

# City of Monticello, Iowa

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Final Agenda Posted on September 18, 2020 at 3:00 p.m.  
Monticello City Council Meeting September 21, 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>		<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	September	08, 2020
Approval of Council Mtg. Minutes (Special)	September	14, 2020
Approval of Payroll	September	10, 2020
Approval of Bill List		
Approval of La Hacienda Liquor License		

**Motions:** None

**Public Hearings:** None

**Resolutions:**

1. **Resolution** approving agreement between T & W Grinding and Compost Services, LLC and the City of Monticello. (Re: Grinding/Screening/Overseeing Compost Site)
2. **Resolution** to approve proposed fees related to Cemetery Columbarium Niches.
3. **Resolution** to approve publication of notice expressing Council Intent to appoint a Ward 1 resident to fill the vacancy created by the resignation of Gary Feldmann.

**Ordinances:**

4. **Ordinance** to approve Water Rate increases. (1<sup>st</sup> Reading)
5. **Ordinance** to approve Sewer Rate increases. (1<sup>st</sup> Reading)
6. **Ordinance** to impose Compost Site Fee. (1<sup>st</sup> Reading)

**Reports / Potential Action:**

1. City Administrator
  - a. Hwy. 38 Sewer Project
  - b. JCED Board Opening (Replacing Mayor Wolken)
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 hosting the Zoom Meeting app and you may participate by joining the meeting via zoom, the information being set forth below.

**<https://us02web.zoom.us/j/88569634722?pwd=a0pZQ2l6SnlXTitkTTlkNkdTeWZkdz09>**

Meeting ID: 885 6963 4722

Passcode: 636665

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

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

Regular Council Meeting  
September 8, 2020 – 6:00 P.M.  
Community Media Center

Mayor Brian Wolken called the meeting to order. Council present: Dave Goedken, Brenda Hanken, 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. City Engineer Patrick Schwickerath joined electronically. 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, Langerman seconded, roll call unanimous.

Mayor and Council members thanked Gary Feldmann for his service as Council member. Langerman moved to approve the consent agenda, Lux seconded, roll call unanimous.

Herman advised that the Ford Ranger used by the Park Department is no longer needed, with the transfer of the Silverado from the Police Department to the Parks and would be advertising for sealed bids. Yeoman moved to approve the sale of the 2000 Ford Ranger pickup by sealed bid proposals to the high bidder, Lux seconded, roll call unanimous.

The Mayor opened the Public Information Meeting related to the 6<sup>th</sup> Street Waterway Grant Application to be submitted to the USDA, seeking grant and/or loan funds to help cover project costs. The project includes improvements to the 6<sup>th</sup> Street Ditch between North Chestnut Street and 6<sup>th</sup> Street. The USDA application seeks financial assistance related project in the amount of \$543,000. Tina Ries, 123 West Grand, inquired if the grant was submitted. Herman advised that the grant was turned into the local USDA office and will be forwarded from there to the Federal offices after completion of the Public Information Meeting. Bud Coyle, 515 North Sycamore, stated that a large part of Monticello drains into this ditch. Herman disagreed, explaining that the Engineer had previously identified the watershed and less than a majority of the City emptied into the 6<sup>th</sup> Street Ditch. Dave Ries, 123 West Grand, stated there are a lot of trees growing in the ditch. Tina R. questioned if concrete was dumped into the ditch. Herman advised he previously owned property along the ditch and he tried to shore up the bank with some concrete as had other property owners over the years. Wolken agreed that others had done things to protect their banks. Jan Tackett, 532 North Cedar, questioned what landscaping the City would do with the ditch and questioned if they could remove the trees in the ditch. Hanken asked if property owners could remove the trees in the ditch and Wolken stated they can do anything in the ditch as long as it is up to DNR standards. Dave Ries who has rental property on North Sycamore questioned why he would be assessed. Goedken stated anyone within 300 feet could be assessed as their water drains to the ditch. Keith Tackett, 532 North Cedar, stated he felt the ditch was a safety issue from mosquitos and possibility of people stumbling and falling into the ditch during the Jones County Fair. Wolken stated we all agree the 6<sup>th</sup> Street ditch needs work done but need to decide how to pay for the improvements and this funding would help. After no further comment the public information meeting was closed.

Lux moved to approve Resolution #2020-92 Approving FY 2019-2020 Street Finance Report, Langerman seconded, roll call unanimous.

Yeoman moved to approve Resolution #2020-93 Approving Plat of Survey to parcel 2020-56, Goedken seconded, roll call unanimous.

Langerman moved to approve Resolution #2020-94 Approving Plat of Survey to parcel 2020-57, Goedken seconded, roll call unanimous.

Herman advised the Midwest Concrete bid was \$78,945.55 for the Willow Park Highway 38 Trail Extension. Herman reviewed changes made during the project which increased the total cost to \$80,750.11. Goedken moved to approve Resolution #2020-58 To approve payment to Midwest Concrete Inc. related to Willow Park Highway 38 Trail Extension, Hanken seconded, roll call unanimous.

The Council discussed potential increases to water and sewer rates. Herman advised the last water rate increase occurred on July 1, 2015. Council directed Herman to prepare a draft ordinance for consideration at the next Council meeting setting out both a 50 cent increase to the base rate and a percentage increase to the usage rates, wanting to look at both 3% and 5% options. With regard to sewer rates, the Council wants to consider revenues if the rate remains at 150% of water and if it is increased to 160% of water.

Council discussed the estimated annual cost of the Compost Site operation and whether or not the City should continue to collect yard waste. Goedken expressed his opinion that we should continue yard waste collection for one more year to see if there is a reduction in use with people getting more accustomed to using the compost site. Wayne Peach, 108 Monk Ct advised that he calculated the estimated cost of \$2.00/month/residence to operate the yard waste site with a budget of \$40,000.00. He felt the City should keep the compost site and the collection service. Herman was directed to draft a proposed ordinance with \$2.00/ month charge.

Herman updated Council on the Hwy 38 sewer main extension as requested by Norm Zimmerman. The Engineer's estimate is \$40,000.00 not including service connections and other miscellaneous costs. Goedken stated the Council previously set a cost limit of \$35,000.00. Wolken stated the Zimmerman agreed to pay \$12,000.00 and the other two property owners agreed to pay \$5,000.00 each towards the project. Council directed Herman to advise Norm Zimmerman that he is allowed to put in a 6 inch private service line at his cost. Council also advised Herman that any easements or other legal work would fall on Zimmerman, not the City.

Council reviewed various reconstruction options related to that portion of North Chestnut Street between 2<sup>nd</sup> and 3<sup>rd</sup> Streets. No decisions were made as to how best to proceed at this time.

Council discussed the Employee Social Security Tax deferral that was in President Trump's memorandum dated August 8, 2020 and went into effect on September 1<sup>st</sup>. City is not required to allow employees to defer and any amount deferred needs to be paid back starting January 1, 2021. Council did not take formal action on this matter but consensus of Council was to not defer social security tax.

Council set September 14<sup>th</sup> at 5:30 PM for a Special Council Meeting to review list of streets prepared by Kahler for possible repairs.

Regular Council Meeting  
September 8, 2020

Oswald advised that he applied for a Theisens grant to cover 50% of the costs of a broom and sand/salt spreader for the Toolcat. Oswald reported that there is a four to five week lead time on these items and if ordered now they would remain at REXCO until closer to winter, after word on the grant. Consensus of the Council was to proceed with the order as the equipment would be needed this winter, whether or not the grant is awarded.

