

# City of Monticello, Iowa

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Final Agenda Posted on July 31, 2020 at 12:00 p.m.  
Monticello City Council Meeting August 03, 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

**Proclamation** proclaiming August 16-22 as “Water and Wastewater Workers of Iowa Week”

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

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

<b>Approval</b> of Council Mtg. Minutes	July	20, 2020
<b>Approval</b> of Payroll	July	30, 2020
<b>Approval</b> of Bill List		
<b>Approval</b> of Century House Liquor License		

**Motions:** None

**Resolutions:**

1. **Resolution** to approve 2020 Goal Setting Final Report
2. **Resolution** approving Tax Abatement Application related to residential improvements constructed at 5 Spring Farm Lane, Unit 1, Monticello, Iowa
3. **Resolution** to approve Northridge Retention Ditch Clearing and Shaping

**Ordinances:**

4. **Ordinance** approving Monticello City Code of Ordinances. (Third Reading)

**Reports / Potential Action:**

1. City Administrator
  - a. Use of City Compost Site Mulch / Landscaping
  - b. Hwy 38 Sewer / Zimmerman update
  - c. Microsoft Go Tablets
2. Police Chief
3. Public Works Director
4. Park and Recreation

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

## **Meeting Instructions for the Public**

**Due to the Covid-19 Virus the City Council will be limiting access to the Council meeting to a limited number of residents on a first come first served basis so that social distancing may be maintained. The meeting will continue to be broadcast on Mediacom (Local Access Channel) and will be accessible via Zoom.**

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.

Topic: City Council Meeting August 3<sup>rd</sup> at 6:00 p.m. (Log in between 5:45 and 6:00)

Join Zoom Meeting

<https://us02web.zoom.us/j/86417145358?pwd=WTdrdJEzYWpNOFF2SGM5OXIVeWpGQT09>

Meeting ID: 864 1714 5358  
Passcode: 864394

Dial by your location: 1-312-626-6799

Meeting ID: 864 1714 5358  
Passcode: 864394

**Some feel more comfortable with other wearing masks. While not required, please take this consideration into account.**

## **Water and Wastewater Workers of Iowa Week: August 16 - 22**

Governor Reynolds has signed a proclamation proclaiming August 16-22, 2020 as "Water and Wastewater Workers of Iowa Week". This week is set aside for cities and towns to honor those workers in the water and wastewater industry for their daily environmental work in keeping Iowans and the Iowa environment safe and healthy.

State of Iowa  
Executive Department

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF IOWA

PROCLAMATION

WHEREAS, the state of Iowa's surface and ground waters are a treasured natural resource; and

WHEREAS, the water and wastewater workforce of Iowa have dedicated themselves to applying environmental science to enhance drinking and recreational waters of Iowa; and

WHEREAS, their applied environmental science-based practices continue to be a vital element in improving the quality of life and preserving and protecting public health in our state, and promoting sustainability in our way of living;

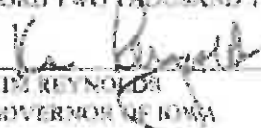
NOW, THEREFORE, I, Kim Reynolds, Governor of the State of Iowa, do hereby proclaim August 16-22, 2020 as

WATER AND WASTEWATER WORKERS  
OF IOWA WEEK


in Iowa, and urge our citizens to recognize the valuable role clean water plays in the lives of all Iowans.



IN TESTIMONY WHEREOF, I HAVE  
HEREUNTO SUBSCRIBED MY NAME AND  
CAUSED THE GREAT SEAL OF THE STATE OF  
IOWA TO BE AFFIXED. DONE AT DES MOINES  
THIS 15<sup>TH</sup> DAY OF JULY IN THE YEAR OF OUR  
LORD TWO THOUSAND TWENTY

  
KIM REYNOLDS  
GOVERNOR OF IOWA

ATTEST:

  
PAUL PATE  
SECRETARY OF STATE

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

Mayor Brian Wolken called the meeting to order. Council present: Dave Goedken, Brenda Hanken, Gary Feldmann, Candy Langerman, Chris Lux and Tom Yeoman. Also present were City Administrator Doug Herman, City Clerk Sally Hinrichsen, Public Works Director Nick Kahler, Police Chief Britt Smith and Park and Recreation Director Jacob Oswald. The public was invited to attend the meeting in person, with limited seating or to participate in the meeting electronically via "Zoom Meetings" and were encouraged to communicate from Zoom Meeting via chat, due to the heightened public health risks of the Coronavirus Pandemic (COVID-19). The meeting did have public attendance, both in-person and via Zoom.

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

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

Mayor Wolken opened the public hearing on the Status of Funded Activities for the 2020 CDBG OT Award. Mayor read the following statement: "The City of Monticello's Public Safety entities have identified the need for the implementation of fire fighter accountability through the utilization of updated technology as well as specialized disinfecting equipment in response to the recent covid-19 pandemic. This need is being funding through a Community Development Block Grant and specialized accountability software and UV Disinfecting equipment is being purchased for a total of \$2,295. This project is beneficial for all persons regardless of their economic status and be used by trained members of both the Monticello Fire Department and Monticello Ambulance Services and their respective service area. There will be no impact of relocation as a result of this project. Citizens who have concern over the receipt and use of federal funds for the purposes identified should contact Monticello City Hall at 319-465-3577. Currently the City of Monticello has not been made aware of Community Development and Housing needs of low to moderate persons that would be impacted by this grant opportunity, so no planned or potential activities are scheduled at this time. The City of Monticello has also not been made aware of other community development and housing needs that would be impacted by this grant opportunity, so no planned or potential activities are scheduled at this time." Staff received no written comments and there were no oral comments. Mayor Wolken closed the hearing on the Status of Funded Activities for the 2020 CDBG OT Award.

Herman updated the Council on steps taken after the last Council meeting to determine whether or not the City Storm Sewer was a primary cause of damage to the sidewalk and driveway in front of Monticello Monument based upon the property owner's request that the City pay to replace the sidewalk. At the Council's direction the City Administrator requested the opinion of the City Engineer who reviewed pictures provided by the property owner and the City GIS data related to the storm sewer. After review, Schwickerath emailed Herman advising that "Based on the pictures, the pavement deterioration visible appears to be consistent with what is oftentimes seen after 20+ years of use." Goedken suggested that other storm sewer catch basins in that area be repaired in the same fashion as the one near Monticello Monument. Council directed Kahler to look into pricing and repairs. Yeoman moved to replace the Monticello Monument sidewalk and driveway panels as requested at City cost, Goedken seconded. Roll call vote: Ayes: Goedken. Nays: Yeoman, Lux, Hanken, Feldmann and Langerman. Motion failed.

Herman informed the Council of Jeff McCormick's request to use the beer tent/ shelter at fairgrounds/City Park. Herman explained that he understood the request was to use the shelter on July 23<sup>rd</sup> and 24<sup>th</sup>, but that it may be the 24<sup>th</sup> and 25<sup>th</sup>. Although the Fair is very different this year, Herman reported that the City agreement with the Fair gives them control of the City Park, shelters, and grounds during this timeframe. McCormick plans to have a private party with entertainment from 6:30 pm to 10:30 pm. Herman reported that McCormick anticipates 30-50 people per night. Herman reached out to Fair Manager John Harms based upon the City agreement with the Fair. Harms expressed concern that folks may assume this party was associated with the Fair and that it would send a bad message, but agreed that he would allow the Council to decide whether or not the party should be allowed. The Fair is basically cancelled except FFA and 4H events due to COVID-19. Shelters are rented for \$20 per day and if not rented may be used on a first come first served basis. Feldmann expressed his opinion that if the Fair is not using the shelter that the City should agree to rent it to McCormick. Smith stated that he believed that allowing entertainment to end at 10:30 pm would not be unreasonable even though the Park technically closes at 10:00 p.m. Feldmann moved to allow Jeff McCormick to rent the beer tent/shelter at the Fairgrounds/City Park, if the Fair is not using it, for two nights either July 23<sup>rd</sup> and 24<sup>th</sup> or July 24<sup>th</sup> and 25<sup>th</sup> with music to end at 10:30 pm and the party is over and the premise to be vacated by 11:00 PM, Goedken seconded, roll call unanimous except Hanken who voted nay.

Herman reported that the City was awarded the Rural Innovation Grant in the amount of \$20,000, the grant requiring a \$10,000 match. Herman stated any expenses incurred by the City would be reimbursed or covered by Creative Adventure Lab, Inc, the intended purchaser of the building. It is anticipated that the actual project to improve the building frontage (windows, doors, awning removal and replacement, and vestibule construction) could cost \$40,000, which will be covered/ reimbursed by Creative Adventure Lab, Inc. Yeoman moved to approve Resolution #2020-83 Approving Grant Agreement between the City of Monticello and the Iowa Economic Development Authority, Iowa Center for Rural Revitalization, Rural Innovation Grant Agreement, Lux seconded, roll call unanimous.

