

# City of Monticello, Iowa

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Final Agenda Posted on May 01, 2020 at 12:00 p.m.  
Monticello City Council Meeting May 04, 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>Amb. Dpt. Lead Par.:</b>	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	April	20, 2020
Approval of Payroll	April	23, 2020
Approval of Bill List		
Approval of Fareway Liquor License		

## **Public Hearing and Resolutions Related Thereto:**

1. **Public Hearing** on proposed Amendments to City of Monticello FY '20 budget.
2. **Resolution** to approve amendments to City of Monticello FY '20 budget.

**Motions:** None

## **Resolutions:**

3. **Resolution** to approve reporting of Employee Wages, Calendar Year ending December, 31, 2019.
4. **Resolution** to approve N. Sycamore Seeding Contract between City of Monticello and Emerald Green Lawncare.
5. **Resolution** to approve Pay Request #2 from Crawford Company related to Berndes Center HVAC Project.

6. **Resolution** approving transfer of building located at 101 East 1<sup>st</sup> Street from the Welter Family to the City of Monticello and plan to transfer building from City to the Creative Adventure Lab, Inc.

**Ordinances:** None

**Reports / Potential Action:**

1. City Administrator
  - a. Cobblestone
  - b. Trail
  - c. City Code
  - d. Employee handbook
  - e. Zimmerman
  - f. Sewer Plant Grant
  - g. Airport Grant
  - h. Rural Innovation Grant
  - i. Maple Street Sidewalk – Fair Cost Share
  - j. Sycamore / 1<sup>st</sup> Street sidewalk ramps

**Discussion and Mayoral Proclamation:** Continued Covid-19 Response:  
Public Buildings Closures

**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.

**The meeting will also be broadcast live via Mediacom.**

Topic: Doug Herman's Zoom Meeting

Time: May 4, 2020 05:55 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85410833569?pwd=NzJpKzd3Mk1iMkZMRUFMaHdCbjRRUT09>

Or call in at: 1.312.626.6799

**Meeting ID: 854 1083 3569**

**Password: 032107**

Regular Council Meeting  
April 20, 2020 – 6:00 P.M.  
Community Media Center

Mayor Brian Wolken called the meeting to order, which was held electronically due to the heightened public health risks of the Coronavirus Pandemic (COVID-19). 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, City Engineer Patrick Schwickerath and Park & Rec Director Jacob Oswald, all attendees joined meeting electronically. The public was invited to participate in the meeting 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, adding discussion on water meter regulations pertaining to a second meter and COVID-19 pandemic discussion. Lux seconded, roll call unanimous.

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

John Harms updated the Council on the financial struggles of Cobblestone Inn & Suites, which is primarily owned by local shareholders. They are looking into creative ways to increase revenue and are working with their lender. Harms requested that the Council consider amending the existing Development Agreement, rolling it back if you will, to increase current rebates and lengthen the term. Langerman voiced concern that this might set a precedent and others with development agreements would request similar relief. Consensus of Council was for Herman to put some additional information together and bring back to the Council for consideration.

Herman reported the City Engineer has considered various options to extend City sewer to Norm Zimmerman's property located at 920 North Cedar Street. The option to extend sewer along North Cedar Street was ruled out, as there was not enough cover in the right of way and a private property owner objected to an easement. A second option to extend sewer from Madalyn Court was found feasible and easements by private property owners were agreed to, with one signed and the other two verbally agreed to with the condition that the property owners would not have to pay to connect to the sewer system. The engineer's cost estimate to install the main is \$70,000.00. Zimmerman stated he received a letter giving him 90 days to install a septic tank or connect to City sewer system. Herman advised that Zimmerman is not required to connect to the City sewer as there is not sewer line within 200 feet of his property. Council questioned how Schoon Addition was assessed when their sewer main was installed. Herman recalled that the Schoon Addition was assessed 50% of costs to install sewer main. Herman indicated that the Council could assess the installation project to the property owners if they wished to. The assessment could be involuntary or voluntarily negotiated. The assessment could be paid over ten years. Zimmerman stated he offered \$500 for each property owner to hook up to City sewer main and White Hawk advised it would cost \$8,000.00 to put a septic tank on his property. Council discussed assessing 50% of installation costs or up to \$10,000.00 per property. Council requested further consideration of this matter on the next agenda.

Council reviewed the revised proposed 2020 Highway 38 Trail plan with a 10-foot trail from the Hwy 38 bridge to the current High School crossing at the estimated cost of \$81,000, not

including crossing beacons which will be purchased and installed separately. It would cost an estimated \$7,000.00 to extend the 10' trail from the High School crossing to the Cemetery exit roadway. Goedken asked about the use of re-bar and Schwickerath explained that re-bar was not included in the specifications. Consensus of the Council was that three runs of re-bar should be added to the trail plans. Goedken moved to approve Resolution #2020-51 approving 10' trail with three runs of re-bar from Highway 38 Bridge to the current High School crossing and authorizing pursuit of competitive quotations, Lux seconded. Goedken moved to amend the motion to include a bid alternative to extend the trail, at 10' with rebar, from the High School crossing to the Cemetery exit roadway, Lux seconded. The amendment was unanimously approved. The Council then considered Resolution #2020-51 as amended, approving the trail project from the Highway 38 Bridge to the current High School crossing with three runs of re-bar, authorizing pursuit of competitive quotations, and also seeking a bid alternate to extend the trail from the High School crossing to the Cemetery exit roadway, Lux seconded, Roll call unanimous.

Herman reported the P & Z Board reviewed and recommended approval of the Plat of Survey to Parcels 2020-28 and 2020-29. The parcels are located within the Monticello City limits. Goedken moved to approve Resolution #2020-52 Approving the Plat of Survey to Parcels 2020-28 and 2020-29, Langerman seconded, roll call unanimous.

Herman reported that the P & Z Board reviewed and recommended approval of the proposed site plan for the Chestnut Street Condominiums. Langerman moved to approve Resolution #2020-53 Approving Site Plan for Chestnut Street Condominiums, Lux seconded, roll call unanimous, except Yeoman who abstained.

Herman reported the Airport Board has been approached by two individuals who each want to construct a 100' X 100' hangar on airport grounds. The two hangars would be south of the Ten-T-Hangar and additional grading and concrete will be required for the project. The owners of the hangars would pay to lease the land and pay property taxes on the hangars. The estimated cost of the proposed grading and concrete project is \$345,400. The Iowa DOT Airport State grant requires a 15% local cost share, which would be paid with Airport revenues. Herman advised that the Airport will be receiving a \$30,000 Federal Grant that is tied to the Covid-19 pandemic that will free up \$30,000 to then be used towards the local grant match. Goedken moved to approve Resolution #2020-54 Approving Submission of the Iowa DOT Airport State Funding Application for the Monticello Regional Airport, Hanken seconded, roll call unanimous.

Herman explained that many more panels of the North Maple Street sidewalk were out of compliance with the City Code than reported at last meeting. Goedken stated he looked at the sidewalk along North Maple Street and according to the City Code any panel that is cracked in a way that creates 3 or more pieces requires replacement. He expressed the opinion that the entire section should be replaced, not just repaired as approved at the last meeting due to the increased quantity of panels requiring repair. Goedken moved to approve Resolution #2020-55 Rescinding Resolution #2020-46 approving Maple Street sidewalk repair /replacement project, which approved the repair of the 4' sidewalk and repairs to the fence, approved on April 6, 2020. Feldmann seconded, roll call unanimous.

Goedken moved to approve Resolution #2020-56 approving Maple Street sidewalk replacement project, with a 4' sidewalk and repairs to the fence. Unless the Fair Board is willing to pay for the extra foot to make it a 5' sidewalk, as long as the additional width does not impact the

adjacent trees. If the 5' sidewalk has any impact on the trees only a 4' sidewalk will be installed. Lux seconded, roll call unanimous.

Herman and Jones County Economic Development, Executive Director Derek Lumsden are working on a federal grant related to sewer plant upgrades. Herman reported that the grant required confirmation that the City was proceeding with the project in a way that would allow for eventual State Revolving Loan eligibility. Yeoman moved to approve Resolution #2020-57 Directing the City Administrator to continue planning for the Sewer Plant upgrades consistent with the process required to retain eligibility for State of Iowa Revolving Loan Funds. Goedken seconded, roll call unanimous.

Kahler advised the first yard waste pickup went well and took a few hours the next day to complete.

Lux commented on the poor condition of the street near the intersection of Chestnut and 3<sup>rd</sup> Street. Kahler advised that the bricks were settling. Herman commented that the City hired Snyder & Associates to work on a Chestnut Street design and had held off as the City was moving forward with 7<sup>th</sup> Street. Herman will reach out to Snyder & Associates to get an updated design schedule.

Herman reported that MercyCare has started working on the new medical center site along Welter Drive.

Herman reported that the City was awarded \$60,000.00 from the Derelict Building Grant and the Catalyst Grant was pending for 103 West First Street building. Herman indicated that a local developer has expressed interest in purchasing and finishing the buildings after structural repairs are complete.

Herman reviewed the current City Code related to installation of a second meter. Goedken would like to amend the City Code to allow a second meter to fill swimming pools. Herman was directed to put together proposed language.

Herman advised that City buildings are closed through May 1, due to the COVID-19 pandemic. Herman questioned if Council would want to extend closure to match State recommendations if there were new recommendations between now and the next Council meeting. After some discussion, the Mayor proclaimed that he was directing the City to follow the guidelines, related to local restrictions and closings, recommended by the State and /or Governor moving forward.

Council discussed parking restrictions along East 3<sup>rd</sup> Street between North Main and North Maple. Herman will put together a draft ordinance for consideration.

Feldmann moved to adjourn at 8:02 P.M.