Smith reported the Sidewalk Committee of Kris Lyons, Shannon Simonson, Denny Folken, Mayor Wolken and Smith met and will put together recommendations for the Council to review.

Herman reviewed the process to fill the vacancy of Ward I created by Gary Feldmann's resignation. Council has 60 days from his resignation to appoint someone to fill the position or Clerk will advise County Auditor and a special election will be held. The earliest special election would be on December 8<sup>th</sup>. This will be on the next Council agenda for consideration.

Langerman moved to adjourn at 8:06 P.M.

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Brian Wolken, Mayor

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Sally Hinrichsen, City Clerk

Regular Council Meeting  
September 14, 2020 – 6:00 P.M.  
Community Media Center

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

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

Yeoman moved to approve scheduling Trick or Treat night for October 31<sup>st</sup> from 5:30 pm to 7:30 pm, with a disclosure that due to the ongoing COVID pandemic the City of Monticello is not promoting the event and recommends residents follow CDC and Jones County Public Health information and guidelines related to COVID-19. Residents are asked to turn on their outside light if they wish to participate in the Trick or Treat night and Trick or Treaters are asked to only visit homes with their outside lights on, Langerman seconded, roll call was unanimous, except Goedken who voted nay.

Herman explained that the State allocated a portion of the Federal CARES Act funding received by the State to Cities and Counties across the State for expenses related to the COVID-19 response. Langerman moved to approve Resolution #2020-96 Requesting Reimbursement from the Iowa COVID-19 Government Relief Fund, Goedken seconded, roll call unanimous.

The remainder of the evening Council and staff drove around town inspecting various potential street /curb and gutter repairs and patches, no decisions were made and no action was taken.

Lux moved to adjourn at 7:10 P.M.

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Brian Wolken, Mayor

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Sally Hinrichsen, City Clerk

# PAYROLL - SEPTEMBER 10, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>AMBULANCE</b>	<b>August 24 - September 6, 2020</b>				
Brian Bronemann	\$ 458.00	\$ -	0.00	0.00	\$ 385.60
Drew Haag	74.58	-	0.00	0.00	64.10
Ben Hein	146.35	-	0.00	0.00	125.78
Mary Intlekofer	2,027.10	69.90	0.00	0.00	1,379.63
Sonya Johnson	125.20	-	0.00	0.00	107.59
Nick Kahler	96.00	-	0.00	0.00	82.51
Brandon Kent	2,097.00	139.80	0.00	0.00	1,376.00
Jim Luensman	233.00	-	0.00	0.00	192.04
Lori Lynch	2,125.20	-	0.00	0.00	1,438.62
Dave McNeill	671.10	-	0.00	0.00	543.70
Mandy Norton	291.80	-	0.00	0.00	236.09
Shelly Searies	1,957.20	-	0.00	4.50	1,327.63
Sabrina Strella	211.78	-	0.00	0.00	175.80
Jenna Weih	1,735.65	30.45	0.00	0.00	1,275.66
Curtis Wyman	1,705.20	-	7.13	14.63	1,154.09
<b>TOTAL AMBULANCE</b>	<b>\$ 13,955.16</b>	<b>\$ 240.15</b>	<b>7.13</b>	<b>19.13</b>	<b>\$ 9,864.84</b>
<b>CEMETERY</b>	<b>August 22 - September 4, 2020</b>				
Ed Goldsmith	\$ 281.25	\$ -	0.00	0.00	\$ 256.73
Dan McDonald	1,739.84	39.84	0.00	0.00	1,255.71
<b>TOTAL CEMETERY</b>	<b>\$ 2,021.09</b>	<b>\$ 39.84</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,512.44</b>
<b>CITY HALL</b>	<b>August 23 - September 5, 2020</b>				
Cheryl Clark	\$ 1,728.00	\$ -	1.50	18.00	\$ 1,167.94
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	1,007.28
<b>TOTAL CITY HALL</b>	<b>\$ 9,839.16</b>	<b>\$ -</b>	<b>1.50</b>	<b>18.00</b>	<b>\$ 6,626.04</b>
<b>FIRE</b>					
Joe Bayne	\$ 125.00	\$ -	0.00	0.00	\$ 115.44
David Husmann	60.00	-	0.00	0.00	55.41
Billy Norton	100.00	-	0.00	0.00	85.94
Paul Warner	100.00	-	0.00	0.00	92.35
<b>TOTAL FIRE</b>	<b>\$ 385.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 349.14</b>
<b>LIBRARY</b>	<b>August 24 - September 6, 2020</b>				
Molli Hunter	\$ 599.25	\$ -	0.00	0.00	\$ 491.33
Penny Schmit	1,132.01	-	0.00	0.00	625.74
Michelle Turnis	1,655.77	-	0.00	0.00	1,029.97
<b>TOTAL LIBRARY</b>	<b>\$ 3,387.03</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,147.04</b>
<b>MBC</b>	<b>August 24 - September 6, 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>August 24 - September 6, 2020</b>				
Zachary Buehler	\$ 2,103.69	\$ 18.19	0.00	0.00	\$ 1,553.76
Peter Fleming	2,142.00	-	5.00	13.00	1,509.88

# PAYROLL - SEPTEMBER 10, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>POLICE (cont.)</b>					
Dawn Graver	2,400.00	-	0.00	0.00	1,718.79
Erik Honda	2,472.50	-	0.00	0.00	1,826.14
Jordan Koos	2,436.00	-	0.00	0.00	1,752.78
Britt Smith	2,996.15	-	0.00	0.00	2,185.37
Madonna Staner	1,530.41	-	0.00	0.00	1,156.09
Brian Tate	2,457.00	-	0.00	0.00	1,807.07
<b>TOTAL POLICE</b>	<b>\$ 18,537.75</b>	<b>\$ 18.19</b>	<b>5.00</b>	<b>13.00</b>	<b>\$ 13,509.88</b>
<b>ROAD USE</b>	<b>August 22 - September 4, 2020</b>				
Zeb Bowser	\$ 2,066.56	\$ 366.56	0.00	0.00	\$ 1,561.32
Eric Jungling	1,822.36	170.36	0.00	0.00	1,312.79
<b>TOTAL ROAD USE</b>	<b>\$ 3,888.92</b>	<b>\$ 536.92</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,874.11</b>
<b>SANITATION</b>	<b>August 22 - September 4, 2020</b>				
Michael Boyson	\$ 1,862.08	\$ 174.08	0.00	0.00	\$ 1,302.61
Nick Kahler	2,079.81	-	0.00	0.00	1,428.45
<b>TOTAL SANITATION</b>	<b>\$ 3,941.89</b>	<b>\$ 174.08</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,731.06</b>
<b>SEWER</b>	<b>August 22 - September 4, 2020</b>				
Tim Schultz	\$ 1,859.00	\$ 99.00	1.88	1.88	\$ 1,287.64
Jim Tjaden	2,346.15	-	0.00	0.00	1,694.98
<b>TOTAL SEWER</b>	<b>\$ 4,205.15</b>	<b>\$ 99.00</b>	<b>1.88</b>	<b>1.88</b>	<b>\$ 2,982.62</b>
<b>SWIMMING POOL</b>					
Madison Parmenter	\$ 337.50	\$ -	0.00	0.00	\$ 311.68
<b>TOTAL SWIMMING POOL</b>	<b>\$ 337.50</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 311.68</b>
<b>WATER</b>	<b>August 22 - September 4, 2020</b>				
Daniel Pike	\$ 1,808.30	\$ 96.30	0.00	0.00	\$ 1,307.50
<b>TOTAL WATER</b>	<b>\$ 1,808.30</b>	<b>\$ 96.30</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,307.50</b>
<b>TOTAL - ALL DEPTS.</b>	<b>\$ 65,969.64</b>	<b>\$ 1,204.48</b>	<b>15.51</b>	<b>52.01</b>	<b>\$ 46,857.21</b>



## CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
AARON'S AUTOMOTIVE LLC	PD VEHICLE OPERATING	18.67			
ALLIANT ENERGY-IES	201 E SOUTH ST PD	397.16			
JONES COUNTY SHERIFFS OFFICE	PD DISPATCH AGREEMENT	24,017.00			
KONICA MINOLTA BUSINESS	PD OFFICE SUPPLIES	196.67			
LASLEY ELECTRIC LLC	PD BUILDING REPAIR/MAINT	16.99			
MONTICELLO COMM SCHOOL DISTRICT	PD FUEL	760.41			
MONTICELLO EXPRESS INC	PD SUPPLIES	103.51			
	110 POLICE DEPARTMENT TOTAL	25,510.41			
STREET LIGHTS					
ALLIANT ENERGY-IES	S CEDAR STREETLIGHTS	414.47			
	230 STREET LIGHTS TOTAL	414.47			
AQUATIC CENTER					
KELSEY ADAMS	POOL LIFEGUARD CERTIFICATION	216.00			
SOPHIA AHLRICH	POOL SWIMSUIT	24.95			
ALLIANT ENERGY-IES	811 S CEDAR ST POOL	3,961.36			
CARRICO AQUATIC RESOURCES INC	POOL CHEMICALS	286.00			
FAREWAY STORES #840-1	POOL CONCESSIONS	9.00			
JILL FLYNN	POOL SWIMSUITS	32.76			
SULLIVAN FLYNN	POOL SWIMSUIT	13.77			
STATE HYGIENIC LABORATORY	POOL LAB TEST	13.50			
IOWA PARK & RECREATION ASSN	AQUATIC CEU WORKSHOP - POE	125.00			
JOHN DEERE FINANCIAL	POOL GROUNDS SUPPLIES	10.99			
ELIZABETH PETERSEN	POOL LIFEGUARD CERTIFICATION	50.00			
	440 AQUATIC CENTER TOTAL	4,743.33			
CEMETERY					
ALLIANT ENERGY-IES	CEMETERY ELECTRIC	23.43			
JOHN DEERE FINANCIAL	CEMETERY GROUNDS SUPPLIES	11.88			
M TOWN TIRE & AUTO	CEMETERY EQUIP REPAIR/MAINT	58.24			
MERCY MEDICAL CENTER	CEMETERY OSHA - MCDONALD	13.00			
UNITY POINT CLINIC	CEMETERY OSHA - MCDONALD	27.30			
	450 CEMETERY TOTAL	133.85			
SOLDIER'S MEMORIAL BOARD					
ALLIANT ENERGY-IES	200 E FIRST ST	612.46			
	498 SOLDIER'S MEMORIAL BOARD TOTAL	612.46			
CLERK/CITY ADMIN					
MOLLI JENN HUNTER	JANITORIAL SERVICES	300.00			
	620 CLERK/CITY ADMIN TOTAL	300.00			
CITY HALL/GENERAL BLDGS					
ALLIANT ENERGY-IES	200 E FIRST ST	1,224.93			
BAKER PAPER CO INC	CH BUILDING SUPPLIES	50.44			

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
BLADE PEST CONTROL INC	CH PEST CONTROL	68.00			
JOHN DEERE FINANCIAL	CH GROUNDS SUPPLIES	2.29			
MONTICELLO EXPRESS INC	CH ADVERTISING	365.37			
		-----			
	650 CITY HALL/GENERAL BLDGS TOTAL	1,711.03			
		-----			
	001 GENERAL TOTAL	33,425.55			
MONTICELLO BERNDEN CENTER					
PARKS					
ALLIANT ENERGY-IES	114 E FIRST ST POCKET PARK	170.15			
BAKER PAPER CO INC	MBC BUILDING SUPPLIES	127.38			
CIVICPLUS LLC	MBC OFFICE SUPPLIES	3,000.00			
BRIAN CROWLEY	MBC EQUIP REPAIR/MAINT	189.22			
LAUREN DOTTERWEICH	MBC RENTAL REFUND	100.00			
MIKE EHLERS	MBC RENTAL REFUND	301.25			
FAREWAY STORES #840-1	MBC CONCESSIONS	19.86			
HEIAR BROTHERS FENCING, INC.	MBC CHAIN LINK FENCE	3,976.86			
MOLLI JENN HUNTER	JANITORIAL SERVICES	233.33			
JOHN DEERE FINANCIAL	MBC LEAGUE SUPPLIES	9.96			
MONTICELLO COMM SCHOOL DISTRICT	MBC FUEL	160.09			
MONTICELLO EXPRESS INC	MBC LEAGUE SUPPLIES	120.00			
MONTICELLO SPORTS	MBC PICKLEBALLS	291.87			
NAYLOR SEED COMPANY	MBC GROUNDS SUPPLIES	520.00			
SPAHN & ROSE LUMBER CO INC	MBC GROUNDS SUPPLIES	26.97			
		-----			
	430 PARKS TOTAL	9,246.94			
		-----			
	005 MONTICELLO BERNDEN CENTER TOTAL	9,246.94			
FIRE					
FIRE					
ALLIANT ENERGY-IES	E SOUTH ST FIRE STATION	284.19			
HOLMES TRANSMISSION & REPAIR	FIRE EQUIP REPAIR/MAINT	110.47			
MONTICELLO COMM SCHOOL DISTRICT	FIRE FUEL	197.64			
MUNICIPAL EMERGENCY SERVICES	FIRE EQUIP REPAIR/MAINT	60.65			
TOYNE, INC.	FIRE 2020 FREIGHTLINER PUMPER	335,991.71			
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	150 FIRE TOTAL	336,644.66			
		-----			
	015 FIRE TOTAL	336,644.66			
AMBULANCE					
AMBULANCE					
AIRGAS USA, LLC	AMB MEDICAL SUPPLIES	370.31			
ALLIANT ENERGY-IES	201 E SOUTH ST AMB	397.15			
CREDIT BUREAU SERVICES OF IOWA	AMB COLLECTION COSTS	292.21			
DUBUQUE FIRE EQUIPMENT, INC.	AMB OSHA	46.30			
FRESE MOTORS INC	AMB VEHICLE REPAIR/MAINT	646.68			
KONICA MINOLTA BUSINESS	AMB OFFICE SUPPLIES	65.55			
MONTICELLO COMM SCHOOL DISTRICT	AMB FUEL	505.38			

## CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
STERICYCLE, INC.	AMB PHARMACEUTICAL DISPOSAL	79.35			
UNITY POINT HEALTH	AMB MEDICAL SUPPLIES	220.54			
ZOLL MEDICAL CORPORATION	AMB EQUIP REPAIR/MAINT	510.00			
	160 AMBULANCE TOTAL	3,133.47			
	016 AMBULANCE TOTAL	3,133.47			
HOTEL/MOTEL TAX					
HOTEL/MOTEL					
ALLIANT ENERGY-IES	HWY 151 SIGN	18.41			
	699 HOTEL/MOTEL TOTAL	18.41			
	018 HOTEL/MOTEL TAX TOTAL	18.41			
LIBRARY IMPROVEMENT					
LIBRARY					
FAREWAY STORES #840-1	LIB IMP PROGRAMS/PROMOTIONS	13.67			
	410 LIBRARY TOTAL	13.67			
	030 LIBRARY IMPROVEMENT TOTAL	13.67			
LIBRARY					
LIBRARY					
ALLIANT ENERGY-IES	200 E FIRST ST	612.46			
CULLIGAN TOTAL WATER	LIB BUILDING SUPPLIES	18.41			
MOLLI JENN HUNTER	JANITORIAL SERVICES	179.17			
MONTICELLO EXPRESS INC	LIB OFFICE SUPPLIES	65.00			
OVERDRIVE	LIB AUDIO RECORDINGS	13.75			
STATE LIBRARY OF IOWA	LIB PROCESSING	252.76			
	410 LIBRARY TOTAL	1,141.55			
	041 LIBRARY TOTAL	1,141.55			
ROAD USE					
STREETS					
ALLIANT ENERGY-IES	20500 HWY 38/151 OVERPASS	111.16			
BEHREND'S CRUSHED STONE	RU STREET MAINTENANCE SUPPLIES	224.89			
CENTRAL IOWA DISTRIBUTING INC	RU SUPPLIES	192.00			
BRIAN CROWLEY	RU EQUIP REPAIR/MAINT	224.23			
DIAMOND VOGEL PAINT CENTER 221	RU STREET MAINTENANCE SUPPLIES	178.80			
EHRISMAN TREE SERVICE	RU TREE REMOVAL	1,300.00			
W.W. GRAINGER, INC	RU OSHA SUPPLIES	105.36			
IOWA DEPT OF TRANSPORTATION	RU STREET MAINTENANCE SUPPLIES	424.98			
J&R SUPPLY INC	RU STREET MAINTENANCE SUPPLIES	463.75			
JOHN DEERE FINANCIAL	RU MINOR EQUIPMENT	1,169.94			
KROMMINGA MOTORS INC	RU STREET MAINTENANCE SUPPLIES	125.00			

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
LAPORTE MOTOR SUPPLY	RU SUPPLIES	106.94			
M TOWN TIRE & AUTO	RU EQUIP REPAIR/MAINT	49.00			
MERCY MEDICAL CENTER	RU OSHA - KAHLER	22.00			
STEVE MONK CONSTRUCTION, LTD.	RU STREET MAINTENANCE CONTRACT	17,783.89			
MONTICELLO COMM SCHOOL DISTRICT	RU FUEL	646.69			
NEXT GENERATION PLBG & HTG LLC	RU BUILDING REPAIR/MAINT	1,536.76			
L.L. PELLING CO	RU STREET MAINTENANCE SUPPLIES	675.00			
SPAHN & ROSE LUMBER CO INC	RU STREET MAINTENANCE SUPPLIES	173.25			
UNITY POINT CLINIC -	RU OSHA - KAHLER	46.20			
	210 STREETS TOTAL	25,559.84			
	110 ROAD USE TOTAL	25,559.84			
PARK IMPROVEMENT CAPITAL PROJECTS					
LASLEY ELECTRIC LLC	PARK IMP - WILLOW PARK TRAIL	56.99			
	750 CAPITAL PROJECTS TOTAL	56.99			
	313 PARK IMPROVEMENT TOTAL	56.99			
BATY DISC GOLF COURSE PARKS					
STEVE MONK CONSTRUCTION, LTD.	BATY DG MOWING	447.00			
	430 PARKS TOTAL	447.00			
	338 BATY DISC GOLF COURSE TOTAL	447.00			
C.C. BIDWELL LIBRARY BOOK LIBRARY					
MICRO MARKETING LLC	LIB BIDWELL BOOKS	351.40			
	410 LIBRARY TOTAL	351.40			
	502 C.C. BIDWELL LIBRARY BOOK TOTAL	351.40			
WATER					
WATER					
ALLIANT ENERGY-IES	W 1ST ST WATER PUMP	2,611.44			
HAWKINS WATER TREATMENT	WATER SYSTEM	640.84			
STATE HYGIENIC LABORATORY	WATER LAB TESTS	52.00			
J&R SUPPLY INC	WATER SYSTEM	845.00			
JOHN DEERE FINANCIAL	WATER SUPPLIES	12.97			
M TOWN TIRE & AUTO		25.00			
MONTICELLO COMM SCHOOL DISTRICT	WATER FUEL	144.05			

## CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	810 WATER TOTAL		4,281.30		
	600 WATER TOTAL		4,281.30		
SEWER					
SEWER					
BAKER PAPER CO INC	SEWER LAB SUPPLIES	62.17			
ELECTRIC PUMP INC	SEWER EQUIP REPAIR/MAINT	4,624.51			
FAREWAY STORES #840-1	SEWER LAB SUPPLIES	16.67			
STATE HYGIENIC LABORATORY	SEWER LAB TESTS	1,190.00			
JOHN DEERE FINANCIAL	SEWER EQUIP REPAIR/MAINT	37.11			
MERCY MEDICAL CENTER	SEWER OSHA - KAHLER	5.00			
MID-IOWA SOLID WASTE EQUIP CO	SEWER SUPPLIES	96.00			
MONTICELLO COMM SCHOOL DISTRICT	SEWER FUEL	144.06			
MONTICELLO EXPRESS INC	SEWER SUPPLIES	15.99			
UNITY POINT CLINIC -	SEWER OSHA - KAHLER	10.50			
	815 SEWER TOTAL		6,202.01		
	610 SEWER TOTAL		6,202.01		
SANITATION					
SANITATION					
MONTICELLO COMM SCHOOL DISTRICT	SANITATION FUEL	40.93			
REPUBLIC SERVICES	DUMPSTER COLLECTIONS	11,150.65			
RANDALL G THUMAN	SANITATION COMPOST	3,500.00			
	840 SANITATION TOTAL		14,691.58		
	670 SANITATION TOTAL		14,691.58		
STORM WATER					
STORM WATER FUND					
STEVE MONK CONSTRUCTION, LTD.	STORMWATER MAINTENANCE	90.00			
	865 STORM WATER FUND TOTAL		90.00		
	740 STORM WATER TOTAL		90.00		
	Accounts Payable Total		435,304.37		

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	33,425.55
005	MONTICELLO BERNDEN CENTER	9,246.94
015	FIRE	336,644.66
016	AMBULANCE	3,133.47
018	HOTEL/MOTEL TAX	18.41
030	LIBRARY IMPROVEMENT	13.67
041	LIBRARY	1,141.55
110	ROAD USE	25,559.84
313	PARK IMPROVEMENT	56.99
338	BATY DISC GOLF COURSE	447.00
502	C.C. BIDWELL LIBRARY BOOK	351.40
600	WATER	4,281.30
610	SEWER	6,202.01
670	SANITATION	14,691.58
740	STORM WATER	90.00
-----		
	TOTAL FUNDS	435,304.37

City Council Meeting  
Prep. Date: 09/18/2020  
Preparer: Doug Herman



Agenda Item: # 1  
Agenda Date: 09/21/2020

*Communication Page*

**Agenda Items Description:** Resolution to approve agreement between the City of Monticello and T & W Grinding and Compost Services, LLC related to City Compost site maintenance.

