

City of Monticello, Iowa

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Final Agenda Posted on May 29, 2020 at 5:00 p.m.

Monticello City Council Meeting June 1, 2020 @ 6:00 p.m.

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

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

- 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	May	18, 2020
Approval of Payroll	May	21, 2020
Approval of Bill List		
Approval of Great Pastimes Liquor License		

Public Hearing and Resolutions Related Thereto: None

Motions: None

Resolutions:

1. **Resolution** to Rescind Resolution #19-142 that approved replacement of Sidewalk between Gill and Walnut Street.
2. **Resolution** to approve payment to Emerald Green Lawncare related to N. Sycamore Seeding Project.
3. **Resolution** to approve Pay Request #3 from Crawford Company related to Berndes Center HVAC project.

Ordinances: None

Reports / Potential Action:

1. City Administrator
 - a. City Code
 - b. Zimmerman Hwy 38 Sewer
 - c. Salary / Compensation Committee
 - d. Consideration and provision of direction with regard to City Building closures, Park and Recreation activities, Aquatic Center, and providing advice/direction with regard to Library. (Covid-19 Related)
2. Police Chief
3. Public Works Director
4. Park and Recreation

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.

Meeting Instructions for the Public

Due to the Covid-19 Virus the City Council will not be allowing the Public access into the Council Chambers. However, the Council will be meeting in the Chambers.

The City Administrator will be on the Zoom Meeting app and you may participate by joining the meeting via zoom, the information being set forth below.

Time: Jun 1, 2020 05:45 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85886393627?pwd=UXBPOW0ybWxsRHJUZnVZQ0ZBZjE0UT09>

Meeting ID: 858 8639 3627

Password: 369584

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 858 8639 3627

Password: 369584

The meeting will also be broadcast on Mediacom

Regular Council Meeting
May 18, 2020 – 6:00 P.M.
Community Media Center

Mayor Brian Wolken called the meeting to order. Council present: Dave Goedken, Brenda Hanken, Gary Feldmann, Candy Langerman, Chris Lux and Tom Yeoman. Also present were City Administrator Doug Herman, City Clerk Sally Hinrichsen, Public Works Director Nick Kahler, Police Chief Britt Smith, Director of Park & Recreation Jacob Oswald and Park & Facilities Superintendent Shannon Poe. Library Director Michelle Turnis and City Engineer A. J. Barry joined electronically. The public was invited to participate in the meeting, which was held electronically due to the heightened public health risks of the Coronavirus Pandemic (COVID-19), via "Zoom Meetings" and were encouraged to communicate during the meeting via chat. The meeting did have public attendance and some active participation.

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

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

Herman reported the County and City are working on a new formula, which would calculate the amount due from each entity involved with the Communication Services agreement. When questioned why the 10% increase in fee, Smith advised the fee would have been over \$50,000 using the County formula. Goedken moved to approve Resolution #2020-63 Approving Agreement for Communication Services between Jones County, Jones County Sheriff, and City of Monticello, Hanken seconded, roll call unanimous.

Herman reported working with Jones County Economic Development, Executive Director Derek Lumsden and Jordan DeGree, Executive Director of Creative Adventure Lab, Inc., on the Rural Innovation Grant through the Iowa Economic Development Authority. The Grant is a maximum of \$20,000, with a \$10,000 match required. The grant requests funds to improve the façade, windows, and entryway at 101 E. 1st Street. According to the agreement with Creative Adventure Lab, the City will be reimbursed for any cost share. Langerman moved to approve Resolution #2020-64 Approving to support Application for Rural Innovation Grant in the amount of \$20,000 for facade and entryway improvements at 101 E. 1st Street, Hanken seconded, roll call unanimous.

Herman contacted Norm Zimmerman, Lisa Winch and Sidney Schatz related to the proposed sanitary sewer main extension. The three impacted property owners agreed to the assessments Herman was directed to propose to them: Norm Zimmerman \$9,000, and Lisa Winch and Sidney Schatz \$5,000; each over a 10-year period at 0% interest. The Mayor and Zimmerman spoke after the last meeting and Zimmerman agreed to an increased assessment of \$12,000. Zimmerman now proposes the installation of a 6" City owned main on the south side of the Systems Unlimited property instead of an 8" main on the north side as has been designed by the City Engineer. Barry advised that the DNR requires that the main be a minimum of 8" and would not be issued a permit for anything smaller. Consensus of the Council was to have Zimmerman come back to the Council with additional information related to installation design and cost, which would be privately owned; and to not spend additional sums on the City Engineer fees. City Council seems to now support a privately owned system between the three properties on N. Cedar and the City main on Madalyn Court while Zimmerman proposes a City

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May 18, 2020

owned connection. Lux moved to table action on resolution to approve plan to move forward with Highway 38 Sanitary Sewer Main, Goedken seconded, roll call unanimous.

Mayor reported receiving two quotes for Hwy 38 Trail Project and the low bidder was under the engineer's estimate. Herman advised the beacons were not including the quotes and would be purchased and installed at City expense. When questioned, Barry estimated staking expense to be between \$1000 and \$2000. Herman stated the City will tear out the existing sidewalk. Goedken moved to approve Resolution #2020-65 authorizing the hiring of Midwest Concrete, Inc to complete the Highway 38 Trail Project, Lux seconded, roll call unanimous. The total bid amount including the alternate bid was \$78,945.55.

Lux moved to approve Resolution #2020-66 Approving Russell & Nicole Yonkovic Tax Abatement Application related to Residential improvements constructed at 703 N Birch St., Monticello, Iowa, Goedken seconded, roll call unanimous.

Oswald and Poe reported in regard to CDC guidelines related to aquatic center operations. Feldmann expressed that he was not in favor of closing the pool but did not have an issue with delaying the opening at this time. Herman indicated that the Park Board recommended that the Aquatic Center be closed at this time with steps to arrange for swimming lessons. Herman also noted that the Park Board was hopeful that changes in the circumstances could allow the pool to open. Council agreed it would not open on the normal schedule and Oswald stated it would take at least two weeks to get aquatic center ready to open. Feldmann moved to accept the Park Board's recommendation to close the aquatic center except for swimming lessons, and Council will reconsideration opening under changes in circumstances and Governor's recommendations, Hanken seconded, roll call unanimous.

Herman advised that Iowa Codification is working on the final draft of the City Code update.

Herman referenced a letter received from Nick Strittmatter related to the sidewalk from Gill Street to Walnut Street. Mark Ketelsen advised Herman that he believed the City was given an easement in 1917 to install and maintain a sidewalk on his property. Herman agreed to put the question whether or not to abandon the easement on the next agenda with more information from Ketelsen.

Smith reported that the Police Department completed the re-inspection of the sidewalks in Ward 1 and that 31 of the 54 properties notified of deficiencies last year had been repaired. The Ward 2 inspection resulted in sixteen letters being sent to property owners directing repairs to be made.

Council discussed the possibility of reopening City facilities. Council discussed appointment-only re-opening for City Hall. Council voiced concerns on library staff receiving full pay despite the Library being closed and encouraged Turnis to consider opening with curbside pickup. Turnis stated the employees have been working from home and putting in time at the Library to plan an alternative to Summer Reading. Library Director Turnis and Library Board President Kim Brooks indicated that the Board would meet tomorrow to discuss a phased in opening of the Library. Consensus of Council was to extend the closing of City facilities through June 1st, with exception that City Hall will be open by appointment-only, and more discussion at the next Council meeting.

