.06	-	0.00	0.00	497.50
Lori Lynch	2,201.06	290.06	0.00	0.00	1,474.28
Shelly Searles	1,911.00	-	0.00	10.25	1,326.03
Brenda Surom	273.00	-	0.00	0.00	212.02
Chris Szymanowski	1,945.13	-	0.00	0.00	1,265.77
Jenna Weih	825.00	-	0.00	0.00	636.29
Curtis Wyman	450.00	-	0.00	0.00	302.41
<b>TOTAL AMBULANCE</b>	<b>\$ 14,260.57</b>	<b>\$ 443.63</b>	<b>0.00</b>	<b>10.25</b>	<b>\$ 9,846.20</b>
<b>CEMETERY</b>	<b>November 30 - December 13, 2019</b>				
Dan McDonald	\$ 1,912.16	\$ 256.16	0.00	0.00	\$ 1,413.31
<b>TOTAL CEMETERY</b>	<b>\$ 1,912.16</b>	<b>\$ 256.16</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,413.31</b>
<b>CITY HALL</b>	<b>December 1 - 14, 2019</b>				
Cheryl Clark	\$ 1,684.00	\$ -	1.12	27.75	\$ 1,134.88
Doug Herman	4,201.46	-	0.00	0.00	2,932.28
Sally Hinrichsen	2,488.06	-	0.00	0.00	1,439.49
Nanci Tuel	1,486.41	-	0.00	0.00	977.35
<b>TOTAL CITY HALL</b>	<b>\$ 9,859.93</b>	<b>\$ -</b>	<b>1.12</b>	<b>27.75</b>	<b>\$ 6,484.00</b>
<b>COUNCIL / MAYOR</b>					
Dave Goedken	\$ 100.00	\$ -	0.00	0.00	\$ 92.26
Brenda Hanken	100.00	-	0.00	0.00	92.26
Candy Langerman	100.00	-	0.00	0.00	92.35
Chris Lux	100.00	-	0.00	0.00	92.26
Rob Paulson	100.00	-	0.00	0.00	92.35
Brian Wolken	300.00	-	0.00	0.00	273.78
Tom Yeoman	100.00	-	0.00	0.00	92.35
<b>TOTAL COUNCIL / MAYOR</b>	<b>\$ 900.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 827.61</b>
<b>LIBRARY</b>	<b>December 2 - 15, 2019</b>				
Molli Hunter	\$ 420.82	\$ -	0.00	0.00	\$ 354.16
Penny Schmit	1,074.41	-	0.00	0.00	587.86
Madonna Thoma-Kremer	889.92	-	0.00	0.00	549.85
Michelle Turnis	1,615.38	-	0.00	0.00	1,003.75
<b>TOTAL LIBRARY</b>	<b>\$ 4,000.53</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,495.62</b>
<b>MBC</b>	<b>December 2 - 15, 2019</b>				
Jacob Oswald	\$ 1,892.31	\$ -	0.00	0.00	\$ 1,422.50
Shannon Poe	1,576.92	-	0.00	0.00	1,076.28
<b>TOTAL MBC</b>	<b>\$ 3,469.23</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,498.78</b>
<b>POLICE</b>	<b>December 2 - 15, 2019</b>				
Zachary Buehler	\$ 1,583.62	\$ -	0.00	0.00	\$ 1,185.71
Peter Fleming	1,851.36	-	0.00	0.00	1,325.43

# PAYROLL - DECEMBER 19, 2019

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>POLICE (cont.)</b>					
Dawn Graver	2,056.80	-	0.00	0.00	1,476.09
Erik Honda	2,031.96	-	0.00	6.50	1,515.26
Jordan Koos	2,249.51	-	3.00	6.00	1,629.07
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	1,591.40
<b>TOTAL POLICE</b>	<b>\$ 16,150.51</b>	<b>\$ -</b>	<b>3.00</b>	<b>12.50</b>	<b>\$ 11,841.97</b>
<b>ROAD USE</b>					
	<b>November 30 - December 13, 2019</b>				
Zeb Bowser	\$ 1,710.34	\$ 54.34	0.00	0.00	\$ 1,248.27
Eric Jungling	1,596.01	-	0.00	0.00	1,126.50
<b>TOTAL ROAD USE</b>	<b>\$ 3,306.35</b>	<b>\$ 54.34</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,374.77</b>
<b>SANITATION</b>					
	<b>November 30 - December 13, 2019</b>				
Michael Boyson	\$ 1,699.21	\$ 61.20	0.00	0.00	\$ 1,188.46
Nick Kahler	2,019.23	-	0.00	0.00	1,383.28
<b>TOTAL SANITATION</b>	<b>\$ 3,718.44</b>	<b>\$ 61.20</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,571.74</b>
<b>SEWER</b>					
	<b>November 30 - December 13, 2019</b>				
Tim Schultz	\$ 1,544.40	\$ -	0.00	11.50	\$ 1,176.57
Jim Tjaden	2,230.77	-	0.00	0.00	1,610.91
<b>TOTAL SEWER</b>	<b>\$ 3,775.17</b>	<b>\$ -</b>	<b>0.00</b>	<b>11.50</b>	<b>\$ 2,787.48</b>
<b>WATER</b>					
	<b>November 30 - December 13, 2019</b>				
Daniel Pike	\$ 1,656.00	\$ -	0.00	8.50	\$ 1,198.94
<b>TOTAL WATER</b>	<b>\$ 1,656.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>8.50</b>	<b>\$ 1,198.94</b>
<b>TOTAL - ALL DEPTS.</b>	<b>\$ 63,008.89</b>	<b>\$ 815.33</b>	<b>4.12</b>	<b>70.50</b>	<b>\$ 44,340.42</b>

# PAYROLL - JANUARY 2, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>AMBULANCE</b>	<b>December 16 - 29 2019</b>				
Dawn Brus	\$ 2,706.00	\$ 553.50	0.00	0.00	\$ 1,843.23
Jacob Gravel	118.50	-	0.00	0.00	51.60
Mary Intlekofer	2,616.25	887.25	0.00	0.00	1,730.93
Brandon Kent	2,889.25	887.25	0.00	0.00	1,880.30
Jim Luensman	682.50	-	0.00	0.00	518.82
Lori Lynch	2,411.50	409.50	0.00	0.00	1,607.11
Shelly Searles	1,908.16	179.16	28.13	38.38	1,328.82
Jeff Silver	783.00	-	0.00	0.00	621.99
Chris Szymanowski	2,275.00	-	0.00	0.00	1,496.36
Jenna Weih	1,350.00	-	0.00	0.00	1,004.71
Curtis Wyman	65.63	-	0.00	0.00	6.27
<b>TOTAL AMBULANCE</b>	<b>\$ 17,805.79</b>	<b>\$ 2,916.66</b>	<b>28.13</b>	<b>38.38</b>	<b>\$ 12,090.14</b>
<b>CEMETERY</b>	<b>December 14 - 27, 2019</b>				
Dan McDonald	\$ 1,935.45	\$ 279.45	0.00	0.00	\$ 1,436.06
<b>TOTAL CEMETERY</b>	<b>\$ 1,935.45</b>	<b>\$ 279.45</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,436.06</b>
<b>CITY HALL</b>	<b>December 15 - 28, 2019</b>				
Cheryl Clark	\$ 1,691.89	\$ 7.89	6.75	34.50	\$ 1,142.92
Doug Herman	3,951.46	-	0.00	0.00	2,778.64
Sally Hinrichsen	2,488.06	-	0.00	0.00	1,446.12
Nanci Tuel	1,486.41	-	0.00	0.00	979.73
<b>TOTAL CITY HALL</b>	<b>\$ 9,617.82</b>	<b>\$ 7.89</b>	<b>6.75</b>	<b>34.50</b>	<b>\$ 6,347.41</b>
<b>LIBRARY</b>	<b>December 16 - 29 2019</b>				
Molli Hunter	\$ 330.47	\$ -	0.00	0.00	\$ 280.40
Penny Schmit	1,074.40	-	0.00	0.00	589.22
Madonna Thoma-Kremer	-	-	0.00	0.00	-
Michelle Turnis	1,615.38	-	0.00	0.00	1,007.47
<b>TOTAL LIBRARY</b>	<b>\$ 3,020.25</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,877.09</b>
<b>MBC</b>	<b>December 16 - 29 2019</b>				
Jacob Oswald	\$ 1,892.31	\$ -	0.00	0.00	\$ 1,426.23
Shannon Poe	1,576.92	-	0.00	0.00	1,078.42
<b>TOTAL MBC</b>	<b>\$ 3,469.23</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,504.65</b>
<b>POLICE</b>	<b>December 16 - 29 2019</b>				
Zachary Buehler	\$ 1,963.10	\$ -	0.00	0.00	\$ 1,452.28
Peter Fleming	1,851.36	-	12.00	12.00	1,331.07
Dawn Graver	2,056.80	-	0.00	0.00	1,479.81
Erik Honda	2,009.96	-	0.00	6.50	1,504.59
Jordan Koos	2,246.26	-	10.00	16.00	1,633.58
Britt Smith	2,735.42	-	0.00	0.00	2,001.30
Madonna Staner	1,486.40	-	0.00	0.00	1,126.17
Brian Tate	2,463.36	-	0.00	0.00	1,807.61
<b>TOTAL POLICE</b>	<b>\$ 16,812.66</b>	<b>\$ -</b>	<b>22.00</b>	<b>34.50</b>	<b>\$ 12,336.41</b>
<b>ROAD USE</b>	<b>December 14 - 27, 2019</b>				
Zeb Bowser	\$ 1,811.25	\$ 155.25	0.00	0.00	\$ 1,346.58

# PAYROLL - JANUARY 2, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>ROAD USE (cont.)</b>					
Eric Jungling	1,753.11	157.11	0.00	0.00	1,238.18
<b>TOTAL ROAD USE</b>	\$ 3,564.36	\$ 312.36	0.00	0.00	\$ 2,584.76
<b>SANITATION</b>	<b>December 14 - 27, 2019</b>				
Michael Boyson	\$ 1,798.13	\$ 154.13	0.00	0.00	\$ 1,265.95
Nick Kahler	2,019.23	-	0.00	0.00	1,386.41
<b>TOTAL SANITATION</b>	\$ 3,817.36	\$ 154.13	0.00	0.00	\$ 2,652.36
<b>SEWER</b>	<b>December 14 - 27, 2019</b>				
Tim Schultz	\$ 1,876.88	\$ 160.88	13.50	25.00	\$ 1,314.05
Jim Tjaden	2,230.77	-	0.00	0.00	1,615.64
<b>TOTAL SEWER</b>	\$ 4,107.65	\$ 160.88	13.50	25.00	\$ 2,929.69
<b>WATER</b>	<b>December 14 - 27, 2019</b>				
Daniel Pike	\$ 1,656.00	\$ -	6.00	14.50	\$ 1,202.07
<b>TOTAL WATER</b>	\$ 1,656.00	\$ -	6.00	14.50	\$ 1,202.07
<b>TOTAL - ALL DEPTS.</b>	<b>\$ 65,806.57</b>	<b>\$ 3,831.37</b>	<b>76.38</b>	<b>146.88</b>	<b>\$ 45,960.64</b>



**CLAIMS REPORT**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
BAKER PAPER CO INC	PD BUILDING SUPPLIES		53.22		
	110 POLICE DEPARTMENT TOTAL		53.22		
STREET LIGHTS					
ALLIANT ENERGY-IES	E FIRST STREETLIGHTS		4,910.00		
	230 STREET LIGHTS TOTAL		4,910.00		
AQUATIC CENTER					
JOHN DEERE FINANCIAL	POOL EQUIP REPAIR/MAINT		35.88		
SHANNON POE	POOL LGI COURSE		100.00		
	440 AQUATIC CENTER TOTAL		135.88		
CEMETERY					
JOHN DEERE FINANCIAL	CEMETERY GROUNDS SUPPLIES		24.59		
	450 CEMETERY TOTAL		24.59		
SOLDIER'S MEMORIAL BOARD					
O'KEEFE ELEVATOR COMPANY INC	ELEVATOR MAINTENANCE		39.78		
	498 SOLDIER'S MEMORIAL BOARD TOTAL		39.78		
CITY HALL/GENERAL BLDGS					
BLADE PEST CONTROL INC	CH PEST CONTROL		68.00		
DENNIS J GRAY	CH BUILDING SUPPLIES		100.00		
NEXT GENERATION PLBG & HTG LLC	CH BLDG REPAIR/MAINT		63.30		
O'KEEFE ELEVATOR COMPANY INC	ELEVATOR MAINTENANCE		79.56		
	650 CITY HALL/GENERAL BLDGS TOTAL		310.86		
	001 GENERAL TOTAL		5,474.33		
MONTICELLO BERNDEN CENTER					
PARKS					
BLADE PEST CONTROL INC	MBC PEST CONTROL		68.00		
JOHN DEERE FINANCIAL	MBC GROUNDS SUPPLIES		87.94		
PEPSI COLA BOTTLING CO	MBC CONCESSIONS		196.46		
	430 PARKS TOTAL		352.40		
	005 MONTICELLO BERNDEN CENTER TOTAL		352.40		
AMBULANCE					
AMBULANCE					
AIRGAS USA, LLC	AMB MEDICAL SUPPLIES		371.19		
BAKER PAPER CO INC	AMB BUILDING SUPPLIES		53.23		
BOUND TREE MEDICAL, LLC	AMB MEDICAL SUPPLIES		149.52		

**CLAIMS REPORT**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
PHYSICIAN'S CLAIM COMPANY	AMB BILLING FEES	1,650.57			
STERICYCLE, INC.	AMB PHARMACEUTICAL DISPOSAL	79.35			
UNITY POINT HEALTH	AMB MEDICAL SUPPLIES	64.91			
	160 AMBULANCE TOTAL	2,368.77			
	016 AMBULANCE TOTAL	2,368.77			
HOTEL/MOTEL TAX					
HOTEL/MOTEL					
IOWA ECONOMIC DEVELOPMENT AUTH	DOWNTOWN ASSESSMENT	1,000.00			
	699 HOTEL/MOTEL TOTAL	1,000.00			
	018 HOTEL/MOTEL TAX TOTAL	1,000.00			
LIBRARY IMPROVEMENT					
LIBRARY					
BAKER & TAYLOR BOOKS	LIB IMP BOOKS	369.24			
FAREWAY STORES #840-1	LIB IMP PROGRAMS/PROMOTIONS	92.36			
MICHELLE TURNIS	LIB IMP PROGRAMS/PROMOTIONS	46.96			
	410 LIBRARY TOTAL	508.56			
	030 LIBRARY IMPROVEMENT TOTAL	508.56			
LIBRARY					
LIBRARY					
DICK BLICK HOLDINGS LLC	LIB VIDEO/DVD RECORDINGS	65.70			
JOHN DEERE FINANCIAL	LIB PROGRAMS/PROMOTIONS	3.98			
MICRO MARKETING LLC	LIB AUDIO RECORDINGS	67.97			
O'KEEFE ELEVATOR COMPANY INC	ELEVATOR MAINTENANCE	39.78			
	410 LIBRARY TOTAL	177.43			
	041 LIBRARY TOTAL	177.43			
AIRPORT					
AIRPORT					
JOHN DEERE FINANCIAL	AIRPORT GROUNDS SUPPLIES	23.98			
	280 AIRPORT TOTAL	23.98			
	046 AIRPORT TOTAL	23.98			
ROAD USE					
STREETS					
ALLIANT ENERGY-IES	22059 HWY 38 2ND METER	480.45			
BEHREND'S CRUSHED STONE	RU STREET MAINTENANCE SUPPLIES	579.68			