Herman explained that the City purchased the Yard Waste/ Compost Site last year from Jason Rauen on contract and that the contract allows prepayment. Yeoman moved to approve Resolution #2020-84 Authorizing the City Administrator to satisfy the balance due under the Real Estate Installment Contract between the City and Jason Rauen related to the Yard Waste/ Compost Site purchased by the City from Rauen on or about August 1, 2019, Hanken seconded, roll call unanimous.

Herman explained that a Public Information Meeting must be scheduled and held prior to the City filing an USDA grant application to assist with the 6<sup>th</sup> Street ditch waterway storm water improvements project. Langerman moved to approve Resolution #2020-85 To schedule Public Information Meeting related to the City of Monticello's intent to file an USDA Grant Application requesting grant funds to assist with the 6<sup>th</sup> Street Ditch Waterway Storm Water improvement project, Lux seconded, roll call unanimous. Public Information Meeting will be held on August 17<sup>th</sup> at 6 pm.

Herman reviewed a few proposed changes to the City Code related to parking improvements, tree planting in the right of way on North Sycamore Street, and revisions to various sections including 62.01, 63.04, 65.01, 65.02, 65.04, 65.05, 69.08, 69.09, 69.14, 69.15 and 69.16, related to parking, stop signs, yield signs, etc. as requested by Smith. Goedken moved to

Regular Council Meeting  
July 20, 2020

approve Ordinance #728 adopting the "Code of Ordinances of the City of Monticello, Iowa, second reading and in title only, with the changes explained by Herman and Smith, Lux seconded, roll call unanimous.

Herman stated that the Tree Board received responses from approximately 30 of the 70 plus surveys sent out to North Sycamore Street property owners. The Tree Board has met twice and is working on locating trees to plant this fall and next spring while also working on the mapping of gas and water service lines to ensure that no tree is planted within six feet of either.

Herman reviewed the savings of \$27,400 last year related to the City's partial self-funding of Health Insurance coverage.

Kahler reported that the compost site grinding and windrowing work is done.

During the Goal Setting session, the Council reviewed City accomplishments over the last approximately five years, discussed potential Capital projects and Equipment purchases, desired significant Initiatives or Programs, and Issues and Concerns. Herman will prepare a final report summarizing and detailing the outcome of the goal setting session that will be reviewed and presented to the Council for approval at the next Council meeting.

Feldmann moved to adjourn at 8:55 P.M.

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Brian Wolken, Mayor

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Sally Hinrichsen, City Clerk

# PAYROLL - JULY 30, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>AMBULANCE</b>	<b>July 13 - 26, 2020</b>				
Mary Intlekofer	\$ 1,957.20	\$ -	0.00	0.00	\$ 1,353.10
Brandon Kent	1,957.20	-	0.00	0.00	1,456.03
Lori Lynch	2,144.18	18.98	0.00	0.00	1,450.02
Shelly Searles	1,957.20	-	0.00	0.00	1,361.84
Jeff Silver	932.00	-	0.00	0.00	730.51
Jenna Weih	1,705.20	-	0.00	0.00	1,254.92
Curtis Wyman	1,705.20	-	1.50	1.50	1,187.08
<b>TOTAL AMBULANCE</b>	<b>\$ 12,358.18</b>	<b>\$ 18.98</b>	<b>1.50</b>	<b>1.50</b>	<b>\$ 8,793.50</b>
<b>CEMETERY</b>	<b>July 11 - 24, 2020</b>				
Ed Goldsmith	\$ 240.00	\$ -	0.00	0.00	\$ 219.64
Ty Kehoe	225.00	-	0.00	0.00	207.79
Connor Lambert	172.50	-	0.00	0.00	159.30
Luke Lambert	255.00	-	0.00	0.00	231.84
Dan McDonald	1,700.00	-	0.00	0.00	1,266.25
<b>TOTAL CEMETERY</b>	<b>\$ 2,592.50</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,084.82</b>
<b>CITY HALL</b>	<b>July 12 - 25, 2020</b>				
Cheryl Clark	\$ 1,736.10	\$ 8.10	12.00	13.50	\$ 1,190.16
Doug Herman	4,030.49	-	0.00	0.00	2,846.56
Sally Hinrichsen	2,550.27	-	0.00	0.00	1,604.26
Nanci Tuel	1,530.40	-	0.00	0.00	1,176.93
<b>TOTAL CITY HALL</b>	<b>\$ 9,847.26</b>	<b>\$ 8.10</b>	<b>12.00</b>	<b>13.50</b>	<b>\$ 6,817.91</b>
<b>LIBRARY</b>	<b>July 13 - 26, 2020</b>				
Molli Hunter	\$ 633.38	\$ -	0.00	0.00	\$ 516.51
Penny Schmit	1,132.01	-	0.00	0.00	831.31
Michelle Turnis	1,655.77	-	0.00	0.00	1,240.87
<b>TOTAL LIBRARY</b>	<b>\$ 3,421.16</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,588.69</b>
<b>MBC</b>	<b>July 13 - 26, 2020</b>				
Jacob Oswald	\$ 2,038.46	\$ -	0.00	0.00	\$ 1,529.03
Shannon Poe	1,624.23	-	0.00	0.00	1,111.83
<b>TOTAL MBC</b>	<b>\$ 3,662.69</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,640.86</b>
<b>POLICE</b>	<b>July 13 - 26, 2020</b>				
Zachary Buehler	\$ 2,037.00	\$ -	0.00	0.00	\$ 1,506.94
Peter Fleming	2,142.00	-	0.00	8.00	1,509.88
Dawn Graver	2,400.00	-	0.00	0.00	1,756.14
Erik Honda	2,415.00	-	0.00	12.00	1,787.19
Jordan Koos	2,450.50	-	0.00	0.00	1,761.25
Britt Smith	2,996.15	-	0.00	0.00	2,185.37
Madonna Staner	1,530.40	-	0.00	0.00	1,156.09
Brian Tate	2,457.00	-	0.00	0.00	1,843.42
<b>TOTAL POLICE</b>	<b>\$ 18,428.05</b>	<b>\$ -</b>	<b>0.00</b>	<b>20.00</b>	<b>\$ 13,506.28</b>
<b>ROAD USE</b>	<b>July 11 - 24, 2020</b>				
Zeb Bowser	\$ 1,962.97	\$ 262.97	0.00	0.00	\$ 1,474.89
Eric Jungling	1,652.00	-	0.00	0.00	1,167.53
<b>TOTAL ROAD USE</b>	<b>\$ 3,614.97</b>	<b>\$ 262.97</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,642.42</b>



# PAYROLL - JULY 30, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>SANITATION</b>					
	<b>July 11 - 24, 2020</b>				
Michael Boyson	\$ 1,719.65	\$ 31.65	0.00	0.00	\$ 1,205.89
Nick Kahler	2,079.81	-	0.00	0.00	1,428.45
<b>TOTAL SANITATION</b>	<b>\$ 3,799.46</b>	<b>\$ 31.65</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,634.34</b>
<b>SEWER</b>					
	<b>July 11 - 24, 2020</b>				
Tim Schultz	\$ 1,760.00	\$ -	0.00	0.00	\$ 1,233.09
Jim Tjaden	2,346.15	-	0.00	0.00	1,694.98
<b>TOTAL SEWER</b>	<b>\$ 4,106.15</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,928.07</b>
<b>SWIMMING POOL</b>					
	<b>July 10 - 23, 2020</b>				
Kelsey Adams	\$ 104.00	\$ -	0.00	0.00	\$ 96.04
Hannah Ahlrichs	79.95	-	0.00	0.00	73.83
Harrison Ahlrichs	238.00	-	0.00	0.00	210.61
Sophia Ahlrichs	173.75	-	0.00	0.00	157.70
Sydney Ballou	270.90	-	0.00	0.00	237.70
Allyson Bartachek	39.90	-	0.00	0.00	36.85
McKenna Bell	325.24	-	0.00	0.00	279.45
Mya Boffeli	372.68	-	0.00	0.00	321.52
Makayla Coffey	124.00	-	0.00	0.00	114.51
Aubree Fairley	346.50	-	0.00	0.00	320.00
Autry Fasnacht	211.20	-	0.00	0.00	188.55
Jill Flynn	62.00	-	0.00	0.00	57.26
Sullivan Flynn	412.00	-	0.00	0.00	346.91
Corinne Gadiant	313.90	-	0.00	0.00	273.12
Gabriell Gadiant	94.55	-	0.00	0.00	87.32
Ella Glawatz	260.00	-	0.00	0.00	240.11
Leah Holub	199.50	-	0.00	0.00	177.91
Emma Hynick	60.00	-	0.00	0.00	55.41
Austin Kurt	100.75	-	0.00	0.00	93.04
Megan Mahoney	147.60	-	0.00	0.00	136.17
Evan Martensen	26.35	-	0.00	0.00	24.34
Alexandra McElmeel	151.50	-	0.00	0.00	139.91
Jacob Miller	446.00	-	0.00	0.00	402.88
Madison Parmenter	178.50	-	0.00	0.00	164.84
Elizabeth Petersen	113.40	-	0.00	0.00	104.73
Dylan Ponder	186.00	-	0.00	0.00	167.79
Emma Schwendinger	190.50	-	0.00	0.00	175.93
Madeline Stadtmueller	437.80	-	0.00	0.00	404.31
Maci Welter	455.10	-	0.00	0.00	389.39
Nicholas Welter	102.00	-	0.00	0.00	94.20
Brock Westphal	31.50	-	0.00	0.00	29.09
<b>TOTAL SWIMMING POOL</b>	<b>\$ 6,255.07</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 5,601.42</b>
<b>WATER</b>					
	<b>July 11 - 24, 2020</b>				
Daniel Pike	\$ 1,712.00	\$ -	0.00	0.00	\$ 1,240.98
<b>TOTAL WATER</b>	<b>\$ 1,712.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,240.98</b>
<b>TOTAL - ALL DEPTS.</b>	<b>\$ 69,797.49</b>	<b>\$ 321.70</b>	<b>13.50</b>	<b>35.00</b>	<b>\$ 51,479.29</b>

