

# City of Monticello, Iowa

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Posted on December 18, 2020 at 5:00 p.m.

Monticello City Council Meeting December 21, 2020 @ 6:00 p.m.  
Monticello Renaissance Center, 220 E. 1<sup>st</sup> Street, Monticello, Iowa

<b>Mayor:</b>	Brian Wolken	<b>Staff:</b>	
<b>City Council:</b>		<b>City Administrator:</b>	Vacant
<b>At Large:</b>	Dave Goedken	<b>City Clerk/Treas.:</b>	Sally Hinrichsen
<b>At Large:</b>	Brenda Hanken	<b>Police Chief:</b>	Britt Smith
<b>Ward #1:</b>	Scott Brighton	<b>City Engineer:</b>	Patrick Schwickerath
<b>Ward #2:</b>	Candy Langerman	<b>Public Works Dir.:</b>	Nick Kahler
<b>Ward #3:</b>	Chris Lux	<b>Water/Wastewater Sup.:</b>	Jim Tjaden
<b>Ward #4:</b>	Tom Yeoman	<b>Park &amp; Rec Director:</b>	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	07, 2020
Approval of Payroll	December	17, 2020
Approval of Bill List		
Approval of Treasurer's Report for November, 2020		
Approval of Whiskey River Pub and Grub		
Appointment: Board of Adjustments Joe Tuetken replacing Chris Sasina and Wayne Peach filling term of Gerry Muller;		
Park Board - Matt Garcia replacing Josh Brenneman and Abby Slauson replacing Katie Farrowe		

**Motions:** None

## Public Hearings:

1. **Public Hearing** Acknowledging the receipt of funds through the 2020 Community Development Block Grant OT Award

## Resolutions:

2. **Resolution** Approving Plat of Survey to Parcel 2020-106
3. **Resolution** Appointing Commissioner(s) to the Eastern Iowa Regional Housing Authority from the City of Monticello

4. **Resolution** to approve Scheduling Public Hearing on the proposed Rezoning of property located at 122 South Main from R-1 Single Family Residential to C-1 General Commercial
5. **Resolution** to approve City Clerk/Treasurer, Deputy City Clerk and City Secretary Job Descriptions
6. **Resolution** to approve Hiring Doug Herman to provide oversight of City Administrator's e-mails
7. **Resolution** to approve Doug Herman's involvement in hiring a City Administrator
8. **Resolution** to approve Financial Commitment for a Daycare Feasibility Study being completed by Jones County Economic Development

**Ordinances:**

9. **Ordinance** Amending the Code of Ordinances of the City of Monticello by amending Chapter 26, Airport Board, Section 23.02 (2<sup>nd</sup> Reading) (Council may consider waiving requirement for 2<sup>nd</sup> and 3<sup>rd</sup> Reading.)
10. **Ordinance** amending the Code of Ordinances of the City of Monticello, Iowa, by amending Section 17.06 of the Monticello Code "Compensation" (3<sup>rd</sup> reading)

**Reports / Potential Action:**

- a. Mayor
  - a. City Attorney Project Status report
- b. City Clerk
  - a. Budget timeline
  - b. PFM analysis of funding options report
- c. Public Works Director
- d. Police Chief
  - a. Zimmerman N. Chestnut Street House Progress
  - b. Intlekofer Driveway Direction
- e. Water/Wastewater Superintendent
- f. Park and Recreation
- g. City Engineer
  - a. Horsfield N Sycamore Street

**Work Session:**

1. **Budget Review** – Road Use, Water, Sewer, Sanitation and Yard Waste

**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.

**Work Session:**

1. **City Administrator Search** – Review applications - Pat Callahan

# **Meeting Instructions for the Public**

**Due to the Covid-19 Virus the public will not be admitted to this meeting.**

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

**Topic: Monticello City Council**

**Time: Dec 21, 2020 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  
+1 312 626 6799 US (Chicago)  
+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/u/keJRJoOKLq>

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

Regular Council Meeting  
December 7, 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, Public Works Director Nick Kahler, Park & Rec Director Jacob Oswald and Police Chief Britt Smith. Library Director Michelle Turnis and City Engineer Patrick Schwickerath joined electronically. 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 adding setting Public Hearing related to the CDGB grant funding for ambulance and fire departments and setting a work session to meet with Pat Callahan. Langerman seconded, roll call unanimous.

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

Hinrichsen reported Pat Callahan would like to meet with Council for an hour work session on December 21<sup>st</sup> related to the City Administrator search. Brighton moved to set a work session related to the City Administrator search after the December 21<sup>st</sup> Council meeting. Goedken seconded, roll call unanimous.

Goedken moved to approve Resolution #2020-144 Approving Joshua and Amanda Brenneman Tax Abatement Application related to Residential Improvements constructed at 958 Valley Drive, Monticello, Iowa. Yeoman seconded, roll call unanimous.

Wolken reported the City lease with ComElec expired on May 1, 2020 and the proposed agreement would extend through April 2026. Goedken moved to approve Resolution #2020-145 to approve Amended Lease Agreement between the City of Monticello and ComElec related to ISP services and equipment placement on the City of Monticello Water Towers. Langerman seconded, roll call unanimous.

Goedken moved to approve Resolution #2020-146 Approving Jones Regional Medical Work Well Clinic as the designated clinic for employees who suffer work related injuries, Lux seconded, roll call unanimous.

Wolken advised that the P & Z Board reviewed and recommended the approval of the Plat of Survey to Parcel 2020-87, which is in the City limits near Jellystone Campground. Langerman moved to approve Resolution #2020-147 Approving Plat of Survey to Parcel 2020-87. Brighton seconded, roll call unanimous.

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Wolken advised that the P & Z Board reviewed and recommended the approval of the Plat of Survey to Parcel 2020-88, which is just outside the City limits adjacent to the Maquoketa River. Yeoman moved to approve Resolution #2020-148 Approving Plat of Survey to Parcel 2020-88. Brighton seconded, roll call unanimous.

Wolken advised that the P & Z Board reviewed and recommended the approval of the Plat of Survey to Parcels 2020-99 and 2020-102, which is located in the City limits on East First Street. Goedken moved to approve Resolution #2020-149 Approving Plat of Survey to Parcels 2020-99 and 102 and further accepting Dedication of Parcel 2020-102 to the City of Monticello. Langerman seconded, roll call unanimous.

Wolken reviewed the proposed fee increases for dumpster collections with a per yard rate, to be applied to the January collections which will coincide with scheduled Republic increases. Our rates are equal to 130% of the rate charged by Republic. Langerman moved to approve Resolution #2020-150 Setting fees related to the Collection of Solid Waste pursuant to Chapter 106 of the Monticello Code of Ordinances. Goedken seconded, roll call unanimous except Hanken who voted nay, as she is opposed to rate increases at this time.

Kahler reported the septic tank at the Public Works building was inspected by the Jones County Sanitarian and the tank is okay to use, however the leach field needs improvements. White Hawk Plumbing will be doing a test of the leach field, to determine the size the leach field needs to be. Kahler stated there is not enough fall to put in a sewer line and would need to install a lift station to connect to City sewer. Goedken moved to approve Resolution #2020-151 to approve repairs to septic tank system at the Public Works Building. Brighton seconded, roll call unanimous.

Yeoman moved to approve Resolution #2020-152 to approve City Administrator Job Description, with correction as noted. Langerman seconded, roll call unanimous.

Langerman moved to approve Resolution #2020-153 Scheduling a Public Hearing related to the Status of Funded Activities for the 2020 CDBG OT Grant Award for December 21, 2020 at 6:00 pm. Lux seconded, roll call unanimous.

Yeoman moved to introduce and moved Ordinance #736 amending the Monticello Code of Ordinances, by amending Chapter 26 "Airport Board", first reading in title only. Langerman seconded, roll call unanimous.

Yeoman moved Ordinance #735 amending the Code of Ordinances of the City of Monticello, Iowa by amending Section 17.06 of the Monticello Code "Compensation", second reading in title only. Goedken seconded, roll call unanimous.

Hinrichsen reported that she is working on the budget for Council review and will have Department Heads review. Council wanted to have a more in-depth review of the budget. Hinrichsen will work on the Road Use, Water, Sewer, Sanitation and Yard

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Waste budget for the next meeting, as they are not affected by the tax valuation that the City will not get until January.

Hinrichsen reported the Eastern Iowa Regional Housing Authority Board has had an opening for several years. Yeoman agreed to serve on the Board. Hinrichsen will get more information related to the Board.

Kahler reported the footings for the garage are in for the property located at 224 North Chestnut and are hoping to get basement poured and structure enclosed this winter. They advised they were having a hard time getting supplies and have other projects they want to finish first. Council expressed concerns and felt they used this excuse for the last two years. Wolken stated if they would have followed the initial agreement the home would have been built before the COVID pandemic. Council also expressed concerns on the safety of leaving the hole dug with re-rod sticking up. Smith will contact Norm Zimmerman to address these concerns.

Kahler addressed concerns with the property located at 520 South Cedar and pending violations of the City Code, including the rock put down for parking in the front yard. Smith advised he would contact Steve Intlekofer to address the issues, like any other nuisance. If no action is taken then City could look at proceeding with a civil penalty.

Kahler reported Schwickerath had contacted Horsfield to address issues regarding the North Sycamore Project. Schwickerath stated City Administrator Doug Herman had sent a letter to Horsfield on November 17<sup>th</sup> regarding the issues to be addressed and he has reached out to them also. He suggested giving them until December 21<sup>st</sup> Council Meeting to respond, if no response City will pursue contacting their bonding company regarding their maintenance bond.

Schwickerath reported the USDA grant was submitted and they submitted the updated preliminary engineering report. USDA reached out asking for further details on the cost breakdown, which he is working to complete.

Oswald stated the Christmas lighting competition will be judged on December 16 & 17<sup>th</sup>, with winner being announced on December 18<sup>th</sup>. Entries can still be turned in and proceed will go towards the playground by the Aquatic Center. On December 19<sup>th</sup>, they will have an event in the Pocket Park for kids to meet Santa and make Christmas cards.

Kahler reported that Eric Jungling has turned in his resignation effective December 18<sup>th</sup>. He will be placing an ad to fill his position.

Brighton moved to adjourn at 7:30 P.M.

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Brian Wolken, Mayor

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Sally Hinrichsen, City Clerk

# PAYROLL - DECEMBER 17, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>AMBULANCE</b>	<b>November 30 - December 13, 2020</b>				
Michael Boysen	\$ 96.00	\$ -	0.00	0.00	\$ 62.51
Brian Bronemann	254.15	-	0.00	0.00	216.41
Kylie Flanagan	267.60	-	0.00	0.00	227.98
Drew Haag	141.20	-	0.00	0.00	121.35
Mason Hanson	178.40	-	0.00	0.00	153.31
David Husmann	1,832.00	-	0.00	0.00	1,359.51
Mary Intlekofer	2,376.60	419.40	0.00	0.00	1,590.03
Sonya Johnson	217.00	-	0.00	0.00	185.49
Nick Kahler	512.00	-	0.00	0.00	415.26
Brandon Kent	1,957.20	-	0.00	0.00	1,278.56
Lori Lynch	3,036.00	910.80	0.00	0.00	1,984.83
Dave McNeill	688.41	-	0.00	0.00	555.96
Mandy Norton	166.60	-	0.00	0.00	142.19
Shannon Poe	296.75	-	0.00	0.00	229.87
Shelly Searles	1,957.20	-	0.00	4.50	1,327.63
Sabrina Strella	307.78	-	0.00	0.00	247.32
Jenna Weih	1,781.33	76.13	0.00	0.00	1,307.80
Curtis Wyman	1,796.55	91.35	0.00	31.88	1,217.34
<b>TOTAL AMBULANCE</b>	<b>\$ 17,862.77</b>	<b>\$ 1,497.68</b>	<b>0.00</b>	<b>36.38</b>	<b>\$ 12,623.35</b>
<b>CEMETERY</b>	<b>November 28 - December 11, 2020</b>				
Dan McDonald	\$ 1,851.41	\$ 151.41	0.00	0.00	\$ 1,333.19
<b>TOTAL CEMETERY</b>	<b>\$ 1,851.41</b>	<b>\$ 151.41</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,333.19</b>
<b>CITY HALL</b>	<b>November 29 - December 12, 2020</b>				
Cheryl Clark	\$ 1,760.40	\$ 32.40	0.00	21.75	\$ 1,190.18
Doug Herman	7,191.90	-	0.00	0.00	5,273.55
Sally Hinrichsen	2,550.27	-	0.00	0.00	1,604.26
Nanci Tuel	1,530.40	-	0.00	0.00	1,007.28
<b>TOTAL CITY HALL</b>	<b>\$ 13,032.97</b>	<b>\$ 32.40</b>	<b>0.00</b>	<b>21.75</b>	<b>\$ 9,075.27</b>
<b>COUNCIL / MAYOR</b>					
Dave Goedken	\$ 100.00	\$ -	0.00	0.00	\$ 92.26
Brenda Hanken	100.00	-	0.00	0.00	92.35
Candy Langerman	100.00	-	0.00	0.00	92.35
Chris Lux	100.00	-	0.00	0.00	92.26
Brian Wolken	300.00	-	0.00	0.00	273.78
Tom Yeoman	100.00	-	0.00	0.00	92.35
<b>TOTAL COUNCIL / MAYOR</b>	<b>\$ 800.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 735.35</b>
<b>LIBRARY</b>	<b>November 30 - December 13, 2020</b>				
Molli Hunter	\$ 690.31	\$ -	0.00	0.00	\$ 558.16
Penny Schmit	1,132.00	-	0.00	0.00	625.73
Michelle Turnis	1,655.77	-	0.00	0.00	1,029.97
<b>TOTAL LIBRARY</b>	<b>\$ 3,478.08</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,213.86</b>
<b>MBC</b>	<b>November 30 - December 13, 2020</b>				
Jacob Oswald	\$ 2,038.46	\$ -	0.00	0.00	\$ 1,529.03
Shannon Poe	1,624.23	-	0.00	0.00	1,111.83
<b>TOTAL MBC</b>	<b>\$ 3,662.69</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,640.86</b>