**CLAIMS REPORT**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
BREEDEN TREE SERVICE EAST	RU TREE REMOVAL	3,305.00			
JOHN DEERE FINANCIAL	RU SUPPLIES	249.41			
KROMMINGA MOTORS INC	RU EQUIP REPAIR/MAINT	5.95			
LAPORTE MOTOR SUPPLY	RU VEHICLE OPERATING	18.22			
THEODORE KRAUS	RU BLDG REPAIR/MAINT	3,935.00			
NEXT GENERATION PLBG & HTG LLC	RU BLDG REPAIR/MAINT	412.50			
WHITE HAWK PLUMBING & HEATING	RU SUPPLIES	108.91			
	210 STREETS TOTAL		9,095.12		
	110 ROAD USE TOTAL		9,095.12		
DEBT SERVICE					
DEBT SERVICE					
UMB BANK, N.A.	2016 GO DEBT REGISTRATION FEE	340.00			
	710 DEBT SERVICE TOTAL		340.00		
WATER					
UMB BANK, N.A.	2016 GO WATER REGISTRATION FEE	42.50			
	810 WATER TOTAL		42.50		
SEWER					
UMB BANK, N.A.	2014 GO SEWER REGISTRATION FEE	32.50			
	815 SEWER TOTAL		32.50		
STORM WATER FUND					
UMB BANK, N.A.	2016 GO STORM SEWER REG FEE	17.50			
	865 STORM WATER FUND TOTAL		17.50		
	200 DEBT SERVICE TOTAL		432.50		
TIF - DEBT					
DEBT SERVICE					
UMB BANK, N.A.	2014 GO TIF REGISTRATION FEE	67.50			
	710 DEBT SERVICE TOTAL		67.50		
	225 TIF - DEBT TOTAL		67.50		
WATER					
WATER					
ALLIANT ENERGY-IES	16540 190TH ST WATER TOWER	222.04			
IOWA ONE CALL	WATER SYSTEM	15.75			
JOHN DEERE FINANCIAL	WATER SUPPLIES	28.28			
KROMMINGA MOTORS INC	WATER SYSTEM	125.00			
NEXT GENERATION PLBG & HTG LLC	WATER BLDG REPAIR/MAINT	.50			
WHITE HAWK PLUMBING & HEATING	WATER SYSTEM	382.50			

**CLAIMS REPORT**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	810 WATER TOTAL		774.07		
	600 WATER TOTAL		774.07		
CUSTOMER DEPOSITS					
WATER					
CITY OF MONTICELLO	<i>Water Deposit Refunds</i>		952.95		
JAIME DEL MORAL	WATER DEPOSIT REFUND		172.25		
RACHELLE MATHIS	WATER DEPOSIT REFUND		68.93		
MONTICELLO MINISTERIAL ASSOC	WATER DEPOSIT REFUND-ROBERTSON		15.87		
	810 WATER TOTAL		1,210.00		
	602 CUSTOMER DEPOSITS TOTAL		1,210.00		
SEWER					
SEWER					
ALLIANT ENERGY-IES	22059 HWY 38 NEW METER		7.97		
HACH COMPANY	SEWER LAB SUPPLIES		205.01		
IOWA ONE CALL	SEWER SYSTEM		15.75		
JOHN DEERE FINANCIAL	SEWER SUPPLIES		21.44		
	815 SEWER TOTAL		250.17		
	610 SEWER TOTAL		250.17		
SANITATION					
SANITATION					
ALLIANT ENERGY-IES	22059 HWY 38 NEW METER		7.97		
	840 SANITATION TOTAL		7.97		
	670 SANITATION TOTAL		7.97		
	Accounts Payable Total		21,742.80		

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

FUND NAME	AMOUNT
001 GENERAL	5,474.33
005 MONTICELLO BERNDES CENTER	352.40
016 AMBULANCE	2,368.77
018 HOTEL/MOTEL TAX	1,000.00
030 LIBRARY IMPROVEMENT	508.56
041 LIBRARY	177.43
046 AIRPORT	23.98
110 ROAD USE	9,095.12
200 DEBT SERVICE	432.50
225 TIF - DEBT	67.50
600 WATER	774.07
602 CUSTOMER DEPOSITS	1,210.00
610 SEWER	250.17
670 SANITATION	7.97
-----	
TOTAL FUNDS	21,742.80

City Council Meeting  
Prep. Date: 01/03/20  
Preparer: Doug Herman



Agenda Item: 1+Z  
Agenda Date: 01/06/2020

*Communication Page*

**Agenda Items Description:** Public Hearing on Budget Amendments and Resolution to approve.

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

**Attachments & Enclosures:**

Proposed Resolution
Proposed Amendments

**Fiscal Impact:**

Budget Line Item:  
Budget Summary:  
Expenditure:  
Revenue:


**Synopsis:** Public Hearing required to amend budget.

**Background Information:** The Council typically considers annual budget amendments once or twice per year. Amendments come about for various reasons, including but not limited to the following:

1. Council decides to move forward on projects not contemplated when budget prepared.
2. Projects carry over beyond end of one FY into next FY when plan was for project to be done prior to new FY.
3. Revenues or Expenses otherwise come in over or under budget.
4. A grant or donation for a specific purpose comes in unexpectedly. (Bud Johnson ball diamond and tree donations for example.)

**Revenues:** Revenues increase by \$275,560 after the amendments. The two page "Revenue" attachment discloses each line that is proposed to be amended, most showing increases, some showing decreases, resulting in the net increase of \$275,560.

**Expenses:** Expenses increase by \$2,309,947. This seems huge/significant, however, it is largely tied to expenses related to N. Sycamore Street that were not included in the FY '20 budget that together total \$1,508,769 (It appears that the expense side of the N. Syc. Street project just got missed when data was entered last year. The revenue side, bond proceeds, were entered.)

Other notable increases include:

- a. Facilities / Roadways \$50,976 (more road repairs than budgeted)
- b. Ambulance Purchase \$210,000 (Budget amended for FY '20, however, no guarantee that purchase will happen before FY '21 budget, depends on grant success and Council decision.)
- c. Cemetery Roadway improvements \$28,280
- d. Transfer to GF from Water Operating, paying back loan: \$20,386

- e. Sewer Facility Evaluation: \$25,000
- f. Purchase of Pickup / trailer for Yard Waste / Pub. Works \$58,200
- g. Transfer to GF from Storm Sewer, payback internal loan \$16,794

**Staff Recommendation:** I recommend that the Mayor open the Public Hearing, accept public comment, closet the public hearing, and thereafter have a motion and second to approve the FY 2020 Budget Amendments.

# 53-495

## CITY BUDGET AMENDMENT AND CERTIFICATION RESOLUTION - FY 2020 - AMENDMENT #1

To the Auditor of JONES County, Iowa:

The City Council of Monticello in said County/Counties met on \_\_\_\_\_ <== ENTER HEARING DATE  
 , at the place and hour set in the notice, a copy of which accompanies this certificate and is certified as to  
 publication. Upon taking up the proposed amendment, it was considered and taxpayers were heard for and against  
 the amendment.

The Council, after hearing all taxpayers wishing to be heard and considering the statements made by them, gave  
 final consideration to the proposed amendment(s) to the budget and modifications proposed at the hearing, if any.  
 thereupon, the following resolution was introduced.

RESOLUTION No. \_\_\_\_\_ <== ENTER RESOLUTION NUMBER

A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2020  
 (AS AMENDED LAST ON N/A .)

Be it Resolved by the Council of the City of Monticello  
 Section 1. Following notice published \_\_\_\_\_ <== ENTER PUBLICATION/POSTING DATE

and the public hearing held, \_\_\_\_\_ the current budget (as previously amended) is amended as set out  
 herein and in the detail by fund type and activity that supports this resolution which was considered at that hearing:

	Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
<b>Revenues &amp; Other Financing Sources</b>			
Taxes Levied on Property	1 1,942,615	0	1,942,615
Less: Uncollected Property Taxes-Levy Year	2 0	0	0
Net Current Property Taxes	3 1,942,615	0	1,942,615
Delinquent Property Taxes	4 0	0	0
TIF Revenues	5 210,385	0	210,385
Other City Taxes	6 353,727	0	353,727
Licenses & Permits	7 235,250	0	235,250
Use of Money and Property	8 240,516	7,750	248,266
Intergovernmental	9 644,222	186,139	830,361
Charges for Services	10 1,991,390	2,350	1,993,740
Special Assessments	11 13,625	0	13,625
Miscellaneous	12 240,496	152,136	392,632
Other Financing Sources	13 325,000	-214,905	110,095
Transfers In	14 1,223,518	124,090	1,347,608
<b>Total Revenues and Other Sources</b>	<b>15 7,420,744</b>	<b>257,560</b>	<b>7,678,304</b>
<b>Expenditures &amp; Other Financing Uses</b>			
Public Safety	16 1,474,384	42,211	1,516,595
Public Works	17 851,035	71,976	923,011
Health and Social Services	18 0	0	0
Culture and Recreation	19 781,971	19,715	801,686
Community and Economic Development	20 172,774	78,822	251,596
General Government	21 569,668	-29,212	540,456
Debt Service	22 891,356	0	891,356
Capital Projects	23 1,075,000	1,867,062	2,942,062
Total Government Activities Expenditures	24 5,816,188	2,050,574	7,866,762
Business Type / Enterprises	25 1,682,233	135,283	1,817,516
Total Gov Activities & Business Expenditures	26 7,498,421	2,185,857	9,684,278
Transfers Out	27 1,223,518	124,090	1,347,608
Total Expenditures/Transfers Out	28 8,721,939	2,309,947	11,031,886
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year	29 -1,301,195	-2,052,387	-3,353,582
Beginning Fund Balance July 1	30 3,940,781	0	3,940,781
Ending Fund Balance June 30	31 2,639,586	-2,052,387	587,199

Passed this \_\_\_\_\_ day of \_\_\_\_\_  
(Day) (Month Year)

\_\_\_\_\_  
 Signature  
 City Clerk/Finance Officer

\_\_\_\_\_  
 Signature  
 Mayor



Fiscal Year 2019-2020 Proposed Budget First Amendments - Expenditures dated December 13, 2019

Budget Line Item	Current Budget	Proposed Budget	Increase/Decrease	For
Police Operating				
Contract for dispatching	23000	43032	\$20,032	dispatching 2 years
Streets-General Fund				
Contracts - Sidewalks	0	3000	\$3,000	
Aquatic Center				
Unemployment	280	350	\$70	unemployment
Refunds	300	467	\$167	
Administration:				
City Administrator	42928	48617	\$5,689	
Deferred Compensation	9930	10189	\$259	
Unemployment	745	891	\$146	
City Meeting Expenses	300	600	\$300	Main Street
Repair/Maint of Building	8000	10000	\$2,000	GO Thermal
Facilities	50000	0	-\$50,000	remodel auditorium
Engineering				
Professional fees	8000	15000	\$7,000	Willow Ridge & school plans, Compadres, Intlekofer driveway along S Cedar, 115 E 1st storefront,
Attorney				
Other Attorney Fees	4000	6000	\$2,000	fees
Berndes Center				
Refunds	150	6000	\$5,850	
Insurance				
Admin self insurance	6000	7500	\$1,500	
Fire				
Workers Comp	7000	10199	\$3,199	
Rep/Maint of Equip	5000	12000	\$7,000	fire gear cleaning (oil removal)
Capital Equipmnt	0	8221	\$8,221	
Ambulance				
Workers Comp	30000	31834	\$1,834	
Library Improvement				
Programs/Lib Promotions	2500	9000	\$6,500	Storywalk, Pushing the Limits
Capital Equipment	2000	5000	\$3,000	Tables, chairs, furniture
Library				
Janitorial Services	2000	5160	\$3,160	
Unemployment	250	1035	\$785	
Equipment Setaside				
Transfer to Amb Improvement	0	75000	\$75,000	ambulance
Airport				
Transfer for grant match	3000	14910	\$11,910	FAA plan update
Road Use				
Consultant/Engineering	2000	20000	\$18,000	
Facilities/Roadways	0	50976	\$50,976	
Employee Benefits				

Police Workers Comp	13000	14925	\$1,925	
Library Workers Comp	300	458	\$158	
Cemetery Workers Comp	2000	2025	\$25	
Admin Workers Comp	2500	4394	\$1,894	
TIF Tax Collections				
Boulders Agreement	65224	73342	\$8,118	
Orbis Agreement	0	50704	\$50,704	
Royal Flush	0	20000	\$20,000	
Park Improvement				
Capital Equipment	0	1490	\$1,490	
Fountain Park	0	22673	\$22,673	
Pickleball Court	0	20000	\$20,000	
Ambulance Improvement				
Capital Equipment	0	210000	\$210,000	Ambulance
Library Capital Improvement				
Rep/Maint on Bldg	0	5600	\$5,600	ceiling, mtg room, electrical
Capital Equipment	0	11500	\$11,500	Tables, chairs, furniture
TIF Projects				
N Sycamore Street Recon	421200	1273861	\$852,661	
Consultant/Fro Fees	0	21000	\$21,000	Bonding
Cemetery Improvement				
Gounds/ Maintenance	5000	33280	\$28,280	cemetery roadways
Capital Projects				
N Sycamore Street Recon	280800	915908	\$635,108	
A/port Master Plan	27000	65230	\$38,230	
Consultant/Fro Fees	0	16520	\$16,520	bonding
Pocket Park				
Pocket Park Improvements	4000	8000	\$4,000	
Water Operating				
Workers Comp	5000	6295	\$1,295	
Rep & Maint on Equip	5000	20000	\$15,000	
Transfer to General Fund	0	20386	\$20,386	payback internal loan
Sewer Operating				
Workers Comp	6700	7841	\$1,141	
Travel/Confernece	500	1500	\$1,000	
Grnd/Oper Maint/Sup	0	1000	\$1,000	
Sewer Capital Improvements				
Sewer Facility Evaluation	0	25000	\$25,000	
Sanitation				
Workers Comp	2000	5247	\$3,247	
Utility Services	0	8400	\$8,400	
Other Capital Equipment	500	58700	\$58,200	pickup/trailer
Sanitation Cap Improvement				
Yard Waste Site	60000	65000	\$5,000	
Storm Water				
Stormwater Maintenance	10000	20000	\$10,000	
Stormwater Improvements	0	6000	\$6,000	
Transfer to General Fund	0	16794	\$16,794	payback internal loan
Total			\$2,309,947	

