

City of Monticello, Iowa

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Posted on December 30, 2020 at 5:00 p.m.

Monticello City Council Meeting January 4, 2021 @ 6:00 p.m.

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

Mayor:	Brian Wolken	Staff:	
City Council:		City Administrator:	Vacant
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	Park & Rec Director:	Jacob Oswald

- 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	December 21, 2020
Approval of Payroll	December 31, 2020
Approval of Bill List	
Approval of Kardes 151 liquor license	
Approval of Legacy Lanes liquor license	
Approval of Board Appointment: Jim Rohlff to Airport Board replacing Larry Behrends,	
Approval of Board Renewals: Josh Brenneman and Katie Farrowe to Park Board; Gary "Butch" Pratt to Planning & Zoning Board; Sam Hunt to Tree Board	

Motions: None

Public Hearings:

1. **Public Hearing** on the proposed Rezoning of property located at 122 North Main from R-1 Single Family Residential to C-1 General Commercial
2. **Ordinance** Amending the Code of Ordinances of the City of Monticello by amending Chapter 165 "Zoning Regulations and amending zoning map for 122 North Main Street (1st reading and/or waiving requirement to have three reading and approve tonight)

Resolutions:

3. **Resolution** Designating the Monticello Express as the Official Publication Newspaper for City of Monticello
4. **Resolution** authorizing a CDBG Income Survey to be completed for sewer facility project – Derek Lumsden, Jones County Economic Development (Get information from Derek)
5. **Resolution** to approve Submission of Catalyst Grant, Derelict Building Grant and other grants to renovate City owned property locate at 103 West First Street
6. **Resolution** to approve investment in Jones County Safe & Healthy Youth Coalition
7. **Resolution** to approve FY '22 investment in the Jones County Extension summer program
8. **Resolution** to approve payment of 5th year local match to Keep Iowa Beautiful/Hometown Pride program
9. **Resolution** approving investment in the Independence Day Fireworks festivities to be held on July 4, 2021 in the amount of \$2,600
10. **Resolution** approving Investment in Maquoketa River Watershed Management Authority in the amount of \$3,796 for Fiscal Year 2021 and 2022
11. **Resolution** to approve funding/ investment in Jones County JETS Transportation System
12. **Resolution** to Approve Deed, Declaration of Value, Groundwater Hazard Statement and Closing Statement associated with 101 E 1st Street Building sale
13. **Resolution** approving three-year Mowing contract between Steve and Lisa Monk, independent contractors, under the same terms and conditions as set forth within the “Mowing Service Agreement”

Ordinances:

14. **Ordinance** amending the Code of Ordinances of the City of Monticello, Iowa, by amending provisions pertaining to Section 15.04 Mayor’s Compensation (1st reading)

Reports / Potential Action:

1. Mayor
 - a. Mayoral Board Appointments of Council Members
2. City Clerk
 - a. Budget

- b. Maquoketa River Watershed Management Authority appoint City Representative
- 3. Public Works Director
- 4. Police Chief
 - a. Zimmerman N. Chestnut Street House Progress
 - b. Intlekofer Driveway Direction
- 5. Park and Recreation
- 6. City Engineer
 - a. Horsfield N Sycamore Street

Work Sessions:

1. Budget Review –

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 public will be admitted into this meeting. Mask is required to attend the meeting and seating is limited.

The meeting will continue to be broadcast on Mediacom (Local Access Channel) and will be accessible via Zoom via the following link.

City of Monticello is inviting you to a scheduled Zoom meeting.

Topic: Monticello City Council

Time: Jan 4, 2021 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/6755876357>

Meeting ID: 675 587 6357

One tap mobile

+13126266799,,6755876357# US (Chicago)

+16465588656,,6755876357# US (New York)

Dial by your location

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+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 675 587 6357

Find your local number: <https://us02web.zoom.us/j/6755876357>

Regular Council Meeting
December 21, 2020 – 6:00 P.M.
Community Media Center

Mayor Brian Wolken called the meeting to order. Council present: Dave Goedken, Brenda Hanken, Scott Brighton, Candy Langerman, Chris Lux and Tom Yeoman. Also present were City Clerk Sally Hinrichsen, Water/Wastewater Superintendent Jim Tjaden and Police Chief Britt Smith. Library Director Michelle Turnis and City Engineer Patrick Schwickerath joined electronically. Public Works Director Nick Kahler and Park & Rec Director Jacob Oswald arrived later during the meeting. The public was invited to attend 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 via Zoom.

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

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

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

Wolken reported the P & Z Board reviewed and recommended the approval of Plat of Survey to Parcel 2020-106. Langerman moved to approve Resolution #2020-154 Plat of Survey to Parcel 2020-106. Brighton seconded, roll call unanimous.

Langerman moved to approve Resolution #2020-155 Appointing Commissioner to the Eastern Iowa Regional Housing Authority from the City of Monticello. Lux seconded, roll

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December 21, 2020

call unanimous. Tom Yeoman was appointed as Commissioner to the Eastern Iowa Regional Housing Authority.

Wolken reported P & Z Board recommended approval to rezone the property located at 122 North Main from R-1 Single Family Residential to C-1 General Commercial for retail development. Yeoman moved to approve Resolution #2020-156 Scheduling Public Hearing on the proposed Rezoning of property located at 122 North Main from R-1 Single Family Residential to C-1 General Commercial. Hanken seconded, roll call unanimous. Public Hearing set for January 4, 2021 at 6:00 PM.

Yeoman moved to approve Resolution #2020-157 to approve City Clerk, Deputy City Clerk and City Secretary Job Descriptions. Langerman seconded, roll call unanimous.

Wolken reported that Doug Herman agreed to provide oversight of the City Administrator's emails and forwarding important ones on to staff and/or redirecting the mailer in some regard and agreed to lowering the cost to \$20 per day Monday thru Friday or \$100/week. Some emails require work that would be invoiced as City Attorney work. Langerman moved to approve Resolution #2020-158 to Approve Doug Herman to provide oversight of City Administrator's emails. Brighton seconded, roll call unanimous.

Wolken reported that former City Administrator Doug Herman has offered to help with the search for the new City Administrator, if Council desired, at no cost to the City. Consensus of Council was to invite Herman to attend the activities for the City Administrator search on January 15 & 16, 2021. Yeoman moved to approve Resolution #2020-159 to approve Doug Herman's involvement in hiring a City Administrator. Langerman seconded, roll call unanimous.

Jones County Economic Development (JCED) Executive Director Derek Lumsden reviewed the County-wide Childcare Feasibility study for Jones County, it's citizens and businesses. JCED Board decided to do the study/ fact finding as one of their strategic plan items to determine if there is need for and to work with the current daycare providers. Lumsden stated JCED received a \$5,000 grant to do the study and will match \$2,500 and is requesting \$2,500 for the study from Monticello, Jones County and Anamosa. Langerman moved to approve Resolution #2020-160 to approve Financial Commitment for a County-wide Childcare /Daycare Feasibility Study conducted for Jones County Economic Development, with a not to exceed amount of \$2,500. Yeoman seconded, roll call unanimous. Kahler and Oswald arrived.

Yeoman moved to approve Ordinance #736 amending the Monticello Code of Ordinances, by amending Chapter 26 "Airport Board", second reading in title only. Goedken seconded, roll call unanimous. Yeoman moved to suspend the rule requiring three separate readings of an ordinance and that Ordinance #736 amending the Monticello Code of Ordinances, by amending Chapter 26 "Airport Board", be considered placed upon its final passage and adopted, Lux seconded, roll call unanimous.

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Yeoman moved to approve Ordinance #735 amending the Code of Ordinances of the City of Monticello, Iowa by amending Section 17.06 of the Monticello Code "Compensation", third and final reading in title only. Langerman seconded, roll call unanimous. This will raise the Council pay from \$100 per month to \$300 per month effective January 1, 2022.

Schwickerath reported City Attorney Doug Herman sent an email to Cody at Horsfield Construction and Cody's reply was they did not see a need to follow-up on the items and feels they were released when City accepted the project and released the retainage. However, this project has a maintenance bond. Schwickerath stated these items were identified during the project walk thru and discussed with Horsfield. The drainage issue at 515 North Sycamore was discussed with Horsfield following the walk thru and Cody advised they would take care of it, if it became an issue. Schwickerath and Kahler walked the project site today and took several pictures to document areas of concern.

Kahler reported City had a water main break at 7th Street and Gill Street intersection. City will work to get water to drain to catch basin in the spring when the street is repaired.

Kahler stated the septic system at the Public Works facility is repaired.

Kahler reported receiving 26 applications for the Public Works position. Kahler, Wolken, Oswald and Tjaden will conduct the interviews and hire.

Oswald reported a great turnout for their Christmas event held last weekend.

Oswald stated the ice rink was setup but it has not been cold enough to freeze yet.

Turnis reported the Story Board Walk has been setup along Willow Trail, with the help of Public Works staff and Jacob Oswald.

Turnis reported the Library is open to a limited number of people at this time.

Smith reported sending Norm Zimmerman a letter regarding property on North Chestnut Street and Zimmerman has placed a fence on the West and South sides. Smith will follow-up with Zimmerman to get it enclosed.

Smith reported sending Steve Intlekofer a letter regarding his property along South Cedar Street. Smith and Intlekofer established May 1st, 2021 for Intlekofer to concrete the parking area allowed by City Code and to remove the rock parking area that is in the front yard.

Smith reported receiving the Theisen's grant to purchase portable radios.

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Wolken reviewed the City Attorney project status report that City Attorney Doug Herman provided.

Hinrichsen reviewed the proposed budget timeline and will work to have more budgets ready for review at the next meeting.

Hinrichsen reached out to PFM to get an update on the analysis of funding options / rates related to the sewage treatment plant updates. The requested data was sent to them and PFM is hoping to have the report by the January 18th meeting.

Hinrichsen reviewed the proposed Road Use, Water, Sewer, Sanitation, Yard Waste and Storm Water budgets, noting some areas that will need to be amended this year. Hinrichsen also noted, depending on the status of the Sixth Street ditch project, the budget may need to be adjusted. Hinrichsen is waiting on firmer figures on the sewage treatment plant number and funding to finalize that budget.

Brighton moved to adjourn at 8:06 P.M. Council held a work session following this meeting related to the hiring of City Administrator, which lasted until 9:16 P.M.

Brian Wolken, Mayor

Sally Hinrichsen, City Clerk

PAYROLL - DECEMBER 31, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
AMBULANCE	December 14 - 27, 2020				
Kylie Flanagan	\$ 390.25	\$ -	0.00	0.00	\$ 329.37
Mason Hanson	133.80	133.80	0.00	0.00	114.98
David Husmann	1,873.20	-	0.00	0.00	1,388.28
Mary Intlekofer	2,399.90	349.50	0.00	0.00	1,620.42
Brandon Kent	2,889.20	1,118.40	0.00	0.00	2,034.95
Lori Lynch	2,530.00	-	0.00	0.00	1,682.16
Shelly Searles	2,530.96	480.56	0.00	4.50	1,707.80
Jenna Weih	2,319.28	776.48	0.00	0.00	1,650.11
Curtis Wyman	2,030.00	-	7.50	39.38	1,393.68
TOTAL AMBULANCE	\$ 17,096.59	\$ 2,858.74	7.50	43.88	\$ 11,921.75
CEMETERY	December 12 - 25, 2020				
Dan McDonald	\$ 2,138.28	\$ 438.28	0.00	0.00	\$ 1,635.43
TOTAL CEMETERY	\$ 2,138.28	\$ 438.28	0.00	0.00	\$ 1,635.43
CITY HALL	December 13 - 26, 2020				
Cheryl Clark	\$ 1,736.10	\$ 8.10	1.50	23.25	\$ 1,190.16
Sally Hinrichsen	2,550.27	-	0.00	0.00	1,604.26
Nanci Tuel	1,530.40	-	0.00	0.00	1,176.93
TOTAL CITY HALL	\$ 5,816.77	\$ 8.10	1.50	23.25	\$ 3,971.35
COUNCIL / MAYOR	December 13 - 26, 2020				
Scott Brighton	\$ 287.10	\$ -	0.00	0.00	\$ 264.88
TOTAL COUNCIL / MAYOR	\$ 287.10	\$ -	0.00	0.00	\$ 264.88
LIBRARY	December 14 - 27, 2020				
Molli Hunter	\$ 599.25	\$ -	0.00	0.00	\$ 491.33
Penny Schmit	1,132.01	-	0.00	0.00	831.31
Michelle Turnis	1,655.77	-	0.00	0.00	1,240.87
TOTAL LIBRARY	\$ 3,387.03	\$ -	0.00	0.00	\$ 2,563.51
MBC	December 14 - 27, 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
POLICE	December 14 - 27, 2020				
Zachary Buehler	\$ 2,619.00	\$ -	0.00	0.00	\$ 1,906.74
Peter Fleming	2,154.75	-	12.00	22.50	1,518.22
Dawn Graver	2,400.00	-	0.00	0.00	1,756.14
Erik Honda	2,415.00	-	12.00	12.75	1,787.19
Jordan Koos	2,494.00	-	0.00	20.50	1,786.68
Britt Smith	2,996.15	-	0.00	0.00	2,185.37
Madonna Staner	1,530.40	-	0.00	0.00	1,156.09
Brian Tate	2,457.00	-	0.00	0.00	1,843.42
TOTAL POLICE	\$ 19,066.30	\$ -	24.00	55.75	\$ 13,939.85
ROAD USE	December 12 - 25, 2020				
Zeb Bowser	\$ 2,289.69	\$ 589.69	0.00	0.00	\$ 1,660.15
Eric Jungling	1,533.26	294.26	0.00	0.00	1,106.55

PAYROLL - DECEMBER 31, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
TOTAL ROAD USE	\$ 3,822.95	\$ 883.95	0.00	0.00	\$ 2,766.70
SANITATION	December 12 - 25, 2020				
Michael Boyson	\$ 2,098.44	\$ 398.44	0.00	0.00	\$ 1,446.30
Nick Kahler	2,079.81	-	0.00	0.00	1,428.45
TOTAL SANITATION	<u>\$ 4,178.25</u>	<u>\$ 398.44</u>	<u>0.00</u>	<u>0.00</u>	<u>\$ 2,874.75</u>
SEWER	December 12 - 25, 2020				
Tim Schultz	\$ 2,106.50	\$ 346.50	0.00	13.88	\$ 1,525.98
Jim Tjaden	2,346.15	-	0.00	0.00	1,694.98
TOTAL SEWER	<u>\$ 4,452.65</u>	<u>\$ 346.50</u>	<u>0.00</u>	<u>13.88</u>	<u>\$ 3,220.96</u>
WATER	December 12 - 25, 2020				
Daniel Pike	\$ 1,712.00	\$ -	15.00	32.50	\$ 1,240.98
TOTAL WATER	<u>\$ 1,712.00</u>	<u>\$ -</u>	<u>15.00</u>	<u>32.50</u>	<u>\$ 1,240.98</u>
TOTAL - ALL DEPTS.	\$ 65,620.61	\$ 4,934.01	48.00	169.26	\$ 47,041.02

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
ALL SEASONS AUTO BODY INC	PD VEHICLE OPERATING		1,000.00		
INSURANCE ASSOCIATES, INC.	2021 FORD 4-DOOR WAGON		584.50		
JOHN DEERE FINANCIAL	PD VEHICLE OPERATING		18.96		
KIECK'S CAREER APPAREL	PD MINOR EQUIPMENT		148.00		
RETRAC INC	PD SUPPLIES		65.29		
UNITY POINT HEALTH	PD FLUE SHOTS		70.56		