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Brian Wolken, Mayor

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Sally Hinrichsen, City Clerk

# PAYROLL - APRIL 23, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>AMBULANCE</b>	<b>April 6 - 19, 2020</b>				
Dawn Brus	\$ 193.38	\$ -	0.00	0.00	\$ 161.37
Mary Intlekofer	1,911.00	-	0.00	0.00	1,306.15
Brandon Kent	1,979.25	68.25	0.00	0.00	1,295.46
Jim Luensman	614.25	-	0.00	0.00	469.96
Lori Lynch	2,832.19	124.69	0.00	0.00	2,026.50
Shelly Searles	1,911.00	-	0.00	20.38	1,330.66
Brenda Surom	273.00	-	0.00	0.00	212.02
Chris Szymanowski	1,911.00	-	18.00	18.00	1,246.52
Jenna Weih	1,631.25	56.25	0.00	0.00	1,199.80
Curtis Wyman	450.00	-	0.00	0.00	303.41
<b>TOTAL AMBULANCE</b>	<b>\$ 13,706.32</b>	<b>\$ 249.19</b>	<b>18.00</b>	<b>38.38</b>	<b>\$ 9,551.85</b>
<b>CEMETERY</b>	<b>April 4 - 17, 2020</b>				
Dan McDonald	\$ 1,656.00	\$ -	0.00	0.00	\$ 1,198.04
<b>TOTAL CEMETERY</b>	<b>\$ 1,656.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,198.04</b>
<b>CITY HALL</b>	<b>April 5 - 18, 2020</b>				
Cheryl Clark	\$ 1,691.89	\$ 7.89	0.00	45.00	\$ 1,142.92
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	1,486.41	-	0.00	0.13	980.12
<b>TOTAL CITY HALL</b>	<b>\$ 9,867.82</b>	<b>\$ 7.89</b>	<b>0.00</b>	<b>45.13</b>	<b>\$ 6,637.98</b>
<b>COUNCIL / MAYOR</b>					
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	92.26
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
<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>April 6 - 19, 2020</b>				
Molli Hunter	\$ 599.50	\$ -	0.00	0.00	\$ 491.52
Penny Schmit	1,074.40	-	0.00	0.00	589.24
Michelle Turnis	1,615.38	-	0.00	0.00	1,007.48
<b>TOTAL LIBRARY</b>	<b>\$ 3,289.28</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,088.24</b>
<b>MBC</b>	<b>April 6 - 19, 2020</b>				
Jacob Oswald	\$ 1,892.31	\$ -	0.00	0.00	\$ 1,426.69
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>\$ 2,505.11</b>
<b>POLICE</b>	<b>April 6 - 19, 2020</b>				
Zachary Buehler	\$ 1,838.76	\$ -	0.00	0.00	\$ 1,366.61
Peter Fleming	1,885.36	-	0.00	20.00	1,351.22
Dawn Graver	2,056.80	-	0.00	0.00	1,479.82
Erik Honcia	2,031.96	-	0.00	8.00	1,520.45

# PAYROLL - APRIL 23, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>POLICE (cont.)</b>					
Jordan Koos	2,197.44	-	0.00	35.00	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
Brian Tate	2,155.44	-	0.00	0.00	1,597.05
<b>TOTAL POLICE</b>	<b>\$ 16,387.58</b>	<b>\$ -</b>	<b>0.00</b>	<b>63.00</b>	<b>\$ 12,049.53</b>
<b>ROAD USE</b>					
	<b>April 4 - 17, 2020</b>				
Zeb Bowser	\$ 1,857.83	\$ 201.83	0.00	0.00	\$ 1,387.83
Eric Jungling	1,596.00	-	0.00	3.00	1,128.62
<b>TOTAL ROAD USE</b>	<b>\$ 3,453.83</b>	<b>\$ 201.83</b>	<b>0.00</b>	<b>3.00</b>	<b>\$ 2,516.45</b>
<b>SANITATION</b>					
	<b>April 4 - 17, 2020</b>				
Michael Boyson	\$ 1,644.00	\$ -	0.00	0.00	\$ 1,153.30
Nick Kahler	2,019.23	-	0.00	0.00	1,386.87
<b>TOTAL SANITATION</b>	<b>\$ 3,663.23</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,540.17</b>
<b>SEWER</b>					
	<b>April 4 - 17, 2020</b>				
Tim Schultz	\$ 1,780.35	\$ 64.35	0.00	28.00	\$ 1,247.31
Jim Tjaden	2,230.77	-	0.00	0.00	1,615.64
<b>TOTAL SEWER</b>	<b>\$ 4,011.12</b>	<b>\$ 64.35</b>	<b>0.00</b>	<b>28.00</b>	<b>\$ 2,862.95</b>
<b>WATER</b>					
	<b>April 4 - 17, 2020</b>				
Daniel Pike	\$ 1,668.01	\$ -	0.00	0.00	\$ 1,210.04
<b>TOTAL WATER</b>	<b>\$ 1,668.01</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,210.04</b>
<b>TOTAL - ALL DEPTS.</b>	<b>\$ 62,072.42</b>	<b>\$ 523.26</b>	<b>18.00</b>	<b>177.51</b>	<b>\$ 43,987.97</b>

**CLAIMS REPORT**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
INFRASTRUCTURE TECHNOLOGY	PD/AMB APC SMART UPS TOWER		712.50		
LAPORTE MOTOR SUPPLY	PD VEHICLE OPERATING		207.99		
	110 POLICE DEPARTMENT TOTAL		920.49		
STREET LIGHTS					
ALLIANT ENERGY-IES	WELTER DRIVE STREETLIGHTS		192.19		
	230 STREET LIGHTS TOTAL		192.19		
AQUATIC CENTER					
CARRICO AQUATIC RESOURCES INC	POOL EQUIP REPAIR/MAINT		165.38		
FAREWAY STORES #840-1	POOL GROUNDS SUPPLIES		5.99		
JOHN DEERE FINANCIAL	POOL EQUIP REPAIR/MAINT		4.99		
	440 AQUATIC CENTER TOTAL		176.36		
CEMETERY					
BRIAN CROWLEY	CEMETERY EQUIP REPAIR/MAINT		49.30		
INNOVATIVE AG SERVICES CO	CEMETERY GROUNDS SUPPLIES		152.60		
JOHN DEERE FINANCIAL	CEMETERY GROUNDS SUPPLIES		43.46		
LAPORTE MOTOR SUPPLY			2.66		
DAVID B MCNEILL	CEMETERY GROUNDS SUPPLIES		46.05		
	450 CEMETERY TOTAL		288.75		
SOLDIER'S MEMORIAL BOARD					
O'KEEFE ELEVATOR COMPANY INC	ELEVATOR MAINTENANCE		41.37		
	498 SOLDIER'S MEMORIAL BOARD TOTAL		41.37		
ATTORNEY					
LYNCH DALLAS, P.C.	ATTORNEY FEES		16.50		
	641 ATTORNEY TOTAL		16.50		
CITY HALL/GENERAL BLDGS					
O'KEEFE ELEVATOR COMPANY INC	ELEVATOR MAINTENANCE		82.74		
ORBIS MENASHA CORP	CH FRANCHISE FEE REFUND		6,498.07		
SHIRLEY STADTMUELLER	CH OSHA SUPPLIES		42.00		
	650 CITY HALL/GENERAL BLDGS TOTAL		6,622.81		
	001 GENERAL TOTAL		8,258.47		
MONTICELLO BERNDES CENTER					
PARKS					
AERO RENTAL INC	MBC TREE/POST PULLER RENTAL		462.00		
KROMMINGA MOTORS INC	MBC SKIDLOADER RENTAL		560.00		
M TOWN TIRE & AUTO	MBC EQUIP REPAIR/MAINT		18.00		
GALEN MULLER	MBC RENTAL REFUND		75.00		



**CLAIMS REPORT**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	430 PARKS TOTAL		1,115.00		
	005 MONTICELLO BERNDES CENTER TOTAL		1,115.00		
FIRE					
FIRE					
NICHOLAS KAHLER	FIRE EQUIP REPAIR/MAINT		64.30		
USA BLUE BOOK	FIRE SUPPLIES		29.19		
	150 FIRE TOTAL		93.49		
	015 FIRE TOTAL		93.49		
AMBULANCE					
AMBULANCE					
AIRGAS USA, LLC	AMB MEDICAL SUPPLIES		117.55		
BOUND TREE MEDICAL, LLC	AMB MEDICAL SUPPLIES		114.18		
INFRASTRUCTURE TECHNOLOGY	PD/AMB APC SMART UPS TOWER		712.50		
KIRKWOOD COMMUNITY COLLEGE	AMB EMS CEH AGREEMENT		200.00		
LAPORTE MOTOR SUPPLY	AMB MEDICAL SUPPLIES		21.29		
PHYSICIAN'S CLAIM COMPANY	AMB BILLING FEES		2,056.26		
	160 AMBULANCE TOTAL		3,221.78		
	016 AMBULANCE TOTAL		3,221.78		
LIBRARY					
LIBRARY					
O'KEEFE ELEVATOR COMPANY INC	ELEVATOR MAINTENANCE		41.37		
OVERDRIVE	LIB AUDIO RECORDINGS		105.45		
USA TODAY INC	LIB SUBSCRIPTIONS		324.38		
	410 LIBRARY TOTAL		471.20		
	041 LIBRARY TOTAL		471.20		
AIRPORT					
AIRPORT					
ALLIANT ENERGY-IES	20373 HWY 38 AIRPORT		711.87		
INSURANCE ASSOCIATES, INC.	AIRPORT INSURANCE		2,412.00		
LASLEY ELECTRIC LLC	AIRPORT LUMARK 102W LED (2)		1,029.90		
MONTICELLO AVIATION INC	AIRPORT MANAGER		2,083.33		
NEXT GENERATION PLBG & HTG LLC	AIRPORT BLDG REPAIR/MAINT		95.57		
	280 AIRPORT TOTAL		6,332.67		
	046 AIRPORT TOTAL		6,332.67		

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ROAD USE					
STREETS					
BAKER PAPER CO INC	RU SUPPLIES	62.17			
BEHREND CRUSHED STONE	RU STREET MAINTENANCE SUPPLIES	404.11			
BRIAN CROWLEY	RU EQUIP REPAIR/MAINT	884.95			
JOHN DEERE FINANCIAL	RU SUPPLIES	90.17			
KROMMINGA MOTORS INC	RU VEHICLE OPERATING	139.99			
LAPORTE MOTOR SUPPLY	RU VEHICLE OPERATING	61.53			
LASLEY ELECTRIC LLC	RU LIGHT SYSTEMS	475.00			
M TOWN TIRE & AUTO	RU EQUIP REPAIR/MAINT	18.00			
MONTICELLO MACHINE SHOP INC	RU EQUIP REPAIR/MAINT	82.80			
MATHY CONSTRUCTION	RU STREET MAINTENANCE SUPPLIES	639.47			
	210 STREETS TOTAL		2,858.19		
	110 ROAD USE TOTAL		2,858.19		
TRUST/SLAVKA GEHRET FUND					
LIBRARY					
MICRO MARKETING LLC	LIB GEHRET BOOKS	20.30			
OVERDRIVE	LIB GEHRET BOOKS	138.41			
	410 LIBRARY TOTAL		158.71		
	178 TRUST/SLAVKA GEHRET FUND TOTAL		158.71		
BATY DISC GOLF COURSE					
PARKS					
D&S PORTABLES, INC.	BATY DG PORT-A-POT RENTAL	280.00			
JOHN DEERE FINANCIAL	BATY DG TREES	259.93			
	430 PARKS TOTAL		539.93		
	338 BATY DISC GOLF COURSE TOTAL		539.93		
POCKET PARK					
PARKS					
JOSH IBEN	POCKET PARK MAINTENANCE	235.00			
	430 PARKS TOTAL		235.00		
	375 POCKET PARK TOTAL		235.00		
WATER					
WATER					
CODE PROPERTIES LLC	OVERPAYMENT REFUND - SAUNDERS	60.00			
CASEY DEMMER	OVERPAYMENT REFUND - STILTZ	124.25			
FEDERSPIEL PROPERTIES LLC	OVERPAYMENT REFUND - WILLIAMS	154.87			
HACH COMPANY	WATER LAB SUPPLIES	242.68			
HAWKINS WATER TREATMENT	WATER SYSTEM	1,237.18			