Fiscal Year 2019-2020 Budget First Amendments - Revenues dated December 13, 2019

Budget Line Item	Current Budget	Proposed Budget	Increase/Decrease	For
General				
Auditorium /Room Rent	1500	2150	\$650	
Refunds/ Reimbursements	1500	4300	\$2,800	
Court Fines	4800	8000	\$3,200	
Parking Fines	250	750	\$500	
Tax Lien Fees	200	325	\$125	
Transfer In Water Operating	0	20386	\$20,386	pay back 1/2 internal loan
Transfer In Storm Water	0	16794	\$16,794	pay back 1/2 internal loan
Berndes Center				
Refunds/Reimbursements	500	1000	\$500	
Fire				
Interest	1000	3000	\$2,000	
Library Improvement				
Dubuque Racing Assn Grant	0	4211	\$4,211	Storywalk
Library				
Library County Tax	19000	19743	\$743	
Donations & Deposits	2000	2500	\$500	
Equipment Set-a-side				
Interest	600	800	\$200	
Ambulance Revenue	0	2350	\$2,350	
Revolving Loan Pymts				
Zimmerman 224 N Chestnut	0	10806	\$10,806	
Park Improvement				
Park Imp Deposit/Donations	0	24390	\$24,390	
Fountain Park Donations/Grant	0	15000	\$15,000	
Park Ground Property	0	18700	\$18,700	Brightons
Library Cap Improvements				
Donations & Deposits	0	15042	\$15,042	
Ambulance Improvement				
Interest	450	750	\$300	
USDA Grant	0	110000	\$110,000	
MEMT donation	0	25000	\$25,000	
Transfer In Amb Setaside	0	75000	\$75,000	
Capital Improvement				
Capital Improvement Interest	\$2,000	\$6,500	\$4,500	
AIP Grant - A/port Plan	\$0	\$28,320	\$28,320	
IDOT 1st St Bridge Grant	\$0	\$47,076	\$47,076	
Hail Damage Insurance	\$0	\$46,262	\$46,262	
Trans in AIP Grant Match	\$3,000	\$14,910	\$11,910	AIP Grant Match
MDC funds				
Zimmerman 224 N Chestnut	\$0	\$4,193	\$4,193	
Pocket Park				
Interest	50	150	\$100	
Sanitation				
Sale of Vehicles	0	87202	\$87,202	

StormWater			
Behrends Stcrmwtr pymts	0	3800	\$3,800
Loan/Bond Proceeds	325000	0	-\$325,000
TOTAL			\$257,560

City Council Meeting  
Prep. Date: 01/03/20  
Preparer: Doug Herman



Agenda Item: 3  
Agenda Date: 01/06/20

*Communication Page*

**Agenda Items Description:** Motion to reschedule February 3, 2020 City Council Meeting to February 4, 2020 to avoid conflict with Iowa Caucuses

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

**Attachments & Enclosures:**


**Fiscal Impact:**

Budget Line Item:  
Budget Summary:  
Expenditure:  
Revenue:


**Synopsis:** Iowa Caucuses scheduled on the same night as Council meeting.

**Background Information:** The 2020 Iowa Caucus is scheduled on February 3<sup>rd</sup>, the same night as a regularly scheduled City Council meeting. A request has been made to consider moving the Council Meeting to the next night, February 4<sup>th</sup> at 6:00.

It is legal and appropriate to move the meeting to avoid this conflict but not mandatory that you do so.

**Staff Recommendation:** I recommend that the Council consider the proposed rescheduling.

City Council Meeting  
Prep. Date: 01/02/20  
Preparer: Doug Herman



Agenda Item: 4  
Agenda Date: 01/06/20

*Communication Page*

**Agenda Items Description:** Resolution to approve FY '21 investment in Jones County Extension summer program.

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

**Attachments & Enclosures:**

Proposed Resolution
Letter of Request

**Fiscal Impact:**

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

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

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

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

# THE CITY OF MONTICELLO, IOWA

## RESOLUTION #20-

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

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

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

**WHEREAS**, the Monticello City Council has considered the request made by Jones County Extension, and has determined it appropriate to invest in the Jones County Extension programming in the amount of \$500.00 to be paid from the FY' 2021 budget.

**NOW THEREFORE BE IT RESOLVED** by the City of Monticello, through its' City Council, in session this 6<sup>th</sup> day of January, 2020 that the City of Monticello shall contribute towards Jones County Extension programming in the amount of \$500.00.

**IN TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 6<sup>th</sup> day of January 2020.

---

Brian Wolken, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk

# IOWA STATE UNIVERSITY

## Extension and Outreach

Jones County Extension & Outreach  
800 N. Maple St., P.O. Box 28  
Monticello, IA 52310  
Phone: 319 465-3224  
FAX: 319 465-3312

December 30, 2019

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

Dear Council Members,

Jones County Extension & Outreach is proud to be able to offer opportunities for Jones County youth that spark curiosity and engage critical thinking. We will again be offering Summer Discovery Camps for youth, Kindergarten through 5th grade this coming year. Summer Discovery Camp 2020 will have the theme "STEM in Action: Wild Feet Exploration". During Summer Discovery, youth will explore the connection between nature and the human-made world. One of the challenges will be to design and test hiking shoes that correlate to the unique identifiers and characteristics of animals. Another challenge will be to design an efficient truck delivery route that reduces pollution and the environmental impact. Youth will learn about their impact on animal habitats, variations in adaptations among species, and investigate animal evolution. Our goal this summer will be to gain understanding of our impact on the environment and investigate strategies to solve real-world problems with our youth of Jones County. Campers will explore hands on challenges using state-of-the-art technology and tools, engage in physical activity to promote healthy lifestyles, and create snacks to feed their mind and bodies.

Iowa State University Extension & Outreach has offered Summer Discovery Camps in Jones County since 2006. There were 111 youth from Jones County that attended the Summer Discovery Camp in 2019. The Monticello camp had 43 children attend last summer. In 2020, our goal is to increase camp participation by at least 10% in each location through marketing and public awareness campaigns. Jones County Extension & Outreach trains staff to ensure students have opportunity to experience a high-quality learning environment.

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

Salary cost: 4 summer staff	= \$5,000.00
Supply cost:	= \$455.00
	\$ 5,455.00
Total cost per participant (111)	= \$49.14

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

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

Sincerely,

Jacki Luckstead  
Youth Program Specialist  
Iowa State University Extension & Outreach  
Jones County

Molly Schmitt  
Youth Program Coordinator  
Iowa State University Extension & Outreach  
Jones County



City Council Meeting  
Prep. Date: 01/02/20  
Preparer: Doug Herman



Agenda Item: 5  
Agenda Date: 01/06/20

*"The City of Flags and Flowers"*

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

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

**Attachments & Enclosures:**

Proposed Resolution
Letter Requesting Contribution

**Fiscal Impact:**

Budget Line Item:	
Budget Summary:	Hotel/Motel Tax
Expenditure:	\$1,139
Revenue:	n/a

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

**Background Information:** The City of Monticello has been a fairly consistent member of Jones County Tourism donating \$1,139 per year since at least FY '13. (.30 per capita) The Tourism Board has requested a continuation of the .30 per capita investment plus 4% of the City Hotel/Motel tax receipts. (For estimation purposes our receipts could be \$20,000. 4% would be an additional \$800. This investment would be paid from the Hotel/Motel Tax fund this year and moving forward, having been paid from the General Fund in the past. I asked Bob Hatcher a couple questions that have come up in past discussions with regard to the efforts of Jones County Tourism and have set that out below:

**The following information was received from JC Tourism Director Bob Hatcher last year:**

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

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

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

When JoCo Tourism request was received last year the Council did not award any portion of the Hotel/Motel Tax, instead suggesting that requests for Hotel/Motel tax support should be supported by specific projects/efforts, not just to support the General Fund. (The same message was given to the Chamber of Commerce.)

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

# THE CITY OF MONTICELLO, IOWA

## RESOLUTION #20-\_\_\_\_

Approving funding/investment in Jones County Tourism  
in the amount of \$1,139.00 for FY 2021

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

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

**WHEREAS**, the Monticello City Council has considered the request made by Jones County Tourism, and has determined it appropriate to invest in Jones County Tourism, by way of an investment in the amount of \$ 1,139.00 for FY 2021, same representing a .30 cent per capita investment.

**NOW THEREFORE BE IT RESOLVED** by the City of Monticello, through its' City Council, in session this 6<sup>th</sup> day of January 2020, that the City of Monticello shall budget for and invest in Jones County Tourism in the amount of \$ 1,139.00 for fiscal year 2021.

**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 6<sup>th</sup> day of January, 2020.

---

Brian Wolken, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk



December 26, 2019

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

City Hall  
200 East First  
Monticello, Iowa 52310

RE: Request for funding Fiscal Year July 1, 2020-June 30, 2021

For Fiscal Year July 1, 2020-June 30, 2021, the Jones County Tourism Association is again requesting funding from Monticello from its per capita assessment of \$1,139. (2010 census figures -- population 3,796 x \$.30 per person = \$1139.00) We are also requesting 4 % of the Monticello Hotel/ Motel tax.

Jones County Tourism Association's budget for the calendar year 2020 is enclosed. Additional support materials enclosed are the association's 2019 annual report and presentation prepared for our annual meeting.

Jones County and Monticello continue to enjoy positive tourism numbers. Your historic district, The Maquoketa River for canoeing and kayaking, many special events and wonderful array of specialty shops continues to be major draws for individual and group travelers. Your support will allow us to continue to boost our efforts to market Monticello as a tourist destination. Travel expenditures in Jones County last year totaled \$23,73. Million. A 5 % increase over the previous year.

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

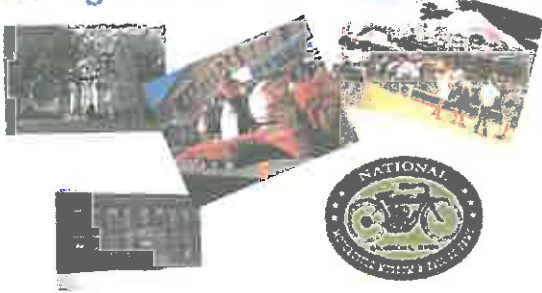
Sincerely,

*Bob Hatcher*

Bob Hatcher – Jones County Tourism director

# Tourism in Jones County

## • Is Big Business



**Money Spent by tourists** – \$ 23,731 million was spent by tourists in Jones County last year. A 6 % increase over last year. An increase of \$ 1.12 million.

**Jobs because of tourism** – 110 jobs have been created because of Tourism in Jones County, with an annual payroll of over \$2.36 million.

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

**Hotel/Motel tax to Jones County** - FY 18 Jones County received \$ 92,268.00 in Hotel/Motel tax Over 15,375 Travel parties stayed overnight with us, eating and shopping. The average travel party spends \$ 361.00 per day

**Visitors Center** - Last year Jones County Tourism office provided information about the area including what to do, attractions to see, where to dine and stay to many travel parties!  
Last year 76,500 travel parties came to Jones County (does not include Jones County fair) they spent \$14,535,000.00 or \$ 190.00 each a day on Entertainment, food and shopping.  
“They came for the sights and stayed for the stories!”

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

### Board Members

Becky Dirkshaugsted – Pres .  
Ned Rohwedder – V.P.  
Dustin Embree – Sec  
Kathy Luensman – Treas.  
Dave Morreim -Cascade  
Richard Crump – Anamosa CC  
Jim Christiansen – Anamosa  
Derek Lumsden -JCED  
Jennifer Hewitt – Monticello  
Kathy Chase – Oxford Junction  
Bobby Krum – Amber  
Candy Langerman – Monticello Council  
Bob Hatcher - Director

### 2020 Budget

#### Income

Memberships - \$ 6,929.00  
Supervisors - \$ 16,000.00  
Hotel/Motel tax - \$ 12,500.00  
**Other income** - \$ 1,000.00  
Total Income - \$ 36,429.00

#### Expenses

Payroll, acctg, train - \$ 22,702.00  
Advertising –Mktg - \$ 7,860.00  
**Office Expense** - \$ 5,867.00  
Total Expense - \$ 36,429.00

City Council Meeting  
Prep. Date: 01/03/20  
Preparer: Doug Herman



Agenda Item: 6  
Agenda Date: 01/06/20

*Communication Page*

**Agenda Items Description:** Resolution approving investment in Jones County Economic Development for FY '21.

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

**Attachments & Enclosures:**

Proposed Resolution

Letter of Request

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Hotel / Motel Tax

\$10,000

n/a

**Synopsis:** Request of annual appropriation for Jones County Econ. Develop.

**Background Information:** The City of Monticello has been an investor or partner with Jones County Economic Development for many years. The proposed per capita investment had not changed from \$2.00 per resident for a number of years, through FY '18. Beginning in FY '19 JCEDC requested an increase to the lump sum of \$10,000, an increase of approximately \$2,500. The Council approved the request and informally committed to that investment amount for three years. This would be year three of the informal commitment.

Econ. Development is often difficult to measure. An active Economic Development partner can be a great asset. Actual economic development is imperative to the health of our community, whether this \$10,000 investment will create economic development may be hard to ascertain, but if it generates one new business, building, or job we would see a return.

**Staff Recommendation:** I recommend that the Council consider the funding request for approval.

# The City of Monticello, Iowa

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

RESOLUTION #20-\_\_

## **Resolution approving JCEDC Investment for FY '21 in the amount of \$10,000**

**WHEREAS**, the City of Monticello has partnered with the Jones County Economic Development Commission for a number of years, and

**WHEREAS**, the annual investment amount requested by JCEDC is \$10,000, identical to the last two year's investments, and

**WHEREAS**, the Council finds that the relationship by and between JCEDC and the City of Monticello is mutually beneficial and that the City should continue to invest in the JCEDC, and

**WHEREAS**, the Council finds that the FY '21 budget should include an investment in the JCEDC in the requested amount of \$10,000, and

**NOW, THEREFORE, BE IT RESOLVED**, by the City of Monticello Council does hereby approve of the requested investment in JCEDC in the amount of \$10,000 for FY '21.

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 6<sup>th</sup> day of January, 2020.

---

Brian Wolken, Mayor

Attest:

---

Sally Hinrichsen, City Clerk



# Jones County Economic Development

*YOUR success is OUR point!*

December 2, 2019

Mayor Brian Wolken & Monticello City Council Members  
City of Monticello  
200 E. First St.  
Monticello, IA 52310

Dear Mayor Wolken and Council Members,

Jones County Economic Development (JCED) is a public/private partnership dedicated to strengthening the economic base in the region by assisting existing businesses, attracting new investment and jobs, and fostering a business climate favorable to economic growth. With the help of local government and private business, JCED is able to supply vital information and training to help keep Jones County growing as we move into the future.

2019 saw a lot of energy in Monticello. From working with the City, Hometown Pride, and others on the Main Street application and the Downtown Assessment, it feels like there is a lot of optimism regarding the future of the downtown. Additionally, JCED has been interacting more with local industries and the schools to make sure we are enhancing those pipelines to living and working here long-term. Finally, JCED is working with the City on more long-term and immediate issues, such as the need for more childcare.

JCED is hopeful to continue working well with the City of Monticello and other local partners in 2020. From quality of life initiatives like finishing the Fountain Park project, to working with local industry to ensure they continue to thrive, JCED is committed to the success of Monticello and Jones County as a whole. We have a lot to do, and opportunity abounds.

Thank you for your support this past year. At this time, JCED would like to request \$10,000 from the City of Monticello to help us continue our activities and assist in moving Monticello and Jones County forward. Thank you for your continued support and trust in our organization.

Sincerely,

Derek Lumsden, Executive Director  
Jones County Economic Development  
107 S. Ford  
Anamosa, IA 52205



City Council Meeting  
Prep. Date: 01/02/20  
Preparer: Doug Herman



Agenda Item: 7  
Agenda Date: 1/06/20

*Communication Page*

**Agenda Items Description:** Resolution to approve Written Investment Policy of all Funds for the City of Monticello, Iowa as required by Chapters 12B and 12C of the Code of Iowa.

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

**Attachments & Enclosures:**

Proposed Resolution
Proposed Policy

**Fiscal Impact:**

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

**Synopsis:** City is required by Iowa Code to follow certain investment practices with public funds.

**Background Information:** City currently has Investment Policy, however, to remain current with Iowa Statutory references, it is necessary to reaffirm the policy and to make any other corrections or clerical amendments.