	110 POLICE DEPARTMENT TOTAL		1,887.31		
ANIMAL CONTROL					
ANIMAL WELFARE FRIENDS	ANIMAL CONTROL		367.50		

	190 ANIMAL CONTROL TOTAL		367.50		
AQUATIC CENTER					
NEXT GENERATION PLBG & HTG LLC	POOL EQUIP REPAIR/MAINT		1,050.00		

	440 AQUATIC CENTER TOTAL		1,050.00		
CEMETERY					
JOHN DEERE FINANCIAL	CEMETERY EQUIP REPAIR/MAINT		64.42		
UNITY POINT HEALTH	CEMETERY FLU SHOT		10.19		

	450 CEMETERY TOTAL		74.61		
SOLDIER'S MEMORIAL BOARD					
MONTICELLO MEMORIAL BOARD	SLDR MEM OPERATING FEE		500.00		
O'KEEFE ELEVATOR COMPANY INC	ELEVATOR MAINTENANCE		41.37		

	498 SOLDIER'S MEMORIAL BOARD TOTAL		541.37		
ATTORNEY					
LYNCH DALLAS, P.C.	ATTORNEY FEES		453.50		

	641 ATTORNEY TOTAL		453.50		
CITY HALL/GENERAL BLDGS					
INFRASTRUCTURE TECHNOLOGY	CH COMPUTER SOFTWARE		3,870.00		
LYNCH DALLAS, P.C.	CREATIVE ADVENTURE LAB		333.50		
O'KEEFE ELEVATOR COMPANY INC	ELEVATOR MAINTENANCE		82.74		
UNITY POINT HEALTH	CH FLU SHOTS		45.47		

	650 CITY HALL/GENERAL BLDGS TOTAL		4,331.71		

	001 GENERAL TOTAL		8,706.00		
MONTICELLO BERNDEN CENTER					
PARKS					
BLADE PEST CONTROL INC	MBC PEST CONTROL		68.00		
FAREWAY STORES #840-1	MBC CHRISTMAS EVENT		8.98		
PETER GREEN	MBC REFEREE FEES		100.00		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
BRIAN THOMAS JESS	MBC REFEREE FEES		100.00		
JOHN DEERE FINANCIAL	MBC CHRISTMAS LIGHTS		59.45		
KEITH LEHRMAN	MBC REFEREE FEES		125.00		
BRUCE MIELL	MBC DAMAGE DEPOSIT REFUND		200.00		
MONTICELLO CHAMBER OF COMMERCE	MBC CHRISTMAS EVENT		50.00		
LOGAN NOVAK	MBC REFEREE FEES		100.00		
SPAHN & ROSE LUMBER CO INC	MBC CHRISTMAS EVENT		78.23		
BRAD TIMMERMAN	MBC DAMAGE DEPOSIT REFUND		200.00		
UNITY POINT HEALTH	MBC FLU SHOTS		31.36		
WELLS FARGO VENDOR FINANCIAL	2020 TOOLCAT PAYMENT		1,048.95		
	430 PARKS TOTAL		2,169.97		
	005 MONTICELLO BERNDES CENTER TOTAL		2,169.97		
FIRE					
FIRE					
HOLMES TRANSMISSION & REPAIR	FIRE EQUIP REPAIR/MAINT		301.75		
MUNICIPAL EMERGENCY SERVICES	FIRE MINOR EQUIPMENT		368.03		
SANDRY FIRE SUPPLY	FIRE MULTIGAS DETECTOR		799.00		
UNITY POINT HEALTH	FIRE FLU SHOTS		86.24		
	150 FIRE TOTAL		1,555.02		
	015 FIRE TOTAL		1,555.02		
AMBULANCE					
AMBULANCE					
ANAMOSA AREA AMBULANCE SERVICE	AMB MUTUAL AID FEES		100.00		
ANTHONY W HYNICK	AMB VEHICLE REPAIR/MAINT		36.00		
DENNIS J GRAY	AMB BUILDING SUPPLIES		13.50		
INSURANCE ASSOCIATES, INC.	2021 FORD F450		584.50		
PHYSICIAN'S CLAIM COMPANY	AMB BILLING FEES		339.99		
UNITY POINT HEALTH	AMB MEDICAL SUPPLIES		950.28		
ZOLL MEDICAL CORPORATION	AMB MEDICAL SUPPLIES		52.50		
	160 AMBULANCE TOTAL		2,076.77		
	016 AMBULANCE TOTAL		2,076.77		
LIBRARY IMPROVEMENT					
LIBRARY					
JOHN DEERE FINANCIAL	LIB IMP PROGRAMS/PROMOTIONS		15.98		
	410 LIBRARY TOTAL		15.98		
	030 LIBRARY IMPROVEMENT TOTAL		15.98		

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
LIBRARY					
LIBRARY					
BAKER & TAYLOR BOOKS	LIB AUDIO RECORDINGS	21.99			
LADCO	LIB BUILDING REPAIR/MAINT	3,154.96			
O'KEEFE ELEVATOR COMPANY INC	ELEVATOR MAINTENANCE	41.37			
UNITY POINT HEALTH	LIB FLU SHOT	15.68			

	410 LIBRARY TOTAL		3,234.00		

	041 LIBRARY TOTAL		3,234.00		
SUPER MAC FUND					
SUPER MAC FUND					
UNITY POINT HEALTH	SUPER MAC FLU SHOT	7.84			

	499 SUPER MAC FUND TOTAL		7.84		

	045 SUPER MAC FUND TOTAL		7.84		
AIRPORT					
AIRPORT					
MONTICELLO AVIATION INC	AIRPORT MANAGER	2,083.33			

	280 AIRPORT TOTAL		2,083.33		

	046 AIRPORT TOTAL		2,083.33		
ROAD USE					
STREETS					
BEHREND'S CRUSHED STONE	RU STREET MAINTENANCE SUPPLIES	795.61			
ROBERT P CLAUSSEN	RU EQUIP REPAIR/MAINT	400.00			
CNH CAPITAL	RU VEHICLE OPERATING	7.40			
BRIAN CROWLEY	RU EQUIP REPAIR/MAINT	4,138.28			
EHRISMAN TREE SERVICE	RU TREE REMOVAL & PLANTING	1,300.00			
HOTSY CLEANING SYSTEMS	RU SUPPLIES	345.84			
JOHN DEERE FINANCIAL	RU EQUIP REPAIR/MAINT	200.88			
KROMMINGA MOTORS INC	RU STREET MAINTENANCE SUPPLIES	125.00			
LAPORTE MOTOR SUPPLY	RU SUPPLIES	13.66			
DAVID B MCNEILL	RU SUPPLIES	17.81			
MONTICELLO MACHINE SHOP INC	RU EQUIP REPAIR/MAINT	49.15			
UNITY POINT HEALTH	RU FLU SHOTS	56.45			
WHITE HAWK PLUMBING & HEATING	RU BUILDING REPAIR/MAINT	2,645.91			

	210 STREETS TOTAL		10,095.99		
SNOW REMOVAL					
ACCENT CONSTRUCTION	RU SNOW REMOVAL	280.00			

	250 SNOW REMOVAL TOTAL		280.00		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	110 ROAD USE TOTAL		10,375.99		
EMPLOYEE BENEFITS CLERK/CITY ADMIN INSURANCE ASSOCIATES, INC.			1,132.00-		
	620 CLERK/CITY ADMIN TOTAL		1,132.00-		
	112 EMPLOYEE BENEFITS TOTAL		1,132.00-		
WATER WATER					
SPAHN & ROSE LUMBER CO INC	WATER SUPPLIES		11.49		
UNITY POINT HEALTH	WATER FLU SHOTS		17.64		
WHITE HAWK PLUMBING & HEATING	WATER SYSTEM		388.45		
	810 WATER TOTAL		417.58		
	600 WATER TOTAL		417.58		
CUSTOMER DEPOSITS WATER					
CITY OF MONTICELLO	FIELDS/ERIN		288.08		
H.E. ERDAHL	WATER DEPOSIT REFUND		11.92		
	810 WATER TOTAL		300.00		
	602 CUSTOMER DEPOSITS TOTAL		300.00		
SEWER SEWER					
GIESE SHEET METAL CO. INC.	SEWER BUILDING REPAIR/MAINT		360.00		
JOHN DEERE FINANCIAL	SEWER SUPPLIES		24.98		
UNITY POINT HEALTH	SEWER FLU SHOTS		33.32		
	815 SEWER TOTAL		418.30		
	610 SEWER TOTAL		418.30		
SANITATION SANITATION REPUBLIC SERVICES	RESIDENTIAL GARBAGE		22,752.44		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
UNITY POINT HEALTH	SANITATION FLU SHOTS		9.41		
	840 SANITATION TOTAL		22,761.85		
	670 SANITATION TOTAL		22,761.85		
	Accounts Payable Total		52,990.63		

CLAIMS REPORT
CLAIMS FUND SUMMARY

	FUND NAME	AMOUNT
001	GENERAL	8,706.00
005	MONTICELLO BERNDES CENTER	2,169.97
015	FIRE	1,555.02
016	AMBULANCE	2,076.77
030	LIBRARY IMPROVEMENT	15.98
041	LIBRARY	3,234.00
045	SUPER MAC FUND	7.84
046	AIRPORT	2,083.33
110	ROAD USE	10,375.99
112	EMPLOYEE BENEFITS	1,132.00-
600	WATER	417.58
602	CUSTOMER DEPOSITS	300.00
610	SEWER	418.30
670	SANITATION	22,761.85
	TOTAL FUNDS	52,990.63

City Council Meeting
 Prep. Date: 12/26/2020
 Preparer: Sally Hinrichsen



Agenda Item: #
 Agenda Date: 01/04/2021

Communication Page

Agenda Items Description: Public Hearing and Ordinance on re-zoning property located at 122 North Main from R-1 Single Family to C-1 General Commercial.

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

Attachments & Enclosures:

Proposed Ordinance

Fiscal Impact:

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis: City has been contacted by a retailer wanting to purchase 122 North Main and to have it re-zoned for development, along with the former Energy building.

Background Information: The property located at 122 North Main Street is currently zoned R-1 Single Family Residential. The City was previously working with FEMA to get the adjacent former Energy location demolished; however, a retailer has now shown interest in purchasing both properties for construction. In order to construct the business, 122 North Main Street would need to be re-zoned to C-1 General Commercial and a new plat will need to be done to combining the two lots into one. These lots are located in the Flood Plain and they would need to obtain a flood plain permit through the Iowa Department of Natural Resources. P & Z Board has reviewed and recommend

Staff Recommendation: I recommend that the Council hold the public hearing and introduce and moved to approve the 1st reading; then move to waive the requirement of three separate readings and approve all readings and finalizing the ordinance at this meeting. (The Council could combine the 2nd and 3rd readings at your next reading if you chose to do so as well, or keep this on the normal three reading track.) The developer would like to finalize the rezoning to begin the next step of development.

ORDINANCE NO.

An ordinance amending the Monticello Code of Ordinances, by amending Chapter 165 "ZONING REGULATIONS" and amending the Official Zoning Map.

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

SECTION 1. The property located at 122 N. Main Street, and legally described as follows, is hereby rezoned from R-1 (Single Family Residential) to C-1 (General Commercial) for purposes of retail development.

Legal Description

LOTS 41, 43, 45, 47, 48, 49, 50 AND 51; and that portion of the vacated alley previously existing between Lots 50 and 51 on the North and Lots 52 and 53 on the South, lying North of the foundation line of the building formerly owned and occupied by Gerald J. Pasker, as extended from West to East through said alley; And the vacated alleyway lying between Lots 43 and 45; and the South one-half of vacated 2nd Street right-of-way lying between Lots 46 and 48; and all of vacated 2nd Street right-of-way lying between Lots 47 and 49; and all of faceted Locust Street right of way lying East of Lots 41, 43, 45, 47, 49 and 51, as well as that portion of said street right-of-way lying East of the aforementioned vacated 2nd Street right-of-way and easement of the aforementioned alleyway right of way, between Lots 42 and 43 to the North and Lots 44 and 45 to the South; ALL IN THE ORIGINAL PLAT OF THE TOWN (NOW CITY) OF MONTICELLO, IOWA; AND

LOT 150; and that part of LOT149 lying East of the continuation of the West line of the Street on the West side of LOT147, ALL IN THE IRREGULAR PLAT OF MONTICELLO, IOWA;

EXCEPTING THE FOLLOWING:

A triangular track of land commencing at the Northwest corner of Lot 1 of "Energy Company Place" in the City of Monticello, Iowa, thence South 75° 10' East 400 feet along the Northerly property line of Lot 1 of "Energy Company Place", thence, South 14°50' West, 2' - 6" along property line of Lot 1 of "Energy Company Place" to the high one story steel building, the point of beginning, thence continuing South 140°50' West, 9' - 0" along property line of Lot 1 "Energy Company Place", thence, East 37.0+ feet along property line of Lot 1 of "Energy Company Place" to the North side of said high one story steel building, thence, North 74°54'22" West, 35.0+ feet long North side of said high one story building to point of beginning. Said parcel contains 157.5+ square feet, (and is a triangular area having a base of 35.0+ feet and depth of 9' - 0" feet).

AND FURTHER EXCEPTING:

A parcel of land located in the Southwest corner of the East 536 feet of Lot 149 in Irregular Plat of Monticello, Iowa described as follows: Commencing at the Southwest corner of the East 536 feet of Lot 149 in Irregular Plat of Monticello, Iowa, being the point of beginning, thence, East along the South line of said lot and the North line of First Street, 102 feet, thence, North 13.0 feet, thence, North 63°53'10" West, 113.60 feet to a point on the West line of the East 536 feet of Lot 149 in Irregular Plat of Monticello, Iowa, Also being the East line of Lot 1 of "Energy Company Place" in the City of Monticello, Iowa, thence South 63.0 feet along the West line of the East 536 feet of Lot 149 in Irregular Plat of Monticello, Iowa to the place of beginning. Said parcel contains 3,876.0 feet.

SUBJECT TO the rights of the public in all highways and to all easements of record.

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 and approved by the City Council in session this 4th day of January, 2021

Brian Wolken, Mayor

ATTEST:

Sally Hinrichsen, City Clerk

I certify that the foregoing document was published as Ordinance No. _____ on the _____ day of _____ 2021.

Sally Hinrichsen, City Clerk

City Council Meeting
Prep. Date: 12/23/2020
Preparer: Sally Hinrichsen



Agenda Item: #
Agenda Date: 01/04/2021

Communication Page

Agenda Items Description: Resolution Designating the Monticello Express as the official publication newspaper for the City of Monticello.

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

Attachments & Enclosures:

Proposed Resolution

Fiscal Impact:

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis: The City is required, by Code, to designate publication in which official notices /publications will be printed.

Background Information: Monticello has historically designated the Express as the official newspaper for City publications.

Staff Recommendation: I recommend that Monticello Express be designated as the official newspaper for City of Monticello publications for calendar year 2021.

The City of Monticello, Iowa

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

RESOLUTION #

DESIGNATING THE MONTICELLO EXPRESS AS THE OFFICIAL PUBLICATION NEWSPAPER FOR CITY OF MONTICELLO

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

WHEREAS, the City of Monticello shall annually designate an official newspaper for Publication purposes.

NOW THEREFORE, BE IT RESOLVED that the City of Monticello, Iowa does hereby designate the Monticello Express as the official publication newspaper of the City of Monticello for the 2021 calendar year.