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Feldmann moved to adjourn at 8:15 P.M.

Brian Wolken, Mayor

Sally Hinrichsen, City Clerk

PAYROLL - MAY 21, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
AMBULANCE	May 4 - 17, 2020				
Mary Intlekofer	\$ 1,936.59	\$ 25.59	0.00	0.00	\$ 1,321.46
Brandon Kent	1,911.00	-	0.00	0.00	1,243.69
Lori Lynch	2,030.63	35.63	0.00	0.00	1,376.65
Shelly Searles	1,911.00	-	0.00	8.38	1,300.91
Chris Szymanowski	1,911.00	-	0.00	6.00	1,246.52
Jenna Weih	1,631.25	56.25	0.00	0.00	1,199.80
Curtis Wyman	721.88	-	0.00	0.00	499.17
TOTAL AMBULANCE	\$ 12,053.35	\$ 117.47	0.00	14.38	\$ 8,188.20
CEMETERY	May 2 - 15, 2020				
Dan McDonald	\$ 1,656.00	\$ -	0.00	0.00	\$ 1,196.99
TOTAL CEMETERY	\$ 1,656.00	\$ -	0.00	0.00	\$ 1,196.99
CITY HALL	May 3 - 16, 2020				
Cheryl Clark	\$ 1,684.00	\$ -	0.00	45.00	\$ 1,137.02
Doug Herman	4,201.46	-	0.00	0.00	2,947.24
Sally Hinrichsen	2,488.06	-	0.00	0.00	1,567.70
Nanci Tuel	1,486.40	-	0.00	0.13	975.53
TOTAL CITY HALL	\$ 9,859.92	\$ -	0.00	45.13	\$ 6,627.49
COUNCIL / MAYOR					
Gary Feldmann	\$ 100.00	\$ -	0.00	0.00	\$ 92.35
Dave Goedken	100.00	-	0.00	0.00	92.26
Brenda Hanken	100.00	-	0.00	0.00	92.35
Candy Langerman	100.00	-	0.00	0.00	92.35
Chris Lux	100.00	-	0.00	0.00	92.26
Brian Wolken	300.00	-	0.00	0.00	273.78
Tom Yeoman	100.00	-	0.00	0.00	92.35
TOTAL COUNCIL / MAYOR	\$ 900.00	\$ -	0.00	0.00	\$ 827.70
LIBRARY	May 4 - 17, 2020				
Molli Hunter	\$ 525.50	\$ -	0.00	0.00	\$ 437.77
Penny Schmit	1,074.40	-	0.00	0.00	584.57
Michelle Turnis	1,615.38	-	0.00	0.00	1,001.75
TOTAL LIBRARY	\$ 3,215.28	\$ -	0.00	0.00	\$ 2,024.09
MBC	May 4 - 17, 2020				
Jacob Oswald	\$ 1,892.31	\$ -	0.00	0.00	\$ 1,426.69
Shannon Poe	1,576.92	-	0.00	0.00	1,078.42
TOTAL MBC	\$ 3,469.23	\$ -	0.00	0.00	\$ 2,505.11
POLICE	May 4 - 17, 2020				
Zachary Buehler	\$ 1,838.76	\$ -	0.00	0.00	\$ 1,366.61
Peter Fleming	1,876.86	-	0.00	0.00	1,346.68
Dawn Graver	2,056.81	-	0.00	0.00	1,478.77
Erik Honda	2,031.96	-	0.00	8.00	1,520.45
Jordan Koos	2,197.44	-	0.00	23.00	1,606.45
Britt Smith	2,735.42	-	0.00	0.00	2,001.76
Madonna Staner	1,486.40	-	0.00	0.00	1,126.17

PAYROLL - MAY 21, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
POLICE (cont.)					
Brian Tate	2,155.44	-	0.00	0.00	1,596.00
TOTAL POLICE	\$ 16,379.09	\$ -	0.00	31.00	\$ 12,042.89
ROAD USE					
	May 2 - 15, 2020				
Zeb Bowser	\$ 1,656.00	\$ -	0.00	0.00	\$ 1,214.14
Eric Jungling	1,599.60	-	0.00	0.50	1,131.32
TOTAL ROAD USE	\$ 3,255.60	\$ -	0.00	0.50	\$ 2,345.46
SANITATION					
	May 2 - 15, 2020				
Michael Boyson	\$ 1,674.84	\$ 30.83	0.00	0.00	\$ 1,174.37
Nick Kahier	2,019.23	-	0.00	0.00	1,386.87
TOTAL SANITATION	\$ 3,694.07	\$ 30.83	0.00	0.00	\$ 2,561.24
SEWER					
	May 2 - 15, 2020				
Tim Schultz	\$ 1,732.09	\$ 16.09	0.00	28.00	\$ 1,199.69
Jim Tjaden	2,230.77	-	0.00	0.00	1,615.64
TOTAL SEWER	\$ 3,962.86	\$ 16.09	0.00	28.00	\$ 2,815.33
WATER					
	May 2 - 15, 2020				
Daniel Pike	\$ 1,683.64	\$ 15.64	0.00	0.00	\$ 1,220.75
TOTAL WATER	\$ 1,683.64	\$ 15.64	0.00	0.00	\$ 1,220.75
TOTAL - ALL DEPTS.	\$ 60,129.04	\$ 180.03	0.00	119.01	\$ 42,355.25

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
ALADTEC, INC.	PD SCHEDULING SOFTWARE	797.50			
BAKER PAPER CO INC	PD BUILDING SUPPLIES	18.49			
LEADS ONLINE LLC	PD COMPUTER SUPPORT FEES	1,881.00			
	110 POLICE DEPARTMENT TOTAL	2,696.99			
STREET LIGHTS					
ALLIANT ENERGY-IES	WELTER DRIVE STREETLIGHTS	145.05			
	230 STREET LIGHTS TOTAL	145.05			
AQUATIC CENTER					
DENNIS J GRAY	POOL BUILDING REPAIR/MAINT	70.00			
JOHN DEERE FINANCIAL	POOL GROUNDS SUPPLIES	39.99			
NEXT GENERATION PLBG & HTG LLC	POOL EQUIP REPAIR/MAINT	906.27			
	440 AQUATIC CENTER TOTAL	1,016.26			
CEMETERY					
JOHN DEERE FINANCIAL	CEMETERY GROUNDS SUPPLIES	27.93			
KROMMINGA MOTORS INC	CEMETERY EQUIP REPAIR/MAINT	68.19			
	450 CEMETERY TOTAL	96.12			
ATTORNEY					
IOWA STATE BAR ASSOCIATION	ATTORNEY DUES - HERMAN	300.00			
LYNCH DALLAS, P.C.	ATTORNEY FEES	16.50			
	641 ATTORNEY TOTAL	316.50			
CITY HALL/GENERAL BLDGS					
FP MAILING SOLUTIONS	CH CONTRACTS	81.00			
RADIO COMMUNICATIONS CO INC	CH WARNING SIREN REPAIRS	255.00			
	650 CITY HALL/GENERAL BLDGS TOTAL	336.00			
	001 GENERAL TOTAL	4,606.92			
MONTICELLO BERNDES CENTER PARKS					
DUBUQUE MULCH CO	MBC GROUNDS SUPPLIES	175.00			
LINE-X OF CEDAR RAPIDS INC	MBC BOBCAT LINER	800.00			
SPAHN & ROSE LUMBER CO INC	MBC BLDG MAINT/REPAIR	13.04			
	430 PARKS TOTAL	988.04			
	005 MONTICELLO BERNDES CENTER TOTAL	988.04			