# PAYROLL - DECEMBER 17, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>POLICE</b>	<b>November 30 - December 13, 2020</b>				
Zachary Buehler	\$ 2,037.00	\$ -	0.00	0.00	\$ 1,506.94
Peter Fleming	2,142.00	-	0.00	10.50	1,509.88
Dawn Graver	2,400.00	-	0.00	0.00	1,718.79
Erik Honda	2,415.00	-	0.00	12.75	1,787.19
Jordan Koos	2,436.00	-	0.00	20.50	1,752.78
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	1,807.07
<b>TOTAL POLICE</b>	<b>\$ 18,413.55</b>	<b>\$ -</b>	<b>0.00</b>	<b>43.75</b>	<b>\$ 13,424.11</b>
<b>ROAD USE</b>	<b>November 28 - December 11, 2020</b>				
Zeb Bowser	\$ 1,939.06	\$ 239.06	0.00	0.00	\$ 1,414.20
Eric Jungling	1,659.74	7.74	0.00	0.00	1,173.32
<b>TOTAL ROAD USE</b>	<b>\$ 3,598.80</b>	<b>\$ 246.80</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,587.52</b>
<b>SANITATION</b>	<b>November 28 - December 11, 2020</b>				
Michael Boyson	\$ 1,701.97	\$ 7.97	0.00	0.00	\$ 1,193.67
Nick Kahler	2,079.81	-	0.00	0.00	1,428.45
<b>TOTAL SANITATION</b>	<b>\$ 3,781.78</b>	<b>\$ 7.97</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,622.12</b>
<b>SEWER</b>	<b>November 28 - December 11, 2020</b>				
Tim Schultz	\$ 1,760.00	\$ -	0.00	13.88	\$ 1,218.58
Jim Tjaden	2,346.15	-	0.00	0.00	1,694.98
<b>TOTAL SEWER</b>	<b>\$ 4,106.15</b>	<b>\$ -</b>	<b>0.00</b>	<b>13.88</b>	<b>\$ 2,913.56</b>
<b>WATER</b>	<b>November 28 - December 11, 2020</b>				
Daniel Pike	\$ 1,712.00	\$ -	0.00	17.50	\$ 1,240.98
<b>TOTAL WATER</b>	<b>\$ 1,712.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>17.50</b>	<b>\$ 1,240.98</b>
<b>TOTAL - ALL DEPTS.</b>	<b>\$ 72,300.20</b>	<b>\$ 1,936.26</b>	<b>0.00</b>	<b>133.26</b>	<b>\$ 51,410.17</b>



**CLAIMS REPORT**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
ALLIANT ENERGY-IES	201 E SOUTH ST PD		220.25		
INFRASTRUCTURE TECHNOLOGY	PD MERAKI LICENSE - 3 YRS		187.00		
KIECK'S CAREER APPAREL	PD MINOR EQUIPMENT		1,200.00		
KONICA MINOLTA BUSINESS	PD OFFICE SUPPLIES		2.00		
MONTICELLO COMM SCHOOL DISTRICT	PD FUEL		632.39		
UNIFORM DEN INC	PD MINOR EQUIPMENT		14.00		
			-----		
	110 POLICE DEPARTMENT TOTAL		2,255.64		
STREET LIGHTS					
ALLIANT ENERGY-IES	S CEDAR STREETLIGHTS		638.58		
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	230 STREET LIGHTS TOTAL		638.58		
AQUATIC CENTER					
ALLIANT ENERGY-IES	811 S CEDAR ST POOL		202.23		
			-----		
	440 AQUATIC CENTER TOTAL		202.23		
CEMETERY					
ALLIANT ENERGY-IES	CEMETERY ELECTRIC		33.32		
IBEN CONSTRUCTION CO INC	CEM GRAVE OPENINGS - NOV.		600.00		
JOHN DEERE FINANCIAL	CEMETERY BUILDING SUPPLIES		9.98		
MONTICELLO COMM SCHOOL DISTRICT	CEMETERY FUEL		94.90		
WHITE HAWK PLUMBING & HEATING	CEMETERY BUILDING REPAIR/MAINT		97.90		
			-----		
	450 CEMETERY TOTAL		836.10		
SOLDIER'S MEMORIAL BOARD					
ALLIANT ENERGY-IES	200 E FIRST ST		394.45		
			-----		
	498 SOLDIER'S MEMORIAL BOARD TOTAL		394.45		
CLERK/CITY ADMIN					
MOLLI JENN HUNTER	JANITORIAL SERVICES		337.50		
			-----		
	620 CLERK/CITY ADMIN TOTAL		337.50		
CITY HALL/GENERAL BLDGS					
ALLIANT ENERGY-IES	200 E FIRST ST		788.90		
ANDY'S ELECTRIC INC	CH BUILDING REPAIR/MAINT		95.00		
BAKER PAPER CO INC	CH BUILDING SUPPLIES		31.48		
GIS WORKSHOP LLC	EBILLING IMPLEMENTATION		2,050.00		
INFRASTRUCTURE TECHNOLOGY	CH MISC CONTRACT WORK		628.00		
JOHN DEERE FINANCIAL	CH BUILDING REPAIR/MAINT		23.96		
MONTICELLO EXPRESS INC	CH ADVERTISING		555.74		
			-----		
	650 CITY HALL/GENERAL BLDGS TOTAL		4,173.08		
			-----		
	001 GENERAL TOTAL		8,837.58		

**CLAIMS REPORT**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
MONTICELLO BERNDES CENTER PARKS					
ALLIANT ENERGY-IES	MBC ELECTRIC	969.31			
MOLLI JENN HUNTER	JANITORIAL SERVICES	250.00			
JOHN DEERE FINANCIAL	MBC EQUIP REPAIR/MAINT	538.25			
KONICA MINOLTA BUSINESS	MBC OFFICE SUPPLIES	5.42			
LAPORTE MOTOR SUPPLY	MBC EQUIP REPAIR/MAINT	1.29			
MONTICELLO COMM SCHOOL DISTRICT	MBC FUEL	38.64			
MONTICELLO EXPRESS INC	MBC ADVERTISING	98.10			
			-----		
	430 PARKS TOTAL		1,901.01		
			-----		
	005 MONTICELLO BERNDES CENTER TOTAL		1,901.01		
FIRE					
FIRE					
ALLIANT ENERGY-IES	E SOUTH ST FIRE STATION	177.10			
MONTICELLO COMM SCHOOL DISTRICT	FIRE FUEL	68.91			
			-----		
	150 FIRE TOTAL		246.01		
			-----		
	015 FIRE TOTAL		246.01		
AMBULANCE					
AMBULANCE					
AIRGAS USA, LLC	AMB MEDICAL SUPPLIES	290.58			
ALLIANT ENERGY-IES	201 E SOUTH ST AMB	220.25			
BOUND TREE MEDICAL, LLC	AMB MEDICAL SUPPLIES	46.92			
FREESSE MOTORS INC	AMB VEHICLE REPAIR/MAINT	841.99			
INFRASTRUCTURE TECHNOLOGY	AMB MERAKI LICENSE - 3 YRS	110.00			
MONTICELLO COMM SCHOOL DISTRICT	AMB FUEL	622.71			
STERICYCLE, INC.	AMB PHARMACEUTICAL DISPOSAL	79.35			
SUPERIOR APPLIANCE, INC.	AMB COMPACT REFRIGERATOR	99.00			
			-----		
	160 AMBULANCE TOTAL		2,310.80		
			-----		
	016 AMBULANCE TOTAL		2,310.80		
HOTEL/MOTEL TAX					
HOTEL/MOTEL					
ALLIANT ENERGY-IES	HWY 151 SIGN	19.07			
			-----		
	699 HOTEL/MOTEL TOTAL		19.07		
			-----		
	018 HOTEL/MOTEL TAX TOTAL		19.07		
LIBRARY IMPROVEMENT					
LIBRARY					
SCHOOL SPECIALITY	LIB IMP PROGRAMS/PROMOTIONS	9.84			

**CLAIMS REPORT**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	410 LIBRARY TOTAL		9.84		
	030 LIBRARY IMPROVEMENT TOTAL		9.84		
LIBRARY					
LIBRARY					
ALLIANT ENERGY-IES	200 E FIRST ST		394.45		
BAKER & TAYLOR BOOKS	LIB BOOKS		193.69		
CULLIGAN TOTAL WATER	LIB BUILDING SUPPLIES		5.50		
MOLLI JENN HUNTER	JANITORIAL SERVICES		150.00		
MICRO MARKETING LLC	LIB BOOKS		179.87		
MONTICELLO EXPRESS INC	LIB ADVERTISING		170.80		
OVERDRIVE	LIB AUDIO RECORDINGS		7.18		
	410 LIBRARY TOTAL		1,101.49		
	041 LIBRARY TOTAL		1,101.49		
AIRPORT					
AIRPORT					
MONTICELLO COMM SCHOOL DISTRCT	AIRPORT FUEL		36.07		
	280 AIRPORT TOTAL		36.07		
	046 AIRPORT TOTAL		36.07		
ROAD USE					
STREETS					
ALLIANT ENERGY-IES	STOP SIGNS - N MAIN ST		208.17		
ROBERT P CLAUSSEN	RU EQUIP REPAIR/MAINT		4,250.00		
BRIAN CROWLEY	RU SUPPLIES		8.50		
JOHN DEERE FINANCIAL	RU SUPPLIES		269.65		
LINDA KAHLER	RU CLOTHING		132.68		
KLUESNER CONSTRUCTION, INC.	RU STREET MAINTENANCE CONTRACT		29,651.34		
LAPORTE MOTOR SUPPLY	RU VEHICLE OPERATING		355.29		
DAVID B MCNEILL	RU SUPPLIES		25.20		
MERCY MEDICAL CENTER	RU OSHA - JUNGLING		35.00		
MID-AMERICAN RESEARCH CHEMICAL	RU SUPPLIES		320.49		
STEVE MONK CONSTRUCTION, LTD.	RU STREET MAINTENANCE CONTRACT		33,263.57		
MONTICELLO COMM SCHOOL DISTRCT	RU FUEL		602.40		
MONTICELLO EXPRESS INC	RU ADVERTISING		98.10		
L.L. PELLING CO	RU STREET MAINTENANCE SUPPLIES		1,682.00		
SUPERIOR WELDING SUPPLY CO	RU SUPPLIES		112.47		
	210 STREETS TOTAL		71,014.86		
	110 ROAD USE TOTAL		71,014.86		

**CLAIMS REPORT**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
DEBT SERVICE DEBT SERVICE UMB BANK, N.A.	DEBT 2016 GO FEES		340.00		
	710 DEBT SERVICE TOTAL		340.00		
WATER UMB BANK, N.A.	DEBT WATER 2010 GO FEES		185.00		
	810 WATER TOTAL		185.00		
SEWER UMB BANK, N.A.	DEBT SEWER 2010 GO FEES		140.00		
	815 SEWER TOTAL		140.00		
STORM WATER FUND UMB BANK, N.A.	DEBT STORM SEWER 2016 GO FEES		17.50		
	865 STORM WATER FUND TOTAL		17.50		
	200 DEBT SERVICE TOTAL		682.50		
TIF - DEBT DEBT SERVICE UMB BANK, N.A.	TIF 2014 GO FEES		67.50		
	710 DEBT SERVICE TOTAL		67.50		
	225 TIF - DEBT TOTAL		67.50		
PARK IMPROVEMENT CAPITAL PROJECTS MONTICELLO EXPRESS INC	FOUNTAIN PARK		576.00		
	750 CAPITAL PROJECTS TOTAL		576.00		
	313 PARK IMPROVEMENT TOTAL		576.00		
CAPITAL IMPROVEMENT AIRPORT HDR ENGINEERING INC	CAP IMP - AIRPORT MASTER PLAN		3,313.00		
	280 AIRPORT TOTAL		3,313.00		
	332 CAPITAL IMPROVEMENT TOTAL		3,313.00		
TRUST/IOMA MARY BAKER					

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
LIBRARY					
CENTER POINT PUBLISHING	LIB BAKER BOOKS		96.74		
INFRASTRUCTURE TECHNOLOGY	LIB BAKER TECH SUPPORT FEES		57.50		
	410 LIBRARY TOTAL		----- 154.24		
	503 TRUST/IOMA MARY BAKER TOTAL		----- 154.24		
WATER					
WATER					
ALLIANT ENERGY-IES	W 1ST ST WATER PUMP		2,002.15		
HACH COMPANY	WATER LAB SUPPLIES		156.08		
HAWKINS WATER TREATMENT	WATER SYSTEM		10.00		
HUGHES GARAGE & AUTO SALES LLC	WATER VEHICLE OPERATING		75.48		
STATE HYGIENIC LABORATORY	WATER LAB TESTS		54.00		
JOHN DEERE FINANCIAL	WATER SUPPLIES		75.09		
LINDA KAHLER	WATER CLOTHING		66.34		
KRAUS KUSTOM BUILDERS	WATER BUILDING REPAIR/MAINT		1,987.00		
DAVID B MCNEILL	WATER SUPPLIES		5.18		
MONTICELLO COMM SCHOOL DISTRCT	WATER FUEL		61.67		
MUNICIPAL SUPPLY INC	WATER SYSTEM		1,610.83		
WHITE HAWK PLUMBING & HEATING	WATER SYSTEM		212.50		
	810 WATER TOTAL		----- 6,316.32		
	600 WATER TOTAL		----- 6,316.32		
SEWER					
SEWER					
ALLIANT ENERGY-IES	1105 E FIRST ST		2,517.19		
FAREWAY STORES #840-1	SEWER LAB SUPPLIES		14.85		
HACH COMPANY	SEWER LAB SUPPLIES		156.09		
HUGHES GARAGE & AUTO SALES LLC	SEWER VEHICLE OPERATING		75.47		
STATE HYGIENIC LABORATORY	SEWER LAB TESTS		1,447.00		
JOHN DEERE FINANCIAL	SEWER SUPPLIES		48.85		
LINDA KAHLER	SEWER CLOTHING		66.34		
LAPORTE MOTOR SUPPLY	SEWER SUPPLIES		6.86		
MERCY MEDICAL CENTER	SEWER OSHA - KAHLER		5.00		
MONTICELLO COMM SCHOOL DISTRCT	SEWER FUEL		61.67		
TRI COUNTY PROPANE LLC	SEWER UTILITIES		500.00		
	815 SEWER TOTAL		----- 4,899.32		
	610 SEWER TOTAL		----- 4,899.32		
SANITATION					
SANITATION					
MONTICELLO COMM SCHOOL DISTRCT	SANITATION FUEL		51.46		
REPUBLIC SERVICES	DUMPSTER COLLECTIONS		11,244.31		

**CLAIMS REPORT**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	840 SANITATION TOTAL		11,295.77		
	670 SANITATION TOTAL		11,295.77		
SANITATION CAPITAL IMPROV SANITATION JONES COUNTY RECORDER	YARD WASTE SITE		17.00		
	840 SANITATION TOTAL		17.00		
	671 SANITATION CAPITAL IMPROV TOTAL		17.00		
	Accounts Payable Total		112,798.38		

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	8,837.58
005	MONTICELLO BERNDES CENTER	1,901.01
015	FIRE	246.01
016	AMBULANCE	2,310.80
018	HOTEL/MOTEL TAX	19.07
030	LIBRARY IMPROVEMENT	9.84
041	LIBRARY	1,101.49
046	AIRPORT	36.07
110	ROAD USE	71,014.86
200	DEBT SERVICE	682.50
225	TIF - DEBT	67.50
313	PARK IMPROVEMENT	576.00
332	CAPITAL IMPROVEMENT	3,313.00
503	TRUST/IOMA MARY BAKER	154.24
600	WATER	6,316.32
610	SEWER	4,899.32
670	SANITATION	11,295.77
671	SANITATION CAPITAL IMPROV	17.00
-----		
	TOTAL FUNDS	112,798.38