IN TESTIMONY HEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed, this 4th day of January, 2021.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk

News Editor**Kim Brooks**kbrooks@
monticelloexpress.com**Sports Editor****Pete Temple**ptemple@
monticelloexpress.com**Advertising****Mark Spensley**advertising@
monticelloexpress.com**Rae Ann Manternach**ramanternach@
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monticelloexpress.com**Office Supplies****Darcey Spensley**dspensley@
monticelloexpress.com**Vinyl Signs****Mark Spensley**advertising@
monticelloexpress.com

December 9, 2020

City Council
200 East First Street
Monticello IA 52310

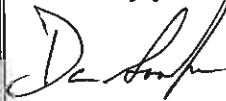
Dear Sir or Madam:

I would like to request that you name The Monticello Express as your official newspaper for the year 2021.

Your consideration to this request would be appreciated.

We offer quality printing at reasonable prices and would like to serve your printing, vinyl sign and office supply needs.

Sincerely yours,

Dan Goodyear
Co-Publisher

City Council Meeting
Prep. Date: 12/29/2020
Preparer: Sally Hinrichsen



Agenda Item: #
Agenda Date: 01/04/2021

Communication Page

Agenda Items Description: Resolution to approve conducting a survey for Iowa Community Development Block Grant (CDBG)

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

Attachments & Enclosures:

How to conduct a Low-and-Moderate Income survey
Sample Survey

Fiscal Impact:

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis: City is looking at an USDA Grant to support the planned wastewater treatment plant improvements.

Background Information: The City Council is looking at a \$12.3 M +/- wastewater treatment plant improvements. The project provides a community-wide benefit and it is recommended with the CDBG grant to conduct a Low-and Moderate Income (LMI) survey for the application.

Jones County Economic Development Director Derek Lumsden will be present to advise why the survey would be beneficial to the CDBG grant application.

Staff Recommendation: I recommend that the Council consider the information presented by Derek Lumsden and consider Resolution to approve conducting a survey for Iowa Community Development Block Grant (CDBG)

CONDUCTING A LOW-AND-MODERATE INCOME (LMI) SURVEY FOR A CDBG APPLICATION

To be eligible for funding, projects must meet the national objective of primarily benefiting low-and-moderate income (LMI) persons. This means that at a minimum, 51% of those benefiting from the activity must be considered LMI, and applicants must be able to document this benefit.

Certain projects that serve only a specific group of individuals may meet the definition of a limited clientele group under the CDBG regulations. These groups are presumed to be 51% LMI by definition, and the applicant can document LMI benefit without an income survey. The following groups are specifically listed in the CDBG regulations as limited clientele groups:

abused children, elderly persons, battered spouses, homeless persons, adults meeting the definition of "severely disabled adults", illiterate adults, persons living with AIDS, and migrant farm workers.

If the proposed project provides a community-wide benefit, one of two different methods of documenting the LMI benefit can be used. First, the 2006-2010 American Community Survey Data can be used to determine the benefit. These LMI percentages can be found at "City and Township LMI based on 2006-2010 American Community Survey." under the heading "**Recipient Income Requirements and Census Information**" at the following link:

<http://www.iowaeconomicdevelopment.com/Community/CDBG>

The LMI information for counties is now provided by township. For projects in the rural area, including unincorporated areas, it will be necessary to determine the boundary of the project area and use the LMI information from the township data. For project areas covering multiple townships, it will be necessary to determine the aggregate LMI benefit using the data for each township included in the project area. Please contact the IEDA office to ensure that the LMI benefit is calculated correctly to meet the LMI national objective and ensure project eligibility.

The second method, and the most common for most applications, is to conduct an income survey of the area to determine LMI benefit. These survey requirements would also apply to projects that are targeted to a specific area or neighborhood of a community.

Certain guidelines must be followed to ensure that a valid survey is completed that will provide accurate information to document the LMI benefit. The following information outlines these income survey guidelines.

Selecting the sample

The selection of a sample of families to interview involves a series of steps. Begin by defining the population whose characteristics are to be estimated. Then, determine how many families in that group must be sampled in order to accurately estimate the overall characteristics. Next, make some allowances for families that may not be readily available for the interview. Finally, select the families to be interviewed. This section discusses each of these steps.

Defining the Population

If you (i.e., staff of the grant recipient) are trying to determine the proportion of families in a neighborhood with low- and moderate-incomes, that neighborhood is the population. However, instead of a neighborhood, the population may be a town, a county, or defined by some other boundary. But before you can obtain a sample, you must clearly define what area you want the sample to represent. For example, assume that the population is a neighborhood with about 400 families. You will sample from the 400 families and make estimates about the income levels of all of the persons in the sample. Once you have defined your population, you need a method of identifying the families in that area so that you can interview them. Ideally, for a given

neighborhood, you would have a list of every family living in the neighborhood and perhaps their telephone number. Then, you would devise a procedure to randomly select the families you want to interview. One way would be to go to the neighborhood and randomly select which homes to go to for an interview—the advantage of this method is that the houses are there, so you can go right to them instead of using a list. After collecting information on the various families, you can then make some estimates about the number of people in the neighborhood and their incomes.

City indexes (if available and up-to-date) usually provide the best source of household information suitable for sampling. Telephone books (no longer available in all communities) may be adequate, but keep in mind that you will miss people without landlines or with unlisted numbers. Also, telephone directories usually will have far more people listed than those who are in the service area, so you will need to eliminate those outside of your service area. Tax rolls are a source of identifying addresses in an area; however, they identify only property owners instead of residents. Also, tax rolls generally identify building addresses, whereas in the case of apartment buildings you are interested in the individual apartments. You can use tax rolls to identify addresses to go to, in order to get an interview, but you cannot use them as the basis of a mail or telephone survey (unless you have access to a telephone directory that identifies telephone numbers by property address).

How Big a Sample?

After you have defined your population and selected a method for identifying individual families in the service area, you must next determine how many families to survey—that is, the sample size. A sample is representative of the population from which it is selected if its aggregate characteristics closely approximate those same aggregate characteristics in the population. The larger the sample, the more likely it is that its aggregate characteristics truly reflect those of the population. However, sample size is not dependent on the size of the population, for large populations. This means that a random sample of 500 people is equally useful in examining the characteristics of a state of 6,000,000 as a city of 100,000 or 50,000. For this reason, the size of the population becomes relevant when dealing with sparsely populated areas. Sample Size Calculator (SSC) is a website (<http://www.surveysystem.com/sscalc.htm>) developed by Creative Research Systems to enable survey researchers to calculate sample sizes from various population sizes. To use the SSC you need both the confidence interval and the confidence level. The confidence interval is the range of values within which a population parameter is estimated to lie. Confidence interval is sometimes referred to as margin of error (+ or -).

For example, if a survey shows that 55 percent of a randomly selected sample has the parameter under investigation and the confidence interval is 5, what that means is that the actual percentage of the population which has that parameter may lie within the interval 50 to 60. Confidence intervals are applicable only in surveys where the sample is randomly selected from the relevant population.

The confidence level is the estimated probability that a population parameter lies within a given confidence interval. The confidence level tells you how sure you can be. It is expressed as a percentage and represents how often the true percentage of the population with the parameter being examined lies within the confidence interval. The 95% confidence level means you can be 95% certain; the 99% confidence level means you can be 99% certain. Most researchers use the 95% confidence level because the 99% level leaves very little margin for error.

The numbers in the column titled "Total Number of Households in the Service Area" in Table 1 on the following page, are hypothetical numbers.

Table 1 – Sample Sizes at 95% Confidence Level

Total Number of Households in the Service Area	Sample Size: Number of Households	
	95% Confidence Level	
	Confidence Interval = 4	Confidence Interval = 5
50	46 – 50 (may conduct a census)	43 – 50 (may conduct a census)
60	51 – 59	47 – 57
80	67 – 75	61 – 71
110	89 – 97	81 – 91
150	116 – 124	103 – 113
210	152 – 160	131 – 141
290	192 – 200	160 – 170
400	236 – 244	191 – 201
700	319 – 327	243 – 253
1200	396 – 404	286 – 296
1800	446 – 454	312 – 322
2500	480 – 488	328 – 338
3000	496 – 504	336 – 346

If the total number of households in your service area does not match any of the numbers in Table B, use the Sample Size Calculator (SSC) found at the following link: (<http://www.surveysystem.com/sscalc.htm>) to calculate the number of households in your sample. You must select a confidence level of 95% and a confidence interval = 4. As seen in Table 1, at the same confidence level, sample size decreases as confidence interval increases. A confidence interval provides a range of values which contain the population parameter of interest. The confidence interval estimate gives an indication of how much uncertainty there is in the estimate. The narrower the confidence interval, the more precise is the estimate. For example, when the total number of families in the service area is 80, the range for the number of families is 67 – 75, at a confidence interval of 4 compared to a range of 61 – 71, for a confidence interval of 5. This has serious implications on the representativeness of the sample. For any given population, the sample size will be larger at a confidence interval of 4 than at a confidence interval of 5. A small sample size may decrease the extent to which the sample is representative of the population.

The largest sample base required will be 500 households. Using the Sample Size Calculator, the 500 household sample size is reached when the total number of households in the defined project area reaches 3000 households. Therefore, if your project area has 3000 households or more, you will be required to have a survey sample of at least 500 households.

Unavailable Persons and Other Non-responses

The standard requirements for conducting surveys include not only the notion that systematic, representative sampling methods be used, but also that high response rates be obtained and statistical weighting procedures be imposed to maximize representativeness. No matter what you do, some families will not be home during the time you are interviewing, some will refuse to be interviewed, some will terminate the interview before you finish, and some will complete the interview but fail to provide an answer to the key question on income level. If you choose to get responses from replacements, they must be selected through a random sampling process. As a matter of policy (with the intent to preserve the credibility of the results of the survey), non-respondents are classified as non-LMI persons. The decision to get responses from replacements may become inevitable if the proportion of non-responses is high enough to affect the validity of the results of the survey. Non-response rates greater than 20 percent may affect the validity of the survey; for example, a non-response rate can become a serious problem when a 100% survey (referred herein as census) is conducted instead of a survey (as may the case in sparsely populated areas). If the non-response rate is too high, there is the risk of not having enough LMI respondents to make the required percent of the total population of the service area.

Drawing Samples

In random sampling, you are looking at a portion of everyone in a group and making inference about the whole group from the portion you are observing. For those inferences to be most accurate, everyone who is in the group should have an equal chance of being included in the sample. If you encounter 'unreachables' you should replace them with the next family in the list, in the order they were selected.

If you do not have a list of all the families in a service area you are trying to measure, but you know the geographic boundaries of the area, you might randomly select a point at which to start and proceed systematically from there. You will achieve more accuracy if you are not too quick to write off a family as unreachable. You are more likely to achieve randomness if you obtain interviews from the families you selected first. Thus, if you are doing a door-to-door survey, you probably should make two or more passes through the area (preferably at different times) to try to catch a family at home. Frequently they will be busy, but may say that they can do the interview later—you should make an appointment and return. Only after at least two tries or outright refusal should a sampled family be replaced. With a telephone survey, at least three or four calls should be made before replacing a family.

Survey Methods

Prior to conducting the LMI survey, you may contact the IEDA verify the methodology meets the required guidelines. Please keep in mind that group quarters (e.g., dormitories, jails and care facilities) are not households.

House-to-house Survey: A house-to-house survey is the preferred survey method. The survey may be distributed by mail and retrieved at each household. A door-to-door survey may also be read to a responsible adult, with answers tabulated by the surveyor. Response rates for a house-to-house survey should be very high.

Telephone Survey: A telephone survey is also acceptable. It may be necessary to make evening calls to reach people at home.

Unacceptable Methods: These methods generally are unacceptable: mail-out/in survey with a low response rate; third party estimates of household income; and income assumptions about classes of people (e.g., elderly, mobile home residents or households with unemployed workers).

Note: A complete copy of the Notice CPD-14-013, Guidelines for Conducting Income Surveys to Determine the Percentage of Low- and Moderate-Income (LMI) Persons in the Service Area of a Community Development Block Grant (CDBG)-Funded Activity, can be found at the following link:
[Notice CPD-14-013: Guidelines for Conducting Income Surveys to Determine the Percentage of LMI Persons in the Service Area of a CDBG-Funded Activity](#)

Survey Format

The applicant should use a simple survey form that includes the following:

- Explanation of why the survey is being conducted and purpose of the information;
- Assurance that responses will remain anonymous;
- Name of local official or responsible party who can answer questions about survey;
- Question on household size;
- Question on whether the household income is above or below the appropriate county low and moderate income figure for the particular family size; and
- Other appropriate questions, if desired (e.g., support for proposed project, has household had problems related to the proposed project).

If an application for a neighborhood project is funded, the applicant must determine number of beneficiaries by race/ethnicity. It is useful to collect such data on the survey. A sample survey instrument and LMI income list follows.

The survey instrument should indicate the income figures used. If the income levels are not included on the survey instrument (i.e., if respondents were asked to write in their actual income rather than indicate if they were in an income range), submit a copy of the LMI figures used to tabulate the surveys.

IEDA may request verification of actual LMI benefit of projects selected for funding. Therefore, maintain a separate list of all persons completing a survey. Keep all individual survey responses completely confidential. The applicant must also keep all surveys on file for verification of LMI benefit for funded projects.

Please contact the IEDA if you have any questions regarding the LMI survey process or the methodology you plan to use. Surveys that do not meet the guidelines listed above may be considered invalid which could cause your application to be ineligible for funding consideration.

Survey Tabulation

Applicants must complete a survey tabulation results sheet. Be sure to indicate the month and year the survey was conducted. The survey method used must also be described:

Example: A random sample of households was obtained using the city's utility billing list and selecting every third household to get a minimum sample of households determined by the Sample Size Calculator. These households were then contacted by phone.

Please note that responses to items A and B relate to household information. Responses to the remaining items, E through K, relate to actual number of persons served.

Complete the survey tabulation results sheet as indicated. All numbers should be shown to two decimal places. Be sure to maintain copies of the survey instrument used and the tabulation sheet for your files.

Applicants can use income surveys conducted in 2014, 2015 or 2016 to document LMI benefit.

SAMPLE SURVEY

The City of Yourtown is conducting this survey to obtain information necessary to apply for an Iowa Community Development Block Grant. It is extremely important to the success of this application that you complete the following survey. There is no need for you to put your name on the survey. All information collected will be kept strictly confidential. If you have questions concerning this survey, please contact the City Clerk's Office at (phone #).