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
FIRE					
FIRE					
CNH CAPITAL	FIRE EQUIP REPAIR/MAINT	295.79			
RADIOLOGY CONSULTANTS OF IOWA	FIRE PHYSICAL - WARNER	21.95			
SANDRY FIRE SUPPLY	FIRE EQUIP REPAIR/MAINT	25.00			
UNITY POINT HEALTH	FIRE PHYSICAL - WARNER	16.42			
	150 FIRE TOTAL		359.16		
	015 FIRE TOTAL		359.16		
AMBULANCE					
AMBULANCE					
ALADTEC, INC.	AMB SCHEDULING SOFTWARE	797.50			
BAKER PAPER CO INC	AMB BUILDING SUPPLIES	18.49			
RADIO COMMUNICATIONS CO INC	AMB RADIO EQUIPMENT	73.50			
STERICYCLE, INC.	AMB PHARMACEUTICAL DISPOSAL	79.35			
	160 AMBULANCE TOTAL		968.84		
	016 AMBULANCE TOTAL		968.84		
LIBRARY					
LIBRARY					
BAKER & TAYLOR BOOKS	LIB BOOKS	254.94			
JOHN DEERE FINANCIAL	LIB BUILDING SUPPLIES	89.97			
POPULAR SUBSCRIPTION SERVICE	LIB MAGAZINES	406.08			
SWANK MOTION PICTURES LLC	LIB PROGRAMS/PROMOTIONS	119.00			
MICHELLE TURNIS	LIB PROGRAMS/PROMOTIONS	15.00			
	410 LIBRARY TOTAL		884.99		
	041 LIBRARY TOTAL		884.99		
AIRPORT					
AIRPORT					
ALLIANT ENERGY-IES	20373 HWY 38 AIRPORT	529.91			
	280 AIRPORT TOTAL		529.91		
	046 AIRPORT TOTAL		529.91		
ROAD USE					
STREETS					
BEHREND'S CRUSHED STONE	RU STREET MAINTENANCE SUPPLIES	46.87			
JOHN DEERE FINANCIAL	RU SUPPLIES	11.99			
KROMMINGA MOTORS INC	RU EQUIP REPAIR/MAINT	911.50			
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT	33.37			
LASLEY ELECTRIC LLC	RU LIGHT SYSTEMS	26.95			
SPAHN & ROSE LUMBER CO INC	RU SUPPLIES	83.68			

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
VERMEER SALES & SERVICE M.I.	RU EQUIP REPAIR/MAINT		481.00		
	210 STREETS TOTAL		1,595.36		
	110 ROAD USE TOTAL		1,595.36		
PARK IMPROVEMENT					
CAPITAL PROJECTS					
TRACY L CHAPPELL	PARK IMP BANNERS		1,349.60		
ROBERT P CLAUSSEN	PARK IMP BANNERS		450.00		
MONK CONSTRUCTION, INC.	PICKLEBALL COURT		1,210.00		
	750 CAPITAL PROJECTS TOTAL		3,009.60		
	313 PARK IMPROVEMENT TOTAL		3,009.60		
TIF PROJECT					
STREETS					
ACCENT CONSTRUCTION	N SYCAMORE ST RECONSTRUCTION		96.00		
	210 STREETS TOTAL		96.00		
	325 TIF PROJECT TOTAL		96.00		
CAPITAL IMPROVEMENT					
STREETS					
ACCENT CONSTRUCTION	N SYCAMORE ST RECONSTRUCTION		64.00		
	210 STREETS TOTAL		64.00		
	332 CAPITAL IMPROVEMENT TOTAL		64.00		
WATER					
MIKE BADER	OVERPAYMENT REFUND - PAUSTIAN		61.85		
CODE PROPERTIES LLC	OVERPAYMENT REFUND - DEVANEY		40.00		
SHIRLEY GUTZEIT	OVERPAYMENT REFUND - PEEK		66.58		
IOWA ONE CALL	WATER SYSTEM		43.20		
J&R SUPPLY INC	WATER SYSTEM		66.00		
JOHN DEERE FINANCIAL	WATER SUPPLIES		73.97		
MED PLAST	OVERPAYMENT REFUND		30.46		
MUNICIPAL SUPPLY INC	WATER SYSTEM		517.85		
USA BLUE BOOK	WATER EQUIP REPAIR/MAINT		14.87		
	810 WATER TOTAL		782.78		
	600 WATER TOTAL		782.78		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
CUSTOMER DEPOSITS					
WATER					
CITY OF MONTICELLO	SUKHAMRIT LLC		300.00		
	810 WATER TOTAL		----- 300.00		
	602 CUSTOMER DEPOSITS TOTAL		----- 300.00		
SEWER					
SEWER					
FAREWAY STORES #840-1	SEWER LAB SUPPLIES		11.88		
IOWA ONE CALL	SEWER SYSTEM		43.20		
J&R SUPPLY INC	SEWER SYSTEM		270.00		
NEXT GENERATION PLBG & HTG LLC	SEWER EQUIP REPAIR/MAINT		60.00		
SPAHN & ROSE LUMBER CO INC	SEWER BLDG REPAIR/MAINT		74.99		
USA BLUE BOOK	SEWER LAB SUPPLIES		194.58		
	815 SEWER TOTAL		----- 654.65		
	610 SEWER TOTAL		----- 654.65		
	Accounts Payable Total		=====		
			14,840.25		

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND NAME	AMOUNT
001 GENERAL	4,606.92
005 MONTICELLO BERNDES CENTER	988.04
015 FIRE	359.16
016 AMBULANCE	968.84
041 LIBRARY	884.99
046 AIRPORT	529.91
110 ROAD USE	1,595.36
313 PARK IMPROVEMENT	3,009.60
325 TIF PROJECT	96.00
332 CAPITAL IMPROVEMENT	64.00
600 WATER	782.78
602 CUSTOMER DEPOSITS	300.00
610 SEWER	654.65

TOTAL FUNDS	14,840.25

City Council Meeting
Prep. Date: 05/29/20
Preparer: Doug Herman



Agenda Item:# |
Agenda Date: 06/04/20

Communication Page

Agenda Items Description: Resolution to rescind Resolution approving installation of sidewalk between N. Gill and N. Walnut Streets.

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

Attachments & Enclosures:

Resolution
Original Comm. Page and Resolution, proposed to be Rescinded.

Fiscal Impact:

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

Synopsis: Council approved installation of sidewalk on “easement” between Walnut and Gill by Resolution #19-142 on October 7, 2019. Councilman Goedken has asked that the Resolution be rescinded as he had a change of heart after its’ approval. The resolution approving was unanimous.