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
AT&T MOBILITY	PD CELL PHONES	214.90			
JOHN DEERE FINANCIAL	PD BUILDING SUPPLIES	5.73			
LAPORTE MOTOR SUPPLY	PD SUPPLIES	20.41			
MONTICELLO COMM SCHOOL DISTRICT	PD FUEL	664.26			
			-----		
	110 POLICE DEPARTMENT TOTAL		905.30		
STREET LIGHTS					
ALLIANT ENERGY-IES	WELTER DRIVE STREETLIGHTS	160.30			
			-----		
	230 STREET LIGHTS TOTAL		160.30		
AQUATIC CENTER					
MYA BOFFELI	POOL PRIVATE LESSONS	75.00			
CARRICO AQUATIC RESOURCES INC	POOL CHEMICALS	2,307.30			
AUBREE FAIRLEY	POOL PRIVATE LESSONS	375.00			
FAREWAY STORES #840-1	POOL CONCESSIONS	108.86			
JOHN DEERE FINANCIAL	POOL BUILDING REPAIR/MAINT	23.24			
MONTICELLO SPORTS	SWIM TEAM SHIRTS	198.00			
MYERS-COX CO.	POOL CONCESSIONS	200.35			
SPAHN & ROSE LUMBER CO INC	POOL BUILDING REPAIR/MAINT	236.13			
			-----		
	440 AQUATIC CENTER TOTAL		3,523.88		
CEMETERY					
CHEMSEARCH	CEMETERY GROUNDS SUPPLIES	155.00			
MONTICELLO COMM SCHOOL DISTRICT	CEMETERY FUEL	202.37			
			-----		
	450 CEMETERY TOTAL		357.37		
SOLDIER'S MEMORIAL BOARD					
NEXT GENERATION PLBG & HTG LLC	SLDR MEM BUILDING REPAIR/MAINT	27.40			
			-----		
	498 SOLDIER'S MEMORIAL BOARD TOTAL		27.40		
CITY HALL/GENERAL BLDGS					
ALL AMERICAN LAWN & LANDSCAPE	CH GROUNDS MAINTENANCE	75.00			
ROB SAND AUDITOR OF STATE	CH PRO FEES - AUDIT 2018-2019	15,458.17			
DOUG HERMAN	CH TRAVEL - NEIRL MEETING	13.89			
JOSH IBEN	E 1ST ST CURB WORK	2,058.00			
INFRASTRUCTURE TECHNOLOGY	CH MISC CONTRACT WORK	326.70			
JONES COUNTY RECORDER	CH RECORDING FEES	22.00			
NEXT GENERATION PLBG & HTG LLC	CH BUILDING REPAIR/MAINT	5,455.32			
ORBIS MENASHA CORP	CH FRANCHISE FEE REFUND	9,238.34			
SPAHN & ROSE LUMBER CO INC	CH BUILDING REPAIR/MAINT	138.92			
WELTER STORAGE EQUIP CO., INC.	CH 4-DRAWER VERTICAL CABINET	125.00			
			-----		
	650 CITY HALL/GENERAL BLDGS TOTAL		32,911.34		
			-----		
	001 GENERAL TOTAL		37,885.59		

**CLAIMS REPORT**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
MONTICELLO BERNDES CENTER PARKS					
INFRASTRUCTURE TECHNOLOGY	MBC EQUIP REPAIR/MAINT	172.50			
JOHN DEERE FINANCIAL	MBC EQUIP REPAIR/MAINT	19.98			
MONTICELLO COMM SCHOOL DISTRICT	MBC FUEL	104.83			
NANCY RASH	MBC SHELTER RENTAL REFUND	20.00			
SPAHN & ROSE LUMBER CO INC	MBC BUILDING REPAIR/MAINT	34.84			
TERISA STEIBER	MBC RENTAL REFUND	100.00			
WELLS FARGO VENDOR FINANCIAL	2020 TOOLCAT PAYMENT	1,048.95			
	430 PARKS TOTAL		1,501.10		
	005 MONTICELLO BERNDES CENTER TOTAL		1,501.10		
FIRE FIRE					
FIRE-DEX GW LLC	FIRE GEAR CLEANING	763.80			
IOWA STATE PRISON INDUSTRIES	FIRE BUILDING SUPPLIES	99.48			
LAPORTE MOTOR SUPPLY	FIRE VEHICLE OPERATING	1.20			
MONTICELLO COMM SCHOOL DISTRICT	FIRE FUEL	300.00			
MUNICIPAL EMERGENCY SERVICES	FIRE SUPPLIES	39.97			
TOYNE, INC.	FIRE EQUIP REPAIR/MAINT	46.62			
	150 FIRE TOTAL		1,251.07		
	015 FIRE TOTAL		1,251.07		
AMBULANCE AMBULANCE					
AIRGAS USA, LLC	AMB MEDICAL SUPPLIES	153.00			
AT&T MOBILITY	AMB CELL PHONES	79.53			
BOUND TREE MEDICAL, LLC	AMB MEDICAL SUPPLIES	104.75			
INFRASTRUCTURE TECHNOLOGY	AMB MICROSOFT SURFACE TABLET	1,087.50			
JOHN DEERE FINANCIAL	AMB BUILDING SUPPLIES	5.74			
LAPORTE MOTOR SUPPLY	AMB VEHICLE REPAIR/MAINT	34.96			
MONTICELLO COMM SCHOOL DISTRICT	AMB FUEL	450.44			
PHYSICIAN'S CLAIM COMPANY	AMB BILLING FEES	1,472.05			
UNITY POINT HEALTH	AMB MEDICAL SUPPLIES	568.86			
	160 AMBULANCE TOTAL		3,956.83		
	016 AMBULANCE TOTAL		3,956.83		
LIBRARY IMPROVEMENT LIBRARY					
THE CONE SHOPPE	LIB IMP SUMMER READING PROGRAM	10.00			
IOWA STATE PRISON INDUSTRIES	LIB IMP CAPITAL EQUIPMENT	2,780.00			
SCHOOL SPECIALITY	LIB IMP SUMMER READING PROGRAM	44.63			