**CLAIMS REPORT**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
IOWA ONE CALL	WATER SYSTEM		16.65		
JOHN DEERE FINANCIAL	WATER SUPPLIES		1.79		
LAPORTE MOTOR SUPPLY	WATER VEHICLE OPERATING		1.40-		
MUNICIPAL SUPPLY INC	WATER SUPPLIES		181.15		
WHITE HAWK PLUMBING & HEATING	WATER SYSTEM		903.42		
	810 WATER TOTAL		2,920.59		
	600 WATER TOTAL		2,920.59		
CUSTOMER DEPOSITS					
WATER					
CITY OF MONTICELLO	<i>Water Deposit Refunds</i>		250.00		
MED PLAST	WATER DEPOSIT REFUND		15.00		
	810 WATER TOTAL		265.00		
	602 CUSTOMER DEPOSITS TOTAL		265.00		
SEWER					
SEWER					
BAKER PAPER CO INC	SEWER LAB SUPPLIES		62.17		
FAREWAY STORES #840-1	SEWER LAB SUPPLIES		2.97		
HACH COMPANY	SEWER LAB SUPPLIES		381.65		
IOWA ONE CALL	SEWER SYSTEM		16.65		
JOHN DEERE FINANCIAL	SEWER SUPPLIES		24.15		
KROMMINGA MOTORS INC	SEWER EQUIP REPAIR/MAINT		1,469.37		
LAPORTE MOTOR SUPPLY			9.10-		
ROTO-ROOTER	SEWER SYSTEM		1,627.50		
	815 SEWER TOTAL		3,575.36		
	610 SEWER TOTAL		3,575.36		
SANITATION					
SANITATION					
REPUBLIC SERVICES	RESIDENTIAL GARBAGE/ <i>Recycling</i>		22,669.44		
	840 SANITATION TOTAL		22,669.44		
	670 SANITATION TOTAL		22,669.44		
	Accounts Payable Total		52,714.83		

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	8,258.47
005	MONTICELLO BERNDES CENTER	1,115.00
015	FIRE	93.49
016	AMBULANCE	3,221.78
041	LIBRARY	471.20
046	AIRPORT	6,332.67
110	ROAD USE	2,858.19
178	TRUST/SLAVKA GEHRET FUND	158.71
338	BATY DISC GOLF COURSE	539.93
375	POCKET PARK	235.00
600	WATER	2,920.59
602	CUSTOMER DEPOSITS	265.00
610	SEWER	3,575.36
670	SANITATION	22,669.44
-----		
	TOTAL FUNDS	52,714.83

City Council Meeting  
Prep. Date: 04/30/20  
Preparer: Doug Herman



Agenda Item: 1 + 2  
Agenda Date: 05/04/2020

*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 \$116,113 after the amendments. The one page "Revenue" attachment discloses each line that is proposed to be amended, most showing increases, some showing decreases, resulting in the net increase of \$116,113. (A reduction in revenues shown by a "-" with an increase being merely the number, no "-" or "+".)

**Expenses:** Expenses increase by \$66,487. The two-page attachment will show the expenses that increased or decreased in the 3<sup>rd</sup> column, expense decreases being denoted with a "-" and increases being merely the number, no "-" or "+".

**Staff Recommendation:** I recommend that the Mayor open the Public Hearing, accept public comment, close 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 #2

To the Auditor of JONES County, Iowa:

The City Council of Monticello in said County/Countries met on 5/4/2020, 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 1/6/2020.)

Be it Resolved by the Council of the City of Monticello

Section 1. Following notice published 4/22/2020

and the public hearing held, 5/4/2020 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
<b>Net Current Property Taxes</b>	<b>3</b>	<b>1,942,615</b>	<b>0</b>	<b>1,942,615</b>
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	248,266	5,800	254,066
Intergovernmental	9	830,361	41,750	872,111
Charges for Services	10	1,993,740	3,500	1,997,240
Special Assessments	11	13,625	10,000	23,625
Miscellaneous	12	392,632	32,200	424,832
Other Financing Sources	13	110,095	0	110,095
Transfers In	14	1,347,608	22,863	1,370,471
<b>Total Revenues and Other Sources</b>	<b>15</b>	<b>7,678,304</b>	<b>116,113</b>	<b>7,794,417</b>
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	16	1,516,595	-26,228	1,490,367
Public Works	17	923,011	7,221	930,232
Health and Social Services	18	0	0	0
Culture and Recreation	19	801,686	182,281	983,967
Community and Economic Development	20	251,596	15,000	266,596
General Government	21	540,456	11,000	551,456
Debt Service	22	891,356	2,990	894,346
Capital Projects	23	2,942,062	-145,699	2,796,363
<b>Total Government Activities Expenditures</b>	<b>24</b>	<b>7,866,762</b>	<b>46,565</b>	<b>7,913,327</b>
Business Type / Enterprises	25	1,817,516	-135,915	1,681,601
<b>Total Gov Activities &amp; Business Expenditures</b>	<b>26</b>	<b>9,684,278</b>	<b>-89,350</b>	<b>9,594,928</b>
Transfers Out	27	1,347,608	22,863	1,370,471
<b>Total Expenditures/Transfers Out</b>	<b>28</b>	<b>11,031,886</b>	<b>-66,487</b>	<b>10,965,399</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year</b>	<b>29</b>	<b>-3,353,582</b>	<b>182,600</b>	<b>-3,170,982</b>
Beginning Fund Balance July 1	30	3,940,781	0	3,940,781
Ending Fund Balance June 30	31	587,199	182,600	769,799

Passed this 4th day of May 2020  
(Day) (Month/Year)

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

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

**NOTICE OF PUBLIC HEARING  
AMENDMENT OF FY2019-2020 CITY BUDGET**

The City Council of Monticello in JONES County, Iowa  
will meet at 220 E First Street, Monticello, Iowa  
at 6:00 PM on 5/4/2020  
(hour) (Date)

,for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2020  
(year)  
by changing estimates of revenue and expenditure appropriations in the following functions for the reasons given.  
Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

	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	1,942,615		1,942,615
Less: Uncollected Property Taxes-Levy Year	0		0
<b>Net Current Property Taxes</b>	<b>1,942,615</b>	<b>0</b>	<b>1,942,615</b>
Delinquent Property Taxes	0		0
TiF Revenues	210,385		210,385
Other City Taxes	353,727		353,727
Licenses & Permits	235,250		235,250
Use of Money and Property	248,266	5,800	254,066
Intergovernmental	830,361	41,750	872,111
Charges for Services	1,993,740	3,500	1,997,240
Special Assessments	13,625	10,000	23,625
Miscellaneous	392,632	32,200	424,832
Other Financing Sources	110,095		110,095
Transfers In	1,347,608	22,863	1,370,471
<b>Total Revenues and Other Sources</b>	<b>7,678,304</b>	<b>116,113</b>	<b>7,794,417</b>
<b>Expenditures &amp; Other Financing Uses</b>			
Public Safety	1,516,595	-26,228	1,490,367
Public Works	923,011	7,221	930,232
Health and Social Services	0		0
Culture and Recreation	801,686	182,281	983,967
Community and Economic Development	251,596	15,000	266,596
General Government	540,456	11,000	551,456
Debt Service	891,356	2,990	894,346
Capital Projects	2,942,062	-145,699	2,796,363
Total Government Activities Expenditures	7,866,762	46,565	7,913,327
Business Type / Enterprises	1,817,516	-135,915	1,681,601
<b>Total Gov Activities &amp; Business Expenditures</b>	<b>9,684,278</b>	<b>-89,350</b>	<b>9,594,928</b>
Transfers Out	1,347,608	22,863	1,370,471
<b>Total Expenditures/Transfers Out</b>	<b>11,031,886</b>	<b>-66,487</b>	<b>10,965,399</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year</b>	<b>-3,353,582</b>	<b>182,600</b>	<b>-3,170,982</b>
Beginning Fund Balance July 1	3,940,781		3,940,781
Ending Fund Balance June 30	587,199	182,600	769,799

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:

Increased revenue for donations for Park Improvement, Banners and Fountain Park. Expenses includes Berndes Center HVAC replacement, Pickleball Court, Fountain Park improvements, airport hangars purchased, delayed Hwt 38 Sewer Extension and Sixth Street ditch projects, property insurance increases. Transfer to Berndes Center and Capital Improvement.

There will be no increase in tax levies to be paid in the current fiscal year named above related to the proposed budget amendment. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget.

