

City of Monticello, Iowa

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Final Agenda Posted on October 16, 2020 at 4:00 p.m.
Monticello City Council Meeting October 19, 2020 @ 6:00 p.m.
Monticello Renaissance Center, 220 E. 1st Street, Monticello, Iowa

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

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

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

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

| | | |
|--|---------|----------|
| Approval of Council Mtg. Minutes | October | 05, 2020 |
| Approval of Special Council Mtg. Minutes | October | 12, 2020 |
| Approval of Payroll | October | 08, 2020 |
| Approval of Bill List | | |
| Approval of Treasurer's Report for September, 2020 | | |
| Approval of appointment of Tom Yeoman to be City Representative on the JCED Board, effective January 1, 2021 | | |
| Approval of appointment of Travis McNally to the Monticello Regional Airport Board | | |

Motions: None

Public Hearings: None

Resolutions:

1. **Resolution** scheduling Public Hearing on City of Monticello 2020/2021 Fiscal Year budget amendments for November 16, 2020 at 6:00 p.m.
2. **Resolution** to approve Sewer Credit Request of Angie Lambert Cox
3. **Resolution** to approve bids related to Street Repair Bid Packages.

4. **Resolution** to approve Asphalt Paving of Spring Farm Lane.
5. **Resolution** authorizing the Austin Strong Foundation to fundraise, plan, and lead the All-Inclusive and Interactive Playground project, the playground to be constructed on City owned property near the Monticello Aquatic Center.
6. **Resolution** approving contract with Consultant to perform, work with, and assist the City with City Administrator search process.
7. **Resolution** approving the FY 2019-2020 Annual Financial Report
8. **Resolution** approving purchaser of a new Multi-Function-Device (Copier) for City Hall.
9. **Resolution** to approve Northridge Waterway Easement Agreements and direct recordation of same.

Ordinances:

10. **Ordinance** Amending the Code of Ordinances of the City of Monticello by amending Chapter 105, Solid Waste Control, by adding Compost Site Fee. (3rd Reading)
11. **Ordinance** Amending the Code of Ordinances of the City of Monticello by amending Chapter 23, Parks and Recreation Board, Section 23.02 Board Organization, increasing the number of Park Board Members from five (5) to seven (7) and allowing up to two members to live outside the City limits but within Jones County.

Reports / Potential Action:

1. City Administrator
 - a. Landfill Commission Open Position
 - b. Fountain Park Project Update
 - c. Brick Paver Installation Update
 - d. Fire Truck Sale Report
 - e. Sewer Plant / Misc. Article for Express
 - f. Matters pending Council Direction
 - i. Drainage Ditch Repair Options – S. Cedar Street
 - ii. Digital Sign: Future?
2. Police Chief
 - a. Council Chambers AV Improvement Options Summary
3. Public Works Director
4. Park and Recreation
5. City Engineer
 - a. N. Chestnut Street Project Update

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 via the following link.

<https://us02web.zoom.us/j/82815626084?pwd=UIBOY3VJeWxnYU1DdlVWY3NUEUJYdz09>

Meeting ID: 828 1562 6084

Passcode: 418729

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
October 5, 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, City Engineer Patrick Schwickerath, Water/Wastewater Superintendent Jim Tjaden and Police Chief Britt Smith. 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.

Scott Brighton, Birdsie Robinson and Tom Osborne introduced themselves to the Council and stated what makes them a good candidate for the vacant council seat. Former Councilmember Gary Feldmann stated he supports Scott Brighton and felt he would do a good job on the Council. Yeoman moved to appoint Scott Brighton to fill the vacancy term of Councilmember Ward 1, seconded by Lux, roll call unanimous except Hanken who voted nay. Mayor Wolken administered the oath of office to Scott Brighton, who then took his seat for the remainder of the meeting electronically. Goedken and Wolken thanked them for taking interest in the position and wanting to become more involved in the community.

Wayne Peach, 108 Monk Court, thanked the Police Department for being active in the community and felt they are doing a good job.

Andrea Hall, 631 W Fifth Street, reported the Trail Committee is working on more outdoor recreational activities for the community.

Dave Schoon, 17151 Co Rd D62, inquired why the school was allowed to install a sign on wooden posts instead of the monument sign as required. Kahler stated this is a temporary sign to help with the direction of traffic.

Hanken moved to remove Glass Tap license renewal from the consent agenda and to be voted on separately, Goedken seconded, roll call unanimous.

Yeoman moved to approve the consent agenda, as amended, Langerman seconded. Roll call unanimous.

Hanken questioned if there were issues with the Glass Tap or the owner. Smith stated there were no issues in the last 8 months. Owner is currently facing charges that Council could deny a liquor license for, however they can't until he is convicted. Goedken moved to approve Glass Tap liquor license renewal, Hanken seconded, roll call unanimous.

Herman reported Robert Borman requested the City consider trimming or removing a tree on his neighbor Jennifer (Stutt) Smyth's property near the 6th Street ditch. The tree is located on private property but would likely need to come down if the council moves forward with the 6th

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Street ditch project. Langerman moved to direct the City staff to not trim or remove tree on the Smyth property adjacent to the 6th Street ditch, Lux seconded, roll call unanimous.

Herman stated the City is required to work with a financial advisor when bonding, which the City will need to do for the sewer plant updates. Sewer plant updates are estimated to be between 8 to 10 million dollars. The State of Iowa is requiring increased testing and treatment of nutrients and phosphorous, that the current trickling filter system will not treat. Schwickerath advised the earliest the plans would be ready to bid is late this winter and project could take 18 months to complete construction. The financial advisor PFM will work with City staff to come up with funding options for the Council to consider. PFM service fees is \$18,000, but if the City borrows through the State Revolving Loan fund, City could be reimbursed \$4,000 for those fees. Yeoman moved to approve Resolution #2020-100 approving engagement letter with Public Financial Management (PFM) related to Sewer Plant funding planning, Lux seconded, roll call unanimous.

Herman advised Kevin Kurth requested Council consider a warranty that would exceed the 4-year maintenance bond on the North Sycamore Project regarding repairs to his newly installed service line that was found to be leaking. Herman suggested including the other leaks in the agreement, if the Council was going to proceed with Kurth's request. Kevin Kurth, 204 E Seventh Street, stated washed rock was used to backfill around his copper service line and that should have been bedded down with dirt and sand. Kurth also felt that when the line was leaking, it should have been replaced and not spliced. When asked what backfill material was in the specifications, Schwickerath said he would have to check but washed rock is a SUDAS approved material. When asked how many issues there were, Tjaden stated that he was aware of 5 or 6. Goedken thought the City Code allowed washed rock for backfill and should look to change that to lime. Kahler stated he gave directions to the plumber hired by Horsfield to make the repairs. Tjaden stated the City only does mains and uses washed rock for the mains. City doesn't take care of private service lines and is not familiar with service lines and backfill to be used. Yeoman moved to table action on a proposed warranty for Kurth's repaired water service line and directed Herman, Kahler, Tjaden and Schwickerath to look into the issues and work on proposal, Langerman seconded, roll call unanimous.

Herman advised Horsfield did not install Bud Coyle's sidewalk and surface drain, adjacent to and east of Coyle's property, at the correct elevation. Bud Coyle, 515 N Sycamore Street, stated he would like the sidewalk and surface drain to be installed as the City Engineer designed them to be. Goedken moved approve Resolution 2020-101 to direct Horsfield to install Bud Coyle's sidewalk and surface drain as the engineer designed it to be, Lux seconded, roll call unanimous.

Kahler advised he sought bids from local contractors to complete various street repairs, most of which were reviewed by the Mayor, Council and city staff at the special Council meeting tour of streets. Kluesner Construction bid on the crack sealing and asphalt repairs, which was in the agenda packets. Kahler received 3 bids for the concrete work and was expecting one more that has not arrived yet. Goedken felt the Council should review the concrete bids before awarding them. Langerman moved to approve Resolution #2020-102 to approve bids for the crack sealing and asphalt street repairs from Kluesner Construction Inc., Yeoman seconded, roll call unanimous.

Smith stated the Sidewalk Committee reviewed various policies related to the installation and maintenance of sidewalks in Monticello and proposed a policy to the Council to consider. The

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Sidewalk committee will review all infill requests and work to make Monticello a walkable community. Council discussed the Presbyterian Church sidewalk that was installed and not ADA compliant. Herman advised the contractor agreed to tear out and redo, if directed to do so. Herman also recommended having City Engineer review all ADA intersections and sidewalks. He stated that if it is a maintenance project, it does not have to meet the ADA requirements. Schwickerath stated the City is to have a plan in place to become ADA compliant and to review options to fix sidewalks that are not ADA compliant. Smith reviewed the cost share proposal for the labor and material to build sidewalks. The Sidewalk Committee will look at setting priority levels and projects. They would like to start with 7th Street and Breckenridge Drive infill sidewalks. David Eastin, 419 South Chestnut, felt the infill sidewalks are needed to join schools and businesses. Goedken moved to approve Resolution 2020-103 approving the City of Monticello Sidewalk Policy as proposed and recommended by the Sidewalk Committee, Yeoman seconded, roll call unanimous.

Smith reviewed the Sidewalk Committee's recommendation to infill sidewalk at 7th Street and Breckenridge Drive. Goedken felt the residents on Breckenridge Drive wanted the sidewalk and a crosswalk at 7th Street and Breckenridge Drive, along with traffic control signage for the factory traffic. Shannon Simonson, 745 Breckenridge Drive was not sure a controlled intersection was needed at 7th Street and Breckenridge Drive but feels 7th Street and Gill Street would work for the crosswalk. Wolken talked with school staff who felt the crosswalk would be better at 7th Street and Gill Street. Desiree Bacon, 427 W 8th Street, questioned the need of a crosswalk at Breckenridge with no sidewalk on the school side of the 7th Street. Goedken moved to approve Resolution 2020-104 approving Sidewalk Committee 7th Street /Breckenridge Sidewalk infill recommendations, Lux seconded, roll call unanimous.

Council had proposed a \$2.00 per month per utility account fee to operate the compost site. Langerman moved Ordinance #733 amending the Code of Ordinances of the City of Monticello, Iowa by amending Chapter 105 "Solid Waste Control", by adding Sections 15.13 "Rates for Service" and 105.14 "Lien for Nonpayment", second reading and in title only, Goedken seconded, roll call unanimous except Hanken who voted nay.

Herman advised the USDA 6th Street ditch Grant is pending the receipt of a Preliminary Engineer Report (PER). Herman submitted the 2017 engineer review but it needs to be updated. Schwickerath advised they would fast track the review and update PER.

Schwickerath updated the Council on the meeting with Hardscape Solutions for the North Chestnut brick street project and reviewed the three proposed options. He felt the lower cost project would be to use a rock base, like was used on North Sycamore Street Project and the pavers would be the wearing surface. Schwickerath will work on cost estimates.

Herman reported Tom Yeoman would replace Brian Wolken on the JCED on January 1st.

Herman announced that he turned in his resignation as City Administrator. His last day will be December 4, 2020.

Smith will email the Council the Council Chamber's AV improvement options for consideration at the next Council meeting.

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Kahler reported Scott McElmeel was repairing Gary Schwatz's driveway and discovered the west side of the street curb and gutter are undermined. He is looking to see if this can be mudjacked instead of tearing out and replacing.

Tjaden reported meeting with City Engineer Lindsey Beaman, DNR representative Amber Sauser and Royal Flush owners and their engineer to look at options to do pre-treatment of their waste prior to releasing it to the sewer treatment plant.

Langerman moved to adjourn at 9:03 P.M.

Brian Wolken, Mayor

Sally Hinrichsen, City Clerk

Special Council Meeting
October 12, 2020 – 5:15 P.M.
Community Media Center

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

Herman advised the four private consultant firms that sent a proposal to assist the City with the City Administrator search and replacement process are: 1: Elizabeth Hansen with Midwest Municipal Consulting, LLC from Ankeny, IA ; 2: Pat Callahan with Callahan Municipal Consultants, LLC from Anamosa, IA; 3: Gary Weiers with DDA Human Resources, Inc from Faribault, MN and 4: Alex Metzger with Next Move Group from St Louis, MO. Council interviewed each consultant individually, while the others waited in the zoom waiting room. After interviews were completed, Council discussed consultant's qualifications. Yeoman moved to table approving a consultant to assist with the City Administrator process until next meeting. Lux seconded, roll call unanimous.

Kahler advised the 1992 Leaf Vac is not working and would need to be completely rebuilt as parts are no longer available. He has two bid proposals to replace the leaf vac. Kahler recommended going with bid proposal from MacQueen Equipment in Ankeny, IA, for a 2016 Tarco Windy 100 Leaf Vacuum, with a John Deere motor, in the amount of \$45,500.00. Yeoman moved to approve Resolution 2020-105 Approving purchase of 2016 Tarco Windy 100 Leaf Vacuum, Brighton seconded, roll call unanimous.

Brighton moved to adjourn at 7:06 P.M.

Brian Wolken, Mayor

Sally Hinrichsen, City Clerk

PAYROLL - OCTOBER 8, 2020

| DEPARTMENT | GROSS PAY | OT PAY | COMP HRS. ACCRUED | COMP TOTAL | NET PAY |
|------------------------|---------------------------------------|------------------|----------------------|---------------|---------------------|
| AMBULANCE | September 21 - October 4, 2020 | | | | |
| Chris Bell | \$ 96.00 | \$ - | 0.00 | 0.00 | \$ 82.51 |
| Michael Boysen | 96.00 | - | 0.00 | 0.00 | 62.51 |
| Brian Bronemann | 758.15 | - | 0.00 | 0.00 | 605.36 |
| Shelley Bronemann | 96.00 | - | 0.00 | 0.00 | 82.51 |
| Drew Haag | 318.15 | - | 0.00 | 0.00 | 270.42 |
| Mason Hanson | 490.60 | - | 0.00 | 0.00 | 411.62 |
| David Husmann | 512.90 | - | 0.00 | 0.00 | 437.78 |
| Mary Intlekofer | 1,957.20 | - | 0.00 | 0.00 | 1,336.95 |
| Nick Kahler | 260.00 | - | 0.00 | 0.00 | 223.44 |
| Brandon Kent | 1,957.20 | - | 0.00 | 0.00 | 1,278.56 |
| James Luensman | 431.05 | - | 0.00 | 0.00 | 338.71 |
| Lori Lynch | 2,125.20 | - | 0.00 | 0.00 | 1,438.62 |
| Dave McNeill | 549.33 | - | 0.00 | 0.00 | 454.45 |
| Amanda Norton | 364.63 | - | 0.00 | 0.00 | 289.85 |
| Shelly Searles | 1,957.20 | - | 0.00 | 4.50 | 1,327.63 |
| Sabrina Strella | 236.25 | - | 0.00 | 0.00 | 194.53 |
| Jenna Weih | 1,720.43 | 15.23 | 0.00 | 0.00 | 1,265.29 |
| Curtis Wyman | 1,796.55 | 91.35 | 0.00 | 16.88 | 1,217.34 |
| TOTAL AMBULANCE | \$ 15,722.84 | \$ 106.58 | 0.00 | 21.38 | \$ 11,318.08 |
| CEMETERY | September 19 - October 2, 2020 | | | | |
| Ed Goldsmith | \$ 37.50 | \$ - | 0.00 | 0.00 | \$ 34.63 |
| Dan McDonald | 1,700.00 | - | 0.00 | 0.00 | 1,227.90 |
| TOTAL CEMETERY | \$ 1,737.50 | \$ - | 0.00 | 0.00 | \$ 1,262.53 |
| CITY HALL | September 20 - October 3, 2020 | | | | |
| Cheryl Clark | \$ 1,728.00 | \$ - | 0.00 | 20.25 | \$ 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 | 1,537.57 | 7.17 | 0.00 | 0.00 | 1,011.77 |
| TOTAL CITY HALL | \$ 9,846.33 | \$ 7.17 | 0.00 | 20.25 | \$ 6,630.53 |
| FIRE | | | | | |
| Joe Bayne | \$ 125.00 | \$ - | 0.00 | 0.00 | \$ 115.44 |
| David Husmann | 60.00 | - | 0.00 | 0.00 | 51.56 |
| Billy Norton | 100.00 | - | 0.00 | 0.00 | 85.94 |
| Paul Warner | 100.00 | - | 0.00 | 0.00 | 92.35 |
| TOTAL FIRE | \$ 385.00 | \$ - | 0.00 | 0.00 | \$ 345.29 |
| LIBRARY | September 21 - October 4, 2020 | | | | |
| Molli Hunter | \$ 611.00 | \$ - | 0.00 | 0.00 | \$ 500.34 |
| Penny Schmit | 1,132.00 | - | 0.00 | 0.00 | 625.73 |
| Michelle Turnis | 1,655.77 | - | 0.00 | 0.00 | 1,029.97 |
| TOTAL LIBRARY | \$ 3,398.77 | \$ - | 0.00 | 0.00 | \$ 2,156.04 |
| MBC | September 21 - October 4, 2020 | | | | |
| Jacob Oswald | \$ 2,038.46 | \$ - | 0.00 | 0.00 | \$ 1,529.03 |
| Shannon Poe | 1,624.23 | - | 0.00 | 0.00 | 1,111.83 |
| TOTAL MBC | \$ 3,662.69 | \$ - | 0.00 | 0.00 | \$ 2,640.86 |

PAYROLL - OCTOBER 8, 2020

| DEPARTMENT | GROSS PAY | OT PAY | COMP HRS. ACCRUED | COMP TOTAL | NET PAY |
|---------------------------|---------------------------------------|------------------|----------------------|---------------|---------------------|
| POLICE | September 21 - October 4, 2020 | | | | |
| Zachary Buehler | \$ 2,299.68 | \$ - | 0.00 | 0.00 | \$ 1,688.18 |
| Peter Fleming | 2,142.00 | - | 0.00 | 3.00 | 1,509.88 |
| Dawn Graver | 2,467.50 | - | 0.00 | 0.00 | 1,765.22 |
| Erik Honda | 2,415.00 | - | 0.00 | 3.75 | 1,787.19 |
| Jordan Koos | 2,465.00 | - | 0.00 | 16.00 | 1,769.73 |
| 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 |
| TOTAL POLICE | \$ 18,772.74 | \$ - | 0.00 | 22.75 | \$ 13,668.73 |
| ROAD USE | September 19 - October 2, 2020 | | | | |
| Zeb Bowser | \$ 1,700.00 | \$ - | 0.00 | 0.00 | \$ 1,245.87 |
| Eric Jungling | 1,652.01 | - | 0.00 | 0.00 | 1,167.52 |
| TOTAL ROAD USE | \$ 3,352.01 | \$ - | 0.00 | 0.00 | \$ 2,413.39 |
| SANITATION | September 19 - October 2, 2020 | | | | |
| Michael Boyson | \$ 1,688.00 | \$ - | 0.00 | 0.00 | \$ 1,183.22 |
| Nick Kahler | 2,079.81 | - | 0.00 | 0.00 | 1,428.45 |
| TOTAL SANITATION | \$ 3,767.81 | \$ - | 0.00 | 0.00 | \$ 2,611.67 |
| SEWER | September 19 - October 2, 2020 | | | | |
| Tim Schultz | \$ 1,826.00 | \$ 66.00 | 0.00 | 10.88 | \$ 1,264.94 |
| Jim Tjaden | 2,346.15 | - | 0.00 | 0.00 | 1,694.98 |
| TOTAL SEWER | \$ 4,172.15 | \$ 66.00 | 0.00 | 10.88 | \$ 2,959.92 |
| WATER | September 19 - October 2, 2020 | | | | |
| Daniel Pike | \$ 1,712.00 | \$ - | 3.00 | 10.50 | \$ 1,240.98 |
| TOTAL WATER | \$ 1,712.00 | \$ - | 3.00 | 10.50 | \$ 1,240.98 |
| TOTAL - ALL DEPTS. | \$ 66,529.84 | \$ 179.75 | 3.00 | 85.76 | \$ 47,248.02 |

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 | | 222.29 | | |
| FREESE MOTORS INC | PD VEHICLE OPERATING | | 26.45 | | |
| JOHN DEERE FINANCIAL | PD BUILDING SUPPLIES | | 4.98 | | |
| KIECK'S CAREER APPAREL | PD MINOR EQUIPMENT | | 88.99 | | |
| KONICA MINOLTA BUSINESS | PD OFFICE SUPPLIES | | 112.13 | | |
| MCALFEER WATER CONDITIONING INC | PD SOFTENER SALT | | 13.70 | | |
| DAVID B MCNEILL | PD BUILDING REPAIR/MAINT | | 29.49 | | |
| SHRED-MASTER | PD SHRED SERVICES | | 50.00 | | |
| TCM BANK NA | PD CONFERENCE - KOOS | | 91.00 | | |
| | | | ----- | | |
| | 110 POLICE DEPARTMENT TOTAL | | 657.70 | | |
| STREET LIGHTS | | | | | |
| ALLIANT ENERGY-IES | S CEDAR STREETLIGHTS | | 624.02 | | |
| | | | ----- | | |
| | 230 STREET LIGHTS TOTAL | | 624.02 | | |
| AQUATIC CENTER | | | | | |
| ALLIANT ENERGY-IES | 811 S CEDAR ST POOL | | 340.11 | | |
| | | | ----- | | |
| | 440 AQUATIC CENTER TOTAL | | 340.11 | | |
| CEMETERY | | | | | |
| ALLIANT ENERGY-IES | CEMETERY ELECTRIC | | 25.63 | | |
| M TOWN TIRE & AUTO | CEMETERY EQUIP REPAIR/MAINT | | 32.00 | | |
| | | | ----- | | |
| | 450 CEMETERY TOTAL | | 57.63 | | |
| SOLDIER'S MEMORIAL BOARD | | | | | |
| ALLIANT ENERGY-IES | 200 E FIRST ST | | 331.82 | | |
| | | | ----- | | |
| | 498 SOLDIER'S MEMORIAL BOARD TOTAL | | 331.82 | | |
| CLERK/CITY ADMIN | | | | | |
| MOLLI JENN HUNTER | JANITORIAL SERVICES | | 368.75 | | |
| | | | ----- | | |
| | 620 CLERK/CITY ADMIN TOTAL | | 368.75 | | |
| CITY HALL/GENERAL BLDGS | | | | | |
| ALLIANT ENERGY-IES | 200 E FIRST ST | | 663.63 | | |
| FAREWAY STORES #840-1 | CH BUILDING SUPPLIES | | 4.99 | | |
| INFRASTRUCTURE TECHNOLOGY | CH MISC CONTRACT WORK | | 384.20 | | |
| JOHN DEERE FINANCIAL | CH BUILDING SUPPLIES | | 11.97 | | |
| LADCO | CH BUILDING REPAIR/MAINT | | 6,817.03 | | |
| MONTICELLO EXPRESS INC | CH ADVERTISING | | 543.01 | | |
| SHRED-MASTER | CREATIVE ADVENTURE LAB | | 999.28 | | |
| TCM BANK NA | IMFOA CONFERENCE - HINRICHSEN | | 111.43 | | |
| WHITE HAWK PLUMBING & HEATING | CH BUILDING SUPPLIES | | 93.06 | | |

CLAIMS REPORT

| VENDOR NAME | REFERENCE | AMOUNT | VENDOR TOTAL | CHECK# | CHECK DATE |
|--------------------------------|-------------------------------------|--------|--------------|--------|------------|
| | 650 CITY HALL/GENERAL BLDGS TOTAL | | 9,628.60 | | |
| | 001 GENERAL TOTAL | | 12,008.63 | | |
| MONTICELLO BERNDES CENTER | | | | | |
| PARKS | | | | | |
| ALLIANT ENERGY-IES | MBC ELECTRIC | | 1,324.64 | | |
| MOLLI JENN HUNTER | JANITORIAL SERVICES | | 212.50 | | |
| JOSH IBEN | MBC EQUIPMENT REPAIR/MAINT | | 95.00 | | |
| JOHN DEERE FINANCIAL | MBC SUPPLIES | | 93.91 | | |
| STEVEN KRAPFL | MBC DAMAGE DEPOSIT REFUND | | 200.00 | | |
| LASLEY ELECTRIC LLC | MBC EQUIPMENT REPAIR/MAINT | | 100.99 | | |
| MONTICELLO EXPRESS INC | MBC ADVERTISING | | 43.60 | | |
| MONTICELLO SPORTS | MBC PICKLEBALL NETS | | 455.98 | | |
| NEXT GENERATION PLBG & HTG LLC | MBC GROUNDS SUPPLIES | | 42.68 | | |
| CARRIE STANTON | MBC DAMAGE DEPOSIT REFUND | | 200.00 | | |
| TCM BANK NA | MBC SURVEYMONKEY & FEES | | 1,100.21 | | |
| TREASURER STATE OF IOWA | SALES TAX - SEPTEMBER | | 41.67 | | |
| | 430 PARKS TOTAL | | 3,911.18 | | |
| | 005 MONTICELLO BERNDES CENTER TOTAL | | 3,911.18 | | |
| MONTICELLO TREES FOREVER | | | | | |
| PUBLIC WORKS | | | | | |
| MORRISON BROS. CO. | TREES | | 2,400.00 | | |
| | 299 PUBLIC WORKS TOTAL | | 2,400.00 | | |
| | 014 MONTICELLO TREES FOREVER TOTAL | | 2,400.00 | | |
| FIRE | | | | | |
| FIRE | | | | | |
| ALLIANT ENERGY-IES | E SOUTH ST FIRE STATION | | 202.76 | | |
| INSURANCE ASSOCIATES, INC. | FIRE INSURANCE | | 17.00 | | |
| MCALDER WATER CONDITIONING INC | FIRE SOFTENER SALT | | 20.55 | | |
| RADIO COMMUNICATIONS CO INC | FIRE RADIO REPAIR/MAINT | | 283.46 | | |
| TCM BANK NA | | | 31.22 | | |
| | 150 FIRE TOTAL | | 492.55 | | |
| | 015 FIRE TOTAL | | 492.55 | | |
| AMBULANCE | | | | | |
| AMBULANCE | | | | | |
| AIRGAS USA, LLC | AMB MEDICAL SUPPLIES | | 31.57 | | |
| ALLIANT ENERGY-IES | 201 E SOUTH ST AMB | | 222.29 | | |
| BOUND TREE MEDICAL, LLC | AMB MEDICAL SUPPLIES | | 414.36 | | |
| CREDIT BUREAU SERVICES OF IOWA | AMB COLLECTION COSTS | | 3.48 | | |

CLAIMS REPORT

| VENDOR NAME | REFERENCE | AMOUNT | VENDOR TOTAL | CHECK# | CHECK DATE |
|--------------------------------|-------------------------------|--------|--------------|--------|------------|
| FREES MOTORS INC | AMB VEHICLE REPAIR/MAINT | | 367.81 | | |
| INTEGRITY INSURANCE | AMB OVERPAYMENT REFUND | | 591.58 | | |
| JOHN DEERE FINANCIAL | AMB BUILDING SUPPLIES | | 4.99 | | |
| KONICA MINOLTA BUSINESS | AMB OFFICE SUPPLIES | | 37.38 | | |
| MCALEER WATER CONDITIONING INC | AMB SOFTENER SALT | | 13.70 | | |
| DAVID B MCNEILL | AMB BUILDING REPAIR/MAINT | | 22.20 | | |
| STERICYCLE, INC. | AMB PHARMACEUTICAL DISPOSAL | | 79.35 | | |
| UNITY POINT HEALTH | AMB MEDICAL SUPPLIES | | 160.39 | | |
| ZACHARY WELLS | AMB OVERPAYMENT REFUND | | 187.32 | | |
| ZOLL MEDICAL CORPORATION | AMB MEDICAL SUPPLIES | | 409.70 | | |
| | 160 AMBULANCE TOTAL | | 2,546.12 | | |
| | 016 AMBULANCE TOTAL | | 2,546.12 | | |
| HOTEL/MOTEL TAX | | | | | |
| HOTEL/MOTEL | | | | | |
| ALLIANT ENERGY-IES | HWY 151 SIGN | | 19.73 | | |
| | 699 HOTEL/MOTEL TOTAL | | 19.73 | | |
| | 018 HOTEL/MOTEL TAX TOTAL | | 19.73 | | |
| LIBRARY IMPROVEMENT | | | | | |
| LIBRARY | | | | | |
| JOSHUA PHILLIP KELCHEN | LIB IMP CAPITAL EQUIPMENT | | 1,700.00 | | |
| TCM BANK NA | LIB IMP PROGRAMS/PROMOTIONS | | 312.22 | | |
| | 410 LIBRARY TOTAL | | 2,012.22 | | |
| | 030 LIBRARY IMPROVEMENT TOTAL | | 2,012.22 | | |
| LIBRARY | | | | | |
| LIBRARY | | | | | |
| ALLIANT ENERGY-IES | 200 E FIRST ST | | 331.81 | | |
| BAKER & TAYLOR BOOKS | LIB BOOKS | | 308.48 | | |
| CULLIGAN TOTAL WATER | LIB BUILDING SUPPLIES | | 5.50 | | |
| FRIENDS OF THE MARSHALLTOWN | LIB OFFICE SUPPLIES | | 75.00 | | |
| MOLLI JENN HUNTER | JANITORIAL SERVICES | | 137.50 | | |
| JOHN DEERE FINANCIAL | LIB BUILDING SUPPLIES | | 11.99 | | |
| MICRO MARKETING LLC | LIB AUDIO RECORDINGS | | 45.99 | | |
| OVERDRIVE | LIB AUDIO RECORDINGS | | 10.66 | | |
| TCM BANK NA | LIB CONFERENCE - TURNIS | | 87.12 | | |
| MICHELLE TURNIS | LIB PROGRAMS/PROMOTIONS | | 20.50 | | |
| | 410 LIBRARY TOTAL | | 1,034.55 | | |
| | 041 LIBRARY TOTAL | | 1,034.55 | | |

CLAIMS REPORT

| VENDOR NAME | REFERENCE | AMOUNT | VENDOR TOTAL | CHECK# | CHECK DATE |
|--------------------------------|-------------------------------|--------|--------------|--------|------------|
| AIRPORT | | | | | |
| AIRPORT | | | | | |
| ATR LIGHTING ENTERPRISES INC | AIRPORT GROUNDS SUPPLIES | | 63.98 | | |
| MCALEER WATER CONDITIONING INC | AIRPORT BUILDING SUPPLIES | | 35.00 | | |
| | | | ----- | | |
| | 280 AIRPORT TOTAL | | 98.98 | | |
| | | | ----- | | |
| | 046 AIRPORT TOTAL | | 98.98 | | |
| | | | ----- | | |
| ROAD USE | | | | | |
| STREETS | | | | | |
| ALL SEASONS AUTO BODY INC | RU EQUIP REPAIR/MAINT | | 48.98 | | |
| ALLIANT ENERGY-IES | 20500 HWY 38/151 OVERPASS | | 140.44 | | |
| GREGORY DIRKS | RU TREE REMOVAL & PLANTING | | 181.08 | | |
| W.W. GRAINGER, INC | RU SUPPLIES | | 185.78 | | |
| JOHN DEERE FINANCIAL | RU SUPPLIES | | 434.94 | | |
| LAPORTE MOTOR SUPPLY | RU SUPPLIES | | 105.17 | | |
| TRANS-IOWA EQUIPMENT, INC. | RU LEAF VACUUM | | 25,500.00 | | |
| DAVID B MCNEILL | RU SUPPLIES | | 13.26 | | |
| MONTICELLO EXPRESS INC | RU SUPPLIES | | 44.98 | | |
| MONTICELLO MACHINE SHOP INC | RU EQUIP REPAIR/MAINT | | 1,048.56 | | |
| TCM BANK NA | RU VEHICLE OPERATING SUPPLIES | | 266.65 | | |
| WELTER STORAGE EQUIP CO., INC. | RU BUILDING REPAIR/MAINT | | 332.50 | | |
| | | | ----- | | |
| | 210 STREETS TOTAL | | 28,302.34 | | |
| | | | ----- | | |
| SNOW REMOVAL | | | | | |
| AMBROSE EILERS | RU SNOW REMOVAL - MAILBOX | | 37.44 | | |
| | | | ----- | | |
| | 250 SNOW REMOVAL TOTAL | | 37.44 | | |
| | | | ----- | | |
| | 110 ROAD USE TOTAL | | 28,339.78 | | |
| | | | ----- | | |
| ROAD USE SETASIDE | | | | | |
| STREETS | | | | | |
| TRANS-IOWA EQUIPMENT, INC. | RU LEAF VACUUM | | 20,000.00 | | |
| | | | ----- | | |
| | 210 STREETS TOTAL | | 20,000.00 | | |
| | | | ----- | | |
| | 111 ROAD USE SETASIDE TOTAL | | 20,000.00 | | |
| | | | ----- | | |
| PARK IMPROVEMENT | | | | | |
| CAPITAL PROJECTS | | | | | |
| MONTICELLO CHAMBER OF COMMERCE | PARK IMP - MONTI IN MOTION | | 90.95 | | |
| MONTICELLO EXPRESS INC | MONTI IN MOTION CAR SHOW | | 255.95 | | |
| PRINT TRANSFORMATIONS | STREET BANNERS | | 1,335.00 | | |
| TCM BANK NA | MONTI IN MOTION CAR SHOW | | 10.15 | | |
| | | | ----- | | |
| | 750 CAPITAL PROJECTS TOTAL | | 1,692.05 | | |

CLAIMS REPORT

| VENDOR NAME | REFERENCE | AMOUNT | VENDOR TOTAL | CHECK# | CHECK DATE |
|----------------------------------|---------------------------------|--------|--------------|--------|------------|
| | 313 PARK IMPROVEMENT TOTAL | | 1,692.05 | | |
| BATY DISC GOLF COURSE PARKS | | | | | |
| D&S PORTABLES, INC. | BATY DG PORT-A-POT RENTAL | | 280.00 | | |
| JOHN DEERE FINANCIAL | BATY DG GROUNDS SUPPLIES | | 35.45 | | |
| STEVE MONK CONSTRUCTION, LTD. | BATY DG MOWING | | 528.00 | | |
| | 430 PARKS TOTAL | | 843.45 | | |
| | 338 BATY DISC GOLF COURSE TOTAL | | 843.45 | | |
| TRUST/IOMA MARY BAKER LIBRARY | | | | | |
| CENTER POINT PUBLISHING | LIB BAKER BOOKS | | 50.00 | | |
| OSAGE PUBLIC LIBRARY | LIB BAKER BOOKS | | 20.00 | | |
| | 410 LIBRARY TOTAL | | 70.00 | | |
| | 503 TRUST/IOMA MARY BAKER TOTAL | | 70.00 | | |
| WATER | | | | | |
| WATER | | | | | |
| ALLIANT ENERGY-IES | W 1ST ST WATER PUMP | | 1,853.89 | | |
| BARD MATERIALS | WATER SYSTEM | | 90.00 | | |
| JOHN DEERE FINANCIAL | WATER BOOTS - BOYSEN | | 40.00 | | |
| TCM BANK NA | WATER CONFERENCE - PIKE | | 304.37 | | |
| TREASURER STATE OF IOWA | WATER EXCISE TAX - SEPTEMBER | | 2,291.15 | | |
| | 810 WATER TOTAL | | 4,579.41 | | |
| | 600 WATER TOTAL | | 4,579.41 | | |
| SEWER | | | | | |
| SEWER | | | | | |
| ALLIANT ENERGY-IES | 1105 E FIRST ST | | 3,057.27 | | |
| ELECTRIC PUMP INC | SEWER BUILDING REPAIR/MAINT | | 520.00 | | |
| JOHN DEERE FINANCIAL | SEWER BUILDING REPAIR/MAINT | | 39.98 | | |
| TCM BANK NA | SEWER SUPPLIES | | 168.90 | | |
| TREASURER STATE OF IOWA | SALES TAX - SEPTEMBER | | 970.01 | | |
| USA BLUE BOOK | SEWER LAB SUPPLIES | | 117.75 | | |
| WHITE HAWK PLUMBING & HEATING | SEWER SYSTEM | | 118.70 | | |
| | 815 SEWER TOTAL | | 4,992.61 | | |
| | 610 SEWER TOTAL | | 4,992.61 | | |

CLAIMS REPORT

| VENDOR NAME | REFERENCE | AMOUNT | VENDOR TOTAL | CHECK# | CHECK DATE |
|-------------------------------|----------------------------|--------|--------------|--------|------------|
| SANITATION | | | | | |
| SANITATION | | | | | |
| JOHN DEERE FINANCIAL | SANITATION BOOTS - BOYSEN | | 39.99 | | |
| JONES COUNTY SOLID WASTE | 2ND QTR '21 ASSESSMENT | | 4,745.00 | | |
| MONTICELLO EXPRESS INC | LEAF CLEAN UP ADVERTISING | | 969.60 | | |
| REPUBLIC SERVICES | DUMPSTER COLLECTIONS | | 11,021.11 | | |
| TREASURER STATE OF IOWA | SALES TAX - SEPTEMBER | | 881.84 | | |
| | 840 SANITATION TOTAL | | 17,657.54 | | |
| | 670 SANITATION TOTAL | | 17,657.54 | | |
| STORM WATER | | | | | |
| STORM WATER FUND | | | | | |
| STEVE MONK CONSTRUCTION, LTD. | STORMWATER MAINTENANCE | | 180.00 | | |
| TREASURER STATE OF IOWA | SALES TAX - SEPTEMBER | | 159.33 | | |
| | 865 STORM WATER FUND TOTAL | | 339.33 | | |
| | 740 STORM WATER TOTAL | | 339.33 | | |
| | Accounts Payable Total | | 103,038.13 | | |

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

| FUND NAME | AMOUNT |
|-------------------------------|------------|
| 001 GENERAL | 12,008.63 |
| 005 MONTICELLO BERNDES CENTER | 3,911.18 |
| 014 MONTICELLO TREES FOREVER | 2,400.00 |
| 015 FIRE | 492.55 |
| 016 AMBULANCE | 2,546.12 |
| 018 HOTEL/MOTEL TAX | 19.73 |
| 030 LIBRARY IMPROVEMENT | 2,012.22 |
| 041 LIBRARY | 1,034.55 |
| 046 AIRPORT | 98.98 |
| 110 ROAD USE | 28,339.78 |
| 111 ROAD USE SETASIDE | 20,000.00 |
| 313 PARK IMPROVEMENT | 1,692.05 |
| 338 BATY DISC GOLF COURSE | 843.45 |
| 503 TRUST/IOMA MARY BAKER | 70.00 |
| 600 WATER | 4,579.41 |
| 610 SEWER | 4,992.61 |
| 670 SANITATION | 17,657.54 |
| 740 STORM WATER | 339.33 |
| ----- | |
| TOTAL FUNDS | 103,038.13 |

City of Monticello
 Cash On Hand By Bank
 For September 30th, 2020

[Signature] 10/14/2020

| Bank | Amount | Interest rate | Maturity date | Length of investment | Purpose |
|--------------------------------------|-----------------------|---------------|---------------|----------------------|--|
| Account type & number | | | | | |
| F & M Bank | | | | | |
| Total by Bank | \$0.00 | | | | |
| Citizens State Bank | | | | | |
| Savings # 6025641 | \$238.20 | 0.150 | N/A | | Earl F Lehmann Trust |
| Total by Bank | \$238.20 | | | | |
| Dutrac Credit Union | | | | | |
| Total by Bank | \$0.00 | | | | |
| Regions Banks | | | | | |
| Checking # 0002959379 | \$6,662.62 | | N/A | | Soldiers Memorial |
| Money Market #0087688689 | \$6,456.63 | | | | Soldiers Memorial |
| Total by Bank | \$13,119.25 | | | | |
| Fidelity Bank & Trust | | | | | |
| Total by Bank | \$0.00 | | | | |
| Ohnward Bank & Trust | | | | | |
| General Ckg/Sweep #40002008 | \$1,150,531.83 | 2.31 | N/A | | General Checking |
| Property Tax & Water #40001992 | \$2,436,494.23 | 2.31 | N/A | | General Savings |
| Total by Bank | \$3,587,026.06 | | | | |
| Total Cash on Hand- All Banks | \$3,600,383.51 | | | | |
| Plus Petty Cash | \$950.00 | | | | Clerk's Office, Library, Aquatic Center and Berndes Center |
| Adjust Bank Error | \$60.00 | | | | |
| Plus Outstanding Credit Card Pymt | \$26,987.50 | | | | |
| Less Outstanding Checks | \$3,574,406.01 | | | | |
| Treasurer's Balance | | | | | |

All of the accounts referenced above are "City" accounts, reported under the City Federal I.D. #. This is an all inclusive list of such accounts, including all Clerk's Office and Departmental Checking Accounts, same being subject to review during the annual City audit. In addition to the above accounts, the following component units, while legally separate entities from the City, are considered by the auditor to be "so intertwined with the City" that they are also subject to review during the City audit.