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	410 LIBRARY TOTAL		2,834.63		
	030 LIBRARY IMPROVEMENT TOTAL		2,834.63		
LIBRARY					
LIBRARY					
AGENCY PUBLIC LIBRARY	LIB BOOKS	6.00			
ALL AMERICAN LAWN & LANDSCAPE	LIB GROUNDS MAINTENANCE	80.00			
ASSOCIATION FOR RURAL &	LIB MEMBERSHIP RENEWAL	49.00			
BAKER & TAYLOR BOOKS	LIB BOOKS	74.79			
JOHN DEERE FINANCIAL	LIB BUILDING SUPPLIES	16.97			
MICRO MARKETING LLC	LIB BOOKS	52.27			
NEXT GENERATION PLBG & HTG LLC	LIB BUILDING REPAIR/MAINT	27.40			
OVERDRIVE	LIB BOOKS	579.94			
	410 LIBRARY TOTAL		886.37		
	041 LIBRARY TOTAL		886.37		
AIRPORT					
AIRPORT					
ALLIANT ENERGY-IES	20373 HWY 38 TERMINAL BLDG	777.98			
MONTICELLO COMM SCHOOL DISTRCT	AIRPORT FUEL	175.82			
	280 AIRPORT TOTAL		953.80		
	046 AIRPORT TOTAL		953.80		
ROAD USE					
STREETS					
BEHREND'S CRUSHED STONE	RU STREET MAINTENANCE SUPPLIES	87.60			
CONCEPTS AD LLC	RU SUPPLIES	108.00			
FREESE MOTORS INC	RU VEHICLE OPERATING	27.93			
HOTSY CLEANING SYSTEMS	RU SUPPLIES	285.00			
IOWA STATE PRISON INDUSTRIES	RU STREET MAINTENANCE SUPPLIES	162.50			
JOHN DEERE FINANCIAL	RU BOOTS - KAHLER	306.23			
KROMMINGA MOTORS INC	RU EQUIP REPAIR/MAINT	106.75			
LASLEY ELECTRIC LLC	RU LIGHT SYSTEMS & STRUCTURES	140.00			
MID-AMERICAN RESEARCH CHEMICAL	RU STREET MAINTENANCE SUPPLIES	778.80			
STEVE MONK CONSTRUCTION, LTD.	RU ROADWAYS - W 1ST ST	3,279.36			
MONTICELLO COMM SCHOOL DISTRCT	RU FUEL	489.57			
MONTICELLO MACHINE SHOP INC	RU STREET MAINTENANCE SUPPLIES	72.64			
L.L. PELLING CO	RU STREET MAINTENANCE CONTRACT	46,748.50			
SPAHN & ROSE LUMBER CO INC	RU HAMMER DRILL & IMPACT DRIVE	644.43			
WELTEK STORAGE EQUIP CO., INC.	RU STREET MAINTENANCE SUPPLIES	125.00			
	210 STREETS TOTAL		53,362.31		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	110 ROAD USE TOTAL		53,362.31		
PARK IMPROVEMENT					
CAPITAL PROJECTS					
EASTERN IOWA SPORTS FACILITY	MBC STREAMLINE CHALKER		477.24		
	750 CAPITAL PROJECTS TOTAL		477.24		
	313 PARK IMPROVEMENT TOTAL		477.24		
BATY DISC GOLF COURSE					
PARKS					
IOWA STATE PRISON INDUSTRIES	BATY DG GROUNDS SUPPLIES		20.00		
JOHN DEERE FINANCIAL	BATY DG TREES		206.40		
KROMMINGA MOTORS INC	BATY DG GROUNDS SUPPLIES		177.00		
	430 PARKS TOTAL		403.40		
	338 BATY DISC GOLF COURSE TOTAL		403.40		
WATER					
WATER					
AT&T MOBILITY	WATER CELL PHONES		70.97		
EASTERN IA EXCAVATING&CONCRETE	WATER SYSTEM		2,387.80		
IOWA ONE CALL	WATER SYSTEM		36.90		
JOHN DEERE FINANCIAL	WATER SUPPLIES		2.99		
M TOWN TIRE & AUTO	WATER VEHICLE REPAIR/MAINT		25.00		
MCMATT PROPERTIES	OVERPAYMENT REFUND - OSWALD		86.48		
BRIAN MEEKS	OVERPAYMENT REFUND - MEYERS		109.00		
MONTICELLO COMM SCHOOL DISTRICT	WATER FUEL		220.21		
MUNICIPAL SUPPLY INC	WATER SYSTEM		2,799.28		
WATER ENVIRONMENT FEDERATION	WATER DUES - TJADEN		95.00		
WHITE HAWK PLUMBING & HEATING	WATER SYSTEM		1,538.92		
	810 WATER TOTAL		7,372.55		
	600 WATER TOTAL		7,372.55		
CUSTOMER DEPOSITS					
WATER					
HOPE ALLEY	WATER DEPOSIT REFUND		13.42		
CITY OF MONTICELLO	FJELSTUL//LINDSAY		561.58		
	810 WATER TOTAL		575.00		
	602 CUSTOMER DEPOSITS TOTAL		575.00		

**CLAIMS REPORT**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
SEWER					
SEWER					
TRACY L CHAPPELL	SEWER EQUIP REPAIR/MAINT	1,369.15			
BRIAN CROWLEY	SEWER EQUIP REPAIR/MAINT	503.81			
W.W. GRAINGER, INC	SEWER EQUIP REPAIR/MAINT	83.44			
HACH COMPANY	SEWER LAB SUPPLIES	123.94			
IOWA DEPT OF NATURAL RESOURCES	SEWER NPDES ANNUAL FEE	1,275.00			
IOWA ONE CALL	SEWER SYSTEM	36.90			
JOHN DEERE FINANCIAL	SEWER SUPPLIES	123.07			
MONTICELLO COMM SCHOOL DISTRICT	SEWER FUEL	220.22			
NEXT GENERATION PLBG & HTG LLC	SEWER BLDG REPAIR/MAINT	120.35			
	815 SEWER TOTAL		3,855.88		
	610 SEWER TOTAL		3,855.88		
SANITATION					
SANITATION					
JONES COUNTY SOLID WASTE	1ST QTR '21 ASSESSMENT	4,745.00			
REPUBLIC SERVICES	RESIDENTIAL RECYCLING/GARBAGE	22,184.72			
	840 SANITATION TOTAL		26,929.72		
	670 SANITATION TOTAL		26,929.72		
	Accounts Payable Total		142,245.49		

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	37,885.59
005	MONTICELLO BERNDES CENTER	1,501.10
015	FIRE	1,251.07
016	AMBULANCE	3,956.83
030	LIBRARY IMPROVEMENT	2,834.63
041	LIBRARY	886.37
046	AIRPORT	953.80
110	ROAD USE	53,362.31
313	PARK IMPROVEMENT	477.24
338	BATY DISC GOLF COURSE	403.40
600	WATER	7,372.55
602	CUSTOMER DEPOSITS	575.00
610	SEWER	3,855.88
670	SANITATION	26,929.72
-----		
	TOTAL FUNDS	142,245.49

City Council Meeting  
Prep. Date: 07/31/20  
Preparer: Doug Herman



Agenda Item: # 1  
Agenda Date: 08/03/20

*Communication Page*

**Agenda Items Description:** Resolution to approve Final Report generated as a result of City of Monticello Goal Setting meeting held on July 20, 2020

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

**Attachments & Enclosures:**

Proposed Resolution

Final Report

**Fiscal Impact:**

Budget Line Item:

n/a

Budget Summary:

n/a

Expenditure:

n/a

Revenue:

n/a

**Synopsis:** Report constitutes a synopsis of the Goal Setting Session and informal voting that occurred at the July 20, 2020 Goal Setting.

**Background Information:** The report accurately sets forth the results of the "votes" made at the Goal Setting event. (The big sheets of paper and the votes are stored in my office.) Although the votes at the goal setting are not binding on the Council, they set a direction or course for staff to follow. In most cases the identified goals will be subject to formal votes by the Council to move forward as they are addressed during the year. In other cases staff will merely work towards the satisfaction of the goals/initiatives.

**Recommendation:** I recommend that the Council approve the proposed report as an accurate representation of the Goal Setting session that occurred on July 20, 2020.



# The City of Monticello, Iowa

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

RESOLUTION #20-

## **Approving Final Report generated as a result of City of Monticello Goal Setting meeting held on July 20, 2020**

**WHEREAS,** The Monticello City Council, Mayor, and a number of staff participated in what has become known as the “Annual Council Goal Setting”, and

**WHEREAS,** During the session, the Mayor, Council, and staff in attendance reviewed recent major accomplishments, potential Significant Initiatives of Programs, Capital Projects/Needs, Council Needs, Teamwork, Development/Growth, and various supplemental questions, all of said topics being originally identified by Mayor/Council survey responses, and

**WHEREAS,** During the goal setting session the City Council casts “personal” votes for what they see as priorities for the coming year(s), those votes being tallied to create lists of priorities, on which staff is directed to take action with ongoing Council input, and

**WHEREAS,** After the session, the City Administrator compiled the data and information generated during the goal setting process and prepared a final report for review and affirmation by the City Council, and

**WHEREAS,** The City Council has reviewed said final report and finds it to be a complete and accurate representation of the results of the goal setting session and that the same should therefore be affirmed and approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Final Report related to the Goal Setting session held on July 20, 2020 and does hereby affirm that the goals, objectives, and initiatives identified therein, are in fact the goals, objectives, and initiatives identified by the City Council during said Goal Setting Session.