Sally Hinrichsen, City Clerk  
City Clerk/ Finance Officer Name

Fiscal Year 2019-2020 Budget Second Amendments - Revenues dated February 17, 2020

Budget Line Item	Current Budget	Proposed Budget	Increase/Decrease	For	amend budget	
General						
Transfer In Storm Water	16794	0	-\$16,794	pay back 1/2 internal loan	14	37
Transfer In Water Operating	20386	0	-\$20,386	pay back 1/2 internal loan	-\$37,180	14 37
Berndes Center						
Leagues & Classes registration	15000	18500	\$3,500			10 33
Donations	200	5000	\$4,800			12 36
Miscellaneous Revenue	7000	8100	\$1,100		\$9,400	12 36
Transfer In General Fund	170000	220000	\$50,000		\$50,000	14 37
Airport						
Hangar Lot lease	27700	32500	\$4,800	lease purchased hangars	\$4,800	8 15
Park Improvement						
Park Imp Donations & Deposits	24390	30690	\$6,300			12 36
Banner Donations	0	5000	\$5,000			12 36
Fountain Park Donations/Grant	15000	30000	\$15,000		\$26,300	12 36
Capital Improvement						
Interest	\$6,500	\$7,500	\$1,000			8 15
AIP Grant A/port Plan	\$28,320	\$70,070	\$41,750			9 18
2020 Street Assessment	\$0	\$10,000	\$10,000		\$52,750	11 35
Trans in AIP Grant Match	\$14,910	\$34,953	\$20,043		\$20,043	14 37
Baty Disc Golf						
Transfer in General	\$10,000		-\$10,000		-\$10,000	14 37
TOTAL			\$116,113			



Fiscal Year 2019-2020 Proposed Budget Second Amendments - Expenditures dated February 17, 2020  
 proposed 2nd Amendments both as in 2020-2021 budget papers & additional amounts

Budget Line Item	Current Budget	Proposed Budget	Increase/Decrease	For
Police				
General Insurance	10000	12650	2650	
Minor Equipment	10000	13000	3000	portable traffic sign
Streets-General Fund				
Tree Removal & Planting	10000		-\$10,000	zero-ed out for MBC
Street Maint Supplies	5000		-\$5,000	zero-ed out for MBC
Roadway Street Constr	10000		-\$10,000	zero-ed out for MBC
Streetlights				
Light Structures	20000	18000	-\$2,000	lowered for MBC
Aquatic Center				
General Insurance	4300	5469	\$1,169	
Cemetery				
General Insurance	1100	1338	\$238	
Grave Digging	7300	10300	\$3,000	
Engineer				
Professional Fees	15000	40000	\$25,000	
Administration				
Furniture & Fixtures	2000		-\$2,000	zero-ed out for MBC
Trans to MBC	170000	220000	\$50,000	
Trans to Baty Disc Golf	10000	0	-\$10,000	
Berndes Center				
General Insurance	45000	5000	\$8,526	
Other Capital Equip	0	165000	\$165,000	HVAC
Insurance				
Library Self Funded Ins	2200	3750	\$1,550	
Ambulance				
Ambulance Administration	46125	33000	-\$13,125	
Comp/Sic/Vac	2000	0	-\$2,000	
Dues Memberships	1000	200	-\$800	
OSHA	250	500	\$250	
Travel & Conf Exp	3000	1000	-\$2,000	
Rep/Maint Bldg	2500	1000	-\$1,500	
Bldg & Grnd Maint	350	1200	\$850	
Rep/Maint Equip	15000	10000	-\$5,000	
General Insurance	7000	7447	\$447	
Office Supplies	1500	500	-\$1,000	
Scientific & Medical	10000	8000	-\$2,000	
Other Capital Equip	4000	3000	-\$1,000	
Hotel/Motel Tax				
County Contrib/donations	12000	0	-\$12,000	
Police Improvement				
Other Capital Equip	5000	0	-\$5,000	
Library				
General Insurance	5000	6198	\$1,198	
Airport				

General Insurance	6800	7686	\$886	
Facilities	11200	26200	\$15,000	purchase hangars
Transfer for grant match	14910	34953	\$20,043	
<b>Road Use</b>				
Overtime	6500	8000	\$1,500	
Repair & Maint of Bldg	5125	10000	\$4,875	
Build & Ground Oper Maint	750	0	-\$750	
General Insurance	8000	10191	\$2,191	
Other Capital Equipment	500	11019	\$10,519	wood chipper
<b>TIF Special Revenue</b>				
Royal Fluch Dev	20000	35000	\$15,000	
<b>Employee Benefits</b>				
Aquatic Center				
City's Share IPERS	0	400	\$400	
Pool Insurance	0	1200	\$1,200	
<b>Debt Service</b>				
2019 GO Bond Interest	46015	49005	\$2,990	
<b>Park Improvement</b>				
Fountain Park	22673	72673	\$50,000	
Pickleball Court	20000	27000	\$7,000	
<b>Cemetery Improvement</b>				
Grnd Oper/Maint	20000	0	-\$20,000	
Street Maint	43280	33280	-\$10,000	
Other Capital Equipment	0	15000	\$15,000	mower
<b>Capital Projects</b>				
A/port Master Plan	64604	72887	\$8,283	
Sixth St Ditch	200000	0	-\$200,000	
Legal Fees	0	6518	\$6,518	
<b>Baty Disc Golf Course</b>				
Bldg/Grnds	8500	0	-\$8,500	
Other Cap Equip	2500	8500	\$6,000	
<b>Water Operating</b>				
Salaries	115302	86700	-\$28,602	
Group Insurance	17492	14000	-\$3,492	
Rep or Maint on Buildings	3500	6000	\$2,500	
Consultant	4000	1500	-\$2,500	
General Insurance	8000	10887	\$2,887	
Refunds	3750	1000	-\$2,750	
Utility Systems	75000	30000	-\$45,000	
Transfer to General Fund	20386	0	-\$20,386	pay back loan
<b>Sewer Operating</b>				
Utility Services	40000	55000	\$15,000	
General Insurance	19150	21990	\$2,840	
<b>Sewer Capital Improvements</b>				
Hwy 38 Sewer Ext	65000		-\$65,000	moved to next year
<b>Sanitation Cap Improvement</b>				
Yard Waste Site	65000	53202	-\$11,798	
<b>Storm Water</b>				
Transfer to General Fund	16794	0	-\$16,794	pay back loan
<b>Total</b>			<b>-\$66,487</b>	

City Council Meeting  
Prep. Date: 04/30/20  
Preparer: Doug Herman



Agenda Item: # 3  
Agenda Date: 05/04/20

*Communication Page*

**Agenda Items Description:** Resolution to approve reporting of Employee Wages, calendar year ending Dec. 31<sup>st</sup> 2019.

**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:** State law mandates publishing of annual wages of City employees.

**Background Information:** The wages of City employees through Dec. 31, 2019 are set out in the proposed resolution. The publishing of this resolution is a state code requirement, and the format proposed is consistent with State requirements and past practices of the City

**Recommendation:**

I recommend that the proposed Resolution be moved, seconded, and approved.

RESOLUTION NO. 20-

The City Council of the City of Monticello, Iowa, a municipality organized and existing under the laws of the State of Iowa, met in regular session at the City Council Chambers, Monticello, Iowa, beginning at 6:00 p.m. on the 4<sup>th</sup> day of May, 2020.

Whereupon, the Mayor declared the following Resolution duly adopted. A Resolution entitled reporting all employees' wages for calendar year ending December 31, 2019.

Hannah M. Ahlrichs	970.00	Pool	Matthew M. Kunkle	221.50	Ambulance
Harrison J. Ahlrichs	466.50	Pool	Austin A. Kurt	430.50	Pool
Sophia L. Ahlrichs	4111.21	Pool	Brant M. LaGrange	11771.71	Public Works
Devin C. Arduser	1138.62	Ambulance	Lilly L. Lambert-Lanczos	872.97	Pool
Sydney E. Ballou	2482.45	Pool	Joshua J. Lamey	173.52	Police
Evan C. Barry	1839.93	Ambulance	Candy K. Langerman	853.33	Council
Allyson P. Bartachek	875.35	Pool	James J. Luensman	17630.43	Ambulance
Lucas W. Bartachek	24.00	Pool	Christina M. Lux	1200.00	Council
Breanna N. Bauer	213.00	Pool	Lori M. Lynch	52405.71	Ambulance
Rylee E. Bauer	1143.98	Pool	Megan O. Mahoney	1864.00	Pool
Christian M. Bell	168.48	Ambulance	Evan D. Martensen	400.50	Pool
Jeremy J. Bell	3370.41	Ambulance	Donald P. McCarthy	1500.00	Fire
McKenna K. Bell	1905.17	Pool	Daniel J. McDonald	44956.17	Cemetery/Streets
Maci E. Boffeli	2328.00	Pool	Macy E. McDonough	438.99	Pool
Mya M. Boffeli	3743.34	Pool	David B. McNeill	2387.04	Ambulance
Zebulun C. Bowser	32797.83	Streets	Brenda K. McTaggart-Surom	11198.32	Ambulance
Michael L. Boysen	44353.36	Streets/Sanitation	Kenna M. Melchert	1598.00	Pool
Brian P. Bronemann	722.08	Ambulance	Amanda S. Norton	2479.32	Ambulance
Carter G. Bronemann	13326.74	Ambulance	Billy J. Norton	8576.71	Streets/Fire
Dawn M. Brus	44541.18	Ambulance	Jacob J. Oswald	48599.98	MBC
Zachary C. Buehler	9934.62	Police	Robert S. Paulson	1200.00	Council
Cheryl M. Clark	45000.44	Clerk's Office	Elizabeth M. Petersen	2233.41	Pool
Aubree M. Fairley	2424.53	Pool	Daniel W. Pike	37080.96	Water/Sewer
Peter B. Fleming	48667.67	Police	Shannon L. Poe	40499.94	MBC
Sullivan T. Flynn	547.50	Pool	Dylan J. Ponder	336.00	Pool
Corinne E. Gadiant	1325.10	Pool	Brian L. Rechkemmer	1498.48	Ambulance
Johnathon C. Geiger	860.28	Ambulance	Dylan A. Roher	90.00	Pool
David J. Goedken	1200.00	Council	John T. Russ	300.00	Council
Jacob R. Gravel	533.25	Ambulance	Penny M. Schmit	26972.35	Library
Dawn M. Graver	53224.11	Police	Timothy M. Schultz	41468.86	Water/Sewer
Drew J. Haag	4447.08	Fire/Ambulance	Shelly A. Searles	52595.01	Ambulance
Brenda M. Hanken	1200.00	Council	Jeffrey W. Silver	11039.03	Ambulance
Jessica A. Heasty	547.20	Ambulance	Britt D. Smith	69122.77	Police
Benjamin L. Hein	973.48	Ambulance	Madalyn J. Stadtmueller	2891.96	Pool
Douglas D. Herman	103482.35	City Admin.	Madonna M. Staner	38178.43	Police/Local Access
Sally M. Hinrichsen	65357.15	Clerk's Office	Sabrina N. Strella	483.56	Ambulance
Leah A. Holub	2337.00	Pool	Christopher R. Szymanowski	46819.80	Ambulance
Erik J. Honda	53366.86	Police	Chad A. Tatar	1163.26	Ambulance
Molli J. Hunter	7611.28	Library	Brian J. Tate	58228.77	Police
Mary A. Intlekofer	51426.41	Ambulance	Ian C. Temple	607.50	Pool
Dean O. Jensen	4932.53	Ambulance	Madonna S. Thoma-Kremer	24738.13	Library
Eric S. Jungling	25362.25	Streets	James D. Tjaden	55143.84	Water/Sewer
Nicholas L. Kahler	51972.33	Streets/San/Fire	Nanci R. Tuel	38521.18	Clerk's Office
Brandon J. Kent	51185.29	Ambulance	Michelle L. Turnis	40999.92	Library
John D. Klein	2243.56	Police	Robert M. Urbain	25462.48	Police
Jordan M. Koos	59201.34	Police	Jenna M. Weih	12343.60	Ambulance