Background Information: I have attached the original Communication Page and Resolution for your review. You can also look back at the meeting on the City website if you wish to do so. (October 7, 2019 from 52:35 through 59:30) The one point I want to make with regard to the original consideration is that I offered to do more research on the project if the Council wanted more information before voting and no one requested any additional study. Since the approval, and subsequent conversations with Dave in regard to his reservations, I have done some additional research. I don’t have the entire history but do know that the sidewalk was installed as part of an agreement / contract between the then owners of the Ketelsen and Lyons properties. The Ketelsen property was obligated under the agreement to give the City an easement for the walk. I have not performed additional research to determine if that easement was ever formalized or if it was merely given orally, creating an easement by prescription. Mr. Ketelsen reports that his family has always removed snow from the walk and also reports that the City has made repairs to the concrete in the past. You have also seen e-mails from me to adjacent property owners and you should have received e-mails from the adjacent property owners as well.

The Resolution may be rescinded with four (4) votes required to do so. If it is rescinded the walk will not be replaced. If rescinded, the Council then needs to make a decision on what to do with the sidewalk; nothing at all, abandon, etc. As I reported to you in an e-mail Mr. Ketelsen has offered to remove the sidewalk, fill in the area, and seed it down at his cost.

Recommendation: I recommend that the Council consider the proposed Resolution to Rescind.

THE CITY OF MONTICELLO, IOWA

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

RESOLUTION #20-

Resolution to Rescind Resolution #19-142 that approved replacement of Sidewalk between Gill and Walnut Street

WHEREAS, The Council previously approved Resolution #19-142 on October 7, 2019, authorizing the replacement of a sidewalk that has existed for years between N. Gill Street and N. Walnut Street, passing between the properties commonly identified as 239 North Walnut Street and 308 North Gill Street, and

WHEREAS, A request has been made by a Councilperson who voted in support of the Resolution to rescind that action, and

WHEREAS, The Council finds that the Resolution should be rescinded and the sidewalk should not be replaced, with any easement rights being abandoned, and the property owner over which the sidewalk rests being given permission to remove the sidewalk, fill and level the area with dirt, and seed the area, finding that the moving forward with the project is not in the best interests of the City.

NOW THEREFORE BE IT RESOLVED by the City of Monticello, through its' City Council, in session this 1st day of June, 2020 does hereby Rescind previously approved Resolution #19-142 and authorizes the property owner of the property on which the aforementioned sidewalk is located to remove the walk, level the ground, and deny public access through said property.

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 1st day of June, 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk

Original

City Council Meeting
Prep. Date: 10/03/19
Preparer: Doug Herman



Agenda Item: 10
Agenda Date: 10/07/2019

Communication Page

Agenda Items Description: Resolution to approve replacement of Sidewalk between Gill and Walnut Street.

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

Attachments & Enclosures:
Proposed Resolution
MAC Concrete Estimate
Aerial of Sidewalk area

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

Synopsis: A "City" sidewalk exists between two homes, one on N. Gill and the other on N. Walnut, lying on an "easement" of sorts and is in poor condition.

Background Information: The sidewalk is not located in a ROW, rather it is believed to be located in an easement on the Ketelsen property. Iowa Code requires property owners to take care of sidewalks in an adjacent ROW but does not speak to an easement. This sidewalk is reportedly used by many to get back and forth from N. Gill Street as N. Gill, between 1st and 4th Streets does not have a turn or other sidewalks on 2nd or 3rd Streets, creating a very long "block".

The sidewalk would be installed at City expense with an estimate of \$4,453 (5' wide) or \$3,789 (4' wide) from MAC Concrete Construction.

If the Council is not of a mind to repair the walk the walk should be removed and abandoned as its' condition will create liability risks for the property owner and the City.

Staff Recommendation: I recommend that the Council consider the proposed Resolution.

Original



Overview

Legend

- Parcels
- Cartography
- Major Roads

Ann

Parcel ID	0221476006	Alternate ID	076100	Owner Address	KFTFL SEN. MARK L 234 N WALNUT ST MONTICELLO IA 52310
Sec/Twp/Rng	n/a	Class	R		
Property Address	239 N WALNUT ST MONTICELLO	Acreeage	0.303		
District	MONCO				
Brief Tax Description	R.R. ADD LOT 409.5 EX COM NE COR LOT 418 N 6' W TO ST S 6' E TO BEG COM NE COR LOT (Note: Not to be used on legal documents)				

THIS MAP DOES NOT REPRESENT A SURVEY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA DELINEATED HEREIN, EITHER EXPRESSED OR IMPLIED BY JONES COUNTY OR ITS EMPLOYEES. THIS MAP IS COMPILED FROM OFFICIAL RECORDS, INCLUDING PLATS, SURVEYS, RECORDED DEEDS, AND CONTRACTS, AND ONLY CONTAINS INFORMATION REQUIRED FOR LOCAL GOVERNMENT PURPOSES. SEE THE RECORDED DOCUMENTS FOR MORE DETAILED LEGAL INFORMATION.

Date created: 9/4/2019
Last Data Uploaded: 9/3/2019 5:39:10 PM

Developed by Schneider

ESTIMATE

MAC CONCRETE CONSTRUCTION

19052 MILITARY RD MONTICELLO, IA 52310
 Phone 319-480-3170
 s.macconcrete@gmail.com

INVOICE # 20069
 DATE: AUGUST 26, 2019

TO CITY OF MONTICELLO

CONTACT	JOB	PAYMENT TERMS	TIME FRAME
NICK	CONCRETE REPAIRS	Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	NORTH GILL / WALNUT SIDEWALK:		
	TEAR OUT 4' BY 162'	\$1.25/SQFT	810.00
4' WIDE	PUT BACK 5" THICK CONCRETE WITH 1/2" REBAR 2' O/C BROOM FINISH AND SAWED	\$4.25 SQ/FT	2754.00.00
	BUGGY RENTAL		125.00
			(2979.00)
		TOTAL	\$3789.00
5' WIDE	PUT BACK 5" THICK CONCRETE WITH 1/2" REBAR 2' O/C, BROOM FINISH AND SAWED		3442.50
	BUGGY RENTAL		125.00
	SAW AND TEAR OUT 1' BY 29' OF MARK KETELSON'S DRIVEWAY TO KEEP STRAIGHT.		75.50
			(3643.00)
		TOTAL	\$4453.00

This is a quotation on the goods named, subject to the conditions noted below: ASSUMING BUSHES ARE STAYING

To accept this quotation, please call to confirm, thank you.

THANK YOU FOR YOUR BUSINESS!

THE CITY OF MONTICELLO, IOWA

Original

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

RESOLUTION #19-142

Resolution to approve replacement of Sidewalk between Gill and Walnut Street

WHEREAS, A sidewalk has existed for years between N. Gill Street and N. Walnut Street, passing between the properties commonly identified as 239 North Walnut Street and 308 North Gill Street, and

WHEREAS, The sidewalk reportedly sees regular use by residents as Gill Street as the only sidewalk to or from Gill Street between 1st and 4th Street, and

WHEREAS, The adjacent property owners are agreeable to the replacement of the sidewalk at City expense and will work with the contractor hired by the City with regard to the maintenance or removal of existing bushes/shrubs, and

WHEREAS, The City has obtained an estimate to remove and replace the sidewalk at an estimated cost of \$4,453.00 (5' wide) or \$3,789.00 (4' wide)

NOW THEREFORE BE IT RESOLVED by the City of Monticello, through its' City Council, in session this 7th day of October that the City Administrator does hereby approve of the replacement of the sidewalk, with a 4' wide sidewalk located between North Gill Street and North Walnut Street at City expense in the approximate amount of \$3,789.00.