The City intends to apply for funds for water system improvements to replace old, deteriorating mains to improve water quality. Please indicate whether you support this project. Yes No

Check below the number of persons in this household, and on the same line, check whether the household income is above or below the dollar figure shown on that line:

Example: A household in Marion County has 4 persons and a household income of \$53,500

<input type="checkbox"/>	1 person	household income	<input type="checkbox"/> above	<input type="checkbox"/> below	\$39,850
<input type="checkbox"/>	2 persons	household income	<input type="checkbox"/> above	<input type="checkbox"/> below	\$45,550
<input type="checkbox"/>	3 persons	household income	<input type="checkbox"/> above	<input type="checkbox"/> below	\$51,250
<input checked="" type="checkbox"/>	4 persons	household income	<input type="checkbox"/> above	<input checked="" type="checkbox"/> below	\$56,900
<input type="checkbox"/>	5 persons	household income	<input type="checkbox"/> above	<input type="checkbox"/> below	\$61,500
<input type="checkbox"/>	6 persons	household income	<input type="checkbox"/> above	<input type="checkbox"/> below	\$66,050
<input type="checkbox"/>	7 persons	household income	<input type="checkbox"/> above	<input type="checkbox"/> below	\$70,600
<input type="checkbox"/>	8 or more	household income	<input type="checkbox"/> above	<input type="checkbox"/> below	\$75,150

- 1 person household income above below \$(county 1 person LMI)
- 2 persons household income above below \$(county 2 person LMI)
- 3 persons household income above below \$(county 3 person LMI)
- 4 persons household income above below \$(county 4 person LMI)
- 5 persons household income above below \$(county 5 person LMI)
- 6 persons household income above below \$(county 6 person LMI)
- 7 persons household income above below \$(county 7 person LMI)
- 8 or more household income above below \$(county 8 person LMI)

Household Racial and Ethnic Information

Racial/Ethnic Group	Number of Persons	
	Each Group	Hispanic Origin
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black/African American		
Other Multi-Racial		
TOTAL PERSONS SERVED		

Month and year the survey was conducted: _____ Thank you for completing this survey.
 The information will assist in applying for a Community Development Block Grant

Please provide the City and Township *LMI % based on 2006-2010 American Community Survey data: _____

**This LMI percentage can be found at "City and Township LMI based on 2006-2010 American Community Survey:" under the heading "Recipient Income Requirements and Census Information" at the following link:
<http://www.iowaeconomicdevelopment.com/Community/CDBG>*

SURVEY TABULATION RESULTS

Month and year the survey was conducted: ____ / ____

Description of the survey method used: _____

A. Total number of **households** in the project area _____

B. Number of ****households** in the project area that were contacted (includes contacts with no answer) _____

*****NOTE:** The number of households required to be contacted is based on the number generated from the Sample Size Calculator.*

C. How many **persons** were **below** the LMI income figure? _____

D. How many **persons** were **above** the LMI income figure? _____

E. Total number of **persons** responding (C + D) _____

F. What percent of **persons** were **below** the LMI income figure? (C/E) _____

G. What percent of **persons** were **above** the LMI income figure? (D/E) _____

H. Total number of *****persons** in the project area
******For community-wide benefit projects, use most current certified population figure*** _____

I. Total number of LMI persons benefiting (F x H) _____

If respondents were asked other questions in addition to income, provide a breakdown of responses by number and percent of the total responding.

HUD SECTION 8 COUNTY INCOME LIMITS (80% OF MEDIAN FAMILY INCOME)

The income levels for use in the LMI survey can be found under the heading “Recipient Income Requirements and Census Information” at the following link on the IEDA website:

2016 CDBG Median Income Levels (MFI) from HOME Income Limits effective June 6, 2016
[\[MS Excel:58k\]](#)

46	Howard County, IA	\$35,500	\$40,550	\$45,600	\$50,650	\$54,750	\$58,800	\$62,850	\$66,900		
47	Humboldt County, IA	\$35,750	\$40,850	\$45,950	\$51,050	\$55,150	\$59,250	\$63,350	\$67,400		
48	Ida County, IA	\$35,500	\$40,550	\$45,600	\$50,650	\$54,750	\$58,800	\$62,850	\$66,900		
49	Iowa County, IA	\$42,250	\$48,250	\$54,300	\$60,300	\$65,150	\$69,950	\$74,800	\$79,600		
50	Jackson County, IA	\$35,500	\$40,550	\$45,600	\$50,650	\$54,750	\$58,800	\$62,850	\$66,900		
51	Jasper County, IA	\$36,500	\$41,700	\$46,900	\$52,100	\$56,300	\$60,450	\$64,650	\$68,800		
		2016 30% MFI	2016 60% MFI	2016 50% MFI	2016 80% MFI	2016 100% MFI	2016 120% MFI				



Note: This link contains an Excel spreadsheet with all HUD income categories. Be sure to use the **80% MFI** tab to access the correct income figures for your LMI survey.

Sample Size Calculator

www.surveysystem.com/sscalc.htm

Customize your surveys with our packages

[Request Your Free Quote](#)

Research Aids

- Sample Size Calculator
- Sample Size Formula
- Significance
- Survey Design
- Correlation


Sample Size Calculator

This Sample Size Calculator is presented as a public service of Creative Research Systems [survey software](#). You can use it to determine how many people you need to interview in order to get results that reflect the target population as precisely as needed. You can also find the level of precision you have in an existing sample.

Before using the sample size calculator, there are two terms that you need to know. These are: **confidence interval** and **confidence level**. If you are not familiar with these terms, [click here](#). To learn more about the factors that affect the size of confidence intervals, [click here](#).

Enter your choices in a calculator below to find the sample size you need or the confidence interval you have. Leave the Population box blank, if the population is very large or unknown.

"Best Survey Software"



TopTenReviews selected The Survey System as the Best Survey Software.

"The Survey System gains our highest marks for survey creation, analysis and administration methods, making it the best survey software in our ranking... This is the only product in our lineup that offers all features and tools we considered. For these reasons, The Survey System earns our TopTenREVIEWS Gold Award." [Read More](#)

Determine Sample Size

Confidence Level: 95% 99%

Confidence Interval:

Population:

Sample size needed:

Find Confidence Interval



Confidence Level: 95% 99%

Sample size:

Population:

Percentage:

Confidence Interval:

INCOME SURVEY, CONDUCTED: _____, 2020 for Williamsburg, Iowa

Official Use:

The City of Williamsburg is conducting this survey to obtain information necessary to apply for an Iowa Community Development Block Grant to support the planned wastewater treatment plant improvements. This grant funding would help to keep water utility rates lower in the future. It is extremely important to the success of this application that you complete the survey. There is no need for you to put your name on the survey. All information collected will be kept strictly confidential. If you have questions concerning this survey, please contact Tom Gruis with the East Central Iowa Council of Governments (ECICOG) at 319-365-9941 ext. 130.

Questions

1. Do you support the proposed improvements (additional information on back):

Yes _____ No _____

2. Please check below the number of persons in this household, and on the same line, check whether the household income is above or below the dollar figure shown on that line:

_____	1 Person	household with income	_____	ABOVE	_____	BELOW	\$41,550
_____	2 Person	household with income	_____	ABOVE	_____	BELOW	\$47,500
_____	3 Person	household with income	_____	ABOVE	_____	BELOW	\$53,450
_____	4 Person	household with income	_____	ABOVE	_____	BELOW	\$59,350
_____	5 Person	household with income	_____	ABOVE	_____	BELOW	\$64,100
_____	6 Person	household with income	_____	ABOVE	_____	BELOW	\$68,850
_____	7 Person	household with income	_____	ABOVE	_____	BELOW	\$73,600
_____	8 Person	household with income	_____	ABOVE	_____	BELOW	\$78,350

3. Please identify the respective number of persons in your household according to each of the racial / ethnic categories below, or check one space if all persons in the household are the same:

Household Racial and Ethnic Information		
Racial/Ethnic Group	Number of Persons	
	Each Group	Hispanic Origin
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black/African American		
Other Multi-Racial		
TOTAL PERSONS SERVED		

Thank you for completing this survey. The information will assist in applying for a Community Development Block Grant.

Wastewater Treatment Plant Planned Improvements

The Wastewater Treatment Plant Improvements project consists of a new Sequencing Batch Reactor (SBR) wastewater treatment facility to replace the existing package plant. A new headworks building will be constructed to house a mechanical screen, grit removal system, blowers, and mechanical/electrical equipment. A new ultraviolet (UV) disinfection system and UV storage building will also be constructed to provide effluent disinfection and UV bulb storage during the winter. The existing equalization (EQ) pond will be reused in order to store excess wastewater during wet weather. A new lift station will be constructed to pump wastewater from the EQ pond to the headworks.

DRAFT

City Council Meeting
Prep. Date: 12/26/2020
Preparer: Sally Hinrichsen



Agenda Item: #
Agenda Date: 01/04/2021

Communication Page

Agenda Items Description: Resolution to Approve Submission of Catalyst Grant, Derelict Building Grant and other grants to renovate City owned property locate at 103 West First Street

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

Attachments & Enclosures:

Proposed Resolution
Communication page from January 2020
Demolition estimate for January 2020

Fiscal Impact:

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis: The Proposed resolution approves Submission of Catalyst Grant, Derelict Building Grant and other grants to renovate City owned property locate at 103 West First Street.

Background Information: City Council approved by Resolution on January 20, 2020 to approve Submission of Catalyst Grant, Derelict Building Grant and other grants to renovate City owned property locate at 103 West First Street, with a commitment of \$50,000 towards the project.

The DNR has already covered the costs related to the Phase 1 Environmental Inspection.

The Asbestos Inspection through the Brownfield program would cover 50% of the costs of Asbestos removal not to exceed \$25,000. Asbestos removal was estimated to come in less than \$20,000 in January 2020.

Jones County Economic Development Director Derek Lumsden has been in contact with a developer who would like to restore/make improvements to the building. The developer has ideas for the first floor commercial and upper story residential. Developer even has plans to keep the exterior facade of the Cedar Street parts so the block has its integrity intact.

Staff Recommendation: I recommend that the Council consider Derek Lumsden proposal and approve proposed Resolution to Approve Submission of Catalyst Grant, Derelict Building Grant and other grants to renovate City owned property locate at 103 West First Street with a not to exceed amount.

The City of Monticello, Iowa

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

RESOLUTION

Resolution to approve submission of Catalyst Grant, Derelict Building Grant, and other grants to assist with the costs to renovate City owned property located at 103 West First Street.

WHEREAS, the City of Monticello obtained ownership of the building located at 103 W. 1st Street due to its dilapidated and failing condition, and

WHEREAS, the City Council has, since taking ownership, investigated the overall building condition, obtaining a Phase 1 Environmental Inspection and Asbestos Inspection with the Costs reimbursed to the City by the Iowa DNR Brownfields program, and has also paid for a commercial building inspection, a structural inspection, and a demolition cost estimate, and

WHEREAS, the demolition cost estimate received by the City estimates demolition costs, with 25% contingency, engineering and construction administration, and special inspections and testing, to total \$535,000, and

WHEREAS, the Council has been made aware of various grants including but not limited to the Catalyst Grant available through Iowa Economic Development and the Derelict Building Grant available through the Iowa DNR, and

WHEREAS, the Council finds that renovating the building as opposed to demolition of the building would be beneficial in that it would not create two large holes in the downtown landscape and with successful grant applications may be a lesser cost alternative and would, by keeping the renovated building standing, keep property on the tax rolls, and

WHEREAS, the Council finds that the submission of the Community Catalyst Grant and Iowa DNR Derelict Building Grant should be approved and that the City Council should commit a _____ cost share towards the project, a cost share being a requirement of the Community Catalyst Grant.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby authorize the preparation and submission of the Community Catalyst Grant and Iowa DNR Derelict Building Grant, committing a _____ cost share

towards the project, and authorizes the Mayor to execute said grant applications on behalf of the City Council and to execute letters of support for the project.

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 4th day of January, 2021.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk

City Council Meeting
Prep. Date: 01.17.2020
Preparer: Doug Herman



Agenda Item: 5
Agenda Date: 01.20.2020

Communication Page

Agenda Items Description: Resolution to approve submission of Catalyst Grant, Derelict Building Grant, and other grants to renovate City owned property located at 103 W. 1st Street.

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

Attachments & Enclosures:

Proposed Resolution
Demolition Cost Estimate

Fiscal Impact:

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

Synopsis: City owned building at 103 W. 1st Street is a good candidate for various grants associated with the renovation of the structure including a State of Iowa Catalyst Grant.

Background Information: The City took ownership of the "compadres" building due to its dilapidated condition with the plan to study the building prior to making a decision on its' future. Study to date has included a commercial building inspection, a structural inspection, an asbestos inspection and a Phase 1 Environmental Assessment. The most recent action was to obtain a demolition cost estimate. The Demolition estimate suggests costs between \$450,000 and \$550,000. There are few grants available to help cover demolition costs while restoration grants are available.

Derek Lumsden has offered to assist me with the preparation of a Catalyst Grant with Iowa Econ. Development and other grants moving forward. The Catalyst grant would invest \$100,000 into the property renovation. There are two DNR Grants we are working on as well, one through the Brownfield program and one through the DNR Derelict Building Grant Program. The DNR has already covered the costs related to the Phase 1 Environmental Inspection and the Asbestos Inspection and through the Brownfield program would cover 50% of the costs of Asbestos removal not to exceed \$25,000. Asbestos removal is estimated to come in less than \$20,000 total. The Derelict Building Grant could invest up to \$50,000 additional dollars.

The proposed Resolution would permit the submission and execution of both the Catalyst Grant and DNR Derelict Building Grant by the City of Monticello and authorize the Mayor to execute necessary documents related thereto. The Resolution also includes the financial commitment the City is making to the project. The greater the commitment the better our chances are of submitting a successful application. I recommend that the City consider a commitment of \$50,000 towards the project. That commitment, with \$100,000 from the Catalyst program, plus DNR and other grants we will pursue will move us forward with this project.

While we recognize that the building is in very poor condition, we also recognize that creating new holes in the downtown is not the answer and if we can renovate with the assistance of grant funds at a cost less than the cost of demolition that we should look that direction.

(Note: If you receive complaints that the City shouldn't have acquired this building you can honestly respond that the building was going to be a City problem whether we acquired it or not. It was not being maintained, not going to be maintained, and going to be a problem regardless of ownership. Our acquisition helps from the standpoint that City ownership opens the doors to many financial opportunities that wouldn't exist if it were privately owned. In addition, the manner in which we acquired ownership avoided potential lengthy and expensive legal processes to take ownership.)

Staff Recommendation: I recommend that the Council approve the proposed Resolution authorizing the submission of a Catalyst Grant with a \$50,000 City commitment and the Derelict Building Grant and granting the Mayor the power to execute documents associated therewith, including but not limited to letters of support.

Shuck-Britson, Inc.

103 W 1st Street
 Building Demolition
 Monticello, IA
 119.0022.08

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
Select Demolition					
1.1	Shoring	10100	SF	\$ 4.50	\$ 45,450
1.2	Labor	40	DAYS	\$ 3,650.00	\$ 146,000
	Equipment				
1.3	Track Hoe	1.5	MONTHS	\$ 16,000.00	\$ 24,000.00
1.4	Attachments	1.5	MONTHS	\$ 6,000.00	\$ 9,000.00
1.5	Saws	1.5	MONTHS	\$ 2,000.00	\$ 3,000.00
1.6	Skid Loader	1.5	MONTHS	\$ 4,000.00	\$ 6,000.00
1.7	Dump Trucks	100	LOADS	\$ 200.00	\$ 20,000.00
Site Improvements					
2.1	FND Damp proofing	2100	SF	\$ 3.50	\$ 7,350
2.2	Soil Backfill	490	CY	\$ 50.05	\$ 24,526
2.3	Free Draining Backfill	156	CY	\$ 50.05	\$ 7,808
2.4	Drainage Tile	350	LF	\$ 17.64	\$ 6,174
2.5	8" Topsoil Backfill	95	CY	\$ 50.05	\$ 4,755
2.6	Grass Seeding	3830	SF	\$ 4.31	\$ 16,510
Building Repairs					
3.1	Timber Wall (mtl side)	3	EA	\$ 4,750.00	\$ 14,250
3.2	Clay Brick/Tile Replacement	975	SF	\$ 20.00	\$ 19,500
3.3	CMU Replacement	165	SF	\$ 27.00	\$ 4,455
3.4	Tuck Pointing	1500	SF	\$ 10.00	\$ 15,000
3.5	Clay Brick/Tile Sealant	3900	SF	\$ 1.18	\$ 4,601
3.6	CMU Sealant	1650	SF	\$ 1.18	\$ 1,946
3.7	Joint Sealant	550	LF	\$ 3.43	\$ 1,886
Subtotal:					\$ 382,212
Contingency (25%):					\$ 95,553
CONSTRUCTION TOTAL:					\$ 477,765
Other Project Costs					
Legal:					TBD
Other:					TBD
Utilities:					TBD
Special Inspections & Testing:					\$ 10,000
Engineering and Construction Administration:					\$ 47,776
TOTAL PROJECT COST:					\$ 535,541

Notes

- (1) All costs are in 2020 dollars
- (2) Costs provided are for budgetary planning purposes. Cost may not reflect cost obtained through competitive bids.
- (3) This concept cost estimate is a supplement to the existing building condition report. Observations and evaluations of the building to date are limited.