- Riverside Gardeners, Inc
- Monticello Firefighters Organization, Inc
- Monticello Emergency Medical Team
- Friends of the Monticello Public Library
- Monticello Youth Baseball & Softball Assn

City of Monticello
Bank Reconciliation Report
For the Month of September 2020

| | | |
|-------------------------------------|-------------------|------------------------------|
| Bank Balance | | |
| General Checking | \$1,150,531.83 | |
| Property Tax & Water | \$2,436,494.23 | |
| Soldiers Memorial Ckg | \$6,662.62 | |
| Earl F Lehmann Trust | \$238.20 | |
| Soldier Memorial Money Market | <u>\$6,456.63</u> | |
| Total Bank Balance | | <u>\$3,600,383.51</u> |
| Plus (Minus) Adjustment: | | |
| Bank Charge/Error | <u>\$0.00</u> | |
| Total Adjustment | | <u>\$0.00</u> |
| Plus Outstanding Credit Card Pymt: | | |
| Credit Card Payments | <u>\$60.00</u> | |
| Total Outstanding Credit Card Pymts | | <u>\$60.00</u> |
| Less Outstanding Checks: | | |
| Financial/Payroll | \$26,987.50 | |
| Soldiers Memorial | <u>\$0.00</u> | |
| Total Outstanding Checks | | <u>\$26,987.50</u> |
| Plus Investments: | | |
| Time Certificates | \$0.00 | |
| Petty Cash | <u>\$950.00</u> | |
| Total Investments | | <u>\$950.00</u> |
| Treasurer's Balance | | <u><u>\$3,574,406.01</u></u> |

Prepared By: Sally Hinrichsen 10/13/2020
Sally Hinrichsen, City Clerk

Reviewed by: Doug Herman 10/14/2020
Doug Herman, City Administrator

Reviewed by: *DeWen* Date: 10/14/2020

| Fund | Activity | Beginning Fund Balance | Revenue | Interest Earned | Transfers In | Expenses | Transfers Out | Ending Fund Balance | Cash on Hand | Clerk's Cash In Bank | Clerk's Cash In Bank | Investments | Investments | Ending Fund Balance |
|-----------------------|---------------------------------|------------------------|-----------|-----------------|--------------|------------|---------------|---------------------|--------------|----------------------|----------------------|-------------|-------------|---------------------|
| GENERAL FUNDS: | | | | | | | | | | | | | | |
| | General | 506427.97 | 157939.23 | 1534.44 | 102355.30 | 144166.75 | 419378.99 | 775.00 | 338350.20 | 80253.79 | 6662.62 | 6456.63 | 419378.99 | |
| | Soldiers Memorial Board | 13182.10 | 150.00 | 0.15 | 213.00 | 13119.25 | 213.00 | 13119.25 | 21498.55 | 21598.55 | | | 13119.25 | |
| | Monticello Bemdes Center | -23815.38 | 4256.00 | 85000.00 | 43842.07 | 6906.87 | 6906.87 | 21598.55 | 31749.67 | 20437.50 | | | 21598.55 | |
| | Dare | 6900.07 | | 6.80 | 1434.82 | 31749.67 | 1434.82 | 31749.67 | 34744.70 | 14712.95 | | | 31749.67 | |
| | Insurance Fund | 33152.85 | | 31.64 | 34.23 | 34744.70 | 34.23 | 34744.70 | 30517.60 | 14712.95 | | | 34744.70 | |
| | Monticello Trees Forever | 34710.47 | | 326.02 | 338224.87 | 45230.55 | 338224.87 | 45230.55 | 12356.71 | 24703.22 | | | 45230.55 | |
| | Fire | 355069.40 | 28060.00 | 0.07 | 33376.81 | 12356.71 | 33376.81 | 12356.71 | 24703.22 | 238.20 | | | 12356.71 | |
| | Ambulance Operating | 73.12 | 26910.33 | 24.35 | 18.41 | 24703.22 | 18.41 | 24703.22 | 1300.00 | 2372.79 | | | 24703.22 | |
| | Hotel/Motel Tax Fund | 24697.28 | | 0.03 | | 1300.00 | | 1300.00 | 2372.79 | 31643.77 | | | 1300.00 | |
| | Earl F Lehmann Trust | 238.17 | | 2.09 | 728.43 | 2372.79 | 728.43 | 2372.79 | 3484.44 | 5051.77 | | | 2372.79 | |
| | Street Bond | 1300.00 | 46.00 | 22.97 | 11522.45 | 11314.91 | 11522.45 | 11314.91 | 17463.05 | 20775.41 | | | 11314.91 | |
| | Police Improvement | 2324.70 | 2116.26 | 10.65 | 1561.28 | 6676.25 | 1561.28 | 6676.25 | 56750.13 | 26405.05 | | | 6676.25 | |
| | Library Improvement | 30232.97 | 10000.00 | 25.50 | 2853.55 | 56750.13 | 2853.55 | 56750.13 | 14598.85 | 562883.37 | | | 56750.13 | |
| | Library | 12207.36 | | 48.82 | 38.16 | 41005.90 | 38.16 | 41005.90 | 21708.77 | 541174.60 | | | 41005.90 | |
| | Equipment Set-A-Side | 28212.96 | | | 46540.99 | 562883.37 | 46540.99 | 562883.37 | 20036.72 | 297633.17 | | | 562883.37 | |
| | Super Mac | 8230.96 | | 19.74 | 34400.23 | 20036.72 | 19.74 | 20036.72 | 9839.74 | 47.65 | | | 20036.72 | |
| | Airport | 54099.68 | | 284.05 | 143.76 | 307472.91 | 284.05 | 307472.91 | 51180.79 | 1157.58 | | | 307472.91 | |
| | Revolving Loan Fund | 40890.74 | 75.00 | 187.70 | 1.14 | 205938.76 | 187.70 | 205938.76 | 20639.20 | 185299.56 | | | 205938.76 | |
| | Road Use Tax | 55514.70 | 59909.66 | 94.02 | | 142937.56 | 94.02 | 142937.56 | 4802.34 | 94855.24 | | | 142937.56 | |
| | Road Use Tax Set-Aside | 20016.98 | | 0.00 | | 0.00 | | 0.00 | | | | | 0.00 | |
| | Employee Benefits | 298712.39 | 42876.70 | 284.05 | 30000.00 | 80807.10 | 284.05 | 42876.70 | -10806.66 | 9811.20 | | | -10806.66 | |
| | TIF Tax Collections | -4116.19 | 55231.14 | 93.49 | | 9811.20 | 93.49 | 55231.14 | 169394.75 | 162009.11 | | | 169394.75 | |
| | Slavka Gehret Trust | 205894.82 | | 204.93 | | 113265.95 | 204.93 | 113265.95 | 84765.95 | 28500.00 | | | 113265.95 | |
| | Police Forfeiture Acct | 1156.44 | 4877.00 | 259.89 | | 55817.98 | 259.89 | 4877.00 | 8036.65 | 47781.34 | | | 55817.98 | |
| | Debt Service | 103988.11 | 38845.45 | 13.68 | | 317539.30 | 13.68 | 317539.30 | 63473.45 | 254065.85 | | | 317539.30 | |
| | TIF - Debt Payments | 0.00 | | 7.40 | | 0.00 | 7.40 | | 15146.05 | 177.09 | | | 0.00 | |
| | Park Improvements | 37524.44 | 2476.00 | 6.16 | | 6663.22 | 6.16 | 2476.00 | 6486.13 | 8159.32 | | | 2476.00 | |
| | Library Capital Improvements | 9801.54 | | 7.40 | | 8209.05 | 7.40 | | 49.73 | 8159.32 | | | 8209.05 | |
| | Ambulance Improvements | 169241.74 | | 5.92 | | 6011.70 | 5.92 | | 6011.70 | | | | 6011.70 | |
| | TIF Projects | 113265.95 | | 75.86 | | 168209.10 | 75.86 | | 45722.30 | 122486.80 | | | 168209.10 | |
| | Cemetery Improvements | 55033.06 | 580.00 | 35.38 | | 83465.74 | 35.38 | 580.00 | 3888.52 | 79577.22 | | | 83465.74 | |
| | Capital Improvements | 312402.41 | 4877.00 | 74.82 | | 39152.97 | 74.82 | 4877.00 | 583.29 | 38569.68 | | | 39152.97 | |
| | Youth Baseball & Softball | 0.00 | | 74.82 | | 100288.91 | 74.82 | | 36874.22 | 63414.69 | | | 100288.91 | |
| | Low Income Housing | 15132.37 | | 500.00 | | 92860.70 | 500.00 | | 11288.14 | 81572.56 | | | 92860.70 | |
| | Baty Disc Golf Course | 7482.74 | | 51.14 | | 9686.72 | 51.14 | | 4170.97 | 5515.75 | | | 9686.72 | |
| | Mary Maxine Redmond Trust | 8201.65 | | 152.94 | | 172838.10 | 152.94 | | 40111.90 | 132524.20 | | | 172838.10 | |
| | Pocket Park | 6005.78 | | 120.07 | | 83968.15 | 120.07 | | 1779.60 | 82188.55 | | | 83968.15 | |
| | Cemetery Perpetual Care | 167549.10 | 680.00 | 27.69 | | 28178.35 | 27.69 | 680.00 | 28178.35 | 8433.39 | | | 28178.35 | |
| | Charles S Bidwell Book Trust | 83910.26 | | 6.59 | | 8433.39 | 6.59 | | 5270.09 | 5270.09 | | | 8433.39 | |
| | Ioma Mary Baker Trust | 39161.92 | | 2448.86 | | 248.99 | 2448.86 | | 0.00 | 0.00 | | | 248.99 | |
| | Water Operating | 81147.18 | 46914.50 | 74.82 | | 2448.86 | 74.82 | 46914.50 | 150.11 | 150.11 | | | 46914.50 | |
| | Customer Deposits | 93036.70 | 500.00 | 586.01 | | 586.01 | 586.01 | 500.00 | 91.15 | 91.15 | | | 586.01 | |
| | Water Capital Improvements | 9215.19 | 420.39 | 879.01 | | 879.01 | 879.01 | 420.39 | 91.15 | 91.15 | | | 879.01 | |
| | Sewer Operating | 166115.86 | 60866.08 | 152.94 | | 152.94 | 152.94 | 60866.08 | 950.00 | 1123604.33 | 6456.63 | 0.00 | 60866.08 | |
| | Sewer Capital Improvements | 85481.69 | 420.39 | 120.07 | | 120.07 | 120.07 | 420.39 | 24364.23 | 24364.23 | | | 120.07 | |
| | Sanitation | 33716.85 | 45627.78 | 27.69 | | 27.69 | 27.69 | 45627.78 | 8433.39 | 8433.39 | | | 45627.78 | |
| | Sanitation Capital Improvements | 8426.80 | | 6.59 | | 6.59 | 6.59 | | 5270.09 | 5270.09 | | | 6.59 | |
| | Storm Water Fund | 3070.67 | 2448.41 | 2448.86 | | 2448.86 | 2448.86 | 2448.41 | 0.00 | 0.00 | | | 2448.86 | |
| | Self Funded Insurance | 0.00 | 2448.86 | 150.11 | | 150.11 | 150.11 | 2448.86 | 150.11 | 150.11 | | | 150.11 | |
| | Flex Spending | 674.58 | 81.54 | 586.01 | | 586.01 | 586.01 | 81.54 | 91.15 | 91.15 | | | 586.01 | |
| | Enterprise Flex Spending | 677.86 | 92.30 | 879.01 | | 879.01 | 879.01 | 92.30 | 91.15 | 91.15 | | | 879.01 | |
| | TOTAL OF ALL FUNDS | 4042560.05 | 594486.50 | 3997.78 | 144166.75 | 3574406.01 | 3997.78 | 594486.50 | 950.00 | 1123604.33 | 6456.63 | 0.00 | 3574406.01 | |

City Council Meeting
Prep. Date: 10/16/20
Preparer: Doug Herman



Agenda Item: # 1
Agenda Date: 10/19/20

Communication Page

Agenda Item Description: Resolution scheduling Public Hearing on City of Monticello FY '20 Budget Amendments for November 16, 2020 at 6:00 p.m.

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

Attachments & Enclosures:

| |
|---------------------|
| Resolution / Notice |
| |
| |
| |

Fiscal Impact:

| | |
|-------------------|---------|
| Budget Line Item: | Various |
| Budget Summary: | n/a |
| Expenditure: | n/a |
| Revenue: | n/a |

Synopsis: Proposed amendment to FY '21 budget.

Background Information: Every year, generally once or twice, we amend the budget to conform to actual revenues and expenses. Expenses are more important than revenues from an amendment process, however, we attempt to recognize new/unanticipated revenues as well as expenditures not planned or anticipated at budget creation.

All we are doing tonight is scheduling the public hearing to consider the proposed budget amendments. I will provide a more detailed analysis of the proposed amendments between now and the next meeting.

Staff Recommendation: I recommend that the Council approve the proposed resolution scheduling a public hearing on the proposed budget amendments for November 16, 2020 at 6:00 p.m.

The City of Monticello, Iowa

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

RESOLUTION #

Scheduling Public Hearing on City of Monticello 2020/2021 Fiscal Year budget amendments for November 16, 2020 at 6:00 p.m.

WHEREAS, The Iowa Code requires that prior to a budget Program will exceed the amount originally budgeted for that Program that the City of Monticello hold a Public Hearing on all proposed budget amendments for the 2020/2021 fiscal year, prior to the final approval of same, and

WHEREAS, The budget amendment must be submitted to the County Auditor by no later than May 15, 2021, and

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

WHEREAS, Notice shall be published in the Monticello Express, scheduling Public Hearing for the 16th day of November, 2020 at 6:00 P.M. at the Community Media Center, City Council Chambers, Monticello, Iowa, and

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

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby schedule Public Hearing on the proposed 2020/2021 budget amendment for the 16th day of November, 2020 at 6:00 p.m. to be held in the City Council Chambers at the Mary Lovell LeVan Renaissance Center in Monticello, Iowa.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 19th day of October, 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk

**NOTICE OF PUBLIC HEARING
AMENDMENT OF FY2020-2021 CITY BUDGET**

The City Council of Monticello in JONES County, Iowa
will meet at 220 E First Street, Monticello, Iowa 52310
at 6:00 PM on 11/16/2020
(hour) (Date)

, for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2021
(year)
by changing estimates of revenue and expenditure appropriations in the following functions for the reasons given.
Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

| | | Total Budget as certified or last amended | Current Amendment | Total Budget after Current Amendment |
|--|-----------|---|----------------------|--|
| Revenues & Other Financing Sources | | | | |
| Taxes Levied on Property | 1 | 1,838,775 | | 1,838,775 |
| Less: Uncollected Property Taxes-Levy Year | 2 | 0 | | 0 |
| Net Current Property Taxes | 3 | 1,838,775 | 0 | 1,838,775 |
| Delinquent Property Taxes | 4 | 0 | | 0 |
| TIF Revenues | 5 | 600,000 | | 600,000 |
| Other City Taxes | 6 | 386,757 | | 386,757 |
| Licenses & Permits | 7 | 249,350 | | 249,350 |
| Use of Money and Property | 8 | 270,170 | 200 | 270,370 |
| Intergovernmental | 9 | 714,157 | 30,146 | 744,303 |
| Charges for Services | 10 | 2,063,050 | | 2,063,050 |
| Special Assessments | 11 | 17,000 | | 17,000 |
| Miscellaneous | 12 | 280,358 | 23,866 | 304,224 |
| Other Financing Sources | 13 | 325,000 | 58,145 | 383,145 |
| Transfers In | 14 | 1,295,414 | 29,300 | 1,324,714 |
| Total Revenues and Other Sources | 15 | 8,040,031 | 141,657 | 8,181,688 |
| Expenditures & Other Financing Uses | | | | |
| Public Safety | 16 | 1,803,436 | 262,777 | 2,066,213 |
| Public Works | 17 | 758,839 | 130,606 | 889,445 |
| Health and Social Services | 18 | 0 | | 0 |
| Culture and Recreation | 19 | 796,240 | 79,395 | 875,635 |
| Community and Economic Development | 20 | 244,806 | | 244,806 |
| General Government | 21 | 572,639 | 61,050 | 633,689 |
| Debt Service | 22 | 888,861 | | 888,861 |
| Capital Projects | 23 | 363,000 | | 363,000 |
| Total Government Activities Expenditures | 24 | 5,427,821 | 533,828 | 5,961,649 |
| Business Type / Enterprises | 25 | 1,801,388 | 119,070 | 1,920,458 |
| Total Gov Activities & Business Expenditures | 26 | 7,229,209 | 652,898 | 7,882,107 |
| Transfers Out | 27 | 1,295,414 | 29,300 | 1,324,714 |
| Total Expenditures/Transfers Out | 28 | 8,524,623 | 682,198 | 9,206,821 |
| Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year | 29 | -484,592 | -540,541 | -1,025,133 |
| Beginning Fund Balance July 1 | 30 | 2,558,218 | | 2,558,218 |
| Ending Fund Balance June 30 | 31 | 2,073,626 | -540,541 | 1,533,085 |

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

Vehicle purchases for Police, Ambulance, Park and Airport. Equipment purchased Road Use - Leaf Vac, City Clerk's Office - computers and copier, Water and Wastewater - mower and generator, Other expenses include Fire Dept - coats and pants, Library - creative crates and story walk, Road Use Street repairs, Library remodeling, Berndes Center HVAC, Park Improvement - street banners, Willow Park trail & crosswalk light, Pickleball Court and Monti In Motion Car Show. Revenue included CARES Act funding, donations and using cash on hand.

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

Sally Hinrichsen, City Clerk
City Clerk/ Finance Officer Name

Fiscal Year 2020-2021 Budget First Amendments - Revenues dated October 13, 2021

| Budget Line Item | Current Budget | Proposed Budget | Increase/Decrease | For |
|---------------------------------|----------------|-----------------|-------------------|----------------------|
| General | | | | |
| Transfer In Equipment setaside | 0 | 29300 | \$29,300 | police car/equipment |
| Fire | | | | |
| Sale of Equipment | 0 | 33000 | \$33,000 | |
| Police Improvement | | | | |
| Donations | 0 | 2025 | \$2,025 | |
| Library Improvement | | | | |
| Enrich IA Fund/Direct State Aid | 1950 | 2096 | \$146 | |
| Theisens/DRA grants & FOL | | 15543 | \$15,543 | |
| Equipment Set-a-side | | | | |
| Interest | 600 | 800 | \$200 | |
| Sales of Equipment | 0 | 15000 | \$15,000 | PD vehicles |
| Airport | | | | |
| Federal Funds received | 0 | 30000 | \$30,000 | CARES Act |
| Road Use | | | | |
| Sales of Equipment | 0 | 10145 | \$10,145 | |
| Park Improvement | | | | |
| Banner Donations | 0 | 600 | \$600 | |
| Monti In Motion Car Show | 0 | 1550 | \$1,550 | |
| Ambulance Improvement | | | | |
| Donations | 2000 | 2500 | \$500 | |
| Pocket Park | | | | |
| Refunds & Reimbursements | 0 | 3648 | \$3,648 | fence |
| TOTAL | | | \$141,657 | |

Fiscal Year 2020-2021 Proposed Budget First Amendments - Expenditures dated October 13, 2020

| Budget Line Item | Current Budget | Proposed Budget | Increase/ Decrease | For |
|------------------------------|----------------|-----------------|--------------------|----------------------------------|
| Police Operating | | | | |
| Contract for Dispatching | 23690 | 24017 | \$327 | |
| Capital Equipment | 10000 | 44000 | \$34,000 | squad car |
| Administration | | | | |
| Repair/Maint of Building | 6500 | 20000 | \$13,500 | |
| Recording & Pro Fees | 20000 | 37800 | \$17,800 | 18-19 audit, code book update |
| Furniture /Fixtures | 2000 | 8500 | \$6,500 | copier |
| Computer Hardware/Software | 3500 | 13750 | \$10,250 | computers |
| Engineering | | | | |
| Professional fees | 12000 | 25000 | \$13,000 | |
| Berndes Center | | | | |
| Capital Projects-HVAC | 0 | 27695 | \$27,695 | |
| Fire | | | | |
| Capital Equipment | 336000 | 354450 | \$18,450 | replace damaged coats & pants |
| Library Improvement | | | | |
| Programs/Lib Promotions | 3000 | 8000 | \$5,000 | creativity crates/story walk |
| Other Capital Equipment | 2500 | 13000 | \$10,500 | furniture/shelving |
| Library | | | | |
| Salaries Full time | 56867 | 35000 | -\$21,867 | reduction 1 FT staff |
| Salaries -Part time | 8000 | 25000 | \$17,000 | increaser PT hours/wages/staff |
| Major Bldg repairs | 1000 | 5000 | \$4,000 | ongoing HVAC repairs/window tint |
| General Insurance | 5500 | 6500 | \$1,000 | anticipated premium increase |
| Postage | 1250 | 500 | -\$750 | State Library courier service |
| Equipment Set-a-Side | | | | |
| Transfer to General - Police | 0 | 29300 | \$29,300 | |
| Airport | | | | |
| Other Capital Equipment | 1000 | 6000 | \$5,000 | squad car purchase |
| Road Use | | | | |
| Street Maintenance Contracts | 100000 | 175106 | \$75,106 | |
| Other Capital Equipment | 500 | 26000 | \$25,500 | leaf vac |
| Facilities/Roadways | 0 | 5000 | \$5,000 | |
| Road Use Equipment setaside | | | | |
| Capital Equipment | 0 | 20000 | \$20,000 | leaf vac |
| Slavka Gehret Fund | | | | |
| Operating Supplies | 0 | 1000 | \$1,000 | |
| Programming | 0 | 2000 | \$2,000 | |
| Books | 0 | 2500 | \$2,500 | |
| Park Improvement | | | | |
| Banners-Streets | 0 | 10162 | \$10,162 | |
| Capital Equipment | 0 | 478 | \$478 | |
| Willow Park Trail | 70000 | 86086 | \$16,086 | |
| Pickelball Court | 0 | 3815 | \$3,815 | |
| Monti In Motion Car Show | 0 | 776 | \$776 | |
| Ambulance Improvement | | | | |
| Capital Equipment | | 210000 | \$210,000 | |

| | | | | |
|------------------------------|-------|--------|-----------|---------------------------------|
| Water Operating | | | | |
| Utility Systems & Structures | 75000 | 100000 | \$25,000 | Gill Street hydrants \$25000 |
| Other Capital Equipment | 4000 | 7500 | \$3,500 | mower/generator |
| Sewer Operating | | | | |
| Other Capital Equipment | 5000 | 15260 | \$10,260 | mower/generator/pump |
| Repair & Maint on Equipment | 25000 | 40000 | \$15,000 | Sewer jet, sludge pumps \$4625, |
| Sanitary sewer system | 30000 | 95310 | \$65,310 | sludge hauling & treating |
| Total | | | \$682,198 | |

City Council Meeting
Prep. Date: 10/16/20
Preparer: Doug Herman



Agenda Item: Z
Agenda Date: 10/19/2020

Communication Page

Agenda Items Description: Resolution to approve Sewer Bill Credit to Angie Lambert Cox

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

Attachments & Enclosures:

Application for Credit / Water Acct. History

Resolution

City Policy

Fiscal Impact:

Budget Line Item: n/a

Budget Summary: n/a

Expenditure: n/a

Revenue: n/a

Synopsis: Request has been received for sewer fee credit from Angie Lambert Cox based upon a leaky hose.

Background Information: The current policy, attached, provides that one is eligible for a credit in the following circumstances:

- a. A determination must be made by City staff that the water usage on which the sewer fees were based, and for which a credit is requested, did not enter the sanitary sewer system. If it cannot be determined with a relative degree of certainty by staff, then a credit will not be considered. **(Sewer alleged to have leaked into the soil. Our only means of verification is taking applicant's word in this case.)**
- b. The sewer usage credit can only be considered in the event of a break or a malfunction and staff shall make a determination, to a relative degree of certainty, that a break or malfunction caused the water usage for which the credit is being requested. **(Alleged that a hole in hose caused the problem, also noted that leaky outside spigot was replaced.)**
- c. If a credit is deemed appropriate, it shall only be granted if the credit, as calculated by City Staff, exceeds \$100.00. It appears that normal sewer bill would be approximately \$30.00. **(Actual sewer bill for 8/1, 9/1 and 10/1 totaled \$175.06, \$199.86 and \$106.86 respectively, a total of \$481.78.)**
- d. In no event shall any credit exceed \$500.00, regardless of staff's calculations.

- e. No person shall be granted a credit against their sewer bill more than once. **(Clerk's Office verified that she is eligible.)**
- f. No household, while under the ownership of the same person or persons shall be granted a credit more than once.
- g. A married couple shall be entitled to one credit.
- h. If a person, previously married, had been granted a credit or the persons spouse had been granted a credit while they were married, they shall only be eligible for another credit if the credit is generated at a property that was not in the ownership or possession of the person during the marriage.
- i. The City Council shall have ultimate authority to grant or deny a credit request and to interpret this policy. The Council may, in their sole discretion, grant or deny a credit even if the circumstances suggest that a credit should or should not be granted, and the decision of the Council is final and not subject to challenge.

Contact history:

Cheryl Clark messaged Angie Cox on 8/4 to inform her that she had used 28,000 gallons of water from 7/1 to 8/3 and asked if there was a reason it would be that high. Angie responded, paraphrasing, that it was obviously a leak.

Cheryl Clark messaged Angie Cox again on 9/9 asking her if she had identified a leak as the 9/1 reading showed that 32,000 gallons had been used since the last reading. Angie responded that they found that a hose had been broke and that "Bill" said he fixed last month.

Cheryl Clark requested that Water Dpt. read again on 9/9 and found that water use was still high, another 7,000 gallons from the 1st through the 9th of September.

Request for Credit turned in on 10/7/20 by Mike Lambert.

Staff Recommendation: I recommend that the Council consider the request and determine eligibility. (The Resolution shows a credit totaling \$391.78, however, the Council may choose to not grant a credit or to grant a credit in a different amount.)

The City of Monticello, Iowa

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

RESOLUTION #20-

Approving \$391.78 Credit against the Angie Lambert Cox Utility billing for the property located at 205 West 3rd Street.

WHEREAS, The City of Monticello has received a request for a credit against the utility account of Angie Lambert Cox, and

WHEREAS, The Council finds that the water usage at the Lambert Cox residence exceed normal usage during the months of August, September, and the beginning of October, 2020, and

WHEREAS, The Council finds that the City has been informed that the high usage was tied to a leaking hose and potentially a leaking faucet at the property, the hose reportedly "blew a hole" after the faucet was left on with a _____ on the other end of the hose, also being noted that the outside faucet was also leaking, and

WHEREAS, The monthly sewer bill on this account would be approximately \$30.00, justifying a credit in the total amount of \$391.78 (\$481.78 total currently invoiced less normal estimated cost of \$90.00)

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve a \$391.78 credit against the Angie Lambert Cox utility account.

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 19th day of October, 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk

RESOLUTION NO. 13-07

Approving the Policy of the City Council of the City of Monticello in regard to the grant of credits to sewage usage fees

WHEREAS, the City of Monticello provides water and sewer services to the citizens of Monticello, same representing one of the primary functions of the City, and

WHEREAS, the sewer fees are calculated as a percentage of the water fees, with water fees being tied to water usage, and

WHEREAS, the Council has been presented with a number of requests for a credit against the sewer portion of resident's utility billings based upon the argument/position that not all of the water entered the sewer system and was not, therefore, treated at the Monticello Treatment Facility, and

WHEREAS, the Council finds it to be necessary and appropriate to set forth a policy to which the Council and the Citizens may look to when considering a credit request.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MONTICELLO, IOWA:

The following conditions shall be met and / or considered by the citizen when requesting a sewer usage fee credit and City Staff and the City Council when considering a submitted sewer usage fee credit request:

- a. A determination must be made by City staff that the water usage on which the sewer fees were based, and for which a credit is requested, did not enter the sanitary sewer system. If it cannot be determined with a relative degree of certainty by staff, then a credit will not be considered.
- b. The sewer usage credit can only be considered in the event of a break or a malfunction and staff shall make a determination, to a relative degree of certainty, that a break or malfunction caused the water usage for which the credit is being requested.
- c. If a credit is deemed appropriate, it shall only be granted if the credit, as calculated by City Staff, exceeds \$100.00.
- d. In no event shall any credit exceed \$500.00, regardless of staff's calculations.

- e. No person shall be granted a credit against their sewer bill more than once.
- f. No household, while under the ownership of the same person or persons shall be granted a credit more than once.
- g. A married couple shall be entitled to one credit.
- h. If a person, previously married, had been granted a credit or the persons spouse had been granted a credit while they were married, they shall only be eligible for another credit if the credit is generated at a property that was not in the ownership or possession of the person during the marriage.
- i. The City Council shall have ultimate authority to grant or deny a credit request and to interpret this policy. The Council may, in their sole discretion, grant or deny a credit even if the circumstances suggest that a credit should or should not be granted, and the decision of the Council is final and not subject to challenge.

PASSED AND APPROVED this 7th day of January, 2013.

Dena Himes, Mayor

ATTEST:

Sally Hinrichsen, City Clerk

CUSTOMER REQUEST
SEWER BILL CREDIT
CITY OF MONTICELLO
200 EAST FIRST STREET
MONTICELLO, IOWA 52310
(319)465-3577

Name: ANGIE LAMBERT COZ

Address: 205 WEST 3RD ST

Account No. 111240002

Contact Person: MIKE LAMBERT SR. Phone No. 319-480-4581

Description of Leak: GRANDSON WASHED TRUCK. Shut OFF NOZZLE
but NOT FAUCET, THINKING IT WAS OFF. HOSE BLEW A HOLE, CAUSING
WATER TO LEAK out, & DIDN'T NOTICE UNTIL WATER BILL RECEIVED.
Faucet outside also leaking was main problem. Outside faucet will be replaced
with new.

Repairs Made: FAUCET shut OFF about 4-6 weeks ago.

Date: 9-16-20

Plumber: Self + Bill Hoosh

CUSTOMER REQUEST

I hereby request an adjustment to my sewer bill due to a leak in my plumbing system. I verify that I have not received any previous adjustments to my sewer bill. I acknowledge that I will not qualify for any future adjustments to my sewer bill due to leaks in my plumbing system.