Maci R. Welter	2640.40	Pool	Curtis D. Wyman	2700.00	Ambulance
Micah L. Williams	237.80	Pool	Thomas W. Yeoman	1200.00	Council
Brian R. Wolken	3600.00	Mayor	Wayne A. Yousse	16723.32	Streets
Andrue T. Wright	1502.65	Pool			

This resolution passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

---

Brian R. Wolken, Mayor

---

Sally Hinrichsen, City Clerk

City Council Meeting  
Prep. Date: 04/30/20  
Preparer: Doug Herman



Agenda Item:# 4  
Agenda Date: 05/04/20

*Communication Page*

**Agenda Items Description:** Resolution to approve N. Sycamore Seeding Contract between City of Monticello and Emerald Green Lawncare

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

**Attachments & Enclosures:**

Resolution
Notice to Bidders
Bids

**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.

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

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

I cannot explain the significant disparity in the low bid related to the other two, however, understand that the low bidder has been in business for over 20 years and wants to get his foot in the door in Monticello, one of his recent hires previously working for 151 Landscape. In general the project requires final grading, seeding, fertilizing, and mulching. The low bidder proposes to mulch with a straw mat and staples which matches one of the bid options proposed by Chicks' Repair (Which is Matt Wennekamp)

I have met with the owner of Emerald Green Lawncare and Ryan (previously with 151) who will be doing the majority of the work. He has done other work in town and I believe understands the expectations.

This project did not require bids under the law and we requested bids by e-mail from two other local vendors, neither submitted, one telling me that he was booked up and the other not responding.

**Recommendation:** I recommend that the Council consider the bids and award the bid as deemed appropriate.

# The City of Monticello, Iowa

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

## RESOLUTION #2020-

### Resolution to approve N. Sycamore Street Seeding Contract between the City of Monticello and Emerald Green Lawncare

**WHEREAS,** The City of Monticello sought bids related to final grading and seeding of areas disturbed during the N. Sycamore Street Reconstruction Project, and

**WHEREAS,** The City received three bids, as follows:

- |   |             |
|---|-------------|
| 1. Emerald Green Lawncare (Lisbon )                 | \$ 5,450.00 |
| 2. Chick's Repair, Inc.(Matt Wennkamp) (Monticello) | \$16,403.15 |
| 3. Supreme Green Lawn and Landscape (Manchester)    | \$18,150.00 |

-and-

**WHEREAS,** The low bidder, Emerald Green, has been in business over twenty (20) years and appears to be qualified and capable of completing the project, and

**WHEREAS,** The Council finds that the project should be awarded to the lowest responsive responsible bidder, Emerald Green Lawncare in the amount of \$5,450.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the entry into a contract by and between the City of Monticello and Emerald Green Lawncare to complete the N. Sycamore Street seeding project in the amount of \$5,450

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 4<sup>th</sup> day of May, 2020.

---

Brian Wolken, Mayor

Attest:

---

Sally Hinrichsen, Monticello City Clerk

## **Notice to Bidders**

### **N. Sycamore Seeding**

The City of Monticello is accepting bids related to final grading and seeding of those areas disturbed during the N. Sycamore Street Reconstruction Project which are primarily located within the ROW but in some cases outside of the ROW on private property. The project includes finish grading, starter fertilization, seedbed preparation, conventional seed application of Type 1 (Permanent Lawn Mixture), and mulching. The project shall generally comply with SUDAS Section 9010, a copy of which may be obtained by e-mailing City Hall at [dherman@ci.monticello.ia.us](mailto:dherman@ci.monticello.ia.us). Direct all questions related to this project to the above-referenced e-mail. Bids are due by mail, or in sealed envelopes in the City Hall utility drop box by no later than April 24, 2020 at 8:30 a.m. It is anticipated that a contract will be awarded at the City Council meeting scheduled on May 4, 2020. The project must be completed by no later than May 29, 2020. The project shall be bid as a lump sum and contractor will receive one payment after project completion and City Council approval.





"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

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 LAWNCARE 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: \_\_\_\_\_

# CHICKS REPAIR INC.

Invoice No. Quote  
Invoice Date: April 23, 2020

P.O. BOX 748  
MONTICELLO IA. 52310

[Address Line 3]

319-480-4822

[Web Site]

Matt Wenmeteam@gmail.com

[Fax]

CITY OF MONTICELLO

## JOB DESCRIPTION:

NORTH SYCAMORE SEEDING PROJECT

Description	Units	Cost Per Unit	Amount
SEED (DOT SUDAS RATE 10# PER 1000 SQ. FT.)		\$	1,452.52
FERTILIZER 13-13-13 10# PER. 1000 SQ. FT.		\$	312.98
STRAW MATTING (SINGLE SIDE)		\$	4,404.13
STAPLES		\$	321.00
SKIDLOADER		\$	1,419.09
POWER RAKE		\$	562.50
DIRT		\$	1,000.00
MISC.		\$	500.00
LABOR:		\$	6,800.00

Invoice Subtotal	\$	16,772.22
Tax Rate		
Sales Tax		-
Other		
Deposit Received		
<b>TOTAL</b>	<b>\$</b>	<b>16,772.22</b>

Thank you for your business!

# CHICKS REPAIR INC.

Invoice No. Quote  
Invoice Date: April 23, 2020

P.O.BOX 748  
MONTICELLO IA. 52310

[Address Line 3]

319-480-4822

[Web Site]

*Matt Wennenkamp@gmail.com*

[Fax]

CITY OF MONTICELLO

## JOB DESCRIPTION:

**NORTH SYCAMORE SEEDING PROJECT**

Description	Units	Cost Per Unit	Amount
SEED (DOT SUDAS RATE 10# PER 1000 SQ. FT.)		\$	1,452.52
FERTILIZER 13-13-13 10# PER. 1000 SQ. FT.		\$	312.98
HYDRO MULCH PROFILE EZ-FLOBLEND 2200# PER. ACRE		\$	2,704.10
TACKIFIER		\$	201.96
WATER		\$	200.00
HYDRO SEEDER RENTAL		\$	1,250.00
SKIDLOADER		\$	1,419.09
POWER RAKE		\$	562.50
DIRT		\$	1,000.00
MISC.		\$	500.00
LABOR:		\$	6,800.00

Invoice Subtotal	\$	16,403.15
Tax Rate		
Sales Tax		-
Other		
Deposit Received		
<b>TOTAL</b>	<b>\$</b>	<b>16,403.15</b>

Thank you for your business!



1939 210th Street  
Manchester, IA 52057

# Estimate

Date	Estimate #
4/17/2020	62414-443

Name / Address
City of Monticello 200 E First St Monticello, IA 52310

Project

Description	Qty	Rate	Total
Price to finish grade and drill seed into all areas disturbed by the road construction project. Drilling will insure good seed to soil contact and a firm seed beds.	1	10,250.00	10,250.00
Starter Fertilizer Application	1	400.00	400.00
Price to hydro-mulch all areas to cover and protect seed bed from runoff as well as help with moisture retention and quick germination.	1	7,500.00	7,500.00
Sales Tax		7.00%	0.00
		<b>Total</b>	<b>\$18,150.00</b>

**City Council Meeting**  
**Prep. Date:** 04/30/20  
**Preparer:** Doug Herman



**Agenda Item:** 5  
**Agenda Date:** 05/04/2020

*Communication Page*

**Agenda Items Description:** Resolution to approve Pay Request #2 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:	\$24,594.55
Revenue:	n/a

**Synopsis:** Pay Request #2 from Crawford Company related to Berndes Center HVAC project.

**Background Information:** This is the second 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 \$3,774.95. After this payment there will be a remaining balance, including retainage, in the total amount of \$86,659.95

**Staff Recommendation:** I recommend that the Council approve Pay Request #2.

# The City of Monticello, Iowa

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

## RESOLUTION #2020-

### Approving Pay Request #2 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 2<sup>nd</sup> pay request submitted by Crawford Company, and

WHEREAS, The total work completed to date totals \$75,499, and after withholding the contractually agreed upon retainer of 5% the pay request totals \$24,594.55, and

WHEREAS, The City Council finds, on the advice and recommendation of the MEP Engineers that the 2<sup>nd</sup> pay request in the amount of \$24,594.55 should be, and is hereby approved.

NOW THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve Pay Request #2 submitted by Crawford Company in the amount of \$24,594.55.

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 4<sup>th</sup> day of May, 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.: 2  
PERIOD TO: 4/28/2020  
PROJECT NOS.: CONTRACT  
DISTRIBUTION TO:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

FROM CONTRACTOR: Crawford Company  
1306 Mill Street  
Rock Island, IL 61201  
3097884573

VIA ARCHITECT:

CONTRACT DATE: 2/20/2020  
INVOICE NO.: 01110877-IN

CONTRACT FOR:

## 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 75,499.00

(Column G on G703)

### 5. RETAINAGE:

- a. 5.00 % of Completed Work 3,774.95  
(Columns D + E on G703)
- b. 0.00 % of Stored Material 0.00  
(Column F on G703)

Total Retainage (Line 5a + 5b or

Total in Column I of G703)

3,774.95  
71,724.05

### 6. TOTAL EARNED LESS RETAINAGE

### 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) 47,129.50

### 8. CURRENT PAYMENT DUE


24,594.55

### 9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6) 86,659.95

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
<b>TOTALS</b>	<b>0.00</b>	<b>0.00</b>
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.

By: 

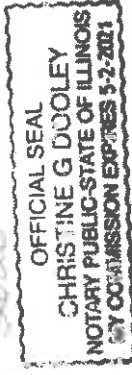
Date: 4/28/20

State of: Illinois County of: Rock Island

Subscribed and sworn to before me this 28th day of April 2020

Notary Public: Christine G. Dooley

My Commission expires: 5/2/19



## 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.: 2

containing Contractor's signed Certification, is attached.