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

**Attachments & Enclosures:**

Proposed Resolution

Proposed Agreement

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Sanitation

\$30,000

**Synopsis:** The City has hired T & W to oversee our Compost site grinding/chipping/composting on a per occurrence basis to date. The Resolution would approve annual contract.

**Background Information:** The contract proposes an annual fee of \$30,000 per year. Since the site has opened we have had yard waste ground twice, piled and then windrowed, and screened once. Total expenses to date have been as follows:

3/11/2020 Grind Pile	\$5,400
8/09/2020 Grind Pile and Grind Logs / Chunk Wood	\$8,400
8/31/2020 Screen Material	\$3,500
<b>Total</b>	<b>\$17,300</b>

The proposed contract, July 1 through June 30, would be paid in 4 equal installments of \$7,500. T & W has agreed that we can treat the \$8,400 payment as our first payment and not pay the \$3,500. Our next payment would be due in January in the amount of \$6,600 (Our first payment of \$8,400 less the required payment of \$7,500 results in a credit of \$900, reducing our next payment to \$6,600.) Payments normally due in October, January, April, and July.

This is a three year contract and there is a possibility that we will be subject to additional charges. (Fuel surcharge if prices go up over \$4.00 per gall on off road fuel prices, Storm Grinding, "large" stumps and logs in excess of 30" diameter.) The Contract anticipates/covers up to 15 trees per year removed by City in addition to other tree waste deposited at the site.

The prices are based upon T & W's experience and knowledge of what a community our size should produce and does not, therefore, cover materials that are brought in from outside Monticello City limits.

Absent a contract we can choose to pay per occurrence. It is my recommendation that we move forward with the contract. Not only does it appear that the overall cost will be less it will also allow us to budget the cost a bit better. (I anticipate one or two more grindings this year and at least one if not two more screenings. We would also see a grind and screen in the spring, prior to July 1<sup>st</sup>.

Our permit with the DNR requires that we manage the site and we have told them that our intent was to use T & W for that purpose.

**Staff Recommendation:** I recommend that the Council approve the proposed resolution.



# The City of Monticello, Iowa

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

## RESOLUTION #20-

**Resolution** to approve agreement between the City of Monticello and T & W Grinding and Compost Services, LLC related to City Compost site maintenance.

**WHEREAS,** The City of Monticello Compost Site materials have been ground/screened and/or generally managed to date by T & W Grinding & Compost Services, LLC, and

**WHEREAS,** The City has been presented with a proposed contract between the City and T & W that generally provides for the management of yard waste / compost materials by T & W for the annual fee of \$30,000, payable in four equal installments in October, January, April, and July, said agreement being for a period of three (3) years and containing other terms and provisions affecting the parties, a copy of said agreement is attached hereto and incorporated by this reference as if same had been set forth fully herein, and

**WHEREAS,** The Council finds that it is satisfied with the efforts of T & W to date and that it would be in the best interests of the City to contract with T & W to perform said services on an annual basis and to that end that the proposed agreement should be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the proposed agreement between the City of Monticello and T & W Grinding and Compost Services, LLC and hereby authorizes the City Administrator to execute the agreement on behalf of the City.

**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 21<sup>st</sup> day of September, 2020.

---

Brian Wolken, Mayor

Attest:

---

Sally Hinrichsen, Monticello City Clerk

## AGREEMENT

AGREEMENT made this 1 day of July 2020 by and between City of Monticello, Iowa, A Municipal Corporation (City) and T & W Grinding and Compost Services, LLC. And Iowa Liability Company (T & W ).

### RECITALS

- A. City maintains a compost site for use for city residents.
- B. City desires to contract with T&W to provide grinding and compost services

IN CONSIDERATION OF THE MUTUAL COVENANTS AND BENEFITS CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. *Term*, This Agreement shall become effective 1 July 2020 and shall remain in force for an initial term of (3) year. The Agreement shall continue from year to year, unless terminated by either party at the end of the initial term or any subsequent contract year by giving the other party ninety (90) days written notice to that effect.

2. *City Obligations, City shall:*

- a. Push all material deposited by residents into a pile at the dump site.
- b. Dispose of any non compostables.
- c. Provide a source for water.
- d. Dispose of any screened material. If screened material is sold, City shall be responsible for all testing costs.
- e. In the event of a storm, materials shall be piled separately or marked.  
T&W and City shall determine a proper course of action at that time.

3. *T&W Obligations, T&W Shall:*

- a. Grind all material - as required
- b. Form windrows
- c. Turn windrows as necessary
- d. Screen the finished compost. Once per year or as material is ready.
- e. wood not used for firewood will be ground for mulch.

#### *4. Indemnification,*

In the performance of this Agreement, T&W is an independent contractor, the city being interested only in the result obtained, and the manner and means of conducting such work will be under the sole control of T&W. However, all work performed under this Agreement shall be done in accordance with the provisions of this Agreement and shall be subject to the continued right of inspection by City's representatives. T&W will be entirely and solely responsible for all acts and the act of contractor's agents, employees, and subcontractors, while engaged in the performance of work contracted for in this Agreement. Contractor, and its successors or assigns, agree to indemnify and hold harmless city against all claims, demands, suits, or judgements asserted, made or recovered by any and all persons on account of acts or omissions of T&W, its agents employees, or sub-contractors, during the performance of the work contracted for in this Agreement. Similarly, T&W agrees to indemnify City for loss or damage to any of City's property or equipment used or obtained in connection with the work to be performed under this Agreement.

#### *5. Insurance.*

a. T&W shall carry or require that there be carried worker's compensation insurance for all its employees and those of its sub-contractors engaged **tin** work at the site 'in accordance with Iowa law.

b. T&W shall carry or require that there be carried public liability insurance with minimums of one million dollars for each individual accident and two million dollars for each occurrence of accidental injury to protect T&W or its sub contractors against claims for injury to or death of any person or persons due to accidents that may occur or result from operations under this Agreement .

c. City of Monticello, will be added to this policy.

#### *6. Rates and Charges*

a. City shall pay the sum of **\$30,000.00** to T&W , payable in quarterly installments of \$7,500.00 commencing Oct 1 2020 and continuing quarterly until paid in full.

b. City shall pay an additional fuel charge. This contract is based upon \$4.00 off road fuel prices. A 3% additional charge for each 25 cent increase will be added until prices return to \$4.00. Fuel charges will be assessed quarterly.

c. Storm grinding shall be billed at the rate of \$600.00 per hour per event. However, composting and screening will be at no additional charge.

d. Catastrophic storm damage requiring FEMA assistance well be charged at FEMA rates.

- e. Large stumps and logs (in excess of 30 inch dia.) Are ground at the rate of \$600.00 per hour due to the extra handling requirments.
- f. This contract price will cover tree removal by the city of 10-15 trees per year

*7. Materials from other communities and land clearing*

- A. This Agreement is for composting services for residents of the city of Monticello Iowa only. Material from other communities will incur an additional charge.
- B. Land clearing and heavy contamination will incur an additional charge.

*8. Modification of Agreement.*

Any modification of this Agreement of additional obligation assumed b either party in connection with this Agreement shall be binding only if reduced to writing and signed by an authorized representative of each party.

*9. Notices.*

Any notice provided for or concerning this Agreement shall be in writing and shall be deemed sufficiently given when sent by certified or registered mail if sent to the respective address of each party as set forth on this Agreement. Notices to T&W shall be sent to T&W Grinding, po box 254 Delhi Iowa 52223. Notices to the city shall be sent to City of Monticello, attn; City Manager.