Customer Signature: [Signature] Date: 10-9-20

Customer Signature: _____ Date: _____

CITY AUTHORIZATION

Reviewed and Accepted - Credit Authorization for \$ _____

- Attachments: 1. Copy of Plumber's Bill _____
2. Calculation of Credit _____
3. Print out of adjustment page _____

Mayor Date

City Administrator Date

Plumber's Verification
To
City of Monticello, Iowa

Plumber: _____

Address: _____

Phone: _____

Customer Name: _____

Customer Address: _____

The following repairs have been made to the above address to repair a leak in the plumbing system:

I verify that these leaks were not caused by the owner's negligence, in my opinion.

A copy of my invoice is attached.

Plumber's Signature: _____

Print Name: _____

Date: _____

UTILITY BILLING CONSUMPTION INQUIRY

ACCOUNT NUMBER 1112400002 STATUS Active
 NAME ANGIE LAMBERT-COX
 PROPERTY 205 W 3RD ST

| SV SERIAL # | MULTIPLIER | DIGITS | INS DATE | SERV DATE | LOCATION | NOTE |
|-------------|------------|--------|----------|-----------|----------|------|
| SW 05065488 | 1000.00000 | 5 | | 9/17/2018 | | |
| WA 05065488 | 1000.00000 | 5 | | 9/17/2018 | | |

| BILL DATE | SERV READ DATE | PRES | PREV | EST | BILL CONS | CHARGE |
|---------------|----------------|------|------|-----|-----------|--------|
| 10/01/2020 SW | 9/01/2020 | 785 | 753 | | 32000 | 199.86 |
| 9/01/2020 SW | 8/03/2020 | 753 | 725 | | 28000 | 175.06 |
| 8/01/2020 SW | 7/01/2020 | 725 | 721 | | 4000 | 27.26 |
| 7/01/2020 SW | 6/01/2020 | 721 | 716 | | 5000 | 33.26 |
| 6/01/2020 SW | 5/01/2020 | 716 | 713 | | 3000 | 21.26 |
| 5/01/2020 SW | 4/01/2020 | 713 | 710 | | 3000 | 21.26 |
| 4/01/2020 SW | 3/02/2020 | 710 | 706 | | 4000 | 27.26 |
| 3/01/2020 SW | 2/03/2020 | 706 | 701 | | 5000 | 33.26 |
| 2/01/2020 SW | 1/02/2020 | 701 | 698 | | 3000 | 21.26 |
| 1/01/2020 SW | 12/02/2019 | 698 | 694 | | 4000 | 27.26 |
| 12/01/2019 SW | 11/04/2019 | 694 | 690 | | 4000 | 27.26 |
| 11/01/2019 SW | 10/01/2019 | 690 | 686 | | 4000 | 27.26 |
| 10/01/2019 SW | 9/03/2019 | 686 | 682 | | 4000 | 27.26 |
| 9/01/2019 SW | 8/01/2019 | 682 | 678 | | 4000 | 27.26 |
| 8/01/2019 SW | 7/01/2019 | 678 | 674 | | 4000 | 27.26 |
| 7/01/2019 SW | 6/04/2019 | 674 | 669 | | 5000 | 33.26 |
| 6/01/2019 SW | 5/01/2019 | 669 | 664 | | 5000 | 33.26 |
| 5/01/2019 SW | 4/01/2019 | 664 | 659 | | 5000 | 33.26 |
| 4/01/2019 SW | 3/01/2019 | 659 | 654 | | 5000 | 33.26 |
| 3/01/2019 SW | 2/04/2019 | 654 | 648 | | 6000 | 39.26 |
| 2/01/2019 SW | 1/02/2019 | 648 | 644 | | 4000 | 27.26 |
| 1/01/2019 SW | 12/04/2018 | 644 | 638 | | 6000 | 39.26 |
| 12/01/2018 SW | 11/01/2018 | 638 | 632 | | 6000 | 39.26 |
| 11/01/2018 SW | 10/01/2018 | 632 | 630 | | 2000 | 15.26 |

Plus November sewer =
481.78

usual sewer cost

| BILL DATE | SERV | DMD ACTUAL | DMD BILLED | MULT | DMD TOTAL | CHARGE |
|-----------|------|------------|------------|------|-----------|--------|
|-----------|------|------------|------------|------|-----------|--------|

| BILL DATE | SERV READ DATE | PRES | PREV/DMD | MULT | CONS | LST YR | PCT CHNG |
|------------|----------------|------|----------|------|-------|--------|----------|
| 10/01/2020 | SW 9/01/2020 | 785 | 753 | | 32000 | 4000 | 700.00 |
| 9/01/2020 | SW 8/03/2020 | 753 | 725 | | 28000 | 4000 | 600.00 |
| 8/01/2020 | SW 7/01/2020 | 725 | 721 | | 4000 | 4000 | |
| 7/01/2020 | SW 6/01/2020 | 721 | 716 | | 5000 | 5000 | |
| 6/01/2020 | SW 5/01/2020 | 716 | 713 | | 3000 | 5000 | 40.00- |
| 5/01/2020 | SW 4/01/2020 | 713 | 710 | | 3000 | 5000 | 40.00- |
| 4/01/2020 | SW 3/02/2020 | 710 | 706 | | 4000 | 5000 | 20.00- |
| 3/01/2020 | SW 2/03/2020 | 706 | 701 | | 5000 | 6000 | 16.67- |
| 2/01/2020 | SW 1/02/2020 | 701 | 698 | | 3000 | 4000 | 25.00- |
| 1/01/2020 | SW 12/02/2019 | 698 | 694 | | 4000 | 6000 | 33.33- |
| 12/01/2019 | SW 11/04/2019 | 694 | 690 | | 4000 | 6000 | 33.33- |
| 11/01/2019 | SW 10/01/2019 | 690 | 686 | | 4000 | 2000 | 100.00 |
| 10/01/2019 | SW 9/03/2019 | 686 | 682 | | 4000 | | |

UTILITY BILLING BILLING REGISTER
 SERVICE: CYCLE:

| ACCOUNT NO./CUSTOMER NAME | | | | NON-UPDATE | | CONSUMPT E | CURRENT | TAX | ARREARS | DUE |
|-----------------------------|----------|--------|--------|---------------|----------|------------|---------|--------|---------|--------|
| FROM | TO | SV MET | DEMAND | MULTI | PREVIOUS | | | | | |
| 111240002 ANGIE LAMBERT-COX | | | | 205 W 3RD ST. | | | | | | |
| 8/31/20 | 9/30/20 | ER | | | 0 | 0 | .50 | | 1.00 | 1.50 |
| 8/31/20 | 9/30/20 | GA | | | 0 | 0 | 18.57 | | 37.14 | |
| | | PN | | | | | | | 2.00 | 57.71 |
| 8/31/20 | 9/30/20 | ST | | | 0 | 0 | 1.00 | .07 | 2.14 | 3.21 |
| 9/01/20 | 10/01/20 | SW | | | 785 | 802 | 17000 | 106.86 | 374.92 | |
| | | PN | | | | | | | 2.00 | 483.78 |
| 9/01/20 | 10/01/20 | WA | | | 785 | 802 | 17000 | 71.21 | 4.27 | 264.79 |
| | | PN | | | | | | | 2.00 | 342.27 |
| | | | | | | | 198.14 | 4.34 | 685.99 | 888.47 |

November billing
for sewer

City Council Meeting
Prep. Date: 10/16/20
Preparer: Doug Herman



Agenda Item: # 3
Agenda Date: 10/19/20

Communication Page

Agenda Items Description: Resolution to approve bids related to Street Repair Packages.

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

Attachments & Enclosures:

| |
|-------------------------|
| Proposed Resolution |
| Bid Package Description |
| |

Fiscal Impact:

| | |
|-------------------|---------|
| Budget Line Item: | |
| Budget Summary: | Streets |
| Expenditure: | |
| Revenue: | |

Synopsis: PW Director Kahler sought bids to complete various street repairs, most of which were reviewed by the City Council/Mayor and staff on a drive around a few weeks ago.

Background Information: The proposals/bids cover much of what we inspected some weeks back and also include some others. Some of the area we reviewed, near the intersection of 2nd and Cedar and 3rd and Cedar will be repaired by the Iowa DOT when they come through town in '22 during the Hwy. 38 Resurfacing. (They will extend into those side streets as a result of their requirement to bring crosswalks and sidewalks into ADA compliance. Because of the DOT plans it does not make sense for the City to improve these areas at this time. The City will continue to patch until the DOT project in '22.

The Resolution sets forth the bid amounts and the This attachment sets out the "bid packages" that have been delivered to contractors by Nick Kahler seeking repair bids. These bids will be in hand by Monday for delivery and review by the City Council Monday night. Some of this work may or may not be done this fall.

Staff Recommendation: I recommend that the Council consider all of the bids / proposals and approve those deemed appropriate.

The City of Monticello, Iowa

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

RESOLUTION #20-

Resolution to approve bids related to Street Repair Packages

WHEREAS, the City of Monticello sought bids to perform Portland Concrete Cement street repairs, with various repairs built into bid packages, and

WHEREAS, the City received bids from the following contractors on the following bid packages:

| Contractor | Bid Package #1 | Bid Package #2 | Bid Package #3 | Bid Package #4 |
|-------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Steve Monk Const | \$6,050 | \$22,900 | \$9,700 | \$17,600 |
| MAC Conc. Const | No Bid | \$28,239 | \$12,584 | \$20,752.50 |
| Accent Const | \$9,687 | \$33,056 | \$14,345 | \$23,720 |
| ACE Conc. Const | \$9,486 | \$29,874 | \$14,020 | \$20,727 |
| | | | | |

(Low Bid is highlighted and put in bold print)

WHEREAS, The Council finds that the City should proceed with the following projects:

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby authorize contracting with the contractors noted above to complete the work as proposed and bid, the Public Works Director to work with the contractors on an agreeable schedule.

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 5th day of October, 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk

Group #1

2 valves at Grandview Ave. & Park Blvd. (diamond patch around all valves if possible)

1 valve at Grandview Ave. & W. Washington

S. Cedar by NCI

S. Sycamore by the PD. Also add concrete for the dumpster at the PD

415 S. Sycamore

Corner of W. Burroughs and S. Linden

E. Varvel and S. Maple – sidewalk ramp

Group #2

W. 2nd and N. Cedar

W. 5th by Fareway, N. Chestnut intersection, and N. Gill intersection

Across the street from 105 E. 6th

516 N. Cedar – City Lot. Fix sidewalk, remove driveway, and put a full curb back.

E. 8th and N. Sycamore – sidewalk ramp

E. 8th and N. Maple – 2 sidewalk ramps

10th St. by insurance office

729 N. Cedar

Group #3

Valve at Hillcrest and W. 6th

Valve at N. Chestnut and W. 7th

Tower view Ct.

241 Clego

838 Breckenridge Dr. – storm drain

713 N. Birch

City shop on East and West side

Group #4

134 Monteray Trail to the dead end

108 Jayne Dr.

City Council Meeting
Prep. Date: 10/16/20
Preparer: Doug Herman



Agenda Item: # 4
Agenda Date: 10/19/20

Communication Page

Agenda Items Description: Resolution to approve asphalt paving of Spring Farm Lane

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

Attachments & Enclosures:

Proposed Resolution

Aerial

Pelling Proposal

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

\$47,371.90

Revenue:

Synopsis: The School is paving the roadway extending behind and around the High School Middle School to the point at which it intersects with Spring Farm Lane. Resolution would approve paving of Spring Farm Lane.

Background Information: The MCSD obtained multiple proposals (four as I recall) to asphalt the roadway extending around the rear of the school, connecting the rear parking lot area with Spring Farm Lane. The low bidder was LL Pelling. LL Pelling has agreed to provide the same pricing to the City of Monticello if the City desires to continue the paving project on Spring Farm Lane. The total cost is proposed to be \$47,371.90.

PW Director Kahler tells me that Spring Farm Lane is not in terrible shape but that we are regularly filing potholes. The project would include the grinding, grading, re-shaping of Spring Farm Lane in advance of the application of 4" of asphalt.

Staff Recommendation: I recommend that the Council consider the proposed Resolution to approve of this paving project.

The City of Monticello, Iowa

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

RESOLUTION #20-

Resolution to approve asphalt paving of Spring Farm Lane

WHEREAS, the Spring Farm Lane is a sealcoat street serving residential homes and the Monticello Community School District, and

WHEREAS, the City has been advised that the Monticello Community School District received multiple bids to overlay a similar roadway, passing through School property, that connects to Spring Farm Lane with two tow-inch layers of asphalt, four inches in total, and finds that the low bidder was LL Pelling Co., and

WHEREAS, the City has received a bid from LL Pelling to overlay Spring Farm Lane at the same unit pricing given to the Monticello Community School District, and

WHEREAS, the Council finds that the sealcoat Spring Farm Lane is heavily traveled, and will be more heavily traveled with the opening of the new Middle School, and

WHEREAS, the Council further finds, based upon input from the Public Works Director, that Spring Farm Lane requires regular patching due to potholes, and

WHEREAS, in light of the above and foregoing, the Council finds that the proposal of LL Pelling to overlay Spring Farm Lane with four inches of asphalt is appropriate and in the best interests of the City.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby authorize contracting with the LL Pelling to overlay Spring Farm Lane with four (4) inches of asphalt after grinding, grading, and shaping the existing sealcoat finish/surface of Spring Farm Lane at or below the total estimated cost of \$47,371.90

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 19th day of October, 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk

PROPOSAL



City of Monticello
 200 East 1st Street
 Monticello, IA 52310

WWW.LLPELLING.COM

1425 W. Penn Street P.O. Box 230 North Liberty, Iowa 52317

(319) 626-4600 FAX (319) 626-4605

WE PROPOSE TO DO THE FOLLOWING WORK AND/OR FURNISH THE MATERIALS AT THE UNIT PRICE QUOTED BELOW:

RE: HMA Roadway Paving - Spring Farm Lane

Date: 10/13/2020 14:56

| Item No. | Description | Units | Unit Price | Amount |
|--------------|----------------------------------|--------------------------|------------|--------------------|
| 1 | 4" HMA Roadway Paving 2227 SY | 2227.000 Square Yards | 19.70 | \$43,871.90 |
| 2 | Traffic Control 1 LS | 1.000 Lump Sum | 3500.00 | \$3,500.00 |
| 3 | | | | \$0.00 |
| 4 | | | | \$0.00 |
| Total | | | | \$47,371.90 |

- NOTE:
1. Final payment based on final measurements.
 2. Backfilling & Seeding is not included in pricing.
 3. Work to be completed in the 2020 construction season.
 4. Pavement markings are not included in pricing.

Thank you for considering the L.L. Pelling Co. for this project. If you have any questions regarding this estimate, please call Joel Gryp at 319-626-4600.

Authorized
Signature _____

Note: This proposal may be withdrawn if not accepted within 10 days.

All work & materials will be according to specifications submitted or per standard practices. Any alteration or deviation from the above specifications involving extra cost will become an extra charge over and above the estimate. Items bid per Unit of Measure are based on estimated quantities, and payment will be based on actual quantities placed. Payment is due upon receipt of invoice. 1 3/4% Service Fee will be charged on all past due accounts (21% per annum). Any expense incurred to collect past due accounts, including attorney fees, will be reimbursed by owner.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be due upon receipt of invoice. I will retain the white copy for my records and return the yellow copy for authorization to schedule work.

Signature _____ Date _____

Signature _____ Date _____

“Committed to Excellence since 1948”

PROPOSAL

Monticello Schools
217 South Maple Street
Monticello, IA 52310



WWW.LLPELLING.COM

1425 W. Penn Street P.O. Box 230 North Liberty, Iowa 52317

(319) 626-4600 FAX (319) 626-4605

WE PROPOSE TO DO THE FOLLOWING WORK AND/OR FURNISH THE MATERIALS AT THE UNIT PRICE QUOTED BELOW:

RE: HMA Roadway & Parking Area Paving

Date: 9/21/2020 9:08

| Item No. | Description | Units | Unit Price | Amount |
|----------|---------------------------------------|--------------------------|------------|--------------|
| 1 | 4" HMA Roadway Paving 4054 SY | 4054.000 Square Yards | 19.70 | \$79,863.80 |
| 2 | 4" HMA Parking Area Paving 4848 SY | 4848.000 Square Yards | 19.70 | \$95,505.60 |
| 3 | | | | \$0.00 |
| 4 | | | | \$0.00 |
| Total | | | | \$175,369.40 |

- NOTE:
1. Final payment based on final measurements.
 2. Backfilling & Seeding is not included in pricing.
 3. Work to be completed in the 2020 construction season.
 4. Pavement markings are not included in pricing.

School Project

Thank you for considering the L.L. Pelling Co. for this project. If you have any questions regarding this estimate, please call Joel Gryp at 319-628-4600.

Authorized
Signature _____

Joel Gryp

Note: This proposal may be withdrawn if not accepted within 30 days.

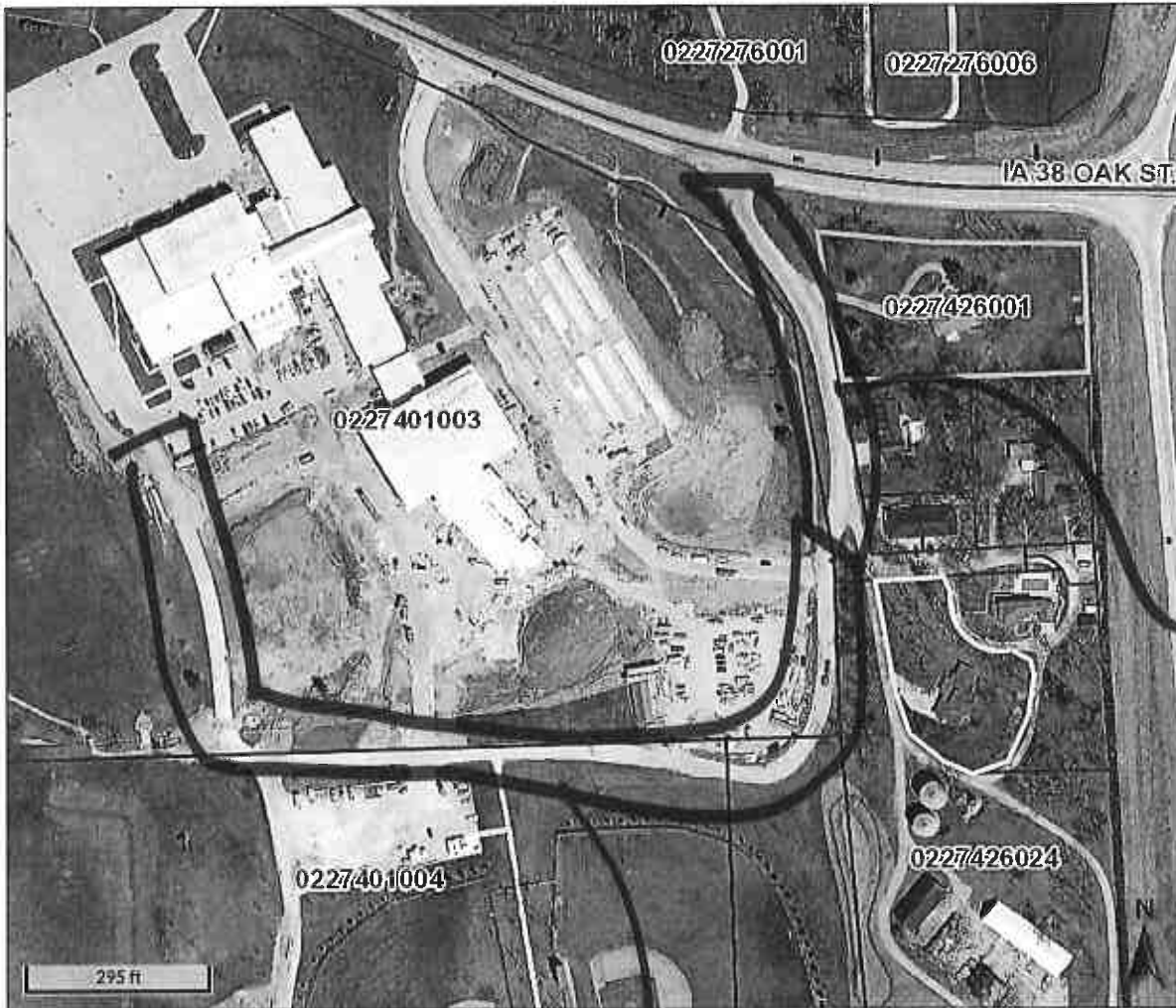
All work & materials will be according to specifications submitted or per standard practices. Any alteration or deviation from the above specifications involving extra cost will become an extra charge over and above the estimate. Items bid per Unit of Measure are based on estimated quantities, and payment will be based on actual quantities placed. Payment is due upon receipt of invoice. 1 3/4% Service Fee will be charged on all past due accounts (21% per annum). Any expense incurred to collect past due accounts, including attorney fees, will be reimbursed by owner.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be due upon receipt of invoice. I will retain the white copy for my records and return the yellow copy for authorization to schedule work.

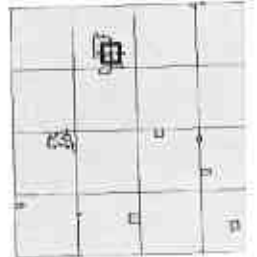
Signature _____ Date _____

Signature _____ Date _____

"Committed to Excellence since 1948"



Overview



Legend

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

City

| | | | | | |
|------------------------------|---|---------------------|-------|----------------------|----------------------------|
| Parcel ID | 0227426001 | Alternate ID | 56100 | Owner Address | MELCHERT, DAVID R & MARY P |
| Sec/Twp/Rng | n/a | Class | | | 1 SPRING FARM LN |
| Property Address | 1 SPRING FARM LN | Acreeage | n/a | | MONTICELLO, IA 52310 |
| | MONTICELLO | | | | |
| District | MONCO | | | | |
| Brief Tax Description | 27 86 3 FRASER PLACE LOT 2 | | | | |
| | (Note: Not to be used on legal documents) | | | | |

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

Date created: 10/16/2020
 Last Data Uploaded: 10/15/2020 5:43:01 PM

Developed by Schneider
 GEOSPATIAL

School

City Council Meeting
Prep. Date: 10/16/20
Preparer: Doug Herman



Agenda Item: # 5
Agenda Date: 10/19/20

Communication Page

Agenda Items Description: Resolution authorizing the Austin Strong Foundation to fundraise, plan, and lead the All-Inclusive and Interactive Playground project, the playground to be constructed on City owned property near the Monticello Aquatic Center

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

Attachments & Enclosures:

Proposed Resolution

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: The Austin Strong Foundation, a non-profit, has offered to take on the proposed All-Inclusive Interactive playground with the assistance and advice of the Park and Rec. Dpt.

Background Information: The Proposed All-Inclusive Interactive Playground would be constructed near the Aquatic Center, Shelter, and Fountain Park. The Austin Strong Foundation has offered to take this project on, to fundraise, and to assist with the planning and design. Having the assistance of the Foundation will push this project along for sure. They are also in a position to obtain grants that would not be available to the City. Their involvement and spearheading of the project are proposed to result in the new park being named after Austin / Austin Strong.

Staff Recommendation: I recommend that the Council approve of the proposed Resolution.

The City of Monticello, Iowa

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

RESOLUTION #20-

Resolution authorizing the Austin Strong Foundation to fundraise, plan, and lead the All-Inclusive and Interactive Playground project, the playground to be constructed on City owned property near the Monticello Aquatic Center

WHEREAS, The City Council previously considered and consented to planning for a new all-inclusive and interactive playground at a location adjacent to the Monticello Aquatic Center near the shelter, and

WHEREAS, The Park and Recreation Dpt. has had discussions with the Austin Strong Foundation, a 501(c)(3) Non-Profit Association, in regard to their interest in taking on this project, form a fundraising standpoint, final planning and design standpoint, and construction oversight and is excited for the opportunity to work with the Foundation on this project, and

WHEREAS, The City Council finds that is should reaffirm its' support for the project and project location as noted above, and further finds that the request of the Austin Strong Foundation to take on and oversee this project, with the assistance and involvement of Park and Recreation staff, should be approved,

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby authorize the Austin Strong Foundation to fundraise, plan, and lead the All-Inclusive and Interactive Playground project, the playground to be constructed on City owned property near the Monticello Aquatic Center.

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 19th day of October, 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk

City Council Meeting
Prep. Date: 10/16/20
Preparer: Doug Herman



Agenda Item: # 6
Agenda Date: 10/19/20

Communication Page

Agenda Items Description: Resolution approving the engagement of a Consultant to perform, work with, and assist the City with the City Administrator search process.

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

Attachments & Enclosures:

Proposed Resolution (to be prepared)

Fiscal Impact:

Budget Line Item:

001-650-6499

Budget Summary:

Admin.

Expenditure:

\$15,000 +/-

Revenue:

Synopsis: The Council narrowed a field of four consultants to two after the last City Council meeting. Purpose tonight is to hire one of the two remaining consultants to work with the City on the City Administrator search process.

Background Information: Two Consultants under consideration are as follows:

1. Callahan Municipal Consultants
2. Next Move Group

Pat Callahan is the principal member of Callahan Municipal Consultants and lives in Anamosa. Alex Metzger is the President and a Co-Founder of Next Move Group.

I have again included information about both firms for your consideration. An example of a position profile prepared by Pat Callahan (LeClaire, Iowa) is also enclosed.

Staff Recommendation: I recommend that the Council consider both firms and choose which firm to move forward with.

EXHIBIT A

Callahan Municipal Consultants, LLC

**Response to Request for Proposal
City Administrator Position
City of Monticello, Iowa
October 10, 2020**

Callahan Municipal Consultants, LLC – Patrick Callahan

**Primary Contact Person:
Callahan Municipal Consultants, LLC
Patrick Callahan
417 Kaitlyn Avenue
Anamosa, IA 52205
563-599-3708
callahan.cmc@gmail.com**



City Administrator Search Process

City of Monticello, Iowa

A. Introduction

First of all, we would like to thank you for the opportunity to submit this response to the request for proposals to assist the City of Monticello with the search for a city administrator. We have over 46 years of experience in city government as both a city manager/city administrator and as a consultant to cities. We established Callahan Municipal Consultants, LLC in 2013.

Callahan Municipal Consultants, LLC will be assisted with the search by Mr. Brent Hinson with Hinson Consulting, LLC, of Washington, Iowa, which was established in 2014.

Since Callahan Municipal Consultants, LLC was established in 2013, we have assisted cities with searches for city managers or city administrators. We assisted the cities of Cascade, Guttenberg, Vinton, Fort Madison, Fairfield, Tiffin, Treynor, Forest City, Centerville, Ely, Tipton, Central City, West Branch, Anamosa, Bloomfield, Carlisle, Colfax, Peosta, Winterset, Britt, Chariton, and Webster City with the recruitment of a city administrator or city manager.

B. Statement of History and Experience of Firm

Patrick Callahan will serve as the project manager and will have direct responsibility for the services provided to the City Council. In addition to Mr. Callahan's experience with executive searches, Mr. Callahan has a total of 46 years of experience in municipal government. A brief summary of his experience includes:

1. Assistant to the Director of Public Works – City of Fort Madison, IA – 1974-1977
2. City Administrator – City of West Point, Iowa – 1977 to 1978
3. City Manager – City of Maquoketa, Iowa – 1978 to 1993
4. Municipal Consultant – Institute of Public Affairs – 1993 to 2005
5. City Administrator – City of Anamosa, Iowa – 2006 to 2010
6. Municipal Consultant – Snyder & Associates – 2010 to 2013
7. Callahan Municipal Consultants, LLC – 2013 to present

C. Qualifications of Personnel Relating to Executive Searches

1. Callahan Municipal Consultants, LLC

Patrick Callahan has extensive experience assisting cities with the recruitment and selection process for city managers, city administrators, public works directors, and

other executive positions from 1995 to 2014. Since establishing Callahan Municipal Consultants, LLC in 2013, Mr. Callahan has conducted the following searches:

1. City of Vinton (Population – 5,257) Search for City Administrator – 2014 Appointment
2. City of Guttenberg (Population – 1,919) Search for City Manager – 2013
3. City of Cascade (Population – 2,159) Search for City Administrator – 2014 Appointment
4. City of Fort Madison (Population – 11,051) Search for City Manager 2014 Appointment
5. City of Fairfield (Population – 10,300) – Search for City Administrator – 2014 & 2017 Appointments
6. City of Tiffin (Population – 2,500) – Search for City Administrator/Clerk – 2015 Appointment
7. City of Treynor (Population – 919) – Search for City Manager/Clerk – 2016 Appointment
8. City of Forest City (Population – 4,151) – Search for City Administrator – 2016 Appointment
9. City of Ely (Population – 2,100) – Search for City Administrator – 2016 & 2019 Appointments
10. City of Centerville (Population 5,528) – Search for City Administrator – 2016 Appointment
11. City of Tipton (Population – 3,221) Search for City Manager – 2017 Appointment
12. City of Central City (Population – 1,257) Search for City Administrator – 2017 Appointment
13. City of West Branch (Population – 2,322) Search for City Administrator – 2017 Appointment
14. City of Bloomfield (Population 2,640) – Search for City Administrator – 2017 Appointment
15. City of Anamosa (Population – 5,533) – Search for City Administrator – 2017 Appointment

16. City of Britt (Population – 2,069) – Search for city administrator – 2018 Appointment
17. City of Carlisle (Population – 3,876) – Search for city administrator – 2018 Appointment
18. City of Winterset (Population -5,190) – Search for city administrator – 2018 Appointment
19. City of Peosta (Population – 1,800) – Search for city administrator – 2018 Appointment
20. City of Colfax (Population – 2,093) – Search for City Administrator – 2018 Appointment
21. City of Chariton (Population – 4,321) – Search for City Manager – 2019 Appointment
22. City of Webster City (Population – 8,300) – Search for City Manager – 2019 Appointment
23. City of Huxley (Population – 4,000) – Search for city administrator – 2019 Appointment
24. City of Prairie City (Population 1,680) – Search for city administrator – 2019 Appointment
25. City of Eldridge (Population – 6,000) – Search for city administrator – 2020 Appointment
26. City of Elkhart (Population – 800) – Search for city administrator – 2020 Appointment

When Mr. Callahan joined Snyder & Associates in July 2010, the Firm's scope of services was expanded to include executive searches for city managers, city administrators, and city department heads. Mr. Callahan's involvement with numerous executive searches provided Snyder & Associates with an opportunity to offer this service to their clients in Iowa.

After joining Snyder & Associates, Mr. Callahan conducted the following executive searches in Iowa and Illinois:

1. City of Maquoketa (Population – 6,141) Director of Public Works, 2011
2. City of Cascade (Population – 2,159) City Administrator, 2011
3. City of Monroe (Population-1,830) City Administrator, 2012
4. Washington County, Iowa Public Health Administrator, 2013

5. Jackson County Economic Alliance – Economic Development Director, 2013
6. City of LaSalle, IL (Population 9,640) Director of Public Works - 2013

Prior to joining Snyder & Associates, Mr. Callahan assisted the Brimeyer Group with searches for city managers and city administrators from 1995 to 2005. He provided assistance with searches in the following cities:

1. City of Dyersville – City Administrator
2. City of Cascade – City Administrator
3. City of Maquoketa – City Manager
4. City of Manchester – City Manager
5. City of Emmetsburg – City Administrator
6. City of Charles City – City Administrator
7. City of West Liberty – City Manager
8. City of West Burlington – City Administrator
9. City of Waukee – City Administrator
10. City of Storm Lake - City Administrator

Mr. Callahan served as the lead consultant for the Brimeyer Group for the searches in Dyersville, Manchester, and West Liberty.

2. Hinson Consulting, LLC – Brent Hinson

Brent Hinson has worked in city government in Iowa for the past 16 years, having served as Finance Director/City Clerk in Iowa Falls; City Administrator in Garner; and his current position of City Administrator in Washington. Brent has owned and operated his own consulting firm, Hinson Consulting, LLC since 2014. He is a past Iowa League of Cities Board member and speaker at League and ICMA conferences.

Consulting Experience has included:

(1) Primary consultant on the following searches:

- Garner - City Administrator (2011 and 2019)
- Mason City - City Administrator (2018)
- Keokuk - City Administrator (2018)
- Sheldon – City Administrator (2018)
- Riverside – City Administrator (2019)
- Center Point – City Administrator (2020)

(2) Secondary consultant for Callahan Municipal Consultants from 2015 to 2019

D. Statement of Our Understanding of the Work

We would expect to have an extensive amount of involvement in the search process by the Mayor and all Council Members. The first step in the process would be to convene a meeting of all persons involved to review the search process, to develop a time table, to discuss roles and to discuss any modifications to the process.

We would conduct individual interviews with the Mayor and Council Members, and City Department Heads to gather information regarding the desired background and capabilities for the position. These individual interviews would also include questions regarding the city organization, business climate, services, organizations, city priorities, city projects, and related topics.

After the deadline for applications has passed, we will conduct an initial review of all the applications. If the Council Members are interested, we will include them in this initial review of applications.

Once the five to seven most qualified candidates have been determined, we will schedule zoom interviews with these candidates. We would expect that the Council Members would be present for these zoom interviews.

We would envision that after the zoom interviews, the Council Members would invite three or four candidates to participate in the formal interview process. The Council and citizens would have an opportunity to meet the candidates during an informal reception prior to the formal interviews.

The Mayor and Council would be involved in the formal interview process. We have typically used a two part interview process with the first phase consisting of two Council Members meeting with each candidate in a more informal setting and the second phase being the more traditional interview with the Mayor and all Council Members.

An important step in the search process will be the preparation of a position profile that clearly defines the education, background, management style, capabilities, level of experience, and personality traits of the ideal candidate for the position of city administrator in Monticello. This position profile will be sent to potential candidates who have backgrounds that may match the characteristics of the ideal candidate. Contacts will be made by the Consultant to potential candidates, who may have the desired level of experience and background for the position. The Consultant will reference the position profile and state the reasons why they may want to consider becoming an active candidate for the position in Monticello.

The search process will also include the preparation and placement of an advertisement for the position on various web sites. The aspects of the advertising plan for the position will be discussed and determined during the initial planning meeting with the Mayor & Council Members.

The process used to select the finalists for the position will include the following steps.

1. Development of the position profile, as noted above.
2. Comparison of resumes and background information of the candidates to characteristics in the position profile.

3. Preparation of questions for zoom interviews and formal interviews that will assist the Council Members in determining whether the candidates possess the desired characteristics for the position.
4. Preparation and use of a rating system and ranking process that will be used during the skype interviews to determine whether the candidates possess the desired characteristics.
5. Completion of reference and background checks of the candidates selected for formal interviews.

The Consultant will assist the Mayor & Council Members with the process of reviewing and analyzing the information obtained during this search process to evaluate the candidates and the selection of the candidate that most closely resembles the ideal candidate for the position.

E. Follow Up Assistance Prior to Employment

We will assist the City with the preparation of an offer of employment with the candidate selected by the Mayor and City Council. We will coordinate the final negotiations between the City and the candidate. If requested, we will provide examples of employment agreements for the Council’s consideration.

After the candidate and the City have successfully negotiated the terms of employment, we will talk with the new city administrator to discuss and plan for a smooth transition. We will utilize our 46 years of municipal experience and provide advice and assistance as the city administrator assumes their new role in your community.