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

Bank Balance		
General Checking	\$2,084,130.74	
Property Tax & Water	\$2,441,586.82	
Soldiers Memorial Ckg	\$6,802.62	
Earl F Lehmann Trust	\$238.20	
DuTrac Savings	\$0.00	
Soldier Memorial Money Market	\$6,456.63	
		<hr/>
Total Bank Balance		\$4,539,215.01
Plus (Minus) Adjustment:		
Bank Charge/Error	\$0.00	
		<hr/>
Total Adjustment		\$0.00
Plus Outstanding Credit Card Pymt:		
Credit Card Payments	\$327.20	
		<hr/>
Total Outstanding Credit Card Pymts		\$327.20
Less Outstanding Checks:		
Financial/Payroll	\$57,108.53	
Soldiers Memorial	\$50.00	
Monticello Police Pistol	\$0.00	
		<hr/>
Total Outstanding Checks		\$57,158.53
Plus Investments:		
Time Certificates	\$0.00	
Petty Cash	\$950.00	
		<hr/>
Total Investments		\$950.00
Treasurer's Balance		<hr/> <hr/>
		\$4,483,333.68

Prepared By: Sally Hinrichsen 12/11/2020  
Sally Hinrichsen, City Clerk

Reviewed by: Cheryl Clark 12-11-2020  
Cheryl Clark, Deputy City Clerk



City of Monticello - Monthly Summary - November 1st thru 30th, 2020

Reviewed by: Annex Clark Date: 12-14-2020

Fund	Activity	Beginning Fund Balance	Revenue	Interest Earned	Transfers In	Expenses	Transfers Out	Ending Fund Balance	Cash on Hand	Clerk's Cash In Bank	Clerk's Cash In Bank	Investments	Investments	Ending Fund Balance
<b>GENERAL FUNDS:</b>	General	761349.41	250166.26	1804.59		96907.94	29166.75	907245.57	775.00	824756.34	81714.23		6456.63	907245.57
	Soldiers Memorial Board	13029.25	230.00			50.00		13209.25						13209.25
	Monticello Berndes Center	8993.97	2931.00			11747.28		77.69	100.00	-22.31				77.69
	Dare	6916.52		6.01				6922.53		6922.53				6922.53
	Insurance Fund	31786.46		42.95				30634.79		10156.13	20478.66			30634.79
	Monticello Trees Forever	32133.24		16.54				28861.58		28861.58				28861.58
	Fire	52162.19	9877.50	54.51		7604.40		54489.80		39747.22	14742.58			54489.80
	Ambulance Operating	26759.85	76412.30	28.59		32919.80		89030.44		89030.44				89030.44
	Hotel/Motel Tax Fund	24718.00	7891.38	25.76		10020.38		22614.76		22614.76				22614.76
	Earl F Lehmann Trust	238.20						238.20						238.20
	Street Bond	1300.00	250.00					1550.00		1550.00				1550.00
	Police Improvement	3404.10	14.00	3.63		75.00		3346.73		3346.73				3346.73
	Library Improvement	30640.34	1361.39	30.42		451.71		31580.44		3364.38	28216.06			31580.44
	Library	34167.77	370.45	36.00		8419.44		36571.53	75.00	31434.59	5081.94			36571.53
	Equipment Set-A-Side	38284.03		39.19				38323.22		17506.13	20817.09			38323.22
	Super Mac	5155.17		5.50		1530.39		3630.28		3630.28				3630.28
	Airport	72367.65	20810.82	77.32		5069.31		88186.48		88186.48				88186.48
	Revolving Loan Fund	41126.41	75.00	41.76				41243.17		14784.94	26458.23			41243.17
<b>SPECIAL REVENUE FUNDS:</b>	Road Use Tax	553341.55	47271.32			40537.87		560075.20		18900.60	541174.60			560075.20
	Road Use Seaside	64.71		0.06				64.77		64.77				64.77
	Employee Benefits	414635.69	28747.93	418.54		34654.77		410147.39		111914.59	298232.80			410147.39
	TIF Tax Collections	238030.93	41078.45	283.90				279393.28		279291.61	101.87			279393.28
	Slavka Gehrat Trust	206138.96		205.00		215.75		206128.21		20455.34	185872.87			206128.21
	Police Forfeiture Acct	1159.19		1.04				1160.23		1160.23				1160.23
<b>DEBT SERVICE FUNDS:</b>	Debt Service	271608.06	27206.12	223.23		32922.75		266214.66		171184.71	95029.95			266214.66
	TIF - Debt Payments	0.00				20607.25		-20607.25		-20607.25				-20607.25
<b>CAPITAL PROJECTS:</b>	Park Improvements	-17927.71	4435.00			1092.00		-14584.71		-14584.71				-14584.71
	Library Capital Improvements	9824.90		10.49		260.70		9574.69		9574.69				9574.69
	Ambulance Improvements	177589.50	1757.50	174.41		213048.00		-33526.59		-196862.09	182335.50			-33526.59
	TIF Projects	113265.95						113265.95		84765.95	28500.00			113265.95
	Cemetery Improvements	56148.02	170.00	226.05				56544.07		8419.71	48124.36			56544.07
	Capital Improvements	331183.83	9695.00	314.00				341192.83		86619.30	254573.53			341192.83
	Youth Baseball & Softball	0.00						0.00		0.00				0.00
	Low Income Housing	15161.61		14.95				15176.56		15176.56				15176.56
	Baty Disc Golf Course	5829.01		6.11		352.00		5483.12		5305.77	177.35			5483.12
	Mary Maxine Redmond Trust	8217.49		8.10				8225.59		49.84	8175.75			8225.59
	Pocket Park	10118.09		10.81				10128.90		10128.90				10128.90
<b>PERMANENT FUNDS:</b>	Cemetery Perpetual Care	166549.10	440.00					168989.10		46502.30	122486.80			168989.10
	Charles S Bidwell Book Trust	83562.92		82.71		110.79		83524.84		3787.31	79737.53			83524.84
	Iona Mary Baker Trust	39043.10		38.54		46.74		39034.90		387.52	38647.38			39034.90
<b>ENTERPRISE FUNDS:</b>	Water Operating	122741.83	36682.85	125.80		15660.06		143900.42		80463.08	63542.34			144025.42
	Customer Deposits	92980.70	1120.00			560.00		93520.70		11948.14	81672.56			93520.70
	Water Capital Improvements	10183.00	527.16	56.71				10766.87		5157.86	5609.01			10766.87
	Sewer Operating	163544.08	50070.12	163.83		25032.50		188745.53		55629.34	132791.19			188620.63
	Sewer Capital Improvements	82996.12	527.15	128.20		1245.75		82405.72		-30.56	82436.28			82405.72
	Sanitation	30609.86	46703.31	16.70		38765.94		38563.93		38563.93				38563.93
	Sanitation Capital Improvements	8445.17		9.02				8454.19		8454.19				8454.19
	Yard Waste Site	8.70	3281.47	16.00				3306.17		3306.17				3306.17
	Storm Water fund	7496.24	2504.84	8.00		249.07		9759.01		9759.01				9759.01
	Self Funded Insurance	0.00	1194.62			1194.62		0.00						0.00
<b>AGENCY FUNDS</b>	Flex Spending	211.65	61.54					273.19		273.19				273.19
	Enterprise Flex Spending	183.45	92.30					275.75		275.75				275.75
<b>TOTAL OF ALL FUNDS</b>		4409347.76	674955.78	4754.97	29186.75	605724.83	29166.75	4483333.68	950.00	2027349.41	2441586.82	6752.62	6694.83	4483333.68

Cheryl Clark  
12-11-2020

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

Bank	Amount	Interest rate	Maturity date	Length of investment	Purpose
<b>F &amp; M Bank</b>					
Total by Bank	\$0.00				
<b>Citizens State Bank</b>					
Savings # 6025641	\$238.20	0.150	N/A		Earl F Lehmann Trust
Total by Bank	\$238.20				
<b>Dutrac Credit Union</b>					
Total by Bank	\$0.00				
<b>Regions Banks</b>					
Checking # 0002959379	\$6,802.62		N/A		Soldiers Memorial
Money Market #0087688689	\$6,456.63				Soldiers Memorial
Total by Bank	\$13,259.25				
<b>Fidelity Bank &amp; Trust</b>					
Total by Bank	\$0.00				
<b>Ohnward Bank &amp; Trust</b>					
General Ckg/Sweep #40002008	\$2,084,130.74	1.26	N/A		General Checking
Property Tax & Water #40001992	\$2,441,586.82	1.26	N/A		General Savings
Total by Bank	\$4,525,717.56				
<b>Total Cash on Hand- All Banks</b>	\$4,539,215.01				
Plus Petty Cash	\$950.00				Clerk's Office, Library, Aquatic Center and Berndes Center
Adjust Bank Error					
Plus Outstanding Credit Card Pymt	\$327.20				
Less Outstanding Checks	\$57,158.53				
Treasurer's Balance	\$4,483,333.68				

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

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

City Council Meeting  
Prep. Date: 12/7/2020  
Preparer: Britt Smith



Agenda Item: # 1  
Agenda Date: 12/21/2020

*Communication Page*

**Agenda Items Description:** 2<sup>nd</sup> Public Hearing acknowledging the request and receipt of funds through the Community Development Block Grant.

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

**Attachments & Enclosures:**

Notice During Public Hearing

**Fiscal Impact:**

Budget Line Item:  
Budget Summary:  
Expenditure:  
Revenue:

**Synopsis:** As part of the grant requirements of the Community Development Block Grant (CDBG) that was awarded in June, a second public hearing is required for the reimbursement of funds from the Iowa Economic Development Authority (IEDA) and the City Council is required to accept public input.

**Background Information:** In June of this year, the City of Monticello was awarded funding from the Iowa Economic Development Authority (IEDA) through the Community Development Block Grant (CDBG). This funding was for the purchase of UV disinfecting lamps for the Monticello Ambulance and accountability software/hardware for the Monticello Fire Department, totaling \$2,295.00. The City has satisfied the grant requirements and ensured the implementation of the required policies and procedures as well as the first public hearing to meet the Federal requirements. The equipment identified within the grant has been purchased, received, and is in use by the respective departments. I have submitted reimbursement through the IEDA and it has been received. An additional requirement is to hold a 2<sup>nd</sup> public hearing after the funding is requested through IEDA to allow any additional public comment on the receipt of Federal Funding.

**Staff Recommendation:** I recommend that the Mayor open the Public Hearing, read the attached language, accept public comment if any, and then close the public hearing. No further action is required unless public comment is received that leads the Council to believe the City should not proceed with accepting the reimbursement.

TO BE READ BY THE MAYOR AT THE OPENING OF THE PUBLIC HEARING:

**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 be used by trained members of both the Monticello Fire Department and Monticello Ambulance Services and their respective service area. There will be no impact of relocation as a result of this project. Citizens who have concern over the receipt and use of federal funds for the purposes identified should contact Monticello City Hall at 319-465-3577.

Currently the City of Monticello has not been made aware of Community Development and Housing needs of low to moderate persons that would be impacted by this grant opportunity, so no planned or potential activities are scheduled at this time. The City of Monticello has also not been made aware of other community development and housing needs that would be impacted by this grant opportunity, so no planned or potential activities are scheduled at this time.

City Council Meeting  
Prep. Date: 12/18/2020  
Preparer: Sally Hinrichsen



Agenda Item: # 2  
Agenda Date: 12/21/2020

*Communication Page*

**Agenda Items Description:** Resolution approving Plat of Survey to Parcel 2020-106.

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

**Attachments & Enclosures:**

Resolution

**Fiscal Impact:**

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

**Synopsis:** Parcel within City limits along 190<sup>th</sup> Street.

**Background Information:** The Plat of Survey to Parcel 2020-106 is in the City limits and currently owned by KIJL Ltd that is being sold to Joe McDonell.

The Planning & Zoning Board will meet earlier on Monday to make their recommendation on the Plat of Survey to Parcel 2020-106.

**Staff Recommendation:** I recommend the Council consider the P&Z Board's recommendation to approve the Plat of Survey to Parcel 2020-106.

# The City of Monticello, Iowa

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

RESOLUTION #

## Resolution Approving Plat of Survey to Parcel 2020-106

**WHEREAS,** The Plat of Survey to Parcel 2020-106 has been presented to the City Council for approval, same being located within the City Limits of the City of Monticello, and

**WHEREAS,** The Plat of Survey was created to parcel off property titled in KIJI Ltd and located south of 190<sup>th</sup> Street, same to be transferred to a neighboring property owner, and

**WHEREAS,** The City Planning and Zoning Board has reviewed the Plat of Survey and recommends that it be approved, and

**WHEREAS,** The City Council finds that the Plat of Survey to Parcel 2020-106 should be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Plat of Survey to Parcel 2020-106.

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

---

Brian Wolken, Mayor

Attest:

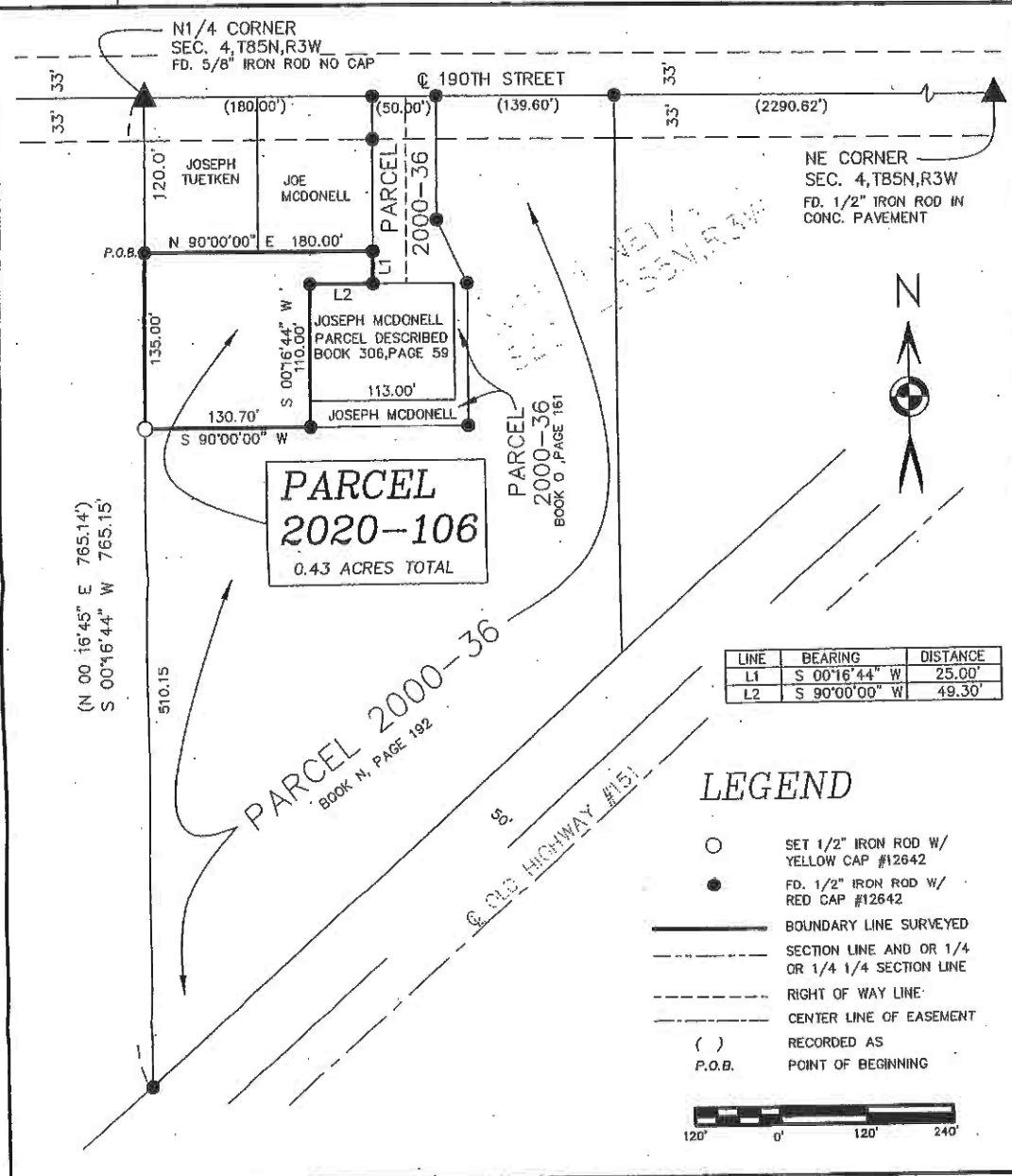
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Sally Hinrichsen, Monticello City Clerk