*10. Compliance with ordinances and regulations.*


T&W activities under this Agreement shall be in complete accord with all ordinances and regulations of city now in effect or later adopted.

The parties have executed this Agreement at Monticello Iowa the day and year above written.

**City of Monticello, Iowa,**

By-----

**T&W Grinding and Compost Services, I.L.C.**

By -----  
Name Randy Thuman  
Title Owner

City Council Meeting  
Prep. Date: 09/18/2020  
Preparer: Doug Herman



Agenda Item: # 2  
Agenda Date: 09/21/2020

*Communication Page*

**Agenda Items Description:** Resolution to approve proposed fees related to Cemetery Columbarium Niches.

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

**Attachments & Enclosures:**

Proposed Resolution (not yet drafted)

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Sanitation

\$30,000

**Synopsis:** The Cemetery Board recommends a change in Columbarium niche fees.

**Background Information:** Due to increased costs associated with plaques and attachment of plaques the Cemetery Board recommends that prices of the Niches to be sold from this point forward be modified to only include the \$708.00 plate, as well as installation. The price of the scroll and final date ribbons, which were previously included, would be determined and passed on at the time the scroll/final date is ordered/needed.

**Staff Recommendation:** I recommend that the Council approve the proposed resolution.

City Council Meeting  
Prep. Date: 09/08/20  
Preparer: Doug Herman



Agenda Item: # 3  
Agenda Date: 09/08/20  
21

*Communication Page*

**Agenda Items Description:** Resolution to approve publication of notice expressing Council Intent to appoint a Ward 1 resident to fill the vacancy created by the resignation of Gary Feldmann.

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

**Attachments & Enclosures:**

Proposed Resolution

Iowa Code 372.13 (Partial)

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

**Synopsis:** Iowa Code provides procedural options to consider when filling a vacant council position.

**Background Information:** Generally, the City Council may either appoint or schedule a special election. The electors of Ward 1 may force a special election if the Council appoints.

The following will focus primarily on the appointment options as that is the route the Council has taken in the past.

1. Council has 60 days to appoint.
2. If no appointment made the Clerk notifies the Auditor who will then schedule a special election.
  - a. Petitions required to be on ballot with 15% of those that voted last time office on the ballot with a minimum number of 10 signatures required.
  - b. Auditor to be given at least 32 days' notice. Because of "block out" dates around the general election the earliest the City could have an election would be December 8, 2020.
  - c. Candidate petition filing is 25 days prior to the election date.

If Council wishes to appoint the proposed Resolution should be approved, directing the following notice to be published:

Pursuant to Iowa Code Section 372.13(2)(a) the Monticello City Council intends to fill the Council Ward 1 vacancy by appointment at the October 5, 2020 regular meeting of the Monticello City Council which commences at 6:00 p.m. The electors of Ward 1 have the right to file a petition requiring that the vacancy be filled by election. The petition must contain the signature and address of at least 10 eligible electors of Monticello Ward 1 and be filed with the City Clerk no later than fourteen (14) days after the appointment is made or fourteen (14) days after the date of publication of this notice, whichever is later. If a legal petition is filed the Council will call a special election as prescribed by Iowa law and the appointment shall be temporary until the results of the special election are canvassed and the successful candidate is duly qualified.

The above notice must be published not less than 4 nor more than 20 days prior to the meeting at which the Council will consider the appointment pursuant to Iowa Code Section 362.3

I have spoken with three (3) persons interested in the position. I have received one formal letter of interest. One person I spoke with will probably not seek appointment knowing that another is interested, he just wanted to be sure that someone had expressed interest. He may participate in the sidewalk committee to get acclimated and potentially express interest in a Council position down the road. I believe one other decided not to express interest after a meeting between he and his neighbor where they decided that the neighbor would express interest instead. The remaining person I spoke with may or may not express interest. When we met he was of the understanding that no one had expressed interest.

**Recommendation:** I recommend that the Council approve the proposed Resolution.

# **The City of Monticello, Iowa**

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

## **RESOLUTION 20-**

**Approving Publication of Notice expressing Council intent to appoint a Ward 1 resident to fill the vacancy created by the resignation of Gary Feldmann pursuant to Iowa Code §372.13(2)(a)**

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

**WHEREAS**, Councilman Gary Feldmann resigned his Ward I seat, creating a vacancy, and

**WHEREAS**, The City Council finds it appropriate to appoint a Ward I resident to fill the vacancy, and

**WHEREAS**, The following notice shall be published in the Monticello Express:

Pursuant to Iowa Code Section 372.13(2)(a) the Monticello City Council intends to fill the Council Ward 1 vacancy by appointment at the October 5, 2020 regular meeting of the Monticello City Council which commences at 6:00 p.m. The electors of Ward 1 have the right to file a petition requiring that the vacancy be filled by election. The petition must contain the signature and address of at least 10 eligible electors of Monticello Ward 1 and be filed with the City Clerk no later than fourteen (14) days after the appointment is made or fourteen (14) days after the date of publication of this notice, whichever is later. If a legal petition is filed the Council will call a special election as prescribed by Iowa law and the appointment shall be temporary until the results of the special election are canvassed and the successful candidate is duly qualified.

**NOW THEREFORE, BE IT RESOLVED** that this City Council of Monticello, Iowa does hereby direct that the Public Notice set out within the body of this resolution be printed in the Monticello Express in accordance with Iowa law

**IN TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 21<sup>st</sup> day of September 2020.

---

Brian R. Wolken, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk



**372.13 The council.**

1. A majority of all council members is a quorum.

2. A vacancy in an elective city office during a term of office shall be filled, at the council's option, by one of the two following procedures:

a. (1) By appointment by the remaining members of the council, except that if the remaining members do not constitute a quorum of the full membership, paragraph "b" shall be followed. The appointment shall be made within sixty days after the vacancy occurs and shall be for the period until the next regular city election described in section 376.1, unless there is an intervening special election for that city, in which event the election for the office shall be placed on the ballot at such special election. If the council fails to make an appointment within sixty days as required by this subsection, the city clerk shall give notice of the vacancy to the county commissioner and the county commissioner shall call a special election to fill the vacancy at the earliest practicable date but no fewer than thirty-two days after the notice is received by the county commissioner.

(2) If the council chooses to proceed under this paragraph, it shall publish notice in the manner prescribed by section 362.3, stating that the council intends to fill the vacancy by appointment but that the electors of the city or ward, as the case may be, have the right to file a petition requiring that the vacancy be filled by a special election. The council may publish notice in advance if an elected official submits a resignation to take effect at a future date. The council may make an appointment to fill the vacancy after the notice is published or after the vacancy occurs, whichever is later. However, if within fourteen days after publication of the notice or within fourteen days after the appointment is made, there is filed with the city clerk a petition which requests a special election to fill the vacancy, an appointment to fill the vacancy is temporary and the council shall call a special election to fill the vacancy permanently, under paragraph "b". The number of signatures of eligible electors of a city for a valid petition shall be determined as follows:

(a) For a city with a population of ten thousand or less, at least two hundred signatures or at least the number of signatures equal to fifteen percent of the voters who voted for candidates for the office at the preceding regular election at which the office was on the ballot, whichever number is fewer.

(b) For a city with a population of more than ten thousand but not more than fifty thousand, at least one thousand signatures or at least the number of signatures equal to fifteen percent of the voters who voted for candidates for the office at the preceding regular election at which the office was on the ballot, whichever number is fewer.