F. Tentative Time Table for Each Step in Process – March 2, 2020

| | | |
|--|-------------------------|----------|
| A. Phase I – Advertising & Marketing of Position | | |
| 1. Initial Council Meeting to start the process | Consultant/City Council | October |
| 2. Confidential Interviews with Mayor & Council Members & Department Heads | Consultant | October |
| 3. Preparation of Profile | Consultant | November |
| 4. Council Approval of Profile | City | November |
| 5. Preparation of Advertisements | Consultant | November |
| 6. Placement of advertisement and posting on websites | Consultant | November |
| 7. Emailing of Profiles | Consultant | November |
| 8. Phone Calls to Potential Candidates | Consultant | November |
| 9. Deadline for Applications | - | December |
| B. Phase II – Selection Process | | |
| 10. Screening of Candidates | Consultant | December |
| 11. Selection of Candidates for Zoom Interviews | City Council | December |
| 12. Zoom Interviews of Candidates | Consultant/Council | December |

| | | |
|---|--------------------|----------|
| 13. Mail a Packet of Information to Candidates for Formal Interviews | Consultant | December |
| 14. Education Verification, Credit Checks, & Criminal Background Checks, -Finalists | Consultant | December |
| 15. Calls on Candidates' References | Consultant | December |
| 16. Coordination of Interviews | Consultant | December |
| 17. Actual Interviews | Consultant/Council | December |
| 18. Negotiations with Selected Candidate | Consultant/Mayor | December |
| 19. Approval of Offer of Employment | City Council | December |
| 20. Start of Employment | | January |

The exact dates of each step in the process will be selected after this proposal has been approved and the City has provided additional information regarding the schedules of the city officials involved in the process.

G. List of Client References

We have listed our most recent searches for various executive positions. The searches for the Cities of Cascade, Monroe, Vinton, Guttenberg, Fort Madison, Tiffin, Treynor, Forest City, Ely, Centerville, Tipton, Central City, West Branch, Bloomfield, Fairfield, Anamosa, Carlisle, Peosta, Winterset, Colfax, Britt, Chariton, Webster City, Huxley, Prairie City, Eldridge, and Elkhart were for the position of city manager or city administrator.

We have conducted searches for two county positions. We conducted a search for a director of public health position for the Washington County, Iowa Board of Health in 2013. We also conducted a search for an economic development director position for Jackson County, Iowa in 2013. Many city and county elected officials were involved with these two successful searches.

We have provided for your consideration the names and telephone numbers of both elected and appointed officials who were involved with our most recent searches. If you need additional contact persons, please feel free to contact us.

The contact persons for the recent searches conducted for cities in Iowa are as follows:

1. City of Tiffin – Jim Bartels, Council Member, 319-545-2613 or Mike Ryan, Council Member, 319-545-2203.
2. City of Forest City – Barney Ruiter, Mayor, 641-585-3311 or Valerie Monson, Personnel Director – 641-585-4597.
3. City of Ely – Eldy Miller, Mayor 319-350-9231.
4. City of Centerville – Neil MacArthur, Former Mayor - 641-206-3005
5. City of Tipton – Bryan Carney – Mayor - 563-886-4542
6. City of Central City – Don Gray – Former Mayor – 319-521-7276
7. City of West Branch – Roger Laughlin – Mayor – 319-330-8942

8. City of Fairfield, Iowa - Ed Malloy – Former Mayor – 641-233-1080 or Martha Rasmussen – Council Member 641-919-4269.
9. City of Anamosa – Betty Weimer, Former City Council Member - 319-310-4604
10. City of Britt – Ryan Arndorfer, Mayor – 641-512-5436 and Bryan Aitchison, Council Member – 641-425-4804.
11. City of Carlisle – Drew Merrifield, Mayor – 515-229-5800, Martha Becher, City Clerk – 515-989-3224 and Doug Hammerand, Council Member – 515-681-5360.
12. City of Peosta – Larry Mescher, Former Mayor - 563-599-7070 and Karen Snyder, City Clerk – 563-556-8755
13. City of Winterset – James Olson, Mayor – 515-468-0886 and Phil Macumber, Council Member – 515-468-8326 and Jane Rosien, City Attorney – 515-462-4912.
14. City of Colfax – Nancy Earles, City Clerk – 505-674-4096 and Karla Jones, Council Member - 515-313-7375.
15. City of Chariton – Roger Manser, Mayor – 641-774-5991 and Christy Metzger, City Clerk – 641-774-5991.
16. City of Webster City – John Hawkins, Mayor – 515-832-9141.
17. City of Huxley – Tracey Roberts, Council Member – 515-231-2918 and Jolene Lettow, City Clerk – 515-210-3940.
18. City of Prairie City – Chad Allenger, Mayor – 515-418-1172 and Diane Taylor, Council Member – 515-994-2784.
19. City of Eldridge – Marty O’Boyle, Mayor – 563-370-8742 and Denise Benson, City Clerk – 563-285-4841.
20. City of Elkhart – Colton Fors, Mayor – 515-974-7205 and Brenda Hysell, City Clerk – 515-367-4735.

H. Proposed Fees and Scope of Services

We have provided a detailed summary of our fees for the work. We have included a breakdown of our fees, and our out-of-pocket expenses.

Callahan Municipal Consultants has based our fees and expenses on the following scope for services:

1. Develop recruiting specifications, in conjunction with the City Council, and other key individuals selected by the City Council, that addresses the specific duties, responsibilities, operational issues, education and training, leadership qualities, and other factors that are relevant to the position.
2. Coordinate all stages of the process with the City Council, with the collaboration of key staff members from the City of Monticello.
3. Translate the Council requirements into a recruitment brochure or profile, to encompass a nation-wide search, with recruiting activities including selected advertising, networking and direct inquiries, and use of our knowledge of candidates from other searches.

4. Assist the Council in screening the initial pool of applicants to an appropriate number of semi-finalists. Provide the Council with summary reports on semi-finalists and respond to questions.
5. Work with the Council to narrow the semi-finalists group to a list of three or four finalists, to determine an appropriate interview process, and to discuss preliminary terms of an employment agreement.
6. Conduct in-depth interviews, detailed background investigations, and contact references and verify the credentials of finalists. Prepare a report on each finalist. Assist the Council with the candidate interviews.
7. Coordinate and/or conduct any additional assessments and background investigations.
8. Assist the Council with the negotiation of an employment agreement with the selected candidate, as directed by the Council.

**Phase I & Phase II
Proposed Consulting Fee Schedule – October 10, 2020**

| TASKS | LEAD ROLE | FEE |
|---|---------------------|------------|
| 1. Initial Council meeting to start the search process | Consultants/Council | \$ 500 |
| 2. Confidential Interviews-City officials | Consultant | \$1,100 |
| 3. Preparation of Position Profile | Consultant | \$ 1,500 |
| 4. Council Approval of Profile | Council | \$0 |
| 5. Preparation of List of Potential Candidates | Consultant | \$ 500 |
| 6. Emailing of Profiles to Candidates | Consultant | \$ 400 |
| 7. Preparation of Advertisements | Consultant | \$ 100 |
| 8. Placement of Advertisements | Consultant | \$ 100 |
| 9. Phone Calls to Potential Candidates | Consultant | \$ 400 |
| 10. Screening of Candidates | Consultants/Council | \$1,200 |
| 11. Selection of Candidates for Zoom Interviews - Council Meeting | Council | \$ 500 |
| 12. Zoom Interviews of 5 to 7 Finalists – Council meeting | Consultants/Council | \$ 800 |
| 13. Selection of Candidates for Formal Interviews | Council | -0- |
| 14. Send Packets of Information to Candidates for Interviews | Consultant | \$ 300 |
| 15. Education Verification, Credit Checks, & Criminal Background Checks, & Report | Consultant | \$ 900 |
| 16. Calls to Candidate References | Consultant | \$ 1,200 |
| 17. Coordination of Interviews & Calls to Candidates | Consultant | \$ 1,000 |

| | | |
|---|--------------------|-----------------|
| 18. Actual Formal Interviews – Two Days – Council meeting | Consultant/Council | \$1,300 |
| 19. Negotiations with Selected Candidate | Consultant | \$ 600 |
| 20. Formal Approval of Offer of Employment | Council | \$0 |
| SUB-TOTAL – Consulting Fee | | \$12,400 |
| Expenses – Mileage, copies, & lodging | | \$ 300 |
| Grand Total – Not to Exceed | | \$12,700 |

It is agreed and understood that the City of Monticello reserves the right to select only those tasks or steps in the process that the Council determines to be needed for a successful search. The payment to the Consultant shall be based on the actual number of tasks that have been selected by the Council and completed by the Consultant.

Please consider this division of tasks as a proposal that can be modified to meet the Council's expectations. We are flexible as to the tasks that the Council would wish to assign to us.

If we were to follow the division of tasks, as outlined in this proposal, the consulting fee, plus expenses, would not exceed \$12,700. If the Council wants to change the division of tasks, we can modify the fee according to the Council's needs and expectations.

Callahan Municipal Consultants, LLL use the following hourly rates and costs when calculating the fees for our services:

| | | |
|---------------------------|---|-----------------|
| Municipal Consultant | - | \$70. Per hour |
| Administrative Assistant | - | \$30. Per hour |
| Mileage Rate – (IRS rate) | - | \$0.57 Per mile |

I. Six Month Performance Evaluation Process – Council Option

If requested by the Council, we can assist the City with the six month performance evaluation of the person selected as city administrator. In cooperation with the Mayor, City Council Members, and city administrator, we will develop a performance evaluation form and rating system. We will distribute and collect the evaluation forms, summarize them, and present the summary to the Mayor, City Council, and city administrator. If there is a need for an improvement in some aspect of the performance of the city administrator, we will provide advice and suggestions, if requested. The fee for this service would be \$800, plus mileage.

J. Estimated Additional Expenses

The expenses listed in Section H do not include the cost of advertisements for the position. We typically prepare a list of advertising options that can range from no cost to \$600. We will provide a list of such options and the associated cost for each option. The City Council and will then select the preferred options and the costs will be billed

directly to the City. The total cost for advertising is typically in the range of \$500 to \$900 for the search process.

The City will be responsible for the cost of meals and snacks during the interview process. These costs will be determined by the City, but are normally in the range of \$200 to \$300, depending upon the number of people involved in the process.

The City may offer to pay for the travel costs and lodging of the candidates, who are invited to Monticello for the formal interviews. It will be a Council decision as to whether the City reimburses the candidates for their travel expenses. While the cost will vary, depending upon the number of candidates and their distance from Monticello the City should anticipate that the cost to reimburse candidates for travel expenses could be in the range of \$1,500 to \$2,500.

K. Invoices For Services

As we noted in Section H, we will provide the proposed consulting services for a fee not to exceed \$12,700. This fee includes our direct costs for mileage, lodging, and copies. We would propose that we would submit two invoices to the city with the first invoice due upon the completion of the zoom interviews. The balance of the fee would be invoiced to the City upon the completion of the search process. Copies of receipts will be provided to City, if requested.

L Summary of Guarantee - Reduced Fee

Callahan Municipal Consultants (CMC), LLC will agree to repeat the search process for a reduced fee of \$6,500, plus expenses, for a 12 month period from the date of employment. This guarantee of a substantially reduced fee shall be conditioned upon the premise that the Mayor and City Council and CMC agree that all phases of the process have been successfully completed and the selected candidate agrees to become a member of the International City Management Association (ICMA) and agrees to abide by the ICMA Code of Ethics. If the Mayor and City Council determine that it is necessary to terminate the city administrator due to a failure to adequately perform the duties, as specified in the position profile and as represented by the process, we will repeat this search process for a reduced fee of \$6,500, plus the reimbursement of expenses.

Should there be substantial changes in the political situation in the City of Monticello and a decision is made to terminate the city administrator for reasons other than failure to perform the duties, as specified in the position profile, this guarantee is subject to negotiations between the Mayor, City Council, and Callahan Municipal Consultants, LLC.

M. Final Comments

We certainly appreciate the opportunity to present this proposal to the City of Monticello. We are willing to modify the search process, as outlined in this proposal, to meet the City's needs and expectations. We have learned from previous searches that each search is unique and the dynamics will vary.

Callahan Municipal Consultants, LLC
Patrick Callahan
417 Kaitlynn Avenue
Anamosa, Iowa 52205
563-599-3708
Callahan.cmc@gmail.com

PATRICK J. CALLAHAN

PROFESSIONAL EXPERIENCE:

- 2013 – Present** **MUNICIPAL CONSULTANT – CALLAHAN MUNICIPAL CONSULTANTS, LLC**
- Providing assistance to cities on capital improvement plans, 28E agreements, strategic planning & goal setting, executive searches, urban renewal plans, utility rate analysis, and utility franchise renewals, and budget analysis.
- 2015 – 2016** **JONES COUNTY SUPERVISOR -**
Appointed to the Jones County Board of Supervisors in September, 2015 to fill the remaining term of the District 5 Supervisor.
- 2010-2013** **MUNICIPAL CONSULTANT – SNYDER & ASSOCIATES**
- Provided assistance to cities on capital improvement plans, 28E agreements, project financing, executive searches, goal setting, urban renewal plans, utility rate analysis, and utility franchise renewals and budget analysis.
- 2006-2010** **CITY ADMINISTRATOR – CITY OF ANAMOSA, IOWA**
- Responsibilities and duties included the supervising of the following departments: Public Works, Police, Fire, Water, Wastewater, Parks, Cemetery, and Administration. Managed significant capital improvement projects, such as street improvements, wastewater plant, public works building, and flood recovery.
- 1999-2005** **FINANCIAL CONSULTANT – RUAN SECURITIES CORPORATION**
- Provided financial consulting services and assistance with bond issues to cities for the financing of capital projects.
- 1993-2005** **LOCAL GOVERNMENT CONSULTANT – MUNICIPAL AND COUNTY MANAGEMENT SERVICES (MCMS)**
- As a self-employed municipal consultant, assisted cities with cable franchise renewal process, capital improvement plans, management studies, personnel studies, and financial reviews.
- 1993-2005** **LOCAL GOVERNMENT CONSULTANT – INSTITUTE OF PUBLIC AFFAIRS – THE UNIVERSITY OF IOWA**
- Provided assistance to cities on strategic planning/goal setting, governmental service sharing, 28E agreements, and management

PATRICK J. CALLAHAN

studies, conducting workshops/seminars, and writing governmental publications.

1978-1993

CITY MANAGER – CITY OF MAQUOKETA, IOWA

Responsibilities and duties included the supervising of the following departments: Public Works, Police, Fire, Water, Wastewater, Parks, Airport, Local Access and Economic Development. Served as the Electric Utility Manager for the first seven years prior to creation of the Utility Board of Trustees. Managed significant capital improvement projects, such as, fourteen street reconstruction projects, power line extensions, new city hall, power plant expansion, new police station, and five storm sewer projects.

1977-1978

CITY ADMINISTRATOR / UTILITY DIRECTOR – CITY OF WEST POINT, IOWA

Responsibilities included the supervision of activities in the Street, Sewer, Electric, Cemetery, Water, Parks, and Police Departments. Other duties included zoning enforcement, preparation of federal grant applications and budget work.

1974-1977

CITY PLANNER / ASSISTANT TO DIRECTOR OF PUBLIC WORKS – CITY OF FORT MADISON, IOWA

Responsibilities included enforcement of zoning and subdivision regulations, preparing written reports, public relations, preparing federal grant applications, personnel reports, transportation studies and park and recreation planning.

EDUCATION:

1972-1974

The University of Iowa – Iowa City, Iowa
Master of Arts Degree in Public Administration

1968-1972

Loras College – Dubuque, Iowa
Bachelor of Arts Degree in Political Science

MEMBERSHIPS:

* Iowa City Management Association Board of Directors
1986-1991

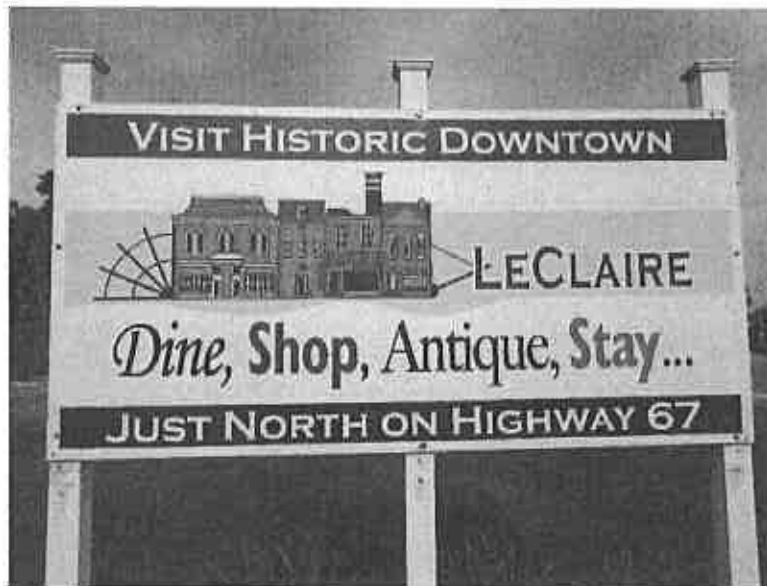
* Iowa League of Cities Board of Directors 1987-1989

* Iowa Association of Municipal Utilities (IAMU)
Board of Directors 1984-1986

**LeCLAIRE, IOWA
CITY ADMINISTRATOR**

COMMUNITY & POSITION PROFILE

Date Prepared –October 8, 2020



Apply by October 28, 2020

Contact: Patrick Callahan
Callahan Municipal Consultants, LLC
callahan.cmc@gmail.com
417 Kaitlynn Avenue
Anamosa, IA 52205
Phone: 563-599-3708

CITY OF LeCLAIRE, IOWA

CITY ADMINISTRATOR

Community and Position Profile

Position Profile

The City of LeClaire, Iowa, is currently accepting applications for the position of City Administrator. Persons interested in this position should submit a cover letter, resume, five work-related references, and salary history by October 28, 2020, to Callahan Municipal Consultants, LLC, 417 Kaitlynn Avenue, Anamosa, Iowa, 52205 or by email to leclaire.ia.applications@gmail.com. Additional information regarding the City of LeClaire can be obtained by visiting the City's website at www.leclaireiowa.gov.

LeClaire, Iowa – US Highway 67 and Interstate 80

The City of LeClaire is a community of 4,700 people located in east central Iowa in Scott County. The City is located on the Mississippi River at the junction of US Highway 67 and Interstate 80 just north of Davenport, Iowa. The City of Ames and Iowa State University are 188 miles to the west. The City of Iowa City and The University of Iowa are just 64 miles to the west of LeClaire.

The City of LeClaire is an easy drive to many major metropolitan areas such as:

- Minneapolis /St. Paul – 5 ½ hours
- St. Louis - 4 hours
- Kansas City – 5 hours
- Omaha – 4 ½ hours
- Chicago – 2 ¾ hours



The Quad Cities International Airport is only 25 minutes from LeClaire.

The Early History of LeClaire

The first European settlers arrived in the area in the 1830's. There were two early settlements – one was named Parkhurst after Eleazer Parkhurst and the other settlement was called LeClaire after Antoine LeClaire. Mr. LeClaire was born in St. Joseph, Michigan in 1797. His father was French – Canadian and his mother was Native American. Mr. LeClaire was a very gifted interpreter, who could speak English, French, Spanish and 12 Native American dialects. He worked as an interpreter for Colonel George Davenport in 1818.

Mr. LeClaire came with Colonel Davenport to the area around Scott County in the 1830's. He was so well liked by the Native Americans in the area that he was given a 640 acres of land as part of a treaty in 1832. The City was founded in 1834. The first building and a post office in what is now the City of LeClaire were constructed in 1836. There were 12 buildings and numerous businesses by 1848. As the settlement started to grow in the 1850's, a petition for incorporation was filed in 1855. Mr. LeClaire continued to live in the area until he died in 1861 at age of 63 years.

As a historic riverfront community founded over 175 years ago, LeClaire enjoys a rich history as a town settled by river boat pilots and is the birth place of Buffalo Bill Cody. LeClaire has attracted residents,

businesses and visitors over the years with the natural beauty of the Mississippi riverfront, a thriving business climate, and a high quality of life.

The Mississippi River, which flows along the east boundary line of LeClaire, is the single most prominent feature of LeClaire. There are numerous opportunities to view the River at both "ground level" and from high bluffs overlooking it. There are many homes and businesses that offer outstanding views of the Mississippi River. There are publicly assessable locations where LeClaire residents can fish, walk, launch a boat, or just relax along the Mississippi River.

City Government

The City of LeClaire has a mayor-council with appointed city administrator form of local government, which is typical in Iowa. The mayor is elected every two years and the five city council members are elected to serve four year overlapping terms. The city council appoints the city administrator. The city council meets in regular session on the 1st and 3rd Monday of the month at City Hall. The City employs 23 full-time employees. A breakdown of budgeted F.Y. 2020-21 City expenditures is as follows:



| | |
|---|----------------------|
| 1. Public Safety – Police & Fire..... | \$ 1,256,370 |
| 2. Public Works – Streets, Lighting & Snow Removal..... | \$ 1,149,623 |
| 3. Health & Social Services..... | \$ 0 |
| 4. Culture & Recreation – Library & Parks | \$ 414,593 |
| 5. Community & Economic Development..... | \$ 1,799,938 |
| 6. General Government..... | \$ 429,099 |
| 7. Debt Service – General Obligation..... | \$ 2,939,012 |
| 8. Capital Projects..... | \$ 5,923,384 |
| 9. Sewer Utility..... | \$ 1,747,711 |
| Total..... | \$ 15,659,730 |
| Transfers..... | \$ 2,573,209 |
| Grand Total..... | \$ 18,232,939 |

The major sources of City revenues include the following:

| | |
|-----------------------------------|--------------|
| 1. Property Taxes..... | \$ 2,347,717 |
| 2. TIF Revenues..... | \$ 3,514,604 |
| 3. Utility Replacement Taxes..... | \$ 45,807 |
| 4. Licenses & Permits..... | \$ 12,650 |
| 5. Use of Money & Property..... | \$ 152,623 |
| 6. Hotel & Motel Tax..... | \$ 241,243 |
| 7. Local Option Sales Tax..... | \$ 650,000 |
| 8. Road Use Taxes..... | \$ 524,828 |
| 9. Sewer Utility User Fees..... | \$ 844,000 |
| 10. Special Assessments..... | \$ 100 |

| | |
|--|----------------------|
| 11. Utility Tax & Utility Franchise Tax..... | \$ 33,000 |
| 12. Landfill/Garbage..... | \$ 845,350 |
| 13. Federal Grants..... | \$ 0 |
| 14. State Grants..... | \$ 88,392 |
| 15. Local Grants & Reimbursements..... | \$ 62,745 |
| 16. Other Fees & Charges..... | \$ 175,692 |
| 17. Miscellaneous..... | \$ 509,731 |
| 18. Proceeds of Debt..... | \$ 6,726,000 |
| 19. Transfers..... | \$ 2,573,209 |
| Total..... | \$ 19,003,327 |

The City's current tax rate is \$13.10 per \$1,000 valuation, with a consolidated levy of \$34.16 per \$1,000 of taxable valuation. The total estimated fund balance of all city funds on June 30, 2020 was \$20,225,435. The City had an outstanding general obligation debt on June 30, 2020 of \$20,000,000.

City Administration Services

Central administration includes the following positions:

- City Administrator
- City Clerk
- Finance Director – newly created
- Administrative Support Services Coordinator (ASSC)
- Secretary/Receptionist



The City Clerk's duties include:

- Collection of revenues
- Disbursements upon Council approval
- Execution of Council resolutions and directions regarding public notices
- Keeping the official record of Council proceedings.
- Maintaining LeClaire's official records and receiving legal documents on behalf of the City.
- Developing and maintaining systems of internal control to safeguard the City's financial assets.
- Assisting the City Administrator and elected officials in developing the annual budget.

The ASSC's duties include:

- Preparing customer utility bills.
- Creating and maintain billing records and other utility documents.
- Coordinating and managing customer service requests.
- City payroll system
- Record keeping

The secretary/receptionist's duties include:

- Customer service requests and taking permits
- Secretary to the Zoning Board of Adjustment
- Secretary to the Planning & Zoning Commission
- Assistant to the City Administrator
- Processing permit applications



The City is in the process of hiring a person for the newly created position of finance director. The City expects to fill this position by January 1st. The finance director will assume many of the budgeting and financial duties that are currently being completed by the city administrator.

The City Administrator Position

The position of city administrator was established in 1979. Since the position was first created, one person has held the position. The current city administrator has held the position for 42.5 years and intends to retire on December 31, 2021.

The City Administrator's primary responsibilities include:

- Responsible for the overall direction of all City activities.
- Carry out City Council directives and policies.
- Supervise City department heads.
- Develop the staff needed to complete City tasks and work.
- Ensure that the work is done to high standards of quality and performance.

The ordinance creating the position of city administrator is attached to this position profile.

The Upcoming Transition Period

Since the incoming city administrator will most likely start in January 2021 and the retiring city administrator will remain with the City for all of 2021, the City Council has basically developed a transition plan for this period of time, which includes the following:

1. The incoming city administrator will immediately assume the role of "city administrator" in name and responsibility.
2. The retiring city administrator will assume the role of "project manager" and/or "senior advisor." The primary duties of the project manager will be to oversee and manage the numerous capital improvement projects for 2021.
3. The retiring city administrator will be available to answer questions, offer advice, and provide background information, when needed and requested.
4. All personnel matters and citizen inquiries will be the responsibility of the incoming city administrator and the city employees and the citizens will be so advised.

In the unlikely event that the incoming city administrator should lack managerial experience, this transition plan may be amended to allow for the incoming city administrator more time to assume the role of city administrator. The retiring city administrator might then be more of a "coach" or "mentor" for the incoming city administrator.



City Boards and Commissions

The City has five boards, and commissions that are staffed by volunteers. These boards include:

- Library Board of Trustees
- Planning and Zoning Commission
- Zoning Board of Adjustment
- Parks and Recreation Commission
- LeClaire Tourism Board

Police Department

LeClaire provides professional law enforcement services through a Police Department with the police chief, 6 full-time officers, 2 part-time officers, and 1 full-time records clerk. The Police Department strives to provide professional law enforcement services intended to positively impact the quality of life of LeClaire's citizens through commitment, education, and community partnership. The mayor supervises the chief of police, who then works with the city administrator.

The Police Department has the responsibility of preserving the peace, responding to law enforcement service requests, engaging in crime prevention, protecting lives and property within its jurisdiction, and other related responsibilities.

The Scott County Emergency Communication Center provides dispatch service. The Department responds to about 10,000 calls per year.

The Police Department has 28E mutual aid agreements with the Scott County Sheriff's Department, the Bettendorf Police Department and the Davenport Police Department. The department has traffic enforcement cameras. The City recently completed a \$300,000 remodeling of the Police Station, which is located in the heart of



the central business district. The citizens of LeClaire are very supportive of the Police Department and appreciate the community's low crime rate.

LeClaire Volunteer Fire Department

The citizens of LeClaire are served by the LeClaire Volunteer Fire Department. All of the trucks and equipment are owned by the City. The City owns the fire station and also provides workers compensation insurance for the firefighters.

The Fire Department has served the community since the 1906 and includes 18 volunteer firefighters.



The Department responds to about 400 calls per year. The Fire Department volunteers have been trained in HAZMAT response, vehicle rescue, confined space, and basic fire fighter one and two.

The Fire Department also serves a small rural area in LeClaire Township. The Department has mutual aid agreement with most cities in Scott County and a few adjacent fire departments in Illinois. The Department responded to 14

structural fires in 2019. The Fire Department responded to 320 EMS calls in 2020. There are three emergency medical responders, two EMT basics, and one EMT-paramedic.

The Fire Department operates out of a state of the art fire station located on the west side of LeClaire. The Fire Department is very proud of the City's ISO rating of "4", which is one of the best ratings in the State of Iowa for a volunteer fire department.



The Fire Department provides fire protection services with the following equipment:



- Pumper/Aerial Truck
- Engine 1 Pumper Truck
- Engine 2 Pumper Truck
- Rescue Truck
- Two Water Rescue Boats

Ambulance service is provided by a county-wide private company – Medic EMS

The LeClaire Public Library

The LeClaire Community Library was established as an independent municipal public library department on July, 1, 2004 and is located adjacent to City Hall. The generosity of two people inspired a community-wide effort in raising the matching funds, plus an additional \$440,000 by date of the library's grand opening. This community support still exists today, as the library continues to receive generous support through local funding, donations, and dedicated community volunteers.

LeClaire Community Library is a member of the local RiverShare Libraries consortium. Patrons can visit the shared catalog at www.leclairerlibrary.org and use their card at any of these libraries:

- Scott County Libraries
- Bettendorf Library
- Davenport Libraries
- Clinton Public Library
- Musser Public Library
- EICC Libraries

The LeClaire Community Library offers the following services:

- Homebound library service
- Materials in print, CD, DVD, puzzles, and video games
- Launchpad portable videobooks for children
- Downloadable ebooks and audiobooks



- Dozens of downloadable magazines
- Electronic resources such as Transparant Languages, Credo Reference, BrainFuse, Chilton catalogs, Books and Authors, and Iowa Heritage Library
- TumbleBooks on the website
- Summer Reading Program, and cultural and educational events
- Reference, fax, scanning & copier services
- Public access computers & WIFI - printing in color and black & white available
- Tinker Lab with DIY craft materials
- A monthly e-newsletter about upcoming programs
- Proctoring services
- Used book sales room
- Weekly Storytime Hours
- Adult Book Discussion Group



Parks & Recreation Department

The Parks & Recreation Department is coordinated by the City's Parks and Recreation Commission. There are four City parks located throughout the community. The City parks and their amenities are as follows:

1. Huckleberry Park
 - Pavilion/Restroom
 - Soccer fields
 - Pickle ball courts
 - Trails
 - Dog park



2. Hollyhock Park
 - Pavilion
 - Playground equipment



3. Levee Recreation Area
 - Boat launch
 - Pavilion & picnic tables
 - Freedom Rock
 - Private museum



The LeClaire Recreation Center is a multi-purpose facility that is available for community events and gatherings, such as weddings, anniversaries, family reunions, and business promotions. The Parks and Recreation Commission members coordinate and facilitate many community activities and sports, such as:



and facilitate many community activities and sports, such as:

- Group fitness programs
- Volleyball practice
- Baseball practice
- Softball practice
- Adult Volleyball – Friday Night Drop-in
- Workout/weight room

The Commission is currently taking the steps

to hire a part time parks and recreation director.

Public Works – Street Department

The Public Works Department has eight full time employees, who operate and maintain approximately 72 miles of city streets, storm sewers, and the sanitary sewer collection system. The City is a MSS



classified city for storm water and waste water permitting. The Public Works Department services include:

- Street maintenance and patching
- Storm sewer maintenance
- Line marking
- Building maintenance – all city facilities
- Tree trimming
- * Street signage
- * Snow removal
- * Mowing of parks
- * Riverfront levy maintenance
- * Flood control

Public Works – Wastewater Treatment Facility

The City's Wastewater Treatment Plant (WWTP) was constructed in 1984. The WWTP was upgraded in 2011 with an activated sludge system with disinfection. The average daily flow to the plant is 500,000 gallons and the plant has a maximum design capacity of 1.0 million gallons per day. The sanitary sewer collection system includes 33 miles of sewer lines, six sanitary lift stations, and 598 manholes.



Since the City has experienced significant growth over the past 25 years, the wastewater plant has increased in size. The City also made the following sanitary sewer system upgrades from 2011 to 2013:

- Three new pump stations
- Standby generators at lift stations
- Fiber Optic networking
- Manhole rehab
- Pipe lining
- WWTP 800 KW generator



The City does not have any outstanding sewer revenue debt.

Private Utilities and Services

There are numerous private utilities that provide various services to the residents of LeClaire. The following is an overall summary of services:



- Electric – MidAmerican Energy Company
- Natural Gas – MidAmerican Energy Company
- Water – Iowa American Water
- Cable – Mediacom and Metronet
- Waste Disposal – Republic Services Consumer Waste
- Telephone/Internet- Mediacom, Windstream, AT&T, Century Link, Sprint, U.S. Cellular, Verizon, and Metronet.

Links to all of these utilities can be found at www.leclaireiowa.gov/243/other-links

LeClaire Businesses

The City of LeClaire has a very diverse and excellent selection of businesses. Some of these many local businesses include:

- 13 restaurants
- 2 dental offices
- 2 banks
- 3 beauty shops
- 6 antique stores
- 3 hotels
- 9 guest houses
- 1 bed & breakfast
- 1 golf course
- 4 convenience stores
- 1 grocery store
- 3 insurance agencies
- 1 medical clinic
- 1 eye doctor
- 3 chiropractors



- 1 physical therapy clinic
- 1 massage therapist

In addition to these businesses, the community has six churches of worship, and many unique small businesses.

LeClaire Events, Chamber, & Civic Clubs

There are a number of local events in LeClaire, such as:

- Annual "Tug Fest" event with Port Byron
- Eagle Watching in the Winter
- Pelican Watching in the Spring
- Witches' Walk on Halloween
- Car Shows
- Apple Fest in the Fall
- Christmas in LeClaire Weekend



There are about 87 businesses and organizations that belong to the Chamber of Commerce. The Chamber has a nine member board of directors and one staff person, who serve as a resource for small businesses and the community. For more information about the Chamber of Commerce go to www.leclairechamber.com.



There are numerous opportunities for residents to get involved in the community. Some of the various civic clubs and organizations include:

- Optimists Club
- Cub Scouts & Boy Scouts
- American Legion Post
- Veterans of Foreign Wars (VFW) Post
- LeClaire Civic Club
- School Booster Clubs

LeClaire Economic Development Plan - 2016

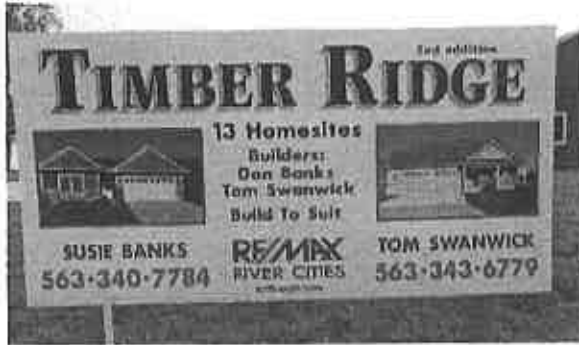
LeClaire Chamber of Commerce and the City of LeClaire developed an Economic Development Plan in 2016 that included a mission statement, belief/core values, vision statement, and numerous lists of strategies and activities. The Plan has the following components:

- Quality of Life & Place
- Commercial Development
- Downtown Redevelopment Plan
- Riverfront Development

Many of the projects and activities in the plan have been completed or started

LeClaire Comprehensive Plan – 2016

The City of LeClaire prepared a Comprehensive Plan in 2016 that covered a broad spectrum of topics, activities, and goals. The primary topics covered were:



- Vision statement
- Community Profile
- Land Use
- Water System
- Sewage Treatment System
- Transportation System
- Recreation Facilities & Programs
- Public Infrastructure & Services
- Strategies for Implementation

The Comprehensive Plan was completed with the assistance of the Bi-State Regional Commission. The Plan also includes chapters or section on implementation, mechanisms for implementation, maps, various tables and lists of figures. A complete copy of the Comprehensive Plan can be found on the City's website.

LeClaire Attractions and Sites

There are so many unique and interesting attractions and sites in LeClaire. It is difficult to list all of them or to place them in any particular order. Many sites will have names that most everyone will know and recognize.