APPLICATION DATE: 4/28/2020

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

PERIOD TO: 4/28/2020

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		F MATERIALS PRESENTLY STORED (NOT IN P.O.R.E.)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (G-C)	I RETAINAGE IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D-C)	THIS PERIOD (D-E)				
000001	PLUMB SUPPLY - EQUIPMENT	22,433.00	20,424.00	2,009.00	0.00	22,433.00	0.00	1,121.65
000002	HART-HAMMER - EQUIPMENT	46,165.00	0.00	0.00	0.00	0.00	46,165.00	0.00
000003	HVAC LABCR	30,756.00	20,000.00	9,000.00	0.00	29,000.00	1,756.00	1,450.00
000004	HVAC MATERIALS	12,000.00	3,000.00	6,000.00	0.00	11,000.00	1,000.00	550.00
000005	SUB - SAJ LOW INSULATION	18,760.00	0.00	0.00	0.00	0.00	18,760.00	0.00
000006	SUB - JHOLST CONSTRUCTION	4,180.00	0.00	4,180.00	0.00	4,180.00	0.00	209.00
000007	SUB - MONTPIRE	13,804.00	0.00	0.00	0.00	0.00	13,804.00	0.00
000008	SUB - INTEGRATED ENVIRONMENT'S TEST & BOND	2,886.00	1,500.00	0.00	0.00	1,400.00	1,400.00	70.00
000009	DELIVERIES	700.00	2,286.00	0.00	0.00	2,286.00	0.00	114.36
000010	MOLBILIZATION	4,500.00	500.00	200.00	0.00	700.00	0.00	35.00
000011		4,500.00	0.00	4,500.00	0.00	4,500.00	0.00	225.00
	<b>Original Contract Total:</b>	<b>150,384.00</b>	<b>49,610.00</b>	<b>25,009.00</b>	<b>0.00</b>	<b>75,499.00</b>	<b>82,885.00</b>	<b>3,774.95</b>
	<b>INVOICE TOTALS</b>	<b>150,384.00</b>	<b>49,610.00</b>	<b>25,009.00</b>	<b>0.00</b>	<b>75,499.00</b>	<b>82,885.00</b>	<b>3,774.95</b>



**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

FROM CONTRACTOR: Crawford Company  
1306 Mill Street  
Rock Island, IL 61201

CONTRACT FOR: 3097884573

APPLICATION NO.: 2  
PERIOD TO: 4/28/2020  
PROJECT NOS.: CONTRACT  
CONTRACT DATE: 2/20/2020  
INVOICE NO.: 0110877-FN

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

**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 75,499.00

5. RETAINAGE: (Column G on G703)

a. 5.00 % of Completed Work

(Column D + E on G703) 3,774.95

b. 0.00 % of Stored Material

(Column F on G703) 0.00

Total Retainage (Line 5a + 5b or

Total in Column I of G703) 3,774.95

6. TOTAL EARNED LESS RETAINAGE 71,724.05

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) 47,129.50

8. CURRENT PAYMENT DUE 24,594.55

9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) 86,639.95

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
NBT CHANGES by Change Order		0.00

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

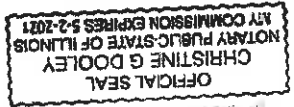
In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance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

AMOUNT CERTIFIED \$ 24,594.55

(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.)

By: *Debra M. Black*  
ARCHITECT Date: 4-28-2020

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.



Subscribed and sworn to before me this 28th day of April, 2020  
Notary Public My Commission expires: \_\_\_\_\_  
State of: Illinois County of: Rock Island

By: \_\_\_\_\_  
CONTRACTOR Date: 4-28-2020

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.

**CONTINUATION SHEET**

APPLICATION AND CERTIFICATE FOR PAYMENT

containing Contract and approved conditions is attached.

In relations below, amounts are listed in the master order.

The Column I on Contract shall indicate whether the items may apply.

APPLICATION NO. 2  
 APPLICATION DATE: 02/28/2020  
 PERIOD FOR ARCHITECTS PROVISION: 02/28/2020

A	ITEM NO.	DESCRIPTION OF WORK	UNIT	QTY	UNIT PRICE	TOTAL	C	D	E	F	G	H	I
	00001	PLUMB SUPPLY & EQUIPMENT		20,000.00	20,000.00	20,000.00							
	00002	HVAC LABOR		9,000.00	9,000.00	9,000.00							
	00003	HVAC MATERIALS		6,000.00	6,000.00	6,000.00							
	00004	ST-B-SYSTEMS/INSTALLATION		12,000.00	12,000.00	12,000.00							
	00005	ST-B-TIME OF CONSTRUCTION		4,180.00	4,180.00	4,180.00							
	00006	ST-B-MONITORING		13,804.00	13,804.00	13,804.00							
	00007	ST-B-INTERIORIZED ENVIRONMENTAL TEST & B		1,400.00	1,400.00	1,400.00							
	00008	DONE		2,286.00	2,286.00	2,286.00							
	00009	DELIVERIES		709.00	709.00	709.00							
	00010	WARRANTY		4,500.00	4,500.00	4,500.00							
	00011	INVEST TOTALS											
		<b>Original Contract Total:</b>				158,384.00							
						49,610.00							
						25,889.00							
						75,499.00							
						82,885.00							
						3,774.98							

City Council Meeting  
Prep. Date: 04/30/20  
Preparer: Doug Herman



Agenda Item:# 6  
Agenda Date: 05/04/20

*Communication Page*

**Agenda Items Description:** Resolution approving transfer of building located at 101 East 1<sup>st</sup> Street from the Welter Family to the City of Monticello and plan to transfer building from City to the Creative Adventure Lab, Inc.

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

**Attachments & Enclosures:**

Resolution
Letter of Intent from Creative Adventure Lab
Community Assessment (Partial)

**Fiscal Impact:**

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

**Synopsis:** Welter family has agreed to transfer ownership of the old DG/Dime Store building as a gift to the City of Monticello to facilitate the transfer of the property to the Creative Adventure Lab, Inc who will repurpose the building as a “Creative Adventure Lab” and “Innovation Lab” with office space for proposed “Main Street Monticello” office if that successfully moves forward.

**Background Information:** The Welter family has been very open to considering options for the old Dime Store building that would be beneficial to Monticello. After recent discussions with both the Welters and representatives of the Creative Adventure Lab / Innovation Lab in Dubuque a plan forward has been agreed to that will result in the Creative Adventure Lab, Inc. opening their first “branch” location in Monticello. The Creative Adventure Lab (Kind of like a “Science Station” environment) would share the building with the Innovation Lab, a project previously discussed and approved by the Council, with space being set aside in the building for the potential “Main Street Monticello” office. (You may recall Deb Bowman and Lisa Stadtmueller presenting on this topic.) The City ownership of the building would be temporary, just long enough to take advantage of certain grants available to the City including grants related to asbestos inspection and abatement and potential grants associated with façade/entryway improvements. (See Letter of Intent from the Creative Adventure Lab, Inc.)

The details of the Creative Adventure Lab and Innovation Lab are set forth within a letter from Jordan DeGree, Executive Director of the Creative Adventure Lab, Inc. and he will be involved in our meeting Monday night electronically.

The empty and underutilized status of the old Dime Store has been identified as one of the negatives of our community with community surveys that were responded to and interviews during the Community Assessment. Utilizing the building in the fashion proposed will be a great win for the downtown. It will provide space for children and family programming as well as entrepreneurs. It is not likely that our downtown will ever be full of retail outlets again, creating other reasons for people to come to the

downtown and utilize the downtown will keep it alive and will promote other uses, retail, service, and the like. I believe that we as a community could not find a better fit for the old dime store building than the Creative Adventure and Innovation Lab. The fact that the Welter Family is willing to gift the City the building and the Creative Adventure Lab is willing to cover costs the City may incur pre-transfer of the building (See attached letter) are icing on the cake. (A separate letter, in recognition of the facilitation of the building transfer and grant work, relieves the City of an annual financial commitment to the Innovation Lab.)

**Recommendation:** I recommend that the Council approve of the transfer of the Welter building to the City of Monticello to facilitate the transfer to the Creative Adventure Lab, Inc. for renovation and use as the Creative Adventure Lab, Inc. and Innovation Lab.

# The City of Monticello, Iowa

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

## RESOLUTION #2020-

**Approving** transfer of building located at 101 East 1<sup>st</sup> Street from the Welter Family to the City of Monticello and plan to transfer building from City to the Creative Adventure Lab, Inc.

- WHEREAS,** The Welter family has offered to donate, at no cost, the old dime store building located at 101 E. 1<sup>st</sup> Street, Monticello, to the City of Monticello, and
- WHEREAS,** The City Council previously, by Resolution 19-135 supported the creation of an Innovation Lab in Monticello, said Innovation Lab to be affiliated with the Innovation Lab in Dubuque, and
- WHEREAS,** After conversations with the Executive Director of the Creative Adventure Lab and Innovation Lab in Dubuque, they have expressed interest in taking over ownership of the old Dime Store from the City and not only renovating the building to be home to the Innovation Lab but also a Creative Adventure Lab, as well as reserving space for a downtown / Main Street office, and
- WHEREAS,** City ownership of the building for a period of time will allow the City to take advantage of certain grants that would not be available to the Creative Adventure Lab, including asbestos inspection and removal, if necessary, and potentially a façade / entryway grant, and
- WHEREAS,** The Creative Adventure Lab has submitted a Letter of Intent to take over ownership from the City as set forth herein, to cover any costs incurred by the City in updating or renovating the building so long as those expenses are preapproved by the Creative Adventure Lab, Inc., and then to fundraise and renovate the building with a targeted opening date in the Fall of 2021, and
- WHEREAS,** The Council finds that the proposed use of the building would be a good use for not only the building but the community in general, noting that many comments were received during the Downtown Assessment performed by the Iowa Economic Development Authority in October, 2019.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve of the transfer of the building located at 101 East 1<sup>st</sup> Street from the Welter Family to the City of Monticello and the plan to transfer the building from City to the Creative Adventure Lab, Inc., further authorizing the City Administrator to pursue grants that will improve the building in advance of the transfer with the preapproval of the Creative Adventure Lab and the agreement of the Creative Adventure Lab to reimburse the City for any such costs incurred by the City prior to transfer.

**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 4<sup>th</sup> day of May, 2020.

---

Brian Wolken, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk

04/28/2020

Monticello City Council  
200 East 1st St  
Monticello, IA 52310

Re: 101 East 1st St

Dear City of Monticello,

I'm writing today to express Creative Adventure Lab's intent to accept transfer of the property located at 101 East 1st St in Monticello, IA. This letter should not be construed as a binding contract.