**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 3<sup>rd</sup> day of August, 2020.

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Brian Wolken, Mayor

Attest:

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Sally Hinrichsen, Monticello City Clerk

**City of Monticello, Iowa**  
**Strategic Planning and Goal Setting 2020**  
**Final Report**

**July 20, 2020**

**Prepared by: Monticello City Admin. Doug Herman [dherman@ci.monticello.ia.us](mailto:dherman@ci.monticello.ia.us)**

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**Mayor:**

**Brian Wolken, Mayor**

**City Council:**

**Dave Goedken, Mayor Pro Tem**

**Tom Yeoman**

**Chris Lux**

**Gary Feldmann**

**Candy Langerman**

**Brenda Hanken**

**City Administrator:**

**Doug Herman**

**Department Heads:**

**City Clerk: Sally Hinrichsen**

**Police Chief: Britt Smith**

**P.W. Director: Nick Kahler**

**Library Dir.: Michelle Turnis**

**Park & Rec. Dir.: Jacob Oswald**

**Water/Wastewater: Jim Tjaden**

**City of Monticello, Iowa  
Strategic Planning and Goal Setting Session  
2020**

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# City of Monticello, Iowa

## Strategic Planning and Goal Setting Session

**Introduction:** The Mayor and City Council followed the following process during the July 20, 2020 Goal Setting:

1. Prior to the Goal Setting Session, the Mayor and Council were asked to consider a number of categories/topics to be discussed at the Goal Setting Session. Those topics included: Major Accomplishments<sup>1</sup>, Issues or Concerns<sup>2</sup>, Significant Initiatives or Programs<sup>3</sup>, Capital Projects/Needs<sup>4</sup>, Council Needs, and Teamwork.
  - a. Prior to the meeting the Mayor/Council were given the results of a survey completed by Dpt. Heads on the same categories/topics noted above.
  - b. The Mayor/Council were then asked to complete a survey in advance of the meetings on those topics, using the Dpt. Head responses as deemed appropriate.
  - c. The City Administrator compiled all Mayor/Council responses into one document in advance of the meeting and provided it to the Council with the 7/20/2020 Council packet.
2. During the session, the Mayor and Council, and to a lesser extent City Staff, spent time reviewing the Major Accomplishments, Issues or Concerns, Significant Initiatives or Programs, Capital Projects/Needs, Council Needs, and Teamwork identified by the Mayor/Council surveys, the results of the survey having been written out on “poster-board” and hung on the Council Chambers wall for easy review during the session.
3. The Council reviewed all of the lists, clarifying any topics that required clarification, and removing duplicate responses and/or having a project/issue only appear in one of the categories. (For example, in some cases one elected official identified a topic as a “capital project” (Sewer Plant Upgrade) while another identified the same topic (Sewer Plant Upgrade) as a “significant issue or concern”. The Council agreed to leave it on the Capital Project list and remove it from the Significant Issue or Concern list.) The Mayor/Council were also given the opportunity to supplement any list with thoughts/ideas that were spurred during the review process.

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<sup>1</sup> Over the last five years, however, most of those identified were much closer to the present.

<sup>2</sup> Issues or concerns regarding future city services, policies, or operations. *You should list items that can be feasibly addressed at the City-level rather than items that are outside of the City ability to change.*

<sup>3</sup> Initiatives, programs, or policies that you think that the City should consider in the next one or two years. *Again, you should list items that can be feasibly addressed at the City-level rather than items that are outside of the City ability to change*

<sup>4</sup> Capital projects or equipment purchases that you think the City should consider over the next five years that are **not** presently underway.

4. Once the lists were fully reviewed the Mayor and each Council member were allowed to vote for five “Issues/Concerns”, five “Significant Initiatives or Programs”, and five “Capital Projects / Needs” . At the conclusion of the voting process, which was completed by placing colored dots that included the elected officials initials next to the topic/project/issue they wanted to prioritize, the votes were totaled up and reviewed with the goal of identifying 4-6 clear “top” priorities in each category. Due to the clarity provided by the first round of voting the decision was made to not proceed with a second round of voting.
5. The goal setting results are being compiled in this Report by the City Administrator and forwarded to the Mayor and City Council for review.
6. The Council will be presented with a Resolution to acknowledge their concurrence with the content of this final report.

**Goal Setting Work Session Summary:** Mayor Wolken and Council Members Yeoman, Lux, Goedken, Feldmann, Hanken, and Langerman were present. The following staff members were present: City Administrator Doug Herman, Police Chief / Ambulance Administrator Britt Smith, City Clerk Sally Hinrichsen, P.W. Director Nick Kahler, and Park and Recreation Director Jacob Oswald. Those present held an informal non-binding work session, compiled lists of priorities, “voted” on said lists, and then reviewed the lists so compiled. Those lists, priorities if you will, are set out below.

**I. Issues or Concerns.** (“Vote” totals noted. If no “votes” noted, then no votes were received.)

- |   |           |
|---|-----------|
| 1. TIF Funding to assist with Residential Development   | (6 votes) |
| 2. Brick Street / Infrastructure Repair   | (6 votes) |
| 3. Water / Sewer Rate Increases   | (5 votes) |
| 4. Cemetery Maintenance Plan – Quality of Mowing  | (4 votes) |
| 5. Yard Waste (Continued Collection)  | (3 votes) |
| 6. Trees (Planting/Removal/Trimming)  | (2 votes) |
| 7. Sidewalks (Missing Connections)  | (2 votes) |
| 8. Concrete Street Repairs  | (2 votes) |
| 9. Low Public Confidence in City Govt./Form of Govt.  | (2 votes) |
| 10. “Old” Middle School building planning   | (1 vote)  |
| 11. Trail expansion   | (1 vote)  |
| 12. Hire Bldg. Maint. Position (Take pressure off of PW)  | (1 vote)  |
| 13. Additional airport hangar construction and runway expansion                                       |           |
| 14. Succession Planning for City Admin./Clerk/Etc.  |           |
| 15. Breed Specific Ban (If breed specific bans are eliminated by State of Iowa what are our options?) |           |
| 16. Revenue Loss due to Covid-19?   |           |
| 17. Not enough Street Projects  |           |

**II. Significant Initiatives or Programs.** (Number of votes received are noted. If no votes indicated then no votes were given that topic.)

1. Continue Economic Development efforts (7 Votes)
2. Adopt Building Code (6 Votes)
3. Community Tree Initiative (6 Votes)
4. Downtown Storefront Guidelines (5 Votes)
  
5. Main Street Program, continue pursuit of designation (4 Votes)
6. Prepare detailed/complete schedule for Annual Sealcoating (4 Votes)
  
7. Eliminate Breaks at PW Building. (1 Vote)
8. Internship Offerings City Admin., Police Admin, PW, Park and Rec., Clerk) (1 Vote)
9. Promote positive relationship between 1<sup>st</sup> Responders and community (1 Vote)
  
10. Revise or replace run down industrial properties

**III. Capital Projects / Needs.** (Number of votes received are noted. If no votes indicated then no votes were given that topic.)

1. Reconstruct 6<sup>th</sup> Street Waterway (6 Votes)
2. Sewage Treatment Plant Upgrade (4 Votes)
3. Security Cameras at “key” City locations (4 Votes)
4. Trails (3 Votes)
5. “Compadres” Building Upgrades (3 Votes)
6. Reconstruct Two Blocks of N. Chestnut Street (3 Votes)
  
7. Street Repairs (Intersections, curb and gutter) (2 Votes)
8. Repair/Replacement of Brick Manholes/Water Valves, and Storm Sewer Intakes in poor condition (2 Votes)
9. Free Wi-Fi Public Parks/Spaces (2 Votes)
10. Varvel/Linden Reconstruction (2 Votes)
  
11. Period Lighting (More at Berndes Center / Park) (1 Vote)
12. Energy Building buyout / demolition (1 Vote)
13. New Council I-Pads (1 Vote)
14. Re-lighting of Clock Tower (1 Vote)
15. Airport apron, taxiway, and runway extension
16. Small end loader for public works
17. Mini hoe for public works
18. Technology Update in Council Chambers (Misc., Projector)

#### **IV. Major Accomplishments. (Identified by Survey)**

1. N. Sycamore Street
2. Updated City Code of Ordinances / on-line
3. E. 1<sup>st</sup> Street Bridge
4. Berndes Center Floor and HVAC
5. Pickleball Courts
6. Willow Park Trail
7. Ten-T Hangar Construction and Hangars purchased from Monticello Aviation
8. Compost Site
9. Acquisition and planning for old Compadres and Dollar General Building
10. Fountain Park Restoration and Planning
11. New Ambulance / USDA Grant
12. Ambulance Restructuring
13. Downtown Brick (removing colored strip)
14. Park and Rec. Expansion (Staff, Equipment, Facilities)
15. Finding tenant for old Dime Store

#### **V. Council Needs (Identified by Survey)**

1. New I-Pads
2. ComElec provided free to Mayor and Council homes as part of lease agreement with ComElec
3. Meeting room microphone upgrades (again)
4. Three-minute speaking timer (Open Forum/Others)
5. Wall clock that keeps time

#### **VI. Teamwork. (Identified by Survey)**

1. Stay on the issue at hand, don't allow it to get personal (1)
2. Show respect for other elected officials even if they disagree with you/vote different than you. (1)
3. Honor Board decisions unless completely necessary to go a different direction. (1)
4. Having Council Packet or Agenda Packet sooner to provide time for studying or investigations into matters if need be. (1) (Note: During the Goal Setting Session the City Administrator asked the Mayor/Council if they wanted to receive the packet on a different date, explaining that the current rules of procedure provide that a draft agenda is to be posted on Thursday with the packet going out on Friday for a meeting to be held on the following Monday. No one expressed a desire for a different schedule. The Administrator also reminded the Mayor/Council that agenda items could always be tabled if they wanted more information.)
5. Councilpersons need to understand what they are voting on and read the packet BEFORE the meeting. (1)

**VII. Development / Growth. (Identified by Survey)** In the upcoming 12 months, what are one or two topics about which you'd like to learn more?