Buffalo Bill Museum

William F. "Buffalo Bill" Cody (1846-1917) was born in LeClaire, Iowa. His career as a frontiersman, U.S. Army Scout, and later as a showman touring throughout the United States and Europe with his "Wild West Congress" show made him a favorite. The Museum has the only surviving example in the United States of a wooden-hulled boat built in the traditional Western Rivers fashion. The Buffalo Bill Museum has many displays and exhibits, such as:

- Ladies Historical Fashion
- The Lone Star Steamer & River Boat Pilots
- Children's Activity Room
- The Sauk & Fox Tribes
- Native American Artifacts
- The Green Tree
- Life on the Mississippi
- 1920's Iowa One Room School Houses
- James Ryan - Inventor of the Flight Data Recorder
- James Buchanan Eads - Engineer known for the Eads Bridge in St. Louis



Antique Archaeology

The American Pickers television show is one of the most popular and talked-about shows on television. Two buildings house their best picks and merchandise and serve as the home base for the History Channel's American Pickers. The buildings contain the vintage items, antique collectibles, and unique and rusty home décor, selected by Mike Wolfe, the star of American Pickers on History Channel.

Levee on the Mississippi River

Visitors can enjoy the beautiful river view, launch boats, have a picnic, or take in an event – all on the easy to access Levee. There are numerous opportunities to walk along the River and enjoy the scenery. Many of LeClaire's businesses have an excellent view of the majestic Mississippi River.

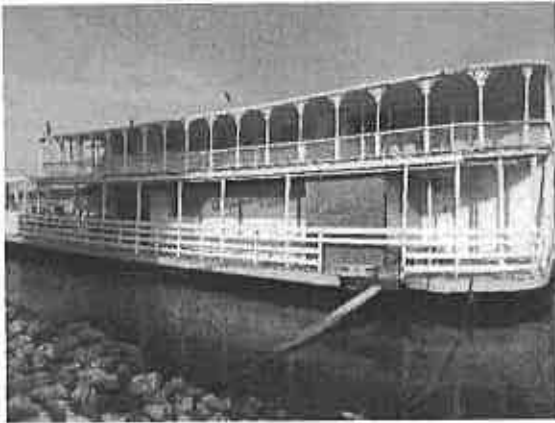


Riverboat Twilight

Visitors can depart from LeClaire to the Port of Dubuque, stay overnight, and then return to LeClaire on the most elegant riverboat to be launched in the last 100 years. People can enjoy wildlife, towering bluffs & historic river towns, and experience life on the Mississippi River. The Mississippi River Cruises was identified as a “#1 Rated

Attraction” by Trip Advisor and offers these three options:

- Two-day overnight cruise to Dubuque and back
- One-day cruise north from Dubuque
- 1 ½ hour cruise on the Mississippi



Scott County Freedom Rock

The Freedom Rock is located on the south end of the LeClaire Levee. It is a 7.5 ton boulder with a colorful mural, which serves as a memorial to all veterans, active military and first responders. It is part of the 99 County Iowa Freedom Rock Tour. For more

information, go to www.thefreedomrock.com.

Pebble Creek Golf Course

LeClaire has a beautiful nine-hole golf course on the west side. The golf course is open to the public and features everyday play, social functions, tournaments, and great customer service. For more information, visit www.pebblecreekgolf.org.



Historic Downtown LeClaire

The downtown business district was renovated and updated in 2007. It has many unique stores that offer a wide selection, including decorative and functional items, such as clothing, accessories, furniture, and more. There are many diverse and interesting antique shops. There are an exceptional number of unique restaurants that have a great menu, along with an outstanding view of the Mississippi River.



Green Tree Brewery

Visitors can enjoy a craft beer in the new

brewery with a spectacular river view and outdoor seating. Patrons can sample Doc's Blondie, Buffalo Spit, or Hop Along Casually from the 13 beers on tap.

Wide River Winery Tasting Room

Wine lovers can sample award winning, locally made wines in the charming tasting room located just one block north of the American Pickers. There is live music in the courtyard during the warm months!



Mississippi River Distilling Company & Code Road Cocktail House

The Mississippi River Distilling Company reflects an era when river barons and steamboat pilots made life along the river gracious and charming. Handmade in LeClaire, Iowa, the premier vodka, gin, and whiskey begin with locally harvested grain, and are then distilled with a unique handcrafted process. Tours are available and include:



- A walkthrough of the "grain to glass" distilling process in action
- The "mash bills" – the grain recipes for the spirits
- The bottling station and the bottling by hand
- The grain being poured into the hammer mill and ground into flour
- Mash tanks and fermentation process
- The Grand Tasting Room and sampling of premium spirits
- A great view of the Mississippi River

- The souvenir and gift shop

Lodging Accommodations

Travelers to LeClaire have some great options for their overnight stays. There are three chain hotels in LeClaire:

- Holiday Inn Express
- Comfort Inn
- Super 8 Motel

There are nine guest houses located throughout the community. There are also vacation rentals that are located near the museums and historic downtown area.



Additional Sources of Information

There is so much to do and see in LeClaire that it is difficult to cover it all in this profile. Please go to the following links for more information:

- Website: www.visitleclaire.com
- Facebook: <https://www.facebook.com/LeClaireIowa>

- Instagram: <https://www.instagram.com/visileclaire/>
- You tube: <https://www.youtube.com/channel/UCr5UucXBRFib62ixY198ucQ>

Pleasant Valley Community School District

Located in the Quad City Metropolitan Area of eastern Iowa, the Pleasant Valley Community School District serves the education needs of approximately 5,100 students in five K-6 elementary schools, one 7-8 junior high, and one 9-12 high school. All buildings are air-conditioned and equipped with state of the art technology. The District was organized in 1962 and encompasses 44 square miles of eastern Scott County including the Cities of LeClaire, Panorama Park, Riverdale, the village of Pleasant Valley and over one half of the City of Bettendorf. Within the District's borders is found a rich blend of urban, rural, suburban and small town living. The economic makeup of the District includes some of the richest farmland in the nation along with exceptional commercial and industrial enterprises.



Two of the five elementary schools are located in LeClaire – Cody Elementary at 2100 Territorial Road and Bridgeview Elementary at 316 South 12th Street in LeClaire. The Junior High School is also located at 3501 Wisconsin Street in LeClaire.

The mission of the Pleasant Valley Community School District, as a premier innovative district in the Midwest, is to prepare students to succeed in a diverse, global society by providing superior quality opportunities in a safe environment for each student to become a life-long learner and by continuously improving and customizing the educational experience.

The Pleasant Valley Comprehensive School Improvement Plan (CSIP) is designed to chart the course for improved student learning. Through CSIP development, the District works collaboratively to review data, set goals, determine actions to accomplish the goals, and to evaluate the results. This process of continuous improvement focuses efforts on improvements linked to student learning.

There are 365 certified teachers under contract in the Pleasant Valley District. It is important to note that 65% of the teachers have a master's degree and/or graduate hours beyond their master's degree and that 89% of the teaching staff has taught five years or more. The



development of life-long learners is a key strategic goal. The District models this expectation in the selection, professional development, and retention of its faculty and staff. Since quality teaching is the single most important variable a district can influence, Pleasant Valley provides:

- A rigorous two-year mentoring program for all beginning teachers
- Ongoing professional development
- An emphasis on the study and acquisition of "best practice" in the field of education

- Encouragement toward the pursuit of advanced degree work

Bridgeview Elementary School

Bridgeview School is located in the "heart" of LeClaire and is very near the many residential subdivisions. There are 386 students enrolled in Bridgeview School in kindergarten to 6th grade. The student/teacher ratio is 15.5.



Cody Elementary School



Cody Elementary School is located on the north side of LeClaire in a quiet rural setting. There are 370 students enrolled in kindergarten to 6th grade. The student/teacher ratio is 14.9.

Pleasant Valley Junior High School

The Pleasant Valley Junior High School is a beautiful new facility that just recently opened on the west side of LeClaire. There are 789 students, who are enrolled in the 7th and 8th grades. The student/teacher ratio is 15.6. There are numerous opportunities for sports and extra curriculum activities.



Pleasant Valley High School

There are 1,414 students in grades 9th, 10th, 11th, and 12th, who attend classes at the Pleasant Valley High School, which is a 12 to 15 minute drive to the south of LeClaire. The student/teacher ratio is 16.9. The PV High School has consistently been one of the highest ranked high schools in the State of Iowa.

The Pleasant Valley Community School District has a strong tradition of support from the communities and the patrons served. Many recent improvements have been made to the School facilities. The District is a member of the Mississippi Athletic Conference and offers a variety in both clubs and sports. Some of the activities include:

- Ambassadors Program
- Art Club
- Astronomy Club
- Badminton Club
- Book Club Ceramics Club
- Chess Club
- Computer Science Club
- Drama Club

- Dungeons & Dragons
- Environmental Club
- Fellowship of Christian Athletes (FCA)
- French Club
- Future Physicians of America
- Garden Club
- Girls Learn International
- March for Our Lives QC Club
- Model United Nations Club
- PV ESPORTS
- PV Math Team
- Scholastics Bowl
(Academy/History/Science)
- Shining Stars
- Social Committee
- Spartan Assembly
- Speech Club
- Stock/Economics Club
- Students for Political Action
- Thespians
- Trapshooting
- Ultimate Frisbee Club
- UNITE Club
- Women In STEM
- Writer's Club



Students also have the opportunity to participate in the following sports:

- Cross Country
- Football
- Swimming
- Volleyball
- Basketball
- Bowling
- Wrestling
- Golf
- Soccer
- Tennis
- Track & Field
- Baseball
- Softball
- Cheerleading
- Trap Team
- Platinum Dance



The School District is a Class 4A for some sports, when there are four divisions, and Class 3A, when there are five divisions. To learn more about the Pleasant Valley Community School District, visit the website: www.pleasaval.org.

Colleges and Universities

While LeClaire does not have institutions of higher education within the city, it has good accessibility to many community colleges, four-year colleges, and universities, including:

- Augustana College (Private) – Rock Island, IL
- Black Hawk Community College (Public) – Moline, IL
- Hamilton Technical College (Public) – Davenport, IA
- Palmer Chiropractic College (Private) – Davenport, IA
- St. Ambrose University (Private) – Davenport, IA
- Scott Community College (Public) – Bettendorf, IA
- Western Illinois University (Public) – Moline, IL

Private Schools and Preschool

LeClaire residents also have access to two private high schools and four private elementary schools in nearby Davenport and Bettendorf. Kiddie Karrasel Academy is a licensed preschool program on North Cody Road in LeClaire.

Area Attractions & Recreational Opportunities

LeClaire is uniquely located in an area that features a wide variety of attractions and recreational facilities. The City of LeClaire is adjacent to the large metro area that is nationally known as Quad Cities USA. This metro area is made up of Davenport, Bettendorf, Moline, Rock Island and East Moline and many nearby communities. It is home to over 400,000 people and numerous business, industries, and attractions. Some of the many attractions include:



- John Deere Pavilion
- Quad City Storm Hockey Team

- Quad City Bandits Baseball Team
- Black Hawk State Historic Site
- Butterworth Center Garage
- Cody Homestead Site
- Colonel Davenport Historical Site
- Deere-Wiman House
- German American Heritage Center
- Mississippi Valley Blues Society
- Olde St Ann's Church
- Quad Cities Convention & Visitor Bureau
- Rock Island County Forest Preserve
- Adler Theatre
- Sunset Lakes Resort
- Quad Cities International Airport
- North Park Shopping Mall



- South Park Shopping Mall
- Niabi Zoo
- Numerous Restaurants
- Many public golf courses
- Health Clubs & Gyms
- Numerous Lodging Facilities
- Davenport Art Museum
- Rhythm City Casino
- Jumers Casino & Lodge



Duties and Responsibilities of the Position of City Administrator

The mayor and city council have developed a revised job description/ordinance creating the city administrator position. A copy of the ordinance is attached to this community and position profile.

Management Style

The City would prefer to work with candidates who exemplify the following management style attributes:

- Fair and equitable with people
- Trust the employees, but hold them accountable
- Ability to handle conflict and stress
- Professional, respectful, and motivated
- Team builder and team player
- Problem solver and creative thinker
- Maintain open communication and provide clear directives
- Ability to guide and assist city employees, but not micro- manage them
- "Open door" kind of management style
- Strong leader with vision and ability to communicate that vision

Personality Traits

The City of LeClaire is seeking candidates with the following personality traits:

- Go getter and self-starter
- Responsive and calm
- Possess empathy and compassion
- Personable, outgoing, and friendly
- Open minded with a sense of humor
- Possess good communication skills
- Sets a positive example for employees
- Organized and possess strong work ethic
- Patient, even- tempered, and tactful
- Approachable and possess good "people skills"
- Honest, straightforward, ethical, and trustworthy
- Respectful of people and willing to consider different perspectives
- Good listener and responsive to people

Capital Improvement Projects

The City of LeClaire has developed a capital improvements plan (CIP) for future projects and purchases. The city administrator will be required to monitor and update the CIP, as needed. The City recently issued \$9,500,000 in general obligation bonds to finance some of the projects listed in the CIP, such as:

- Wisconsin Street Improvement Project – Cody Road to 15th Street
- City's 20% share for the Build Grant
- Riverfront & Marina District and Phase II Projects
- Holland Street Improvement Project
- Two fire trucks
- Public Works Department equipment
- Various street maintenance overlay projects



The city administrator will also be asked to guide and assist the City with numerous capital improvement projects over the next several years. These capital projects include:

- Park improvement projects
- Various street reconstruction projects
- Bridge improvements and replacements
- Trail loop projects
- Recreation Splash Pad
- Recreation Center Project
- Plaza Project – City Hall & Library
- Continue discussions with the Iowa DOT regarding the I-80 Bridge Project



Upcoming Administrative Tasks, Programs, and Studies

The city administrator may also be asked to coordinate and facilitate the following administrative tasks and endeavors:

- Update the Employee Handbook
- Continue the Annual Review of the Capital Improvements Plan (CIP)
- Update the City Code of Ordinances
- Update City Employee Job Descriptions
- Implement an Employee Performance Evaluation System
- Feasibility Study – Part Time Recreation Director
- Storm Water Drainage Study
- Implementation of the Mercer Group Study recommendations
- Review and possible upgrade of city accounting system
- Set up Cross Training of City Employees
- Completion of the Update of the City Website
- Conversion of City Documents to Electronic Format
- Negotiate AFCME and Teamsters Collective Bargaining Agreements

Announcement/Advertisement

City Administrator, LeClaire, Iowa. (Population – Approximately 4,700). Progressive and growing community in east central Iowa, located at the junction of U.S. Highway 67 and Interstate 80 adjacent to the Mississippi River and just north of the Quad Cities Metro Area in Scott County, is seeking an energetic leader for the position of city administrator.

Salary range is \$85,000 to \$105,000, depending upon qualifications, with a full range of benefits. The city administrator directly oversees the following municipal departments: city hall, wastewater, streets, parks & recreation, police, code enforcement, zoning, and finance, which includes 23 full time and 7 part time employees and the current annual operating budget (less transfers) of \$8.0 million and capital projects of \$5.9 million.

The city administrator is also responsible for supervision of contracts, oversight of city property, oversight of capital improvement projects, and keeping the five member city council and mayor fully advised of the city's financial condition and overall future needs.

Qualifications include a four- year college degree in public administration, business administration, finance, or related field and five to ten years of experience in a public sector management position, with an emphasis on city finance, budget development, labor relations, strategic planning, and economic development.

Potential candidates can view a community & position profile on the City's website (www.leclaireiowa.gov), after it has been posted on October 5, 2020. Application materials requested include: cover letter, resume, salary history, and five work related references.

Applications will be accepted until the position has been filled with the first review of applications on October 28, 2020. Confidential applications should be sent to Patrick Callahan, c/o Callahan Municipal Consultants, LLC, 417 Kaitlynn Avenue, Anamosa, Iowa 52205 or send to leclaire.ia.applications@gmail.com.

Tentative Time Table for Search Process

It is the City's intent to conclude the search process as expediently as possible with the goal of offering the position to the selected candidate by November 23rd. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

| | |
|--|---------------|
| 1. Deadline for applications..... | October 28 |
| 2. Zoom interviews of selected candidates..... | November 9 |
| 3. Notification of finalists for the position..... | November 10 |
| 4. Candidates' day to tour the community and meet the city department heads, mayor, and council members..... | November 20 |
| 5. The mayor and council members conduct interviews..... | November 21 |
| 6. City council approval of an offer of employment..... | November 23 |
| 7. Proposed starting date of employment, if mutually agreeable..... | January, 2021 |

CHAPTER 18

CITY ADMINISTRATOR

18.01 Purpose
18.02 Appointment
18.03 Term of Office

18.04 Compensation
18.05 Nature of Work
18.06 Roles, Expectations, Powers, Duties and Responsibilities

18.01 PURPOSE. The purpose of this chapter is to create the office of City Administrator of the City of LeClaire, Iowa and to prescribe the duties of said office.

18.02 APPOINTMENT. A search committee shall be formed at the Mayor's direction whenever necessary to select a City Administrator. The search committee shall consist of the Mayor, two (2) City Council members, and two (2) private citizens of LeClaire. The Council and citizen members of the Committee shall be nominated by the Mayor subject to City Council confirmation. The search committee shall interview, screen and recommend a list of finalists. The Mayor and full Council will then have the opportunity to conduct finalist interviews after which the Mayor will select one candidate from the finalists and recommend that person to the Council for approval. If the Council approves, that person shall serve as City Administrator. If the Council does not approve that choice, the Mayor may select another from the finalists for approval by the Council until the Council approves one, or, if necessary, the selection process shall begin anew. Each Council member shall receive copies of all resumes received and can provide comments to the committee throughout the search and appointment process.

18.03 TERM OF OFFICE. Unless the City Administrator has an employment contract, the City Administrator shall serve as an at-will employee in said capacity at the pleasure of the City Council and shall be removed from office only by at least two-thirds (2/3) majority vote of the City Council. The City Administrator may terminate his or her employment with the City Council, subject to the terms of any existing contract agreements, if any. Either the Mayor or any member of the City Council may initiate the removal of the City Administrator.

18.04 COMPENSATION. The compensation of the City Administrator shall be in such amount as may from time to time be fixed by resolution of the City Council.

18.05 NATURE OF WORK. Under the general direction of the Mayor and the City Council, the City Administrator shall be responsible for the operational administration of all City affairs, including supervision of all City department heads and functions, direct supervision of the City Administrator's office and coordination of special projects.

The City Administrator shall plan, direct, coordinate and manage the various services, activities and policies set forth by the Mayor and City Council in accordance with the City's Municipal Code. The nature of the work performed require the City Administrator to establish and maintain effective working relationships with the Mayor, City Council, city employees, business and community groups, State and Federal officials, representatives of the media and the public. The principle duties are performed in a general office environment.

1. The City Administrator shall implement policy directives promulgated by the Mayor in the Mayor's executive capacity and City Council in its legislative capacity, organize the work of the departments through the department heads, develop the staff needed to do the work, set priorities, and make sure that all work is done to a high standard of quality and performance.

2. The City Administrator is directly responsible to the Mayor and City Council for the administration of municipal affairs as directed and is the agent of the City Council and Mayor in all that is done. All departmental activity requiring the attention of the Mayor and City Council shall be brought before the body by the administrator, and all Council involvement in administration initiated by the Mayor and City Council must be coordinated through the City Administrator.

These responsibilities are extensions of those of the elected officials and as such are done in close cooperation and coordination with those officials.

18.06 ROLES, EXPECTATIONS, POWERS, DUTIES AND RESPONSIBILITIES. The following, although not fully inclusive, are considered to be the roles, expectations, powers, duties, and responsibilities of the City Administrator:

1. Supervise enforcement and execution of all Municipal laws, resolutions, Council policies and directives.
2. Recommend to the City Council any measure necessary or expedient for the good and welfare of the City.
3. Supervise and direct the official conduct of all City officers with the exception of police department personnel.
4. Supervise the performance of all contracts for work to be done for the City and may negotiate and authorize formal contract change orders on behalf of the City where the "net increase" for any one change order does not exceed \$10,000 and where the sum total of all change orders associated with one specific project does not exceed 10% of the original contract amount in contracts of \$100,000 value or more. (Ord. #612 1/20/03)
5. Supervise the construction, improvement, repair, maintenance and management of all City property, capital improvements and undertakings of the City.
6. Cooperate with all administrative agencies or boards.
7. Keep the City Council fully advised on the financial and other conditions of the City, and of its future needs.
8. Conduct the business affairs of the City and cause accurate records to be kept by modern and efficient accounting methods.
9. Administer oaths of office as prescribed by law in the absence of the City Clerk.
10. Have direct financial management over all City departments.
11. Have direct management responsibility over all City departments except the police department.
12. Be responsible for the preparation of the City's annual operating and capital improvements budget and purchasing for all City departments and as directed by the City Council.
13. Supervise and coordinate the actions of the City's consulting engineers and all departments as directed by the City Council.
14. Supervise and coordinate the actions of the City Attorney and all departments as directed by the City Council. The City Attorney shall review all contracts, ordinances, and other agreements before signature or approval, and any deviation from his suggestions shall be communicated to the Council before any form of consideration by the Council.
15. Formulate policy with the approval of the City Council within the framework of the ordinances of the City of LeClaire and the laws of the State of Iowa.
16. Serve as liaison between the City Council and independent commissions, other public bodies, City departments, etc.
17. Maintain personnel relations in the best interests of the City.
18. Summarily and without notice, investigate or cause to be investigated the affairs and conduct of any City department, agency, officer or employee either under his or her direct or indirect supervision.

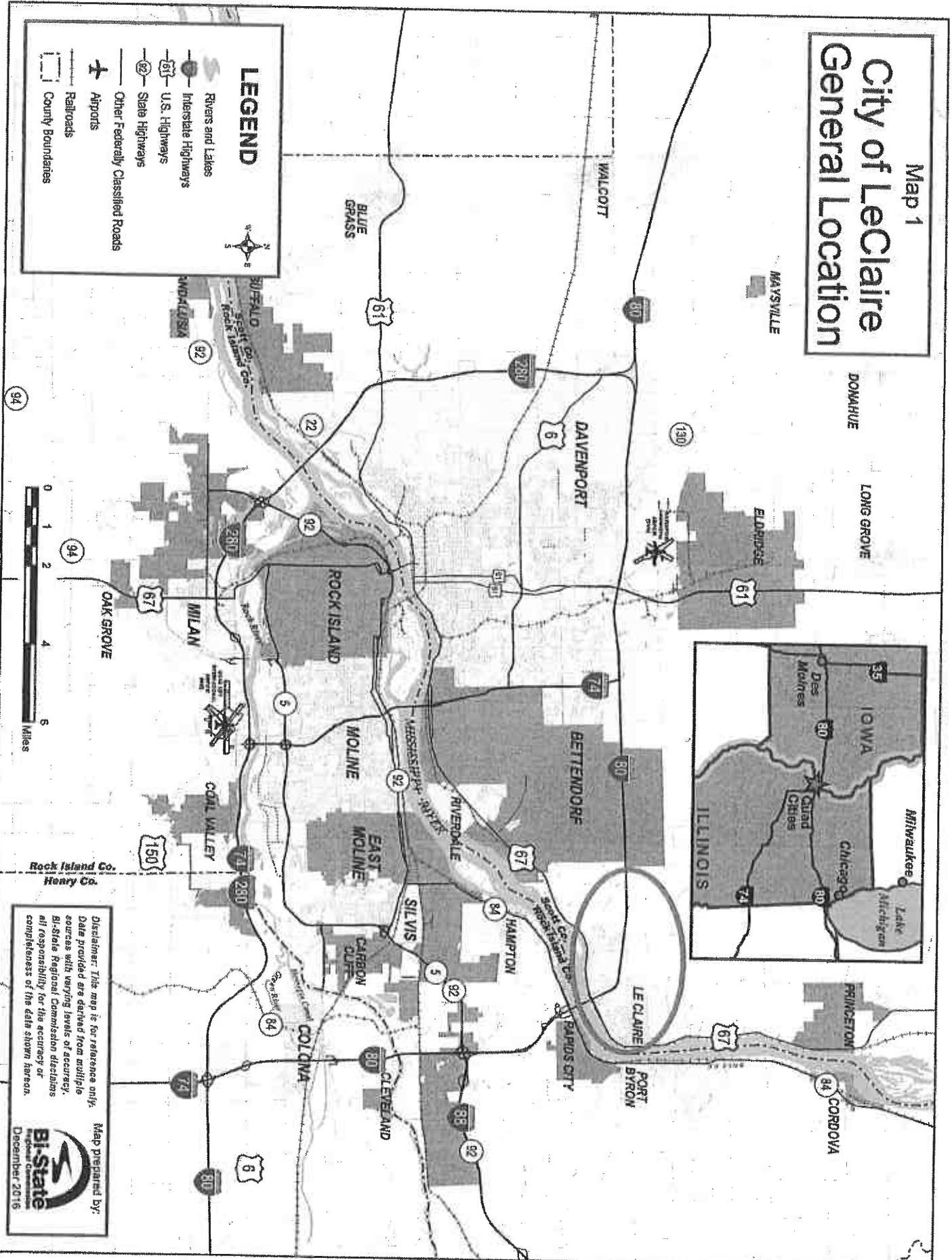
19. Employ and remove City employees in accordance with Council approved policies, except community protection personnel. The Mayor shall be consulted with respect to City Hall employees prior to any actions.
20. Study possible joint arrangements with municipal boards and commissions, make recommendations for such arrangements as are mutually acceptable, and coordinate these activities as agreed upon.
21. Assist the Mayor in his or her Mayoral duties as requested by the Mayor.
22. Assist the Council and the Planning and Zoning Commission in the carrying out of the comprehensive plan and assist in all other forms of planning within the City Government.
23. Act for the City in the exercise and execution of all policies and programs whereby the City is involved on a joint basis with any other governmental subdivision, including any subdivision of the government of the State of Iowa or the United States of America
24. As needed, nominate, for Council appointment, a City Clerk to perform the duties of the Administrator in his or her absence and to perform such other duties assigned by the City Administrator.
25. Cause to have maintained and updated an inventory system of all municipal properties.
26. Keep apprised of grants that may be available to the City and recent legislation affecting the City and aggressively apply for available grants with the assistance of department heads for subject matter and justification.
27. Administer documentation of claims to current grants.
28. Draft routine ordinances and amendments including penalty provisions, if appropriate, with review and assistance by the City Attorney. Answer inquiries on all.
29. Oversee the construction of supporting documentation, resolutions, repayment schedules, etc. for new bonds issued.
30. Meet with citizens and representatives of governmental or other organizations who work with or for the City.
31. Keep apprised of recent legislation affecting the City.
32. Be responsible for research and analysis for projects and prepare preliminary data for municipal finance committee and budget meetings.
33. Be responsible for the employment of and termination of all City personnel (excluding Police Department personnel and Library Director) in accordance with those standard procedures and policies in effect now or as may hereafter be adopted by the City Council.
34. In the absence of the City Clerk, assume those duties and responsibilities of that position as required by law and as required by the City Council.
35. Possess a degree in Business Administration, Public Administration or a Council-approved equivalent and participate in annual continuing professional education on subjects applicable and beneficial to LeClaire. Must be a LeClaire resident within 6 months of employment.
36. Coordinate with the Mayor in his or her official responsibilities and act immediately to institute whatever actions are deemed necessary on behalf of the City during times of emergency to minimize the loss of life and property and to restore and resume normal City operations and functions as quickly as possible; sign and file documents with the Iowa Emergency Management Division (EMD), or its successors, for the purpose of obtaining Federal/State financial assistance under the Disaster Relief Act (PL 93-288, as amended) or otherwise available from the President's Disaster Relief Fund etc., and the Code of Iowa, Chapter 29C, as amended.
37. Perform such other duties as may hereafter be directed by the Mayor or Council.

38. Be responsible for and administer annual formal evaluations of all City personnel if such a program is adopted by the City Council except for the Police Department which evaluations shall be administered by the Chief of Police and the Mayor.

39. In the absence of a Human Resources director provide such services as needed with regard to benefit programs offered by the City, employee understanding of same, and periodic updating the Employee manual, as needed.

40. Prepare draft City Council and Committee of the Whole agendas for approval by the Mayor.

Map 1 City of LeClaire General Location



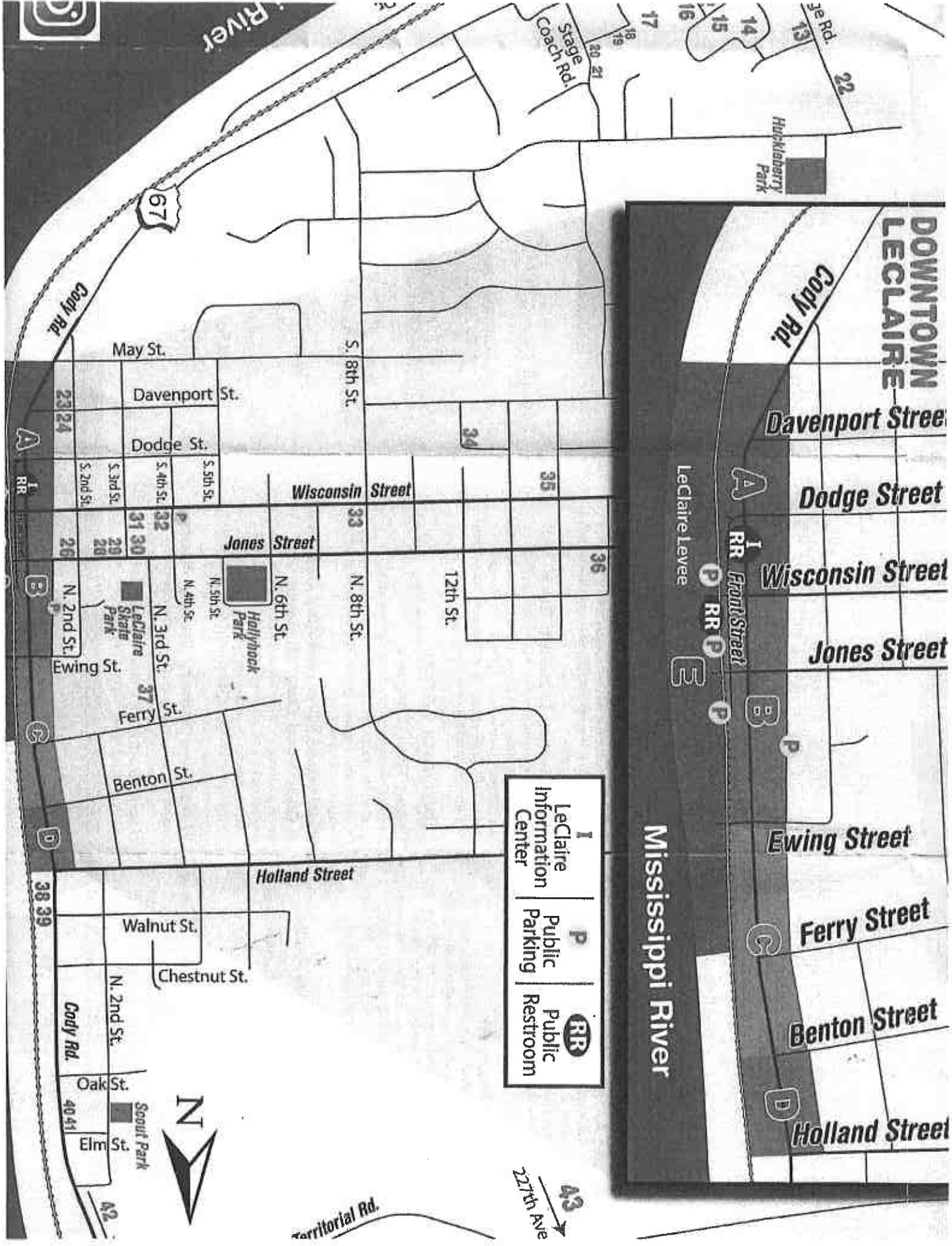
LEGEND

- Rivers and Lakes
- Interstate Highways
- U.S. Highways
- State Highways
- Other Federally Classified Roads
- Airports
- Railroads
- County Boundaries



Disclaimer: This map is for reference only. Data provided are derived from multiple sources with varying levels of accuracy. Bi-State Regional Commission disclaims all responsibility for the accuracy or completeness of the data shown herein.

Map prepared by:
Bi-State
Regional Commission
December 2016



**DOWNTOWN
LECLAIRE**

Cody Rd.
Davenport Street
Dodge Street
Wisconsin Street
Jones Street
Ewing Street
Ferry Street
Benton Street
Holland Street

Mississippi River

| | |
|-----------|-----------------------------------|
| I | LeClaire Information Center |
| P | Public Parking |
| RR | Public Restroom |



43
227th Ave

Territorial Rd.

67

A

RR

B

C

D

P

RR

LeClaire Levee

RR
Front Street

P

P

P

P

P

P

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P



Scout Park

LeClaire
Skate
Park

Hollyhook
Park

Hucklberry
Park

Stage
Coach Rd.

3rd Rd.

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May St.

Davenport St.

Dodge St.

Wisconsin Street

Jones Street

Ewing St.

Ferry St.

Benton St.

Holland Street

Walnut St.

Chestnut St.

Cody Rd.

Oak St.

Elm St.