City Council Meeting
Prep. Date: 12/23/2020
Preparer: Sally Hinrichsen



Agenda Item: #
Agenda Date: 01/04/2021

Communication Page

Agenda Items Description: Resolution to approve investment in Jones County Safe & Healthy Youth Coalition.

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

Attachments & Enclosures:
Proposed Resolution
Request for funding

Fiscal Impact:	
Budget Line Item:	
Budget Summary:	Admin County Contrib.
Expenditure:	\$3000
Revenue:	

Synopsis: Jones County Safe & Healthy Youth Coalition request funding.

Background Information: The attached letter explains the request for funding from Jones County Safe & Healthy Youth Coalition.

The Coalition has requested \$3,000 consistent with last year's request and an increase of \$1,000 over the FY '19 request.

Staff Recommendation: I recommend that the Council consider the request and take action deemed appropriate by the City Council.

The City of Monticello, Iowa

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

RESOLUTION #

Approving investment in Jones County Safe & Healthy Youth Coalition in the amount of \$3,000.00

WHEREAS, The City of Monticello has received a request for Jones County Safe & Healthy Youth Coalition to provide funding in the amount of \$3,000.00 to support a youth group (BEASTS, Being Excellent and Staying Totally Safe) with which the Coalition works, and

WHEREAS, The City first provided funding to the Coalition in FY '20 in the amount of \$2,000, the Coalition previously being funded by grants that are reportedly no longer received, and

WHEREAS, Any amount approved by the City Council would be included as a contribution to be paid from the FY '22 General Fund.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the funding request of the Jones County Safe & Healthy Youth Coalition in the amount of \$3,000 for fiscal year 2022.

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 4th day of January, 2021.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk



Jones County Safe and Healthy Youth Coalition

110 S. Williams St.

Anamosa, Iowa 52205

(319) 462-4327 x202

www.jonescountycoalition.org

Sabrina Rogers, President

Monticello City Council
200 E. 1st St.
Monticello, IA 52310

November 18, 2020

Dear Monticello City Council,

We would like to say how thankful we are for your continued support of our Coalition efforts. This support makes our county an even healthier and safer place to live. The partnership of so many across the county helps us sustain these outcomes for our youth. This year has been a challenge for us all. We are continuing our work, but having to be more creative in our efforts.

In the past 16 years, tremendous strides have been made in reducing youth substance use in Jones County. **When the Coalition began working on underage drinking in 2004, 52% of our county's 11th graders reported binge drinking, according to the Iowa Youth Survey. The IYS results released this year show only 7% reporting binge drinking!** Since 2008, when we received the Drug Free Community (DFC) grant to include the other drugs most affecting our youth, **marijuana use has also gone down from 16% to 5%. Prescription drug misuse has decreased from 9% to 3%.** These are not just numbers-- they are our kids. These kids quickly become adults with improved family relationships and the ability to provide for their families without substance use disorders. Unfortunately, although youth tobacco smoking has gone down significantly across the country over the past two decades, youth vaping skyrocketed. Our 11th grade use increased from 10% to 23% between 2016 and 2018. Suicide ideation has also increased drastically for both our middle and high school students combined from 13% to 21% in the same years. The Coalition is prioritizing these issues more now as well.

Help us keep the momentum going. Our primary source of funding we had for over 10 years ended last year. We need your community's support to sustain our efforts. We are requesting \$3000 at this time to be used to continue our work with the county's youth through our youth advisory committee, BEASTS (Being Excellent and Staying Totally Safe). This group not only advises the Coalition on trends and ideas on what actions to take to meet the needs of youth, but they also create marketing campaigns for youth and participate in many other coalition activities. We also assist the student advocacy group, SODA, at the Monticello High School and each of the schools in the county. We would like to come to one of your budget meetings to explain more about their work, our other Coalition work, and our needs for the future. In the long run, the preventative work of the Coalition saves money in our communities.

As the Coalition's Sustainability Task Force, please join us in supporting this life-saving work. We are striving to protect the most vital resource in our community, our youth. If you would like more information or to have a presentation at an upcoming meeting, please feel free to contact us or Jennifer Husmann at 319-462-4327 x202. We thank you again for your time and support.

Sincerely,

Steve Williams, Retired School Superintendent
Audrey Savage, Citizens State Bank President
Jon Zirkelbach, Jones County Board of Supervisors

Engaging our communities in efforts to reduce substance abuse through creating and maintaining a safe and healthy environment for youth and adults in Jones County.

110 S. Williams St. Suite A | Anamosa, IA 52205 | 319.462.4327x202 | www.jonescountycoalition.org

City Council Meeting
 Prep. Date: 12/23/2020
 Preparer: Sally Hinrichsen



Agenda Item: #
 Agenda Date: 01/04/2021

Communication Page

Agenda Items Description: Resolution to approve FY '22 investment in Jones County Extension summer program.

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

Attachments & Enclosures:

Proposed Resolution
Letter Request for funding

Fiscal Impact:

Budget Line Item:	
Budget Summary:	Admin County Contrib.
Expenditure:	\$500
Revenue:	

Synopsis: Extension requests funding from the City for summer programming.

Background Information: The attached letter explains the request for funding from Jones County Extension.

The City of Monticello has supported this program the last nine years in the amount of \$500.00 per year.

Staff Recommendation: I recommend that the Council approve the Jones County Extension summer program request for funding in the amount of \$500.00.

THE CITY OF MONTICELLO, IOWA

RESOLUTION

Approving contribution to Jones County Extension
Programming in the amount of \$500.00.

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

WHEREAS, Jones County Extension presented a funding request to the City Council associated with various programming including the Summer Discovery / Summer Camp program they hold in Monticello and other Jones County communities, and

WHEREAS, the Monticello City Council has considered the request made by Jones County Extension, and has determined it appropriate to invest in the Jones County Extension programming in the amount of \$500.00 to be paid from the FY' 2022 budget.

NOW THEREFORE BE IT RESOLVED by the City of Monticello, through its' City Council, in session this 4th day of January, 2021 that the City of Monticello shall contribute towards Jones County Extension programming in the amount of \$500.00.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 4th day of January 2021.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk

IOWA STATE UNIVERSITY

Extension and Outreach

Jones County Extension
800 N. Maple St., PO Box 28
Monticello, IA 52310
319 465-3224
319 465-3312 fax

December 22, 2020

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

Dear Council Members,

Jones County Extension & Outreach is proud to be able to offer opportunities for Jones County youth that spark curiosity and engage critical thinking. We will be offering Summer Discovery Camps for youth, Kindergarten through 5th grade. Summer Discovery Camp 2019 will have the theme "STEM in Action: Helicopter Hang Time". Youth will explore types of flight and the dynamics and engineering involved in flight. Campers will explore hands on challenges using state of the art technology and tools, engage in physical activity to promote healthy lifestyles, and create snacks to feed their mind and bodies.

Iowa State University Extension & Outreach has offered Summer Discovery Camps in Jones County since 2006. There were 180 youth from Jones County that attended the Summer Discovery Camp in 2018. Summer of 2020 caused us to pivot with Summer Discovery to be offering delivery through virtual methods and take home kits for the youth of Jones County. Our staff packed bags for each week, delivering to the libraries in Jones County. Families picked up their bag of supplies and then joined a weekly zoom session, live with our summer staff leading them through activities, reading a book, and helping them prepare for the next week lesson. We are hoping to deliver in person Summer Discovery in summer 2021, but will be able to deliver virtually again if needed. Jones County Extension & Outreach trains staff to ensure students have opportunity to experience a high quality learning environment.

Jones County Extension & Outreach is committed to providing STEM opportunities to our youth at a reasonable price. Due to COVID 19, we offered Summer Discovery camps at no cost to youth in Jones County. Summer Discovery camps registration will be \$30 per youth in summer 2021. We learned that even though we offered virtual instruction and activities, the packing of the kits for at home learning was costly. Registration fees contribute to the cost of the camp supplies, snacks, staff, and mileage.

Salary cost: 4 summer staff = \$5000
Supply cost: = \$ 500.00
 \$ 5500.00
Total /per participant (180) = \$30.55

We are requesting funding, \$500, from the City of Monticello to assist with the cost of this program.

Thank you for your consideration of funding this program. Summer Discovery camps are offered during the month of June in various locations throughout Jones County. The schedule of Summer Discovery Camps has not yet been determined.

Sincerely,

Jacki Luckstead

Jacki Luckstead

Youth Program Specialist

Iowa State University Extension & Outreach/Jones County

City Council Meeting
 Prep. Date: 12/23/2020
 Preparer: Sally Hinrichsen



Agenda Item: #
 Agenda Date: 01/04/2021

Communication Page

Agenda Items Description: Resolution to approve payment of 5th year local match to Keep Iowa Beautiful /Hometown Pride program.

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

Attachments & Enclosures:

Proposed Resolution
Request letter & prior Agreement

Fiscal Impact:

Budget Line Item:	
Budget Summary:	Admin County Contrib.
Expenditure:	\$1,500
Revenue:	

Synopsis: Generally speaking, the “Grant Wood Loop” is the product of the Parks to People Pilot initiative that includes Jones, Jackson and Dubuque Counties

Background Information: The Grant Wood Loop proposal involves a five year commitment at the rate of \$1,500 per year. The City Council agreed to participate in the program which took effect on July 1, 2017. (See agreement attached hereto).

The Keep Iowa Beautiful /Home Town Pride program will fund \$75,000 per year towards the Grant Wood Loop program with Counties and Cities in the region being asked to put up the additional \$25,000.

Some of the benefits to Monticello /Jones County that came out of and/or are coming out of the Parks to People Program and the continuation of the Grant Wood Loop include:

1. Money for Pocket: \$47,000 +/-
2. Other Jones County Projects: Wapsipinicon Park Trail project, Central Park lake restoration project and Land acquisition near the Maquoketa and Wapsipinicon rivers.

This is the fifth and final year commitment for the partners and the Keep Iowa Beautiful program.

Staff Recommendation: I recommend that the Council consider the request and take action deemed appropriate by the City Council.

THE CITY OF MONTICELLO, IOWA

RESOLUTION

To Approve payment of the 5th Year Local match to Keep Iowa Beautiful /Hometown Pride Program in the amount of \$1,500

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

WHEREAS, The City of Monticello has been a part of and recipient of funding from the Parks to People initiative, receiving approximately \$47,000 to defray Pocket Park construction expenses, and

WHEREAS, The City Council approved, by Resolution 17-52, participation in the Grant Wood Loop program, also known as the Keep Iowa Beautiful /Hometown Pride Program, same having been created as an offshoot and/or as a means of continuing forward with the progress and coordination that has been created through the Parks to People initiative, and

WHEREAS, The Agreement approved by Resolution #17-52 included a five year commitment at the rate of \$1,500 per year, and

WHEREAS, The Council finds that the continued commitment of the City of Monticello is in the best interests of the Community and is otherwise appropriate, putting the community in a better position to pursue various grants that acknowledge the positive features of communities that chose to work with others in their region in a collaborative manner.

NOW THEREFORE BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the payment of the 5th and final year investment of \$1,500 in the Grant Wood Loop program, also known as the Keep Iowa Beautiful /Hometown Pride program.

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 4th day of January 2021.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk



ECIA

December, 2020

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

RE: Fiscal Year 2022 Budget Request – Keep Iowa Beautiful Hometown Pride Program

Dear City of Monticello:

Thank you for your participation and partnership in the Keep Iowa Beautiful Hometown Pride Program this past year. We are excited to continue the partnership into Fiscal Year 2022 as part of the five-year contract with Keep Iowa Beautiful.

As you are aware, East Central Intergovernmental Association (ECIA), Jackson County Economic Alliance (JCEA), the Grant Wood Mississippi River Region (GWMRR), Jackson County, Dubuque County and Jones County partnered to implement the Keep Iowa Beautiful (KIB) Hometown Pride Program. The City of Monticello has been an active participant in this initiative which began July 1, 2017. This is the fifth and final year commitment from the partners and the Keep Iowa Beautiful program. The KIB program funds the initiative with \$75,000 a year for five years and the local partners fund the required match. **I am writing to request that you include funding this initiative as you prepare your budgets in the spring of 2021, with payment due after June 30, 2021.** The fifth-year local match commitment is \$1,500 from the City of Monticello. Please refer to the attached contract and budget on page 6 for the Hometown Pride Program. Your Community Coach is Dave Heiar from Jackson County Economic Alliance.

The funds for the Keep Iowa Beautiful Hometown Pride program are used to advance the efforts of the Grant Wood Mississippi River Region and to sustain its initiatives. The Hometown pride program also provides the partners with community coaching; toolkit of resources; coordinated planning of projects and programs; and services as outlined in the attached Partnership Agreement.

Thank you for your time, consideration and partnership in this very important initiative. Should you have any questions, I can be reached at 563-690-5700.

Sincerely,



Kelley Deutmeyer
Executive Director
East Central Intergovernmental Association

Enclosure

cc: Dave Heiar, Jackson County Economic Alliance/Hometown Pride Coach
Dan Fox, ECIA Senior Planner/Hometown Pride Assistant Community Coach
Lisa Weinhold, ECIA Director of Finance and Human Resources



6/19/17

Hometown Pride Partnership Agreement

Date:

Partners: Keep Iowa Beautiful- Hometown Pride,
East Central Intergovernmental Association (ECIA), Grant Wood Mississippi
River Region, Jackson, Jones, and Dubuque Counties, and the
communities of:

Anamosa
Asbury
Bellevue
Cascade
Dubuque
Dyersville
Farley
Maquoketa
Monticello
Peosta
Preston
Sabula

Terms of the Agreement: This agreement shall be in effect for a period of five years with optional renewal on an annual basis and dependence on funding for the program. An annual evaluation / performance review will be conducted by Keep Iowa Beautiful with the partners one month prior to the end of each year of the agreement. Two-month notice will be provided on potential termination of the agreement.

Objectives of the Agreement: To further the economic and cultural vitality of the region, counties and the communities by supporting, facilitating and furthering the implementation of area, county and community plans in a coordinated and partnership strategy.