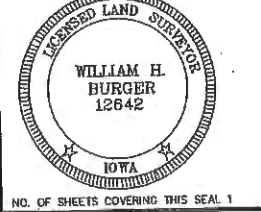
LOCATION: NW1/4, NE1/4 SECTION 4, T85N, R3W  
 PROPRIETORS: KJI LTD  
 REQUESTOR: STEVE INTLEKOFER  
 SURVEYOR: BILL BURGER  
 SURVEYOR COMPANY: WM. BURGER LANDSURVEYOR  
 BILL BURGER, 510 3RD STREET WEST COURT, WORTHINGTON, IA 52078 (563) 855-2028

PREPARED BY BILL BURGER OF WM. BURGER LANDSURVEYORS 510 3RD STREET WEST COURT, WORTHINGTON, IOWA 52078 (563) 855 2028

PLAT OF SURVEY **PARCEL 2020-106** PART OF PARCEL 2000-36 OF THE NW1/4 OF THE NE1/4 SECTION 4, T85N, R3W OF THE FIFTH PRINCIPAL MERIDIAN, JONES COUNTY, IOWA



SCALE: 1" = 100'      DATE OF SURVEY: 12/16/2020      SHEET 1 OF 2



PROPRIETORS: KJI, LTD., AN IOWA CORPORATION

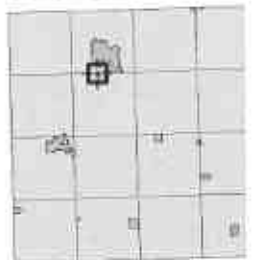
I HEREBY CERTIFY THAT THIS LANDSURVEYING DOCUMENT WAS PREPARED AND RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA. MY LICENSE RENEWAL DATE IS DECEMBER 31, 2020

*William H. Burger* 12/16/2020  
 WILLIAM H. BURGER #12642 DATE

Wm. Burger  
 LandSurveyors  
 510 3rd Street West Court  
 Worthington, Iowa 52078



**Overview**



**Legend**

**Parcels**

□ Parcels

⊗ Structures on Lease  
Land

— Cartography

— Major Roads

<b>Parcel ID</b>	0604201011	<b>Alternate ID</b>	212600	<b>Owner Address</b>	KIJI LTD
<b>Sec/Twp/Rng</b>	04-85-03	<b>Class</b>	R		121 E GRAND ST
<b>Property Address</b>	16421 190TH ST	<b>Acreage</b>	n/a		MONTICELLO, IA 52310
	MONTICELLO				
<b>District</b>	MONCO				
<b>Brief Tax Description</b>	4 85 3 PARCEL 2000-36 EXC PARCEL 2002-15 IN NW NE				
	(Note: Not to be used on legal documents)				

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

Date created: 12/18/2020  
Last Data Uploaded: 12/17/2020 5:30:22 PM

Developed by Schneider  
GEGOSPATIAL



City Council Meeting  
Prep. Date: 12/09/20  
Preparer: Sally Hinrichsen



Agenda Item: # 3  
Agenda Date: 12/21/20

*Communication Page*

**Agenda Items Description:** Resolution Appointing Commissioner(s) to the Eastern Iowa Regional Housing Authority from the City of Monticello.

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

**Attachments & Enclosures:**

Proposed Resolution

Housing Authority Commissioner info page

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

**Synopsis:** The City of Monticello is allowed to appoint two (2) members to represent the City on the Eastern Iowa Regional Housing Authority (EIRHA).

**Background Information:** The City is a member government of the Eastern Iowa Regional Housing Authority within the Counties of Cedar, Clinton, Delaware, Dubuque, Jackson and Jones counties.

Sherry Hatfield represented the City for many years before stepping down several years ago. City has had no representation on the Board since Sherry stepped down. Tom Yeoman has agreed to fill one of the two City appointments positions.

EIRHA applies for grants and funding for low to moderate income families. City has funds available in the TIF fund that is required to be used on a low to moderate income projects and could possibly use as a grant match. Nuisance abatements were sent to some properties that may qualify for a grant to fix up their properties by painting of replace siding issues. Having representation on the EIRHA will help keep the City informed on possible funding options.

**Staff Recommendation:** I recommend that the Council consider the appointment of Tom Yeoman to the Eastern Iowa Regional Housing Authority for four (4) years.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPOINTING COMMISSIONERS TO THE  
EASTERN IOWA REGIONAL HOUSING AUTHORITY  
FROM THE CITY OF MONTICELLO, IOWA

WHEREAS, the City of Monticello, Iowa is a member government that has adopted the Articles of Agreement of the Eastern Iowa Regional Housing Authority within the Counties of Cedar, Clinton, Delaware, Dubuque, Jackson and Jones Counties in Iowa; and

WHEREAS, said Agreement provides for the appointment of Commissioners to the Regional Housing Authority.

NOW, THEREFORE, pursuant to the provisions of Chapter 403A, Code of Iowa, the City Council in the City of Monticello, Iowa, hereby appoints the person(s) hereafter named to serve as Commissioner(s) of the Eastern Iowa Regional Housing Authority to serve for the term after their names respectively.

Commissioner: Tom Yeoman Term: 4 year (s)

Commissioner: \_\_\_\_\_ Term: \_\_\_\_\_ year (s)

BE IT FURTHER RESOLVED that this Resolution be filed in the office of the City Clerk and certified copies of such Resolution be forwarded by the City Clerk to the Eastern Iowa Regional Housing Authority.

PASSED AND APPROVED this 21<sup>st</sup> day of December, 2020

\_\_\_\_\_  
Brian Wolken, Mayor

ATTEST:

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

**, Housing Authority Commissioner  
Appointment**

(All appointees must be county or city residents)

<b>Terms:</b>	2 years or whatever time frame the County or City determines
<b>Meeting frequency:</b>	Commissioners meet one time per year at the annual meeting in November. At this meeting they caucus and elect the board members  Board members meet 6 times per year (Generally the third Thursday of the months of January, March, May, July, and September and the first Wednesday in November for the annual meeting)
<b>Meeting time and location:</b>	4:30 p.m. Dinner is served at no cost to the Commissioner/Board member ECIA Administrative Offices; 7600 Commerce Park; Dubuque, IA During COVID-19 Pandemic, all meetings are held via ZOOM.
<b>Requirements:</b>	None – they just cannot be landlords that are participating on the Section 8 HCV, MVP, TBRA or FYI-TPV programs as this would pose a conflict of interest.
<b>Special application form?</b>	No – the County or City would need to complete the resolution, oath of office and commissioner information forms
<b>Who selects appointees?</b>	Board of Supervisors or City Council
<b>Contact person:</b>	Michelle Schnier; Director of Housing and Support Services; 7600 Commerce Park Dubuque, IA 52002 563-556-4166 mschnier@ecia.org www.eirha.org
<b>Job description:</b>	The Commissioner/Board member provides for oversight of the PHA policies and procedures. The board is responsible for ensuring that PHA operations are undertaken in accordance with the Department of Housing and Urban Development laws and program requirements.

City Council Meeting  
Prep. Date: 12/16/2020  
Preparer: Sally Hinrichsen



Agenda Item: # 4  
Agenda Date: 12/21/2020

*Communication Page*

**Agenda Items Description:** Resolution scheduling a Public Hearing on proposed Re-zoning of lot located at 122 North Main Street from R-1 Single Family Residential to C-1 General Commercial for a retail construction project

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

**Attachments & Enclosures:**

Resolution
Map
Public Hearing notice

**Fiscal Impact:**

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

**Synopsis:** Proposal by a retailer has shown interest in purchasing property to add to the former Energy location lot for development.

**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 have to be re-zoned to C-1 General Commercial and a new Plat of Survey would need to be done combining the two lots into one lot. 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 will review the proposed re-zoning request at their meeting just prior to the Council meeting. If the P & Z Board's recommendation is to re-zoning City Council will need to hold a Public Hearing.

**Staff Recommendation:** I recommend the Council consider the P & Z Board's recommendation. If the P & Z Board finds it to be an appropriate use of the land, consistent with the comprehensive Plan and generally beneficial to the community; Council should schedule a Public Hearing on the proposed re-zoning for January 4, 2021 at 6:00 p.m.

# The City of Monticello, Iowa

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

## RESOLUTION #

**Scheduling Public Hearing** on the proposed Re-Zoning of property located at 122 North Main Street from R-1 Single Family Residential to C-1 General Commercial for January 4, 2021 at 6:00 p.m.

**WHEREAS**, A request to re-zone lot located at 122 North Main Street from -1 Single Family Residential to C-1 General Commercial has been received by the City, and

**WHEREAS**, The Planning and Zoning Board has recommended that the City Council agree to the proposed change, and

**WHEREAS**, Before the Council can agree to the proposed change a Public Hearing must be scheduled and held, and

**WHEREAS**, The Council finds that a public hearing on the requested re-zoning shall be scheduled for the 4<sup>th</sup> day of January, 2021 at 6:00 p.m. with appropriate publication and mailing of notice.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby schedule a Public Hearing on the proposed Re-Zoning of property located at 122 North Main Street from R-1 Single Family Residential to C-1 General Commercial for January 4, 2021 at 6:00 p.m., same to be held in the City Council Chambers at the Mary Lovell LeVan Renaissance Center in Monticello, Iowa.

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

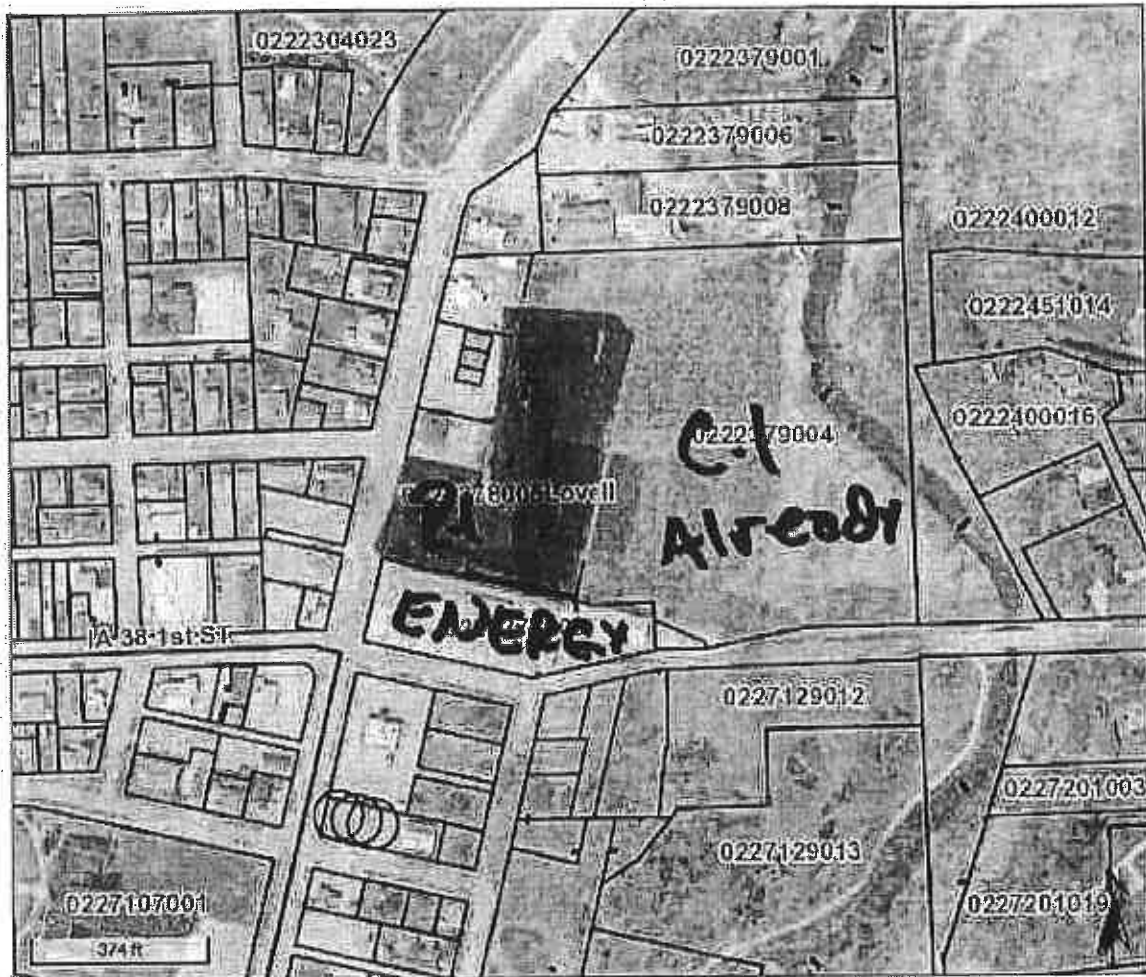
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Brian Wolken, Mayor

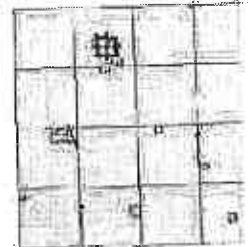
Attest:

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Sally Hinrichsen, City Clerk



**Overview**



**Legend**

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

Parcel ID	0222378005	Alternate ID	120100	Owner Address	KOELLER, ROBERT C & DANA
Sec/Twp/Rng	n/a	Class	AD		122 N MAIN ST
Property Address	122 N MAIN ST	Acreege	3.39		MONTICELLO, IA 52310
	MONTICELLO				
District	MONCO				
Brief Tax Description	O.P. LOTS 41, 43, 45, 47-50 & S 1/2 VAC 2ND ST LY N LOT 48 & ALL VAC 2ND ST BTWN LOTS 47 & 49 & ALL ADJ VAC LOCUST ST & ALL VAC ALLEY BTWN LOTS 43 & 45				
	(Note: Not to be used on legal documents)				

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

Date created: 11/23/2020  
 Last Data Uploaded: 11/20/2020 5:53:10 PM

Developed by **Schneider**  
 GEOSPATIAL

**NOTICE OF PUBLIC HEARING  
122 NORTH MAIN STREET REZONING REQUEST**

The City of Monticello has received a rezoning request for the lot located at 122 North Main Street, Monticello, Iowa from R-1 Single Family Residential to C-1 General Commercial. A public hearing on the requested re-zoning will be held on January 4, 2021 at the Monticello Renaissance Center, Community Media Room, 220 East First Street, Monticello, Iowa, at the regularly scheduled Monticello City Council meeting, at or shortly after 6:00 p.m. If a resident of Monticello wants to submit written comments regarding this rezoning, please forward those comments to City Clerk Sally Hinrichsen, 200 East First Street, Monticello, Iowa, 52310. If anyone has a verbal comment, please contact City Clerk Sally Hinrichsen at 465-3577.