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ANTIQUES / COLLECTIBLES / VINTAGE / RETRO

24. Antique Archaeology
1181 Davignon St.

A. Aunt Hattie's Fanciful Emporium
102 S. Coody Rd. • 563-289-2228

B. Black Crow Salvages
127 N. Coody Rd. • 563-505-1463

C. Decades
621 N. Coody Rd. • 309-314-7702

B. Grasshoppers' Barn
200 N. Coody Rd. • 563-289-4652

43. Memory Lane Antiques
26610 • 226th St. • 563-289-4605 • 346-6329

D. Mississippi Cottage Antiques
606 N. Coody Rd. • 563-289-1515

A. Picker's Paradise Flea Market & Antiques
(Open May-October)
110 S. Coody Rd. • 563-289-2228

ATTRACTIONS

24. Antique Archaeology
1181 Davignon St.

B. Boat Launch
LeOlin Levee

E. Buffalo Bill Museum / Lone Star Steamer
199 N. Front St. • 563-289-5680

C. Drift Away Studio
400 N. Coody Rd. • 563-726-5638

B. Green Tree Brewery
309 N. Coody Rd. • 563-729-1164

B. Mississippi River Distilling Co. & Coody Road Cocktail House
303 N. Coody Rd. • 563-484-4342

E. Picnic Pavilion w/Kitchen
563-289-4242 X0

E. Riverboat Twilight
1-800-331-1467 • riverboat@twilight.com

E. Scott County Freedom Rock
South end of LeOlin Levee

E. Tug Fest Tug Pitt. / Luptest.com
106 N. Coody Rd. • 563-289-2509

E. Wide River Winery Tasting Room
106 N. Coody Rd. • 563-289-2509

CHURCHES

E. Riverside Foursquare Church
302 N. Coody Rd. • 563-289-7712

34. First Presbyterian Church
200 S. 12th St. • 563-289-4871

33. Hope Church
709 Wisconsin St. • 563-289-4650

35. LeClaire Baptist Church
1326 Wisconsin St. • 563-289-4191

42. Our Lady of the River Catholic Church
28210 • 226th St. Place • 563-289-5736

44. Our Savior Presbyterian Church
22530 • 240th Ave. • 563-289-4959

CITY & GOVERNMENT

LeClaire Chamber of Commerce
Info@leclairchamber.com • 563-289-9970

32. LeClaire City Hall
323 Wisconsin St. • 563-289-4242 X0

B. LeClaire Information Center
117 S. Coody Rd. • 563-289-4242 X6135
info@leclairchamber.com • info@leclairchamber.com

31. LeClaire Community Library
323 Wisconsin St. • 563-289-4242 X4

30. United States Postal Service
310 Jones St. • 563-289-4785

EMERGENCY 911

36. LeClaire Fire Department
201 N. 15th St. • 563-289-4242 X5

A. LeClaire Police Department
306 S. Coody Rd. • 563-289-4242 X1

B. Medic EMS
107 N. Coody Rd. • 563-289-2726

EVENT CENTERS / MEETING ROOMS / CLUBS

15. Comfort Inn & Suites Riverview
912 Mississippi View Ct. • 563-289-4747

4. Holiday Inn Express
1201 Canal Shore Dr. • 563-289-9978

A. LeClaire Civic Center
127 S. Coody Rd. • 563-349-4403

A. Masonic Temple - Snow Lodge 44
113 S. Coody Rd.

B. Mississippi River Distilling Co. Event Center
305 N. Coody Rd. • 563-484-4342

FOOD & DRINK

9. Star Stubbe Bar & Grill
1001 Canal Shore Dr. SW • 563-289-2121

40. Big Dave & Holly's
12102 N. Coody Rd. • 563-289-4070

9. The Blue Iguana Mexican Cantina
201 N. Coody Rd. • 563-729-1015

20. Breakfast at Berries
1295 Eagle Ridge Rd. • 563-729-1374

25. The Crane & Pelican Café
127 S. 2nd St. • 563-289-8774

B. The Faithful Pilot Café & Spirits
117 N. Coody Rd. • 563-289-4158

B. Happy Joe's Pizzeria & Ice Cream
119 N. Coody Rd. • 563-289-9305

5. Hungry Hobo
1109 Canal Shore Dr. • 563-289-1506

28. the little deli
204 Jones St. • 563-289-1905

10. McDonald's
1403 Eagle Ridge Rd. • 563-289-4601

B. One Twenty Nine - Coffee-Wine-Spirits
129 N. Coody Rd. • 563-729-1035

B. Pele's - Coffee
101 N. Coody Rd. • 563-970-0546

7. Pizza Hut - Carry-Out Only
1005 Canal Shore Dr. SW • 563-289-1526

38. Riverview Road House
701 N. Coody Rd. • 563-289-9869

D. Royal Tea
316 N. Coody Rd. • 563-289-1768

19. Slagle Foods - Groceries
1301 Eagle Ridge Rd. • 563-289-4181

17. Steventon's Restaurant
1399 Eagle Ridge Rd. • 563-289-9660

18. Subway
1303 Eagle Ridge Rd. • 563-289-1801

C. The Tasty Café
540 N. Coody Rd. • 563-729-1401

B. Wide River Winery Tasting Room
106 N. Coody Rd. • 563-289-2509

A. What BBQ & Bar
106 S. Coody Rd. • 563-289-3747

38. Carry-Out Only
701 N. Coody Rd. • 563-289-0092

FOOD & DRINK - SPECIALTY

5. Bela
215 N. Coody Rd. • 563-650-0063

B. Grasshoppers' Gifts, Antiques & Wine
208 N. Coody Rd. • 563-289-4652

B. Green Tree Brewery
309 N. Coody Rd. • 563-729-1164

B. Kernal Cody's Popcorn Shoppe
125 N. Coody Rd. • 563-288-2060

B. LeClaire Canning Company
114 N. Coody Rd. • 563-285-8226

B. LeClaire Olive Oil Co.
123 S. Coody Rd. • 689-256-1867

B. Mississippi River Distilling Co. & Coody Road Cocktail House
303 N. Coody Rd. • 563-484-4342

A. The Shameless Chocolate
101 S. Coody Rd. • 563-289-1339

GAS STATIONS / CONVENIENCE STORES

29. Casey's General Store
210 Jones St. • 563-289-1301

41. Coody Mart Liquor & Gas
1220 N. Coody Rd. • 563-729-1028

A. Weather Hubbard's Cupboard BP Gas / Laundry
212 S. Coody Rd. • 563-289-5093

10. QC Mart Convenience Store
1403 Eagle Ridge Rd. • 563-289-1275

GOLF COURSE

1. Pebble Creek
3851 Forest Grove Dr. • 563-352-9469

LODGING

15. Comfort Inn & Suites Riverview
902 Mississippi View Ct. • 563-289-4747

B. Grasshoppers' Guest House
303 S. 2nd St. • 563-289-4652

F. Grasshoppers' Too
220 N. Coody Rd. • 563-289-4652

4. Holiday Inn Express
1201 Canal Shore Dr. • 563-289-9978

26. Lathier Bed & Breakfast
127 N. 2nd St. • 563-289-5747

C. LeClaire River Chateau
402 N. Coody Rd. • 563-320-2931

B. LeClaire River Loft
114 N. Coody Rd. • 563-210-2991

C. The Old Mill Guest House
419 N. Coody Rd. • 309-314-7702 • 309-314-2800

C. Captain's Quarters In the Old Mill Guest House
419 N. Coody Rd. • 309-314-7702 • 309-314-2800

45. Pelican's Crossing
28388 229th St. • 563-289-3410

14. Super & Motel
1552 Welcome Center Dr. • 563-289-5888

B. Wide River Winery Inn
106 N. Coody Rd. • 564-242-9878

MEDICAL

C. Dr. Cynthia Chiropractic Care
419 N. Coody Rd. • 563-271-0226

A. Genesis Health Group
200 S. Coody Rd. • 563-421-9740

B. Genesis Physical Rehabilitation
1003 Canal Shore Dr. • 563-289-2100

6. Kitzman Chiropractic & Acupuncture
1101 Canal Shore Dr. • 563-289-2186

A. LeClaire Family Dentistry
1263 S. Coody Rd., Suite A • 563-289-3249

A. Riverside Family Eye Care
1205 S. Coody Rd. • 563-289-2020

6. River View Dental Specialists
1111 Canal Shore Dr. • 563-365-1034

22. Shepherd-Kautz Chiropractic
700 Eagle Ridge Rd. • 563-289-5242

PARKS / MARINAS

3. Grace Marline / The Captain's Quarters
1211 Canal Shore Dr. SW • 563-289-5650

2. Green Gables Marina
2315 Canal Shore Dr. SW • 563-289-5652

Hollyhook Park
201 N. 8th Street

Huckleberry Park
501 Huckelberry Lane

37. LeClaire Rec Center
429 N. 3rd St. • 563-289-4242 X0

LeClaire Skate Park
425 N. 3rd St.

E. Levee

E. Picnic Pavilion w/Kitchen
563-289-4242 X0

Riverside Park at Royal Tea
316 N. Coody Rd. • 563-289-1768

Scout Park
1088 N. 2nd St.

RIVER PILOT HOMES

25. Dawley House
(Crane & Pelican Café)
127 S. 2nd St.

B. McGaffrey House
(Grasshoppers Gifts)
208 N. Coody Rd.

C. Mill House (Old Mill Guest House)
419 N. Coody Rd.

SERVICES

16. Ascentive Credit Union
969 Mississippi View Ct. • 563-395-0152

A. Blackhawk Bank & Trust
323 S. 2nd St. • 563-289-4921

21. First Central State Bank
1291 Eagle Ridge Rd. • 563-289-2255

6. Foxhall Hair Lounge
1101 Canal Shore Dr. • 563-289-2441

B. Hair Consultants
103 N. Coody Rd. • 563-289-5410

20. La Vie Hair Lounge
1293 Eagle Ridge Rd. • 563-729-1051

39. LeClaire Auto Service
717 N. Coody Rd. • 563-289-4894

11. Snap Fitness 24/7
1405 Eagle Ridge Rd. • 563-289-2700

12. Super Wash Car Wash
960 Mississippi View Ct. • 563-289-2785

A. Zaribas Salon & Day Spa Services
110 S. Coody Rd. • 563-289-5754

SHOPS

24. Antique Archaeology
1181 Davignon St.

B. Artswork
221 N. Coody Rd. • 563-289-3316

A. Aunt Hattie's Fanciful Emporium
102 S. Coody Rd. • 563-289-2228

B. Bamboo Baby Boutique
322 N. Coody Rd. • 563-289-1509

B. Bela
215 N. Coody Rd. • 563-650-0063

B. Black Crow Salvages
127 N. Coody Rd. • 563-505-1463

B. Daffodil Row
217 N. Coody Rd. • 563-823-5588

C. Decades
621 N. Coody Rd. • 309-314-7702

C. Drift Away Studio
400 N. Coody Rd. • 563-726-5638

C. Dwellings
414 N. Coody Rd. • 563-289-5038

A. Expressions In Threads
208 S. Coody Rd. • 563-289-1447

13. Grace Marline
905 Eagle Ridge Rd. • 563-289-5050

B. Grasshoppers' Gifts, Antiques & Wine
208 N. Coody Rd. • 563-289-4652

A. Isahel Bloom Handcrafted Sculpture
103 S. Coody Rd. • 563-729-1889

B. Lath's Designs & Home Decor
110 N. Coody Rd. • 563-289-3359

D. Mississippi Cottage Antiques
606 N. Coody Rd. • 563-289-1515

B. Razzleberries Gifts
227 N. Coody Rd. • 563-289-2902 • 526-5838

B. Ullmar's Nest
316 N. Coody Rd. • ullmar@snailmail.com

B. Unique Creations & Sassy Prints Boutique
118 N. Coody Rd. • 309-507-2929



Monticello, Iowa

CITY MANAGER EXECUTIVE SEARCH

PROPOSAL



October, 2020

Next Move Group's Mission

Next Move Group exists to create economic growth for small to mid-sized companies, communities, and nonprofit organizations.

Check out our website to learn about our mission: www.thenextmovegroup.com

Next Move Group
We Are Jobs

NEWS SITE SELECTION EXECUTIVE SEARCHES ECONOMIC DEVELOPMENT PRODUCTS PODCAST CHANNEL ABOUT/CONTACT US CALL US TODAY (800) 764-3105

JOIN OUR MOVEMENT TO GROW THE AMERICAN ECONOMY

Which Focuses on Creating Economic Growth for **Small to Mid-Sized** Companies, Communities, and Non-Profit Organizations

LEARN MORE ►

We are Driven to Create Economic Growth for Small to Mid-Sized Companies, Communities, and Nonprofit Organizations Because We Believe They are Vital to the American Economy

As We Choose to Be a Leader in Helping Small to Mid-Sized Companies Secure the Same Tax Incentives Large Companies Leverage to Create Jobs

And, We Recognize the Importance Small to Mid-Sized Communities and Small to Mid-Sized Nonprofits, Including Those in Large Metro Areas, Play in Creating Economic Growth

Why is our mission to create economic growth for small to mid-sized companies, communities, and nonprofit organizations?

When our Co-Founder Chad Chancellor was 9 years old, his small town was crushed economically, and his dad lost his job when Sunbeam moved a blanket factory from his hometown to China. Ever since, he has been passionate about helping small towns create economic growth, so others don't have to go through the pain he saw in his town.

Our other Co-Founder Alex Metzger was raised in a mid-sized community by an entrepreneurial family. His family owned meat processing facilities from the 1920s through the 1990s. Metzger saw them eventually exit this market as Wal-Mart and other big box retailers put them out of business. Ever since, he has been passionate about helping small to mid-sized companies create economic growth due to seeing the economic realities of how times are always changing.

What services do we offer to pursue our mission to create economic growth for small to mid-sized companies, communities, and nonprofit organizations?

We do executive searches for small to mid-sized cities/counties, economic development organizations, and nonprofit organizations. We do site selection consulting for small to mid-sized manufacturers, food processors, and distribution companies. And, we offer marketing products to small to mid-sized communities.



Top 4 Reasons to Partner with Next Move Group for this Search

1. **WE FOCUS ON HIRING "PRO-DEVELOPMENT" MINDED CITY MANAGERS.** In addition to city manager executive searches, we also do executive searches for economic development organizations and site selection work for small to mid-sized food processing, distribution, agribusiness, and advanced manufacturing companies. Typically, city managers are either on the economic development boards of the searches we do, or we interact with them through the permitting process for high-tech, manufacturing, or distribution facilities we site.

This real-world experience dealing with city managers allows us to preview them, in action. Given our mission is to create economic growth for small to mid-sized companies, communities, and nonprofit organizations we believe a "pro-development" minded city manager can make a huge difference in a community, so if you partner with us for this search, we will reach into our database of city managers and find you a "Pro-Development" minded professional.

Watch Our CEO Explain this Advantage (1 minute, 45 seconds)
<https://vimeo.com/352938826>



A sampling of our site selection clients includes (we represent small to mid-sized companies with our average project creating between 50-200 jobs, through this process and our economic development executive searches we meet the country's most "Pro-Development" minded city managers):



Top 4 Reasons to Partner with Next Move Group for this Search, continued....

2. OUR CLIENTS CONSTANTLY TELL US THEY LOVE HOW EASY AND CONVENIENT OUR VIDEO INTERVIEW PROCESS FOR THEM.

We record 2 to 3-minute video interviews with all the candidates who apply so you can watch in the comfort of your home or office to preview these people before you spend a penny bringing them to your community. These are designed to be easy and convenient for you. We ask candidates 3 questions, 1) Tell us about yourself; 2) Why do you want this job, 3) Describe your qualifications for this job.

You then get to watch these on your iPad, iPhone, or computer while in the comfort of your own home or office at a convenient time and place for you.

How the video interviews will be delivered to you:



3. WE REDUCE YOUR RISKS MORE THAN OUR COMPETITORS. HOW?

We see communities make a huge mistake whether doing a search on their own or using one of our competitors. The mistake is not doing background checks on candidates BEFORE you interview them in person.

- We conduct credit and criminal background checks on everyone you will interview **BEFORE** you interview them. Our competitors typically conduct these checks only on the candidate you wish to name as your finalist.
 - How does this reduce your risk?
 - If we find a candidate has an issue in their background, let's use a DUI for an example, we want to know this before you interview them.
 - A) you can decide to eliminate them if you find the issue to be a deal killer
 - or B) we can ask the candidate about it directly in the interview
 - Either way, you are aware of this issue before members of your search committee meet the candidate and "fall in love with them."
 - If you wait and learn an issue after you chose a candidate as your finalist, you run the risk of being embarrassed if you find an issue as your community leaders will have already made up they want a certain candidate, then you have to explain to them why you eliminated this person.

| NW, SSN, 7yr Counties, MVR, Emp Credit | | |
|--|----------------------------|-----------|
| Search ID | Service | Status |
| 2230484 | Driving History (MVR) | ALERT |
| 2230473 | Employment Credit Report | COMPLETE |
| 2230472 | SSN Trace | COMPLETE |
| 2230476 | County Criminal Search | NO RECORD |
| 2230475 | County Criminal Search | NO RECORD |
| 2230474 | Nationwide Criminal Search | NO RECORD |

Don't take an unnecessary risk, run background checks on candidates before you interview them.

Top 4 Reasons to Partner with Next Move Group for this Search, continued....

4. WE ARE THE MOST AGGRESSIVE DIRECT NETWORKING FIRM IN THE CITY MANAGER EXECUTIVE SEARCH SPACE.

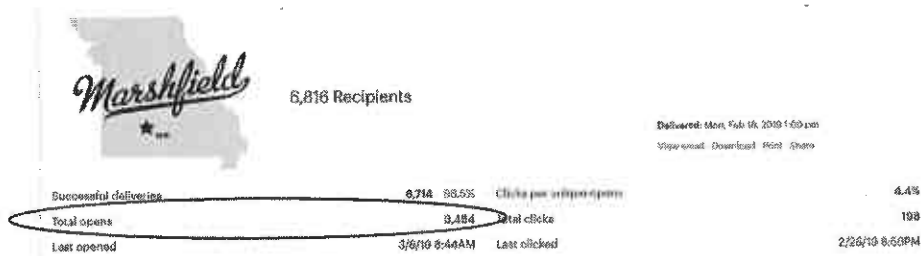
Steps in our Aggressive Director Networking Recruiting Approach:

- 1) Build a more attractive job profile than our competitors
 - o Professionals now care just as much about the community they live in as the actual job, we leave no stone unturned in building a job profile which "Sells" your community to prospective candidates all while describing the job.



- 2) Email the job profile to the best 6,000 city managers & deputy city managers in America
 - We email our attractive job profile to these 6,000 professionals 3 times and have analytics which shows us which ones are interacting with the job profile.
 - We then have a call center staff member on our team who calls each person who interacts with the job profile email to gauge their interest and recruit them into the mix.
 - o Note, if a competitor tells you their database is larger than 6,000 then, in our opinion, they are including C level, D Level, and F level city managers. We only target A and B level city managers based on our internal word of mouth grading system.

Here is the performance of one of the emails we sent while recruiting for a Marshfield, Missouri, position where we got an email opened 3,454 times:



Top 4 Reasons to Partner with Next Move Group for this Search, continued....

- 3) Our Co-Founders call a minimum of 100 A-list city managers who may or may not want your job describing the job to them. If they tell us they are not interested we ask them to refer us to someone in their network they are impressed with, this helps us find “passive” candidates who would not apply if we did not find them, seek them out, recruit them, and call them to ask them to apply.
 - o You may wonder why would their co-founders do such hard work as 100 personal calls? Well to be honest this grows our business. Not only do we find candidates for you, as we make these calls people will tell us about other searches we pursue, so you don't have to worry about us delegating this task to a staff member, the equity owners do this ourselves.



Why do we take such an aggressive approach to recruiting for your position?

According to LinkedIn, 79% of all candidates worldwide for any search are “passive” candidates. “Passive” candidates might have interest in your position, but they are not currently seeking a new job. In order to find “passive” candidates we have to approach them, communicate with them, and recruit them to apply.

Getting to know
PASSIVE TALENT
Your next great hire may require a different approach.

79%
OF WORKING PROFESSIONALS
AROUND THE WORLD
ARE CONSIDERED
PASSIVE CANDIDATES.

THE OTHER 21% ARE
ACTIVELY SEEKING A
NEW JOB.

While most top professionals today look for similar things when evaluating a career move, there are some key areas of difference.

LinkedIn Reminding You More

Our Team:



CHAD CHANCELLOR
Co-Founder, CEO



ALEX METZGER
Co-Founder, President



BRANDON NETTLES
Vice President



JOHN SISSON
Managing Director of Site Selection



GABBY MOULIS
Director of Marketing

Our Nationwide Reputation and Nationwide Contacts:



Our CEO speaking at a US Department of Commerce event in Calgary, Canada



Our CEO presenting the governor of Nebraska to an economic development luncheon



Our Director of Site Selection at the Site Selectors Guild in Salt Lake City, Utah



Our CEO with Kentucky Governor at the Kentucky Derby



Our President presenting to the Missouri Legislature



Our President with the former Kansas Governor

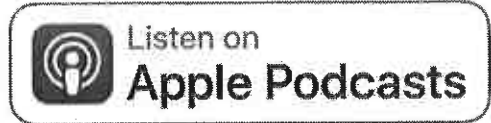


Next Move Group
We Are Jobs

Our Podcast Channel:

We have a podcast channel with episodes each week discussing creating economic growth in small to mid-sized towns.

You can find us on the following podcast services:



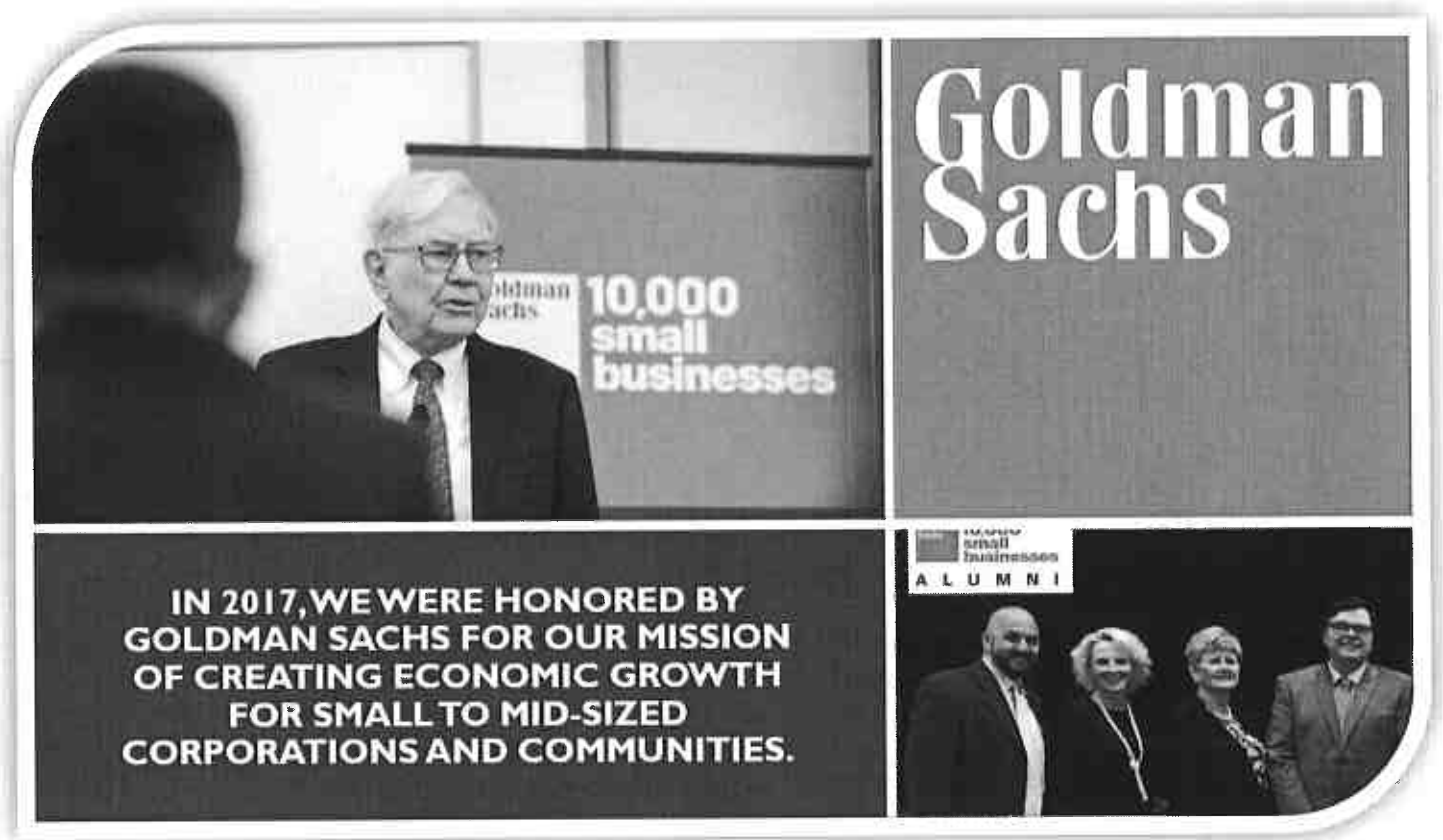
Our Professional Speaking Engagements:

Our expertise in helping small to mid-sized communities create economic growth has gotten recognition to the point we now are routinely asked to speak at various events, here is an example of some of our recent speaking engagements and topics:

- Within Last Year:
 - Guest speaker, Tennessee Association of Human Resource Agencies
 - Guest speaker, Kansas City Power and Light
 - Guest speaker, GRO Neosho, Missouri
 - Guest speaker, Kirksville, Missouri, Regional Development Corporation
 - Guest lecturer, Community Development Institute, University of Central Arkansas
 - Guest speaker, One East Kentucky
 - Guest speaker, Louisiana Industrial Development Executives Association
 - Guest speaker, Mid-America EDC, Chicago



Goldman Sachs Honor:



Goldman Sachs

10,000 small businesses

IN 2017, WE WERE HONORED BY GOLDMAN SACHS FOR OUR MISSION OF CREATING ECONOMIC GROWTH FOR SMALL TO MID-SIZED CORPORATIONS AND COMMUNITIES.


small businesses ALUMNI



Next Move Group
We Are Jobs

3 More Key Steps in Our Process:

1. We begin by visiting with your council members plus any additional stakeholders you wish in either in-person, phone, or online meetings to solicit their ideas of what success looks like for this position. By talking to your stakeholders, we develop a picture of what success in your community looks like.
2. We coordinate all aspect of the in-person interviews and like to interview people in 3 settings: boardroom, meal, and one-on-one tour.



We recommend a 3-step interview process (these 3 steps test the candidates in various formats all which will be important to the performance of the job):

- 45-minute interview in a board room setting
- 1-hour tour of the community in a 1-on-1 setting
- Meal with 3-4 people in an informal setting

You will be shocked how often a community avoids making a hiring mistake after a candidate "Aces" the formal interview by learning more about the candidate in the informal settings of a meal and tour.

3. We work with you to negotiate the salary and benefits and hire the best fit.



Next Move Group
We Are Jobs

Our Entire 25-Step Proprietary Process in its Entirety:

1. Schedule council member and community stakeholder interviews either by in-person, phone, or online meetings.
2. Meet with community stakeholders to understand what success looks like in year 1, year 3, year 20 and also what are the bad parts of this job.
3. Share with the search committee what we learned from the stakeholder interviews, identify the skills and experiences we believe will be needed to do the job, identify the salary/benefits we think will need to be offered to get a candidate with the skills to do the job, and discuss goals/performance metrics.
4. Draft the job profile to send to the search committee for edits.
5. Once the job profile is approved, post it on our website, post it on LinkedIn, and Twitter.
6. Advertise the job on various municipal jobs boards.
7. Email the job profile to all the city managers in our database.
8. Resend the email to those who did not open the email in Step 7 after 4 days pass.
9. Call 100 city manager super connectors and call all those city managers who open our email more than 5 times.
10. Repeat step 7 the week we close the application process.
11. Repeat step 8 the week we close the application process.
12. Repeat step 9 the week we close the application process.
13. Video interview all applicants in 2 to 3-minute, quick interviews.
14. Schedule meeting with the search committee to review applicants.
15. Print resumes and supporting documents to share with the search committee for each applicant so committee can review and watch the videos. Recommend our top 5-10 candidates from the pool.
16. Meet with search committee to discuss applicants and choose the candidates to interview in person.
17. Complete background checks and personality profiling on all candidates which we will interview in person.
18. Coordinate and schedule the in-person interview.
19. Print sample questions, resumes, personality profiles, and background checks to give to the search committee in advance of the in-person interviews.
20. Conduct in-person interviews. We like to interview 3 ways: in a formal board room setting, in a casual meal setting, and via a 1-on-1 tour. These 3 different settings test the candidates in multiple ways.
21. Begin negotiations with the preferred candidate.
22. Draft contract for preferred candidate.
23. Drug test preferred candidate.
24. Hire the candidate and draft press release.
25. If the candidate and our client cannot come to terms, immediately repeat steps 21-24 with our backup candidate.



Next Move Group
We Are Jobs

Sampling of Previous Municipal Clients



North Dakota



Alabama



Louisiana



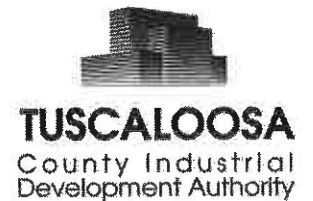
Missouri



Sampling of Other Executive Search Clients We Have Assisted in 2019 & 2020



IRVING-LAS COLINAS
CHAMBER OF COMMERCE



Next Move Group
We Are Jobs

Pricing

\$14,307

We bill in thirds, 1/3 (\$4,769) when we begin recruiting for the position, 1/3 (\$4,769) when we present candidates to you via video interviews, and 1/3 (\$4,769) when you hire from our pool of candidates.

This pricing is all inclusive, we pay all our travel and the costs of all background checks and materials for this price. Your only additional cost will be in paying for the travel of candidates to come to your community for in-person interviews.

You may cancel our contract at any time and not owe us future payments. This keeps the pressure on us to produce. If you don't like the candidates we present to you via video interviews, you don't owe us 2 payments. If you don't like our candidates when you interview them in person, you don't owe us the final payment. This keeps the pressure on us to constantly produce good candidates throughout the process.

Guarantee

We provide a 1-year guarantee that if for any reason our hire vacates the position or is fired, we will conduct a replacement search free only being reimbursed for travel.

Proof of Insurance:

Next Move Group carries a \$1 million E&O liability policy with the Philadelphia Insurance Companies.

Reference from Iowa:

Barb Smith, City Administrator
Forest City, Iowa
641-585-4502

Contact:

Alex Metzger
Co-Founder, Next Move Group
314-421-9110
alex@thenextmovegroup.com
www.thenextmovegroup.com
St. Louis, Missouri



City Council Meeting
Prep. Date: 10/16/20
Preparer: Doug Herman



Agenda Item: # 7
Agenda Date: 10/19/20

Communication Page

Agenda Items Description: Resolution to approve Annual Financial Report for FY 2020.

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

Attachments & Enclosures:

Proposed Resolution

Proposed Report

Fiscal Impact:

Budget Line Item:

n/a

Budget Summary:

n/a

Expenditure:

n/a

Revenue:

n/a

Synopsis: Resolution approves State mandated annual financial report.

Background Information: The attached report sets for the City fund balances, revenues, expenses, debt, and other related financial information. I won't spend time herein explaining the report, it largely speaks for itself. Sally prepared this report and can answer any questions you have between now and the meeting or at the meeting. With that said, here are a couple notes:

| (From Last Year's Report) | <u>July 1, 2018</u> | <u>July 1, 2019</u> |
|--|---------------------|---------------------|
| Ending Fund Balance (All funds combined) | \$3,637,728 | \$5,616,016 |

6/30/2019 General Obligation Debt: \$ 5,136,142

| (From This Year's Report) | <u>July 1, 2019</u> | <u>July 1, 2019</u> |
|--|---------------------|---------------------|
| Ending Fund Balance (All funds combined) | \$5,616,016 | \$4,229,458 |

6/30/2020 General Obligation Debt: \$ 4,130,000

The balance of the report summarizes revenues and expenses into categories.

Recommendation: I recommend that the Council approve the proposed Resolution, approving the Annual Financial Report for FY 2019-2020.

STATE OF IOWA
2020
FINANCIAL REPORT
FISCAL YEAR ENDED
JUNE 30, 2020
CITY OF MONTICELLO, IOWA
DUE: December 1, 2020

16205300400000
CITY OF MONTICELLO
200 E 1st St
MONTICELLO IA 52310
POPULATION: 3796

NOTE - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.

ALL FUNDS

| | Governmental (a) | Proprietary (b) | Total Actual (c) | Budget (d) |
|---|---------------------|--------------------|---------------------|---------------|
| Revenues and Other Financing Sources | | | | |
| Taxes Levied on Property | 1,911,707 | | 1,911,707 | 1,942,615 |
| Less: Uncollected Property Taxes-Levy Year | 0 | | 0 | 0 |
| Net Current Property Taxes | 1,911,707 | | 1,911,707 | 1,942,615 |
| Delinquent Property Taxes | 0 | | 0 | 0 |
| TIF Revenues | 237,047 | | 237,047 | 210,385 |
| Other City Taxes | 449,312 | 0 | 449,312 | 353,727 |
| Licenses and Permits | 253,329 | 0 | 253,329 | 235,250 |
| Use of Money and Property | 287,318 | 7,563 | 294,881 | 254,066 |
| Intergovernmental | 825,362 | 0 | 825,362 | 872,111 |
| Charges for Fees and Service | 329,735 | 1,580,906 | 1,910,641 | 1,997,240 |
| Special Assessments | 71,462 | 0 | 71,462 | 23,625 |
| Miscellaneous | 265,652 | 29,246 | 294,898 | 424,832 |
| Other Financing Sources | 1,370,713 | 87,202 | 1,457,915 | 110,095 |
| Transfers In | 1,347,961 | 0 | 1,347,961 | 1,370,471 |
| Total Revenues and Other Sources | 6,001,637 | 1,704,917 | 7,706,554 | 7,794,417 |
| Expenditures and Other Financing Uses | | | | |
| Public Safety | 1,390,984 | | 1,390,984 | 1,490,367 |
| Public Works | 661,525 | | 661,525 | 930,232 |
| Health and Social Services | 0 | | 0 | 0 |
| Culture and Recreation | 794,089 | | 794,089 | 983,967 |
| Community and Economic Development | 228,608 | | 228,608 | 266,596 |
| General Government | 445,117 | | 445,117 | 551,456 |
| Debt Service | 890,953 | | 890,953 | 894,346 |
| Capital Projects | 2,064,297 | | 2,064,297 | 2,796,363 |
| Total Governmental Activities Expenditures | 6,475,573 | 0 | 6,475,573 | 7,913,327 |
| BUSINESS TYPE ACTIVITIES | | 1,269,578 | 1,269,578 | 1,681,601 |
| Total All Expenditures | 6,475,573 | 1,269,578 | 7,745,151 | 9,594,928 |
| Other Financing Uses | 1,133,925 | 214,036 | 1,347,961 | |
| Transfers Out | 1,133,925 | 214,036 | 1,347,961 | 1,370,471 |
| Total All Expenditures/and Other Financing Uses | 7,609,498 | 1,483,614 | 9,093,112 | 10,965,399 |
| Excess Revenues and Other Sources Over (Under) Expenditures/and Other Financing Uses | -1,607,861 | 221,303 | -1,386,558 | -3,170,982 |
| Beginning Fund Balance July 1, 2019 | 5,334,168 | 281,848 | 5,616,016 | 3,940,781 |
| Ending Fund Balance June 30, 2020 | 3,726,307 | 503,151 | 4,229,458 | 769,799 |

NOTE - These balances do not include the following, which were not budgeted and are not available for city operations:

| | |
|-------------------------------------|---------------------|
| Non-budgeted Internal Service Funds | Pension Trust Funds |
| Private Purpose Trust Funds | Agency Funds |
| | 1,168 |

| Indebtedness at June 30, 2020 | | Indebtedness at June 30, 2020 | |
|-------------------------------|-----------|-------------------------------|------------|
| | Amount | | Amount |
| General Obligation Debt | 4,130,000 | Other Long-Term Debt | 234,106 |
| Revenue Debt | 0 | Short-Term Debt | 0 |
| EIF Revenue Debt | 0 | | |
| | | General Obligation Debt Limit | 12,282,291 |

CERTIFICATION

The forgoing report is correct to the best of my knowledge and belief

| | |
|---|-------------------------------------|
| | Publication 10/7/2020 |
| Signature of Preparer Printed name of Preparer Dally Hinrichsen, City Clerk/Treasurer | Phone Number 319-465-3577 |
| | Date Signed |
| Signature of Mayor or other City official (Name and Title) | |