- A. Diversity in the Community / Inclusion
- B. Helping Local Businesses “Main Street” recover from the Covid-19 disruption
  - a. City Help? Tax Breaks? Grants? Etc.
- C. Code Book

### **Supplemental Questions/Comments (Identified by Survey)**

The following space is provided for you to pose questions, concerns, or to offer other thoughts, of any kind, related to the operation of the city of Monticello.

- 1.) I'd like to see PW Director attend conferences / continuing education to bring new ideas to the community
- 2.) A team building exercise for the Council at the Innovation Lab annually with Dpt. Heads included.
- 3.) Review Form of Government. Weak mayor form of government existed prior to the hiring of a City Administrator years ago, should the City consider few council members (5) and pay them more? It would be better to have a smaller group that was 100% invested.
- 4.) Identify leadership qualities in employees within departments and work/train those employees to be prepared to take over if and/or when the current department heads retire or move on. “Next man in.”
- 5.) Work with Jones Regional or local clinic to bring down cost of annual fire department physicals.
  - a. Also review the screenings being performed to ensure their necessity as opposed to having them performed “because they always have been”.
6. Identify abandoned and dilapidated homes and pursue abatement.
7. Work with a local developer to get a new subdivision moving within the City limits. Consider changes to current TIF policies and incentives to assist developers with the cost of infrastructure installation.
8. Items on Agenda...more time to review.
9. Promote interest to be on the City Council.



## **NEXT STEPS**

After a review of this Report which is intended to accurately summarize the Goal Setting Session, the Council will be asked to consider a Resolution approving and acknowledging that this report does in fact accurately set forth the results of the Goal Setting Session.

Once approved City Staff will prepare an “Action Plan” to work towards the satisfaction of the priorities identified by the Mayor and Council. The action plan will identify a list of the steps needed to accomplish or satisfy the priority accompanied by a list of any possible pitfalls or issues that may be encountered. The pitfalls/issues should then be further analyzed, with a sub-list of steps being identified, if you will, to overcome the identified pitfall/issue. City Staff will regularly report progress on the Action Plan to the Mayor and Council moving forward.

It is important to note that the priorities identified during the planning session are not “cast in stone.” “Goals” and “Plans” provide direction, however, there will always be the unexpected events that may put a prior “Goal” or “Plan” on the back burner and move something, potentially unidentified at this point, to the forefront. It is entirely appropriate to modify the goals and plans in the event of changed circumstances. In that event it is important for staff and Mayor/Council to recognize that previously approved goals/plans have been modified and that those modifications may impact progress on one or more of the goals/plans identified herein.

City Council Meeting  
Prep. Date: 07/30/20  
Preparer: Doug Herman



Agenda Item: Z  
Agenda Date: 08/03/2020

*Communication Page*

**Agenda Items Description:** Resolution to approve standard Residential Tax Abatement related to property located at 5 Spring Farm Lane, Monticello.

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

**Attachments & Enclosures:**

Proposed Resolution

**Fiscal Impact:**

Budget Line Item:  
Budget Summary:  
Expenditure:  
Revenue:

n/a
n/a
n/a
n/a

**Synopsis:** Abatement Application filed by Joan Topping, owner of home located at 5 Spring Farm Lane, Unit 1, Monticello, Iowa.

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

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

# The City of Monticello, Iowa

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

## RESOLUTION #

**Approving Joan M Topping Tax Abatement Application related  
to Residential Improvements constructed at 5 Spring Farm Lane,  
Unit 1, Monticello, Iowa.**

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

**WHEREAS,** Joan M Topping has completed and filed an Application for Tax Abatement related to residential property located at 5 Spring Farm lane, Unit 1 and

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

**WHEREAS,** The Council further finds that the estimated completion date of the improvements was December 2020, and finds, based thereon, that the Jones County Assessor will need to determine how many years of tax abatement remain on this property, being tied to the date on which the property was deemed to be 100% complete for taxation purposes.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Application for Tax Abatement filed by Joan M Topping as set forth above, consistent with Chapter 10 of the Monticello Code of Ordinances, said Application bearing the date of July 28, 2020 and being signed Joan M Topping and further directs the Monticello City Clerk to file same with the Jones County Assessor as prescribed by law.

**IN TESTIMONY WHEREOF,** I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 3<sup>rd</sup> day of August, 2020.

---

Brian Wolken, Mayor

Attest:

---

Sally Hinrichsen, Monticello City Clerk

City Council Meeting  
Prep. Date: 07/30/20  
Preparer: Doug Herman



Agenda Item: 3  
Agenda Date: 08/03/2020

*Communication Page*

**Agenda Items Description:** Resolution to approve Northridge Retention Ditch Clearing and Shaping

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

**Attachments & Enclosures:**

Proposed Resolution

Estimate

Property Aerial

**Fiscal Impact:**

Budget Line Item: n/a

Budget Summary: n/a

Expenditure: n/a

Revenue: n/a

**Synopsis:** Ditch that feeds storm water from Northridge Retention Area to 11<sup>th</sup> Street Ditch through private property, to 11<sup>th</sup> Street Ditch, eventually to Maquoketa River.

**Background Information:** Council recently authorized removal of trees from Ditch area by City Staff. The lower portions of trees/stumps need removal and the ditch needs cleaning/shaping so that it can be permanently maintained/mowed to prevent this condition from happening again.

Cleaning should be contingent upon property owners providing permanent easements to the City. At this point four property owners have agreed to give the City necessary easements. (Herman, Manternach, Prull/Keating, and Highland Corp.) Easements would also be needed from Jann Hughes Turnis and Bud/Georgia Johnson.

The proposed easements would allow for storm water flowage and ingress/egress for maintenance/mowing of the ditch. (I am reaching out to Johnson and Turnis today)

**Staff Recommendation:** I recommend that the Council approve Northridge Retention Ditch Clearing and Shaping subject to the prior receipt of signed Easement Agreements from the property owners noted herein.

# The City of Monticello, Iowa

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

## RESOLUTION #2020-

### **Approving Northridge Retention Detention Ditch Clearing and Shaping**

**WHEREAS**, The City took over ownership and oversight of the Northridge Storm Water Retention site from the Developers a number of years ago, and

**WHEREAS**, The Retention Site empties through a man-made ditch that runs through or across approximately six privately owned properties, and

**WHEREAS**, The ditch has over the years filled in with trees, shrubs, and grasses that have restricted the flow of the ditch and created areas of ponding, posing potential significant issues to water flow if not cleaned out and managed moving forward, and

**WHEREAS**, The Council finds that the City should request easements from the private property owners, four of six having already agreed in principle to the granting at no cost of necessary easements to the City, to allow the water flow through the ditch and to further allow the City ingress and egress into the ditch to maintain the ditch moving forward, and with the granting of easements, the City should then hire B & J Hauling & Excavating, Inc. to clear and shape the ditch so that it may be maintained as noted above.

**NOW THEREFORE, BE IT RESOLVED** that the Council does hereby direct the City Administrator to take such steps as may be necessary to acquire easements from the property owners over whose property the storm water passes and after the acquisition of same to move forward with ditch clearing and shaping as necessary and as estimated within the B & J Hauling and Excavation, Inc. Estimate.