By order of the City Council of the City of Monticello, Iowa.

Sally Hinrichsen  
City Clerk/Treasurer

City Council Meeting  
Prep. Date: 12/16/2020  
Preparer: Sally Hinrichsen



Agenda Item: # 5  
Agenda Date: 12/21/2020

*Communication Page*

**Agenda Items Description:** Resolution to approve City Clerk/Treasurer, Deputy City Clerk and City Secretary Job descriptions

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

<b>Attachments &amp; Enclosures:</b>
Resolution
3 Job descriptions

<b>Fiscal Impact:</b>	
Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

**Synopsis:** This resolution approves a new job description for the City Clerk/Treasurer, Deputy City Clerk and City Secretary.

**Background Information:** Efforts have been underway to create a new Employee Handbook and Employee Job Descriptions for all positions. I prepared the job descriptions tied to the City Clerk/Treasurer, Deputy City Clerk and City Secretary positions and reviewed them with the City Clerk's Office staff

**Staff Recommendation:** I recommend the Council approve the proposed resolution that approves the City Clerk/Treasurer, Deputy City Clerk and City Secretary Job descriptions.



# THE CITY OF MONTICELLO, IOWA

## RESOLUTION #

**Resolution** to approve City Clerk/Treasurer, Deputy City Clerk and City Secretary Job Description

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

**WHEREAS**, efforts have been underway to create a new Employee Handbook and Employee Job Descriptions with the job descriptions tied to the City Clerk/Treasurer, Deputy City Clerk and City Secretary positions now having been created and presented to the Council for review and considerations, and

**WHEREAS**, The City Clerk/Treasurer created job descriptions that set out what is believed to be an accurate and appropriate description for the positions, and

**WHEREAS**, The Council finds that the job descriptions accurately represent the expectations of the positions and

**NOW THEREFORE BE IT RESOLVED** by the City of Monticello, through its' City Council, in session this 21<sup>st</sup> day of December, 2020, that the Job Description for the position of City Clerk/Treasurer, Deputy City Clerk and City Secretary, copies of which are appended hereto, is hereby approved as written.

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

---

Brian Wolken, Mayor

*Attest:*

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Sally Hinrichsen, City Clerk

## CITY OF MONTICELLO

### POSITION DESCRIPTION

**TITLE:** City Clerk/Treasurer

**DEPARTMENTS:** City Administration

**JOB FUNCTIONS:** Responsible to operate all facets of the city clerk's office and also to supervise the other city clerk's office employees as they perform these tasks

#### **JOB RESPONSIBILITIES:**

The incumbent in this position has the responsibility for determining priority of all tasks listed subject to the direction of the Mayor and City Council.

##### General Housekeeping:

1. Open and close the office.
2. Place garbage and recycling out for collection.
3. Direct the janitorial staff as needed.
4. Contact other city staff or contractors when repairs are needed on the building and its systems.
5. Distribute keys as needed and keep supply of keys secure.

##### Customer Service:

1. Take telephones calls, respond to messages, or forward messages to the appropriate person.
2. Backup to initial answering of the telephone.
3. Back up to open mail. Route mail to the appropriate person and respond to mail if needed.
4. Wait on customers, provide information.
5. Respond to customers' email inquiries or route them to the appropriate person.
6. Sign for packages and route them to the appropriate person.

##### Communication:

1. Keep Mayor and Council informed of current issues.
2. Work with Bonding Attorney and Financial Advisor on bonding issues and required paperwork
3. Work with Bonding Attorney on TIF related matters and updates
4. Communicate information to staff as well as boards, commissions, and committees.
5. Perform research for staff, management, and customers.
6. Send out correspondence and other mailings as needed.
7. Send and receive faxes.
8. Backup to report street light issues to utility companies.
9. Work with security/ alarm company and inform staff or management about issues as needed.
10. Work with city engineer, city attorney, financial advisor, bonding attorney, and city auditing firm. This may include doing research, writing documents, and forwarding information.
11. Compose letters and reports.
12. Receive formal complaints, verify with code requirements, verify with City Administrator, and then (if needed) send notices or information to the appropriate person or agency.

##### Meetings:

1. Attend City Council meetings, and other board meetings as may be required.

2. Post or publish public notices as required. Examples are: agendas, public hearing notices, ordinances, and others as needed.
3. Record, type, publish, and distribute minutes of meetings.
4. Record, publish and file Ordinances following meetings.
5. Record and file Resolution following meetings

Permits and Licenses:

1. Maintain records of all Liquor and Beer licenses. Process Liquor and Beer licenses once approved by the City Council meetings. Notify ABD when a license is terminated or submitted for refund
2. Maintain records of Cigarette Permits. Mail renewal applications, annually, prepare list for approval by the City Council. Once approved, process required notifications and permits
3. Issue chicken permits
4. Issue peddler's, transient merchant, and solicitor's permits

Documentation:

1. Maintain official records of the City of Monticello. Examples are: minute books, resolution book, ordinance book, personnel files, zoning map, general community maps, and others.
2. Write resolutions and ordinances as needed.
3. Send ordinances in for codification. Distribute updates to other copies of the Code Books.
4. Process vehicle titles and registrations.
5. Fill out and send grant forms, related to FAA, DNR, AFG, IDOT, USDA and others.
6. Record official documents at the Jones County Recorder's office
7. File required documents with the Jones County Auditor's Office and Treasurer's Office, as necessary.
8. Maintain records of each TIF Developer's Agreement and process payments as required
9. Sign official documents.

Payroll:

1. Record time accurately on own time card.
2. Back-up for processing Payroll
3. Update job descriptions for City Clerk's Office.

Accounting:

1. Back-up for processing the utility billing system, including processing bills, penalties and generating reports
2. Signs checks
3. Back-up for making the deposits, balancing the total with the bill stubs, checking for online payments, posting payments, issuing receipts, collecting water deposit fees and forms
  - Balance payments entered to bank statement deposits.
  - Recommend action regarding delinquent accounts.
  - Process needed liens for uncollected amounts due.
  - Process write-offs for uncollectable amounts due.
  - Present information and recommendation to the City Council concerning utility rates, revenues, and expenses.
  - Ensure code enforcement for utility matters.
4. All other payments.
  - Back-up for: waiting on customers, opening envelopes from the mail, making up deposit slips, issuing receipts, notifying the appropriate department, taking the deposit to the bank, entering information on appropriate spreadsheets,

- Enter all ACH payments received into the general ledger.
  - Balance payments entered to the bank statement deposits.
5. Back-up to send out account receivable invoices.
  6. Backup to manage receipt management
  7. Review and verify the water reconciliation monthly reports
  8. Track CD maturity dates, contact bank /credit unions for interest rate quotes, change CDs as required.
  9. Monthly bank reconciliation. This is for all bank accounts and the general ledger entries. Reconcile all credit card payments to the bank
  10. Back-up to Accounts payable process.
    - Prepare the monthly claims list for City Council approval and newspaper publication.
    - Pay various bills online and enter that information into the accounting system.
    - Issue checks after City Council approval when possible or before, if warranted, and then gain approval at the next meeting.
  11. Prepare financial reports. This includes monthly reports for city council and departments.
  12. Prepare the Annual Budget, budget amendments as needed, Annual Finance Report, Street Finance Report, Debt Obligation Report, Annual Urban Renewal Report, TIF Certification, and GASB 77 Report.
  13. Prepare correspondence related to the Iowa Treasurer Hunt, as needed for any uncashed checks and complete report to file, as needed
  14. Perform activities associated with the issuance and retirement of bonds. Recommend financial planning, provide information concerning TIF areas, maintain a register of all bonds and notes outstanding, record all payments or principal and interest and maintain debt service schedules.
  15. Assist auditors in preparation of full annual audit.
  16. Sign checks.
  17. Submit information to the Income Offset Program, for all City Departments including Police, Ambulance and Park departments and for the utility bills. Maintain records and keep Income Offset records updated on State Program.
  18. Process needed liens for uncollected amounts due and file with the Jones County Treasurer
  19. Process Tax Abatement requests and file with Jones County Assessor's Office once approved by Council
  20. Process and update records for Special Assessments
  21. Process required SAMS notifications, forms, and reports and update as required.
  22. Process required DUNS number notifications
  23. Process required EMMA notifications, forms, and reports, including filing the Annual Audit.

Building Department:

1. Back-up for: distributing building department forms, receiving completed forms and plans, collecting building department fees.
2. Place building permit forms on the City's website.
3. Assist in revising forms, fees, and codes.

Other Duties:

1. Prepare monthly treasurer reported for various departments and board as requested
2. Process required FMCSA notification, forms and reports and update as needed
3. Notarize documents.
4. Register staff for training and travel as needed.
5. See that cash handling procedures are followed and secure.
6. Be available for contact for emergency situations by residents and staff.

7. Operate all office equipment: phone, copier, printer, fax, computers, and more. Some of the software used: Word, Excel, Outlook, Windows, Internet Explorer, and GWorks,. See that the computer information is backed up and secure.
8. Assist other staff members with operating office equipment.
9. Recommend office equipment and software updates or changes.
10. Manage census process.
11. Assist with annexation process.
12. Work with IDOT to update City road maps and other reports
13. Manage list of boards, commissions, and committees. Track terms and see that appointments are made as needed.
14. In the event of a natural disaster, assist the Police Chief, Fire Chief and Mayor to operate the Incident Command process; see that the city clerk's office can function; make contact with residents, other agencies, and contractors; start documentation of all activity including city resources used, resources donated, expenses, and staff time; work with agencies to file documentation needed for assistance.
15. Attend training sessions to keep current with regulations and software. Recommend training for city clerk's office staff.
16. Supervise and direct work flow of city clerk's office staff.
17. Participate in the evaluation of city clerk's office staff.
18. Be aware of all city policies as listed in the City of Monticello's Personnel Policy Manual or as may be updated. This manual will be updated as needed.
19. Other tasks as may be required.

**CONTACTS:** The incumbent in this position makes frequent contact with city clerk's office staff to exchange and interpret information. Also makes frequent contact with Mayor, City Council, and City Engineer to exchange and interpret information. Also makes frequent contact with the other City of Monticello employees to exchange and interpret information. Contacts with residents are significant and regular and usually involve the exchange and conveyance of information. Contacts made with persons outside the City are frequent and are usually with vendors, contractors, and other agencies and involve the exchange and interpretation of information.

**EQUIPMENT USED:** Automobile, computers, multi-line office telephone system, calculator, multi-function printers/copiers/fax machines, stapler.

**QUALIFICATIONS:**

- A. Education – High School Graduate or equivalent required. Some college with office or accounting emphasis and Iowa's Municipal Professional's Institute and Academy training preferred.
- B. Experience – Experience in an office environment required, with governmental office experience preferred. Microsoft Office and accounting knowledge preferred.
- C. Licenses/Certifications/Endorsements– Must hold a valid driver's license. Must be bondable.
- D. Special Abilities - Must have good organizational skills; must be a self-starter; have good communication skills to interact with staff, elected officials, and citizens; have good writing ability; and the ability to manage numerous processes at the same time.
- E. Physical Requirements – Must be able to lift objects weighing in excess of 50 pounds on an occasional basis and carry, push or pull them up to 10 feet unassisted; must be able to stand, sit, listen, and watch for extended periods of time.

F. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen's expectations under time deadlines.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

#### **DISCLAIMER**

All duties and requirement in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.

## CITY OF MONTICELLO

### POSITION DESCRIPTION

**TITLE:** Deputy City Clerk - Utilities

**DEPARTMENTS:** City Administration

**JOB FUNCTIONS:** Responsible to operate all facets of the city clerk's office.

#### **JOB RESPONSIBILITIES:**

The incumbent in this position has the responsibility for determining priority of some tasks listed subject to the direction of the city clerk/treasurer, Mayor, and City Council.

##### General Housekeeping:

1. Open and close the office.
2. Contact other city staff or contractors when repairs on needed on the building and its systems.
3. Distribute keys as needed and keep supply of keys secure.

##### Customer Service:

1. Take telephones calls, respond to messages, or forward messages to the appropriate person.
2. Wait on customers, provide information.
3. Sign for packages and route them to the appropriate person.

##### Communication:

1. Keep City Clerk/Treasurer and Mayor informed of current issues.
2. Communicate information to staff.
3. Perform research for staff, management, and customers.
4. Send out correspondence and other mailings as needed. This may include mass mailings for other departments.
5. Send and receive faxes.
6. Manage email system and respond or forward when needed.
7. Receive formal complaints and forward to the appropriate person.
8. Proof read and edit documents as needed.
9. Compose letters and reports as needed.

##### Meetings:

1. Attend Planning & Zoning Board and /or Board of Adjustments meetings when scheduled to take minutes
2. Prepare Cemetery Board meeting packets as may be required. This includes scheduling meetings, compiling the agenda and take minutes of meeting.
3. Backup to post or publish public notices as required. Examples are: agendas, public hearing notices, ordinances, and others as needed.
4. Backup to attend City Council meetings and other meetings as may be required.
5. Backup to record, type, publish, and distribute minutes of meetings.

Payroll:

1. Record time accurately on own time card.
2. Verify time sheet information, calculate distributions of time, and record time sheet information on spreadsheets.
3. Generate and distribute pay checks.
4. Process employment forms for new and terminated employees.
5. Process COBRA forms and notifications.
6. Track leave time available and used on a spreadsheet and balance with the payroll system.
7. Process all required reporting. This includes: bi-weekly tax payments for FICA; monthly reporting for IPERS; monthly reporting and payment for state withholding; quarterly 941 report; quarterly state unemployment reporting; and annual reporting of W-2s along with the annual publication of total gross wages.
8. Process payments to vendors for employee benefit programs. This includes: health insurance, other insurance benefits, IPERS, and AFLAC.
9. Keep employee files up-to-date and confidential as needed.

Accounting:

1. Lead to administer the utility billing system.
  - Reconciling customer deposits and customer information
  - Processing new accounts
  - Revising documents used with utility system.
  - Initiating the monthly and as needed meter readings
  - Generate the bills, process penalties, process delinquent notices, generate reports
  - Communicate and recommend action for delinquent accounts for further collections.
  - Ensure code enforcement for utility matters.
2. All other payments.
  - Backup to waiting on customers
  - Backup for opening envelopes from the mail
  - Issue receipts
  - Notify the appropriate department
  - Entering information on appropriate spreadsheet
3. Send out accounts receivable invoices, as needed.
4. Send tax exempt certificates to vendors.
5. Accounts Payable:
  - Verify information for check issuance against invoices.
6. Backup to sign checks.

Board of Adjustment:

1. Post agendas and public notices.

Planning and Zoning Commission:

1. Post agendas and public notices.

Community Room:

1. Backup to receive requests for room reservations and give out information
2. Backup to input events into our system, receive fees, distribute keys, process deposits, and notify renters.
3. Backup to check after and between rentals.