(c) For a city with a population of more than fifty thousand, at least two thousand signatures or at least the number of signatures equal to ten percent of the voters who voted for candidates for the office at the preceding regular election at which the office was on the ballot, whichever number is fewer.

(d) The minimum number of signatures for a valid petition pursuant to subparagraph divisions (a) through (c) shall not be fewer than ten. In determining the minimum number of signatures required, if at the last preceding election more than one position was to be filled for the office in which the vacancy exists, the number of voters who voted for candidates for the office shall be determined by dividing the total number of votes cast for the office by the number of seats to be filled.

b. (1) By a special election held to fill the office for the remaining balance of the unexpired term. If the council opts for a special election or a valid petition is filed under paragraph "a", the special election may be held concurrently with any pending election as provided by section 69.12 if by so doing the vacancy will be filled not more than ninety days after it occurs. Otherwise, a special election to fill the office shall be called by the council at the earliest practicable date. The council shall give the county commissioner at least thirty-two days' written notice of the date chosen for the special election. The council of a city where a primary election may be required shall give the county commissioner at least sixty days' written notice of the date chosen for the special election. A special election held under this subsection is subject to sections 376.4 through 376.11, but the dates for actions in relation to the special election shall be calculated with regard to the date for which the special election is called.

City Council Meeting  
Prep. Date: 09/18/20  
Preparer: Doug Herman



Agenda Item: 4+5  
Agenda Date: 09/21/2020

### Communication Page

#### Agenda Items Description:

Ordinance to approve Water Rate increases. (1<sup>st</sup> Reading)

Ordinance to approve Sewer Rate increases. (1<sup>st</sup> Reading)

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

#### Attachments & Enclosures:

Proposed Ordinances (Water and Sewer)

#### Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

	<u>FY '17</u>	<u>FY '18</u>	<u>FY '19</u>	<u>FY '20<sup>1</sup></u>	<u>FY '21</u>
<b>Sewer Operating</b>	\$614,395	\$653,285	\$515,805	\$552,327	\$501,347 <sup>2</sup>
Debt Expense	\$150,164	\$252,955	\$155,285	\$97,321	\$94,659
Other/Unusual	\$115,000 <sup>3</sup>	\$40,000 <sup>4</sup>	n/a	n/a	n/a
<b>Adjusted</b>	<b>\$349,231</b>	<b>\$360,330</b>	<b>\$360,520</b>	<b>\$455,006</b>	<b>\$406,688</b>

	<u>FY '17</u>	<u>FY '18</u>	<u>FY '19</u>	<u>FY '20<sup>5</sup></u>	<u>FY '21</u>
<b>Water Operating</b>	\$519,020	\$679,412	\$473,938	\$405,425	\$455,773
Debt Expense	\$107,000	\$105,253	\$105,505	\$105,319	\$128,265
Other/Unusual	\$150,000 <sup>6</sup>	\$255,000 <sup>7</sup>	\$75,000 <sup>8</sup>	\$30,000 <sup>9</sup>	\$20,000 <sup>10</sup>
<b>Adjusted</b>	<b>\$262,020</b>	<b>\$319,159</b>	<b>\$293,433</b>	<b>\$270,106</b>	<b>\$307,508</b>

<sup>1</sup> These numbers based upon "Budget". Sally was out of office Th and Fr when I was working on this, will get updated "actual" numbers plugged in on Monday. They will most likely be less.

<sup>2</sup> This number will go up significantly as we recently spent a significant sum to haul and dispose of Sewer Sludge.

<sup>3</sup> \$57,000 was spent on Sanitary Sewer Systems. In subsequent years this was closer to \$10,000. \$33,000 was spent on Building Repair and Maintenance, more than the normal \$10,000 - \$15,000. Repair and Maintenance on Equipment totaled \$74,500 while most years come in at closer to \$25,000 or less. Total Adjustment of \$47,000 plus \$18,000 plus \$50,000 for a total of \$115,000

<sup>4</sup> Building Repair and Maintenance came in at almost \$55,000. In FY 20 forward it came in or is budgeted between \$10,000 and \$15,000.

<sup>5</sup> These numbers based upon "Budget". Sally was out of office Th and Fr when I was working on this, will get updated "actual" numbers plugged in on Monday. They will most likely be less.

<sup>6</sup> \$150,000 transferred to Cap. Imp.

<sup>7</sup> \$180,000 transferred to Capital Improvement; \$50,000 more than normal spent on "Utility Structures". \$25,000 more spent on Other Capital Equipment than normal.

<sup>8</sup> \$75,000 more than normal spent on "Utility Structures".

<sup>9</sup> Miscellaneous "more than normal" expenses.

<sup>10</sup> Transfer to "General Fund"

**A few general comments about the likely sewer plant project coming in the next couple years.**

Generally, if we are looking at an \$8-\$10 million-dollar project we can expect an annual payment, per million, of approx. \$60,000. (20-year payback +/-) So a \$9 million dollar project would require an annual debt payment of approx. \$540,000.

Our Water Operating and Sewer Operating budgets are currently using right at \$215,000 of the revenues of those departments to pay debt. Those annual payments will be reduced in FY '22 to right at \$42,000 and will remain at that level through FY '26 when those debt obligations will be fully satisfied. **The reduced obligation come FY '22 will create an additional \$170,000 per year plus or minus to service debt through FY '26 increasing to the full \$215,000 in FY '27.**

There are many routes to take debt on. The best approach for the City would be to look at the SRF (State Revolving Loan Fund) as the interest rate is probably the most competitive and other terms are less onerous as well. In addition, there are ways to utilize other "funds" of the SRF for a sponsored project, meaning, we will be "given" up to 1% of the loan amount to use on an eligible project. (Potentially up to \$900,000)

Debt can be General Obligation Debt, Revenue Debt, or a combination thereof and TIF can be utilized as well. Debt payments can be front loaded (Bigger payments up front) or rear loaded (Bigger payments later in the repayment). We can use debt service / revenue(fees), etc.

We will be required to work with a financial advisor on this project, paying the financial advisor after the work is done and the loan is created. Because there is less work to do when working through SRF the advisor fees will be less than a standard bond issue. PFM is our advisor and they will work with us to fully explore all funding sources and options as we move forward.

The Ordinances set out the rates / increases. Water Ordinance considers both a base increase of .50 and rate increases of both 3% and 5%.

Someone who uses 3,000 gallons per month currently pays 14.17 and would pay \$14.91 (.50 cent base and 3% rate) or \$15.07 (.50 cent base and 5% rate)

This example over one year would result in an increase (3%) \$8.88 (5%) \$10.80

If Sewer stayed at 150% of water the annual increases would be as follows:

Current	$14.17 \times 12 \times 150\% = 255.06$
.50 and 3%	$14.91 \times 12 \times 150\% = 268.38 + \$13.32$
.50 and 5%	$15.07 \times 12 \times 150\% = 271.26 + \$16.20$

If Sewer was increased to 160% of water the annual increases would be as follows:

Current	$14.17 \times 12 \times 150\% = 255.06$
.50 and 3%	$14.91 \times 12 \times 160\% = 286.27 + \$31.21$
.50 and 5%	$15.07 \times 12 \times 160\% = 289.34 + \$34.28$

**Staff Recommendation:** I recommend that the Council consider the first readings of both the Water and Sewer Rate Ordinances.

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

An Ordinance amending the Code of Ordinances of the City of Monticello, Iowa, by amending Chapter 92 "Water Rates", Section 92.02 "Rates For Services".