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 7th day of October, 2019.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk

Original



Overview



Legend

- Parcels
- Cartography
- Major Roads

Approx. Sidewalk location (midway)

Parcel ID	0221476005	Alternate ID	087000	Owner Address	LYONS, KRISTOFER J & MONICA M
Sec/Twp/Rng	n/a	Class	R		308 N GILL ST
Property Address	308 N GILL ST	Acreage	n/a		MONTICELLO IA 52310
	MONTICELLO				
District	MONCO				
Brief Tax Description	R.R. ADD W 100' LOT 267 & S 1/2 W 100' LOT 266				
	(Note: Not to be used on legal documents)				

THIS MAP DOES NOT REPRESENT A SURVEY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA DELINEATED HEREIN, EITHER EXPRESSED OR IMPLIED BY JONES COUNTY OR ITS EMPLOYEES. THIS MAP IS COMPILED FROM OFFICIAL RECORDS, INCLUDING PLATS, SURVEYS, RECORDED DEEDS, AND CONTRACTS, AND ONLY CONTAINS INFORMATION REQUIRED FOR LOCAL GOVERNMENT PURPOSES. SEE THE RECORDED DOCUMENTS FOR MORE DETAILED LEGAL INFORMATION.

Date created: 10/3/2019
 Last Data Uploaded: 10/2/2019 5:39:51 PM

Developed by Schneider
 GEOSPATIAL

Almost 1000' Between Sidewalks on 1st & 1 1/4

City Council Meeting
Prep. Date: 05/29/20
Preparer: Doug Herman



Agenda Item:# 2
Agenda Date: 06/04/20

Communication Page

Agenda Items Description: Resolution to approve payment to Emerald Green Lawncare related to N. Sycamore Seeding Project.

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

Attachments & Enclosures:

Resolution
Original Bid
Invoice

Fiscal Impact:

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

Synopsis: City sought bids related to final grading and seeding of N. Sycamore Street and awarded project to Emerald Green Lawncare in the amount of \$5,450. City received invoice in the amount of \$6,450. A review of original bid discloses mathematical error on their part, total of various line items matches final invoice in the amount of \$6,450.

Background Information: The following bids were received in relation to the N. Sycamore Street seeding project:

1. Emerald Green Lawncare (Lisbon) \$ 5,450.00 (\$6,450 if added correctly)
2. Chick's Repair, Inc. (Monticello) \$16,403.15
3. Supreme Green Lawn and Landscape (Manchester) \$18,150.00

Normally I would approve an invoice for a project the Council had approved, but because the contract was approved at \$5,450 instead of the invoiced \$6,450 I wanted to bring it to your attention. The bid, if all line items were added correctly, was in the amount of \$6,450. There are a couple spots that do not appear to have been seeded, or seeded well, and Emerald Green damaged the railing and porch of Chris Lux when preparing the ground for seed. The Mayor has also expressed some concerns with general quality of work, primarily tied to their limited efforts to remove weeds in advance of planting, allowing the weeds to grow and push the straw covering away from the seed/soil, however, I am not certain that the specs required weed removal ahead of time. Overall it does look as if there is a good stand of grass coming through.

I have informed the owner of the grass growth deficiencies and he has also previously reported that he has every intention of repairing the Lux railing/steps.

Recommendation: I recommend that the Council consider approval of the invoice.

THE CITY OF MONTICELLO, IOWA

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

RESOLUTION #20-

Resolution to approve payment to Emerald Green Lawncare related to N. Sycamore Seeding project

WHEREAS, The Council previously approved the hiring of Emerald Green Lawncare to complete the seeding of areas disturbed on N. Sycamore Street and 7th Street as a result of the N. Sycamore Street reconstruction project, and

WHEREAS, The detail of Emerald Green's bid totaled \$6,450, however, the line on their bid noting the "Grand Total" reflected a final cost of \$5,450, someone at Emerald Green making an addition error, and

WHEREAS, Emerald Green requests payment in the amount of \$6,450, which is consistent with the line items of their bid if added correctly, and

WHEREAS, The Council finds that payment in the amount of \$6,450 should be made after staff is comfortable that some loose ends with regard to the seeding project have been addressed, most notably the addition of seed to a few areas that appear to have been missed and the repair and/or replacement of a porch railing and step damage/siding damage.

NOW THEREFORE BE IT RESOLVED by the City of Monticello, through its' City Council, in session this 1st day of June, 2020 does hereby authorize payment to the contractor in the amount of \$6,450 at such time as the contractor has taken care of what has been referred to herein as loosed ends to the satisfaction of the City Administrator and Public Works Director.

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 1st day of June, 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk

Emerald Green Lawncare

420 E. Hwy 30
Lisbon IA 52253

04701 000 S 00

Toll Free Phone	1-800-720-6318
Iowa City Phone	319-339-1444
Phone #	319-455-3050
Fax #	319-455-3050

Invoice

Date	Invoice #
5/18/2020	157104

Bill To
City of Monticello 200 E 1st ST Monticello, IA 52310

Ship To

Please send payments to: Emerald Green Lawncare
420 E Hwy 30 Lisbon IA 52253
Thank You

Terms	Date Due	Service Date
	5/18/2020	5/18/2020

Quantity	Description	Rate	Amount
1	Straw matting and staples in place of mulching work started 5/11	3,000.00	3,000.00
1	Seeding	1,000.00	1,000.00
1	Tractor and seeder	300.00	300.00
1	Starting Fertilizer 28-0-6	150.00	150.00
1	Labor	2,000.00	2,000.00

A 3% convenience charge will be added to any credit card payment over \$500.00

EMERALD GREEN LAWCARE IS A CONTINUOUS SERVICE UNLESS NOTIFIED BY CUSTOMER TO DISCONTINUE SERVICE.
1.5% finance charge will be added to 30 day past due Invoices

Sales Tax (0.0%)	\$0.00
Total	\$6,450.00
Payments/Credits	\$0.00
Balance Due	\$6,450.00

E-Mail	Web Site
jeffpickel@emeraldgreenlawncare.com	http://www.emeraldgreenlawncare.com/



"Where the grass is greener on our side of the fence."

City of Monticello
ATTN: Douglas Herman
200 E 1st St
Monticello, IA 52310

Straw matting and staples in place of mulching.....	\$3,000.00
Seed.....	\$1000.00
Tractor and Seeder.....	\$300.00
Starting Fertilizer 28-0-6.....	\$150.00
Labor.....	\$2,000.00

Handwritten: = \$6,450⁰⁰

Handwritten: Original Bid
Addition Error

Grand Total.....\$5,450.00
Seeding will be complete no later than May 15th 2020, weather permitting.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are hereby accepted. EMERALD GREEN LAWN CARE is authorized to do work as specified. 50% Due Upon Signing. Any changes requested by homeowner will require an addition to the signed contract. Rock, poor soil conditions, water in excavations and other unforeseen site conditions may incur additional charges. Pricing is for favorable working conditions. If conditions such as rock formations, high water table or any other unforeseen problems requiring additional materials, time and labor, the responsible individual will be notified, and any additional costs will be added to the invoice. No warranty on seed. All work is considered satisfactory unless customer otherwise contacts Emerald Green Lawncare office by phone within 24hrs after service is rendered.