Creative Adventure Lab is a 501(c)3 nonprofit organization and our plan is to utilize the main level of this facility to replicate the following successful programs in Monticello:

**Discovery Lab**

Similar to a children's museum - fosters creativity and innovation through hands-on, informal learning experiences (see pictures attached). The Discovery Lab is available to the public by general admission and also hosts parties, group events, and field trips. We offer both youth and adult experiences in a family friendly, inclusive environment. In Dubuque, our Discovery Lab attracts an average of 25,000 visitors each year, from all over the country. We have regular visitors from as far away as Cedar Rapids and Madison.

**Innovation Lab**

Promotes positive economic outcomes by offering a coworking space, entrepreneur support programs, and innovation services for new and existing businesses. In Dubuque, we've helped 40+ entrepreneurs launch or scale businesses over the past year and provided innovation services to partners like John Deere, Hodge, MercyONE, Alliant Energy, Diamond Jo, and more.

**Community Partnerships**

The Innovation Lab will also offer office space & shared amenities that will be available to other organizations in the community (e.g. - the planned Main Street program office).

**Reimbursement Considerations**

We understand that the building will be donated to the City by the Welter family and that City ownership will be short term, primarily to take advantage of grant opportunities that are only available to a governmental entity. With that said, we further understand that the City may incur costs related to improving the building prior to its transfer to Creative Adventure Lab. We are willing to reimburse the City of Monticello, up to \$20,000, for expenses incurred related to either of the following, provided we are involved in the decision-making process:

1. to complete any required environmental remediation, or

2. to leverage public grant funds to improve the facility (facade, energy efficiency, etc)

If expenses (anticipated or actual) exceed \$20,000, we will consider providing additional reimbursement at that time.

We intend to renovate the building in a quality manner and be an anchor for your downtown. To make this happen, we will pursue a fundraising campaign over a number of months with a projected opening in the fall of 2021. We've attached before & after images of our current facility (15,000 ft<sup>2</sup>), to demonstrate our capacity for this type of project.

The Monticello location will be our first Discovery Lab location outside of Dubuque and we are very excited to join your community. I look forward to a partnership that helps foster creativity, innovation, and entrepreneurship in Monticello.

Sincerely,

A handwritten signature in black ink, appearing to read "Jordan DeGree". The signature is fluid and cursive, with a large initial "J" and "D".

Jordan DeGree  
*Executive Director*  
Creative Adventure Lab, Inc.



## Creative Adventure Lab Facility Remodel

210 Jones St - completed 2017

Exterior before & after



Interior before & after



Before

After

INNOVATION LAB INTERIOR IMAGES



DISCOVERY LAB INTERIOR IMAGES



04/28/2020

Monticello City Council  
200 East 1st St  
Monticello, IA 52310

Re: 101 East 1st St

Dear Mr. Herman,


I'm writing today regarding the proposed transfer of the property located at 101 East 1st Street in Monticello, Iowa, from the City of Monticello to Creative Adventure Lab. If this transfer takes place, we would withdraw our request for the City of Monticello to contribute \$5,000 per year to help us open and operate an Innovation Lab in your community.

Sincerely,


A handwritten signature in black ink, appearing to read "Jordan DeGree". The signature is stylized and cursive.

Jordan DeGree  
*Executive Director*  
Creative Adventure Lab, Inc.

# Downtown Assessment Report



Monticello, Iowa  
October 29-31, 2019



Conducted By:

Iowa Downtown Resource Center



IOWA ECONOMIC DEVELOPMENT AUTHORITY  
1963 Bell Avenue, Suite 200 | Des Moines, Iowa 50315  
PH: 515.348.6180 | [James.Engle@IowaEDA.com](mailto:James.Engle@IowaEDA.com)

[iowaeconomicdevelopment.com](http://iowaeconomicdevelopment.com)  
[iowaeconomicdevelopment.com/CommunityDevelopment/IDRC](http://iowaeconomicdevelopment.com/CommunityDevelopment/IDRC)

## ASSESSMENT TEAM

The Iowa Economic Development Authority's Assessment Team included five downtown development professionals:



**JIM ENGLE**, Director, Iowa Downtown Resource Center, Iowa Economic Development Authority, Des Moines, Iowa. Jim has been with IEDA since January 2014. As director of the Iowa Downtown Resource Center, he oversees all downtown development programs of the authority. His current responsibilities include managing a million-dollar annual budget, overseeing the planning and delivery of technical assistance services and developing training opportunities for all Iowa communities. Jim's areas of expertise are in organizational development, promotion, business development and working with smaller communities with populations ranging from 400 to 80,000. Prior to joining the IEDA, Jim served as Coordinator of the Wisconsin Main Street Program for 23 years. He also served as the Main Street Executive Director in Oskaloosa, Iowa. He holds a degree in Business Management from Central College in Pella, Iowa. Over the years, Jim has consulted for Main Street programs in Iowa, Wisconsin, Illinois, Indiana, Minnesota, Washington, Tennessee and Michigan. He has also presented at many national downtown conferences.



**ROBIN BOSTROM**, Business Specialist, Iowa Downtown Resource Center, Iowa Economic Development Authority, Des Moines, Iowa. Prior to joining IEDA, she served as the local program director in West Union. She assists with market analysis training, provides technical assistance on business development efforts for Iowa's Main Street communities, as well as one-on-one business consulting and entrepreneur development. Robin's expertise stems from over 20 years as a small business owner in rural Northeast Iowa. She has also worked for numerous non-profit organizations, served as Executive Director for Fayette County Economic Development, and Director for the Turkey River Recreational Corridor. During this time, she served as project manager for several community development projects ranging from historic building rehabilitations to streetscape projects to trail development. She holds a BA from the University of Northern Iowa and is a graduate of the Heartland Economic Development Course.

**JEFF GEERTS**, EcoDistricts AP, NCI CS & CM Special Projects Manager, Iowa Economic Development Authority, Des Moines, Iowa. Working for the Iowa Department of Natural Resources for 15 years and the Iowa Economic Development Authority for the last 11+ years, Jeff has more than 25 years of grant



writing, grant management, and program development experience with an emphasis on environmentally sustainable development. Jeff's expertise is matching up a community's vision with the resources to make the vision a reality. Jeff is actively involved with several nonprofit organizations and currently is a board member of Des Moines Heritage Trust. Jeff is a co-owner of Millennium HRM Press, a publisher of public administration and nonprofit management focused case studies and textbooks. For the last 20 years Jeff has programmed an award winning international comparative policy course in best practices for community leaders and graduate public administration students in the Drake University College of Business and Public Administration. He regularly speaks at local, state and national conferences on sustainable community development practices. Along with being an EcoDistricts Accredited Professional and certified in the National Charrette Institute's Charrette System and Charrette Management, Jeff has a Bachelor of Science degree in management science and statistics from St. Ambrose University and master's degree in public administration from Drake University.

**DENNIS REYNOLDS** delivers award winning master planning, urban design, site design and public art with his unique combination of innovative design; presentation and listening skills; quick hand drawings; and pro-active facilitation of the design process. Prior to creating his own consulting practice, Reynolds Urban Design, he provided senior level design services and leadership at HOK (Kansas City), Sasaki (Boston) and NBBJ (Columbus). He founded and led the innovative HOK S+V+E "Design Studio", facilitating cutting edge multi-disciplined design concepts. His major projects include Ho Chi Minh City's Thu Thiem Peninsula Master Plan, Nanjing Olympic Sports Park (that hosted the 2005 China Games and the 2008 Summer Olympics), The Great American Ballpark for the Cincinnati Reds and the Dubai Autodrome Formula One Racing Community. As Director of Design for a major Midwest real estate development company from 2005 to 2011, Dennis was responsible for groundbreaking projects including the "New Urbanist" Village of Ponderosa and "Shimmer" lakeside terrace. Recent projects include urban design, site design and public art for the emerging downtown Des Moines Bridge District, the North Kansas City Vision Plan, East Village's City Square, Bondurant's Swings and Fireflies, Overland Park Medical Center's "Heritage" public art trail and Edina Grandview Urban Design Concepts. Dennis has a Bachelor of Arts from Wheaton College with concentrations in Fine Arts, Economics and Group Dynamics and a Masters of Landscape Architecture from Kansas State University. He currently serves on both the Urban Design Review Board for the City of Des Moines and the Iowa Urban Land Institute Board, volunteers for multiple Dog Rescue groups and provides therapy dog visits with Mister Cotton.



**SARAH GRUNEWALDT**, Executive Director, Main Street Washington, Washington, Iowa. Sarah began with Main Street Washington as their Director in 2012. She provides support, training, and technical assistance to her Downtown District. Sarah provides local expertise in the areas of Historic Preservation and Building Restoration as well as administers the successful Washington Incentive Grant program for Building Rehabilitation. She holds a Master's Degree in Preservation Studies from Boston University. During her graduate education, she worked in the fields of Real Estate development with her work with Historic Boston Incorporated and as an independent Real Estate Agent in the City of Boston focused primarily on the rental market. She earned her Bachelor of Arts from the University of Iowa in American History and Museum Science.





The following report summarizes the observations and recommendations resulting from an Iowa Downtown Resource Center Assessment conducted in Monticello, Iowa. In preparation of this report, the Assessment Team learned about Monticello's development history and plans for future development. The Team's familiarization process began with a review of materials supplied prior to the visit, a pre-visit survey consisting of 107 completed surveys, a driving tour of the city and a walking tour of the Downtown commercial district. The intensive three-day visit also included interviews with approximately 70 community leaders, individuals and groups representing the public and private sectors and a community meeting. Based upon these activities and the Assessment Team's extensive working knowledge in downtown economic development, this report summarizes their findings and recommendations for Monticello.

## OVERVIEW

This Downtown Assessment report and recommendations for Monticello are based on the Team's downtown development experience – totaling over 100 years. Their beliefs are grounded by the philosophy that in order for Downtown to re-establish itself as the social and commercial center of the community – the physical heart and soul of the city – Downtown must become more valuable physically, economically, socially and politically.

The health of Downtown has a direct impact upon the entire community's economic well-being. They are inter-related. Downtown revitalization IS economic development. Downtown is a prime location for incubating small business, it is an affordable location for independent businesses and is historically one of the community's major employers. The commercial center provides a compact environment with multiple stories for commerce, government and living spaces, thus reducing sprawl and the cost associated with extending city services and infrastructure. The pedestrian friendly environment is convenient and accessible, serving as the center (community space) for not only commercial trade but also cultural, social and civic engagement. Historic downtown districts can serve as heritage tourism attractions. A building's condition, the business' viability and maximization of the building's square footage for income generation affect not only the property's value, but also the value of the neighboring properties and real estate in the entire community. Investments in Downtown allow it to "pay its fair share" in taxes resulting in lessening the tax burdens of its citizens and city government.