**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 3<sup>rd</sup> day of August, 2020.

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Brian Wolken, Mayor

*Attest:*

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Sally Hinrichsen, City Clerk

# B & J HAULING & EXCAVATION, INC.

P. O. Box 226  
Monticello, IA 52310

## Estimate

Date	Estimate #
7/7/20	1965

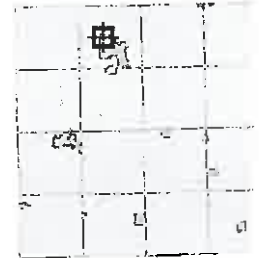
Name / Address
City of Monticello. 200 E 1st st. Monticello, Ia 52310

Project

Description	Qty	Rate	Total
Mobilization of 326FL and D5K	2	750.00	1,500.00
Caterpillar 326F Excavator, Stump removal and clean up of Breckenridge Ditch, repairs of tile system.	10	180.00	1,800.00
D5K2 Catperpillar Dozer, misc shaping of Breckenridge Ditch	6.5	165.00	1,072.50
Rip Rap	20	16.00	320.00
Misc Labor for tile adjustment and repairs	4	50.00	200.00
Tandem Axle Dump Truck (2) Haul away stumps and misc debris	6	170.00	1,020.00
<b>Total</b>			<b>\$5,912.50</b>








**Overview**



**Legend**

**Parcels**

-  Parcels
-  Structures on Lease
-  Land
-  Cartography
-  Major Roads

<b>Parcel ID</b>	0216300025	<b>Alternate ID</b>	194100	<b>Owner Address</b>	JOHNSON, ROBERT E & GEORGIA A
<b>Sec/Twp/Rng</b>	16-86-03	<b>Class</b>	C		702 JOHN DR
<b>Property Address</b>	701 JOHN DR	<b>Acreage</b>	n/a		MONTICELLO IA 52310-0302
	MONTICELLO				
<b>District</b>	MONCO				
<b>Brief Tax Description</b>	16 86 03 YEOMAN'S INDUSTRIAL PARK 1ST ADD E 1/2 LOT 1				
	(Note: Not to be used on legal documents)				

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

Date created: 7/31/2020  
 Last Data Uploaded: 7/30/2020 5:42:50 PM

Developed by  **Schneider**  
 GEOSPATIAL

City Council Meeting  
 Prep. Date: 07/31/20  
 Preparer: Doug Herman



Agenda Item:  
 Agenda Date: 08/03/2020

**Agenda Items Description** Ordinance approving Monticello City Code of Ordinances. (Third Reading)

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

**Attachments & Enclosures:**

Proposed Ordinance

**Fiscal Impact:**

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

**Synopsis:** Council held a Public Hearing and passed the first and second reading of three to approve the Code of Ordinances. The approval of this reading would result in the final approval of the Code.

**Background Information:** The Code has been available on line for a few weeks now. You may find a link for it on the home page of the City Website. The second reading was approved with some changes recommended by Chief Smith and some changes/clarifications related to the planting of trees on the west side of N. Sycamore over the water main. (Allowed, but not within 6’ of water or gas service lines nor within 20’ of side street ROW)

I am told that there is a Facebook post misinforming people that the new Code will force folks to pave their driveways, immediately as I understand it. (I have not seen the post.) As we reviewed at the last meeting, the Code does attempt to eliminate most gravel drives / parking areas over time, however, there will not be an immediate mandate to pave driveways. With that said, the Council did choose to require all approaches, between street and sidewalk, to be paved NOW, basically, with the intent of staff being to identify those without paved approaches and to work with those properties on a plan of attack.

Summary of what is required as far as “parking improvements” as set forth within 165.41:

1. Access: Ingress and Egress shall be only by way of paved driveways or openings. 165.41(5)(B)
2. All residential and commercial approaches, drives, loading, parking, and/or outside storage areas that are installed must be surfaced with permanent dust free pavement. 165.41(5)(B)(3)
3. All residential and commercial approaches, drives, loading, parking, and/or outside storage areas that are surfaced with permanent dust free pavement must be maintained as permanent dust free pavement as must all extensions or additions thereto. 165.41(5)(B)(4)
4. All properties of all zoning classifications must have permanent dust free pavement approaches.....This requirement is imposed on all properties regardless of current condition of their driveway approach. The Council may direct any non-compliant property to come into compliance within an appropriate and reasonable time. 165.41(B)(5)
5. Manufacturing driveways must have permanent dust free pavement over required parking areas as well as approaches, but not over loading areas, outside storage areas, or parking areas that exceed the minimum required by the Code. 165.41(B)(6) (Note: The Code requires so many parking spots based



upon the type and size of a facility. What this section is saying is that the area required to accommodate those minimum spots must be paved while the balance of the lot may be left unpaved.)

6. When a non-compliant property changes hands the property must come into compliance as follows:
  - a. If there is not a perm. Dust free approach it must be installed within thirty (30) days.
  - b. Other areas required to be dust free pavement (if new construction) must be brought into compliance within ten (10) years. The ten-year window/period does not start over if transferred multiple times. (For example: John Q. Public sells his home on S. Chestnut Street to Sue Q. Public on November 1, 2020, after the approval of this Code of Ordinances. When Sue buys the property, she finds that the driveway approach and driveway are both gravel. Sue will have 30 days, unless a weather-related extension is granted, to get the approach paved. Sue will have ten years from her purchase of the property forward to pave the driveway. Then, on November 1, 2025, Sue sells to April Doe. April Doe will have a paved approach as Sue had to put that in, however, Sue has not yet paved the driveway. April will have five (5) years to pave the driveway as Sue has already used five years of the ten-year grace period.)

I hope to find time to put together a summary of the changes since the first reading and to further review the Code. However, as we have discussed, we will moving forward likely find words that may be misspelled, grammar concerns, or language that needs tweaking. Seems that we should proceed with finalization at this time noting that the future will likely bring with it some clean-up to the Code as approved.

**Staff Recommendation:** I recommend that the Council consider the approval of the 3<sup>rd</sup> reading of the Code of Ordinances.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ADOPTING THE “CODE OF ORDINANCES  
OF THE CITY OF MONTICELLO, IOWA”**

BE IT ORDAINED by the City Council of the City of Monticello, Iowa, that:

SECTION 1. Pursuant to published notice and following public hearing on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, so required by Sections 362.3 and 380.8, Code of Iowa, there is hereby adopted by the City of Monticello, Iowa, the “CODE OF ORDINANCES OF THE CITY OF MONTICELLO, IOWA.”

SECTION 2. All of the provisions of the “CODE OF ORDINANCES OF THE CITY OF MONTICELLO, IOWA,” shall be in force and effect on and after the effective date of this ordinance.

SECTION 3. All ordinances or parts thereof in force on the effective date of this ordinance are hereby repealed from and after the effective date of this ordinance, except as hereinafter provided.

SECTION 4. The repeal provided for in the preceding section of this ordinance shall not affect any offense or act committed or done or any penalty or forfeiture incurred or any contract or right established or accruing before the effective date of this ordinance; nor shall such repeal affect any ordinance or resolution promising or guaranteeing the payment of money by the City or authorizing the issuance of any bonds of said City or any evidence of said City's indebtedness or any contract or obligation assumed by said City; nor shall said repeal affect the administrative ordinances or resolutions of the Council not in conflict or inconsistent with the provisions of “THE CODE OF ORDINANCES OF THE CITY OF MONTICELLO, IOWA”; nor shall it affect the following ordinances specifically saved from repeal:

**URBAN RENEWAL**

<b>EDITOR’S NOTE</b>		
The following ordinances not codified herein, and specifically saved from repeal, have been adopted establishing Urban Renewal Areas in the City and remain in full force and effect.		
<b>ORDINANCE NO.</b>	<b>ADOPTED</b>	<b>NAME OF AREA</b>
367 and 435		Monticello Urban Renewal Area
482	2-28-00	Breckenridge Urban Renewal Project Area
513	7-02-01	2001 Addition to Monticello Urban Renewal Area
608	8-06-07	2007 Addition to Monticello Urban Renewal Area
642	11-01-10	2010 Addition to Monticello Urban Renewal Area
954	11-21-11	2011 Addition to Monticello Urban Renewal Area
700	6-05-17	2017 Addition to Monticello Urban Renewal Area
709	12-4-17	2017 Addition (Amendment #2)

**VACATION AND DISPOSAL OF STREETS****EDITOR'S NOTE**

The following ordinances, not codified herein and specifically saved from repeal, have been adopted vacating certain streets, alleys and/or public grounds and remain in full force and effect.

<b>ORDINANCE NO.</b>	<b>ADOPTED</b>	<b>ORDINANCE NO.</b>	<b>ADOPTED</b>
57	--	470	January 2, 1917
75	--	490	May 4, 1925
87	June 19, 1879	518	September 21, 1931
99	March 14, 1881	151	November 3, 1947
105	May 4, 1881	152	October 11, 1949
107	March 8, 1882	246	January 19, 1981
108	July 7, 1882	283	June 16, 1984
214	May 1, 1900	290	April 15, 1985
226	October 2, 1900	291	July 1, 1985
237	April 2, 1901	307	May 27, 1987
305	May 3, 1905	376	July 19, 1993
459	April 9, 1914	377	December 13, 1993

**STREET GRADES****EDITOR'S NOTE**

The following ordinances not codified herein, and specifically saved from repeal, have been adopted establishing street and/or sidewalk grades and remain in full force and effect.