Other Duties:

1. Backup to order or purchase city supplies as needed.
2. See that cash handling procedures are followed and secure.
3. Be available for contact for emergency situations by residents and staff.
4. Operate all office equipment: phone, copier, printer, fax, computers, and more. Some of the software used: Word, Excel, Outlook, Windows, Internet Explorer, gWorks and stapler. See that the computer information is backed up and secure.
5. Assist other staff members with operating office equipment.
6. Recommend office equipment and software updates or changes.
7. In the event of a natural disaster, assist to operate the Incident Command process; see that the city clerk's office can function; make contact with residents, other agencies, and contractors; start documentation of all activity including city resources used, resources donated, expenses, and staff time; work with agencies to file documentation needed for assistance.
8. Notarize documents.
9. Attend training sessions to keep current with regulations and software.
10. Ensure that the City of Monticello will be able to operate efficiently in the absence of staff.
11. Be aware of all city policies as listed in the City of Monticello's Personnel Policy Manual or as may be updated. This manual will be updated as needed.

**CONTACTS:** The incumbent in this position makes frequent contact with city clerk's office staff to exchange and interpret information. Also makes frequent contact with the other City of Monticello employees to exchange and interpret information. Contacts with residents are significant and regular and usually involve the exchange and conveyance of information. Contacts made with persons outside the City are frequent and are usually with vendors, contractors, and other agencies and involve the exchange and interpretation of information.

**EQUIPMENT USED:** Automobile, computers, multi-line office telephone system, calculator, multi-function printers/copiers/fax machines, and stapler

**QUALIFICATIONS:**

- A. Education – High School Graduate or equivalent required. Some college with office or accounting emphasis or Iowa's Municipal Professional's Institute and Academy training preferred.
- B. Experience – Experience in an office environment required, with governmental office experience preferred. Microsoft Office preferred.
- C. License/Certifications/Endorsements – Must hold a valid driver's license. Must be bondable.
- D. Special Abilities - Must have good organizational skills; must be a self-starter; have good communication skills to interact with staff, elected officials, and citizens; and the ability to manage numerous processes at the same time.
- E. Physical Requirements – Must be able to lift objects weighing in excess of 50 pounds on an occasional basis and carry, push or pull them up to 10 feet unassisted; must be able to stand, sit, listen, and watch for extended periods of time.

F. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen's expectations under time deadlines.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

#### **DISCLAIMER**

All duties and requirement in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.

**CITY OF MONTICELLO**  
**POSITION DESCRIPTION**

**TITLE:** City Secretary

**DEPARTMENTS:** City Administration

**JOB FUNCTIONS:** Responsible to assist all facets of the city clerk's office.

**JOB RESPONSIBILITIES:**

The incumbent in this position has the responsibility for determining priority of some tasks listed subject to the direction of the City Clerk/Treasurer.

Customer Service:

1. Answer the telephone.
2. Respond to messages or forward messages to the appropriate person.
3. Wait on customers, provide information.
4. Respond to customers' email inquiries or route them to the appropriate person.
5. Sign for packages and route them to the appropriate person.

Communication:

1. Keep City Clerk/Treasurer and Deputy City Clerk informed of current issues.
2. Perform research for customers.
3. Send out correspondence and other mailings as needed.
4. Send and receive faxes.
5. Manage email system and respond or forward when needed.
6. Report street light issues to utility companies.
7. Receive formal complaints and forward to the appropriate person.
8. Proof read and edit documents as needed.
9. Assist to develop and maintain a City of Monticello social media presence.

Monthly FACTS:

1. See to the printing and processing of the water disconnection notices.
2. Send water disconnection notices to customers and copy of disconnection notices to property owner / landlords, if requested.
3. Run reports for all monthly board meetings
4. Run final reports for all departments after month is balanced
5. Revenue/Expenditure monthly report for Express
6. Schedule of bills for Express

Meetings:

1. Post public notices as required. Examples are: agendas, public hearing notices, ordinances, and others as needed on City social media sites.

#### Documentation:

1. Manage paper files. This involves filing information correctly, weeding out unneeded information, and boxing up information to be archived. Scanning old files and then destroying or filing as instructed.
2. Manage electronic files. Print or scan documents into the computer system as electronic files.

#### Accounting:

1. Utility billing system.
  - Tear apart and process bills for mailing monthly
  - Waiting on customers, opening envelopes from mail and drop box,
  - Making the deposits, balancing the total with the bill stubs
  - Checking for and process online / credit card payments
  - Posting payments, issuing receipts
  - Collecting water deposit fees and forms, as well as presenting new residents with utility information
  - Communicate and recommend action for delinquent accounts and preparing door tag notices
  - Communicate and recommend action for delinquent accounts and preparing disconnect list
  - Collecting information for new accounts, initiating the meter reading
2. Manage Receipt Management system
3. All other payments.
  - Waiting on customers, opening envelopes from the mail, making up deposit slips, issuing receipts, notifying the appropriate department, taking the deposit to the bank, entering information on appropriate spreadsheets.
  - Take the deposit to the bank
4. Send out accounts receivable invoices related to airport hangar & land rentals, cemetery land rental, water tower rental, Rural Fire and Ambulance township protection, cemetery lots, meter sales and any other miscellaneous items, as needed.
5. Reconcile City Hall credit card payments to the bank

#### Ambulance Collections:

1. Received and process all ambulance payments
2. Stay in contact with PCC regarding past due accounts
3. Invoice those who have payment arrangements
4. Keep ledger balanced with what is owed, (income offset payments, collection payments, patient payments, insurance payments, etc)

#### Cemetery Department:

1. Received and process all cemetery lot sales
2. Prepare cemetery deeds to be signed by Cemetery Board Chairman and City Clerk. Once signed mail to owners of deed
3. Prepare and file annual Cemetery Perpetual care report with State of Iowa
4. Prepare cemetery report for funeral homes
5. Look up records for people researching history

Worker's Compensation:

1. Distribute the First Report of injury paperwork and forward to Work Comp Insurance Carrier once turned in
2. Answering questions and concerns related to Worker's Compensation
3. Follow-up to ensure bills are being paid.

Drug Testing:

1. Keep list of employees for drug testing updated
2. Set up drug test appointment and notify staff just prior to appointment
3. Inventory of supplies and order, as needed
4. Prepare and file all follow-up paperwork

Website:

1. Maintain site to keep notices updated.
2. Upload Resolutions, Minutes and Council agenda/packets

Building Department:

1. Distribute building department forms, receive completed forms and plans, collect building department fees.
2. Report daily to Public Works Director all building permits.
3. Process payment for building department fees

Community Room:

1. Received requests for room reservations and give out information
2. Input events into our system, receive fees, distribute keys, process deposits, and notify renters.
3. Recommend changes to forms or process as needed.
4. Check after and between rentals.

Other Duties:

1. Operate all office equipment: phone, copier, printer, fax, computers, and more. Some of the software used: Word, Excel, Outlook, Windows, Internet Explorer, gWorks.
2. Order or purchase city supplies as needed.
3. Reconcile Farm Plan invoice monthly, to ensure bills are paid.
4. Prepare and post OSHA logs
5. See that cash handling procedures are followed and secure.
6. Assist other staff members with operating office equipment.
7. Recommend office equipment and software updates or changes.
8. Attend training sessions to keep current with regulations and software.
9. Receive peddler's, transient merchant, and solicitor's permits applications
10. Assist to ensure that the City of Monticello will be able to operate efficiently in the absence of the city clerk or deputy city clerk.
11. Be available for contact for emergency situations by residents and staff.
12. In the event of a natural disaster, assist to operate the Incident Command process; see that the city clerk's office can function; make contact with residents, other agencies, and contractors; start documentation of all activity including city resources used, resources donated, expenses, and staff time; work with agencies to file documentation needed for assistance.
13. Notarize documents.

14. Be aware of all city policies as listed in the City of Monticello's Personnel Policy Manual or as may be updated. This manual will be updated as needed.
15. Other tasks as may be required.

**CONTACTS:** The incumbent in this position makes frequent contact with city clerk's office staff to exchange and interpret information. Also makes frequent contact with the other City of Monticello employees to exchange and interpret information. Contacts with residents are significant and regular and usually involve the exchange and conveyance of information. Contacts made with persons outside the City are frequent and are usually with vendors, contractors, and other agencies and involve the exchange and interpretation of information.

**EQUIPMENT USED:** Automobile, computers, multi-line office telephone system, calculator, multi-function printers/copiers/fax machines, and stapler.

**QUALIFICATIONS:**

- A. Education – High School Graduate or equivalent required. Some college with office or accounting emphasis or Iowa's Municipal Professional's Institute and Academy training preferred.
- B. Experience – Experience in an office environment preferred. Microsoft Office preferred.
- C. Licenses/Certifications/Endorsements-- Must hold a valid driver's license. Must be bondable.
- D. Special Abilities - Must have good organizational skills; must be a self-starter; have good communication skills to interact with staff, elected officials, and citizens; and the ability to manage numerous processes at the same time.
- E. Physical Requirements – Must be able to lift objects weighing in excess of 50 pounds on an occasional basis and carry, push or pull them up to 10 feet unassisted; must be able to stand, sit, listen, and watch for extended periods of time.
- F. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen's expectations under time deadlines.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

**DISCLAIMER**

All duties and requirement in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.

City Council Meeting  
 Prep. Date: 12/15/2020  
 Preparer: Sally Hinrichsen



Agenda Item: # 6  
 Agenda Date: 12/21/2020

*Communication Page*

**Agenda Items Description:** Resolution to approve Hiring Doug Herman to provide oversight of City Administrator's e-mails

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

**Attachments & Enclosures:**

Resolution

**Fiscal Impact:**

Budget Line Item:	001-641-6411
Budget Summary:	
Expenditure:	\$50./ day
Revenue:	

**Synopsis:** The City Administrator position is currently vacant and the various duties are being completed by the Department heads, as to keep the City running smoothly.

**Background Information:** Doug continuing to work on some City matters, most very much a City Attorney duty, and you will see his time on invoices moving forward. With regard to what Doug would call the oversight of City Administrator e-mails and forwarding important ones on to staff and/or redirecting the mailer in some regard Doug proposes invoicing the City .3 per day. This comes out to just under \$50 per day. Doug checks City e-mails at least 4 times per day and will remain responsive so people don't go unanswered. Some e-mails require work that will be invoiced as City Attorney work. (Horsfield e-mail to Patrick, AJ, Jim, etc.) (Doug has been e-mailing with Cheryl related to P & Z and that falls into the overall .3) Doug will no doubt check e-mails over the weekends as well, those are bonus days for the City. Doug also went into City Hall for a couple hours on Saturday at no charge and plan to get back in this next weekend to continue to do some clean up and filing at no charge

**Staff Recommendation:** I recommend the Council consider the attachments, discuss and take appropriate action.

# The City of Monticello, Iowa

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

## RESOLUTION #

### **Resolution approving the hiring of Doug Herman to provide Oversight of the City Administrator's e-mails**

**WHEREAS**, Doug Herman resigned from the City Administrator position effective December 18, 2020, and

**WHEREAS**, The City Administrator position will likely be vacant until March 2020 when the new city Administrator would be hired to fill the position,

**WHEREAS**, Doug Herman possesses professional skills that can assist CITY in providing oversight of the City Administrator's emails and forwarding important ones on to staff, and

**WHEREAS**, Doug Herman would invoice the City for .3 hours per day, which comes out to be just under \$50.00 per day, and

**WHEREAS**, CITY wishes to engage Doug Herman as an independent contractor to perform professional services;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve hiring Doug Herman to provide Oversight of the City Administrator's emails.

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

---

Brian Wolken, Mayor

Attest:

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Sally Hinrichsen, Monticello City Clerk



**City Council Meeting**  
**Prep. Date:** 12/16/2020  
**Preparer:** Sally Hinrichsen



**Agenda Item: #** 7  
**Agenda Date:** 12/21/2020

*Communication Page*

**Agenda Items Description:** Resolution to approve Doug Herman's involvement in hiring a City Administrator

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

**Attachments & Enclosures:**


**Fiscal Impact:**

Budget Line Item:  
Budget Summary:  
Expenditure:  
Revenue:


**Synopsis:** The City Administrator position is currently vacant and the various duties are being completed by the Department heads, as to keep the City running smoothly. Doug Herman has offered to be involved in the City Administrator hiring process, if the Council desires his help.

**Background Information:** Doug Herman resigned from the City Administrator position with the effective date of December 4, 2020. On October 19, 2020, Council hired Patrick Callahan with Callahan Municipal Consultant Services to perform, work with, and assist City Council with the City Administrator search process.

**Staff Recommendation:** I recommend the Council consider to what extent they want Doug Herman to be involved in the City Administrator search process, if any.

**City Council Meeting**  
**Prep. Date:** 12/18/2020  
**Preparer:** Sally Hinrichsen



**Agenda Item: #** 8  
**Agenda Date:** 12/21/2020

*Communication Page*

**Agenda Items Description:** Resolution to approve Financial Commitment for a Childcare/Daycare Feasibility Study being completed by Jones County Economic Development.