Most of our memories are directly associated with a place. We "go back" to places we feel good about. We "go back" to places where we have had positive shopping experiences. We "go back" to places where we have had fun. We "go back" to places we think are important. We are also attracted to places where we think we will have a positive experience. We must strive to make Downtown a "go to" kind of destination, not an avoidable area we pass through to get somewhere else.

**"Never doubt that a small group of committed dependable citizens can change the world. Indeed, it is the only thing that ever has."  
-Margaret Mead**



## THE SURVEY SAYS...

Prior to the Downtown Assessment the Iowa Downtown Resource Center administered an on-line survey to residents of Monticello to get their ideas and opinions about the downtown area. Approximately 107 people participated in the survey. A complete summary of survey responses is available as an attachment. Survey trends show....(answers in order of popularity)

### DOWNTOWN'S GREATEST STRENGTHS:

- Businesses: Longevity of businesses; Variety; Shops I need to function
- Architecture: historical buildings; variety of storefronts; material types; city buildings; Veterans building
- Pocket Park
- People: friendly, down home residents; small town friendliness
- Walkability
- Merchants who can give a personal buying experience
- Hardware stores: Thiesen's
- Library

### IF I COULD CHANGE ONE THING ABOUT DOWNTOWN MONTICELLO, IT WOULD BE:

- Change/clean up several building exteriors; Rundown buildings; abandoned; Compadres and Dollar General
- Empty storefronts look bad; Fill them up; Better window displays
- Parking; Eliminate parallel; More parking; Tight on street parking
- Improve pedestrian experience; art, signed/safe crosswalks, sidewalks, music, electronic event sign, streetlights
- More open businesses; more shops; more local vendors/galleries; more variety
- Miss Thursday night shopping and companion events; Need better store hours
- Empty dime store/Dollar General building: Facelift and fill it

### WHAT TYPE OF NEW DOWNTOWN BUSINESS WOULD BE MOST SUCCESSFUL?

- Food related (many different types of food)
- Something for kids/Family entertainment
- Movie theater
- Pool hall/arcade
- Bookstore

### HOW DOES DOWNTOWN MONTICELLO MAKE YOU FEEL?

- Safe and at home; Homey; At home but less so than 25 years ago
- Warm and welcoming
- Sad so many businesses have closed; Needs trees and curb appeal; Melancholy
- Good
- Like small towns still exist; Like I am in quaint little town; hometown Iowa
- Proud; Proud that a small town can survive in age of Amazon

### HOW DO YOU WANT DOWNTOWN MONTICELLO TO FEEL?

- Exciting, vibrant, energetic, upbeat, exhilarating, active, thriving, night life/entertainment, hip, lively, revved
- Welcoming
- Inviting, warm, inviting no matter who you are, inviting to go shopping
- Bustling with open businesses; holiday decorations; busy and rich in history; busy with people; full

### WHAT WOULD IMPROVE THE BUSINESS CLIMATE OF DOWNTOWN THE MOST?

- Nicer looking buildings; Fix outside of buildings; Highlight architecture with lighting; Fix Monti Sports windows
- Fill the void of the old Dollar General; New owners or tenants for empty buildings
- Better/longer store hours
- More and better parking; Better off street parking and signage to point it out
- Greenery; sculptures; curb appeal for pleasurable strolling; cleaner streets; lighting; seating; vibrant flags

### WHICH PUBLIC AMENITIES ARE MOST NEEDED DOWNTOWN?

- Places for kids
- Street seating
- More parking
- Street trees
- Public art

Vacant buildings can be one of the greatest challenges facing local leaders in their revitalization efforts. The physical appearance of downtown creates a strong first impression for visitors and communicates a community's sense of pride. Empty storefronts and rundown buildings were the number one concern expressed by local residents in the community survey. Monticello has several buildings that create a strong sense of pride and have retained their historic components, yet there are a few that are in definite need of repair. Some suffer from neglect and lack of regular maintenance. Others, while in good condition, are vacant and need to have a concentrated effort to fill the space with a new business. The city must partner with downtown property owners to address those properties that are in disrepair. Adaptive reuse and full utilization of vacant properties or underperforming properties that adhere to appropriate design guidelines is essential. Downtown development is an incremental process, one building, one business at a time.

**ACTION STEPS:**

- 1) **Be proactive!** Don't wait for buildings to sit empty to develop a plan. Brainstorm ideas for new uses for those that are currently empty and start to generate ideas for the Middle School building that will be vacant in the near future. Look to the survey results to see what types of goods and services residents would like to have in town. The Assessment team cautions you to avoid having the old middle school building project siphon off resources from revitalizing downtown. Mothballing the middle school building for now may be a viable option.
- 2) Put together a team of volunteers to create displays in the windows of vacant storefronts. These displays can highlight community events, holidays or showcase products available in other stores that may not have the best display windows.
- 3) Host vacant spaces tours to give people a chance to explore the space or consider holding meetings in the spaces to allow local residents to see what is available. Word of mouth can be a great advertising tool! Uptown Marion and Marshalltown have great examples of tours to showcase available space including upper story housing projects.
- 4) Reach out to the ISU College of Design Retail-Scapes Studio. This multiple disciplinary program partners senior design students with a local community to assist with community visioning and project design and is a great way to generate ideas with visual examples. Similar programs may be available at Kirkwood or the University of Iowa.
- 5) Consider applying for a CDBG Downtown Revitalization (DTR) grant. This program provides up to \$500,000 for multiple façade restorations in downtown, typically matched locally by the city and participating property owners. Because these are federal funds, there are a number of review and compliance requirements. Many communities work with their Regional Councils of Government (COG) to manage these grants. This grant takes coordination and cooperation but makes a huge visual impact on the character of the entire downtown district.



City Council Meeting  
Prep. Date: 05/01/2020  
Preparer: Doug Herman



Agenda Item:  
Agenda Date: 05/04/2020

*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

**Reports / Potential Action:**

City Administrator

- a. Cobblestone: After the last meeting I had further discussions with Cobblestone representatives. The plan at this point is to wait on further action until additional steps are taken or plans put in place at their end.
- b. Trail: I have final trail plans for contractors and they are being distributed to local contractors.
- c. City Code: In the hands of Iowa Codification right now, going through final review by them. I have had regular back and forth with them over the last couple months as details are ironed out. I think we are very close to finalization.
- d. Employee handbook: With the City Code update nearly done I have spent time going through the new draft Employee Handbook. I have wrapped up my review and turned it over to Cheryl for review of certain parts she deals with more regularly than me. I am also waiting for some updates from Acumen, our benefits broker, to be sure I am accurately laying out our benefits information.
- e. Zimmerman: I sent a letter to Norm and his two neighbors on N. Cedar Street related to potential sewer main project, see copy enclosed, and have not yet received a response.
- f. Sewer Plant Grant: The grant, largely completed by Derek, has been submitted. Will know in a few months if successful.
- g. Airport Grant: The Grant for grading and concrete work has been submitted to the State. Will know in the next 6-8 weeks if successful.
- h. Rural Innovation Grant: Plan is to apply for funding to improve storefront and vestibule area of old dime store, assuming the Council is supportive of project laid out at Agenda #6.
- i. Maple Street Sidewalk – Fair Cost Share: The Fair has agreed to cover the additional \$1,300 to make the Maple Street sidewalk 5' wide if it can be done without damaging the trees and with the understanding that their share will be pad after the 2021 Fair.
- j. Sycamore / 1<sup>st</sup> Street sidewalk ramps: I received plans from Snyder to bring the pedestrian ramps at the SE and SW corners of Sycamore and E. 1<sup>st</sup> Street into compliance with the ADA. I will be distributing to contractors.



CITY OF  
MONTICELLO

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

*Equal Opportunity Employer - Fair Housing City*

To: Norm and Donna Zimmerman  
Sidney Schatz  
Lisa Winch

From: City Administrator Doug Herman

Re: Sewer Main Extension

Date: February 22, 2019

---

I wanted to let all of you know of additional discussions related to the proposed sanitary sewer project that would result in the connection of your properties to the City Sewer System.

The Council met electronically on 4/20 and were joined by Norm Zimmerman. Norm offered to pay \$500 towards the connection of each of your properties to the proposed new City sewer. We do not currently know what the total cost of connecting your home to the sewer would be.

The City Engineer estimates that the sanitary sewer main installation will cost approximately \$70,000, however, that is not a fine-tuned estimate. The Council discussed how the cost of the new sewer should be paid for and directed me to let you know that their opinion was that 50% of the project costs, including connections to the homes, should be assessed, with the maximum assessment per home to be capped at \$10,000, payable over ten years with property tax payments. This is similar to the process employed by the City in the Schoon Addition back in 2007 with the Council applying a 0% interest rate to the assessed amount. If the engineer's estimate is accurate, the assessment would be \$10,000. (As noted, Norm indicated that he would pay \$500 towards the Schatz and Winch home connections. With that said, he did not commit to an agreement to be assessed.) Keep in mind that this sewer extension will serve but three homes. Under the proposal, the "City" would be covering a significant portion of the overall project cost.

While Norm's home is in need of action now, the day will come that your homes will be in need of a new compliant system as well. Depending upon the size of your lot you may or may not have room for a "standard" system and if you don't the cost of the required system will increase.

I previously shared with you that the Sewer Main would run across the rear of your lots over an easement granted to the City. When the project is complete and you are connected to the City Sewer you would begin to receive a monthly sewer bill. But you will no longer need to worry about septic tank pumping or maintenance and the value of your home will go up significantly. Due to the non-compliant septic system Norm bought the Dirks property for \$20,000 which is less than one-half the current assessed value of both the Schatz and Winch properties. Keep in mind, if this project does not proceed and Norm installs a septic system, it is highly unlikely that a sewer main will be installed in the future and you, or successor owners of your property, will be forced to upgrade the systems which will significantly decrease the value of your home.

The Council asked that I reach out to you to determine your willingness to participate in the project knowing that the maximum assessment would be \$10,000, payable over ten (10) years, at 0% interest. Please let me know where you stand and if you have questions. Thank you in advance for your cooperation and consideration.

**Sincerely yours,**

**Doug Herman**  
**Monticello City Administrator**

Norm and Donna Zimmerman  
19243 Stone Bridge Road  
Monticello, IA 52310

Sidney Schatz  
930 N. Cedar Street  
Monticello, IA 52310

Lisa Winch  
912 N. Cedar Street  
Monticello, IA 52310