**Staff Recommendation:** City Administrator recommends passage of Resolution to approve written Investment Policy of all Funds for the City of Monticello, Iowa as required by Chapters 12B and 12C of the Code of Iowa.

## **The City of Monticello, Iowa**

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

### ***RESOLUTION #***

#### **Approving the Written Investment Policy applicable to all Funds of the City of Monticello, Iowa, as required by Chapters 12B and 12C of the Code of Iowa**

**WHEREAS**, the City of Monticello, Iowa is an incorporated City within Jones County, Iowa; and

**WHEREAS**, Iowa Code Chapters 12B, “Security of the Revenue”, and 12C, “Deposit of Public Funds”, place certain requirements on the City in regard to the investment and deposit of City funds, and

**WHEREAS**, Iowa Code Chapter 12B, §12B.10B states that political subdivisions shall approve written investment policies which incorporate the guidelines specified in §12B.10, §’s 12B.10(A) through 12B.10C, and any other provisions deemed necessary to adequately safeguard invested public funds; and

**WHEREAS**, it is the intent of the City Council, by the passage of this Resolution and the aforementioned “Written Investment Policy” to fully comply with the requirements of Chapters 12B and 12C of the Iowa Code.

**NOW THEREFORE, BE IT RESOLVED** that the Council of the City of Monticello, Iowa does hereby approve of the Written Investment Policy applicable to all funds of the City of Monticello, Iowa, as required by Chapters 12B and 12C of the Code of Iowa, said Policy being attached hereto, same being incorporated, by this reference, as if same had been set forth fully verbatim herein.

**IN TESTIMONY WHEREOF**, I subscribe my name and affix the Great Seal for the City of Monticello, Iowa on this 6<sup>th</sup> day of January, 2020.

---

Brian Wolken, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk

**Investment Policy  
City of Monticello  
Monticello, Iowa**

**Section 1 – Scope of Investment Policy**

The Investment Policy of the City of Monticello shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of the City of Monticello. Each investment made pursuant to this Investment Policy must be authorized by applicable law and this written Investment Policy.

The investment of bond funds or sinking funds shall comply not only with this investment policy, but also be consistent with any applicable bond resolution.

This Investment Policy is intended to comply with Iowa Code Chapters 12B and 12C.

Upon passage and upon future amendment, if any, copies of this Investment Policy shall be delivered to all of the following:

1. The Monticello Mayor, City Council, City Administrator and/or other officer of the City of Monticello to which the Investment Policy applies.
2. All depository institutions or fiduciaries for public funds of the City of Monticello
3. The auditor engaged to audit any fund of the City of Monticello.

In addition, a copy of this Investment Policy shall be delivered to every fiduciary or third party assisting with or facilitating investment of the funds of the City of Monticello.

**Section 2 – Delegation of Authority**

In accordance with Section 12B.10(1) the responsibility for the safekeeping and the appropriate investment of public funds resides with the City Treasurer. Only the City Treasurer and those authorized by resolution may invest public funds and a copy of any empowering resolution shall be attached to this Investment Policy. Pursuant to Section 12C.11 the City Treasurer is hereby delegated the powers of "Investment Officer", with the condition that Investment opportunities and decisions shall be reviewed with the City Administrator prior to finalizing the investment transaction.

All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds or acting in a fiduciary capacity for the City of Monticello shall require said outside person(s) to notify the City of Monticello, in writing, within thirty days of the receipt of all communication from the Auditor of the outside person or any regulatory authority of the existence of a material weakness in the internal control structure of the outside

person or regulatory orders or sanctions regarding the type of services being provided to the City of Monticello by the outside person.

The records of investment transactions made by or on behalf of the City of Monticello are public records and are the property of the City of Monticello whether in the custody of the City of Monticello or in the custody of a fiduciary or other third party.

The City Treasurer shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of the City of Monticello responsible for elements of the investment process, and to address the procedures to be followed and employed in the management of the City's investments. In addition, the controls shall provide for the receipt and review of the audited financial statement and related report(s) on internal control structure of all outside persons performing any of the following for this public body.

1. Investment of public funds
2. Advising on the investment of public funds
3. Directing the deposit or investment of public funds
4. Acting in a fiduciary capacity for this public body

A Bank, Savings and Loan Association, or Credit Union providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure.

The Treasurer of the City of Monticello and employees authorized to place investments shall be bonded in the amount required by a duly enacted Resolution of the City.

### **Section 3 – Objectives of Investment Policy**

The primary objectives, in order of priority, of all investment activities involving the financial assets of the City of Monticello shall be the following:

1. Safety: Safety and preservation of principal in the overall portfolio.
2. Liquidity: Maintaining the necessary liquidity to match expected liabilities.
3. Return: Obtaining a reasonable return on the City Investment.

### **Section 4 – Prudence**

The Treasurer of the City of Monticello when investing or depositing public funds shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the Section 3 investment objectives. This standard requires that when making investment decisions, the City Treasurer shall consider the role that the investment or deposit plays within the portfolio of assets of the City of Monticello and the investment objectives stated in Section 3.

When investing assets of the City of Monticello for a period longer than three (3) years, the City Treasurer shall request competitive investment proposals for comparable credit and term investments from a minimum of three investment providers.

### **Section 5 – Instruments Eligible for Investment**

Assets of Monticello may be invested in the following, same intended to be consistent with and to include all investment options allowed by Iowa Code § 12B.10(4)(a):

1. Interest bearing savings accounts, interest bearing money market accounts, and interest bearing checking accounts at any bank, savings and loan association or credit union in the State of Iowa. Each depository shall be a federally insured depository institution approved pursuant to Chapter 12C. Each financial institution shall be properly declared as an authorized depository by the Monticello City Council and deposits in any financial institution shall not exceed the amount approved by the Monticello City Council as established by separate resolution.
2. Obligations of the United States government, its agencies and instrumentalities.
3. Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions approved and secured pursuant to Chapter 12C.
4. Commercial paper or other short-term corporate debt that matures within 270 days of purchase and is rated within the two highest classifications, as established by at least one of the standard rating services approved by the superintendent of banking.
5. Repurchase agreements, provided that the underlying collateral consists of obligations of the United States government, its agencies and instrumentalities and City takes delivery of the collateral either directly or through an authorized custodian.

All instruments eligible for investment are further qualified by all other provisions of this Investment Policy, including Section 7 Investment Maturity Limitations and Section 8 Diversification Requirements.

### **Section 6 – Prohibited Investments and Investment Practices**

Assets of the City of Monticello shall not be invested in the following, per the restrictions and consistent with Iowa Code § 12B.10(4)(a)(5) and 12B.10(4)(b):

1. Reverse repurchase agreements.
2. Futures and options contracts.

Assets of the City of Monticello shall not be invested pursuant to the following investment practices:

1. Trading of securities for speculations or the realization of short-term trading gains.

2. Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.
3. If a fiduciary or other third party with custody of public investment transaction records of the City of Monticello fails to produce requested records when requested by this public body within a reasonable time, the City of Monticello shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

### **Section 7 – Investment Maturity Limitations**

Operating Funds must be identified and distinguished from all other funds available for investment. Operating Funds are defined as those funds which are reasonably expected to be expended during a current budget year or within 15 months of receipt.

All investments authorized in Section 5 are further subject to the following investment maturity limitations:

1. Operating Funds may only be invested in instruments authorized in Section 5 of this Investment Policy that mature within three hundred ninety-seven (397) days.
2. The City Treasurer may invest funds of the City of Monticello not identified as Operating Funds in investments with maturities longer than three hundred ninety-seven days (397). However, all investments of the City of Monticello shall have maturities consistent with the needs and use of the City of Monticello.

### **Section 8 – Diversification**

Investments of the City of Monticello are subject to the following diversification requirements:

Prime bankers' acceptances:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the City of Monticello shall be invested in prime bankers' acceptances, and
2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the City of Monticello shall be invested in the securities of a single issuer.

Commercial paper or other short-term corporate debt:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the City of Monticello shall be in commercial paper or other short-term corporate debt,

2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the City of Monticello shall be invested in the securities of a single issuer, and
3. At the time of purchase, no more than five percent (5%) of all amounts invested in commercial paper and other short-term corporate debt shall be invested paper and debt rated in the second highest classification.

Whenever possible, it is the policy of the City of Monticello to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets with a specific maturity, a specific issuer, or a specific class of securities. In establishing specific diversification strategies, the following general policies and constraints shall apply:

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected so as to provide stability of income and reasonable liquidity.
2. Liquidity practices shall ensure that the next disbursement date and payroll date are covered through maturing investments, marketable U.S. Treasury bills or cash on hand.
3. Risks of market price volatility shall be controlled through maturity diversification so that aggregate price losses on Instruments with maturities approaching one year shall not be greater than coupon interest and Investment Income received from the balance of the portfolio.

## **Section 9 – Safekeeping and Custody**

All invested assets of the City of Monticello involving the use of a public funds custodial agreement, as defined in Section 12B.10C shall comply with rules adopted pursuant to Section 12B.10C relating to those investments. All custodial agreements shall be in writing and shall contain a provision that all investments shall be made in accordance with the laws of the state of Iowa.

All invested assets of the City of Monticello eligible for physical delivery shall be secured by delivery to the city directly or by having them held by a third party custodian. All purchased investments shall be held pursuant to a written third party custodial agreement requiring delivery versus payment and compliance with all rules set out elsewhere, including Section 9 of this Investment Policy.

## **Section 10 – Ethics and Conflict of Interest**

The City Treasurer and all officers and employees of the City of Monticello involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Any conflict of interest or bias, whether in fact or by appearance, shall be disclosed in writing to the Monticello City Council.

**Section 11 – Reporting**

The City Treasurer shall submit an annual investment report summarizing market conditions and investment strategies employed since the last investment report. The investment report shall set out the current portfolio in terms of maturity, rates of return and other features, and shall summarize all investment transactions that have occurred during the reporting period with a comparison of the investment results and the planned budgetary expectations.

**Section 12 – Investment Policy Review and Amendment**

This Investment Policy shall be reviewed every three (3) years or more frequently as appropriate. Notice of amendments to the Investment Policy shall be promptly given to all parties noted in Section 1.

Passed and adopted by the Monticello City Council this 6<sup>th</sup> day of January, 2020.

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

ATTEST:

\_\_\_\_\_  
Sally Hinrichsen, City Clerk/Treasurer



City Council Meeting  
Prep. Date: 01/02/20  
Preparer: Doug Herman



Agenda Item: # 8  
Agenda Date: 01/06/20

*Communication Page*

**Agenda Items Description:** Resolution to approve Designation of Monticello Express as official City of Monticello newspaper, for publication purposes.

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

**Attachments & Enclosures:**

Proposed Resolution

**Fiscal Impact:**

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

**Synopsis:** The City is required, by Code, to designate publication in which official notices/publications will be printed.

**Background Information:** Monticello has historically designated the Express as the official newspaper for City Publications.

**Staff Recommendation:** City Administrator recommends that Monticello Express be designated as the official newspaper for City of Monticello publications for calendar year 2019.

# The City of Monticello, Iowa

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

## RESOLUTION #20-\_\_

### RESOLUTION DESIGNATING THE MONTICELLO EXPRESS AS THE OFFICIAL PUBLICATION NEWSPAPER FOR CITY OF MONTICELLO

**WHEREAS**, the City of Monticello, Iowa is an incorporated City within Jones County, Iowa; and

**WHEREAS**, the City of Monticello shall annually designate an official newspaper for Publication purposes.

**NOW THEREFORE, BE IT RESOLVED** that the City of Monticello, Iowa does hereby designate the Monticello Express as the official publication newspaper of the City of Monticello for the 2020 calendar year.

**IN TESTIMONY HEREOF**, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed, this 6<sup>th</sup> day of January, 2020.

---

Brian Wolken, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk

**News Editor**

**Kim Brooks**

kbrooks@monticelloexpress.com

**Sports Editor**

**Pete Temple**

ptemple@monticelloexpress.com

**Advertising**

**Mark Spensley**

advertising@monticelloexpress.com

**Rae Ann Manternach**

ramanternach@monticelloexpress.com

**Printing**

**Dan Goodyear**

dgoodyear@monticelloexpress.com

**Darcey Spensley**

dspensley@monticelloexpress.com

**Office Supplies**

**Darcey Spensley**

dspensley@monticelloexpress.com

**Vinyl Signs**

**Mark Spensley**

advertising@monticelloexpress.com

**General Inquiries**

**Mark Spensley**

advertising@monticelloexpress.com

December 16, 2020

City Council  
200 East First Street  
Monticello, IA 52310

Dear Sir or Madam:

I would like to request that you name The Monticello Express as your official newspaper for the year 2020.

Your consideration to this request would be appreciated.

Please think of the Express Printing Company for all your printing needs. We offer quality printing at reasonable prices and would like to serve your printing, vinyl sign and office supply needs.

Sincerely yours,



Dan Goodyear  
Co-Publisher

City Council Meeting  
Prep. Date: 01/03/20  
Preparer: Doug Herman



Agenda Item: 9  
Agenda Date: 01/06/20

*Communication Page*

**Agenda Items Description:** Resolution Scheduling Public Hearing for the Purpose of Considering the Maximum Tax Dollars to be collected by the City from Certain Levies for the City's Proposed Fiscal Year 2020-2021 Budget for February 3, 2020 at 6:00 p.m.

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

**Attachments & Enclosures:**

Proposed Resolution

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

**Synopsis:** This Resolution schedules a Public Hearing that became a new requirement in the 2019 State of Iowa Legislative session.

**Background Information:** Under the new law, the City Council is required to hold a Public Hearing if there is a plan to increase property taxes through higher tax rates or reevaluated property value assessments. If the City's tax revenues will be increased more than 2 percent, the Council must approve that increase by a two-thirds vote, instead of a simple majority. (In your case, a simple majority and 2/3 vote is one and the same, 4 members either way.)

At this juncture we (Staff/Council) do not know the proposed tax rate / tax collection increase as we just received our proposed property tax collection revenues in the last couple days. To keep the budget approval process on track, however, we need to schedule this Public Hearing at this time.

**Staff Recommendation:** I recommend that the Council schedule the public hearing for February 3, 2020 at 6:00 p.m. as proposed.

# The City of Monticello, Iowa

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

## RESOLUTION #

### **Scheduling Public Hearing for the Purpose of Considering the Maximum Tax Dollars to be collected by the City from Certain Levies for the City's Proposed Fiscal Year 2020-2021 Budget for February 3, 2020 at 6:00 p.m.**

**WHEREAS,** Senate File 634 (a/k/a Iowa Code 384.15A) requires that a Public Hearing be held prior to considering the proposed FY 2021 maximum property tax dollars to be collected by the City, at which any resident or taxpayer of the City may present objections against or arguments in favor of the proposed maximum property tax dollars to be collected, and

**WHEREAS,** The FY 2021 city maximum property tax dollars for the affected levy total must be approved prior to setting the proposed budget public hearing for FY 2021, and

**WHEREAS,** Notice of the Public Hearing must be published at least ten but no more than twenty days prior to the Public Hearing, and

**WHEREAS,** Notice shall be published in the Monticello Express, scheduling Public Hearing for the 3<sup>rd</sup> day of February, 2020 at 6:00 P.M. at the Community Media Center, City Council Chambers, Monticello, Iowa, at which any interested resident or taxpayer may be heard on the proposed maximum property tax dollars to be collected from certain levies, and

**WHEREAS,** The City Clerk is instructed to see to the publication of the appropriate Notice in the Monticello Express, consistent with the above dictates, so that the Public Hearing may be held as scheduled herein.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby schedule a Public Hearing for the purpose of considering the Maximum Tax Dollars to be collected by the City from Certain Levies for the City's proposed FY 2021 budget for the 3<sup>rd</sup> day of February, 2020 at 6:00 p.m. to be held in the City Council Chambers at the Mary Lovell LeVan Renaissance Center in Monticello, Iowa.