Service to be provided by Keep Iowa Beautiful and Community Coaches:

Service to be provided by Keep Iowa Beautiful and Community Coaches:

- Aid in the recruitment of a “coach/coaching staff” to serve the partners defined above. Selection of the Community Coach will be by the Grant Wood Mississippi River Region Board of Directors. KIB will provide the job specifications with input from the GWMRR Board and the Steering Committee will coordinate recruitment, selection for interview and final selection if needed. Due to the scale of this project the HP Coach may need to live in the area. When the selection is made, KIB will manage the HP Head Coach.
- Due to the scale and size of this region – it is important to keep the Head coach and the Assistant Coaches focused on project implementation for the area, counties and communities. The duties in this agreement may need to be adjusted periodically to maximize the effectiveness of the coaching team.
- Assessment of community, county and regional plans along with an assessment of “tools” that will help to support implementation of those plans.
- Develop and maintain relationships with local, state and regional economic development and technical support partners.
- Assist in guiding the establishment and maintenance of comprehensive data files and information.
- Maintain a working knowledge of programs and statistical data to support community, county and regional plans.
- Maintain knowledge of and offer guidance on various funding programs and grants.
- Development, maintenance and provision of a “tool box” of programs, services, fundraising and financial opportunities.
- Aid in implementing those tools for each partner.
- Assist in community audit evaluations where needed.
- Guide annual reporting and program evaluation.
- KIB commits to the financial support of \$75,000 per year (based on at least \$25,000 of support committed by local entities).

Service to be provided by Jackson County Economic Alliance (JCEA):

- Serve as the KIB HP Head Coach.
- Maintain and manage an electronic newsletter containing project progress and news along with similar case studies / research of value to the project.
- Develop, maintain and manage the contact data base system.
- Media / Marketing plan development / management.
- Develop and maintain a media contact list for the three counties and communities and the region beyond those three counties.
- Control and coordinate media releases and marketing efforts.

- Provide the coordination with other economic development organizations, government agencies, community foundations, conservation groups, tourism groups, utilities and other partners to support a team approach to developing and implementing community, county and regional plans.
- Communicate regularly with the GWMRR Board and community working committees and schedule meetings as needed to discuss and advance their plans.
- Work with other economic development, tourism, convention and visitors bureaus are coordinated in marketing and maintenance of printed, online and social media presence.
- Provide data to aid in the evaluation process.
- Regularly attend community planning committee meetings.
- Assist to empower local citizens to become engaged in community projects.
- Involve youth through service learning.
- Increase effectiveness of local tool and programs.
- Furnish a toolkit of resources for communities.
- Aid in communications to regional residents.
- Serve as a program speaker at community and civic club meetings.
- Facilitate meetings and events as may be mutually agreed.
- Develop and maintain the files and records for the KIB/GWL project.
- Web page oversight, coordination, and management.

Service to be provided by ECIA:

- Serve as the contracting entity with KIB.
- Coordinate and collect KIB match payments for the counties, communities, and other entities to ensure payments are made to KIB and make payment to KIB from Grant Wood Mississippi River Region.
- Facilitate communications with the partners and attend Grant Wood Mississippi Region Board meetings and serve on committees as needed.
- Assist communities without a plan in finding a consultant and developing a short-term plan or work with ECIA staff to develop the short-term plan on a negotiated fee basis.
- Establish training / education sessions for community leaders / city council members / County supervisors and Grant Wood Mississippi River Region Board members, as needed.
- Research and identify grants, resources, and fundraising opportunities that will help to implement community plans.
- Work with community members to apply for grants, seek matching funds, and successfully complete grant applications on negotiated fee basis per grant.

- Facilitate development of a fundraising plan as requested by members on a negotiated fee basis. Scope of services are designed based on each project.
- Provide bookkeeping and financial management support to the Grant Woods Mississippi River Region.
- Regularly attend community planning committee meetings

Service to be provided by Assistant Community Coaches – ECIA and Jones County Economic Development

- Communicate regularly with KIB HP Coach and community working committees and schedule meetings as needed to discuss and advance their plans.
- Provide the coordination with other economic development organizations, government agencies, community foundations, conservation groups, tourism groups, utilities and other partners to support a team approach to developing and implementing community, county and regional plans.
- Provide data to aid in the evaluation process.
- Regularly attend community planning committee meetings.
- Empower local citizens to become engaged in community projects.
- Involve youth through service learning.
- Increase effectiveness of local tools and programs.
- Furnish a toolkit of resources for communities.
- Aid in communications to residents.
- Serve as a program speaker at community and civic club meetings.
- Facilitate meetings and events as needed.

Service to be provided by Grant Wood Mississippi River Region

- Serve as the steering committee for the Hometown Pride program and contractual organization.
- Help to establish and guide priorities for implementation efforts of the Hometown Pride Coaches.
- Provide provision of temporary work space for the community coach to utilize when in the area.
- Provide provision of space for periodic meetings.
- Implementation of a planning process for incorporating the provisions of 350.12 (County Conservation Board Beautification Program including input from the County Engineer and potential youth and / or youth group involvement efforts)

Service to be provided by each partner community/county:

- Have an approved community plan or commitment to establish such a plan that has been or will be endorsed by the current city council and in the case of the county, a county wide plan conforming to Iowa Code 350.12 as previously outlined.
- In the first year, each community and the county will appoint a working committee (in a timely manner) with a city council member or city staff member to serve on that Committee and be a liaison between the Working Committee and the City Council. An existing committee can be utilized if it has the representation desired. This member working committee will be expected to provide quarterly updates to the Mayor, City Council or county supervisors and the general public.
- The working committee appointed in year one will continue for the future. In those future years, the working committee will have the authority to take actions on behalf of the city / county, based on a city council or county supervisors approving the plan of action provided by that committee.
- Provision of temporary work space for the community coach when working in the community.
- Provide meeting space that may be required.
- Payment to the program for their KIB match as follows:
 - \$1,500/year for communities in population of 5,000 or less
 - \$2,500/year for communities in population of more than 5,000
 - \$5,000/year for counties
- Assist in meeting / event sessions as may be needed.
- Communication with the community / county residents.

Financing and terms of the Program:

- Agreement to take effect on July 1, 2017.
- Keep Iowa Beautiful will provide \$75,000 per year.
- County / Communities or other sources will provide at least \$25,000 per year.
- This will provide for a full-time equivalency Hometown Pride Coach(s).
- Payment to KIB will be made prior to the end of July after receipt of community payments.
- The initial contract period shall be from month, day & year to month, day & year.

- Revenue Sources:

	AMOUNT
Keep Iowa Beautiful	\$75,000.00
Dubuque County	\$5,000.00
Jackson County	\$5,000.00
Jones County	\$5,000.00
Anamosa	\$2,500.00
Asbury	\$2,500.00
Dubuque	\$2,500.00
Maquoketa	\$2,500.00
Bellevue	\$1,500.00
Cascade	\$1,500.00
Dyersville	\$1,500.00
Farley	\$1,500.00
Monticello	\$1,500.00
Peosta	\$1,500.00
Preston	\$1,500.00
Sabula	\$1,500.00
TOTAL REVENUE	\$112,000.00

- Expenses:

EXPENSES	AMOUNT
JCEA Head Coach Management	\$67,500.00
ECIA Assistant Coaching/Support Svs	\$33,500.00
Insurance	\$1,000.00
KIB Fee	\$10,000.00
TOTAL EXPENSES	\$112,000.00

Agreed To: July 1, 2017

By: Kelly H. DeBruin for ECIA
By: [Signature] for JCEA

By: [Signature] for Grant Wood Mississippi River Region

By: Mayor of each community:

Anamosa [Signature]
Asbury [Signature]
Bellevue Christopher J. Roly
Cascade Marque Belmken
Dubuque Ry D. Suel
Dyersville Walter [Signature]
Farley Asbury [Signature]
Maquoketa [Signature]
Monticello Wona [Signature]
Peosta Kang [Signature]
Preston [Signature]
Sabula [Signature]

By: [Signature] for Jackson County

By: [Signature] for Jones County

By: [Signature] for Dubuque County

By: [Signature] for KIB

City Council Meeting
Prep. Date: 12/23/2020
Preparer: Sally Hinrichsen



Agenda Item: #
Agenda Date: 01/04/2021

Communication Page

Agenda Items Description: Resolution approving investment in the Independence Day Fireworks festivities to be held on July 4, 2021 in the amount of \$2,600.

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

Attachments & Enclosures:

Proposed Resolution

Fiscal Impact:

Budget Line Item:	
Budget Summary:	Admin County Contrib.
Expenditure:	\$2,600
Revenue:	

Synopsis: Monticello Firefighters plan to sponsor the 4th of July festivities, on Sunday the 4th of July and seek City investment.

Background Information: Firefighter's Association will be planning and managing the 4th of July fireworks event.

The City has invested \$2,600 towards the fireworks the last number of years and the Firefighters are requesting the same contribution as last two years.

Staff Recommendation: I recommend that the Council consider the request and take action deemed appropriate by the City Council.

THE CITY OF MONTICELLO, IOWA

RESOLUTION

Approving investment in the Independence Day Fireworks festivities to be held on July 4, 2021, in the amount of \$2,600.00

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

WHEREAS, The Council has been advised that the City of Monticello Firefighter's Organization will be heading up this year's Independence Day fireworks festivities,-and

WHEREAS, the Council finds it appropriate and proper to invest in this event by providing \$2,600.00 towards the project costs, and

WHEREAS, the Council understands that the fireworks will commence at dusk, the general public will be allowed to enter at no cost.

NOW THEREFORE BE IT RESOLVED by the City of Monticello, through its' City Council, in session this 4th day of January 2021, that the City Council does hereby approve of an investment in the amount of \$2,600.00 payable to the Monticello Firefighter's Organization based upon the above and foregoing findings.

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 4th day of January 2021.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk

City Council Meeting
Prep. Date: 12/26/2020
Preparer: Sally Hinrichsen



Agenda Item: #
Agenda Date: 01/04/2021

Communication Page

Agenda Items Description: Resolution Approving Investment in Maquoketa River Watershed Management Authority in the amount of \$3,796 for Fiscal Year 2021 and 2022

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

Attachments & Enclosures:
Proposed Resolution
Letter Request for funding

Fiscal Impact:	
Budget Line Item:	
Budget Summary:	Admin County Contrib.
Expenditure:	\$3,796
Revenue:	

Synopsis: Maquoketa River Watershed Management Authority requests funding from the City to address water quality, water quantity (flooding) as well as other issues associated with the Maquoketa River watershed area.

Background Information: The Maquoketa River Watershed Management Authority (MR WMA) was formed in 2017. Limestone Bluff RC&D is the official fiscal agent for the organization and is currently providing in nonprofit umbrella, grant writing services and overall management through a FY'21 contact, which expires in June 2021.

Financial support for MR WMA is voluntary for it's members, which consists of 34 Cities, Counties, Soil and Water Conservation Districts and one Lake District in Eastern Iowa.

The MR WMA has executed its second year of water monitoring program, testing 36 sites three times a year. MR WMA is working with the University of Iowa's Initiative for Sustainable Communities. They are working with five graduate students who will help MR WMA to complete the watershed management plan in 2021.

MR WMA learned in December that they will likely receive a \$100,000 DNR grant to help complete and promote the watershed plan. The award (which requires matching funds provided by members) will allow the organization to hire a dedicated watershed coordinator for 18 months and all the MR WMA to begin work with a NEW Team of the University of Iowa IISC graduate students in the 21-22 academic year

Staff Recommendation: I recommend that the Council approve proposed Resolution Approving Investment in Maquoketa River Watershed Management Authority in the amount of \$3,796 for Fiscal Year 2021 and 2022

THE CITY OF MONTICELLO, IOWA

RESOLUTION #

**Approving Investment in Maquoketa River Watershed
Management Authority in the amount of \$3,796 for
Fiscal Year 2021 and 2022.**

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

WHEREAS, The City of Monticello is a member of the Maquoketa River Watershed Management Authority (WMA), and

WHEREAS, The City Council finds that the WMA has requested a per capita assessment from all members to support the costs of administering the WMA during the creation of the Watershed Management Plan, a process that is underway. WMA is working on the stakeholder survey, which is open to all residents of Monticello, and

WHEREAS, The Council further finds that the requested investment of \$1.00 per capita for FY'21 and FY'22 in the total amount of \$3,796 is appropriate and in the best interests of the City, finding further that the creation and existence of a watershed management plan for the Maquoketa River would be of value to the City.

NOW THEREFORE, BE IT RESOLVED that the City of Monticello does hereby approve the proposed investment of \$3,796 in the Maquoketa River Management Authority to cover costs of administration and operation during the creation of the Watershed Plan, said investment being intended to cover FY'21 commencing on July 1, 2020 and FY '22 commencing on July 1, 2021.

IN THE TESTIMONY WHEREOF, I have hereunto subscribed my name hereto on this 4th day of January, 2021.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk



Maquoketa River Watershed Management Authority

Limestone Bluffs Resource Conservation & Development, Inc.

PO Box 421 • Mechanicsville, IA 52306 • 563-221-1930

Lori Scovel, Watershed Coordinator • lscovel@limestonebluffsrcd.org • 563.221.1930

Larry McDevitt, MR WMA Chair • lmdevitt@outlook.com • 319.541.6357

FY22 Budget Request – Monticello

The Maquoketa River Watershed Management Authority (MR WMA) formed in late 2017 and now consists of 34 Cities, Counties, Soil and Water Conservation Districts and one Lake District in Eastern Iowa. All members work to address water quality, water quantity (flooding), as well as other issues associated with the Maquoketa River watershed area.

Per the 28E Agreement and governing By-Laws, every member of the MR WMA is allowed one representative to serve on the Board of Directors. **Your representative to the MR WMA Board is currently vacant. Please appoint someone at your community's earliest convenience.**

From the Board of Directors, three officers and an Executive Committee (which includes the officers and four directors) were elected by members to oversee the day-to-day business of the WMA. Limestone Bluffs RC&D is the official fiscal agent for the organization and is currently providing its non-profit umbrella, grant writing services and overall management through a FY21 contract with the MR WMA. This contract is up for review and renewal again in June 2021.

The watershed for the Maquoketa River covers over 1 million acres (1,694 square miles) in Eastern Iowa, flowing for about 150 miles spanning portions of 9 counties: Fayette, Clayton, Buchanan, Delaware, Dubuque, Linn, Jones, Jackson and Clinton. All residents within the watershed area are served by our organization.

The MR WMA is requesting a funding investment from the City of Monticello of \$3,796: \$1 per capita for FY22 for areas located within the defined watershed area. Monticello provided \$3,796 for FY20.

Thank you for your support!

We ask the city council to consider FY22 funding of \$3,796.

Continued support from Monticello will ensure the MR WMA has resources available to match funding for grant opportunities, continue water monitoring activities, provide education and promotion events associated with the Watershed Management Plan and organization as a whole, and to support administrative needs.