<b>ORDINANCE NO.</b>	<b>ADOPTED</b>	<b>ORDINANCE NO.</b>	<b>ADOPTED</b>
48	November 24, 1931	233	July 18, 1977
172	March 3, 1958	241	January 15, 1979
186	July 29, 1963	272	June 26, 1983
188	June 8, 1964	280	June 18, 1984
197	October 28, 1968	285	October 15, 1984
201	November 17, 1969	587	March 7, 2005
217	June 17, 1974	592	June 20, 2005
219	April 16, 1975	625	April 6, 2009
220	May 27, 1975	651	May 16, 2011
228	April 19, 1976		

**ZONING****EDITOR'S NOTE**

The following ordinances have been adopted amending the Official Zoning Map described in this chapter and have not been included as a part of this Code of Ordinances but have been specifically saved from repeal and are in full force and effect.

<b>ORDINANCE NO.</b>	<b>DATE ADOPTED</b>	<b>ORDINANCE NO.</b>	<b>DATE ADOPTED</b>
428	May 28, 1996	655	May 7, 2012
437	October 30, 1996	657	July 2, 2012
446	May 28, 1997	660	August 20, 2012
459	May 26, 1998	661	August 20, 2012
460	August 10, 1998	663	October 15, 2012
466	October 12, 1998	666	April 1, 2013
473	July 12, 1999	668	May 6, 2013
474	July 12, 1999	669	December 16, 2013
487	June 12, 2000	672	May 19, 2014
488	May 30, 2000	673	May 19, 2014
517	August 6, 2001	675	June 16, 2014
530	February 18, 2002	692	December 5, 2016
531	May 6, 2002	695	May 1, 2017
533	June 3, 2002	697	May 1, 2017
534	May 20, 2002	698	April 3, 2017
536	June 3, 2002	699	May 1, 2017
550	January 20, 2003	710	April 2, 2018
551	December 16, 2002	714	May 21, 2018
552	December 16, 2002	717	July 16, 2018
553	January 20, 2003	725	July 1, 2019
555	June 16, 2003	726	August 5, 2019
559	August 18, 2003	727	July 25, 2019
563	October 20, 2003		
564	October 6, 2003		
569	March 15, 2004		
581	November 1, 2004		
607	May 21, 2007		
609	November 13, 2007		
610	November 5, 2007		
618	May 19, 2008		
622	February 16, 2009		
627	June 15, 2009		
632	January 18, 2010		
633	April 19, 2010		

nor shall it affect any other right or franchise conferred by any ordinance or resolution of the Council or any other person or corporation; nor shall it affect any ordinance naming, establishing, relocating or vacating any street or public way, whether temporary or permanent; nor shall it affect any ordinance amending the official zoning map, establishing building lines, establishing and

changing grades, or dedicating property for public use; nor shall it affect any prosecution, suit or other proceeding pending or any judgment rendered on or prior to the effective date of this ordinance.

SECTION 5. The following ordinances, passed subsequent to the preparation of this code but prior to adoption of this code, are hereby adopted and made a part of this code. These are ordinances \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. Said ordinances shall be codified and incorporated in published copies of this code as supplements thereto following adoption of this ordinance.

SECTION 6. An official copy of the "CODE OF ORDINANCES OF THE CITY OF MONTICELLO, IOWA," adopted by this ordinance, including a certificate of the City Clerk as to its adoption and the effective date, is on file in the office of the City Clerk, and shall be kept available for public inspection.

SECTION 7. The City Clerk shall furnish a copy of the "CODE OF ORDINANCES OF THE CITY OF MONTICELLO, IOWA," to the Judicial Magistrates serving the City of Monticello.

SECTION 8. This ordinance shall be in full force and effect from and after the publication of this ordinance, as required by law.

Passed by the City Council of the City of Monticello, Iowa, the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
MAYOR

ATTEST: \_\_\_\_\_  
CITY CLERK

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

**CLERK'S CERTIFICATE**

I hereby certify that the foregoing Ordinance No. \_\_\_\_\_ was published as required by law on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SIGNED \_\_\_\_\_  
CITY CLERK

City Council Meeting  
Prep. Date: 07/31/2020  
Preparer: Doug Herman



Agenda Item: Reports  
Agenda Date: 08/03/2020

*Communication Page*

**Agenda Items Description:** Reports

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

**Attachments & Enclosures:**

*Snyder E-mail (Zimmerman)*

**Fiscal Impact:**

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

**Reports / Potential Action:**

1. City Administrator
  - a. Use of City Compost Site Mulch / Landscaping for City Purposes
    - i. Locations
    - ii. Landscaping Maintenance at City Buildings
  - b. Hwy 38 Sewer / Zimmerman update
    - i. See Snyder E-Mail Attached Hereto
  - c. Microsoft Go Tablets
    - i. General Discussion on next steps
      1. Do you like these better than Apple iPads?
      2. Do any of you want to try one?
2. Police Chief
3. Public Works Director
4. Park and Recreation

## Doug Herman

---

**From:** Patrick Schwickerath <pschwickerath@snyder-associates.com>  
**Sent:** Monday, July 20, 2020 9:45 AM  
**To:** Doug Herman  
**Cc:** Andrew J. Barry  
**Subject:** RE: Zimmerman Sewer

The general concern is with the proximity of the sewer installation to the houses/foundations and there being an increased likelihood to create damage versus a sewer installation within the street ROW. Such damage could potentially include leaks into the house. We have required vibration monitoring in adjacent structures to address concerns for potential damage to them in the past. Please let us know if you need any additional information. Thank you!

**Patrick Schwickerath, P.E.**  
Civil Engineer  
**SNYDER & ASSOCIATES, INC.**

**From:** Doug Herman <dherman@ci.monticello.ia.us>  
**Sent:** Monday, July 20, 2020 9:07 AM  
**To:** Patrick Schwickerath <pschwickerath@snyder-associates.com>  
**Cc:** Andrew J. Barry <ajbarry@snyder-associates.com>  
**Subject:** RE: Zimmerman Sewer

No, that's not necessary. I do recall Brant expressing some concerns related to close proximity to foundations but didn't recall if you shared those concerns, whether the concerns were that foundations could be damaged, that the boring could create leaking, etc.

Doug

**From:** Patrick Schwickerath <pschwickerath@snyder-associates.com>  
**Sent:** Monday, July 20, 2020 9:05 AM  
**To:** Doug Herman <dherman@ci.monticello.ia.us>  
**Cc:** Andrew J. Barry <ajbarry@snyder-associates.com>  
**Subject:** RE: Zimmerman Sewer

Doug,

My recollection is that we had discussed this location/sewer option with Brant when he was the public works director and he had brought up concerns about the adjacent homes/foundations. I believe that the three of us (i.e. Brant, you and me) talked/corresponded about this following the conversation that Brant and I had. Would you like me to look back through emails and phone conversation logs for this correspondence?

**Patrick Schwickerath, P.E.**  
Civil Engineer  
**SNYDER & ASSOCIATES, INC.**

**From:** Doug Herman <dherman@ci.monticello.ia.us>  
**Sent:** Monday, July 20, 2020 8:55 AM  
**To:** Patrick Schwickerath <pschwickerath@snyder-associates.com>

**Cc:** Andrew J. Barry <[ajbarry@snyder-associates.com](mailto:ajbarry@snyder-associates.com)>

**Subject:** RE: Zimmerman Sewer

Patrick:

Can you give me examples or details to support your statement that, "As we've noted previously there is potential for the sewer installation to damage the adjacent homes."

Thanks

Doug

**From:** Patrick Schwickerath <[pschwickerath@snyder-associates.com](mailto:pschwickerath@snyder-associates.com)>

**Sent:** Friday, July 17, 2020 4:56 PM

**To:** Doug Herman <[dherman@ci.monticello.ia.us](mailto:dherman@ci.monticello.ia.us)>

**Cc:** Andrew J. Barry <[ajbarry@snyder-associates.com](mailto:ajbarry@snyder-associates.com)>

**Subject:** Zimmerman Sewer

Doug,

As requested, we have reviewed the potential for an 8" sanitary sewer to be installed between 1008 and 1009 Madalyn Court. There is approximately 20-feet between the nearest points of the homes. If an 8" sewer were to be installed between them we would recommend it be centered between the homes. This should reduce the likelihood of the sewer installation damaging the adjacent houses. As we've noted previously there is potential for the sewer installation to damage the adjacent homes. With the sewer installation noted above we recommend that there be a minimum 10-foot wide permanent sanitary sewer easement dedicated overtop of the pipe. This easement would provide the City access to maintain the sewer.

**Patrick Schwickerath, P.E.**  
**Civil Engineer**

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**SNYDER & ASSOCIATES, INC.**

P: 319.362.9394 x2313 | C: 319.530.8599

5005 BOWLING ST. S.W., SUITE A, CEDAR RAPIDS, IA 52404



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