**IN TESTIMONY WHEREOF,** I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 6<sup>th</sup> day of January, 2020.

---

Brian Wolken, Mayor

Attest:

---

Sally Hinrichsen, Monticello City Clerk

City Council Meeting  
Prep. Date: 01/02/20  
Preparer: Doug Herman



Agenda Item: # 10  
Agenda Date: 01/06/20

*Communication Page*

**Agenda Items Description:** Resolution approving Change Order #5 in the amount of \$47,180.26 and Change Order #6 in the amount of \$29,555.41, received from Horsfield Construction related to North Sycamore Street Reconstruction Project.

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

**Attachments & Enclosures:**

Resolution
Engineer Recommendation with Pay Request
Change Orders

**Fiscal Impact:**

Budget Line Item:  
Budget Summary:  
Expenditure:  
Revenue:

N. Syc. Capital Project
N. Syc. Street
\$76,735.67

**Synopsis:** Approval of Horsfield Construction, Inc. Change Orders #5 in the amount of \$47,180.26 and #6 in the amount of \$29,555.41.

**Background Information:** Horsfield Construction submits two Change Orders, #5 and #6, based upon the following:

**#5:** There were a few minor changes to the project based upon findings during the project, including work related to the side door stone step next to McNeil Hdwre., what is referred to as "double curbing" near 1<sup>st</sup> Street (curb up against Strittmatter building and at street) necessary to create ADA compatible walkway, some subdrain and retaining wall. The largest portion of Change Order #5 is tied to work done on private property that will be assessed / invoiced to the property owners in the amount of \$41,066.26.

**#6:** This CO is tied to the verification of final quantities by the City Engineer. At the conclusion of bid projects such as this the City Engineer verifies the line by line quantities used during the project and makes positive and negative adjustments based upon those findings. Change Order #6 discloses a total of 36 adjustments, with 16 being negative adjustments and 20 being positive, with a net increase of \$29,555.41. The largest positive adjustments were tied to additional Sanitary Sewer work on 7<sup>th</sup> Street (\$11,312.50) additional Storm Sewer Work also on 7<sup>th</sup> Street (\$12,600), and Lime Backfill (\$34,099.80). The largest negative adjustments were tied to Excavation and Disposal of Contaminated Soil (-\$7,750); Replacement of unsuitable backfill material (-\$15,545.25); Reduced 4" Sidewalk (-\$7,456); and Seeding, Fertilizing and Mulching (-\$7,500) To be clear, all those items listed in Change Order #6 have been paid for via prior pay requests. Change Order 6 being more of a final

itemization of the quantity changes that occurred at various stages during the project. The \$29,555.41 is not an additional payment to HCI.

**Recommendation:** I recommend that the Council approve the proposed Resolution approving the 5<sup>th</sup> and 6<sup>th</sup> Change Orders in the amounts noted herein and in the attachments.

# The City of Monticello, Iowa

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

## RESOLUTION #20-\_\_\_\_\_

Approving Change Order #5 in the amount of \$47,180.26 and Change Order #6 in the amount of \$29,555.41, related to contract between the City of Monticello and Horsfield Construction.

**WHEREAS,** Horsfield Construction, Inc. contracted with the City to reconstruct North Sycamore Street, and

**WHEREAS,** Horsfield Construction, Inc. has submitted Change Order #5, tied to project modifications, and Change Order #6 tied to final quantity review and adjustments, to the City with detail prepared and reviewed by the City Engineer, and

**WHEREAS,** The City Engineer has recommended that Change Orders #5 and #6 be approved by the City Council.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve Change Order #5 in the amount of \$47,180.26 and Change Order #6 in the amount of \$29,555.41, submitted by Horsfield Construction, Inc. related to the North Sycamore Street Reconstruction Project.

**IN THE TESTIMONY WHEREOF,** I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 6<sup>th</sup> day of January, 2020.

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

*Attest:*

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



**CHANGE ORDER NO. 5**

OWNER: City of Monticello

PROJECT: North Sycamore Street Reconstruction  
S&A PROJECT #: 118.0554.08

To: Horsfield Construction, Inc.  
Contractor  
505 E Main Street  
Address  
Edwath, IA 52045  
City, State, Zip

You are directed to make the following changes in this contract:

- Description of change to be made:**  
 Item No. CO5.1 - Changes include labor and equipment costs associated with the modifications to existing steps located at 201 E 1st Street.  
 Item No. CO5.2 - Changes include labor and equipment costs associated with the modifications made at the sidewalk ramps on the south west corner of N. Sycamore Street and 1st Street.  
 Item No. CO5.3 - Changes include labor and equipment costs associated with water main fittings required for connecting to the existing 4" water mains.  
 Item No. CO5.4 - Changes include labor and equipment costs associated with retaining wall modifications within the ROW at 622 N. Sycamore Street and modified curb out widths for the driveway at 606 N. Sycamore Street.  
 Item No. CO5.5 - Changes include labor and equipment costs associated with subdrain connections required due to unforeseen existing subdrain lines at 302 N. Sycamore Street.  
 Item No. CO5.6 - Changes include labor and equipment costs associated with water and sanitary service replacements requested by property owners.  
 Item No. CO5.7 - Changes include labor and equipment costs associated with additional driveway pavement replacements requested by property owners.  
 Item No. CO5.8 - Changes include labor and equipment costs associated with additional sidewalk/courtesy walk pavement replacements requested by property owners.

- Reason for Change:**  
 Item No. CO5.1 - Change was incurred due to necessary modifications to the existing steps located at 201 E 1st Street, based on ADA requirements.  
 Item No. CO5.2 - Change was incurred at the sidewalk ramps on the south west corner of N. Sycamore Street and 1st Street due to additional pavement removals and modifications to ADA ramps.  
 Item No. CO5.3 - Change was incurred as additional water main fittings were required for connecting the proposed water main to the existing 4" water mains.  
 Item No. CO5.4 - Change was incurred due to required retaining wall modifications within the ROW at 622 N. Sycamore Street and modified curb out widths for the driveway at 606 N. Sycamore Street.  
 Item No. CO5.5 - Change was incurred due to necessary subdrain connections required due to unforeseen existing subdrain lines at 302 N. Sycamore Street.  
 Item No. CO5.6 - Change was incurred due to additional water and sanitary service replacements requested by property owners.  
 Item No. CO5.7 - Change was incurred due to additional driveway pavement replacements requested by property owners.  
 Item No. CO5.8 - Change was incurred due to additional sidewalk/courtesy walk pavement replacements requested by property owners.

- Settlement for the cost of making the change shall be as follows:**

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
CO5.1	201 E 1ST STREET STEP	1	LS	\$1,726.00	\$1,726.00
CO5.2	1ST STREET INTERSECTION DOUBLE CURB	1	LS	\$1,000.00	\$1,000.00
CO5.3	4" MACRO COUPLING	1	LS	\$1,800.00	\$1,800.00
CO5.4	622 RETAINING WALL / 806 DW CUT	1	LS	\$875.00	\$875.00
CO5.5	602 SUBDRAIN CONNECT / CHURCH SUBDRAIN CONNECT	1	LS	\$914.00	\$914.00
CO5.6	WATER AND SEWER SERVICE EXTRAS	184	LF	\$30.00	\$5,520.00
CO5.7	DRIVEWAY EXTRAS	1	LS	\$27,863.07	\$27,863.07
CO5.8	SIDEWALK/COURTESY WALK EXTRAS	1	LS	\$8,463.19	\$8,463.19
				<b>TOTAL</b>	<b>\$47,180.25</b>

- This change order will result in a net change in the contract completion time of 6 days and a net change in the cost of the project of \$47,180.25 detailed as follows:

	Contract Amount	Contract Completion Date
Approved funds and contract completion date as per (Engineer's Estimate, Contract or last approved C.O.)	\$2,020,827.18	November 21, 2019
Change due to this C.O. (+ or -)	\$17,180.25	0
<b>Totals including this C.O.:</b>	<b>\$2,068,007.44</b>	<b>November 21, 2019</b>

The change described herein is understood, and the terms of settlement are hereby agreed to:

  
Horsfield Construction, Inc.  
CONTRACTOR

Cody Lawler

Snyder & Associates, Inc.  
ENGINEER

  
A. Perry, P.E.

City of Monticello  
OWNER

DATE: 1/2/20

DATE: 01/02/2020

DATE:

C05.1

201 E 1ST STREET STEP CO				
PERSONNEL/EQUIP./MATER.	HOURLY RATE	QUANTITY	HOURS	TOTAL
RT BACKHOE W/ OPER.	\$ 125.00	1.0	2.0	\$ 250.00
LABORER	\$ 50.00	4.0	6.0	\$ 1,200.00
CONCRETE	\$ 100.00	2.0	1.0	\$ 200.00
SAW AND OPERATOR	\$ 75.00	1.0	1.0	\$ 75.00
TOTAL				\$ 1,725.00

C05.2

1ST STREET INTERSECTION DOUBLE CURB CO				
PERSONNEL/EQUIP./MATER.	HOURLY RATE	QUANTITY	HOURS	TOTAL
RT BACKHOE W/ OPER.	\$ 125.00	1.0	1.0	\$ 125.00
LABORER	\$ 50.00	4.0	3.0	\$ 600.00
CONCRETE	\$ 100.00	2.0	1.0	\$ 200.00
SAW AND OPERATOR	\$ 75.00	1.0	1.0	\$ 75.00
TOTAL				\$ 1,000.00

C05.3

4" MACRO COUPLING CO				
PERSONNEL/EQUIP./MATER.	HOURLY RATE	QUANTITY	HOURS	TOTAL
MATERIALS	\$ 250.00	6.0	1.0	\$ 1,500.00
LABORER	\$ 50.00	1.0	6.0	\$ 300.00
TOTAL				\$ 1,800.00

C05.4

#622 RETAINING WALL & #606 DW CUT CO				
PERSONNEL/EQUIP./MATER.	HOURLY RATE	QUANTITY	HOURS	TOTAL
GRINDER AND OPERATOR	\$ 75.00	1.0	5.0	\$ 375.00
SAW RENTAL	\$ 300.00	1.0	1.0	\$ 300.00
TOTAL				\$ 675.00

C05.5

#602 SUBDRAIN CONNECT & CHURCH 3RD ST SUBDRAIN CONNECT				
PERSONNEL/EQUIP./MATER.	HOURLY RATE	QUANTITY	HOURS	TOTAL
MINI EXC. W/ OPER.	\$ 150.00	1.0	2.0	\$ 300.00
RT BACKHOE W/ OPER.	\$ 125.00	1.0	2.0	\$ 250.00
LABORER	\$ 50.00	1.0	2.0	\$ 100.00
DOWNSPOUT MATERIALS	\$ 200.00	1.0	1.0	\$ 200.00
POROUS BF	\$ 16.00	4.0	1.0	\$ 64.00
TOTAL				\$ 914.00

ASPAHLT TAPER OVER BOX CULVERT				
PERSONNEL/EQUIP./MATER.	HOURLY RATE	QUANTITY	HOURS	TOTAL
ASPAHLT SUBCONTRACTOR	\$ 1,500.00	1.0	1.0	\$ 1,500.00
TOTAL				\$ 1,500.00

105.6

SERVICE EXTRAS		
ADDRESS	WATER	SEWER
125 N SYC	5	
219 N SYC	28	
125 E 3RD		16
323 N SYC		20
434 N SYC	10	
429 N SYC		35
402 N SYC		30
428 N SYC		10
TOTAL	48	121

TOTAL 164  
 UNIT PRICE \$ 30.00  
 TOTAL PRICE \$4,920.00

105.7

DRIVEWAY EXTRAS					
ADDRESS	LOW & SUBBASE SY	EKC CY	\$/SY (\$97+\$3.25+\$9)	\$/CY	TOTAL
125 3RD DW	6.861	1.715	\$ 49.25	\$8.60	\$ 352.60
311 N SYC DW	5.78	1.445	\$ 49.25	\$8.60	\$ 291.09
323 N SYC DW	187.66	46.915	\$ 51.25	\$8.60	\$10,021.04
411 N SYC DW	4.17	1.0425	\$ 49.25	\$8.60	\$ 214.34
419 N SYC DW	9.06	2.265	\$ 49.25	\$8.60	\$ 465.68
429 N SYC DW	6.42	1.605	\$ 49.25	\$8.60	\$ 329.99
484 N SYC DW	58.67	14.6675	\$ 49.25	\$8.60	\$ 3,015.64
440 N SYC DW	50.11	12.5275	\$ 49.25	\$8.60	\$ 2,575.65
449 N SYC DW	52.22	13.055	\$ 49.25	\$8.60	\$ 2,684.11
515 N SYC DW	11.5	2.875	\$ 49.25	\$8.60	\$ 591.10
606 N SYC DW	13.89	3.4725	\$ 49.25	\$8.60	\$ 713.95
622 N SYC DW	6.3	1.575	\$ 49.25	\$8.60	\$ 323.82
630 N SYC DW	4.64	1.16	\$ 49.25	\$8.60	\$ 238.50
634 N SYC DW	2.38	0.595	\$ 49.25	\$8.60	\$ 122.33
633 N SYC DW	9.12	2.28	\$ 49.25	\$8.60	\$ 468.77
207 7TH ST DW	102.11	25.5275	\$ 49.25	\$8.60	\$ 5,248.45

\$27,463.77

105.8

SIDEWALK/COURT/YAWALK EXTRAS						
ADDRESS	REMOVAL SY	EKC CY	\$/SY (\$32+\$6.50)	\$/CY	TOTAL	
120 N SYC	15.02	2.5033	\$ 38.50	\$8.60	\$ 309.90	
125 N SYC	7.56	1.26	\$ 38.50	\$8.60	\$ 301.90	
135 N SYC	4.67	0.7783	\$ 38.50	\$8.60	\$ 186.49	
139 N SYC	3.38	0.5633	\$ 38.50	\$8.60	\$ 134.97	
202 N SYC	1.42	0.2367	\$ 38.50	\$8.60	\$ 56.71	
219 N SYC	26.5	4.4167	\$ 38.50	\$8.60	\$1,058.23	
220 N SYC	7	0.3333	\$ 38.50	\$8.60	\$ 79.87	
223 N SYC	7	1.1667	\$ 38.50	\$8.60	\$ 279.57	
125 3RD ST	28	4.6667	\$ 38.50	\$8.60	\$1,118.13	
402 N SYC	14.33	2.3883	\$ 38.50	\$8.60	\$ 72.24	
323 N SYC	9	1.5	\$ 38.50	\$8.60	\$ 359.40	
401 N SYC	3.83	0.6383	\$ 38.50	\$8.60	\$ 152.94	
402 N SYC	10.67	1.7783	\$ 38.50	\$8.60	\$ 426.09	
410 N SYC	4.89	0.815	\$ 38.50	\$8.60	\$ 195.27	
428 N SYC	2	0.3333	\$ 38.50	\$8.60	\$ 79.87	
434 N SYC	1	0.1667	\$ 38.50	\$8.60	\$ 39.93	
448 N SYC	1.33	0.2217	\$ 38.50	\$8.60	\$ 53.11	
458 N SYC	1.33	0.2217	\$ 38.50	\$8.60	\$ 53.11	
601 N SYC	3.33	0.555	\$ 38.50	\$8.60	\$ 132.98	
602 N SYC	12.22	2.0367	\$ 38.50	\$8.60	\$ 487.99	
639 N SYC	3	0.5	\$ 38.50	\$8.60	\$ 119.80	
639 STEP					\$ 200.00	
207 7TH ST	14.78	2.4633	\$ 38.50	\$8.60	\$ 590.21	
4 SERVICE CROSSINGS						
ON 7TH	8.88	1.48	\$ 38.50	\$8.60	\$ 354.61	
4TH ST CHURCH CURBING/ISLAND					\$ 266.90	

\$8,483.19

**CHANGE ORDER NO. 6**

OWNER: City of Monticello

PROJECT: North Sycamore Street Reconstruction  
S&A PROJECT #: 118.0554.08

To: Horsheld Construction, Inc.  
Contractor  
505 E Main Street  
Address  
Epworth, IA 52045  
City, State, Zip

You are directed to make the following changes in this contract:

1. Description of change to be made:  
Bid items listed included quantities that vary from the original plan quantity. This change order rectifies the final quantities against the original plan quantities.