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

**Attachments & Enclosures:**

Childcare Feasibility Study Proposal

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

\$2500 - \$3000

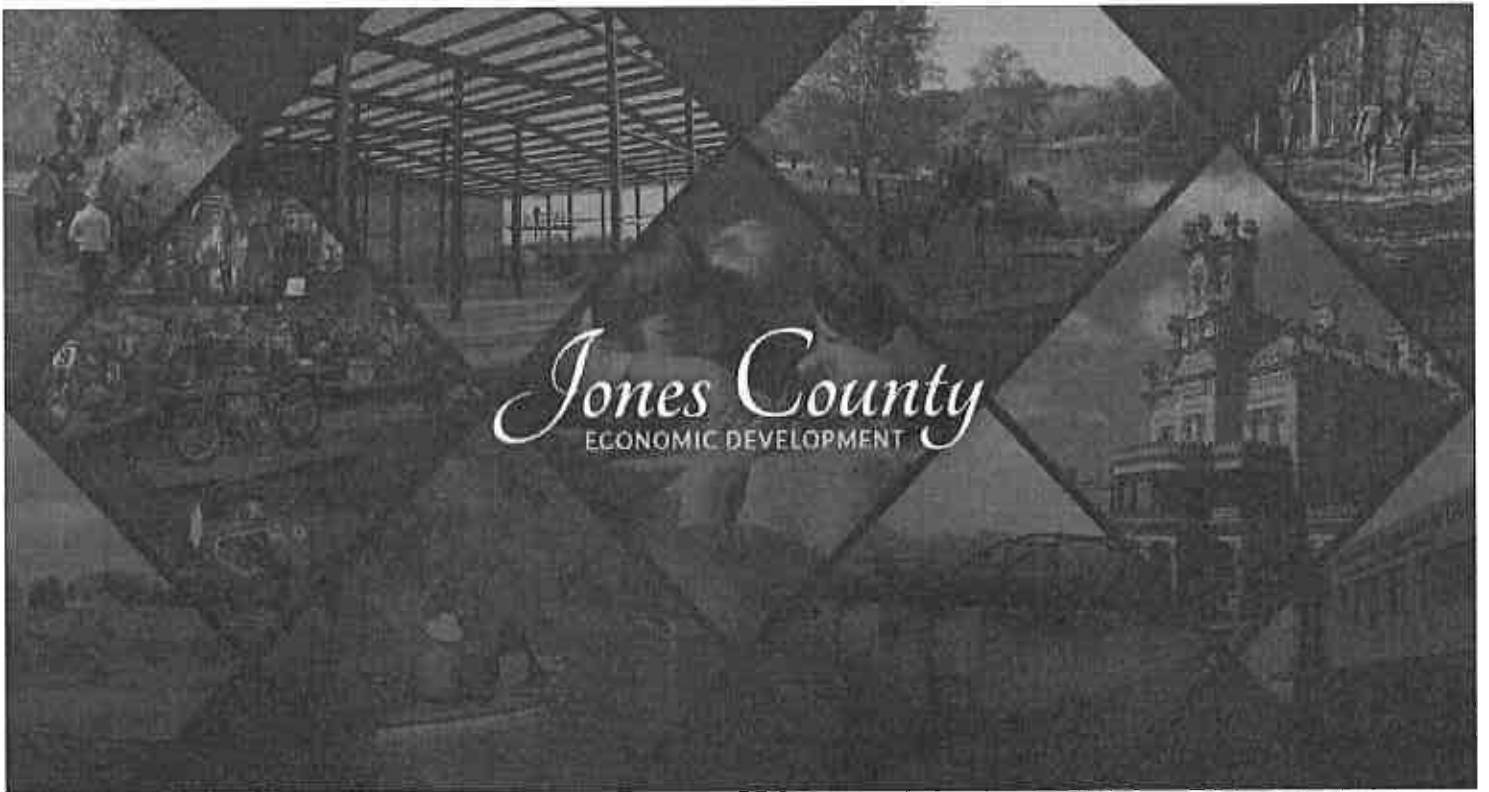
Revenue:

**Synopsis:** Request Jones County Economic Development for a financial commitment for a Daycare Feasibility Study.

**Background Information:** Jones County Economic Development Executive Director Derek Lumsden will be present to discuss the Daycare Feasibility Study. Derek will review the proposed study in more detail.

**Staff Recommendation:** I recommend the Council consider the proposed request for financial commitment for the Childcare/Daycare Feasibility Study.

# CHILDCARE FEASIBILITY STUDY PROPOSAL



**LEVI**  
ARCHITECTURE

Derek Lumsden, Executive Director  
Jones County Economic Development  
107 S. Ford Street  
Anamosa, Iowa, 52205

December 3, 2020

Re: Design Services Proposal – Jones County Child Care Center

Mr. Lumsden,

Thank you for the opportunity to provide you with this proposal for a county-wide feasibility study. We are excited to assist Jones County, it's citizens and businesses on your early steps to solving the childcare crisis. We understand the first phase in this process to include compiling data from a variety of sources including families, businesses, governmental entities and supporting agencies. We will summarize the data and provide analysis into a report for the communities to use as a guide moving forward. These components will allow the next steps to be productive towards successful solutions by identifying specific challenges and uncovering opportunities.

Levi Architecture and its childcare consultant, Mary Janssen, have significant experience leading communities and businesses through similar processes of discovery and analysis. Our team also has experience in leading specific projects through business plans, pro formas, design and construction.

Services will be defined into two major categories: Information Gathering and Information Analysis. The Information Gathering will have several approaches that will happen simultaneously. The Information Analysis will be in the form of a written report and a public meeting to present the findings. This meeting will be another opportunity for Jones County families and businesses to provide additional comments and ask questions.



**LEVI**  
ARCHITECTURE

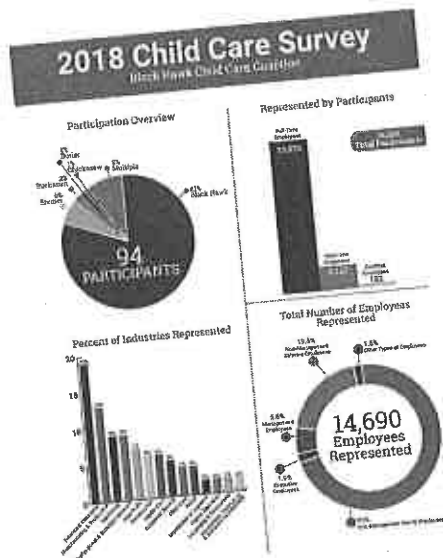
1009 technology parkway  
p.o. box 1240  
cedar falls, ia 50613

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319.277.5639 f

[leviarchitecture.com](http://leviarchitecture.com)

**Information Gathering – 10 weeks**

- Two different survey types (families and employers) reviewed with committee prior to release
- Surveys distributed through engaged community partners, data received by Levi Architecture
  - School districts, chamber alliance, economic development office, churches, major private employers, supporting organizations, etc.
- Survey results to be broken down by zip code and include demand for:
  - Child care spaces
  - Age breakdown of spaces
  - Hours of operation needed
  - Number of families on childcare assistance
- Focus groups to include three meetings with a variety of invited groups and locations. Public meetings may be virtual as deemed appropriate.
- Engage existing centers and home providers (registered and non-registered)
- Engage community partners
  - School Districts
  - Municipalities
  - Private industry employers
  - Churches
  - Child Care Resource and Referral
  - Early Childhood Iowa
  - Iowa Women's Foundation
  - Iowa State Extension
  - Grants/foundations/funding sources
  - and others



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### Information Analysis – 4 weeks

- Summarize childcare demand by category
- Key points from focus groups and community partners
- General recommendations to meet childcare needs (possibly through expansion of center(s) and home providers)
- Findings to be shared through written report and public meeting with Q & A opportunities.

Levi Architecture proposes to provide these feasibility study services for the lump sum of \$12,400 (twelve thousand, four hundred & no/00 dollars). The total project should take no more than three months to complete after initial approval of services. We anticipate no reimbursable expenses including travel costs, printing, etc.

Levi Architecture is prepared to provide additional service to Jones County Economic Development, Jones County communities and/or individual businesses with a variety of more specific services.

### Additional Services

- Recommendations of specific expansion concepts for center(s) and home providers
- Business plan and pro-forma
- Site/facility evaluations
- Cost Opinions
- Architectural Design
- Play Ground Design
- Coordination of classroom equipment and furnishing acquisition



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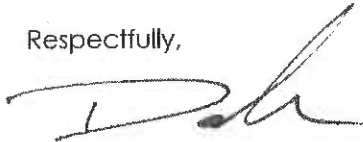
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**Past/Current Work** – references upon request

- Jesup – Town Hall meetings
- Cedar Valley Kids, Waterloo/Cf
- Parkersburg – community surveys and site analysis
- Bartels Lutheran Home, Waverly
- Little Knights, Dysart
- Lil' Wildcats, Glidden
- MedQuarter, Cedar Rapids
- Murphysboro, Illinois
- TLC (The Learning Center), Charles City

Thank you again for the opportunity to provide Jones County Economic Development and the communities of Jones County with is feasibility study proposal. We look forward to working with you, the citizens and businesses of Jones County to find a successful path forward to solving your childcare needs. Please feel free to contact me at your convenience. We welcome the opportunity to visit with the selection committee and answer any questions you may have.

Respectfully,



Dan Levi, AIA  
Levi Architecture



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# FIRM PROFILE

levi architecture

established: 2005

Levi Architecture, PLC has been providing its clients with outstanding customer service and creative, sustainable design solutions since 2005. As a small firm, projects are guided with personal attention while always remembering the client's goals. Each project is meticulously analyzed for the most appropriate design, delivery method and construction type.

The firm has worked on a variety of project types (commercial, educational, institutional, industrial, residential) ranging up to \$17 million in construction costs. Levi Architecture prides itself in collaborating with others as a team to bring the best in synergy-based designs to life for our clients.

Levi Architecture has taken a special interest in child care. They are engaged in over two dozen communities with support, consultation, and design services. Dan Levi's experience in child care has garnered the attention of law makers and provided opportunities to discuss childcare effects on families. He has presented to the State of Iowa Economic Development Appropriations Subcommittee and testified before the United States Congressional Small Business Committee Childcare Hearing, where he discussed how childcare impacts local and regional economies.

## Daniel Levi, AIA

Dan Levi, AIA, is a registered architect in Iowa, Illinois and Wisconsin and has been engaged in architectural services in the Cedar Valley since 1997.

### education:

Bachelor of Architecture  
Iowa State University

### affiliations:

American Institute of Architects  
Exceptional Persons, Inc. - Board Member (past president)  
Black Hawk Child Care Coalition - Co-Founder & Co-Chair  
Business & Building Committee  
Tate's Army Foundation - Board Member  
Iowa Women's Foundation - 2019 Golden Rattle Award Recipient  
Boy Scouts of America Winnebago Council - Past President



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## **Mary Janssen**

1421 Erik Road  
Cedar Falls, Iowa 50613  
319-231-4286

### **Education**

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1997-2002 Upper Iowa University; BA in Elementary Education

Endorsements in Reading and Language Arts

2013-2015 Walden University: Master in Early Childhood Leadership, Management and Administration

### **Professional Experience**

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**July 2012-present Exceptional Persons Inc. (Child Care Resource and Referral)**

**Children and Family Services Director**

- Oversee 12 contracts for Exceptional Persons, Child Care Resource and Referral contract, 7 Early Childhood Iowa Contract (19 counties), Children and Adult Care Food Program Contract, Children at Home and Community Housing contract.
- Build strong relationships with Community Partners
- Work closely with Department of Human Services, Iowa State Extension and Child Care Providers in Northeast Iowa
- Management of Child Care Services Contract between EPI and Hawkeye Community College

**2006-Present Child Care Resource and Referral Waterloo, IA**

**Quality Rating System Specialist 2006-2011**

**Child Care Consultant Supervisor 2011-2012**

**2002-2006 Community United Child Care Centers; Valley Park Site** Cedar Falls, Iowa  
**Child Care Center Director**

**2001- 2002 Community United Child Care Centers: Westridge Site** Waterloo, Iowa  
**Preschool Teacher**

### **Volunteer Experience**

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2009-Present Orchard Hill Reform Church - Preschool Advisory Team

2012-2015 Growth Fund Advisor- First Children's Finance

2007- 2009 Orchard Hill Reform Church - Preschool Planning Team

2015- 2018 CCAMPIS External Evaluator for Hawkeye Community College CDC

2017-Present Knox Blocks Chair, Green Grass Committee

2017-Present Black Hawk Child Care Coalition - Co-Founder

- Co-Chair of Business and Building Committee

2019-Present Tate's Army - Secretary

City Council Meeting  
Prep. Date: 12/15/20  
Preparer: Sally Hinrichsen



Agenda Item: # 9  
Agenda Date: 12/21/20

*Communication Page*

**Agenda Items Description:** Ordinance amending the Code of Ordinances of The City of Monticello, Iowa, By Amending Section 17.06 of the Monticello Code "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 Council Pay from \$100 per month to \$300 per month.

**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 Council salary to match the Mayoral salary at \$3,600 leaving the Mayor's salary at \$3,600, a method proposed by Dave 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 council members becomes effective for all council members at the beginning of the term of the council members 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, 2022.

(Note Also: a change in the compensation of the mayor does not become effective during the term in which the change is adopted.)

ORDINANCE NO. 735

An Ordinance Amending The Code of Ordinances of The City of Monticello, Iowa, By Amending Section 17.06 of the Monticello Code "Compensation"

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

SECTION 1. SECTION AMENDED. Amending Section 17.06 of the Monticello Code by deleting Section 17.06 and inserting the following language for Section 17.06 – "The salary of each Council member is three-thousand, six hundred dollars annually (\$3,600.00), and is to be paid in twelve (12) equal installments".

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.

1<sup>st</sup> reading passed by the Council on this 16<sup>th</sup> day of November, 2020

2<sup>nd</sup> reading passed by the Council on this 7<sup>th</sup> day of December, 2020

3<sup>rd</sup> reading passed by the Council on this \_\_\_\_\_ day of \_\_\_\_\_, 2020

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

ATTEST:

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

I certify that the foregoing was published as Ordinance No. 735 on this \_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

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

Council Pay				Mayor Pay			
	Meeting	Monthly	Additional	Meeting	Monthly	Yearly	Additional
Alta	\$50		each mtg attended, including work sessions and committee mtg			\$2,400	
Atlantic	\$40		per mtg with action taken & not paid for work sessions			\$10,000	bi-weekly
Anamosa	\$62.50		including work sessions			\$4,500	
Cascade	\$50			\$50		\$1,200	both salary and per mtg rate
Colfax	\$40		meeting of the Council attended Not to exceed 20 meetings per year			\$6,000	Upon the hiring of a City Administrator, the Mayor's salary shall revert to thirty-six hundred dollars (\$3,600.00) per year.
DeWitt	\$40		per Council mtg attended, plus \$10 for committee mtgs they attend			\$6,000	
Dyersville	\$40		not paid for work sessions			\$8,000	
Fairfax	\$75		any city meeting			\$8,000	Plus \$55.00 a month for cell phone
Garner		\$100	plus \$50 per Special Meeting attended plus \$25 per meeting attended representing the City			\$3,500	plus \$50 per Special Meeting attended plus \$25 per meeting attended representing the City
Grinnell		\$200			\$500		
Guttenberg	\$40					\$5,000	
Malcom	\$25			\$35			
Malvern	\$20				\$125		
Manchester	\$35					\$4,750	
McCausland	\$50					\$2,400	
Monona	\$30					\$3,000	
Monticello		\$100				\$3,000	
Moulton	\$20		including worksessions			\$2,000	
Okoboji	\$50		including outside mtg and committee mtgs			\$4,800	
Pierson	\$25			\$50			
Stanwood	\$50		no work sessions		\$300		
Swisher	\$40		including work sessions	\$40			including work sessions plus \$1,800 per year
Waford	\$40		including work sessions			\$3,500	
Wayland	\$40		per mtg plus \$1000/year				
Wyoming	\$40		paid for work sessions			\$2,000	

City Council Meeting  
 Prep. Date: 12/15/2020  
 Preparer: Sally Hinrichsen



Agenda Item: # 10  
 Agenda Date: 12/21/2020

*Communication Page*

**Agenda Items Description:** Ordinance Amending the Code of Ordinances of the City of Monticello by amending Chapter 26, "Airport Board", Section 26.02 membership and 26.03 Qualifications of Board Members

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

**Attachments & Enclosures:**

Ordinance

**Fiscal Impact:**

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

**Synopsis:** Proposal by Airport Board to amend ordinance to allow appointment of one member that may live outside of Jones County.

**Background Information:** Board is currently set at 5 members, all residents of Jones County, with one being allowed to live outside the City limits. Proposal is to stay with 5 members but to allow one member to live outside of Jones County. Their reasoning is that many users and taxpayers at the Airport do not live in Jones County, yet they are as committed or more committed than others living in Jones County.

**Staff Recommendation:** I recommend the Council consider the proposed ordinance and approve the second reading, or move to waive the requirement of three separate readings and approve second and third readings, finalizing the ordinance at this meeting. (The third reading would be the night before the next Airport Board meeting and they hope to have Jim Rohlff appointed and seated by that time. Jim owns a hangar and keeps numerous planes at the airport and is otherwise very active at the Airport).