Customer releases Emerald Green Lawncare from all liability resulting in the damage of any exposed wire or utility not protected or buried. This is a legal binding Contract, by signing this agreement you are agreeing you have read understand and agree to all terms and conditions contained herein. Any individual who signed this agreement on behalf of the owner promises, represents and guarantees that such agent is fully authorized to execute this agreement on behalf of the owner of the premises. Owner understands and accepts to pay costs incurred by Emerald Green Lawn Care to collect past due amounts including attorney's fees or enforce any and all terms of this agreement. Emerald Green Lawncare is not responsible for damage of property from drought, flooding, hail or other acts of nature. There will be a 1.5% service charge for any payment 30 days past due.

SIGNATURE: _____ . DATE: _____

SIGNATURE: _____ . DATE: _____

City Council Meeting
Prep. Date: 05/29/20
Preparer: Doug Herman



Agenda Item: 3
Agenda Date: 06/01/2020

Communication Page

Agenda Items Description: Resolution to approve Pay Request #3 from Crawford Company related to Berndes Center HVAC project.

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

Attachments & Enclosures:

Proposed Resolution
Payment App. and Certificate for Payment

Fiscal Impact:

Budget Line Item:	n/a
Budget Summary:	n/a
Expenditure:	\$58,965.55
Revenue:	n/a

Synopsis: Pay Request #3 from Crawford Company related to Berndes Center HVAC project.

Background Information: This is the third pay request from Crawford and it has been reviewed and approved for payment by the Cities' Engineer on this project. A 5% retainer is being held in the amount of \$6,878.40. After this payment there will be a remaining balance, including retainage, in the total amount of \$27,694.40

Staff Recommendation: I recommend that the Council approve Pay Request #3.

The City of Monticello, Iowa

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

RESOLUTION #2020-

Approving Pay Request #3 from Crawford Company related to Berndes Center HVAC Project.

- WHEREAS,** Crawford Company was hired to install a new and updated HVAC system at the Berndes Center as designed and overseen by Dieter Muhlack, P.E., MEP Engineers, and
- WHEREAS,** MEP has reviewed and has recommended the approval of the 2nd pay request submitted by Crawford Company, and
- WHEREAS,** The total work completed to date totals \$137,568, and after withholding the contractually agreed upon retainer of 5% the pay request totals \$58,965.55, and
- WHEREAS,** The City Council finds, on the advice and recommendation of the MEP Engineers that the 3rd pay request in the amount of \$58,965.55 should be, and is hereby approved.

NOW THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve Pay Request #3 submitted by Crawford Company in the amount of \$58,965.55.

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 1st day of June, 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: CITY OF MONTICELLO
 200 E. 1ST STREET
 Monticello, IA 52310
PROJECT: MONTICELLO BERNDES CENTER
 @ 766 NORTH MAPLE ST
 MONTICELLO, IA 52310
APPLICATION NO.: 3
PERIOD TO: 5/29/2020
Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR
FROM CONTRACTOR: Crawford Company
 1306 Mill Street
 Rock Island, IL 61201
VIA ARCHITECT:
 3097884573
CONTRACT FOR:
CONTRACT DATE: 2/20/2020
INVOICE NO.: 0111390-IN
PROJECT NOS.: CONTRACT

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

- 1. ORIGINAL CONTRACT SUM 158,384.00
- 2. Net change by Change Orders 0.00
- 3. CONTRACT SUM TO DATE (Line 1 ± 2) 158,384.00
- 4. TOTAL COMPLETED & STORED TO DATE 137,568.00

(Column G on G703)

5. RETAINAGE:

- a. 5.00 % of Completed Work (Columns D + E on G703) 6,878.40
- b. 0.00 % of Stored Material (Column F on G703) 0.00

Total Retainage (Line 5a + 5b or

Total in Column I of G703)

- 6. TOTAL EARNED LESS RETAINAGE 130,689.60

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) 71,724.05

- 8. CURRENT PAYMENT DUE 58,965.55

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6) 27,694.40

CHANGE ORDER SUMMARY	ADDITIONS	DELETIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order		0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: 

Date: 5-29-20

State of: Illinois County of: Rock Island

Subscribed and sworn to before me this 29 day of May 2020

Notary Public:

My Commission expires: 5/2/21





ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT

APPLICATION NO.: 3

containing Contractor's signed Certification, is attached.

APPLICATION DATE: 5/29/2020

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 5/29/2020

Use Column 1 on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO.:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D-E)	THIS PERIOD					
000001	PLUMB SUPPLY - EQUIPMENT	22,433.00	22,433.00	0.00	0.00	0.00	22,433.00	0.00	1,121.65
000002	HART-HAMMER - EQUIPMENT	46,165.00	0.00	46,165.00	0.00	0.00	46,165.00	0.00	2,308.25
000003	HVAC LABOR	30,756.00	29,000.00	1,500.00	0.00	0.00	30,500.00	256.00	1,525.00
000004	HVAC MATERIALS	12,000.00	11,000.00	600.00	0.00	0.00	11,600.00	400.00	580.00
000005	SUB - SALOW INSULATION	18,760.00	0.00	0.00	0.00	0.00	0.00	18,760.00	0.00
000006	SUB - J HOLST CONSTRUCTION	4,180.00	4,180.00	0.00	0.00	0.00	4,180.00	0.00	209.00
000007	SUB - MONTI PHL	13,804.00	0.00	13,804.00	0.00	0.00	13,804.00	0.00	690.20
000008	SUB - INTEGRATED ENVIRONMENTS TEST & B	2,800.00	1,400.00	0.00	0.00	0.00	1,400.00	1,400.00	70.00
000009	BOND	2,286.00	2,286.00	0.00	0.00	0.00	2,286.00	0.00	114.30
000010	DELIVERIES	700.00	700.00	0.00	0.00	0.00	700.00	0.00	35.00
000011	MOLBILIZATION	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00	0.00	225.00
	Original Contract Total:	158,384.00	75,499.00	62,069.00	0.00	0.00	137,568.00	20,816.00	6,878.40
	INVOICE TOTALS	158,384.00	75,499.00	62,069.00	0.00	0.00	137,568.00	20,816.00	6,878.40

City Council Meeting
Prep. Date: 05/29/2020
Preparer: Doug Herman



Agenda Item: *Reports*
Agenda Date: 06/01/2020

Communication Page

Agenda Items Description: Reports

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

Attachments & Enclosures:
Referenced Below

Fiscal Impact:

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

Reports / Potential Action:

Reports / Potential Action:

1. City Administrator
 - a. City Code
 - b. Zimmerman Hwy 38 Sewer
 - c. Salary / Compensation Committee
2. Police Chief
3. Public Works Director (See E-mail report attached hereto) (See Kluesner Quote related to potential street projects attached hereto)
4. Park and Recreation (See attachments Re: Aquatic Center, Summer Activities, and Storage Shelter)
5. Consideration and provision of direction with regard to City Building closures, Park and Recreation activities, Aquatic Center, and providing advice/direction with regard to Library. (Covid-19 Related)

Doug Herman

From: Nick Kahler
Sent: Friday, May 29, 2020 9:48 AM
To: Doug Herman
Subject: Report

Just an update on what we will be working on in the coming weeks.