PLEASE PUBLISH THIS PAGE ONLY

CITY OF MONTICELLO
 REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2020
 NON-GAAP/CASH BASIS

| Item Description | General (a) | Special Revenue (b) | TIF Special Revenue (c) | Debt Service (d) | Capital Projects (e) | Permanent (f) | Total Governmental (Sum of a) through (f) (g) | Proprietary (h) | Grand Total (Sum of g) and (h) (i) |
|---|----------------|---------------------------|-------------------------------|------------------------|----------------------------|------------------|--|--------------------|---|
| Section A - Taxes | | | | | | | | | |
| Taxes levied on property | 1,105,847 | 430,305 | | 375,555 | | | 1,911,707 | | 1,911,707 |
| Less: Uncollected Property Taxes - Levy Year | | | | | | | | | |
| Net Current Property Taxes | 1,105,847 | 430,305 | | 375,555 | 0 | 0 | 1,911,707 | | 1,911,707 |
| Delinquent Property Taxes | | | | | | | 0 | | 0 |
| Total Property Tax | 1,105,847 | 430,305 | | 375,555 | 0 | 0 | 1,911,707 | | 1,911,707 |
| TIF Revenues | | | 237,047 | | | | 237,047 | | 237,047 |
| Other City Taxes | | | | | | | | | |
| Utility Tax Replacement Excise Taxes | 26,644 | 10,415 | | 8,561 | | | 45,620 | | 45,620 |
| Utility Franchise Tax (Chapter 364.2, Code of Iowa) | | | | | | | 0 | | 0 |
| Parimutuel Wager Tax | | | | | | | 0 | | 0 |
| Gaming Wager Tax | | | | | | | 0 | | 0 |
| Mobile Home Tax | 1,784 | 698 | | 573 | | | 3,055 | | 3,055 |
| Hotel / Motel Tax | 25,230 | | | | | | 25,230 | | 25,230 |
| Other Local Option Taxes | 375,407 | | | | | | 375,407 | | 375,407 |
| Total Other City Taxes | 429,065 | 11,113 | | 9,134 | 0 | 0 | 449,312 | 0 | 449,312 |
| Section B - Licenses and Permits | 252,629 | | | | 700 | | 253,329 | | 253,329 |
| Section C - Use of Money and Property | | | | | | | | | |
| Interest | 40,396 | 13,635 | 11,918 | 3,350 | 14,508 | 4,269 | 88,076 | 7,563 | 95,639 |
| Rents and Royalties | 199,242 | | | | | | 199,242 | | 199,242 |
| Other Miscellaneous Use of Money and Property | | | | | | | 0 | | 0 |
| Total Use of Money and Property | 239,638 | 13,635 | 11,918 | 3,350 | 14,508 | 4,269 | 287,318 | 7,563 | 294,881 |
| Section D - Intergovernmental | | | | | | | | | |
| Federal Grants and Reimbursements | | | | | | | | | |
| Federal Grants | 8,319 | | | | 117,147 | | 125,466 | | 125,466 |
| Community Development Block Grants | | | | | | | 0 | | 0 |
| Housing and Urban Development | | | | | | | 0 | | 0 |
| Public Assistance Grants | 990 | | | | | | 990 | | 990 |
| Payment in Lieu of Taxes | | | | | | | 0 | | 0 |
| Total Federal Grants and Reimbursements | 9,309 | 0 | | 0 | 117,147 | 0 | 126,456 | 0 | 126,456 |

CITY OF MONTICELLO
 REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2020
 NON-GAAP/CASH BASIS

| Item Description | General (a) | Special Revenue (b) | TIF Special Revenue (c) | Debt Service (d) | Capital Projects (e) | Permanent (f) | Total Governmental (Sum of (a) through (f)) (g) | Proprietary (h) | Grand Total (Sum of (g) and (h)) (i) |
|--|-------------|---------------------|-------------------------|------------------|----------------------|---------------|---|-----------------|--------------------------------------|
| Section D - Intergovernmental - Continued | 41 | | | | | | | | 41 |
| State Shared Revenues | 43 | | | | | | | | 43 |
| Road Use Taxes | 44 | 487,932 | | | | | 487,932 | | 487,932 |
| Other state grants and reimbursements | 48 | | | | | | | | 48 |
| State grants | 49 | 5,087 | | | | | 5,087 | | 5,087 |
| Iowa Department of Transportation | 50 | 9,284 | | | | | 9,284 | | 9,284 |
| Iowa Department of Natural Resources | 51 | | | | | | 0 | | 0 |
| Iowa Economic Development Authority | 52 | | | | | | 0 | | 0 |
| CEBA grants | 53 | | | | | | 0 | | 0 |
| Commercial & Industrial Replacement Claim | 54 | 36,362 | 14,214 | 11,684 | | | 62,260 | | 62,260 |
| | 55 | | | | | | 0 | | 0 |
| | 56 | | | | | | 0 | | 0 |
| | 57 | | | | | | 0 | | 0 |
| | 58 | | | | | | 0 | | 0 |
| | 59 | | | | | | 0 | | 0 |
| Total State | 60 | 50,733 | 502,146 | 11,684 | 0 | 0 | 564,563 | 0 | 564,563 |
| Local Grants and Reimbursements | | | | | | | | | |
| County Contributions | 63 | 258 | | | | | 258 | | 258 |
| Library Service | 64 | 19,743 | | | | | 19,743 | | 19,743 |
| Township Contributions | 65 | 60,844 | | | 12,231 | | 73,075 | | 73,075 |
| Fire/EMT Service | 66 | | | | | | 0 | | 0 |
| School Resource Officer | 67 | 41,267 | | | | | 41,267 | | 41,267 |
| | 68 | | | | | | 0 | | 0 |
| | 69 | | | | | | 0 | | 0 |
| Total Local Grants and Reimbursements | 70 | 122,112 | 0 | 0 | 12,231 | 0 | 134,343 | 0 | 134,343 |
| Total Intergovernmental (Sum of lines 33, 60, and 70) | 71 | 182,154 | 502,146 | 11,684 | 129,378 | 0 | 825,362 | 0 | 825,362 |
| Section E - Charges for Fees and Service | 72 | | | | | | | | 72 |
| Water | 73 | | | | | | 0 | 436,421 | 436,421 |
| Sewer | 74 | | | | | | 0 | 582,884 | 582,884 |
| Electric | 75 | | | | | | 0 | | 0 |
| Gas | 76 | | | | | | 0 | | 0 |
| Parking | 77 | | | | | | 0 | | 0 |
| Airport | 78 | | | | | | 0 | | 0 |
| Landfill/garbage | 79 | | | | | | 0 | 531,832 | 531,832 |
| Hospital | 80 | | | | | | 0 | 0 | 0 |

ANNEXURE A
 CITY OF
 REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30,
 NON-GAAP/CASH BASIS

| Item Description | General (a) | Special Revenue (b) | TIF Special Revenue (c) | Debt Service (d) | Capital Projects (e) | Permanent (f) | Total Governmental (Sum of (a) through (f)) (g) | Proprietary (h) | Grand Total (Sum of (g) and (h)) (i) |
|---|----------------|---------------------------|-------------------------------|------------------------|----------------------------|------------------|--|--------------------|---|
| Total All Revenues (Sum of lines 6, 7, 15, 16, 22, 71, 104, 106, and 120) | 121 2,675,249 | 958,157 | 248,965 | 399,723 | 342,292 | 6,538 | 4,630,924 | 1,617,715 | 6,248,639 |
| Section H - Other Financing Sources | 123 | | | | | | | | 12: |
| Proceeds of capital asset sales | 124 | 300 | | | 22,452 | | 22,752 | 87,202 | 109,954 |
| Proceeds of long-term debt (Excluding TIF internal borrowing) | 125 | | | | | | 0 | | 0 |
| Proceeds of anticipatory warrants or other short-term debt | 126 | | | | | | 0 | | 0 |
| Regular transfers in and interfund loans | 127 743,864 | | | 214,036 | 99,761 | | 1,057,661 | | 1,057,661 |
| Internal TIF loans and transfers in | 128 | | | 290,300 | | | 290,300 | | 290,300 |
| | 129 | | | | | | 0 | | 0 |
| | 130 | | | | | | 0 | | 0 |
| Total Other Financing Sources | 131 743,864 | 300 | 0 | 504,336 | 122,213 | 0 | 1,370,713 | 87,202 | 1,457,915 |
| Total Revenues Except for Beginning Balances (Sum of lines 121 and 131) | 132 3,419,113 | 958,457 | 248,965 | 904,059 | 464,505 | 6,538 | 6,001,637 | 1,704,917 | 7,706,554 |
| Beginning Fund Balance July 1, 2019 | 134 1,195,183 | 1,151,220 | 270,765 | 86,142 | 2,342,318 | 288,540 | 5,334,168 | 281,848 | 5,616,016 |
| Total Revenues and Other Financing Sources (Sum of lines 132 and 134) | 136 4,614,296 | 2,109,677 | 519,730 | 990,201 | 2,806,823 | 295,078 | 11,335,805 | 1,986,765 | 13,322,570 |

CITY OF MONTICELLO
 EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2020
 NON-GAAP/CASH BASIS

| Item Description | Line | General (a) | Special Revenue (b) | TIF Special Revenue (c) | Debt Service (d) | Capital Projects (e) | Permanent (f) | Total Governmental (Sum of cols. (a) through (f)) (g) | Proprietary (h) | Grand Total (Sum of col. (g) and (h)) (i) | Line |
|---|------|-------------|---------------------|-------------------------|------------------|----------------------|---------------|---|-----------------|---|------|
| Section A — Public Safety | 1 | | | | | | | | | | |
| Police Department/Crime Prevention | 2 | 541,055 | 142,138 | | | | | 683,193 | | 683,193 | 2 |
| Jail | 3 | | | | | | | 0 | | 0 | 3 |
| Emergency Management | 4 | | | | | | | 0 | | 0 | 4 |
| Flood control | 5 | | | | | | | 0 | | 0 | 5 |
| Fire Department | 6 | 95,589 | | | | | | 95,589 | | 95,589 | 6 |
| Ambulance | 7 | 503,779 | 108,368 | | | | | 612,147 | | 612,147 | 7 |
| Building Inspections | 8 | | | | | | | 0 | | 0 | 8 |
| Miscellaneous Protective Services | 9 | | | | | | | 0 | | 0 | 9 |
| Animal Control | 10 | 55 | | | | | | 55 | | 55 | 10 |
| Other Public Safety | 11 | | | | | | | 0 | | 0 | 11 |
| | 12 | | | | | | | 0 | | 0 | 12 |
| | 13 | | | | | | | 0 | | 0 | 13 |
| Total Public Safety | 14 | 1,140,478 | 250,506 | | 0 | | 0 | 1,390,984 | | 1,390,984 | 14 |
| Section B — Public Works | 15 | | | | | | | | | | 15 |
| Roads, Bridges, Sidewalks | 16 | 5,304 | 476,210 | | | | | 481,514 | | 481,514 | 16 |
| Parking Meter and Off-Street | 17 | | | | | | | 0 | | 0 | 17 |
| Street Lighting | 18 | 70,561 | | | | | | 70,561 | | 70,561 | 18 |
| Traffic Control Safety | 19 | | | | | | | 0 | | 0 | 19 |
| Snow Removal | 20 | | 27,801 | | | | | 27,801 | | 27,801 | 20 |
| Highway Engineering | 21 | | | | | | | 0 | | 0 | 21 |
| Street Cleaning | 22 | | | | | | | 0 | | 0 | 22 |
| Airport (if not an enterprise) | 23 | 81,649 | | | | | | 81,649 | | 81,649 | 23 |
| Garbage (if not an enterprise) | 24 | | | | | | | 0 | | 0 | 24 |
| Other Public Works | 25 | | | | | | | 0 | | 0 | 25 |
| | 26 | | | | | | | 0 | | 0 | 26 |
| | 27 | | | | | | | 0 | | 0 | 27 |
| Total Public Works | 28 | 157,514 | 504,011 | | 0 | | 0 | 661,525 | | 661,525 | 28 |
| Section C — Health and Social Services | 29 | | | | | | | | | | 29 |
| Welfare Assistance | 30 | | | | | | | 0 | | 0 | 30 |
| City Hospital | 31 | | | | | | | 0 | | 0 | 31 |
| Payments to Private Hospitals | 32 | | | | | | | 0 | | 0 | 32 |
| Health Regulation and Inspections | 33 | | | | | | | 0 | | 0 | 33 |
| Water, Air, and Mosquito Control | 34 | | | | | | | 0 | | 0 | 34 |
| Community Mental Health | 35 | | | | | | | 0 | | 0 | 35 |
| Other Health and Social Services | 36 | | | | | | | 0 | | 0 | 36 |
| | 37 | | | | | | | 0 | | 0 | 37 |
| | 38 | | | | | | | 0 | | 0 | 38 |
| Total Health and Social Services | 39 | 0 | 0 | | 0 | | 0 | 0 | | 0 | 39 |
| Section D — Culture and Recreation | 40 | | | | | | | | | | 40 |
| Library Services | 41 | 156,699 | 40,989 | | | | 5,452 | 203,140 | | 203,140 | 41 |
| Museum, Band, Theater | 42 | | | | | | | 0 | | 0 | 42 |
| Parks | 43 | 347,874 | 32,588 | | | | | 380,462 | | 380,462 | 43 |
| Recreation | 44 | 99,735 | 5,845 | | | | | 105,580 | | 105,580 | 44 |
| Cemetery | 45 | 48,772 | 12,003 | | | | | 60,775 | | 60,775 | 45 |
| Community Center, Zoo, Marina, and Auditorium | 46 | | | | | | | 0 | | 0 | 46 |
| Other Culture and Recreation | 47 | 37,038 | 7,094 | | | | | 44,132 | | 44,132 | 47 |
| | 48 | | | | | | | 0 | | 0 | 48 |
| | 49 | | | | | | | 0 | | 0 | 49 |
| Total Culture and Recreation | 50 | 690,118 | 98,519 | | 0 | | 5,452 | 794,089 | | 794,089 | 50 |

BOARD OF FINANCIAL SERVICES
 CITY OF
 EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, -- Continued
 NON-GAAP/CASH BASIS

| Item description | Line | General (a) | Special Revenue (b) | TIF Special Revenue (c) | Debt Service (d) | Capital Projects (e) | Permanent (f) | Total Governmental (Sum of cols. (a) through (f)) (g) | Proprietary (h) | Grand Total (Sum of col. (g)) (i) | Line |
|---|------|----------------|---------------------------|-------------------------------|---------------------|-------------------------|------------------|---|--------------------|--|------|
| Section E — Community and Economic Development | | | | | | | | | | | |
| Community beautification | 51 | | | | | | | | | | 5 |
| Economic development | 52 | | | | | | | | | | 5 |
| Housing and urban renewal | 53 | | | | | | | | | | 5 |
| Planning and zoning | 54 | | | | | | | | | | 5 |
| Other community and economic development | 55 | | | | | | | | | | 5 |
| TIF Rebates | 56 | | | 228,608 | | | | 228,608 | | 228,608 | 5 |
| | 57 | | | | | | | | | | 5 |
| | 58 | | | | | | | | | | 5 |
| Total Community and Economic Development | 59 | 0 | 0 | 228,608 | 0 | 0 | 0 | 228,608 | | 228,608 | 5 |
| Section F — General Government | 60 | | | | | | | | | | 6 |
| Mayor, Council and City Manager | 61 | 11,585 | 1,085 | | | | | 12,670 | | 12,670 | 6 |
| Clerk, Treasurer, Financial Administration | 62 | 192,427 | 51,934 | | | | | 244,361 | | 244,361 | 6 |
| Elections | 63 | | | | | | | 0 | | 0 | 6 |
| Legal Services and City Attorney | 64 | 37,114 | | | | | | 37,114 | | 37,114 | 6 |
| City Hall and General Buildings | 65 | 137,089 | | | | | | 137,089 | | 137,089 | 6 |
| Tort Liability | 66 | | | | | | | 0 | | 0 | 6 |
| Other General Government | 67 | | | | | | | 0 | | 0 | 6 |
| Hotel/Motel Tax | 68 | 13,883 | | | | | | 13,883 | | 13,883 | 6 |
| | 69 | | | | | | | 0 | | 0 | 6 |
| Total General Government | 70 | 392,098 | 53,019 | | 0 | 0 | 0 | 445,117 | | 445,117 | 7 |
| Section G — Debt Service | 71 | | | | 890,953 | | | 890,953 | | 890,953 | 7 |
| | 72 | | | | | | | 0 | | 0 | 7 |
| | 73 | | | | | | | 0 | | 0 | 7 |
| Total Debt Service | 74 | 0 | 0 | 0 | 890,953 | 0 | 0 | 890,953 | | 890,953 | 7 |
| Section H — Regular Capital Projects — Specify | 75 | | | | | | | | | | 7 |
| North Sycamore Street Reconstruction | 76 | | | | | 757,065 | | 757,065 | | 757,065 | 7 |
| Other Capital Projects | 77 | | | | | 161,857 | | 161,857 | | 161,857 | 7 |
| Subtotal Regular Capital Projects | 78 | 0 | 0 | 0 | 0 | 918,922 | 0 | 918,922 | | 918,922 | 7 |
| TIF Capital Projects — Specify | 79 | | | | | | | | | | 7 |
| North Sycamore Street Reconstruction | 80 | | | | | 1,135,598 | | 1,135,598 | | 1,135,598 | 8 |
| Consultant & Pro Fees | 81 | | | | | 9,777 | | 9,777 | | 9,777 | 8 |
| Subtotal TIF Capital Projects | 82 | 0 | 0 | 0 | 0 | 1,145,375 | 0 | 1,145,375 | | 1,145,375 | 8 |
| Total Capital Projects | 83 | 0 | 0 | 0 | 0 | 2,064,297 | 0 | 2,064,297 | | 2,064,297 | 8 |
| Total Governmental Activities Expenditures | 84 | 2,380,208 | 906,055 | 228,608 | 890,953 | 2,064,297 | 5,452 | 6,475,573 | | 6,475,573 | 8 |
| (Sum of lines 14, 28, 39, 50, 59, 70, 74, 83) | 85 | | | | | | | | | | 8 |

TIF Rebates are expended out of the TIF Special Revenue Fund within the Community and Economic Development program's activity "Other"

CITY OF
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, -- Continued
NON-GAAP/CASH BASIS

| Item description | Line | General (a) | Special Revenue (b) | TIF Special Revenue (c) | Debt Service (d) | Capital Projects (e) | Permanent (f) | Total Governmental (Sum of cols. (a) through (f)) (g) | Proprietary (h) | Grand Total (Sum of col. (g) and (h)) (i) | Line |
|---|------|-------------|---------------------|-------------------------|------------------|----------------------|---------------|---|-----------------|---|------|
| Section I — Business Type Activities | | | | | | | | | | | |
| Water — Current Operation | 87 | | | | | | | | | | 87 |
| Capital Outlay | 88 | | | | | | | | 281,430 | 281,430 | 88 |
| Debt Service | 89 | | | | | | | | | 0 | 89 |
| Sewer and Sewage Disposal — Current Operation | 90 | | | | | | | | | | 90 |
| Capital Outlay | 91 | | | | | | | | 354,501 | 354,501 | 91 |
| Debt Service | 92 | | | | | | | | 22,885 | 22,885 | 92 |
| Electric — Current Operation | 93 | | | | | | | | | 0 | 93 |
| Capital Outlay | 94 | | | | | | | | | 0 | 94 |
| Debt Service | 95 | | | | | | | | | 0 | 95 |
| Gas Utility — Current Operation | 96 | | | | | | | | | 0 | 96 |
| Capital Outlay | 97 | | | | | | | | | 0 | 97 |
| Debt Service | 98 | | | | | | | | | 0 | 98 |
| Parking — Current Operation | 99 | | | | | | | | | 0 | 99 |
| Capital Outlay | 100 | | | | | | | | | 0 | 100 |
| Debt Service | 101 | | | | | | | | | 0 | 101 |
| Airport — Current Operation | 102 | | | | | | | | | 0 | 102 |
| Capital Outlay | 103 | | | | | | | | | 0 | 103 |
| Debt Service | 104 | | | | | | | | | 0 | 104 |
| Landfill/Garbage — Current operation | 105 | | | | | | | | | 0 | 105 |
| Capital Outlay | 106 | | | | | | | | | 531,931 | 106 |
| Debt Service | 107 | | | | | | | | 55,381 | 55,381 | 107 |
| Hospital — Current Operation | 108 | | | | | | | | | 0 | 108 |
| Capital Outlay | 109 | | | | | | | | | 0 | 109 |
| Debt Service | 110 | | | | | | | | | 0 | 110 |
| Transit — Current Operation | 111 | | | | | | | | | 0 | 111 |
| Capital Outlay | 112 | | | | | | | | | 0 | 112 |
| Debt Service | 113 | | | | | | | | | 0 | 113 |
| Cable TV, Telephone, Internet — Current Operation | 114 | | | | | | | | | 0 | 114 |
| Capital Outlay | 115 | | | | | | | | | 0 | 115 |
| Housing Authority — Current Operation | 116 | | | | | | | | | 0 | 116 |
| Debt Service | 117 | | | | | | | | | 0 | 117 |
| Capital Outlay | 118 | | | | | | | | | 0 | 118 |
| Debt Service | 119 | | | | | | | | | 0 | 119 |
| Storm Water — Current Operation | 120 | | | | | | | | 23,450 | 23,450 | 120 |
| Capital Outlay | 121 | | | | | | | | | 0 | 121 |
| Debt Service | 122 | | | | | | | | | 0 | 122 |
| Other Business Type — Current Operation | 123 | | | | | | | | | 0 | 123 |
| Capital Outlay | 124 | | | | | | | | | 0 | 124 |
| Debt Service | 125 | | | | | | | | | 0 | 125 |
| Internal Service Funds — Specify | 126 | | | | | | | | | 0 | 126 |
| | 127 | | | | | | | | | 0 | 127 |
| | 128 | | | | | | | | | 0 | 128 |
| Total Business Type Activities | 129 | | | | | | | | 1,269,578 | 1,269,578 | 129 |

Part III Intergovernmental Expenditures
 Please report below expenditures made to the State or to other local governments on a reimbursement or cost sharing basis. Include these expenditures in part II. Enter amount.

| Purpose | Amount paid to other local governments | Purpose | Amount paid to State |
|-------------------|--|-----------|----------------------|
| Correction | | Highways | |
| Health | | All other | 127,352 |
| Highways | | | |
| Transit Subsidies | | | |
| Libraries | 540 | | |
| Police protection | 45,032 | | |
| Sewerage | | | |
| Sanitation | 19,518 | | |
| All other | 28,961 | | |

Part IV

Wages & Salaries

Report here the total salaries and wages paid to all employees of your government before deductions of social security, retirement, etc. Include also salaries and wages paid to employees of any utility owned and operated by your government, as well as salaries and wages of municipal employees charged to construction projects.

YOU ARE REQUIRED TO ENTER SALARY DOLLARS IN THE AMOUNT AREAS FOR SALARIES AND WAGES PAID

| Total Salaries and Wages Paid | Amount |
|-------------------------------|-----------|
| | 1,691,877 |

Part V Debt Outstanding, Issued, and Retired

Transit subsidies

A. Long-Term Debt

| Purpose | Line | Debt During the Fiscal Year | | | | Debt Outstanding JUNE 30, 2020 | | | |
|--|------|-------------------------------|----------------|----------------|--------------------|--------------------------------|----------------|----------|-------------------------|
| | | Debt Outstanding JULY 1, 2019 | Issued | Retired | General Obligation | TIF Revenue | Revenue | Other | Interest Paid This Year |
| Water Utility | 1. | | | | | | | | |
| Sewer Utility | 2. | | | | | | | | |
| Electric Utility | 3. | | | | | | | | |
| Gas Utility | 4. | | | | | | | | |
| Transit-Bus | 5. | | | | | | | | |
| Industrial Revenue | 6. | | | | | | | | |
| Mortgage Revenue | 7. | | | | | | | | |
| TIF Revenue | 8. | | | | | | | | |
| Other Purposes / Miscellaneous | 9. | 158,642 | 103,966 | 98,502 | | | 164,106 | | 3,181 |
| GO | 10. | 4,890,000 | | 760,000 | 4,130,000 | | | | 128,852 |
| Parking | 11. | | | | | | | | |
| Airport | 12. | 30,000 | 75,000 | 25,000 | | | 70,000 | | 1,200 |
| Stormwater | 13. | | | | | | | | |
| Section 108 | 14. | | | | | | | | |
| Total Long-Term | | 5,078,642 | 178,966 | 883,502 | 4,130,000 | 0 | 234,106 | 0 | 133,234 |
| B. Short-Term Debt Amount | | | | | | | | | |
| Outstanding as of July 1, 2019 | | | | | | | | | 0 |
| Outstanding as of JUNE 30, 2020 | | | | | | | | | 0 |

Part VI DEBT LIMITATION FOR GENERAL OBLIGATIONS

Actual valuation -- January 1, 2018

Part VII CASH AND INVESTMENT ASSETS AS OF JUNE 30, 2020

Type of asset

Cash and investments - Include cash on hand, CD's, time, checking and savings deposits, Federal securities, Federal agency securities, State and local government securities, and all other securities. Exclude value of real property.

| Amount | Bond and interest funds (a) | Bond construction funds (b) | Pension/retirement funds (c) | All other Funds (d) | Total (e) |
|--------|-----------------------------|-----------------------------|------------------------------|---------------------|-----------|
| | 99,248 | 300,117 | | 5,217,354 | 5,616,719 |

If you budget on a NON-GAAP CASH BASIS, the amount in the Total above SHOULD EQUAL the above summed amounts on the sheet All Funds P1: Ending fund balance, column C PLUS the amounts in the shaded Note area.

REMARKS

THE CITY OF MONTICELLO, IOWA

RESOLUTION #

Approving FY 2019-2020 Annual Financial Report

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

WHEREAS, The City of Monticello is obligated to prepare and submit a report, annually, setting out the balances, revenues, expenses associated with our receipts and expenses and debt indebtedness and to further provide some detail in regard thereto, and

WHEREAS, The City Clerk has prepared the report for FY 2019-2020, and published notice in the Monticello Express, as required prior to this meeting. Same having been reviewed by the City Administrator and presented to the City Council for review and approval, and

WHEREAS, The Council finds, based upon the information provided by the City Clerk, that the report should be approved for submission to the State.

NOW THEREFORE BE IT RESOLVED by the City of Monticello, through its' City Council, in session this 19th day of October 2020, does hereby approve the FY 2019-2020 Annual Financial Report and directs the City Clerk to submit same to the State as required by the Code of Iowa.

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 19th day of October, 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk

City Council Meeting
Prep. Date: 10/16/20
Preparer: Doug Herman



Agenda Item: # 8
Agenda Date: 10/19/20

Communication Page

Agenda Items Description: Resolution approving purchaser of a new Multi-Function-Device (Copier) for City Hall.

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

Attachments & Enclosures:

Proposed Resolution

Fiscal Impact:

Budget Line Item:

001-650-6725

Budget Summary:

Admin.

Expenditure:

\$4,804.00

Revenue:

Synopsis: The Clerk's Office Multi-Function Device has been slowly failing for a few years and needs replacement.

Background Information: City Hall copier (Copy, Fax, Scan) was originally leased and at the expiration of the lease the City bought the machine for \$1 and entered into a service agreement with Konica Minolta to keep the machine operational. This has worked well for us and we have got the most out of this machine that we can. When it has issues, which are more regular than they used to be, the service technician is having difficulty finding repair parts, the repair parts almost always being used.

We have looked at a few options and the Clerk's Office has proposed moving forward with the following machine: Lanier MP4055sp (Lanier is one of the Ricoh brands)

The Admin. Expenses almost always comes in under budget so it is not likely an amendment will be needed, however, that will be reviewed in late winter before finalizing other amendments that will be likely at that time.

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 purchase of new Multi-Function Device (Copier) for City Hall

WHEREAS, the Multi-Function Device used at City Hall is falling into disrepair and new replacement parts are no longer available, and

WHEREAS, City operations require a dependable Multi-Function Device and the current device has created issues over the last number of months, the last two months being the worst, particularly when it comes to printing utility bills, resulting in great waste of misprinted utility bills and much wasted time on the part of the Deputy City Clerk, and

WHEREAS, the City received pricing from two reputable firms and the City Clerk's Office has chosen to move forward with the Lanier MP4055sp at a cost of \$4,804, and

WHEREAS, the Administration Budget will likely have enough funds in the FY 21 budget to cover this expense with the worst case scenario being the future amendment of the budget to account for this expense, and

WHEREAS, the Council finds, based upon input from the City Clerk that the proposed purchase is a necessity and that said purchase should, therefore, be approved.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby authorize the purchase of a new Multi-Function Device (Copier) for City hall at a cost of \$4,804 from Koch Office Group.

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 19th day of October, 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk

City Council Meeting
Prep. Date: 10/16/20
Preparer: Doug Herman



Agenda Item: # 9
Agenda Date: 10/19/20

Communication Page

Agenda Items Description: Resolution to approve Northridge Waterway Easement Agreements and direct recordation of same.

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

Attachments & Enclosures:

Proposed Resolution

Easement Agreement example

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: The Council previously authorized a contract between the City of Monticello and B & J Excavating to clear the Northridge Waterway of trees/stumps/siltation subject to the receipt of easements from affected property owners.

Background Information: The City Council accepted ownership of the Northridge Storm Retention area a number of years ago. The retention center is designed to hold water before releasing it through a waterway, that also carries naturally flowing water, to 11th Street. The waterway has become overgrown with trees/grasses and has also silted in at some locations. The Council agreed to hire B & J Excavating to remove trees/stumps and to grade the ditch so that it would work as originally designed. The Council requested that easements be obtained from all property owners whose property would be affected by this project. All property owners have executed Easements in favor of the City and they have been notarized and are ready to file.

Easements from: Dionne Prull, Doug and Leann Herman, Derek Manternach, Highland Corporation, and Jann Turnis Hughes.

(Other than the names of the owners and the legal descriptions, all easements read the same. For that reason only one has been included in the packet.)

Staff Recommendation: I recommend that the Council approve and accept the Easements and direct that they be recorded.

The City of Monticello, Iowa

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

RESOLUTION #20-_____

Resolution to approve Northridge Waterway Easement Agreements and direct recordation of same.

WHEREAS, The City of Monticello owns the Northridge Dry Retention area/pond and passes water from said retention area through a waterway that passes through the property of multiple private property owners, and

WHEREAS, The waterway has become clogged with volunteer trees, grasses, debris, and siltation and needs cleaning to ensure the continued flow of water from the retention area to the 11th Street Ditch, and

WHEREAS, The City Council has agreed to hire a contractor to clear the ditch of all trees, stumps, and other impediments to flow with the understanding that all affected property owners would give the City an easement for purposes of clearing the waterway as proposed and maintaining the waterway in the future, and

WHEREAS, The affected property owners have all executed Easement Agreements in favor of the City, and they include:

1. Jann Turnis Hughes
2. Highland Corporation
3. Derek Manternach (Doug and Leann Herman Contract Sellers)
4. Doug and Leann Herman
5. Dionne Prull (Carl S. Keating and Debra M. Keating Contract Sellers)

WHEREAS, The Council finds that the Easements should be approved, accepted, and recorded.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve of the proposed Easement Agreements, accepts them, and directs that they be recorded with the Jones County Recorder.

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 19th day of October, 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk

Preparer Info: Doug Herman, 200 E. 1st Street, Monticello, IA 52310; Ph: 319.465.3577; dherman@ci.monticello.ia.us
Return To: Doug Herman, 200 E. 1st Street, Monticello, IA 52310

**Perpetual
Storm Water Drainageway Easement**

KNOW ALL BY THESE PRESENTS:

That Dionne L. Prull, a single person and Carl S. Keating and Debra M. Keating, husband and wife, (hereinafter referred to as "Grantor") for the consideration noted in Paragraph four (4) below, to be provided by the City of Monticello, Iowa, a Municipal Corporation existing under the laws of the State of Iowa (hereinafter referred to as "Grantee") upon final approval and acceptance of this easement, does hereby convey unto the Grantee a Perpetual Storm Water Drainageway Easement under, over, through and across the following described real estate:

See attached Exhibit A

(hereinafter referred to as "Easement Area") for the purpose of the permanent right to maintain the existing storm water drainageway (hereinafter referred to as "Drainageway") in an open and operational condition, which shall include but not be limited to the occasional mowing, removal of trees, potential burning off of grasses/growth, removal of siltation and other debris and shaping as necessary to ensure the unfettered flow of storm water and other naturally flowing water through said drainageway.

Grantee, or others working on Grantee's behalf, agrees to maintain the drainageway in its' current location and to not expand the drainageway in any significant fashion, noting that the removal of growth and siltation will potentially increase the capacity of the drainageway at or about the times of said removal, the intent of this provision being to confirm the understanding of both parties that the easement being granted herein is to maintain the drainageway in its' current location while acknowledging that maintenance work may alter the exact edge and depth of the drainageway when performed.

Grantor further agrees to provide Grantee necessary access through Grantor's adjacent property to maintain the easement area if and only when necessary. The Grantee will, if ever using the Grantor's adjacent property to access the easement area, be solely responsible to return the area so used to the condition it was in prior to the Grantee's use. Grantee further agrees that the use of adjacent property will be limited to those cases where there is no other reasonable and viable option.

This easement being granted to confirm the existence of an existing Storm Water / Drainageway through and or across the property of the Grantor and providing for the maintenance of said Drainageway from this point forward in perpetuity by the Grantee.

This easement shall be subject to the following terms and conditions:

1. Obstructions. Grantor is prohibited from the planting of any trees, shrubs, or other natural habitat without the express written agreement of the Grantee in advance of said planting. Likewise, Grantor shall not build or erect any buildings or fencing within the easement area.
2. Storm Water Flow. Grantor's property may empty storm water into the easement area so long as the integrity of the drainageway is maintained and not otherwise adversely impacted.
3. Easement Runs with Land in perpetuity. This easement shall be deemed to run with the land in Perpetuity and shall be binding on Grantor and on Grantor's successors and assigns.
4. Consideration. The Grantor and Grantee agree that the consideration received by the Grantor in exchange for this easement is as follows:
 - a. Grantor shall be relieved of all responsibility to maintain the Storm Water / Drainageway Easement area with the Grantor accepting those responsibilities. Grantor may, however, choose to maintain, by mowing, brush/tree trimming, debris removal, at their discretion.
5. Approval by the City. This easement shall not be binding until it has received final approval and acceptance by Resolution of the Monticello City Council.
6. Governing Law. This easement, the interpretation hereof, and the resolution of disputes related hereto, shall be governed by Iowa Law and jurisdiction shall therefore be with the Iowa District Court of Jones County, Iowa.
7. Amendments. This Easement may only be amended by the written agreement of the parties, the written agreement of the Grantee requiring prior approval of the Monticello City Council.
8. Miscellaneous. If any provision of this Agreement is, to any extent, declared by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement (or the application of such provision to persons or circumstances other than those in respect of which the determination of invalidity or unenforceability was made) will not be affected thereby and each provision of this Agreement will be valid and enforceable to the fullest extent permitted by law.

The captions of the Sections of this Agreement are for convenience only and are not intended to affect the interpretation or construction of the provisions herein contained and shall not affect the interpretation or construction of the provisions herein contained. Time is of the essence of this Agreement.

Grantor does HEREBY COVENANT with the Grantee that Grantor holds said real estate described in this easement by title in fee simple; that Grantor has good and lawful authority to convey the same; and said Grantor covenants to WARRANT AND DEFEND the said premises against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF We have hereunto affixed our hand this 5th day of October, 2020.

GRANTOR:

Dionne Prull
Dionne L. Prull (Contract Purchaser)

Carl Keating
Carl S. Keating (Contract Seller)

Debra Keating
Debra M. Keating (Contract Seller)

STATE OF IOWA)
) §
COUNTY OF JONES)

On this 5th day of October, 2020, before me the undersigned, a Notary Public in and for said State, personally appeared Dionne L. Prull, Carl S. Keating, and Debra M. Keating, known to me to be the identical persons named herein who executed the foregoing instrument, and acknowledged that they executed the same as an expression of their voluntary act and deed.

[Signature]
Notary Public in and for said State of Iowa

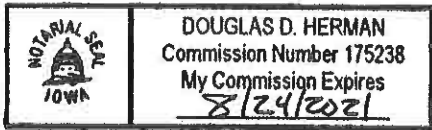


Exhibit A

The West Half of Lot 1 in YEOMAN'S INDUSTRIAL PARK FIRST ADDITION to MONTICELLO, IOWA, according to the recorded plat thereof, SUBJECT TO all easements and restrictive covenants of record.