2. Reason for Change:  
Quantity rectification.

3. Settlement for the cost of making the change shall be as follows:

Item No.	Item Description	Plan Quantity	Unit	Unit Price	Final Quantity	Quantity Change	Cost Change
4.	SUBGRADE PREPARATION	18073	SY	\$ 1.00	12900	-2,873	-\$2,573.00
5.	SUBGRADE TREATMENT, GEOGRID	15073	SY	\$ 4.75	15833	860	\$2,660.00
6.	SUBBASE, 12' MODIFIED	15073	SY	\$ 8.10	16112	38	\$316.90
9.	SAMPLING AND TESTING FOR PETROLEUM CONTAMINATION (REMEDIATION)	10	EA	\$ 486.00	4	-6	-\$2,910.00
10.	EXCAVATION AND DISPOSAL OF CONTAMINATED SOIL	100	CY	\$ 77.50	0	-100	-\$7,750.00
11.	TRENCH FOUNDATION	310	TON	\$ 20.50	0	-310	-\$6,355.00
12.	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	1256	CY	\$ 35.25	815	-441	-\$15,545.25
14.	SANITARY SEWER GRAVITY MAIN, TRENCHED, PVC SDR 26, 8"	1550	LF	\$ 38.00	1673	123	\$4,674.00
18.	SANITARY SEWER SERVICE STUB, PVC SDR 23.5, 4"	1881	LF	\$ 45.25	2131	250	\$11,312.50
19.	REMOVAL OF SANITARY SEWER, ALL TYPES AND SIZES	2439	LF	\$ 1.00	4586	2,127	\$2,127.00
20.	SANITARY SEWER ABANDONMENT, FILL AND PLUG	242	LF	\$ 12.00	340	98	\$1,176.00
21.	STORM SEWER, TRENCHED, PVC OR HDPE, 12"	60	LF	\$ 88.00	0	-60	-\$5,280.00
22.	STORM SEWER, TRENCHED, RCP, 16"	104	LF	\$ 60.00	314	210	\$12,600.00
26.	SUBDRAIN, TYPE 1, (SMOOTH INTERIOR), 8"	6783	LF	\$ 9.00	6395	-612	-\$5,568.00
26.	SUBDRAIN CLEANOUT, TYPE A-1, 6"	5	EA	\$ 600.00	6	1	\$600.00
34.	STORM SEWER SERVICE STUB, PVC, 2"	66	LF	\$ 37.00	0	-66	-\$2,442.00
36.	STORM SEWER SERVICE STUB, PVC, 4"	42	LF	\$ 27.00	0	-42	-\$1,134.00
38.	FITTING, ALL FITTINGS, WATER MAIN	1076	LB	\$ 11.80	1186	110	\$1,298.00
63.	PAVEMENT, FCC, 7"	13489	SY	\$ 30.00	13538	49	\$1,470.00
60.	SIDEWALK, PCC, 4"	2688	SY	\$ 32.00	2455	-233	-\$7,488.00
66.	BITUMINOUS SEAL COAT	580	SY	\$ 26.00	686	106	\$2,756.00
67.	PAINTED PAVEMENT MARKINGS, SOLVENT/WATERBORNE	8	STA	\$ 125.50	0	-8	-\$1,004.00
71.	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING (TYPE 4)	2	AC	\$ 3,750.00	0	-2	-\$7,500.00
72.	SWPPP MANAGEMENT	1	LS	\$ 2,000.00	0	-1	-\$2,000.00
73.	FILTER SOCK, 8"	100	LF	\$ 10.00	0	-100	-\$1,000.00
74.	FILTER SOCK, REMOVAL	100	LF	\$ 2.50	0	-100	-\$250.00
75.	INLET PROTECTION DEVICE	13	EA	\$ 195.00	0	-13	-\$2,535.00
76.	INLET PROTECTION DEVICE, MAINTENANCE	13	EA	\$ 50.00	0	-13	-\$650.00
77.	COMBINED CONCRETE SIDEWALK AND RETAINING WALL	3	CY	\$ 1,700.00	7.76	4.76	\$8,075.00
85.	LIME BACKFILL	3354	CY	\$ 11.50	6319.20	2,965.20	\$34,099.80
86.	TEMPORARY GRANULAR	30	TON	\$ 22.00	166	136	\$2,992.00
87A.	WATER MAIN, TRENCHED, PVC AWWA C900, 8" - BID ALTERNATE	156	LF	\$ 38.00	205	49	\$1,784.00
91A.	WATER MAIN ABANDONMENT - BID ALTERNATE	136	LF	\$ 8.00	185	49	\$392.00
92A.	FULL DEPTH PATCHES - BID ALTERNATE	5	SY	\$ 170.00	12.05	7.05	\$1,200.00
93A.	REMOVAL OF DRIVEWAY - BID ALTERNATE	28	SY	\$ 9.00	68	40	\$360.00
94A.	DRIVEWAY, PAVED, PCC, 5" - BID ALTERNATE	33	SY	\$ 37.00	86.98	53.98	\$2,001.54
<b>TOTAL</b>							<b>\$29,555.41</b>

4. This change order will result in a net change in the contract completion time of 0 days and a net change in the cost of the project of \$29,555.41 divided as follows:

	Contract Amount	Contract Completion Date
Approved funds and contract completion date as per (Engineer's Estimate, Contract or last approved C.O.)	\$2,068,007.44	November 21, 2019
Change due to this C.O. (+ or -)	\$29,555.41	0
<b>Totals including this C.O.:</b>	<b>\$2,097,562.85</b>	<b>November 21, 2019</b>

The change described herein is understood, and the terms of settlement are hereby agreed to:

Horsheld Construction, Inc.  
CONTRACTOR  
  
Snyder & Associates, Inc.  
ENGINEER  
  
City of Monticello  
OWNER

DATE: 11/2/20

DATE: 01/02/2020

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

City Council Meeting  
Prep. Date: 01/02/20  
Preparer: Doug Herman



Agenda Item: # 11  
Agenda Date: 01/06/20

*Communication Page*

**Agenda Items Description:** Resolution approving Pay Request #9 from Horsfield Construction related to North Sycamore Street Reconstruction Project in the amount of \$149,699.39 and approving Final Acceptance of project.

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

**Attachments & Enclosures:**

Resolution

Engineer Recommendation with Pay Request

**Fiscal Impact:**

Budget Line Item:

N. Syc. Capital Project

Budget Summary:

N. Syc. Street

Expenditure:

\$149,699.39

Revenue:

**Synopsis:** Approval of Horsfield Construction, Inc. Pay Request #9 related to N. Sycamore Street Reconstruction Project and finally accepting project.

**Background Information:** Horsfield Construction submits its' 9<sup>th</sup> pay request in the amount of \$149,699.39 The Pay Request has been reviewed and recommended for approval by the City Engineer.

The pay request includes the payment of all retainers. After approval the City will withhold payment for a minimum of thirty (30) days and not until after the receipt of lien waivers. After the "acceptance of the project" the four (4) year maintenance bond timeframe will begin.

**Recommendation:** I recommend that the Council approve the proposed Resolution approving the 9<sup>th</sup> pay request in the amount of \$149,699.39

# The City of Monticello, Iowa

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

## RESOLUTION #20-

**Approving** Pay Request #9 from Horsfield Construction related to North Sycamore Street Reconstruction Project in the amount of \$149,699.39 and approving final acceptance of project.

- WHEREAS,** The City of Monticello, Iowa is an incorporated City within Jones County, Iowa; and
- WHEREAS,** Horsfield Construction was hired to reconstruct North Sycamore Street Reconstruction Project, and
- WHEREAS,** The City Engineer has reviewed the 9<sup>th</sup> pay request from Horsfield related to said project and recommends that it be paid in the amount of \$149,699.39, same representing the final payment, including the payment of retainage and approved Change Orders, and
- WHEREAS,** The Council finds that the payment approved herein should not be made until the passage of at least thirty (30) days from the approval hereof, the receipt of all necessary lien waivers, and confirmation from the City Engineer that payment should be made, and
- WHEREAS,** The Council also finds that the project should be deemed final and complete.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve Pay Request #9 from Horsfield Construction and authorizes payment in the amount of \$149,699.39 to be made after the passage of at least thirty (30) days from the approval hereof, the receipt of all necessary lien waivers, and confirmation from the City Engineer that payment should be made, and does also hereby approve and acknowledge that the project is now complete and is hereby finally accepted.

IN THE TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 6<sup>th</sup> day of January, 2020.

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

Attest:

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



January 2, 2020

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

RE: Pay Request #9, Change Order #5, and Change Order #6  
2019 NORTH SYCAMORE STREET RECONSTRUCTION  
S & A Project # - 118.0554.08  
Contractor: Horsfield Construction, Inc.

Dear Council:

Enclosed for your review and approval is Pay Request #9, and Change Orders #5 and #6, with final payment information for the project referenced above. We have reviewed the final pay request and change orders and find them to be in agreement with the work completed to date. Pay Request #9 includes the release of retainage, as well as the addition of Change Order #5 and #6. Change Order #6 is a reconciliation of final construction quantities.

Further, we have reviewed the final improvements associated with the project referenced above and find the improvements to be acceptable and in general conformance with the contract documents. We therefore, recommend final acceptance of the project along with approval of Pay Request #9 (release of 5% retainage), Change Order #5, and Change Order #6 for this project in the amount of **\$149,699.39** to Horsfield Construction, Inc. Payment shall be withheld for a minimum of 30 days and after the receipt of all lien waivers, in accordance with State law. Please note that upon acceptance of the project, the date of the resolution associated with acceptance will be the start date of the four (4)-year guaranteed maintenance period.

If you have any questions or comments regarding this project, please feel free to contact me at 319-362-9394.

Sincerely,

SNYDER & ASSOCIATES, INC.

A.J. Barry, P.E.  
Civil Engineer

Enclosure: Pay Request #9, Change Order #5, Change Order #6  
cc: Cody Lawler, Horsfield Construction, Inc.

# APPLICATION FOR PARTIAL PAYMENT NO. 9

PROJECT: 2019 North Sycamore Street Reconstruction

S&A PROJECT NO.: 118.0554.08

OWNER: City of Monticello  
CONTRACTOR: Horsfield Construction, Inc.  
ADDRESS: 606 E Main Street  
Epworth, IA 52045  
DATE: 1/2/2020

PAYMENT PERIOD: 11/21/2019  
to 1/6/2020

## 1. CONTRACT SUMMARY:

Original Contract Amount: \$ 1,951,187.70  
Net Change by Change Order: \$ 146,375.15  
Contract Amount to Date: \$ 2,097,562.85

### CONTRACT PERIOD

Completion Date: November 21, 2018

Days between Start Date and  
Completion Date: 227

## 2. WORK SUMMARY:

Total Work Performed to Date: \$ 2,097,562.85  
Retainage: 0% \$0.00  
Total Earned Less Retainage: \$ 2,097,562.85  
Less Previous Applications for Payment: \$ 1,947,869.46  
AMOUNT DUE THIS APPLICATION: \$ 149,693.39

Added by Change Order: 0

Total Time: 227

Time Used to Date: 227

Time Remaining: 0

Percentage of Time Used: 100%

Percentage of Work Performed: 100%

## 3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

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

Horsfield Construction, Inc.  
CONTRACTOR  
By [Signature]  
Cody Lawler DATE: 1/2/20

## 4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.  
ENGINEER  
By [Signature]  
A.J. Barry, P.E. DATE: 01/02/2020

## 5. OWNER'S APPROVAL

City of Monticello  
OWNER  
By \_\_\_\_\_  
Brian W. Cohen, Mayor DATE: \_\_\_\_\_



6. DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	ITEM CODE	DESCRIPTION	CONTRACT ITEMS				COMPLETED WORK		
			PLAN QTY.	UNIT	UNIT COST	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL
1.	2010-108-C-0	GRUBBING	1	LS	\$ 15,000.00	\$ 15,000.00	1.00		\$ 15,000.00
2.	2010-108-D-3	TOPSOIL, OFF-SITE	936	CY	\$ 28.00	26,208.00	936.00		\$ 26,208.00
3.	2010-108-E-0	EXCAVATION, CLASS 10	5,282	CY	\$ 8.60	45,425.20	5,282.00		\$ 45,425.20
4.	2010-108-G-0	SUBGRADE PREPARATION	15,073	SY	\$ 1.00	15,073.00	12,500.00	6	\$ 12,500.00
5.	2010-108-H-0	SUBGRADE TREATMENT, GEOGRID	15,073	SY	\$ 4.75	71,596.75	15,633.00	6	\$ 74,256.75
6.	2010-108-I-0	SUBBASE, 12" MODIFIED	15,073	SY	\$ 8.10	122,091.30	15,112.00	6	\$ 122,407.20
7.	2010-108-I-0	SUBBASE, 4" MODIFIED	1,596	SY	\$ 3.25	5,187.00	1,596.00		\$ 5,187.00
8.	2010-108-L-0	COMPACTION TESTING	1	LS	\$ 3,500.00	3,500.00	1.00		\$ 3,500.00
9.	2010-108-M-0	SAMPLING AND TESTING FOR PETROLEUM CONTAMINATION (REMEDATION)	10	EA	\$ 485.00	4,850.00	4.00	6	\$ 1,940.00
10.	2010-108-N-0	EXCAVATION AND DISPOSAL OF CONTAMINATED SOIL	100	CY	\$ 77.50	7,750.00		6	\$ -
11.	3010-108-C-0	TRENCH FOUNDATION	310	TON	\$ 20.50	6,355.00		6	\$ -
12.	3010-108-D-0	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	1,256	CY	\$ 35.25	44,274.00	815.00	6	\$ 28,728.75
13.	3010-108-F-0	TRENCH COMPACTION TESTING	1	LS	\$ 3,500.00	3,500.00	1.00		\$ 3,500.00
14.	4010-108-A-1	SANITARY SEWER GRAVITY MAIN, TRENCHED, PVC SDR 26, 8"	1,550	LF	\$ 38.00	58,900.00	1,673.00	6	\$ 63,574.00
15.	4010-108-A-1	SANITARY SEWER GRAVITY MAIN, TRENCHED, PVC C900, 12"	20	LF	\$ 99.00	1,980.00	20.00		\$ 1,980.00
16.	4010-108-A-1	SANITARY SEWER GRAVITY MAIN, TRENCHED, DIP, 12"	20	LF	\$ 150.00	3,000.00	20.00		\$ 3,000.00
17.	4010-108-A-1	SANITARY SEWER GRAVITY MAIN, TRENCHED, PVC SDR 26, 12"	1,137	LF	\$ 50.00	56,850.00	1,137.00		\$ 56,850.00
18.	4010-108-E-0	SANITARY SEWER SERVICE STUB, PVC SDR 23.5, 4"	1,981	LF	\$ 45.25	89,651.25	2,131.00	6	\$ 96,427.75
19.	4010-108-H-0	REMOVAL OF SANITARY SEWER, ALL TYPES AND SIZES	2,439	LF	\$ 1.00	2,439.00	4,566.00	6	\$ 4,566.00
20.	4010-108-K-2	SANITARY SEWER ABANDONMENT, FILL AND PLUG	242	LF	\$ 12.00	2,904.00	340.00	6	\$ 4,080.00
21.	4020-108-A-1	STORM SEWER, TRENCHED, PVC OR HDPE, 12"	60	LF	\$ 85.00	5,100.00		6	\$ -
22.	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 15"	104	LF	\$ 60.00	6,240.00	314.00	6	\$ 18,840.00
23.	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 18"	550	LF	\$ 50.50	27,775.00	550.00		\$ 27,775.00
24.	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 24"	98	LF	\$ 73.00	7,154.00	98.00		\$ 7,154.00
25.	4020-108-C-0	REMOVAL OF STORM SEWER, ALL TYPES AND SIZES	57	LF	\$ 10.00	570.00	57.00		\$ 570.00
26.	4040-108-A-0	SUBDRAIN, TYPE 1, (SMOOTH INTERIOR), 6"	5,783	LF	\$ 9.00	52,047.00	6,395.00	6	\$ 57,555.00
27.	4040-108-A-0	SUBDRAIN, TYPE 1, (SMOOTH INTERIOR), 8" UNSLOTTED	488	LF	\$ 13.50	6,588.00	488.00		\$ 6,588.00
28.	4040-108-C-0	SUBDRAIN CLEANOUT, TYPE A-1, 6"	5	EA	\$ 600.00	3,000.00	6.00	6	\$ 3,600.00
29.	4040-108-C-0	SUBDRAIN CLEANOUT, TYPE A-2, 6"	25	EA	\$ 500.00	12,500.00	25.00		\$ 12,500.00
30.	4040-108-C-0	SUBDRAIN CLEANOUT, TYPE A-2, 8"	3	EA	\$ 650.00	1,950.00	3.00		\$ 1,950.00
31.	4040-108-C-0	SUBDRAIN CLEANOUT, TYPE B, 24"	1	EA	\$ 1,375.00	1,375.00	1.00		\$ 1,375.00
32.	4040-108-D-0	SUBDRAIN OUTLETS AND CONNECTIONS, 6"	13	EA	\$ 367.00	4,771.00	13.00		\$ 4,771.00
33.	4040-108-D-0	SUBDRAIN OUTLETS AND CONNECTIONS, 8"	1	EA	\$ 600.00	600.00	1.00		\$ 600.00
34.	4040-108-E-0	STORM SEWER SERVICE STUB, PVC, 2"	68	LF	\$ 37.00	2,516.00		6	\$ -
35.	4040-108-E-0	STORM SEWER SERVICE STUB, PVC, 4"	42	LF	\$ 27.00	1,134.00		6	\$ -
36.	5010-108-A-1	WATER MAIN, TRENCHED, PVC AWWA C900, 8"	1,988	LF	\$ 35.00	69,580.00	1,988.00		\$ 69,580.00
37.	5010-108-A-1	WATER MAIN, TRENCHED, DIP, 8" (w/ NITRILE GASKETS)	1,086	LF	\$ 56.00	60,816.00	1,086.00		\$ 60,816.00
38.	5010-108-C-2	FITTING, ALL FITTINGS, WATER MAIN	1,076	LB	\$ 11.80	12,696.80	1,188.00	6	\$ 13,994.80
39.	5010-108-D-0	WATER SERVICE STUB, TYPE K COPPER, 1", SHORT SIDE (approx. 7ft)	34	EA	\$ 1,000.00	34,000.00	34.00		\$ 34,000.00
40.	5010-108-D-0	WATER SERVICE STUB, TYPE K COPPER, 1", LONG SIDE (approx. 59ft)	34	EA	\$ 1,800.00	61,200.00	34.00		\$ 61,200.00
41.	5010-108-F-1	WATER MAIN ABANDONMENT	3,099	LF	\$ 8.00	24,792.00	3,099.00		\$ 24,792.00
42.	5020-108-A-0	VALVE, GATE VALVE, 8"	11	EA	\$ 1,360.00	14,960.00	11.00		\$ 14,960.00
43.	5020-108-B-0	TAPPING VALVE ASSEMBLY, 8"	1	EA	\$ 2,900.00	2,900.00	1.00		\$ 2,900.00
44.	5020-108-C-0	FIRE HYDRANT ASSEMBLY	6	EA	\$ 4,900.00	29,400.00	6.00		\$ 29,400.00
45.	5020-108-D-0	FLUSHING DEVICE (BLOWOFF), 2"	4	EA	\$ 800.00	3,200.00	4.00		\$ 3,200.00
46.	5020-108-I-0	FIRE HYDRANT ASSEMBLY REMOVAL	3	EA	\$ 500.00	1,500.00	3.00		\$ 1,500.00
47.	6010-108-A-0	MANHOLE, SW-301, 48"	11	EA	\$ 4,750.00	52,250.00	11.00		\$ 52,250.00
48.	6010-108-B-0	INTAKE, SW-505	6	EA	\$ 3,100.00	18,600.00	6.00		\$ 18,600.00
49.	6010-108-B-0	INTAKE, SW-506	2	EA	\$ 4,800.00	9,600.00	2.00		\$ 9,600.00
50.	6010-108-C-0	DROP CONNECTION, SW-307	2	EA	\$ 2,425.00	4,850.00	2.00		\$ 4,850.00
51.	6010-108-H-0	REMOVE MANHOLE	9	EA	\$ 500.00	4,500.00	9.00		\$ 4,500.00
52.	6010-108-H-0	REMOVE INTAKE	2	EA	\$ 500.00	1,000.00	2.00		\$ 1,000.00
53.	7010-103-A-0	PAVEMENT, PCC, 7"	13,499	SY	\$ 30.00	404,970.00	13,538.00	6	\$ 406,140.00
54.	7010-103-A-0	PAVEMENT, PCC, 10"	64	SY	\$ 60.00	3,840.00	64.00		\$ 3,840.00
55.	7010-103-E-0	CURB AND GUTTER, 2.5', 7"	285	LF	\$ 25.00	7,125.00	285.00		\$ 7,125.00
56.	7010-103-E-0	CURB AND GUTTER, 11.5', 7"	70	LF	\$ 67.00	4,690.00	70.00		\$ 4,690.00
57.	7010-103-E-0	CURB AND GUTTER, 12.0', 7"	17	LF	\$ 90.00	1,530.00	17.00		\$ 1,530.00
58.	7030-103-A-0	REMOVAL OF SIDEWALK	2,954	SY	\$ 6.50	19,201.00	2,954.00		\$ 19,201.00
59.	7030-103-A-0	REMOVAL OF DRIVEWAY	1,371	SY	\$ 9.00	12,339.00	1,371.00		\$ 12,339.00
60.	7030-103-E-0	SIDEWALK, PCC, 4"	2,688	SY	\$ 32.00	86,016.00	2,455.00	6	\$ 78,560.00

61.	7030-108-E-0	SIDEWALK, PCC, 6"	333	SY	\$ 43.00	14,319.00	333.00		\$ 14,319.00
62.	7030-108-G-0	DETECTABLE WARNING, CAST IRON	405	SF	\$ 39.00	15,795.00	405.00		\$ 15,795.00
63.	7030-108-H-1	DRIVEWAY, PAVED, PCC, 5"	1,619	SY	\$ 37.00	59,903.00	1,619.00		\$ 59,903.00
64.	7030-108-H-2	DRIVEWAY, GRANULAR	720	SY	\$ 7.00	5,040.00	720.00		\$ 5,040.00
65.	7040-108-H-0	PAVEMENT REMOVAL	14,233	SY	\$ 2.80	39,852.40	14,233.00		\$ 39,852.40
66.	7060-108-A-0	BITUMINOUS SEAL COAT	560	SY	\$ 26.00	14,560.00	665.00	6	\$ 17,290.00
67.	8020-108-B-0	PAINTED PAVEMENT MARKINGS, SOLVENT/WATERBORNE	8	STA	\$ 125.50	1,004.00		6	\$ -
68.	8030-108-A-0	TEMPORARY TRAFFIC CONTROL	1	LS	\$ 7,000.00	7,000.00	1.00		\$ 7,000.00
69.	8940-108-A-0	SIGN PANELS	82	SF	\$ 28.00	2,296.00	82.00		\$ 2,296.00
70.	8940-108-B-0	SIGN POSTS	250	LF	\$ 18.00	4,500.00	250.00		\$ 4,500.00
71.	9010-108-B-0	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING (TYPE 4)	2	AC	\$ 3,750.00	7,500.00		6	\$ -
72.	9040-108-A-2	SWPPP MANAGEMENT	1	LS	\$ 2,000.00	2,000.00		6	\$ -
73.	9040-108-D-1	FILTER SOCK, 8"	100	LF	\$ 10.00	1,000.00		6	\$ -
74.	9040-108-D-2	FILTER SOCK, REMOVAL	100	LF	\$ 2.50	250.00		6	\$ -
75.	9040-108-T-1	INLET PROTECTION DEVICE	13	EA	\$ 195.00	2,535.00		6	\$ -
76.	9040-108-T-2	INLET PROTECTION DEVICE, MAINTENANCE	13	EA	\$ 50.00	650.00		6	\$ -
77.	9072-108-A-0	COMBINED CONCRETE SIDEWALK AND RETAINING WALL	3	CY	\$ 1,700.00	5,100.00	7.75	6	\$ 13,175.00
78.	11C20-103-A	MOBILIZATION	1	LS	\$ 40,000.00	40,000.00	1.00		\$ 40,000.00
79.	11C30-108-A-0	MAINTENANCE OF POSTAL SERVICE	1	LS	\$ 500.00	500.00	1.00		\$ 500.00
80.	11030-108-B-0	MAINTENANCE OF SOLID WASTE COLLECTION	1	LS	\$ 1,000.00	1,000.00	1.00		\$ 1,000.00
81.	11050-108-A-0	CONCRETE WASHOUT	1	LS	\$ 1,000.00	1,000.00	1.00		\$ 1,000.00
82.	11065-108-A-0	REMOVAL OF WINDOW WELLS	6	EA	\$ 595.00	3,570.00	6.00		\$ 3,570.00
83.	11070-108-H-0	BOX CULVERT PATCHING	2	EA	\$ 1,400.00	2,800.00	2.00		\$ 2,800.00
84.	11075-108-A-0	CONNECTION INTO BOX CULVERT	4	EA	\$ 640.00	2,560.00	4.00		\$ 2,560.00
85.	11085-108-G-0	LIME BACKFILL	3,354	CY	\$ 11.50	38,571.00	6,319.20	6	\$ 72,870.80
86.	7030-108-H-2	TEMPORARY GRANULAR	30	TON	\$ 22.00	660.00	166.00	6	\$ 3,652.00
87A.	5010-108-A-1	WATER MAIN, TRENCHED, PVC AWWA C900, 8" - BID ALTERNATE	156	LF	\$ 36.00	5,616.00	205.00	6	\$ 7,380.00
88A.	5010-108-C-2	FITTING, ALL FITTINGS, WATER MAIN - BID ALTERNATE	92	LB	\$ 10.00	920.00	92.00		\$ 920.00
89A.	5010-108-D-0	WATER SERVICE STUB, TYPE K COPPER, 1", SHORT SIDE (approx. 7ft) - BID ALT	1	EA	\$ 1,000.00	1,000.00	1.00		\$ 1,000.00
90A.	5010-108-D-0	WATER SERVICE STUB, TYPE K COPPER, 1", LONG SIDE (approx. 59ft) - BID ALT	3	EA	\$ 1,800.00	5,400.00	3.00		\$ 5,400.00
91A.	5010-108-F-1	WATER MAIN ABANDONMENT - BID ALTERNATE	136	LF	\$ 8.00	1,088.00	185.00	6	\$ 1,480.00
92A.	7040-108-A-0	FULL DEPTH PATCHES - BID ALTERNATE	5	SY	\$ 170.00	850.00	12.05	6	\$ 2,050.20
93A.	7030-108-A-0	REMOVAL OF DRIVEWAY - BID ALTERNATE	28	SY	\$ 9.00	252.00	56.00	6	\$ 504.00
94A.	7030-108-H-1	DRIVEWAY, PAVED, PCC, 5" - BID ALTERNATE	33	SY	\$ 37.00	1,221.00	56.98	6	\$ 2,108.26
96A.	9999-999-A-1	ADJUSTED COMPLETION DATE	1	LS	\$ 1.00	1.00	1.00		\$ 1.00
						TOTAL ORIGINAL CONTRACT =	\$ 1,951,187.70		\$ 1,980,743.11
<b>CHANGE ORDER SUMMARY:</b>									
95A.	11080-108-A-0	CO1 - LIGHTING - BID ALTERNATE	1	LS	\$ 47,530.00	\$ 47,530.00	1.00	1	47,530.00
CO2.1		CO2 - STAIRWAY WORK	1	LS	\$ 2,070.00	\$ 2,070.00	1.00	2	2,070.00
CO2.2		CO2 - FERNCO COUPLER	2	EA	\$ 121.69	\$ 243.38	2.00	2	243.38
CO3.1		CO3 - 1ST STREET WATER MAIN WORK	1	LS	\$ 5,725.81	\$ 5,725.81	1.00	3	5,725.81
CO3.2		CO3 - 4" WATER SERVICE TO 302 N. SYCAMORE	1	LS	\$ 4,222.50	\$ 4,222.50	1.00	3	4,222.50
CO3.3		CO3 - FERNCO COUPLER	1	EA	\$ 121.69	\$ 121.69	1.00	3	121.69
CO3.4		CO3 - BOX CULVERT FLOODED BACKFILL	1	LS	\$ 1,750.00	\$ 1,750.00	1.00	3	1,750.00
CO3.5		CO3 - 2" WATER SERVICE TO 234 N. SYCAMORE	1	LS	\$ 3,000.00	\$ 3,000.00	1.00	3	3,000.00
CO3.6		CO3 - 6" SANITARY SERVICE TO 234 N. SYCAMORE	1	LS	\$ 256.10	\$ 256.10	1.00	3	256.10
CO4.1		CO4 - FUEL TANK REMOVAL AT 120 N. SYCAMORE	1	LS	\$ 4,720.00	\$ 4,720.00	1.00	4	4,720.00
CO5.1		CO5 - 201 E 1ST STREET STEP	1	LS	\$ 1,725.00	\$ 1,725.00	1.00	5	1,725.00
CO5.2		CO5 - 1ST STREET INTERSECTION DOUBLE CURB	1	LS	\$ 1,000.00	\$ 1,000.00	1.00	5	1,000.00
CO5.3		CO5 - 4" MACRO COUPLING	1	LS	\$ 1,800.00	\$ 1,800.00	1.00	5	1,800.00
CO5.4		CO5 - 622 RETAINING WALL / 606 DW CUT	1	LS	\$ 675.00	\$ 675.00	1.00	5	675.00
CO5.5		CO5 - 602 SUBDRAIN CONNECT / CHURCH SUBDRAIN CONNECT	1	LS	\$ 914.00	\$ 914.00	1.00	5	914.00
CO5.6		CO5 - WATER AND SEWER SERVICE EXTRAS	164	LF	\$ 30.00	\$ 4,920.00	164.00	5	4,920.00
CO5.7		CO5 - DRIVEWAY EXTRAS	1	LS	\$ 27,663.07	\$ 27,663.07	1.00	5	27,663.07
CO5.8		CO5 - SIDEWALK/COURTESY WALK EXTRAS	1	LS	\$ 8,483.19	\$ 8,483.19	1.00	5	8,483.19
CO6.1		CO6 - FINAL QUANTITY RECTIFICATION	1	LS	\$ 29,555.41	\$ 29,555.41	-	6	-
						TOTAL CHANGE ORDERS =	\$ 146,375.15		\$ 116,819.74
						TOTAL CONTRACT			
						& CHANGE ORDERS	\$ 2,037,562.85		\$ 2,097,562.85

City Council Meeting  
Prep. Date: 01/03/20  
Preparer: Doug Herman



Agenda Item: 12  
Agenda Date: 01/06/20

*Communication Page*

**Agenda Items Description:** Resolution to approve action plan related to Monticello Digital Sign.

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

**Attachments & Enclosures:**

Proposed Resolution
Nesper Estimates

**Fiscal Impact:**

Budget Line Item:  
Budget Summary:  
Expenditure:  
Revenue:


**Synopsis:** At the last Council Meeting I reviewed various options with regard to the Digital Sign. I will outline them below. Goal is to get direction from you on how to proceed.