- We have been trying to get our tree work caught up that was pushed to the side during the quarantine period. Stumps will start being ground out.
- We started putting rock on alleys and grading them. We had a 3-point arm break on the tractor that stopped that but we will get those finished.
- Next week we will be working with the wastewater crew to dig up and replace the top sections of valve boxes that are broken.
- We will start painting the week of June 8th. I ordered a new paint sprayer this year to replace one of our 22 year old sprayers. Next year if there is some money left in my budget I will get another one to replace our 2nd sprayer.
- When I get a rough date of when the sidewalk on N. Maple and Oak St. will be done we will get those taken out so they are ready for the contractors.
- We just received another batch of signs to replace. This batch is focused on downtown.

We have some equipment that is not used anymore that I would like to get rid of.

Water wagon (old firetruck) is only used for washing streets and I don't believe that needs done. The rain washes them and we sweep them.

Patch machine wasn't running correctly when it was parked and hasn't been used in years.

Oil tank for sealcoating

F-150 truck that the box is ready to fall off of and the floorboards are rotted through

Old water van that we can't do much with other than drive.

Our oldest dump truck. The box is getting pretty rotten and we don't use this truck at all. We have 4 others so it doesn't make sense for us to keep paying insurance and registrations on equipment that doesn't get used.

With that if we do get rid of these things I would like to look at getting a new or used truck so that we have another truck that can pull the trailers but also is better condition than our F-250. That truck isn't a long ways behind the other equipment that I would like to get rid of.

If there is any questions or concerns please let me know.

Nick Kahler

Director of Public Works
City of Monticello
319.465.3577
nkahler@ci.monticello,ia.us



PROPOSAL

1007 1st Ave. NW * PO Box 355 * Farley, IA 52046
 (563) 744-3422 Fax (563) 744-3146
 Fed ID # 42-1463491
 kluesnerconstruction.com

DATE	ESTIMATE #
5/28/2020	19326

NAME / ADDRESS	CELL NUMBER	FAX NUMBER	PHONE NUMBER
CITY OF MONTICELLO 200 E FIRST STREET MONTICELLO, IA 52310-1501	319-533-1827 BRANT...	319-465-3527	319-465-3577
	LOCATION		

DESCRIPTION	TOTAL
ITEM 1 - ASPHALT OVERLAY OF STREETS - PREP AS NECESSARY - POWER BROOM, CLEAN AND TAC - FURNISH AND PLACE 2 1/2 INCHES OF ASPHALT INCLUDING THE LEVELING COURSE EAST 7TH ST FROM NORTH MAPLE TO NORTH SYCAMORE - APPROX 3696 SQ FT EAST 7TH ST FROM NORTH SYCAMORE TO HWY 38 - APPROX 5204 SQ FT	8,500.80 11,969.20
ITEM 2 - ASPHALT REPAIR OF STREETS - SAW EDGES - REMOVE OLD MATERIAL AND HAUL AWAY - PREP AND COMPACT - FURNISH AND PLACE 3 INCHES OF ASPHALT EAST 2ND ST FROM NORTH MAPLE TO NORTH SYCAMORE - EAST END-NORTH SIDE - APPROX 42 SQ FT EAST 2ND ST FROM NORTH SYCAMORE TO HWY 38 - NORTH SIDE BY CONVENIENCE STORE - APPROX 169 SQ FT	399.00 1,352.00
ITEM 3 - CRACK SEALING OF ASPHALT STREET - CLEAN CRACKS WITH COMPRESSED AIR - SEAL CRACKS WITH D-3405 HOT APPLIED RUBBERIZED SEALANT EAST 2ND FROM NORTH MAPLE TO HWY 38	2,218.32
**CITY WILL SUPPLY TAX EXEMPT CERTIFICATE FOR MATERIALS	
WE PROPOSE TO FURNISH MATERIAL AND LABOR - COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS. SIGN: <i>Brendt Brundell</i>	TOTAL \$24,439.32

PAYMENT DUE UPON COMPLETION OF THE WORK. PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 45 DAYS.

SIGNATURE _____



TO: Doug Herman, City Administrator
FROM: Nick Kahler, Public Works Director
Jacob Oswald, Parks and Recreation Director
SUBJECT: Storage Shelter at Public Works
DATE: May 29, 2020

INTRODUCTION

The purpose of this memorandum is to provide information regarding the future purchase of a storage shelter (60'x65') and sand/salt shed (30'x45') to be constructed on the grounds of the current Public Works building.

BACKGROUND

Both Public Works and Parks and Recreation have a desire to construct a new storage building to help protect current equipment that is left out in the elements, as well as any future equipment, along with a new sand/salt shed.

DISCUSSION

The Public Works and Parks and Recreation Department have continued to work together on many projects and double down on many pieces of equipment. This project is no different, as both departments have explored expanding its current storage capacity to aid in the protection and longevity of our equipment. Public Works currently occupies a large majority of the space in its current building and have been able to squeeze a couple pieces of Parks and Rec equipment in. This not only leaves Parks and Rec with equipment left outside, it also doesn't allow Public Works to get equipment inside.

The addition of adding a new building would greatly benefit both departments. The new building would allow Parks and Rec to acquire two indoor bays in the current building and allow for additional storage of equipment and attachments in the new. Public Works would also benefit with a new building which would allow several pieces of equipment to be protected from the elements, as well as bringing equipment from other locations to one central space. The items between the departments that currently do not have protection include:

- 2 Dump trucks
- 4 vehicles
- Dump trailer
- Snow plows
- Snow blower
- Toolcat/skid/backhoe attachments

Other items that would be stored in the new building would include:

- Christmas decorations
- Christmas wreaths
- Air compressors
- Tree wrap/fence
- Tree stakes
- Paint equipment
- Water container
- Sweeper
- Chipper

Both departments have agreed to a cost share to construct the storage building and feel that the size of this structure would be adequate for the items listed above, as well as future equipment.

As part of this project, the Public Works department would also look to replace the current sand/salt shed. This building would be an additional 30'x45' open sided building to be constructed separate from the building discussed above.

REQUEST

To pursue bids regarding both the 60'x65' storage shelter as well as a 30'x45' sand/salt shed, both to be constructed on site the current Public Works buildings.

- Cloth face coverings are recommended when not in the water.
- Lifeguards on stand must NOT be monitoring for social distancing among swimmers. Additional staff must be available to enforce social distancing.
- Provide physical cues/guides and signs to ensure that staff, patrons and swimmers stay at least 6 feet apart, especially where lines form.
- Facilities should ensure that there are hand sanitizer stations throughout the facility to supplement hand washing areas and locations where hand washing is not immediately available, including but not limited to:
 - Facility entrance
 - Exiting the water
 - Areas for food service
 - Entrance to classrooms, meeting rooms, staff break rooms, locker rooms and changing facilities.
- Signage throughout the facility to address at a minimum the following:
 - At entry to facility screening criteria and questions
 - Cloth face covering requirements
 - Encourage hand hygiene and covering your cough and sneeze
 - Social distancing requirements including bather separation and no contact between bathers
 - Modification of normal procedures and activities
 - Limitations on bathers
 - Changes in swim lanes
 - Alterations in exits and entrances to facilities, rooms, food service areas and facility
 - Closure of areas

These are a few of the recommendations, there are actually several pages of them and you can review them here:

American Red Cross

[https://arc-](https://arc-phss.my.salesforce.com/sfc/p/#d0000000bxKz/a/3o000001Wo8r/LyKtWsS9IUyRpHJRd1sKYB6Zzlu7oJ.meTUcKRQKBTBgw)

[phss.my.salesforce.com/sfc/p/#d0000000bxKz/a/3o000001Wo8r/LyKtWsS9IUyRpHJRd1sKYB6Zzlu7oJ.meTUcKRQKBTBgw](https://arc-phss.my.salesforce.com/sfc/p/#d0000000bxKz/a/3o000001Wo8r/LyKtWsS9IUyRpHJRd1sKYB6Zzlu7oJ.meTUcKRQKBTBgw)

CDC

<https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>

Several of these mitigation efforts are feasible for us to follow, however, there are several that are of concern. These would include but are not limited to: ensuring distancing of patrons, having access to and the ability to provide hand sanitizer at several locations around the facility, recommending the wearing of masks.