NOTE: The current location of the Storm Water Drainageway is generally shown on the attached aerial depiction of the property, said attachment being shown for reference purposes

LEGEND

-  Northridge Drainage Ditch
-  Parcels

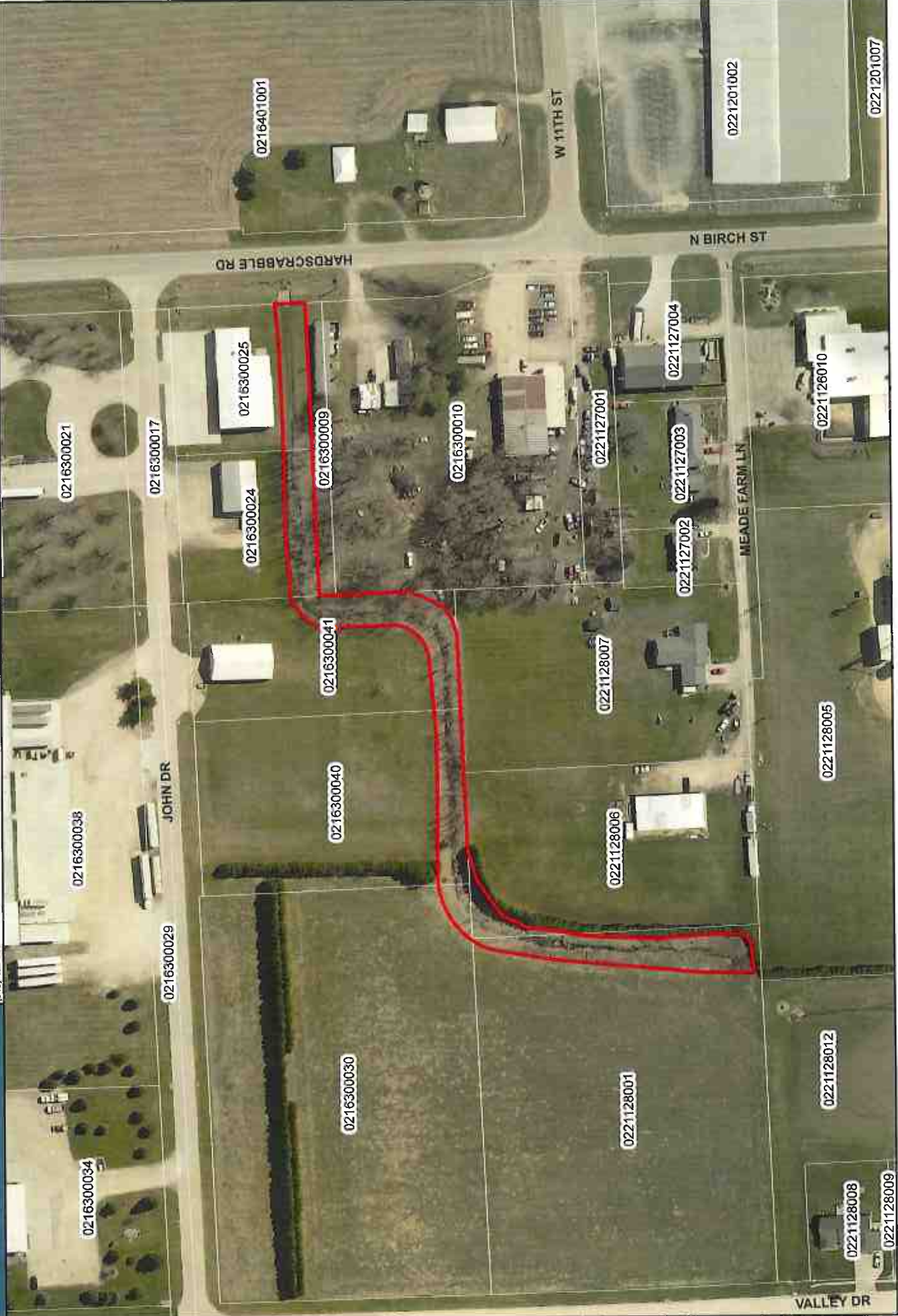


This map does not represent a survey. No liability is assumed for the accuracy of the data delineated herein, either expressed or implied by Jones County or its employees. This map is compiled from official records, including plats, surveys, recorded deeds, and contracts, and only contains information required for local government purposes. See the recorded documents for more detailed legal information.

This map was produced from data maintained in the Jones County Geographic Information System. For further information regarding maps, data sources or the availability of GIS products and services, please contact Jones County GIS at: (319) 482-5303.



JONES COUNTY, IOWA
 Northridge Drainage District
 Monticello, IA
 Date: 5/6/2020



City Council Meeting
Prep. Date: 10/16/20
Preparer: Doug Herman



Agenda Item: 10
Agenda Date: 10/19/2020

Communication Page

Agenda Items Description: Ordinance Amending the Code of Ordinances of the City of Monticello by amending Chapter 105, Solid Waste Control, by adding Compost Site Fee. (3rd Reading)

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

Attachments & Enclosures:

Proposed Ordinance (Compost Fee)

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. (Estimated annual cost accounts for \$30,000 fee to T & W Grinding and \$10,000 miscellaneous expenses. Utilities, road and site maintenance, repairs of equipment, etc.)

Staff Recommendation: I recommend that the Council consider the third and final 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", by adding Sections 105.13 "Rates for Service" and 105.14 "Lien for Nonpayment"

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

SECTION 1. SECTIONS ADDED. Chapter 105.13 "Rates for Service" and 105.14 "Lien for Nonpayment" shall be added to the Code and adopted as follows:

105.13 RATES FOR SERVICE. The collection and disposal of "landscape waste" and/or "yard waste" as provided by this chapter are declared to be beneficial to the property served or eligible to be served and there shall be levied and collected fees for the same, in accordance with the following

1. Fee for Collection. The fee for "landscape waste" and/or "yard waste" collection shall be \$2.00 per month per utility account.
2. Payment of Bills. All fees are due and payable under the same terms and conditions provided for payment of a combined service account as contained in Section 92.04 of this Code of Ordinances. Landscape waste and/or yard waste collection service may be discontinued in accordance with the provisions contained in Section 92.05 if the combined service account becomes delinquent, and the provisions contained in Section 92.08 relating to lien notices shall also apply in the event of a delinquent account.

105.14 LIEN FOR NONPAYMENT.

Except as provided for in Section 92.07 of this Code of Ordinances, the owner of the premises served and any lessee or tenant thereof are jointly and severally liable for fees for landscape waste and/or yard waste collection and disposal. Fees remaining unpaid and delinquent shall constitute a lien upon the property or premises served and shall be certified by the Clerk to the County Treasurer for collection in the same manner as property taxes.

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

City Council Meeting
Prep. Date: 10/16/20
Preparer: Doug Herman



Agenda Item: 11
Agenda Date: 10/19/2020

Communication Page

Agenda Items Description: Ordinance Amending the Code of Ordinances of the City of Monticello by amending Chapter 23, Parks and Recreation Board, Section 23.02 Board Organization

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

Attachments & Enclosures:

Proposed Ordinance Amendment

Fiscal Impact:

Budget Line Item:
Budget Summary:
Expenditure:
Revenue:

Synopsis: Proposal by Park and Rec. Board to increase Board size to seven (7) with up to two living outside the City limits.

Background: Board currently set at 5 persons with up to one being allowed to live outside the City limits. The Board has troubles getting a quorum at times and has agreed that increasing the size of the Board may help on that front and will also bring in more opinions, input, and potential volunteers. (Five-member board requires 3 for a quorum, seven-member board requires 4 for a quorum.)

Park Board and staff both support this change. Change requires approval of three readings of an Ordinance.

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

ORDINANCE NO.

An Ordinance amending the Monticello Code of Ordinances, by amending Chapter 23 "Parks and Recreation Board".

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

That Section 23.02 Board Organization, which currently reads as follows shall be deleted in its entirety and replaced with the language shown below under the heading "Proposed:

A. Deletion and Replacement of Language:

Current 23.02 to be deleted:

The Board shall consist of five members appointed by the Council. Of this membership, one member may be a nonresident of the City. In addition, the Mayor, the Parks and Recreation Director and one Council member appointed by the Mayor shall serve as ex officio members of the Board. The Council may, for good cause shown, appoint such other ex officio members as the Council feels would be beneficial to the parks and recreation program of the City. Ex officio members shall not be entitled to vote on any matter before the Board.

Proposed 23.02 to replace deleted 23.02:

The Board shall consist of *seven* members appointed by the Council. Of this membership, *no more than two* members may be nonresidents of the City. In addition, the Mayor, the Parks and Recreation Director and one Council member appointed by the Mayor shall serve as ex officio members of the Board. The Council may, for good cause shown, appoint such other ex officio members as the Council feels would be beneficial to the parks and recreation program of the City. Ex officio members shall not be entitled to vote on any matter before the Board.

B. Repealer:

All Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance are hereby repealed.

C. Severability:

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.

D. Effective Date

This Ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

1st reading passed by the Council on this

2nd reading passed by the Council on this

3rd reading passed by the Council on this

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk

I, Sally Hinrichsen, Monticello City Clerk, do hereby certify that the above and foregoing Ordinance # ____ was published in the Monticello Express on the ____ day of _____, 2020.

Sally Hinrichsen, City Clerk

City Council Meeting
Prep. Date: 10/01/2020
Preparer: Doug Herman



Agenda Item: Reports
Agenda Date: 10/05/2020

Communication Page

Agenda Items Description: Reports

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

Attachments & Enclosures:
Police and Ambulance Reports
Council Chambers AV Options

Fiscal Impact:

Budget Line Item:
Budget Summary:
Expenditure:
Revenue:

| |
|-----|
| n/a |
| n/a |
| n/a |
| n/a |

Reports / Potential Action:

1. City Administrator
 - a. Landfill Commission Open Position: Monticello is entitled to two votes on the Commission. The Commission has not been the best attended Board and the operations at the Transfer Station really need the attention of an attentive and interested Board. Dave Goedken is one of our representatives on the Board and I have been in the past. Dave replaced Gerald Muller. The position may be filled with a non-Council member resident of Monticello.
 - b. Fountain Park Project Update: I am very pleased with the progress at the Fountain. We will soon have a fundraising letter in the paper seeking additional donations to cover benches, lighting, and landscape. The concrete work will be covered by a Rotary Grant, money generated at the Monti in Motion Car Show, and other miscellaneous donations.
 - c. Brick Paver Installation Update: Approximately 5 pallets of pavers were used to pave behind the curb sections between Sedona Staffing and Farley, in front of the Presbyterian Church, and in front of and around the corner of the Innovation and Creative Adventure Lab Building (old Dollar General) It did not take as many bricks as originally anticipated.
 - d. Fire Truck Sale Report: Fire Chief Joe Bayne sought out bids for the 1995 Fire Pumper truck. City of Belle Plaine Fire Department agreed to purchase the 1995 Pumper for \$33,000.00, as is, with the stipulation that the Monticello Fire Department would continue to use the pumper until the new one arrived. Used fire trucks usually sell for around \$5,000 to \$7,000. Knowing this, Joe accepted the City of Belle Plaine's offer to purchase the 1995 Pumper. Joe got a written agreement to purchase and dropped off the down payment of \$5,000 on July 24, 2020. City continued to use the 1995 Pumper until the 2020 Freightliner pumper truck was delivered. Belle Plaine picked up the 1995 pumper on September 22, 2020. Joe dropped off their check in the amount of \$28,000 on September 23, 2020.
 - e. Sewer Plant / Misc. Article for Express: I have drafted an article to appear in the Express largely to explain the numerous inaccurate statements set out in Steve Hanken's letter to the editor. Steve either did not do his homework, didn't care if he was accurate, or intentionally misled the readers. Hopefully he will be present to respond to the article.
 - f. Matters pending Council Direction: The following two items need direction from the Council, even if that direction is to take a wait and see approach, hold off to a date certain (spring), etc.
 - i. Drainage Ditch Repair Options – S. Cedar Street
 - ii. Digital Sign: Future?

2. Police Chief
 - a. September Reports (Police and Ambulance)
 - b. Council Chambers AV Improvement Options Summary
3. Public Works Director
4. Park and Recreation
5. City Engineer (Or City Administrator)
 - a. N. Chestnut Street Project Update
 - b. N. Sycamore Street Project Update (Issues)



201 East South Street
Monticello, IA 52310
319-465-3526

From the Office of:

Chief of Police

Britt D. Smith

Ambulance Service Activity

For the month of:

September, 2020

Total EMS Calls for Service: 44 (462 for 2020 including Fire Assist Calls Through July 30th)

Adam 27 (Primary Unit) 42

19-City of Monticello Addresses
5-Monticello Nursing/Rehab
7-County Addresses within our Service Area
7-Jones Regional Medical Center Transfers
4-Anamosa City Addresses (Anamosa Unavailable)

Adam 28 (Secondary Unit) 2

1-County Address within our Service Area
1-Monticello Nursing/Rehab

Currently I am working on submitting a funding reimbursement through Phase III of the Cares Act for the Ambulance Service. I do not know the relief amount that we will receive, but it is roughly based off of a portion of your revenues. The first phase was 2%, it is expected that we will receive roughly \$10,000 for this phase.

I am also finishing up the submission for the Ground Emergency Medical Transportation (GEMT) perspective payment program. This program once enrolled and submitted will provide some offsetting funding for reduced Medicaid payments. This will help increase our revenues.

The New Ambulance is still on schedule to arrive next month, end of November, which is great timing as we have been seeing some mechanical failures with our oldest unit that could become costly if we were forced to make the repairs to stay operational.

As always, if you have any questions please let me know.

Britt



201 E. South Street
Monticello, IA 52310
(319) 465-3526
Fax (319) 465-4681

From the Office of:

Chief of Police

Britt D. Smith

POLICE DEPARTMENT ACTIVITY

For the month of:

SEPTEMBER 2020

Total Calls for Service: 250 (2024 FOR 2020)

Traffic Stops: 63

Citations: 19

Parking Citations: 0

Arrests: 10;
4-Domestic Assault,
1-Assault
1-OWI
3-Warrant ,

Accidents Investigated: 6

EMS Assists: 23

Nuisance Warnings: 9

Use of Force: 1

Officer Zach Buehler attempted to apprehend an individual with multiple felony warrants. The subject fled from Officer Buehler on foot. Officer Buehler was able to catch up to the suspect and was able to deploy the taser as the subject was fleeing across a parking lot. The suspect was apprehended without injury and transported to jail.

Public Complaints:

Information:

201 E. South Street
Monticello, IA 52310
(319) 465-3526
Fax (319) 465-4681

As always, if you have any questions feel free to contact me.

Britt



201 East South Street
Monticello, IA 52310
319-465-3526

From the Office of:

Chief of Police

Britt D. Smith

COUNCIL CHAMBERS A/V UPDATES

Dear Mayor and City Council;

Over the last few months Madonna and I have worked with two separate vendors to examine potential improvements and updates to our Council A/V equipment. Our current system has been experiencing some system failures that are causing performance issues with the display and rebroadcast of our council meetings.

Our existing equipment was initially purchased and installed in 2005 with the construction of the Renaissance Center. Since that time the equipment has systematically begun to fail which has resulted in some reduced capabilities and reduced effectiveness in regards to audio quality and video functionality. I'm routinely trouble shooting issues with the system, and providing IT support for the numerous presenters who utilize the room as the system is very touchy. The audio quality has also been a long-standing complaint and many attempts to improve the quality have been made only to experience equipment failure in other areas which renders the newest improvements ineffective. While the addition of the lapel microphones improved sound quality for a while, we have now seen another failure with our audio processor. We have done some troubleshooting with our equipment and believe that it has failed with no repair option available. The last 6 months of audio quality when viewing from Facebook or the website has been very poor.

Our current system uses two analog cameras with point to zoom capabilities (PTZ), and an audio system consisting of the lapel microphones, fixed base microphones and a wireless microphone that are streamed to a desktop computer that utilizes software to record the feed. This equipment has some analog (old) and digital (new) components and we are using additional equipment that is being very temperamental to make it all work together. We have document camera capabilities and the projector that are using VGA (analog) style connectors which have become problematic with new laptops that mainly use HDMI (Digital) connections. The projector was recently replaced after the old unit failed. New units are primarily HDMI compatible, but since we still used some component (analog) connections we were forced to purchase a unit that still offered some of the "old school" compatibility. The new unit needs to be placed several feet back from the previous location due to display issues as the new unit was not compatible with the old units mounting location. This hasn't been completed because the mount needs to be rerouted around an existing sprinkler head. The list goes on and on.

As mentioned, we have sought input from two area businesses D.B. Acoustics from Hiawatha and Conference Technologies from Davenport who have examined our current setup and made recommendations for improvements. Both quotes were prepared with utilizing as much of our existing equipment as possible, but due to the age of the equipment it is difficult to only replace what is

201 East South Street
Monticello, IA 52310
319-465-3526

absolutely necessary without being forced to upgrade much of the surrounding equipment as it is outdated and experiencing some capability issues.

D.B. Acoustics has evaluated our existing equipment and has proposed an update of \$19,355.90. D.B. Acoustics came recommended through my conversations with ITS about our proposed needs. (SEE ATTACHED QUOTE)

Conference Technologies has evaluated our existing equipment and has proposed an update of \$26,528.18. Conference Technologies came recommended by some neighboring communities like Cascade, Farley and Dyersville, who all utilize their services for their council chamber and local access a/v solutions. (SEE ATTACHED QUOTE)

Both of these proposed upgrades do provide us with some increase functionality and an improved ease of use. With either system we will have the ability to live stream all of our meetings to a variety of social media sites, most commonly Facebook Live and directly to our website without a multi-step system. Currently the system requires us to only live stream on local access, then the footage must be downloaded to a separate computer, the footage is then processed and converted to a compatible file type through additional software called VIMEO that we have a yearly subscription of \$100.00 to, then is uploaded to the website and to the local access video player. This multistep conversion process is only compounding the poor audio quality due to the existing malfunctioning equipment.

While extensive, these proposed upgrades still do not account for the future upgrades that will be necessary for the updates of the local access video player. The system we are currently using is still functioning, but like anything computer based, the system is no longer being supported by the manufacturer. We will continue to operate the existing equipment as long as possible, but would anticipate a replacement expense of \$5,000 when it does malfunction. We currently utilize a program from the company Keywest which is still being recommended as a viable vendor for our local access needs. This hardware and software give us the ability to create content for the local access channel and stream our council meetings. Obviously local access use has diminished over the years as Mediacom subscribers have decreased. It may be worth pushing Mediacom to expand their programming package to include those that stream their TV over the internet. This may not be a viable option for them, but it may be worth considering to increase our reach of the local access channel.

Based upon my working with both vendors, the first vendor appears to have the best working knowledge of the system and provided with a very broken-down proposal. It is still a significant amount of money that at face value seems extreme but given the capability issues we may continue to have it may be time to consider the more expansive update.

Over the past few years, we have spent roughly \$2,500 on these band aid repairs, with several that are unrepairable without the significant upgrade proposed.

- The DVR has been replaced with a desktop computer that captures the recording
- The fixed base microphones were replaced with lapel microphones to improve audio quality
- The projector has been replaced
- Two of the five existing tube style tv's for conversion and monitoring have failed and are unreplaceable.

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- The existing hard drive space on the desktop computer is full, a second external hard drive with 1 terabyte of storage space was purchased to retain older council meetings.

As mentioned, the proposal from D.B. Acoustics has provided the most cost effective yet broken down update. I have reached out to our sales representative to look at any additional modifications to the proposal that we could make to reduce this overall expense, but I do see any reduction as being something that we are merely putting off for another day.

We do have the option of going to a much simpler configuration. We can go to a single fixed camera with a document camera, that would only require a two-channel channel viewer and production mixer instead of the 4-channel that is quoted. This may decrease the cost \$1,000. We could also trim back the proposed hard drive storage from 8TB to 1 or 2 TB. This may save an additional \$500. We would lose some storage duration and would need to delete council videos sooner. The proposal provided for audio control within the control booth. We have not had that feature but would allow the operator to monitor and control audio quality during the meeting. If we removed this feature, we could decrease the cost \$1,000. The reduction of the mixer and the audio controller may save us an additional \$1,000 in labor expenses. I believe that we can continue to utilize adaptors and the proposed HDMI upgrade for the overhead projector could be eliminated. We will still at times struggle with connecting newer laptops but it may reduce our expense by \$1,000. I think it may be reasonable to reduce the project proposal by \$4,500 and still have a quality system, with just slightly less features. I reasonably believe we can come in around \$14,500. This amount is still more than I initially expected but after looking at the proposals, price checking, and evaluating our necessary options, this price is most likely the best we will see.

It is my recommendation that the Council consider these options and provide staff direction on how they wish to move forward.

Britt



4601 Commercial Avenue Marion, IA 52302 319.373.1425

Proposal

| | | | |
|---|--|--|------------------------------|
| Proposal Submitted To: City of Monticello | | Date July 1, 2020 | |
| Street 200 E. 1st St. | | Job Name Chamber Audio and Video Upgrade Public Access Enhancement | |
| City State Zip Code Monticello, IA. | | Job Location Same | |
| Contact Chief Britt Smith | | Proposal # 20214Aa | Phone 319-465-3526 |

Chief Smith,

I am pleased to present you with a proposal to fix and upgrade the audio and visual systems in the council chambers. As discussed, we are going to be streaming your control space by providing you with a better production controller, quad monitor viewing on a larger display, removing all unused equipment, giving you the ability to adjust the mic and presentation volume, and providing a large external backup for all of you recordings. We will also be working in the equipment room to remove and replace some of the outdated and non functioning equipment. By doing this, we will be able to make it so people will be able to hear what is being said in the meetings. We will also be adding the capability of HDMI to the projector, while retaining VGA, as well as moving and realigning the projector to fit the screen appropriately. In regards to the public access software, after speaking with Key West, they would like to talk directly to your team to get a 100% accurate explanation of your goals and work with you to build the appropriate solution. We support that decision and will be able to integrate their product into this once everything is decided. Due to the amount of product being removed, replaced, and programing that will be involved, a lot of the cost is labor related. I have broken that out below vs. the cost of equipment.

Video Production Equipment:

- 1 32" LG Monitor
- 1 Black Magic Multi View 4 Quad Viewer
- 1 Black Magic Web Presenter, Video Formatter and Streaming Box
- 1 Roland V4-EX Video Production Mixer
- 1 Synology External Back Up Drive with 2 4TB Hard Drives included. (can take a total of 5)

Equipment Cost: \$6,919.90

Labor Cost: \$935.00

Continued on Next Page

We propose hereby to furnish material and labor complete in accordance with above specifications, for the sum of:

See Above

dollars

See Above

50% DEPOSIT W/ BALANCE DUE 20 DAYS FROM INSTALL.(PLUS APPLICABLE SALES TAX)

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.

Authorized Signature

Aaron R. Doubet

Note: This proposal may be withdrawn by us if not accepted within

30

days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date of Acceptance:

Proposal



4601 Commercial Avenue Marion, IA 52302 319.373.1425

| | | |
|--|--|-----------------------|
| Proposal Submitted To: City of Monticello | Date July 1, 2020 | |
| Street 200 E. 1st St. | Job Name Chamber Audio and Video Upgrade Public Access Enhancement | |
| City State Zip Code Monticello, IA. | Job Location Same | |
| Contact Chief Britt Smith | Proposal # 20214Aa | Phone 319-465-3526 |

Continued from Page One

Chamber Audio Upgrade:

1 QSC Core 110f Audio Processor-This replaces the manual mixers and dead DFR11 audio processor
 1 QSC 8" Touch Panel- This will be located at the control station and will have level controls for all sources

Equipment Cost: \$4,930.00

Labor Cost: \$1,125.00

Projector HDMI Upgrade Plus Realignment:

1 Av Pro Edge HDMI VGA Transmitter
 1 Av Pro Edge HDMI VGA Receiver
 1 Lot Cat6a Shielded Cable

Equipment Cost: \$1,587.00

Labor Cost: \$595.00

Additional Equipment Removal, Programming, and Calibration Labor: \$3264.00

This includes removal of all nonfunctioning equipment, miscellaneous hardware, system programming, audio and video calibration, and owner training.

System Warranty:

Our systems come with a one(1) year complete warranty that covers all products and labor on any defects that may occur, outside of damages caused by negligence or damage caused from any outside forces such as a fault in the owners electrical system, lightning, water damage, or other "acts of god".

We propose hereby to furnish material and labor complete in accordance with above specifications, for the sum of:

See Above

dollars **See Above**

90

50% DEPOSIT W/ BALANCE DUE 20 DAYS FROM INSTALL. (PLUS APPLICABLE SALES TAX)

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.

Authorized Signature
Aaron R. Doubet

Note: This proposal may be withdrawn by us if not accepted within **30** days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date of Acceptance:



PROPOSAL

City of Monticello

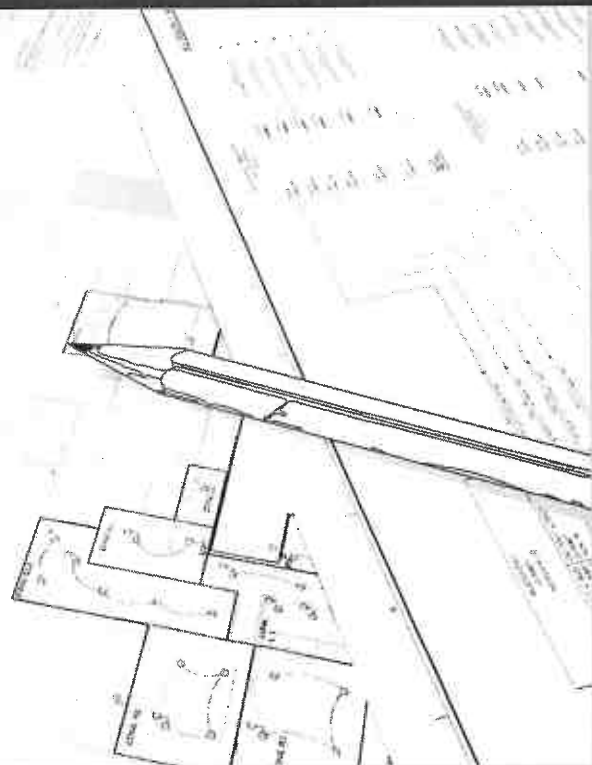
Local Access

DATE

Monday, 28 September 2020

PREPARED BY

Tom Perdan
Design Consultant



Overview and Goals



At Conference Technologies, Inc., we ensure our technology, processes, and people are the most knowledgeable and efficient resource to serve you as your solutions partner.

Dear Britt Smith,

It was a pleasure to speak with you regarding your upcoming project. Thank you for the time to review your needs and identify your requirements. Based on our needs analysis we have developed a recommended solution for you. Conference Technologies, Inc. has the industry experience to create customized solutions to meet today's technology challenges. These solutions include consulting, design, implementation, and service.

Sincerely,

Tom Perdan
Design Consultant
Conference Technologies, Inc.
563-231-4937
TPerdan@conferencetech.com

Scope of Work

Proposal Number: J20110216

Proposal Date: 9/28/2020

Prepared for: City of Monticello

Attn: Britt Smith

Phone: (319) 465-3526

Email: britt@ci.monticello.ia.us

Prepared by: Tom Perdan

Phone: 563-231-4937

Email: TPerdan@conferencetech.com

Bill to: City of Monticello
200 East 1st Street
Monticello, IA
52310

Ship to: City of Monticello
200 East 1st Street
Monticello, IA
52310

CTI to install a new Leightronix UltraNexus system that will provide new graphics creation, storage and scheduling capabilities. CTI will also install a new video switcher, add an HDMI/VGA input at the floor box and will terminate in the A/V booth. CTI will route an HDMI output from the new switcher to the projector, new monitor and new streaming recorder. CTI will also move the projector farther away from the screen so the projected image will fit the screen better. CTI will replace the existing DFR11 with a newer DFR22 digital signal processor and will reprogram it to meet the needs of the local access system. CTI will also install an FM antenna in the council chambers room near to the windows and will run coaxial cable to a receiver in the rack room.

Timeframe

To complete the work outlined in the project scope, we will need approximately 6 weeks from proposal acceptance. A project manager will be assigned to communicate with you at critical milestones. Upon notice to proceed, we will begin your project plan immediately.

| Phase | Week |
|-------------------------------------|------|
| Notice to Proceed & Project Kickoff | 1 |
| Engineering | 2 |
| Procurement | 3 |
| Programming & Rack Fabrication | 4 |
| Onsite Installation | 5 |
| Commissioning & Training | 6 |

Your Investment

Below is the cost of this solution based on the outlined scope of work. If you have questions about the complete solution, please let us know how we can help align this investment with additional needs or changes in scope.

Proposal Summary

| Description | Price |
|-------------------------|--------------------|
| Equipment | \$16,937.12 |
| Implementation Services | \$9,591.03 |
| Subtotal | \$26,528.15 |
| Tax | \$0.00 |
| Grand Total | \$26,528.15 |

Recommended

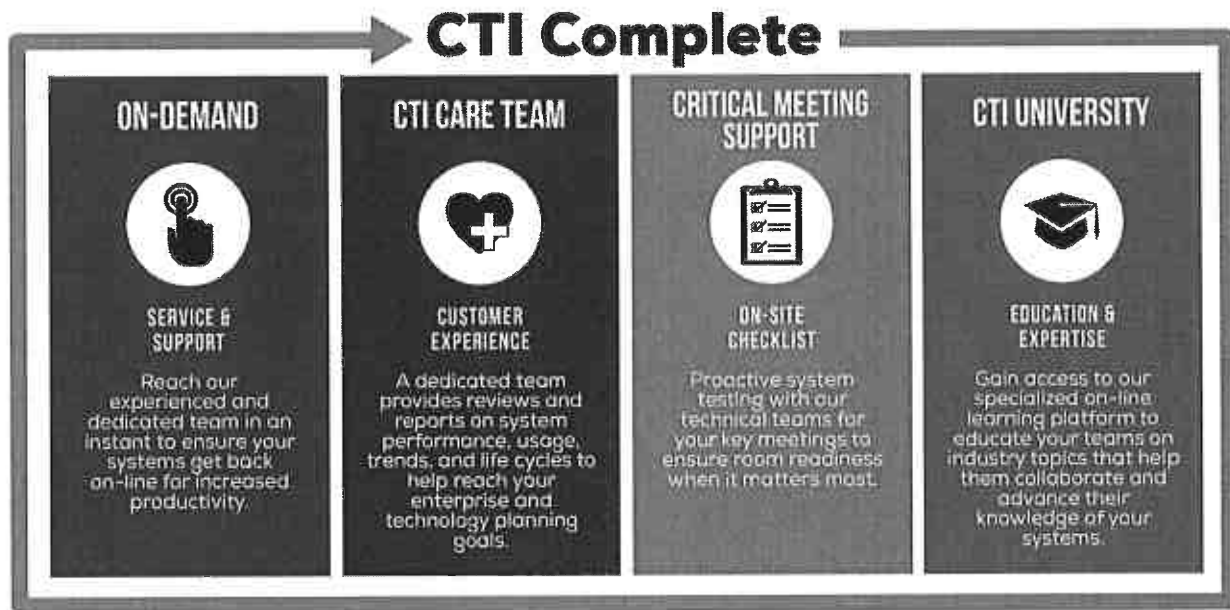
| Description | Price |
|---|------------|
| 2 Additional Years CTI Complete Service Agreement | \$2,147.34 |
| 4 Additional Years CTI Complete Service Agreement | \$4,294.68 |

Down Payment Requirements

Terms are with approved credit. For orders that exceed ten thousand dollars; 60% to initiate order, 40% NET 30, or progress billing based on purchase agreement at time of order. Payments made by credit card are subject to a 2.5% fee.

Why Us?

Our CTI Complete service is there for you 24/7 through our dedicated CTI Care customer experience team. Through on-site technical service, recommended programming upgrades, and quarterly reliability checks, your system is covered for the unexpected, as well as planned maintenance. Your teams will be trained to operate equipment with confidence. When critical meetings arise, we help ensure system performance with proactive system testing and an on-site checklist, so your systems will be ready when it matters most. Our managed services staff does more than diagnose and repair failures, they help plan for system life cycles.



Bill of Materials

Local Access

| Manufacturer | P/N | Description | Qty | Unit Price | Ext. Price |
|-----------------------------|----------------------|---|-----|-------------|-------------|
| General: \$16,937.12 | | | | | |
| Leightronix | UltraNEXUS- HD X5 | Network-Managed HD/SD Automation Controller and Digital Video Server (Recorder/Player) | 1 | \$10,321.28 | \$10,321.28 |
| Leightronix | LGX-WPT | Customized Online Product Training via WebEx® (per Hour) | 2 | \$170.00 | \$340.00 |
| Roland | V-40HD | Multi-Format Video Switcher - 4 channel | 1 | \$2,807.81 | \$2,807.81 |
| Planar | 998-0411-00 | PXN2480MW-WH | 2 | \$205.25 | \$410.50 |
| Intelix | DL-HDBT2- WP-KIT | HDMI/VGA/USB HDBT WP W/RX KIT | 1 | \$625.94 | \$625.94 |
| DigitaLinx | DL- HD70LSIR | 70M HDBT EXTENDER SET POC IR | 1 | \$169.19 | \$169.19 |
| Liberty | E-VGAMAM- M-25 | MOLDED VGA+3.5 M-M CL2 25' BLK | 1 | \$51.84 | \$51.84 |
| Liberty | E2-HDSEM- M-08 | HDMI CBL HS W/NET CL2/FT4 8M | 1 | \$54.90 | \$54.90 |
| AJA | HELO-R0 | H.264 HD/SD recorder and streaming appliance with 3G- SDI and HDMI inputs/ outputs. Record to USB drives/SD cards/Network shares, with live streaming. | 1 | \$1,214.06 | \$1,214.06 |
| Shure | DFR22 | AUDIO PROCESSOR WITH FEEDBACK REDUCTION | 1 | \$570.00 | \$570.00 |
| Intelix | HD14S | DA HDMI 1:4 4K 18G HDCP 2.2 | 1 | \$184.10 | \$184.10 |
| Rolls | HR78X | Digital 1/2 Rack AM/FM Tuner with XLR's | 1 | \$187.50 | \$187.50 |

Standard Disclaimer

Conference Technologies, Inc. provides for twelve (12) months of **CTI Complete** on all system purchases. Conference Technologies, Inc. warrants the system implemented is free from defects in material and workmanship, in accordance with the contract, drawings, specifications, alterations and additions thereto, for a period of twelve (12) months from the date of commencement of use, substantial completion, or date of notice of completion, whichever occurs first. This coverage does not protect against consumables, severe weather, and acts of God.

Terms

Installation Description and Requirements

Provided by Conference Technologies, Inc.: If installation is purchased, Conference Technologies, Inc. will install all A/V components. Conference Technologies, Inc. will also perform all programming, alignments, and end-user training. Conference Technologies, Inc. will provide A/V project management, and provide drawings as required. This install price assumes a Monday through Friday 8:00am to 5:00pm install time. Room availability must be in consecutive 8-hour blocks. Any required changes or rushes may affect the final price.

Provided by Others

Electrical requirements are to be provided by others unless specifically included in Conference Technologies, Inc. Scope of Work.

Statement

This system proposal is the property of Conference Technologies, Inc. and is delivered with the sole intent of being viewed by management of City of Monticello for evaluation purposes only. This proposal or any part of this proposal is not to be presented to, or viewed by any other party, vendor or Conference Technologies, Inc. competitor without the written consent of Conference Technologies, Inc. Any effort to do so will be considered a violation of copyright law.

Next Steps

1. Upon Notice to Proceed, Conference Technologies, Inc. will begin executing the project plan with an internal handoff of the project to our operations team.
2. If you have questions about the process as we move forward, please contact me at TPerdan@conferencetech.com or 563-231-4937.
3. You will be contacted by a Conference Technologies, Inc. Project Manager to schedule a project kickoff meeting to review the project scope and schedule.

Customer Signature

CTI Signature

Printed Name

Printed Name

Title

Title

Date

Date