ORDINANCE NO. 736

An Ordinance amending the Monticello Code of Ordinances, by amending Chapter 26 "Airport Board".

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

Section 26.02 Membership, which currently reads as follows, shall be deleted in its entirety and replaced with the language shown below under the heading "Proposed, and re-titled "Membership Qualifications":

A. Current Language:

**26.02 MEMBERSHIP.**

The Airport Board shall consist of five members, all residents of legal age of the City. Of this membership, one member may be a nonresident of the City. Each member shall be appointed by the Mayor for overlapping five-year terms. The Board shall choose its Chairperson and Vice Chairperson every year. Members shall serve without compensation, but may receive their actual expenses. Vacancies shall be filled in the same manner as original appointments.

B. Proposed:

**26.02 MEMBERSHIP QUALIFICATIONS.**

The Airport Board shall consist of five members. The primary residence of at least four of the members must be within the Monticello City limits while no more than one member may reside outside the City limits but within the State of Iowa. All members must be of legal age. Each member shall be appointed by the Mayor for overlapping five-year terms. The Board shall choose its Chairperson and Vice Chairperson every year. Members shall serve without compensation, but may receive their actual expenses. Vacancies shall be filled in the same manner as original appointments.

Section 26.03 Qualification of Board Members, which currently reads as follows, shall be deleted in its entirety, certain portions of Section 26.03 now being addressed within Section 26.02.

**26.03 QUALIFICATIONS OF BOARD MEMBERS.**

All members of the Board shall be residents of Jones County and shall be over the age of 18. Resident members of the Board must physically reside within the corporate City limits of the City.

C. Repealer:

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

D. Severability:

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

E. Effective Date

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

1<sup>st</sup> reading passed by the Council on this 7<sup>th</sup> day of December, 2020

2<sup>nd</sup> reading passed by the Council on this \_\_\_\_\_, 2020

3<sup>rd</sup> reading passed by the Council on this \_\_\_\_\_, 2020

\_\_\_\_\_  
Brian Wolken, Mayor

Attest:

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

I, Sally Hinrichsen, Monticello City Clerk, do hereby certify that the above and foregoing Ordinance #736 was published in the Monticello Express on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

**City Council Meeting**  
**Prep. Date:** 12/18/2020  
**Preparer:** Sally Hinrichsen



**Agenda Item:** Reports  
**Agenda Date:** 12/21/2020

*Communication Page*

**Agenda Items Description:** Reports

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

**Attachments & Enclosures:**


**Fiscal Impact:**

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

**Reports / Potential Action:**

- a. Mayor
  - a. City Attorney Project Status report
- b. City Clerk
  - a. Budget Timeline
  - b. PFM analysis of funding options report
- c. Public Works Director
- d. Police Chief
  - a. Zimmerman N. Chestnut Street House Progress
  - b. Intlekofer Driveway Direction
- e. Water/Wastewater Superintendent
- f. Park and Recreation
- g. City Engineer
  - a. Horsfield N Sycamore Street



## Sally Hinrichsen

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**From:** Douglas Herman <dherman@lynchdallas.com>  
**Sent:** Thursday, December 17, 2020 4:53 PM  
**To:** Sally Hinrichsen  
**Cc:** Brian Wolken  
**Subject:** MONTICELLO CITY ATTORNEY PROJECT STATUS  
**Attachments:** MONTICELLO CITY ATTORNEY PROJECT STATUS.docx

Sally and Mayor: (Please forward to the Council if you would)

I have attached a report that I would anticipate filing monthly following a phone call with the new City Administrator. The purpose of the phone call would be to ensure that we are on the same page as to what he/she is expecting from us. Keep in mind, I am no longer employed by the City, there is no pay, no benefits, etc. I am now covered as a "contractor" under the Lynch Dallas agreement.

I am currently billing emails / phone calls / etc. based upon the time spent and the rate in our Lynch Dallas Contract. There are a number of contacts that I have related to the City that I do not bill separately as a "line item" if you will, where I answer a quick question (administration related) or redirect an e-mail to an appropriate department head. It is those e-mails and phone calls that I am proposing to bill at the rate of .3 per day (18 minutes) which is just under \$50 per day or \$250 per week. (Lawyers commonly bill by the tenth of an hour (6 minute intervals)) I also check my City e-mail over the weekend and will continue to do so at no charge. The .3 per day charge would end when the new administrator takes over. If you would rather I don't check the e-mails, transfer that responsibility to another, and instead invoice separately for each contact that I have, whether an e-mail or phone call, etc. I can do so. When it became clear that there would be a time lapse between my leaving and the new person starting some of you suggested that it would be nice if I could help bridge that gap in some fashion at a fixed rate. While I cannot have a fixed rate for everything the fixed rate at 18 minutes per day for random calls, requests, e-mails seemed fair.

I was also in the office last weekend and will be again this weekend to continue to organize files and office for the new administrator. I will not be charging for this time, just want to leave things as orderly as possible.

Finally, if you want me involved in any fashion in the search/replacement process please let me know. I am not lobbying to be involved just letting you know that I will try to work with you any way that makes sense.

If any of you have questions please feel free to e-mail me direct at the e-mail shown above. (no charge!)

Have a great rest of the week.

Douglas D. Herman  
Attorney  
Lynch Dallas, P.C.  
526 Second Ave S.E.  
P.O. Box 2457  
Cedar Rapids, Iowa 52406-2457  
Phone: 319-365-9101, ext. 150  
Fax: 319-365-9512  
Email: [dherman@lynchdallas.com](mailto:dherman@lynchdallas.com)  
Website: [www.lynchdallas.com](http://www.lynchdallas.com)

# MONTICELLO CITY ATTORNEY PROJECT STATUS

## New Matters / New Developments This Week

<u>Matter</u>	<u>Status</u>	<u>Responsible Attorney/Legal Assistant</u>

## Older Matters / Pending Items

<u>Matter</u>	<u>Status</u>	<u>Responsible Attorney/Legal Assistant</u>
Handbook Revisions/Update	75% +/- complete	Doug Herman
Old Energy Building Development	Well into planning phase. Will require Zoning Amendment completion, Urb. Ren. Plan Amendment process, Dev. Agreement Approval, etc.	Doug Herman
Creative Ad. Lab Closing	Closing Doc's prepared, wrapped up Asbestos Grant Claim, ready to schedule closing	Doug Herman
N. Sycamore Street. Horsfield invoicing/claims	Follow up with Horsfield, Snyder & Ass., report to Council with recommendation	Doug Herman
PD Representation in Mag. Court	Trial/Hearing Prep. As required to represent PD. Ongoing.	Doug Herman
Orbis Easement Agreement	Finalize Easement Agreement with Orbis	Doug Herman
Dpt. Head Questions	Ongoing	Doug Herman
Possible Building Code Adoption.	No action currently underway	Doug Herman
Regular review of City Administrator e-mails (Answering, re-directing, etc.)	I am reviewing City Admin. e-mails at least three x per day and answering basic phone call questions of staff as necessary (Proposed billing of .3 per day M-F until City Admin. in place)	Doug Herman

Pocket Park Fence Suit	Prepared to file suit to seek replacement of poorly designed fence. (Admitted poor design by company, failed to show up as agreed to replace.)	Doug Herman
Invoice Follow Up	City was awaiting reimbursement of claims from a few entities when I left. Will follow up with Nanci on status. (Built into the proposed daily fee) Billed if additional action is required.	Doug Herman

Completed Matters

<u>Matter</u>	<u>Status</u>	<u>Responsible Attorney/Legal Assistant</u>
12/16 Magistrates Court	Completed Trial and Case Management Conference	Doug Herman
Asbestos Grant Payment Request (Create. Ad. Lab)	Request submitted. City should receive check from IDNR – Brownfield	Doug Herman

## Fiscal Year 2021 – 2022 Budget Timeline

### Budget timeline

- December 21: Council review Road Use, Water, Sewer & Sanitation budgets.
- January 4 and 18: Council reviews budget and considers budget appropriation requests. Consideration of Tax Rate Options.
- January 18: Set Public Hearing on Proposed Max Levy dollars for February 15th meeting.
- January 27: Deliver budget Max Levy Public Hearing Notice to the paper for publication.
- February 15: Public Hearing on Proposed Max Levy. Approve Resolution related to Max Levy
- Finalize budget and set Public Hearing for March 15.
- February 24 Deliver Budget Public Hearing notice to the paper for publication.
- March 3: Publish Budget Public Hearing notice.
- March 15: Hold budget hearing and approve FY '22 budget
- March 31: Last day to file budget with Auditor and upload to State.



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

*From the Office of:*

*Chief of Police*

*Britt D. Smith*

## REPORT SECTION

### Steve Intlekofer Property (520 South Cedar Street)

After receiving Council direction at the December 7<sup>th</sup> Council Meeting, I drafted and sent the attached letter to Steve regarding the violations at the property located at 520 South Cedar Street. The two issues being the lack of a permanent dust free pavement, and the improper expansion of the parking area that extended beyond the front face of the structure. I met with Steve in response to the letter on Monday December 14<sup>th</sup> and further explained the code requirements. Steve will be removing the gravel portion of the driveway extension on the East side that extends beyond the face of the structure. Steve will be allowed to retain use of the gravel extension on the West side of the driveway and will make it a dust free pavement by May 1<sup>st</sup>, 2021. I will follow up with Steve on April 1<sup>st</sup>, to ensure that the improvements to the lot are completed by the May 1<sup>st</sup> deadline. If the improvements are not completed, a civil citation will be issued.

### Norm Zimmerman Property (224 North Chestnut)

After receiving Council direction at the December 7<sup>th</sup> Council Meeting, I drafted and sent the attached letter to Norm regarding the safety concern at his property that is presently under construction. I requested that Norm install a safety fence around the perimeter of the excavated basement. As of Tuesday, December 15<sup>th</sup> a fence has not been erected. I will provide additional follow up prior to Monday's meeting.



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

*From the Office of:*

*Chief of Police*

*Britt D. Smith*

December 8<sup>th</sup>, 2020

Steve Intlekofer  
121 East Grand Street  
Monticello, IA 52310

RE: 520 South Cedar Street

Dear Steve;

I have been directed by the Monticello City Council to follow up with you on an issue which had been brought to your attention by former City Administrator Doug Herman in regards to the property located at 520 South Cedar Street and the pending violations of the City Code.

I have reviewed the letter sent to you dated October 23rd, from City Administrator Doug Herman, and your response dated October 26<sup>th</sup>. I have been in communication with the City Council and Mayor, all of whom have directed me to resolve this issue with you. My goal is to seek a resolution with you so that the property can be brought into compliance. I will first address your points contained within your letter of response to assist in better understanding the necessity:

1. Your belief that the issue is brought about by “someone in government” is correct. It is a function of the government, by way of the City Council, to establish a building code. It is the job of the representatives of the government, myself, to address those issues that are not in compliance with the building code. The issues which have been addressed are known to be in violation by the City Council and I have been directed to seek resolution.
2. If nothing has changed for months since it was completed, then it was completed incorrectly. Any newly installed open parking areas shall be surfaced with a permanent, dust-free pavement which has been consistent in the City Code of Ordinances since 2002.
3. You are correct in your understanding, there are two issues that need resolution;
  - a. Dustless parking area
  - b. No parking in the front yard

201 East South Street  
Monticello, IA 52310  
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4. The language that Administrator Herman cited in his letter was from the newest version of the City Code of Ordinances that was passed earlier this year. There was however, no change in the language from the previous version of the City Code of Ordinances that dated back to 2002. The “grandfathering” that you referenced would only apply to those properties who had gravel, or any other changes that differed from the Code prior to 2002, therefore both of the issues identified within the first letter are not newly enforced.
5. The “clever little person” who brought this complaint could be any representative of the government, whether that was former Administrator Herman, myself, or Public Works Director Nick Kahler, it is one of the functions of our positions to identify, especially in new construction, discrepancies in the construction process and the City Code of Ordinances. The “dozens of violations” in the older parts of town and the “mob at the next council meeting” have been addressed at a Council level and as I mentioned above those that existed before a change in the Code was made are allowed to remain and are “grandfathered” in.
6. This issue is about you, Steve Intlekofer. You were the responsible party to oversee that the construction of the structure follows the building code established within the City Code of Ordinances.
7. City Representatives will review the list of concerns that you provided and address any violations of the Code with the property owners.

After you have had an opportunity to review this letter, I would like to set up a time to meet in person to discuss how we move forward to successfully resolve this issue. There are a variety of options we have and I will offer several of them for your consideration;

Option 1: If you do not intend to replace the existing gravel with a permanent dust free surface, you may remove all existing gravel from the property and utilize the remaining concrete driveway. If this option is selected, I would suggest a 30-day completion date.

Option 2: If you intend to replace the gravel with concrete, I would recommend that we permit you to leave the existing gravel until spring being that concrete is unlikely to be poured yet this year so that the gravel may be used as a base for the new concrete. I would ask that the portion of the gravel that extends beyond the face of the residence be removed within 30 days. I would ask that we establish a completion date for the new concrete on the remaining portion of May 1<sup>st</sup>, 2021.

Option 3: You may choose to use another form of dust free surface of your choosing and remove the existing gravel from the property. I would suggest a May 1<sup>st</sup>, 2021 completion date, but the removal of the portion extending beyond the face of the residence within 30 days.

Option 4: You may decline to take any action, leave the property as is and a civil citation will be issued requiring a court appearance where a fine and abatement may be ordered.

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

Should you have an alternative option to resolve this issue, I would be open to further discussion. Please reach out to me with any additional questions you may have and with a date/time that you would be willing to meet. I ask that you reach out to me before Friday December 18<sup>th</sup> to schedule this meeting by calling 465-3526.

Sincerely,

Britt D. Smith  
Chief of Police





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

*From the Office of:*

*Chief of Police*

*Britt D. Smith*

December 8<sup>th</sup>, 2020

Norm Zimmerman  
19243 Stone Bridge Road  
Monticello, IA 52310

RE: Chestnut Street Property

Dear Norm;

I have been directed by the Monticello City Council to reach out to you regarding the property currently under construction on your lot at 224 North Chestnut. There is some concern, and I do agree, that the current condition of the lot and the excavated basement area with the footings and exposed re-rod could pose a safety hazard if construction will be halted for the winter months.

We understand that the current state of the construction process is not where you anticipated being at this point but also that further construction on the site will most likely cease due to being unable to complete the basement foundation due to weather. Even though an individual who would proceed onto your property could be viewed as trespassing, the safety concern for a child who does not have the understanding of the dangers of the sudden drop and the potential for injury due to the exposed re-rod if they were to explore the construction site over the next 4 months is of concern to the City Council and myself.

I am reaching out to explore the possibility of you installing an orange snow fence along the outside edge of the excavated basement. I feel that a barrier fence would provide some protection to anyone wondering onto the property from potential injury, until such time that construction is resumed in the spring.

If you would like to discuss this in further detail, or have questions regarding this request, please reach out to me at my office, 465-3526. I will assume that if I hear no feedback from you that you are in agreeance and willing/able to install a snow fence around the excavated site.

Sincerely,

Britt D. Smith  
Chief of Police