We have also received inquiries regarding swimming lessons. At a minimum, group swimming lessons would have half the number of students we would typically have. Per the Governor's order to maintain social distancing between staff and patrons, Water Safety Instructors (WSI) will not be able to be in the water providing the typical hands on support and instruction. This is a major concern, especially for the young students who are just learning the very basics of water safety, floating, and basic safe movement in the water. There are cities who have decided that they cannot safely offer swimming lessons with this limitation in place.

We reached out to the Jones County Department of Public Health to seek further guidance, but they have not been provided any further information than what can be found in the Governor's Proclamation. We then

reached out to our previous pool inspector with the Linn County Public Health Department. His email copies on the following page.

RECOMMENDATION

While we want to provide opportunities for the kids to get back to some normalcy, we want to make sure that we are doing right for their health and safety. At this time, we would recommend to close the aquatic center to lap swim and swim lessons and leave the possibility to open to the public should the Governor ease restrictions on aquatic centers.

From: Hinrichs, Dustin <Dustin.Hinrichs@linncounty.org>
Sent: Tuesday, May 26, 2020 11:48 AM
To: Shannon Poe <spoe@ci.monticello.ia.us>
Cc: Midcalf, Diane <Diane.Midcalf@linncounty.org>
Subject: RE: Pool Questions

Hello Shannon,

So as of now pools are permitted to open for lap swimming and swim lessons. I have interpreted this to also extend to swimming classes (such as water aerobics). Social distancing would still be necessary in those circumstances but no guidance as to exactly how to do so safely has been provided. The challenge will be policing/enforcement of social distancing. During this time when numbers will be limited to a group our class I think it's possible (except for in scenarios where a 1:1 class typically would require touching – like for very young or new swimmers).

My concern is what will happen if and when the Governor decided to allow pools to open back up at 50% capacity as she's been doing for so many other businesses. Due to the ongoing community spread of COVID-19 in Iowa and the economic difficulties of having more staff than usual for fewer swimmers (lifeguards cannot police social distancing so additional staff will need to be hired and trained just for this purpose) many pools are decided to cancel their entire season. Cedar Rapids has done so as has Marion. I've not heard what Mount Vernon or Tipton are doing yet but should Monticello and/or Anamosa choose to open up there could be tremendous pressure from residents of Linn, Johnson, etc. counties to swim so that's an additional issue you'll need to prepare for should you choose to open back up later on this spring or summer.

Ultimately your board will have the ability to open up at whatever level the Governor deems but yes social distancing will still be required. The challenge will be enforcing social distancing (which only local law enforcement would be able to do along with your staff) and the number of swimmers at your facility.

We can discuss any of this further. We realize it's a difficult decision and situation for all. Please let me know if you have follow-up questions for me.

Thank you,



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TO: Doug Herman, City Administrator
FROM: Jacob Oswald, Parks and Recreation Director
SUBJECT: 2020 Summer Activities Program and Ball Diamonds (Baseball/Softball/Teeball)
DATE: May 29, 2020

INTRODUCTION

The purpose of this report is to provide general information regarding the summer programs, which would include baseball, softball and tee-ball.

BACKGROUND

In a typical year, teams would have been made and coaches would have started practices for our summer season in mid-May. Due to COVID-19, all of this has been on hold as we have awaited restrictions to be lifted by the Governor.

DISCUSSION

The Parks and Recreation staff has been in communication with other Iowa recreation departments regarding potential best practice considerations during this COVID-19 pandemic. There have been weekly zoom meetings with directors from across the state and nearly daily communication with directors in our area, all to better educate ourselves on a variety of topics while we try to problem solve the many considerations and implementation strategies that need to take place to run our programs.

With the recent news that youth sports may resume, we began taking a closer look at what steps we would need take and consider to ensure the health and safety of our participants. While everyone wants to get back to a sense of normalcy and put COVID-19 behind us, the harsh reality is that we just cannot do that quite yet. The Iowa High School Athletic Association (IHSAA) and the Iowa Girls High School Athletic Union (IGHSAU), with consultation from the Iowa Department of Public Health (IDPH), developed a list of mitigation efforts for the summer sports season that would be required to help ensure player, coach, and spectator safety. This list included the following:

- Post signage prominently indicating no one should attend or participate in practice if they currently have symptoms or have been in contact with anyone with a confirmed COVID-19 diagnosis in the last 14 days.
- No dugouts may be used. Players' items should be lined up against the fence at least six feet apart.
- Parents must remain in their cars or drop off and pick up players after practice.
- Players should use their own gloves, helmets, and bats as much as possible.

- Coaches are responsible for ensuring social distancing is maintained between players as much as possible. This means additional spacing between players while playing catch, changing drills so that players remain spaced out, and no congregating of players while waiting to bat.
- Players must bring their own water/beverage to consume during and after practice. No shared drinking fountains, portable hydration stations, or coolers may be used.
- Coaches must sanitize shared equipment before and after each practice.
- Players and coaches should check their temperatures before attending practices.
- Anyone with symptoms of illness is not allowed to practice.
- Coaches should be knowledgeable of their students with pre-existing health conditions and work with school nurses or other health officials to take additional precautions as needed.
- Players should be encouraged to provide their own hand sanitizer.
- Coaches must ban the spitting of sunflower seed shells.
- Coaches are responsible for tracking absences for the purpose of noting potential COVID-19 cases.
- Contact public health if a positive case of COVID-19 is reported.

An email was sent out to parents requesting that anyone who wished to pull their child from our summer programs was welcome to do so and would receive a refund for the registration amount. To date, 20+ parents have decided to pull their child and several others have asked what precautionary guidelines would be in place.

Several of these mitigation efforts are feasible for us to follow, however, there are a few that are of concern. These would include: the sharing of equipment such as helmets, bats and balls; ensuring social distancing of players during practices and games; players and coaches checking temperatures before attending practices and games.

We have also received inquiries from travel teams in regards to what protocols they would be required to take. Several of them would be hosting teams from outside of the community and may request to sell concessions as fundraisers for their teams. As safety measures, the high schools will not be providing concessions during games and drinking fountains remain turned off.

While we want to provide opportunities for the kids to get back to some normalcy, we want to make sure that we are doing right for their healthy and safety. At this time, we believe we can move forward with our summer programs but would ask the council to determine what mitigation efforts would be deemed 'reasonable measures' to ensure health and safety of the participants and spectators.

REQUEST

We request City Council to determine what mitigation efforts they would deem 'reasonable measures' to ensure health and safety of the participants and spectators as well as use of concession stands regarding travel team games and scheduled tournaments.