Maquoketa River Watershed Management Authority
FY22 Requested Voluntary Funding Commitments
NOT REQUIRED: Will be invoiced in July 2021

Member	Suggested per 2010 census	FY21 Actual Receipts as of 11/31/20
1. Lake Delhi District	\$514	Rec'd \$514
COUNTIES:		
2. Buchanan County BoS	\$842	
3. Clinton County BoS	\$2,460	
4. Delaware County BoS	\$9,663	Rec'd \$9,663
5. Dubuque County BoS	\$4,846	Rec'd \$4,846
6. Jackson County BoS	\$5,649	Rec'd \$5,649
7. Jones County BoS	\$5,053	Rec'd \$2,526.50
8. Linn County BoS	\$211	
SWCDs: (2020 Coe College Lab Fees: \$18 per test 36 sites x 3 dates = 108x18 = \$1944 expected cost)		
9. Delaware County SWCD – 12	\$648 (1 testing site - City of Dyersville)	
10. Dubuque County SWCD – 7	\$378 (2 sites – City of Dyersville)	<i>Costs for 2020 testing (36 sites) to be billed early 2021.</i>
11. Fayette County SWCD – 0	\$0	
12. Jackson County SWCD – 9	\$486	
13. Jones County SWCD – 5	\$270 (5 sites)	<i>5+ new sites (Lake Delhi & Maquoketa) have been proposed for 2021.</i>
14. Linn County SWCD – 0	\$0	
COMMUNITIES:		
15. City of Andrew	\$433	
16. City of Baldwin	\$109	
17. City of Cascade	\$2,180	Rec'd \$2,180
18. City of Delaware	\$159	
19. City of Delhi	\$460	
20. City of Dyersville	\$4,071	Rec'd \$4,071
21. City of Epworth	\$1,874	
22. City of Goose Lake	\$240	
23. City of Hopkinton	\$628	Rec'd \$628
24. City of Lamont	\$461	
25. City of La Motte	\$260	
26. City of Manchester	\$5,179	Rec'd \$5,179
27. City of Maquoketa	\$6,130	Rec'd \$1,500
28. City of Monticello	\$3,796	
29. City of New Vienna	\$407	
30. City of Preston	\$1,010	
31. City of Ryan	\$361	
32. City of Spragueville	\$81	
33. City of Strawberry Point	\$1,275	
34. City of Worthington	\$409	
35. City of Wyoming	\$516	<u>Rec'd \$100</u>

TOTAL RECEIPTS as of 11/31/20..... \$36,856.50

City Council Meeting Prep. Date: 12/23/2020 Preparer: Sally Hinrichsen		Agenda Item: # Agenda Date: 01/04/2021
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Communication Page

Agenda Items Description: Resolution to approve funding/investment in Jones County JETS Transportation System.

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

Attachments & Enclosures: <table border="1" style="width: 100%;"> <tr><td>Proposed Resolution</td></tr> <tr><td>Request for funding</td></tr> <tr><td> </td></tr> </table>	Proposed Resolution	Request for funding		Fiscal Impact: <table border="1" style="width: 100%;"> <tr><td>Budget Line Item:</td><td> </td></tr> <tr><td>Budget Summary:</td><td>Admin County Contrib.</td></tr> <tr><td>Expenditure:</td><td>\$1,500</td></tr> <tr><td>Revenue:</td><td> </td></tr> </table>	Budget Line Item:		Budget Summary:	Admin County Contrib.	Expenditure:	\$1,500	Revenue:	
Proposed Resolution												
Request for funding												
Budget Line Item:												
Budget Summary:	Admin County Contrib.											
Expenditure:	\$1,500											
Revenue:												

Synopsis: Jones County JETS Transportation System request City financial support for FY 2022.

Background Information: The City has regularly supported the JETS program and the JETS program serves many Monticello residents. The amount requested \$1,500 is consistent with the City's investment since FY '10.

I believe JETS to be a worthwhile and necessary service for Monticello. I did not pursue information related to the contributions of other Jones County municipalities; it is clearly a service used regularly by Monticello residents.

Staff Recommendation: I recommend that the Council approve the proposed resolution for investment of \$1,500 in the Jones County JETS Program.

The City of Monticello, Iowa

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

RESOLUTION #

Approving funding/ investment in Jones County JETS Transportation System in the amount of \$1,5100.00

WHEREAS, Jones County JETS Transportation System has requested an investment in their system from the City of Monticello, and

WHEREAS, The Monticello City Council has considered the request made by Jones County JETS Transportation System, and has determined it appropriate to invest in Jones County JETS Transportation System, by way of a donation in the amount of \$1,500 for fiscal year 2022, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Monticello, Iowa does hereby approve the funding request of the Jones County JETS Transportation System in the amount of \$1,500 for fiscal year 2022.

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 4th day of January, 2021.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk

Jones County Jets

814 John Dr. Monticello, IA 52310

319-465-6564

10/20/2020

To: Monticello City Clerk:

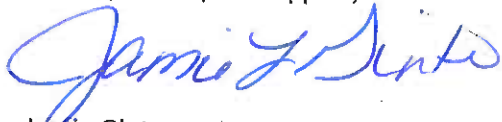
I would like to take this time in thanking you for your past support in the Jets Transportation System and hope that you will be able to consider donating again this fiscal year (2021-2022). I am asking all cities in Jones County to assist in supporting this system. State and Federal funds are not always a sure thing so we need to receive support throughout the county to keep this system running smoothly.

We are asking for \$1500.00 to be allotted if at all possible.

We are a Public Transportation System for the entire Jones County area and are running into the same difficulties as the cities in regard to shortfalls in funding, so I can understand if you would like documentation as to how the funds will be used. We are in need to continue allocations from the cities to subsidize the shortfalls from the State and Federal Government.

The money would be used for operating expenses for the fiscal year 2021-2022.

Thank you for your support,



Jamie Ginter
Jets Manager

City Council Meeting Prep. Date: 12/26/2020 Preparer: Sally Hinrichsen		Agenda Item: # Agenda Date: 01/04/2021
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Communication Page

Agenda Items Description: Resolution to Approve Deed, Declaration of Value, Groundwater Hazard Statement and Closing Statement associated with 101 E 1st Street Building sale

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

Attachments & Enclosures:

Proposed Resolution
Deed, Declaration of Value, Groundwater Hazard
Statement and Closing Statement

Fiscal Impact:

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis: The Proposed resolution approves closing statement and documents to transfer 101 East 1st Street to Creative Adventure Lab Inc.

Background Information: By Resolution #2020-62, approved at the regular City Council meeting of May 4, 2020, the Council approved transfer of building located at 101 East 1st Street from the Welter Family to the City of Monticello and plan to transfer building from City to the Creative Adventure Lab, Inc.

City ownership of the building for a period of time allowed the City to take advantage of certain grants that would not be available to the Creative Adventure Lab, including asbestos inspection and removal, if necessary, and potentially a facade / entryway grant.

The Creative Adventure Lab had submitted a Letter of Intent to take over ownership from the City and to cover any costs incurred by the City in updating or renovating the building so long as those expenses are preapproved by the Creative Adventure Lab, Inc., and then to fundraise and renovate the building with a targeted opening date in the Fall of 2021.

Staff Recommendation: I recommend that the Council approve proposed Resolution to Approve Deed, Declaration of Value, Groundwater Hazard Statement and Closing Statement associated with 101 E 1st Street Building sale

The City of Monticello, Iowa

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

RESOLUTION

Resolution to approve Deed, Declaration of Value, Groundwater
Hazard Statement and Closing Statement associated
with 101 East First Street Building sale.

WHEREAS, By Resolution #2020-62, approved at the regular City Council meeting of May 4, 2020, the Council approved transfer of building located at 101 East 1st Street from the Welter Family to the City of Monticello and plan to transfer building from City to the Creative Adventure Lab, Inc, and

WHEREAS, The Executive Director of the creative Adventure Lab and Innovation Lab in Dubuque, expressed interest in taking over ownership of the old Dime Store from the City and not only renovating the building to be home to the Innovation Lab but also a Creative Adventure Lab, as well as reserving space for a downtown / Main Street office, and

WHEREAS, The preparation of the documents necessary to transfer the 101 East First Street Building to Creative Adventure Lab, Inc. and shall be filed with the Jones County Recorder so as to be of record for all to know and follow.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve of the Warranty Deed, Declaration of Value, and Groundwater Hazard Statement prepared to effectuate the transfer of the 101 East 1st Street Building to Creative Adventure Lab, Inc,

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 4th day of January, 2020.

Brain Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk

REAL ESTATE TRANSFER - GROUNDWATER HAZARD STATEMENT
TO BE COMPLETED BY TRANSFEROR

TRANSFEROR:

Name The City of Monticello, Iowa an Iowa Municipal Corporation

Address 200 E. 1st Street, Monticello, IA 52310

Number and Street or RR

City, Town or P.O.

State

Zip

TRANSFeree:

Name Creative Adventure Lab, Inc.

Address 210 Jones Street #100, Dubuque, IA 52001

Number and Street or RR

City, Town or P.O.

State

Zip

Address of Property Transferred:

101 E. 1st Street, Monticello, IA 52310

Number and Street or RR

City, Town or P.O.

State

Zip

Legal Description of Property: (Attach if necessary) See 1 in Addendum

1. Wells (check one)

There are no known wells situated on this property.

There is a well or wells situated on this property. The type(s), location(s) and legal status are stated below or set forth on an attached separate sheet, as necessary.

2. Solid Waste Disposal (check one)

There is no known solid waste disposal site on this property.

There is a solid waste disposal site on this property and information related thereto is provided in Attachment #1, attached to this document.

3. Hazardous Wastes (check one)

There is no known hazardous waste on this property.

There is hazardous waste on this property and information related thereto is provided in Attachment #1, attached to this document.

4. Underground Storage Tanks (check one)

There are no known underground storage tanks on this property. (Note exclusions such as small farm and residential motor fuel tanks, most heating oil tanks, cisterns and septic tanks, in instructions.)

There is an underground storage tank on this property. The type(s), size(s) and any known substance(s) contained are listed below or on an attached separate sheet, as necessary.

5. Private Burial Site (check one)

- There are no known private burial sites on this property.
- There is a private burial site on this property. The location(s) of the site(s) and known identifying information of the decedent(s) is stated below or on an attached separate sheet, as necessary.

6. Private Sewage Disposal System (check one)

- All buildings on this property are served by a public or semi-public sewage disposal system.
- This transaction does not involve the transfer of any building which has or is required by law to have a sewage disposal system.
- There is a building served by private sewage disposal system on this property or a building without any lawful sewage disposal system. A certified inspector's report is attached which documents the condition of the private sewage disposal system and whether any modifications are required to conform to standards adopted by the Department of Natural Resources. A certified inspection report must be accompanied by this form when recording.
- There is a building served by private sewage disposal system on this property. Weather or other temporary physical conditions prevent the certified inspection of the private sewage disposal system from being conducted. The buyer has executed a binding acknowledgment with the county board of health to conduct a certified inspection of the private sewage disposal system at the earliest practicable time and to be responsible for any required modifications to the private sewage disposal system as identified by the certified inspection. A copy of the binding acknowledgment is attached to this form.
- There is a building served by private sewage disposal system on this property. The buyer has executed a binding acknowledgment with the county board of health to install a new private sewage disposal system on this property within an agreed upon time period. A copy of the binding acknowledgment is provided with this form.
- There is a building served by private sewage disposal system on this property. The building to which the sewage disposal system is connected will be demolished without being occupied. The buyer has executed a binding acknowledgment with the county board of health to demolish the building within an agreed upon time period. A copy of the binding acknowledgment is provided with this form. [Exemption #9]
- This property is exempt from the private sewage disposal inspection requirements pursuant to the following exemption [Note: for exemption #9 use prior check box]: _____.
- The private sewage disposal system has been installed within the past two years pursuant to permit number _____.

Information required by statements checked above should be provided here or on separate sheets attached hereto:

I HEREBY DECLARE THAT I HAVE REVIEWED THE INSTRUCTIONS FOR THIS FORM AND THAT THE INFORMATION STATED ABOVE IS TRUE AND CORRECT.

Signature: _____ Telephone No.: (319) 465-3577
(Transferor or Agent)

Addendum

1. The following described parcels located in the SUBDIVISION of LOTS 449, 450, 451 and 452 of RAILROAD ADDITION to the City of MONTICELLO, JONES COUNTY, IOWA:

LOT 6 and Commencing at the Southwest corner of Lot 452 of said Subdivision; thence West along the North line of said First Street 6 feet; thence North at right angles to said First Street to the West line of said Lot 452; thence Southerly along the said West line to point of commencement.

All that portion of Lots 7, 2 and the South 18 feet of Lot 3 in said Subdivision lying West of the centerline of the East Wall of the Drugstore Building on said Lot 7 and said line extended to the North line of said 18 foot strip of Lot 3; Also the North 10 feet of said 18 foot strip of Lot 3; extending East to the Alley. Also right of access to and from said building.

All that part of Lots 7 and 8 and the South 8 feet of Lot 3, lying East of the centerline of the East wall of the brick building formerly owned by O.H. Soetje located on said Lot 7 and East of a straight extension of said centerline Northward to the North line of said South 8 feet of said Lot 3, and lying West of the center-line of the East wall of the brick building located on Lot 8 (once occupied by A.W. Steiner and now owned by the Lovell Corporation) and West of a straight extension of said centerline Northwest to the North line of said South 8 feet of said Lot 3.

SUBJECT TO the rights of the public in all highways, and to all easements of record.

CTRL #

C	O	Y	Y	Y	Y	M	M	#	#	#	#



REAL ESTATE TRANSFER - DECLARATION OF VALUE

Please read the instructions comprised in form 57-011 before completing and filing this form.

Part I - TO BE COMPLETED BY BUYER, SELLER OR AGENT

Date of Instrument (MMDDYYYY)

Enter the number matching your selection in the box at the end of the line: Deed (1) Contract (2)

Seller: The City of Monticello, Iowa an Iowa Municipal Corporation Phone Number: (319) 465-3577

Seller Address: 200 E. 1st Street City: Monticello

State: Iowa ZIP: 52310 email: sallyh@ci.monticello.ia.us

Buyer: Creative Adventure Lab, Inc. Phone Number: (563) 607-5366

Buyer Address: 210 Jones Street #100 City: Dubuque

State: Iowa ZIP: 52001 email: _____

Address of Property Conveyed: 101 E. 1st Street

City: Monticello State: Iowa ZIP: 52310

Legal Description: See 1 in Addendum

Enter the number corresponding to your selection in the box at the end of the line, if applicable.

Type of Sale: Sale between related parties/family (1); Sale of partial interest (2); Trade (3); Quit Claim Deed (4); Auction (5)

Was this a sale of agricultural land to: Corporation (1); Trust (2); Alien (3); Non-resident Alien (4); Limited Partnership (5)

DECLARATION OF VALUE STATEMENT

1. Total Amount Paid.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.00
2. Amount Paid for Personal Property.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.00
3. Amount Paid for Real Property.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.00

I hereby declare that the information contained in Part I of this form is true and correct.

Printed Name: Brian R. Wolken Phone Number: 319-465-3577

Signature: _____ Buyer or Seller or Agent or Attorney

Part II - TO BE COMPLETED BY THE ASSESSOR

Assessed values must be as of January 1 of the year in which the sale occurred.

SECTION A: SINGLE CLASSIFICATION

Primary Classification: Residential (4); Commercial (5); Industrial (2); Agricultural (1); Multi-residential (7)

City/Township: Occupancy:

Primary Parcel Number: _____ Year Built:

Class	Land	Building	Dwelling
Res	<input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> .00
Com	<input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> .00	
Ind	<input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> .00	
Ag	<input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> .00
MultiRes	<input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> .00

Subtotal , , .00

SECTION B: DUAL CLASSIFICATION

Primary Classification: Commercial (5); Industrial (2); Multi-residential (7)

City/Township: Occupancy:

Primary Parcel Number: _____ Year Built:

Class	Land	Building	Dwelling
Com	<input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> .00	
Ind	<input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> .00	
MultiRes	<input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> .00

Subtotal , , .00

Total: Add Subtotal amounts from Sections A and B , , .00

Enter amount from line 3, page 1 , , .00

Ratio: Divide Total amount by the amount on line 3, page 1 , , %

NUTC
Jurisdiction

Comments: _____

Addendum

1. The following described parcels located in the SUBDIVISION of LOTS 449, 450, 451 and 452 of RAILROAD ADDITION to the City of MONTICELLO, JONES COUNTY, IOWA:

LOT 6 and Commencing at the Southwest corner of Lot 452 of said Subdivision; thence West along the North line of said First Street 6 feet; thence North at right angles to said First Street to the West line of said Lot 452; thence Southerly along the said West line to point of commencement.