**Background Information:**

1. Remove Electronic Message Board and dispose of. Poles and top portion of sign "Monticello" left as is. (A lit welcoming sign, no need for a modem, phone line, etc. Just power to light the sign.) Estimated Cost: \$3,911
  - a. If poles are repainted at the same time an additional cost of \$1,991.
  - b. Repair outages in "Monticello" sign on hourly basis at \$160/hour, approximate budget \$2,000
2. Remove and junk entire sign and poles, cap poles at ground level, power to be removed by others. \$6,810 plus costs associated with power removal. (Total \$8,000 +/-??)

Note: If "Monticello" ID sign remains, the ongoing annual costs would include electricity, land rent, and insurance. Approximate annual budget on those items is as follows:

1. Electricity     \$1,500 (Estimate as Digital Sign would be eliminated)
2. Land Rent     \$500
3. Insurance     \$250

**Staff Recommendation:** I recommend that the Council schedule the public hearing for February 3, 2020 at 6:00 p.m. as proposed.

# NESPER SIGN ADVERTISING, INC.

C E D A R R A P I D S , I O W A • N A T I O N A L

## Proposal

Number: 37560

Date: 12/09/19

### INSTALLED AT:

MONTICELLO POLICE DEPARTMENT

201 E SOUTH ST  
MONTICELLO IA 52310

MONTICELLO POLICE DEPARTMENT  
US HWY 151  
MONTICELLO IA 52310  
MADONNA STANER

Nesper Sign hereby proposes to furnish all the materials and perform all the labor necessary for the completion of:  
ALL QUALITY MATERIALS AND PROFESSIONAL LABOR AND EQUIPMENT TO PERFORM THE FOLLOWING SCOPE OF WORK.

OPTION A: REMOVE EXISTING ELECTRONIC MESSAGE CENTER AND JUNK AT NESPER PLANT.  
LEAVE POLES AND TOP MONTICELLO ID SIGN AS IS.

QUOTE: \$3,911.00 (TAX EXEMPT)

OPTION B: IF AT SAME TIME. REPAINT POLES BLACK.

QUOTE: \$1,991.00 (TAX EXEMPT)

OPTION C: REPAIR OUTAGES IN MONTICELLO ID SIGN. WORK TO BE COMPLETED ON A TIME AND MATERIAL BASIS.

QUOTE: \$160.00/PER HOUR + MATERIALS (TAX EXEMPT) - BUDGET APPROX: \$2,000.00

OPTION D: REMOVE ENTIRE SIGNS AND POLES AT GRADE AND JUNK AT NESPER PLANT.  
INCLUDES MONTICELLO SIGN, MESSAGE CENTER, AND TWO (2) POLES, NESPER TO CAP HOLES AT GRADE WITH STEEL PLATES. POWER REMOVED BY OTHERS AT EXTRA COST.

QUOTE: \$6,810.00 (TAX EXEMPT)

All material is guaranteed, as limited by paragraph 5 in the additional terms and conditions, to be as specified, and the above to be in accordance with the drawings and or specifications submitted for the above work and completed in a workmanlike manner for the sum of:

DOLLARS: SEE ABOVE

TERMS: 1/2 DOWN, NET 30 DAYS

Maximum Payment by Credit Card is \$5000.00

(INTEREST OF 1.5% WILL BE ADDED TO PAST DUE ACCOUNTS)



MIKE SCHULTE

4620 J. St. SW • Cedar Rapids, IA 52404-4928  
(319) 366 - 5312 • Fax (319) 366- 6493 • 800 332-8403



# NESPER SIGN ADVERTISING, INC.

C E D A R R A P I D S , I O W A • N A T I O N A L

## Proposal

Number: 37560

Date: 12/09/19

INSTALLED AT:

MONTICELLO POLICE DEPARTMENT

201 E SOUTH ST  
MONTICELLO IA 52310

MONTICELLO POLICE DEPARTMENT  
US HWY 151  
MONTICELLO IA 52310  
MADONNA STANER

Nesper Sign hereby proposes to furnish all the materials and perform all the labor necessary for the completion of:

### ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I agree to the additional terms and conditions on reverse side.

**BUYER**

**NESPER SIGN ADVERTISING, INC.**

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Guaranteed by \_\_\_\_\_

Contract Date \_\_\_\_\_

**SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS**

4620 J. St. SW • Cedar Rapids, IA 52404-4928  
(319) 366 - 5312 • Fax (319) 366- 6493 • 800 332-8403



# NESPER SIGN ADVERTISING, INC.

## ADDITIONAL TERMS AND CONDITIONS

- 1) This proposal (the "Agreement") is made for specially constructed equipment and when accepted is not subject to cancellation. Nesper shall not be responsible for errors in plans, designs, specifications or drawings furnished by buyer or for defects caused thereby.
- 2) Nesper shall commence the construction of display and prosecute the work thereon with the due diligence until completion. All obligations to be performed by Nesper hereunder shall be subject to delay or failure resulting from war, fire, labor disputes, unforeseen commercial delays, acts of God, regulations or restrictions of the Government or public authorities, or other accidents, forces, conditions or circumstances beyond Nesper's control.
- 3) Buyer shall be responsible for securing and maintaining in force all necessary permits from the owner of the premises upon which display is to be installed, and for all other private permissions necessary for the maintenance, use, and existence of display. Nesper shall apply for public permits. Buyer shall be responsible for additional costs incurred should procedures other than normal permit applications be required. Nesper shall not be obligated to commence construction of display until public permits have been issued. If public permits are denied after every reasonable effort by both parties to secure the same, then agreement shall terminate without liability to either party.
- 4) Buyer shall (a) bring feed wires of suitable capacity and approved type to the location of the display, and make connection thereto, (b) pay for all electrical energy used by display, and (c) be responsible for the supply thereof. In the event substantially adverse building or soil conditions or underground obstructions are encountered at delivery site, parties agree to adjust installation cost to extent of Nesper's additional cost.
- 5) Nesper unconditionally warrants, as set forth on the prior page, the signs against defective workmanship and materials for 90 days from date of shipment or installation, if installation is effected by Nesper, and disclaims all other warranties, including the implied warranties of fitness and merchantability. Any part found by Nesper to be defective due to faulty workmanship or materials, within the warranty period, will be repaired or replaced f.o.b. point of production. Other than the replacement of such defective work or material, Nesper shall not be liable for any damage or losses, including but not limited to incidental or consequential damages, whether breach of contract or negligence, and Buyer's sole remedy shall be limited to the replacement of defective work or material.
- 6) Payment for items purchased under the terms of this agreement will be made upon receipt of invoices submitted. In the event payment is not made as agreed, Buyer agrees to pay a service charge on past due amount from the times they are due, thirty (30) days from invoice date, at the rate of 1 1/2% per month. In the event Nesper takes action to enforce the terms of this Agreement, attorney's fees shall be added.
- 7) Title to all materials and property covered by this contract shall remain in Nesper and shall not be deemed to constitute a part of the realty which it may be attached until the purchase price is paid in full. Nesper is given an express security interest in said material and property both erected and unerected notwithstanding the manner in which such personal property shall be annexed or attached to the realty. In the event of default by Buyer, including, but not limited to, payment of any amounts due and payable, Nesper may at once (and without process of law) take possession of and remove, as and when it sees fit and where found, all materials used or intended for use in this construction of said equipment and any and all property called for in the Agreement without being deemed guilty of trespass.
- 8) When the Agreement is signed by a duly authorized person of each party, all provisions contained herein become integral parts of the Agreement, and there is no other agreement or understanding of any nature specifically incorporated herein by reference.
- 9) This Agreement shall be governed by and construed in accordance with Iowa law, and Buyer agrees to submit any disputes arising in connection with this Agreement to the exclusive jurisdiction of the Linn County District Court.

This Agreement, with all conditions as noted, is herewith accepted by both parties.

## OPTIONAL ELECTRIC SIGN MAINTENANCE AGREEMENT (the "Sign Agreement")

Make prompt inspection of display on Customer's request.  
Repair or replace inoperative luminous tubes.  
Replace burned out incandescent and/or fluorescent lamps.  
Replace defective transformers and/or ballasts.  
Repair defective wiring within display.  
Replace broken or defective housing, sockets, tube supports and insulators.  
Clean display completely once each year.  
Maintain flasher(s).  
Repaint all exposed painted surfaces as needed.  
Repaint tube cross-over sections as needed.

Electrical wiring service to the display and controls of same located outside the sign body, and repair or replacement of plastic or metal components, are not included in this Sign Agreement.

Does not include replacement of neon tubes or LED's that dim over time through natural processes.

RATE PER MONTH \$ \_\_\_\_\_ Months

The services rendered under this Sign Agreement begin one year after installation and remain in force for a period of 12 months and are to continue thereafter for similar periods of time unless written notice of termination is given thirty (30) days prior to the expiration of such terms.

Date \_\_\_\_\_ Signed \_\_\_\_\_

City Council Meeting  
Prep. Date: 01/03/20  
Preparer: Doug Herman



Agenda Item: 13  
Agenda Date: 01/06/20

*Communication Page*

**Agenda Items Description:** Resolution to approve purchase of Skid Loader mounted Jack Hammer for PW Dpt.

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

**Attachments & Enclosures:**

Proposed Resolution (to be prepared)

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Various

\$4,500

**Synopsis:** Proposed “hammer” is used and would be compatible to our existing skid loader. Primary use is busting through concrete when necessary. (Water Main breaks.)

**Background Information:** Nick got prices from Schermman’s and Kromminga’s.

Schermmans: 2013 Model: \$4500; 2019 Paladin \$6,000 (used 3 times) or Brand-new Paladin for \$6800

Kromminga: \$7,700 for used hammer we have rented from time to time.

Nick estimates that we would use it at least five times per year. When breaks happen late at night or on weekends the fact that we don’t have a hammer becomes an issue as we need to find someone to open up the dealership so that we can pick up rental unit. (Typical Rental Rate is \$125/day) Nick proposes purchasing the 2013 model. If we were to rent that model at current approx. rental rates we would have our costs covered after 36 days of rental. Cost of unit would be split between Water/Sewer/Streets as it is likely that it would be used by all departments.

**Staff Recommendation:** I recommend that the Council consider the approval of this request.

City Council Meeting  
Prep. Date: 01/03/20  
Preparer: Doug Herman



Agenda Item: 14  
Agenda Date: 01/06/20

*Communication Page*

**Agenda Items Description:** Resolution to approve purchase of 2015 Vermeer Brush Chipper for PW Dpt.

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

**Attachments & Enclosures:**

Proposed Resolution (to be prepared)

Equipment Information from web site

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Road Use / Parks Dpt.

\$14,900 +/-

**Synopsis:** Proposed chipper would be used by Public Works and Parks Dpt.

**Background Information:** 2015 Brush Chipper, shown on the attachment, has been identified as meeting our needs. We have used an older version of similar machine.

This chipper will handle a log up to 9" which is more than adequate for what we would do with it. Without a chipper we load tree branches into dump trucks and haul to compost site. Chipping on the scene, if you will, will allow the truck to be much better packed and will produce a product that can be used by the City or the Public. Parks is doing more and more tree management and clean up as well. Most of the brush and trees they deal with would go through the chipper with ease.(Nick has looked at a number of sites and finds this model to be the best fit, used, and in our price range.)

The list price on the unit is \$14,900. With the Council's approval Nick would negotiate the purchase of the chipper. For pictures you can click the following link.

<https://www.vermeermidwest.com/used-equipment/2015-vermeer-bc900xl-brush-chipper>

**Staff Recommendation:** I recommend that the Council consider the approval of this request.



[Back to Results](#)

[Home » Used Equipment » 2015 Vermeer BC900XL Brush Chipper](#)

**2015 Vermeer BC900XL Brush  
Chipper**  
**\$14,900**

*Go to link to see pictures*

[Request a Quote](#)

[Contact Us](#)

[Share This Equipment](#)

## Overview

2015 BC900XL Brush chipper. Low Hours. Great unit to rent out, or work full time. The Vermeer BC900XL brush chipper was designed to eliminate the guesswork out of chipping. No chucking. No ducking. Just smooth chipping performance. Able to chip heavily branched material up to 9 (23 cm) in diameter and 14 (35.5 cm) wide, the BC900XL is ideal for line clearing and general clean-up needs. In combination, the Vermeer exclusive SmartFeed system, and its 35 hp (26.1 kW) Briggs and Stratton Gas Engine, pulls in and processes difficult material. Financing and delivery available. Call For Details.

## Details

**Horsepower:** 35  
**Equipment ID:** C004857B  
**Location:** Chesterfield, MO

## Contact

**Edward Harshaw**  
636-386-6567  
[edward.harshaw@vermeermidwest.com](mailto:edward.harshaw@vermeermidwest.com)

City Council Meeting  
Prep. Date: 01/06/2020  
Preparer: Doug Herman



Agenda Item:  
Agenda Date: 01/03/2020

*Communication Page*

**Agenda Items Description:** Reports

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

**Attachments & Enclosures:**

**Fiscal Impact:**

Budget Line Item:

n/a

Budget Summary:

n/a

Expenditure:

n/a

Revenue:

n/a

- **City Engineer Report**
  - N. Sycamore Street update / other
- **PW Director Report**
  - Miscellaneous
- **Police Chief Report**
  - Miscellaneous
- **Administrator Report**
  - Request to set up Ambulance Dpt. Review Committee
    - Leadership of Dpt.
    - County/Township Investment Requests
- **Mayoral Council Liaison/Board Appointment Discussion**

**Work Session:**

Code of Ordinances Continued Review

FY '21 Budget Introductory Discussion / Review