**BE IT ENACTED** by the City Council of the City of Monticello, Iowa:

**SECTION 1. SECTION MODIFIED.** Chapter 92, Section 02, paragraphs 1 thru 4, of the Code of Ordinances of the City of Monticello are repealed and the following adopted in lieu thereof:

**92.02 RATES FOR SERVICE.** Water service shall be furnished at the following monthly rates within the City:

1. Rates in effect from November 1, 2020 through June 30, 2021:
  - A. First 1,000 gallons used per month at **\$6.67** (minimum bill). (Current rate is \$6.17)
  - B. Second to ninth 1,000 gallons used per month at **\$4.12 (3%) or \$4.20 (5%)** per 1,000 gallons. (Current rate is \$4.00)
  - C. Tenth through infinity 1,000 gallons thereafter will be **\$4.25 (3%) or \$4.33 (5%)** per 1,000 gallons. (Current rate is \$4.12)
  - D. A flat monthly Water/Sewer Equipment Replacement fee in the amount of .50 (**No Change Proposed**)
2. Rates in effect from July 1, 2021 through June 30, 2022:
  - A. First 1,000 gallons used per month at **\$6.67** (minimum bill).
  - B. Second to ninth 1,000 gallons used per month at **\$4.24 (3% increase of \$4.12) or \$4.33 (3% increase of \$4.20)** per 1,000 gallons.
  - C. Tenth through infinity 1,000 gallons thereafter will be **\$4.38 (3% increase of \$4.25) or \$4.46 (3% increase of \$4.33)** per 1,000 gallons.
  - D. A flat monthly Water/Sewer Equipment Replacement fee in the amount of .50 (**No Change Proposed**)
3. Rates in effect from July 1, 2022 through June 30, 2023:
  - A. First 1,000 gallons used per month at **\$6.67** (minimum bill).
  - B. Second to ninth 1,000 gallons used per month at **\$4.37 (3% increase of \$4.24) or \$4.46 (3% increase of \$4.33)** per 1,000 gallons.
  - C. Tenth through infinity 1,000 gallons thereafter will be **\$4.51 (3% increase of \$4.38) or \$4.59 (3% increase of \$4.46)** per 1,000 gallons.
  - D. A flat monthly Water/Sewer Equipment Replacement fee in the amount of .50 (**No Change Proposed**)

4. Rates in effect from July 1, 2023 through June 30, 2024:
- A. First 1,000 gallons used per month at **\$6.67** (minimum bill).
  - B. Second to ninth 1,000 gallons used per month at **\$4.50 (3% increase of \$4.37) or \$4.59 (3% increase of \$4.46)** per 1,000 gallons.
  - C. Tenth through infinity 1,000 gallons thereafter will be **\$4.65 (3% increase of \$4.51) or \$4.73 (3% increase of \$4.59)** per 1,000 gallons.
  - D. A flat monthly Water/Sewer Equipment Replacement fee in the amount of .50 (**No Change Proposed**)
5. Rates in effect from July 1, 2024 through June 30, 2025:
- A. First 1,000 gallons used per month at **\$6.67** (minimum bill).
  - B. Second to ninth 1,000 gallons used per month at **\$4.64 (3% increase of \$4.50) or \$4.73 (3% increase of \$4.59)** per 1,000 gallons.
  - C. Tenth through infinity 1,000 gallons thereafter will be **\$4.79 (3% increase of \$4.65) or \$4.87 (3% increase of \$4.73)** per 1,000 gallons.
  - D. A flat monthly Water/Sewer Equipment Replacement fee in the amount of .50 (**No Change Proposed**)

**SECTION 2. SEVERABILITY CLAUSE.** If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**SECTION 3. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council the \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Brian R. Wolken, Mayor

ATTEST:

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

I certify that the foregoing was published as Ordinance No. \_\_\_\_ the \_\_\_\_ day of \_\_\_\_\_, 2020.

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

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

An Ordinance amending the Code of Ordinances of the City of Monticello, Iowa, by amending Chapter 99 "Sewer Service Charges", Section 99.01 "Sewer Service Charges Required".

**BE IT ENACTED** by the City Council of the City of Monticello, Iowa:

**SECTION 1. SECTION MODIFIED.** Chapter 99, Section 01 (99.01), of the Code of Ordinances of the City of Monticello is hereby repealed and the following adopted in lieu thereof:

**99.01 SEWER SERVICE CHARGES REQUIRED.** Every customer shall pay to the City sewer service charges in the amount of 160% of the bill for water and service attributable to the customer for the property served, not including or to be calculated on the water/sewer equipment replacement fee as set forth at 92.02(4), rounded off to the nearest cent, as is accepted by general accounting practices.

(Note: If the Council chooses to leave the rate at the existing rate of 150% I would still propose an amendment to clarify/confirm that the 150% calculation does not include the equipment replacement fee, which is current practice, but which is unclear in the Code. (New language italicized and underlined above.)

**SECTION 2. SEVERABILITY CLAUSE.** If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**SECTION 3. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Brian R. Wolken, Mayor

ATTEST:

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

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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

City Council Meeting  
Prep. Date: 09/18/20  
Preparer: Doug Herman



Agenda Item: 6  
Agenda Date: 09/21/2020

*Communication Page*

**Agenda Items Description:** Ordinance to impose Compost Site Fee. (1<sup>st</sup> Reading)

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

**Attachments & Enclosures:**

Proposed Ordinance (Compost Fee)

L Preliminary Draft

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

**Synopsis: Proposed monthly Compost Management Fee**

**Background:** City began operating a compost site last year. Annual cost estimated to be \$40,000 +/-

Council directed staff to propose an ordinance to impose a \$2.00 per month fee on utility accounts. There are approximately 1,700 accounts, so a \$2.00 increase would generate approximately \$40,800 annually.

**Staff Recommendation:** I recommend that the Council consider the first reading of the proposed ordinance.



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

An Ordinance amending the Code of Ordinances of the City of Monticello, Iowa, by amending Chapter 105 "Solid Waste Control", Section \_\_\_\_\_ "Rates For Services".

**BE IT ENACTED** by the City Council of the City of Monticello, Iowa:

**SECTION 1. SECTION MODIFIED.** Chapter 105, Section 02 shall be created and added to the Code, reading and being adopted as follows:

**105. \_\_\_\_\_ RATES FOR SERVICE.** A monthly compost fee shall be added to all combined utility accounts in the City of Monticello at the rate of \$2.00 per month, from and including November 1, 2020 through June 30, 2021. On July 1<sup>st</sup> of each year thereafter the rate shall be increased by 3% per year

**SECTION 2. SEVERABILITY CLAUSE.** If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**SECTION 3. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Brian R. Wolken, Mayor

ATTEST:

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

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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

**City Council Meeting**  
**Prep. Date:** 09/18/2020  
**Preparer:** Doug Herman



**Agenda Item:** Reports  
**Agenda Date:** 09/21/2020

*Communication Page*

**Agenda Items Description:** Reports

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

**Attachments & Enclosures:**

Wolken e-mail

**Fiscal Impact:**

Budget Line Item:

n/a

Budget Summary:

n/a

Expenditure:

n/a

Revenue:

n/a

**Reports / Potential Action:**

1. City Administrator
  - a. Hwy. 38 Sewer Project
  - b. JCED Board Opening (Replacing Mayor Wolken)
2. Police Chief
3. Public Works Director
4. Park and Recreation