All that portion of Lots 7, 2 and the South 18 feet of Lot 3 in said Subdivision lying West of the centerline of the East Wall of the Drugstore Building on said Lot 7 and said line extended to the North line of said 18 foot strip of Lot 3; Also the North 10 feet of said 18 foot strip of Lot 3; extending East to the Alley. Also right of access to and from said building.

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SUBJECT TO the rights of the public in all highways, and to all easements of record.



WARRANTY DEED
(CORPORATE/BUSINESS ENTITY GRANTOR)
THE IOWA STATE BAR ASSOCIATION
Official Form No. 335
Recorder's Cover Sheet

Preparer Information: (Name, address and phone number)

Attorney Douglas D. Herman, Lynch Dallas, P.C., 526 Second Ave S.E. P.O. Box 2457
Cedar Rapids, Iowa 52406-2457
Phone: 319-365-9101, ext. 150

Taxpayer Information: (Name and complete address)

Creative Adventure Lab, Inc., 210 Jones Street #100, Dubuque, Iowa 52001

Return Document To: (Name and complete address)

Creative Adventure Lab, Inc., 210 Jones Street #100, Dubuque, Iowa 52001

Grantors:

The City of Monticello, Iowa an Iowa Municipal
Corporation

Grantees:

Creative Adventure Lab, Inc.

Legal description:

Document or instrument number of previously recorded documents:

n/a



**WARRANTY DEED
(CORPORATE/BUSINESS ENTITY GRANTOR)**

For the consideration of One Dollar(s) and other valuable consideration, The City of Monticello, Iowa, a(n) Iowa Municipal Corporation organized and existing under the laws of Iowa does hereby Convey to Creative Adventure Lab, Inc.

the following described real estate in Jones County, Iowa:
See 1 in Addendum

The grantor hereby covenants with grantees, and successors in interest, that it holds the real estate by title in fee simple; that it has good and lawful authority to sell and convey the real estate; that the real estate is free and clear of all liens and encumbrances, except as may be above stated; and it covenants to Warrant and Defend the real estate against the lawful claims of all persons, except as may be above stated.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, according to the context.

Dated on _____.

The City of Monticello, Iowa, a(n) Iowa Municipal Corporation

By _____
Brian R. Wolken, Mayor

By _____
Sally Hinrichsen, City Clerk

STATE OF IOWA, COUNTY OF JONES

This record was acknowledged before me on _____, by Brian R. Wolken and Sally Hinrichsen as Mayor and City Clerk, respectively of The City of Monticello, Iowa.

Signature of Notary Public

Addendum

1. The following described parcels located in the SUBDIVISION of LOTS 449, 450, 451 and 452 of RAILROAD ADDITION to the City of MONTICELLO, JONES COUNTY, IOWA:

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SUBJECT TO the rights of the public in all highways, and to all easements of record.

This Deed is Exempt: Iowa Code Section 428A.2(19) and/or 428A.2(21)

Rural Innovation Lab / Creative Adventure Lab Project

101 E. 1st Street, Monticello, IA 52310

Closing Statement

Date: _____

Purchase Price of Property

City Investment in Property

Phase I Evaluation (GeoSource)	\$2,100.00	
Asbestos Inspection (Env. Mgmt.)	\$ 800.00	
Asbestos Removal (Env. Mgmt.)	\$1,590.00	
Paper Shredding (Shred-Master)	\$ 999.28	
Brick Paver Installation (cost share)	\$1,254.00	
TOTAL		\$6,743.28

Less City Receipts

Iowa DNR (Phase 1 Reimbursement)	\$2,100.00	
Iowa DNR (Asbestos Inspection)	\$ 800.00	
Iowa DNR (Asbestos Removal)	\$ 795.00	
Whiffle Tree Mercantile (Donation) ¹	\$ 100.00	
TOTAL		<u>\$3,795.00</u>

Balance Due on Purchase

\$2,948.28

Closing Costs (Paid Separately)

Recordation of Warranty Deed (Buyer)	\$ 22.00
--------------------------------------	----------

¹ Tied to purchase of small items from basement

City Council Meeting
Prep. Date: 12/26/2020
Preparer: Sally Hinrichsen



Agenda Item: #
Agenda Date: 01/04/2021

Communication Page

Agenda Items Description: Resolution to approve Mowing Service Agreement between City of Monticello and Stephen and Lisa Monk.

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

Attachments & Enclosures:
Proposed Resolution
Request for funding

Fiscal Impact:	
Budget Line Item:	
Budget Summary:	Berndes Center
Expenditure:	
Revenue:	

Synopsis: City mowing contract with Stephen & Lisa Monk expired on December 31, 2020.

Background Information: Stephen & Lisa Monk has handled the mowing since 2004. On August 19, 2019, City awarded the mowing bid for the Baty Disc Golf Course and the Northridge Retention.

The proposed contract was drafted adding the Baty Disc Golf Course and the Northridge Retention with a separate payment schedule, to the mowing contract. Monk's agreed to same fee schedule/ rate as last year.

Staff Recommendation: I recommend that the Council approve the mowing contract between the City of Monticello and Stephen and Lisa Monk.

The City of Monticello, Iowa

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

RESOLUTION #

Approving three-year Mowing contract between Steve and Lisa Monk, independent contractors, under the same terms and conditions as set forth within the "Mowing Service Agreement"

WHEREAS, The Monticello City Council has contracted with Steve Monk Construction & Lawn since 2004 and on August 19, 2019 accepted their bid related to the Baty Disc Golf Course and Northridge Retention Structure mowing, and

WHEREAS, The Council directed City Administrator to update the current contract between the City and Stephen and Lisa Monk to more accurately describe what is expected of them with regard to mowing, weed whipping, spraying, and/or otherwise caring for the properties described in the existing contract, with the understanding that the agreement, when modified, will be brought to the City Council for final review and approval, and

WHEREAS, the Contractor has offered to continue to provide the scope of services as set forth within the "Mowing Service Agreement, subject to the same terms and conditions, for an additional three (3) year term, and

WHEREAS, the City Council finds it to be in the City's best interest to agree to the proposed three (3) year extension of the above-referenced "Mowing Service Agreement".

NOW THEREFORE BE IT RESOLVED by the City of Monticello, through its' City Council, in session this 4th day of January 2021, that the Mowing Service Agreement between the City and the Monks, previously described herein, shall be renewed by and between the City and the Monks for an additional three (3) year period under the same terms and conditions as set forth therein. The Parties to said agreement shall execute a new copy of the agreement following the entry of this Resolution.

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 4th day of January, 2021.

Attest:

Brian Wolken, Mayor

Sally Hinrichsen, Monticello City Clerk

MOWING SERVICE AGREEMENT

This agreement, hereinafter referred to as the "Contract", is entered into by and between the City of Monticello, hereinafter referred to as "City", and Stephen and Lisa Monk, hereinafter referred to as "Contractor".

In consideration of the mutual agreements and promises set forth herein, City and Contractor agree as follows:

1. INDEPENDENT CONTRACTOR: Contractor shall be considered an Independent Contractor. Contractor shall have no protection or benefit from and/or under the City of Monticello Collective Bargaining Agreement. Contractor shall be responsible for providing labor, supplies, materials, tools and equipment, insurance, including but not limited to Worker's Compensation coverage, necessary to perform Contractor's obligations as set forth herein.

2. CONTRACTOR OBLICATIONS/DUTIES: Contractor agrees to mow, trim, collect trimmings, remove clippings from paved areas including sidewalks, mulch at end of season, apply round up where necessary, aerate (at the end of the mowing season), apply weed control (spray) (during fall or spring – at City's request), and fertilize as set forth within the table attached hereto and marked "Exhibit A".¹

3. CONTRACTOR COMPENSATION: City will pay Contractor the sum of \$35,100.00 in return for Contractor's performance of the duties as set forth previously herein. The Contractor will be paid six (6) equal installments of \$5,850.00 commencing on the 30th of May, and on or about the 30th of each month thereafter through the month of October. The above compensation does not include compensation for the following locations which shall be compensated separately, as set out below:

1. Baty Disc Golf Course and Willow Shelter are mowed at a cost of \$176 per occurrence. (No trimming, no weeding, no fertilizing)
2. Northridge Retention is mowed at a cost of \$45 per occurrence. (No trimming, no weeding, no fertilizing)

¹ Contractor agrees to bag any clippings when windrows are created, to maintain grass between 1.5" and 3.0", and to collect and move all branches or other yard waste from the property to one curb/street location, to be coordinated with City Staff, near the property being maintained for the City to collect. The City shall be responsible for the collection and clean-up of sticks/branches before the mowing season commences and after major wind events or storms. When using round-up where approved, Contractor shall maintain areas free of dead/dying sprayed weeds. (i.e. Leaving "dead" sprayed weeds exceeding 3.0" in height is unacceptable.)

4. **TERM OF CONTRACT:** The Contractor shall provide the above-delineated services to the City from January 1, 2021 through December 31, 2023.

5. **RENEWAL:** The parties agree that this Contract shall automatically renew for a like term at the end of the Contract term, and annually thereafter until terminated by either party pursuant to the termination provisions set forth herein. No notice, other than these provisions, shall be required by the City to terminate this Contract at the end of the Contract Term.

6. **TERMINATION OF CONTRACT DURING TERM:** The City Council may terminate the services of Contractor at any time by giving Contractor written notice delivered by regular mail to Contractor at 20189 210th Avenue, Monticello, Iowa 52310. The Contract may only be terminated for just cause, and only after the Contractor has been given an opportunity to meet with the Mayor and City Administrator to discuss the problems and/or issues bringing about the proposed termination. The City Administrator, after consultation with the Mayor, shall determine whether or not the Contract should continue or, in the alternative, the Contract should be terminated. In the event of termination for just cause the City shall pay the Contractor on a pro-rated basis for work performed.

7. **LICENSES/PERMITS:** Contractor shall provide proof to the City that Contractor is licensed to dispense and/or apply fertilizer(s) and/or pesticide(s) pursuant to the terms of this contract. It shall be the sole obligation of Contractor to obtain necessary licenses/permits. Prior to the application of any fertilizer(s) or pesticide(s) the contractor shall notify the City of the intended application and provide information to the City in regard to the products intended to be applied.

8. **INSURANCE:** Contractor shall obtain and maintain liability insurance in the following dollar amounts during the term of this contract:

Bodily injury liability	\$ 500,000 per occurrence
Property damage	\$ 500,000 per occurrence
Medical payments	\$ 5,000 per person
Products and or completed work	\$ 500,000
Fire, legal liability	\$ 50,000 per occurrence
Personal and advertising liability	\$ 500,000
Aggregate limits	
a) General coverage	\$ 1,000,000
b) Products and/or completed work	\$ 1,000,000

Said insurance shall be paid in full prior to the commencement of the Contract Term and the Contractor shall provide proof of said insurance and the full payment of the premium associated therewith, prior to the commencement of the Contract term.

9. **INDEMNIFICATION:** Contractor shall defend, hold harmless, and indemnify the City from and against any claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring during the performance of or otherwise associated with the Contractor's duties. Contractor shall in the event of litigation be required to reimburse the City for any and all reasonable attorney fees incurred by the City associated with and arising out of the acts or omissions of the Contractor related to and/or associated with the Contractor's performance of its duties set forth herein.

10. **EFFECTIVE DATE:** This Contract shall be effective and enforceable upon approval of the Monticello City Council.

Signed and dated this _____ day of _____, 2021.

Stephen Monk, Contractor

Lisa Monk, Contractor

Signed and dated this _____ day of _____, 2021.

Attest:

City of Monticello
Brian R. Wolken, Mayor

Sally Hinrichsen, City Clerk

Exhibit A Mowing Locations / Responsibilities

	Mow	Trim	Collect	Off Paved	Mulch ²	Round Up	Aerate ³	Spray	Fertilize
City Shop	X					X		X	X
Emergency Response Ctr.	X	X		X				X	X
Fire Station	X			X		X		X	X
Water Towers	X					X		X	X
North Well	X					X		X	X
Library	X	X		X				X	X
Berndes Center	X	X			X			X	X
Aquatic Center (Outside) ⁴	X	X			X		X	X	X
Aquatic Center (Inside)	X	X	X ⁵				X	X	X
Fountain Park	X	X			X		X	X	X
Riverside Gardens	X	X			X		X	X	X
Ball Diamonds ⁶	X						X	X	X
Jacobs Park ⁷	X	X			X			X	
Fairgrounds	X	X			X		X	X	X
Along Stream/Pool	X	X			X			X	X
Lot by "Lions" Diamond (Old)	X	X						X	X
Maple Street "Ditch" 9 th -10 th Street		X							
Baty Disc Golf*	X			(Off Trail)	X				
Willow Shelter*	X			(Off Trail)					
Northridge Retention*	X								

*See notes in Contractor Compensation portion of agreement with regard to these locations.

² Mulch leaves at end of season at all locations if there are significant leaves on the property.

³ Aerate Inside Aquatic Center/Ball Diamonds yearly (spring), all other noted location on even years (i.e.2022, 2024, etc.)

⁴ Includes City property adjacent to and or around the football field, including the area near the basketball court, but not including the areas within the fenced confines of the football field

⁵ Leading into Memorial and Labor Day Holiday weekends.

⁶ Ball Diamonds shall include the following: Jaycee, Kleinow and "Lions" Diamond (Old)

⁷ Including weed whipping of ditch area as needed.

City Council Meeting
Prep. Date: 12/28/20
Preparer: Sally Hinrichsen



Agenda Item: #
Agenda Date: 01/04/21

Communication Page

Agenda Items Description: Ordinance amending the Code of Ordinances of The City of Monticello, Iowa, By Amending Section 15.04 "Mayor's Compensation"

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

Attachments & Enclosures:
Draft Ordinance

Fiscal Impact:	
Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis: Draft Ordinance for Discussion related to increase in Mayor's Pay from \$3,600 per year to \$4,800 per year.

Background Information: There has been discussion over a number of months in regard to Council and Mayoral pay. While there has been discussion, there has not been a clear consensus in the direction the Council wishes to take. The draft Ordinance would increase Mayor's salary to \$4,800 for consideration. Dave's position is that the current rate of pay makes it difficult to attract and retain elected officials, that the work required of the position far exceeds the pay received.

The Iowa Code does not allow for the adoption of an Ordinance changing the compensation of the mayor or council members during the months of November and December in the year of a regular city election. As there was no regular city election in November, 2020, it is legal for you to consider the Ordinance at this time.

A change in the compensation of the Mayor becomes effective at the beginning of the term of the Mayor is elected at the election next following the change in compensation. In this case, the "new" compensation would take effect for all Council Members in January 1, 2022.

Recommendation: I recommend that the Council consider the 1st reading of the proposed Ordinance.

ORDINANCE NO.

An ordinance amending the Code of Ordinances of the City of Monticello, Iowa, by amending provisions pertaining to Section 15.04 Mayor's Compensation.

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

SECTION 1. SECTION MODIFIED. Section 15.04 of the Code of Ordinances of the City of Monticello, is repealed and the following adopted in lieu thereof:

15.04 Compensation. The salary of the Mayor is three thousand six hundred dollars (\$3,600.00) per year. Effective January 1, 2022, the salary of the Mayor is four thousand eight hundred dollars (\$4,800.00) per year.

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

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

1st reading passed by the Council on this ____ day of _____, 2021
2nd reading passed by the Council on this ____ day of _____, 2021
3rd reading passed by the Council on this ____ day of _____, 2021

Brian R. Wolken, Mayor

ATTEST:

Sally Hinrichsen, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on this ____ day of _____, 2021.

Sally Hinrichsen, City Clerk